Polaris Tasks

STAFF GUIDE

CONTENTS

POLARIS REPORTS & NOTICES

This document lists mandatory and recommended reports for member libraries available through the Utilities menu of the Shortcut bar in Polaris. Included in the document for each report is a description, basic information on how it can be accessed, and the frequency with which each report should be run.

Please be aware that some seemingly similar reports have different variables due to the complexity of the database and will consequently have differing results. Many reports in the "Custom" section were written to extract data for a specific library and may not generate the data you believe it will. Unless a "Custom" report is recommended in this document, library staff should not use custom reports since the purpose of the report and what is being used to generate the data is unknown.

Each library manager should determine which reports provide the data being sought and use the same report throughout the year to ensure consistency. Please contact your Marigold Consultant for assistance in determining the best report to use for various purposes.

To Access Polaris Reports:

- Log in to Polaris
- Click on "**Utilities**" on the Shortcut Bar
- Select "**Reports and Notices**" from the sub-menu
- Once the Polaris Reports window opens, select the folder where the desired report is located
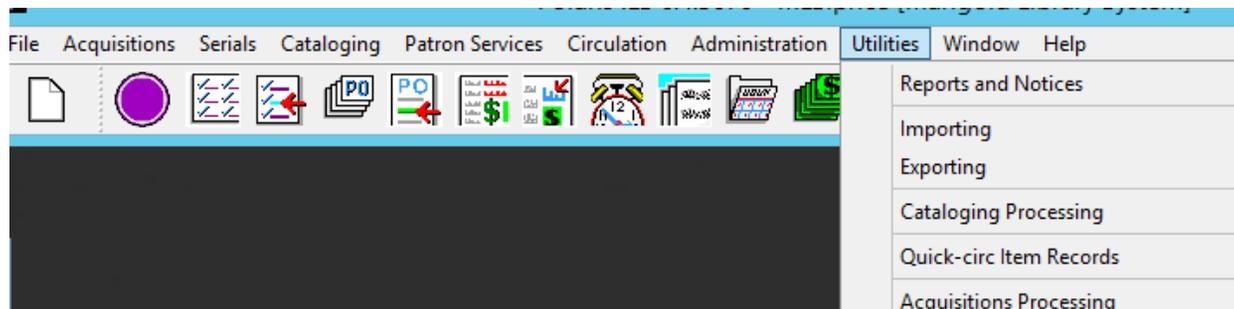
For reports created by Polaris (non-Custom reports), you can discover more details on each report through a Polaris Help search. The Help search will ONLY provide results for Polaris-built reports, NOT for Custom reports.

- Before you open the Help function, identify the report you are looking for and its category as listed in the Polaris Reports categories (screenshot below).
- In this example, I am seeking information on the "In-House Use" report, which is in the Circulation category.

Polaris Tasks
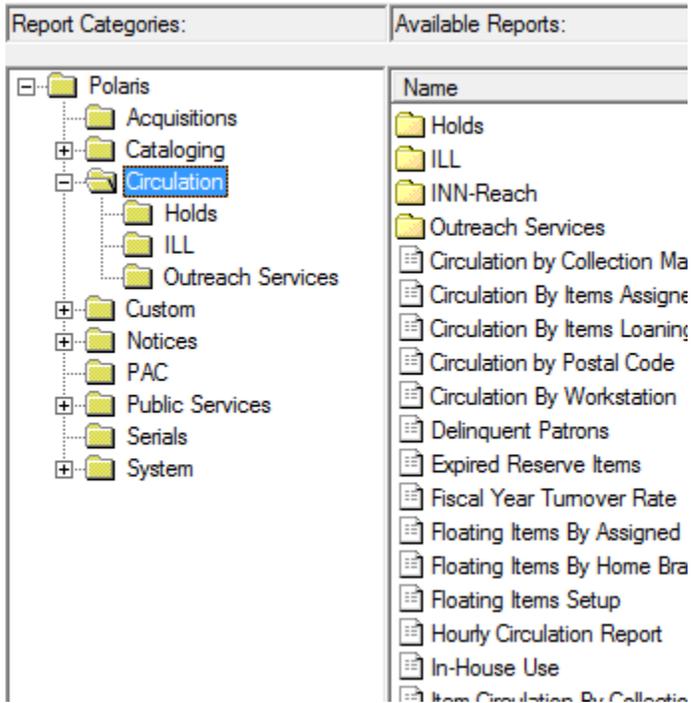
- After you have identified the report and category you want information on, click on **Help**, then "**Polaris Topics**" on the Shortcut Bar.

- Click the "**Search**" tab and type in "circulation" or "circulation reports" (you could also try searching the name of the report). Double click on Circulation Reports in the topic list on the left, and you will see text on the right with definitions for what you are seeking.

Polaris Tasks

Staff Help window showing Search tab with keyword "circulation". Text on right:

hours with transactions. If no circulation transactions occurred for an hourly period, that period does not appear in the report; if no circulation transactions occurred for an entire day, that day is listed in a single line with 0 total check-outs.

- Total circulation - Total transactions for each branch.

- In-House Use - Reports the number of items used in a specified organization, sorted by material type. These counts are taken from the Year-to-date in-house usage counter and Lifetime in-house usage counter in the item records. The Year-to-date counter is a count of everything checked in, through InHouse mode, since the last time the site did an item record fiscal year-end rollover. The Lifetime counter is a

Select Topic to display list:
Circulating Ephemeral Items
Circulating Reserved Items
Circulation and Patron Services Workflo...
Circulation Permissions Reference
Circulation Receipts and Slips
Circulation Reports
Circulation Statuses Database Table
Circulation Workforms
Circulation Workstations: Receipts, Sou...
Cleaning Up the Catalog
cloudLibrary eContent Integration
Collecting Transaction Statistics
Consortium Circulation Dialog Box
Content Carousels on the PowerPAC P

Example of searching the Index tab for the Statistical Summary report definitions (Polaris version):

Staff Help window showing Index tab with keyword "statistical summary".

You are here: Administration > Collecting Transaction Statistics > Statistical Summary Report

Statistical Summary Report

The Statistical Summary report provides detailed snapshots of the system, including database record counts, records added and deleted within a specified time period, and system activity within a specified time period. To access this report, select Utilities, Reports and Notices from the Polaris Shortcut and select System in the Polaris Reports dialog.

Note:
For information on specifying the

Index topic list:
Statistical Summary
    report
statistics
    viewing in-house item use
statistics, community
    viewing in staff client
status
    changing a purchase order line item
    changing a selection list
    changing issue or part
    changing serial holdings record from a pu
    issue records
    serial holdings record
status changes
    circulation history of item record
stock number
    display in purchase order line item

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MARIGOLD LIBRARY SYSTEM	Suggested Schedule for Required Tasks (Large Libraries)

Daily Reports	**Weekly Reports**
• Daily Notification Summary • Request to Fill (Request Manager) • Telephony Failures • Unclaimed Holds by Assigned Branch • Unclaimed Holds by Pickup Branch	• Overdues Z Fold Mailer • Billing Z Fold Mailer • Lost Holds (Item-Specific Requests) by Library • Lost Holds (Bib-level – 1 item) by Assigned Branch
Monthly Reports	**Yearly Reports**
• Claimed Items • In-Transit and Transferred Items • Lost Items • Missing Items	• Annual Report

Suggested Schedule for Required Tasks (Small Libraries)

January	February	March	April
• Claimed Items • In-Transit and Transferred Items • Lost Holds (Item-Specific Requests) by Library • Lost Holds (Bib-level –1 item) by Assigned Branch • Lost Items	• Claimed Items • Lost Items • Lost Holds (Item-Specific Requests) by Library • Lost Holds (Bib-level –1 item) by Assigned Branch	• Claimed Items • In-Transit and Transferred Items • Lost Holds (Item-Specific Requests) by Library • Lost Holds (Bib-level –1 item) by Assigned Branch • Lost Items	• Claimed Items • Lost Items • Lost Holds (Item-Specific Requests) by Library • Lost Holds (Bib-level –1 item) by Assigned Branch
May	**June**	**July**	**August**
• Claimed Items • In-Transit and Transferred Items • Lost Holds (Item-Specific Requests) by Library • Lost Holds (Bib-level –1 item) by Assigned Branch • Lost Items • Missing Items	• Claimed Items • Lost Items • Lost Holds (Item-Specific Requests) by Library • Lost Holds (Bib-level –1 item) by Assigned Branch	• Claimed Items • In-Transit and Transferred Items • Lost Holds (Item-Specific Requests) by Library • Lost Holds (Bib-level –1 item) by Assigned Branch • Lost Items	• Claimed Items • Lost Items • Lost Holds (Item-Specific Requests) by Library • Lost Holds (Bib-level –1 item) by Assigned Branch
September	**October**	**November**	**December**
• Claimed Items • In-Transit and Transferred Items • Lost Holds (Item-Specific Requests) by Library • Lost Holds (Bib-level –1 item) by Assigned Branch • Lost Items	• Claimed Items • Lost Items • Lost Holds (Item-Specific Requests) by Library • Lost Holds (Bib-level –1 item) by Assigned Branch	• Claimed Items • In-Transit and Transferred Items • Lost Holds (Item-Specific Requests) by Library • Lost Holds (Bib-level –1 item) by Assigned Branch • Lost Items • Missing Items	• Claimed Items • Lost Items • Lost Holds (Item-Specific Requests) by Library • Lost Holds (Bib-level –1 item) by Assigned Branch

Daily Reports:
- Request to Fill (Request Manager)

Weekly Reports:
- Daily Notification Summary
- Telephony Failures
- Overdues Z Fold Mailer
- Billing Z Fold Mailer

Mandatory Reports

Name	Location	Description/Procedure
Billing Z Fold Mailer	Notices → Overdues	This report must be run weekly to post (update) the Polaris status for items that are long overdue to switch to "Lost." You may select a different paper format than the "Z-fold Mailer", but you must run one type of Billing report from the list in the "Notices" folder. It is recommended that you run this report on the same day each week (ie. every Wednesday morning). Whether or not your library charges fines, this needs to be complete or items will sit overdue permanently. Posting the Billing also ensures lost copy replacement charges are billed as required. After mailing the Billing Notice, if you receive no response from your patron within a reasonable amount of time (e.g. one month), you can run the "Patron Billing Statement by Patron Code", if desired, to generate another bill. See the "Optional Reports" section of this document for this report.
Claimed Items	Cataloguing → Items	This report lists items patrons have declared they returned to the library (Claim Returned) or they never had (Claim Never Had). Check the shelves every month for these items to ensure they are not in your library, otherwise the items will be considered Lost and will be withdrawn after 6 months. If you find the item, check it in. For more information see the **Claimed to Lost Procedure** on the Marigold website.
In-Transit and Transferred Items	Custom	Identifies items assigned to your library that have had a status of "In-Transit" or "Transferred" for over two months. Check your library shelves or contact the sending library so they can check their shelves. If you find the item, check it in. Items owned by your library that have been in-transit or transferred for over two months should be manually converted to missing. Missing items will automatically be deleted and withdrawn in one year. For more details, see the **Switching In-Transit and Transferred Materials to Missing procedure** on the Marigold website.
Lost Holds (Bib-level – 1 item) by Assigned Branch	Custom	Generates a list of active bib record-level holds where your library owns the only item attached to the bib record that can fill the hold. To fill the hold, pull the item from your shelf and Check-in the item.

Name	Location	Description/Procedure
Lost Holds (Item-Specific Requests) by Library	Custom	Generates a list of active item-level holds where your library is the only library that can fill the hold. To fill the hold, pull the item from your shelf and Check-in the item.
Lost Items	Custom	Lists lost items belonging to your library that have not been resolved. For more details, see the **Procedure for Lost Materials** on the Marigold website. Follow the procedure to reconcile these items. - Check shelves - Follow-up with patrons - Invoice the appropriate libraries "Lost" indicates that the item was checked out and either the patron has informed the library that the item has been lost and a staff member manually changed the status from "Out" to "Lost" via the Patron Status work form, or that the item has been long overdue at which point it automatically becomes "Lost" upon billing the patron and posting to the database.
Missing Items	Custom	This report shows items assigned to your library with a status of "Missing". Run this report and check shelves for missing items. If you find the item, complete a Check-in. Missing items are automatically changed to withdrawn after 1 year. "Missing" is different from "Lost". While "Lost" indicates the item was checked out and did not get checked in again, "Missing" indicates that the item has not circulated but cannot be found.
Overdues Z Fold Mailer	Notices → Overdues	This report must be run weekly to post (update) patron accounts with mail notification to indicate that an item is overdue. This report only produces results for mail notification patrons. A "Z-fold Mailer" is simply the way it prints on an 8.5" x 11" sheet of paper if you have any patrons requiring paper mail notification. Z-fold means the patron address is located on the paper to show in a window envelope if you use one. You can select a different format for printing if you choose. The important part is to run the report, print and mail the notice to the patron, and post the report in the database. This report may come up blank for most libraries as patrons primarily select automatic notification options such as phone or email. Regardless, this must be run to move the item through the Overdue queue, and then it will enter the Billing queue.

Name	Location	Description/Procedure
Request to Fill (Request Manager)	Circulation -> Request Manager **[Note: This is the only report not in the Reports and Notices menu; can also be run in Leap]**	Shows all items which are requested by your patrons as well as those at other libraries. Select your branch and resize the columns to how you want to see them when they are printed. Select File -> print -> list view to print the request to fill report. Pull the requested items from the shelf and check them in to fill the hold.
Unclaimed Holds by Assigned Branch	Custom	Generates a list of holds specifically on your library's items that have gone to "Unclaimed" status. Unclaimed means the hold was not picked up by the patron within 10 days. The first column shows the pickup "branch" (patron library). For items Unclaimed that are on your library shelves, you can check the item back in to Polaris or you may choose to contact the patron first. If an unclaimed hold is lost, the transacting library (pickup library) has one month beyond the unclaimed hold date to find the item, after which the owning library may consider it lost and invoice the transacting library for it. The owning library must invoice within one year of the item becoming an unclaimed hold. *Remember that **Marigold libraries do not compensate other Marigold libraries** for lost or damaged items. Do not invoice other Marigold libraries.*
Unclaimed Holds by Pickup Branch	Custom	Generates a list of holds that have gone to "Unclaimed" status where your library is the pickup location. Unclaimed means the hold was not picked up by the patron within 10 days. For items Unclaimed that are on your library shelves, you can check the item back in to Polaris or you may choose to contact the patron first. If an unclaimed hold is lost, the transacting library (pickup library) has one month beyond the unclaimed hold date to find the item, after which the owning library may consider it lost and invoice the transacting library for it. The owning library must invoice within one year of the item becoming an unclaimed hold. *Remember that **Marigold libraries do not compensate other Marigold libraries** for lost or damaged items. Do not invoice other Marigold libraries.*

Recommended Reports

Name	Location	Description/Procedure
Daily Notification Summary	Custom	Can see all the notices sent out with the patron name and the status. This is helpful if a patron wants to confirm how they were notified. You can double check that information on this report.
Expired Patrons	Public Services → Patron Services	Lists all patrons whose account will be expiring before a specified date from a specified library.
Expired Requests	Circulation → Holds	This report lists expired hold requests for the specified library. It contains call number, author, title, barcode, patron name, phone number, patron library, and expiration date. You may want to view the bib record and attached items to see if there is a reason why the hold was not filled. If there is no obvious reason, you may wish to re-place the hold. If you cannot see a reason and the item is not owned by your library, still re-place the hold but please email an inquiry to your Marigold Consultant with the patron barcode and an item barcode or bib record control number so they can look into it.
Telephony Failures	Custom → Telephony	Telephony is the notification system TRAC uses which automatically phones patrons if patrons select phone instead of mail, email, or TXT as their notification method for their patron account. This report tells you if any phone notification failed. You may wish to manually phone the patron and verbally deliver the notification instead. **_Note:_** *This report will usually come up blank.*

Annual Report

Name	Location	Description/Procedure
Annual Report	Custom	**Municipal libraries must use the data from this report to complete the Municipal Affairs Public Library Services Branch Annual Report.** TRAC has custom-built the report to generate precisely the statistics that PLSB wants. This report is updated to reflect new data PLSB may be requesting. This report is only available in January and February for annual reporting.

Optional Reports

Name	Location	Description/Procedure
Billed Patrons	Public Services → Patron Financial	Identifies patrons who have received a billing notice. The report includes basic item information and the amount owed by each patron. This report includes **ALL patrons** and no date range, so there may be many pages.
Circ Analysis	Custom	Provides circulation statistics for a specified date range, broken down by time of day which can be helpful in evaluating staffing.
Circulation by Collection Material type Analysis	Circulation	Shows number of circulations (check outs and renewals) and the percentage of total by collection code and then material type within a given time frame.
Delinquent Patrons	Circulation	Identifies patrons (name, phone, barcode) who have system blocks, free text blocks, or library-defined blocks on their records.
Fines and Fees Summary	Public Services → Patron Financial	Shows the total amounts for fines and fees transactions (eg. payments, waives, refunds, and charges), for a specified date range, according to transaction type.
In-House Use	Circulation	Only relevant to libraries that keep track of in-house use through check-in. If your library has collection material that is only used for in-house circulation, such as daily newspapers or coffee table books, and the library completes a check-in of either the item barcode or a generic in-house barcode in a set number of times each week or month to track in-house circulation, then this reports the number of items used at your library, sorted by material type. If you want more information about tracking In-House Use please contact your Marigold Consultant. The counts from this report are taken from the "Year-to-Date In-house Use" and "Lifetime In-house Use" counts within the item records. Both counts follow the year-end rollover schedule. To generate a year-end total, this report must be run *prior to closing on the last day of the year*, as the "Year-to-Date" amount will reset back to zero at the beginning of each new year**.**

Name	Location	Description/Procedure
Inter-Intra Library Loan Summary Report	Custom	Provides circulation statistics on items loaned out to and borrowed from other libraries, broken down by "Print", "AV", and "ILL". The Total column for each section is <u>not</u> the total of each of the other columns. The Total column includes Loaned and Borrowed material types that are not counted in the AV and Print Columns, such as equipment, games, or toys. Use the Total column if you are reporting total ILL loaned and borrowed.
Item Circulation Statistics	Circulation	For a specified date range, reports the number of items by material type that have been circulated, the number of check-out transactions, and the number of renewal transactions. The report is sorted by library and material type.
Local Hold Request & Item Counts by Branch	Circulation → Holds	This report can be used for collection development. It shows a list of items your patrons are requesting from other libraries that you may want to consider purchasing for your library.
Municipality Membership - MLS	Custom	Identifies which municipalities your library patrons live in. Since this report is sorted by municipality and not the library, your library may appear several times on several pages in this report. Residents in Marigold can obtain a TRAC card at any Marigold library of their choosing following local policy. You may have to manually total the patron counts to get the number of cardholders from various municipalities. You can search the document for your library by clicking "**Edit**" → "**Find**" and then entering your library name and clicking forward through each occurrence of your library in the report.
Notification Summary by Date	Custom	Allows you to go back to any date to find out whether a patron was notified about an item. Lists the type of notification.

Patron Billing Statement by...
    ...Patron Barcode
    ...Organization
	Custom	Generates an additional billing statement for an individual patron by barcode or a list of billed patrons for your organization. This should only be used if you receive no response from your patron on the original Billing Notice within a reasonable amount of time (e.g. one month).
		
		These two reports do not post to the database. You must still complete the Billing notices report.

Patrons with messages	Public Services → Patron Services	Provides a snapshot of messages currently in patron accounts where the patron record has at least one message, read or unread. Includes patron names, message text, whether it has been read, the date the message was created, and the creator.

Name	Location	Description/Procedure
Renewals over the limit – Other library's items	Custom	Identifies any items that belong to other libraries which have been renewed by your library beyond the limit.
Waived Fines	Public Services → Patron Financial	This shows a listing of all waived fines for a certain period of time with details.
Weeding Report – Simple with Collection Filter	Custom	Items on the list have not circulated in the current or previous year. You can choose the number of lifetime circulations when creating the report. How to complete the Parameters: • Library: Select your library name from the dropdown. • Minimum Lifetime Circulation: Enter the minimum number of circulations (zero). • Maximum Lifetime Circulation: Enter the maximum number of circulations. • Publication Year before: Enter a year – only items that have been published prior to this date will appear on the report. • Collection: Select desired collection code from the dropdown. You can only select one collection at a time. • Once you have submitted the report parameters and the report is displayed, you will see a footnote included at the bottom: Indicates what is <u>NOT</u> included in the report/status. The statuses included in the report are "In", "Claimed Returned", "Claimed Never Had", "In Processing", "Missing", and "Lost". Check shelves and pull items. Check in the item to ensure there are no holds. If you choose to weed the item, change the item record status in Polaris to Withdrawn. If you do not find the item on the shelf, change "In" or "In Processing" items to "Missing" status in Polaris. For all the other statuses, do not change anything in the item record as Polaris will automatically withdraw and delete items after a period of time set by TRAC.

Statistical Summary – Optional Monthly Report

> **There are two Statistical Summaries in the reports section. The reports do not match and are not intended to, as they extract different data. Choose which version better suits your needs and always use the same report. Starred headings below show which sections do NOT pull the same information.**
>
> The Polaris "Canned" report located in the System category was built by Polaris. The other Statistical Summary is in the Custom category and was built by TRAC. Both reports provide snapshots of collection counts, circulation statistics, records added and deleted, and other items. If you pull this report monthly, use the same time period e.g. 12:00 a.m. – 11:59 p.m. for consistent statistics.
>
> The Polaris Help tool in the staff client will provide information on items not listed here because for those items, the Custom version matches the Polaris "Canned" version. In the Help tool, click on the "Index" tab and search "Statistical Summary" to view definitions for statistics not described below.

Statistical Summary - Polaris "Canned" Report Located in System folder/category	Statistical Summary – Custom Report Located in Custom folder/category
Record Counts **Total Item Records** - Item Status is not Withdrawn - Record Status is Final - Library is Assigned Branch **Items Withdrawn***** - Find all items with status Withdrawn - Library is Assigned Branch - Item status was changed between start and end of selected term **Total Patrons** - Patron organization is library **Circulation Statistics** **Checkouts** - Where Transaction date is between start and end of selected term - Find all items checked out during date range - Library checked out the item **Checkins** - Where Transaction date is between start and end of selected term	**Record Counts** **Total Item Records** - Item Status is not Withdrawn - Record Status is Final - Library is Assigned Branch **Items Withdrawn***** - Find all items with status Withdrawn - Assigned branch is library **Total Patrons** - Patron organization is library **Circulation Statistics** **Checkouts** - Where Transaction date is between start and end of selected term - Find all items checked out during date range - Library checked out the item **Checkins** - Where Transaction date is between start and end of selected term

- Find all items checked in during date range	- Find all items checked in during date range
- Library checked in the item	- Library checked in the item
Overdue Items Checked In	**Overdue Items Checked In**
- Find all checkins during date range where item is overdue	- Find all checkins during date range where item is overdue
- Library checked in Item	- Library checked in Item
Holds Placed***	**Holds Placed*****
- Find all Holds placed during date range	- Find all Holds placed during date range
- Reports holds placed at Library Workstation(s) <u>only</u>	- Library placed hold at workstation
	- Not placed in PAC
Holds Satisfied	**Holds Satisfied**
- Find all Holds filled during date range	- Find all Holds filled during date range
- Library filled hold	- Library filled hold
Holds Cancelled***	**Holds Cancelled*****
- Find all holds Cancelled during date range	- Find all holds Cancelled during date range
- Library was pickup location	- Library Cancelled hold
- Hold placed through PAC	
Borrowers	**Unique Patrons**
- Find all checkouts during date range	- Find all checkouts during date range
- Count Unique Patrons	- Count Unique Patrons
	Items Borrowed***
	ADDS TOGETHER
	- All checkouts during date range
	- Item Assigned Branch is not Library
	- Library Checked out item
	AND
	- All checkouts during date range
	- Material type is Interlibrary Loan
	- Library Checked out item
	Items Lent
	- Find all checkouts during date range
	- Item Assigned Branch is Library
	- Item not checked out by Library

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Records Added and Deleted	Records Added and Deleted
Item Records Added*	**Item Records Added By Branch***
- Find all Items added during date range	- Find all Items added during date range
- Library added item	- Library added Item
- Item is Assigned to Library	**Item Records Deleted By Branch***
Item Records Deleted	- Find all Items deleted during date range
- Find all Items deleted during date range	- Assigned branch is Library
- Library deleted item	- Library deleted item
Item Records Added By Other*	
- Find all Items added during date range	
- Assigned branch is Library	
- Library did not add Item	
Item Records Deleted By Other*	
- Find all Items deleted during date range	
- Assigned branch is Library	
- Library did not delete item	
Patron Record Added	**Patron Record Added by Branch**
- Find all Patrons created during date range	- Find all Patrons created during date range
- Patron assigned branch is library	- Patron assigned branch is library
- Library added patron	- Library added patron
Patron Record Deleted	**Patron Record Deleted By Branch**
- Find all deleted Patrons during date range	- Find all deleted Patrons during date range
- Patron assigned branch is library	- Patron assigned branch is library
- Library deleted patron	- Library deleted patron
	The top section where it lists "Patrons" is as of the day the report is run. Only the Circulation statistics are based on the dates selected for the report. If you run the reports later for previous months, the top sections will be identical. This report is not designed to show Patron changes over time. There is no way for Polaris to know when a patron has been added or removed (this is not tracked).
Financials	**Financials**
Net*	**Net***
-Money collected minus refunds	-New charges minus money collected

PAC Statistics	PAC Statistics
	PAC Renewals - Find all Checkouts during date range - Find items that were renewed at checkout - item was checked out through PAC - Library checked out Item
PAC Holds Placed*** - Find all Holds Placed during date range - Pickup location is Library - Hold placed through PAC	**PAC Holds Placed***** - Find all Holds Placed during date range - Patron assigned branch is library - Hold placed through PAC
PAC Holds Cancelled*** - Find all Holds Cancelled during date range - Pickup location is Library - Hold cancelled through PAC	**PAC Holds Cancelled***** - Find all Holds Cancelled during date range - Patron assigned branch is library - Hold cancelled through PAC

| **Polaris Version** | **Custom Version** |

Statistical Summary

1/1/2020 12:00:01 AM - 10/14/2020 11:59:59 PM

Okotoks Public Library

Record Counts - As of 10/15/2020 1:27 PM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	915,843	143,081	744,015			

	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	67,007	54,582	5,236	17,553	29	27

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
162,701	4,556	114,805	19,727	0

Holds Placed	Holds Satisfied	Holds Cancelled
35,974	32,406	4,157

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	94	1	1,460	1,061
Added by Other	53,428	36,286	6,649	5
Deleted by Branch	0	0	12,403	65
Deleted by Other	6,325	9,587	1,332	1,891

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
$19,179.56	$8,883.31	$62.95	$8,820.36	$7,302.86	$209.72

Total Outstanding Fines - As of 10/15/2020 1:27 PM
$48,179.32

PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
60,929	0	32,244	2,136

Statistical Summary (Custom)

1/1/2020 12:01:01 AM - 10/14/2020 11:59:59 PM

Region: Marigold - Branch: Okotoks Public Library

Record Counts - As of Thursday, October 15, 2020

Items	Items Withdrawn	Patrons	Active Staff	Workstations
54,582	21,821	17,553	29	27

Circulation Statistics

Check Outs	Unique Patrons	Check In	Overdue Items Checked In	Staff Overrides
162,701	4,556	114,805	19,727	0

Holds Placed	Holds Satisfied	Holds Cancelled	Items Borrowed	Items Lent
4,763	32,406	4,021	65,347	24,249

Records Added and Deleted

	Items	Patrons
Added by Branch	4,926	1,061
Deleted by Branch	12,409	65
Withdrawn by Branch	5,236	

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
$19,179.56	$8,883.31	$62.95	$10,296.25	$7,302.86	$209.72

Total Outstanding Fines - As of 10/15/2020 1:15 PM
$48,040.87

PAC Statistics

Logins	Items Renewed	Holds Placed	Holds Cancelled
60,929	28448	31,356	2,059