AUGUST 2024

LIBRARY NAME: _____

DELIVERY ID: _____ *CONTACT EMAIL:* _____

This log is to be filled in by the LIBRARY's staff!!!
*** PLEASE RECORD NUMBER OF <u>OUTGOING</u> PACKAGES DAILY ***

DAY OF MONTH	INITIALS OF DRIVER	PACKAGES SENT
1		
2		
S/S		
5		
6		
7		
8		
9		
S/S		
12		
13		
14		
15		
16		
S/S		
19		
20		
21		
22		
23		
S/S		
26		
27		
28		
29		
30		
S/S		

TOTALS: | |

- **Make sure library's name is on the form: PLEASE TALLY TOTALS at the end of the month.**
- Maintain local file of this statistics sheet for 12-months (rolling).
- **Total the delivery statistics at the end of the month and submit them online no later than the 10th of the following month** (Online Form: https://librarylinknj.org/delivery/stats-report-form).
- Please read the new requirements for reporting your monthly delivery statistics online at: https://librarylinknj.org/delivery/statslog
- **Please use the Delivery Support Form for any issues and requests:** https://librarylinknj.org/support/delivery