DECEMBER 2026

LIBRARY NAME: _____

DELIVERY ID: _____

This log is to be filled in by the LIBRARY's staff!!!

*** PLEASE RECORD NUMBER OF <u>OUTGOING</u> PACKAGES DAILY ***

DAY OF MONTH	PACKAGES SENT
1	
2	
3	
4	
S/S	
7	
8	
9	
10	
11	
S/S	
14	
15	
16	
17	
18	
S/S	
21	
22	
23	
24	
25	*CHRISTMAS DAY*
S/S	
28	
29	
30	
31	

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