MEMORANDUM

TO: DIRECTORS
FROM: Grace Riario
DATE: July 18, 2019
SUBJECT: 2018 Direct Access Statistics

Attached to this memorandum is a copy of the 2018 Direct Access statistics for all member libraries. This four (4) page document provides detailed information about the circulation of library materials by all library users at all libraries.

NOTE: Direct Access statistics do not include interlibrary loan.

You will see that all the columns are labelled with letters and the rows are labelled with numbers.

The rows represent the circulation at a particular library. As you move from left to right across the row, you will see the circulation at a particular library by the cardholders from other member libraries.

As you move from the top to the bottom of a column, you will see the circulation by cardholders from a particular library at other member libraries. The cell that is at the intersection of the row and column for a particular library shows the circulation of that library's cardholders at the library.

	B	C	D	E	F	G	H
2	LIBRARIES	Blauvelt	Chester	Cornwall	Cragsmoor	Eldred	Ellenville
3	BLAUVELT	22,020	0	7	0	0	8
4	CHESTER	0	47,340	87	109	0	0
5	CORNWALL	2	101	121,802	0	0	9
6	CRAGSMOOR	0	0	0	3,490	0	27
7	ELDRED	2	0	0	0	11,593	0
8	ELLENVILLE	1	8	10	151	23	45,263
9	FALLSBURG	0	4	0	0	21	41
10	FLORIDA	0	800	6	0	57	0
11	GARDINER	0	8	45	53	0	156
12	GOSHEN	0	1,405	65	0	16	3
13	GRAHAMSVILLE	0	66	0	1	0	852
14	GREENWOOD Lake	19	630	1	0	0	0
15	HAVERSTRAW - Main	232	26	391	0	4	29
16	HAVERSTRAW - Village	8	0	0	0	0	0

Please note that rows and columns that are shaded in grey represent branches at four (4) libraries. The statistics for the branches are shown for information purposes only. Each library with branches also has a row and a column that shows the total circulation for that library. Direct Access is based on the total circulation of a library. For example, **rows 15 and 16** represent the circulation at Haverstraw branches while **row 17** represents the total circulation for Haverstraw. Similarly, **columns O and P** represent branch circulation, while **column Q** is the total circulation for the library. Grey rows and columns are not included in the summary statistics; only the rows and columns for the total circulation for these libraries are included.

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Row 59 (All CIRC BY LIB USERS) shows the total for each column, representing the total circulation by the cardholders of that library at every library.

Row 60 (DA BY LIB USERS) shows the Direct Access borrowing by the cardholders of each library.

page 4 (on the right side), you will find the summary information for each library.

DA by Others (column BL) = Direct Access by other library cardholders at a library

CIRC by Locals at home (column BM) = Circulation by local cardholders at their home library

Total CIRC at Home (column BN) = Total circulation from all users at the library (same as the value in column BJ for each library)

DA by Locals (column BO) = Direct Access borrowing by local users at other libraries (same as Row 60 for each library)

Total CIRC by Locals (column BP) = Total circulation by local users at all libraries (same as Row 59 for each library)

Using Blauvelt as an example:

1. Users from other libraries borrowed 9,623 items at Blauvelt (column BL row 3)
2. Blauvelt users borrowed 22,020 items at Blauvelt (column BM row 3)
3. Total circulation at Blauvelt was 31,643 items (total of the numbers in lines 1 and 2 above – column BN row 3)
4. Blauvelt users borrowed 9,921 items at all other libraries (column BO row 3 same as row 60 column C)
5. Blauvelt users borrowed a total of 31,941 at Blauvelt and other libraries (total of the numbers in lines 2 and 4 above – column BP row 3)

The boxes on the far right side of page 4 focus on the libraries that currently have Direct Access restrictions in place - Haverstraw (on Finkelstein users) and Suffern (on Finkelstein users).

To calculate the percentage of Direct Access at your library by the borrowers of another library you need to know the total circulation at your library, the total circulation at your library by the borrowers of a specific library and the total circulation by your borrowers at that library.

Using the example of the Finkelstein Direct Access at Haverstraw (page 4):
1. Total circulation at Haverstraw was 226,737 (row 17 column BN)
2. Total circulation by Finkelstein borrowers at Haverstraw was 54,396 (row 17 column AP)
3. Total circulation by Haverstraw borrowers at Finkelstein was 4,276 (row 40 column Q)
4. The net circulation by Finkelstein borrowers at Haverstraw was 50,120 (subtract number in line 3 from the number in line 2 above)
5. The percentage of net Direct access by Finkelstein borrowers at Haverstraw was 22.11% (divide number in line 4 by the number in line 1)

Please do not hesitate to contact me if you have any questions.