



Newfield Branch
December 2025

Submitted by: Nykia Eaddy

January 5, 2026

Service Statistics	Number of new library cards: 6 Number of questions answered: (Reference, Technical, Other) Number of visitors: 2, 192 Ref: 61 Tech: 57 Other: 248																																																						
Collection Statistics	Collection Size: 36, 237 Total Added: 114																																																						
Circulation Statistics	Total Circ: 844 In-house: 47																																																						
Public Internet Usage	Users for the month: 473 Total Wifi connections: 87																																																						
Room Usage	Room: (Bookings, Attendance) Community Room: 5 Conference Room: 6 Study Room: 19 Total Est. Attendance: 150																																																						
Programming	<table border="0"> <thead> <tr> <th>#</th> <th>Program</th> <th>Att.</th> <th>#</th> <th>Program</th> <th>Att.</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>Beginner's Chess</td> <td>3</td> <td>9</td> <td>Switch Play</td> <td>0</td> </tr> <tr> <td>3</td> <td>Build It!</td> <td>8</td> <td>3</td> <td>Thrive & Connect Series w/Nellie</td> <td>2</td> </tr> <tr> <td>9</td> <td>Drop In Tech/CPU Classes</td> <td>9</td> <td>7</td> <td>Teen Game Day</td> <td>10</td> </tr> <tr> <td>3</td> <td>Financial Literacy</td> <td>29</td> <td>1</td> <td>Holiday Teen Trivia</td> <td>0</td> </tr> <tr> <td>1</td> <td>Lawyers in Libraries</td> <td>5</td> <td>1</td> <td>Holiday Scavenger hunt/cookie decorating</td> <td>14</td> </tr> <tr> <td>3</td> <td>Little Reader's Storytime</td> <td>26</td> <td>3</td> <td>Holiday Movie Series</td> <td>10</td> </tr> <tr> <td>2</td> <td>Music Together</td> <td>23</td> <td>1</td> <td>Holiday Paint Night</td> <td>16</td> </tr> <tr> <td colspan="2"></td> <td colspan="2">Total Programs: 49</td> <td colspan="2">Total Attendance: 145</td> </tr> </tbody> </table>	#	Program	Att.	#	Program	Att.	3	Beginner's Chess	3	9	Switch Play	0	3	Build It!	8	3	Thrive & Connect Series w/Nellie	2	9	Drop In Tech/CPU Classes	9	7	Teen Game Day	10	3	Financial Literacy	29	1	Holiday Teen Trivia	0	1	Lawyers in Libraries	5	1	Holiday Scavenger hunt/cookie decorating	14	3	Little Reader's Storytime	26	3	Holiday Movie Series	10	2	Music Together	23	1	Holiday Paint Night	16			Total Programs: 49		Total Attendance: 145	
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Other Services	Digital Navigator: 8 Notary: 11 sessions & 12 documents Passport: n/a																																																						
Outreach	Date, Event, Approx. # of people reached																																																						
Staff Development																																																							

Youth Services

- Seasonal book displays highlighting Christmas, Hanukkah, and Kwanzaa were implemented in the Children’s Room
- Winter and holiday-themed collections were featured in the Teen Room

Patron Engagement & Programs

- Elf Scavenger Hunt and Sugar Cookie Decorating programs demonstrated **strong participation** in the Children’s Room.
- Programs included incentive-based engagement (prizes and holiday-themed giveaways), which contributed to positive patron experience and repeat family visits.

Collection Maintenance

- Juvenile collection weeding in the storage room is **nearly complete**, with only **one cart remaining**.
- Book ordering was temporarily disrupted due to the closure of Baker & Taylor.
- Orders have transitioned to **Brodart**, with staff monitoring ordering-to-delivery timelines to maintain collection continuity.

Adult Services

- **11 Notoary appointments** completed in December.
- Drop-In Tech help averaged **1-2 patrons per week**, providing ongoing individualized support.
- Seasonal displays included Winter Wellness (emotional-wellbeing), Kwanzaa, and Hanukkah, along with holiday décor throughout the building.

Patron Engagement & Programs

- Holiday Paint Night: **16 attendees**
- Holiday Classic Movie Series (Rudolph the Red-Nosed Reindeer, A Christmas Story, The Polar Express): steady drop in attendance, with some patrons attending full screenings.

Collection Maintenance

- Orders have transitioned to **Brodart**, with staff monitoring ordering-to-delivery timelines to maintain collection continuity.

The library hosted Holiday Spirit Week from December 15–19 across all locations. Staff were invited to participate in a series of optional, themed dress-up days, including festive colors, holiday socks and hats, ugly sweaters, and Flannel Friday. The initiative boosted holiday spirit and enhanced the welcoming environment for both staff and patrons. Participation was voluntary and well received, supporting a positive workplace culture during a busy time of year.

