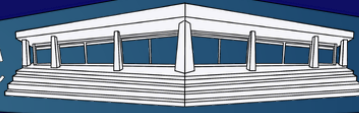


PLAINFIELD

PUBLIC LIBRARY



2024 ANNUAL REPORT



....Our library is such a great community center with so many great programs!

Facebook Feedback - April 2024

Director's Report

Overview

During 2024 we designed the new look of the Library interior through our New Jersey State Library Community Center Digital Connect Grant. As this report is being written, the Library awaits the final documents from the architect and the engineer so we can go out to bid the project. A complete upgrade of our IT backbone to expand network capability, new dedicated space for classes, training, community outreach and medical telehealth are all part of the grant design. The main floor will also feature a new information desk that will allow for Reference, Circulation and IT help at one service point. This will aid in improved service and efficiency and assist on days when the Library is short-staffed. On the lower level, the pool will be removed and replaced with a smaller pool and fountain as a reminder of the past. This expanded space will result in a large atrium area easily converted for large scale meetings, events and programming and will include a large dropdown screen and space for auditorium seating or tables for job fairs, conferences, and community events.

Not mentioned in the grant, but planned, is the renovation of Lab A into a new Teen Space. The Library is planning and paying for this part of the renovation.

New construction this year divided our Room 2 space into a new Room 1 and 2 which allows for small meetings in Room 1 and the ability to open the entire space between the two areas when needed. Room 1 has an efficiency kitchenette with refrigerator, sink and microwave which can be used as needed.

The Library arranged for an outside consultant to train staff on the use of our 2 defibrillators, CPR and Narcan. This was met with enthusiasm by the staff as it made them feel prepared and confident in case of an emergency. One of the 2 defibrillators is mounted in the main reading room and all staff are familiar with its location. Safety kits of gloves have been placed in each of the 3 information services areas. The lower level defibrillator will be mounted when we evaluate the placement in the new lower level spaces.

Other exciting news for the Library in 2024 was the guard that the Plainfield Police Department contracted for the Library's safety and security. This has been an ongoing request and we are extremely grateful to Mayor Mapp and Director Abney for the hard work and support that made this happen. We see and feel the difference every day in both the patron and staff feelings of security.

Departments:

Circulation:



Figure 1- New Library Card Holders

Circulation had a busy and challenging year as our consortium, STELLA, migrated to a new Integrated Library System (ILS). This change began in May, as the Circulation staff prepared for the migration from Workflows to the new system Polaris. All staff completed online training tutorials provided on the STELLA website.

Susan Cordeiro and Megan Dineen attended two sessions of in-person circulation training with STELLA staff. Susan Cordeiro also attended in-person tech services training.

Susan and Megan then assisted Claudia Flores with in-person training of the Reference Department and Children's

Department staff on the new ILS.

One of our 2024 goals was the signing of a Reciprocal Borrowing Memorandum of Understanding between Plainfield Public Library and the Somerset County Library System. This was planned in 2024 but took a back seat as we completed the migration of our catalog. It was completed in the early months of 2025. This will allow our patrons to borrow books from North Plainfield and other Somerset County libraries while their patrons can borrow books from us. This does not include our eLibrary books and databases.

Reference:

Reference continues to deliver innovative programming, skilled reference services and support to our community with a wide range of resources for lifelong learning, digital literacy and cultural engagement. Notable programs in arts and crafts, tech, STEAM/STEM, and musical performance brought our patrons free excellent entertainment. Programs in health and wellness with Bone Density Screening from St. Peter's Hospital, a blood drive from the New York Blood Center and vaccination clinics for flu and COVID-19 helped our community in their everyday health. From spring to fall we had the Fresh Start mobile unit in our parking lot offering laundry and shower facilities. We expect this to resume this spring, though we are not sure of the location.



Figure 2- Adult Craft Club participants

Restructuring of the Reference Department responsibilities included the merging of Children's with Young Adult, thereby removing the responsibilities of YA services and programming from the Reference Department. Another change was removing Passports from Reference making it

its own department under the direct supervision of the Assistant Director. Both these changes went smoothly and helps us prepare for the additional physical and programmatic changes that we anticipate with the planned construction.

Children's Department (now Youth Services):



Figure 3- Children's Dept. Staff

The year 2024 was one of transition and growth for the Children's Department, with a remarkable 43% increase in program attendance compared to 2023. The year also marked a major transition as Janice People, Head of Children's Services, announced her retirement after 27 years of dedicated service to the Library. To honor her contributions, a retirement celebration was organized, giving both staff and the public an opportunity to share their well-wishes. In recognition of her outstanding service and lasting impact on the community, both the **County of Union** and the **City of Plainfield** issued proclamations in her honor. Additionally, Jailene Betancourt departed after approximately seven years in Plainfield to take on a new role as a Children's Librarian at another library.

In response to these changes, the Library restructured its services, merging Children's and Young Adult Services into a single department. This led to the creation of the new Head of Youth Services position, and we were pleased to welcome Elizabeth Smith to this role. Elizabeth previously served as Library Manager at a Staten Island branch of the New York Public Library and as Head of Youth Services at the Catskill Public Library in Catskill, NY. As a Union County resident, she is excited to join the Plainfield Library and bring her expertise to the community.

Local History and Special Collections:

This year the Local History's primary grant-funded project was the digitization of 134 monographs and periodicals in our Plainfield Reference Collection, including the complete run of Monday Afternoon Club newsletters (1938 to 1979). In addition, the department had digitized 74 more yearbooks from Plainfield schools, including the Wardlaw-Hartridge, Maxson, and Hubbard schools. Our Internet Archive collections received 22,813 views online in 2024. These are viewable online here: <https://archive.org/details/plainfieldpubliclibrary>. Additional items scanned include five oversized ledgers of bound Daily Record Sheets (1936, 1942, 1943, 1949, and 1951) from the Plainfield Police Log Collection.

We maintained and enhanced our digital collections online via 1) the Library's website, 2) our CONTENTdm digital collections manager, 3) the NJ-DE Digital Collection via Digital Public Libraries of America, 4) the Internet Archive, and 5) the "Archive-It! Community Webs" application, which captures and saves web-based content such as TAPintoPlainfield, Plainfield

blogs, and other local websites. As obituaries are now more often published online (vs. in print in the local newspaper) we have added new site crawls to this resource for three area funeral homes. In 2024, our digital collections received 66,741 views.

The Local History Department is always looking for donations of Plainfield and Central New Jersey collections for the archives. This year we received 51 accessions measuring approximately 31 linear feet. Brochures created by Local History continue to be distributed. This year along with our popular “A Kid’s History of Early Plainfield” we have a new brochure entitled “Hispanic Heritage in Plainfield”.

There were 34 programs offered by Local History, both in-person and via zoom. Most were co-hosted with the Historical Society of Plainfield / Drake House Museum. This collaboration has proven to be beneficial to both organizations with over 1200 attendees at these events. Some of our programs have been recorded and are available on the Library’s YouTube channel.

One of Local History’s most important educational tools is its exhibition program. This year there were 15 displays with three guest exhibits. Some of the most popular included: *Ten Things You Didn’t Know About Plainfield*, *Plainfield’s Annual July 4th Parade: Celebrating 100 Years*, and *Plainfield Seminary for Young Ladies and Children*.



Figure 4- Memoir Writing Club

Literacy Services:

As in prior years, the Literacy Department was incredibly successful and was repeatedly recognized by our state, county and municipal partners. This success is due to our amazing committed and mission focused staff. They cannot be commended enough.



Figure 5- ESL Class

The Plainfield Public Library Literacy Department offers 3 core services: GED testing and preparation, ESL classes and Citizenship exam preparation and Digital Literacy Instruction and Certification. Though a popular program in the past the need for basic literacy services continues to fall, following a national trend. This has to do with the rise of programs such as our Basic Literacy program of 30 years ago and the emergence of Special Education. Today we focus on non-English language speakers, digital literacy and assisting those without a high school diploma pass the GED so they can obtain jobs and move forward to higher education and successful

careers. This year our GED graduates went to college, joined the military, and obtained full-time employment.

The high percentage of those in our area who have limited to no English and are in need of classes is our largest concern. Not only adults but children arrive in the United States without accompanying adults and no English language skills. This has occasioned us to adjust our program to a new system spearheaded by one of our paid tutors. Before these students can move along to our volunteer tutors they enter classes with paid teachers who get the students to a basic English functioning level. After that they are placed in classes with our volunteer tutors.

This restructuring has enabled us to free up our ESL coordinator to other important tasks. She can now focus on Citizenship classes, upper-level ESL, and our new program “Welcome to Plainfield” which instructs new residents on how to live and negotiate life in the United States.

Funding for Literacy

Once again, the Literacy Department was able to find outside funding to cover major portions of its services, and this trend appears to be continuing. As always though, anything that can introduce more stability into the service funding scenario only goes to improving the quality and quantity of service being provided to Plainfield residents. While we remain grateful for our partnerships with our outside funding partners and what have become long-term relationships, nothing compares to the stability of municipal budget funds. An expansion of the salary line to include some part-time city funded hours would provide the stability to weather minor service interruptions that are unavoidable in a primarily grant-funded program.

Successful Events

The department had a number of very successful events this year. Of note has been Rosa Nicks’ and Jenn Heise’s family game night, which has consistently been at capacity. Post construction, we will look to find ways to increase that capacity.

The ESL staff held a phenomenal Hispanic heritage event and the Department’s end-of-year student event was well attended. As a department, Literacy looks to continue running all of these events and to add student graduations this year. We are currently attempting to work out the logistics because of the space required if students bring family.

Summer Youth Corps

Last summer we worked with Union County Youth Corps to take a hand-off of one of their cohorts that was timing out of the program, thereby helping them get some digital literacy certifications and to complete their GEDs. It was not as successful as anyone would have liked and much of this was due to how hastily it was put together and that Youth Corps was in the middle of moving into new buildings. There was complete agreement that this is a project we would like to attempt again, provided Youth Corps can support the cohort throughout programming in terms of transportation, case management, and supportive services and we can all work together to have a better hand-off of the students. Literacy is currently working with

United Way, which oversees Youth Corps on other youth-oriented projects and have already begun discussions on improving the process.

IT:

Plainfield Public Library's IT Department was busy in 2024. Since the award of the ARPA construction grant which included a large technology component, we have been evaluating numerous network, security and phone options for upgrades. This is a time-consuming process that involves learning new systems then, in most cases, jettisoning them, to then learn another competing system in order to compare them and ultimately pick the best fit for the Library.

IT staff worked with two different State approved vendors each utilizing a different networking company for our evaluations. The one ultimately chosen due to cost, integration with our existing products and ease of deployment was our current firewall company. We also reviewed several new phone system providers to improve and expand our existing system, which was to be retired later this year. The chosen system offered the ability to make and receive calls on multiple platforms and from any location. This allows our instructors to call our students from either their computers or cell phones, utilizing the phone system's software, all while appearing to be calling from the Library directly.

We were also working with our Value Added Resellers (VAR) to pick new computers for the public and staff computers that needed to be upgraded due to Microsoft's end of support for Windows 10 later in 2025.

In addition, the Plainfield Public Library, part of the Library Consortium STELLA, migrated our access catalog from SIRSI to Polaris. IT was heavily involved in the migration which took the majority of March to May to complete.

Maintenance:

Maintenance was again inundated with many issues throughout the year, the public restrooms being the primary source of continued consternation. Some members of the public continue to plague us with attempts to dispose of items that were never meant to be flushed down the toilets. This has caused repeated calls to the plumber to extract said items while necessitating closure of the restrooms to the rest of the Library's patrons.

Room bookings were up significantly over the previous year 655 v. 321, so room setups and breakdowns ultimately took up a great deal of our time.

For 2025, we will be looking to do a complete cleaning of the entire Library during our closure to the public, which will allow us to re-open with our best foot forward to show off the Library's "new look".

Extra Value Services

Meeting Rooms:

In 2024, the Plainfield Public Library saw remarkable growth in the use of its meeting rooms, reflecting both an increased demand for the Library's spaces and a deeper engagement from the local community. As the Library continues to evolve as a central hub for learning, collaboration, and community connection, the significant rise in reservations speaks to the vital role it plays in supporting events, gatherings, and outreach activities. This surge in activity also highlights the Library's ongoing efforts to adapt to changing community needs.

Total reservations increased from 321 in 2023 to 655 in 2024, marking a significant rise in both the number of people utilizing our space and the events and meetings hosted at the Library. This growth not only reflects the growing demand for our meeting spaces but also indicates a vibrant and engaged community making use of the Library for a variety of purposes.

The portion of reservations from local private organizations and residents saw a remarkable increase from 36 in 2023 to 266 in 2024. This growth demonstrates that more local residents are discovering and utilizing the Library's meeting space for their events and activities - reflecting a growing use of the Library as a community resource.

Additionally, our outreach table reservations, used by community and nonprofit organizations to provide resources and information to patrons, rose significantly from 21 in 2023 to 99 in 2024. This increase highlights the growing interest and commitment from local organizations to connect with our community. It also highlights the Library's expanding role as a central hub for local resources, offering patrons valuable opportunities to engage with organizations.

Towards the end of 2024, the Plainfield Public Library introduced a new meeting space with the creation of Room 1, which was previously unavailable. In the last two months of 2024, after the public gained access to reserve Room 1, it quickly became a popular option. With 33 reservations in just this short time, the new room's utilization has exceeded expectations and reflects the growing demand for our meeting spaces. Room 1 is ideal for study sessions, small group discussions, brainstorming meetings, or focused workshops. It is equipped with essential kitchen amenities, including access to a sink and ample counter space, providing added flexibility for various types of events. This success further demonstrates the Library's commitment to expanding its facilities to meet the needs of the community, offering more options for local organizations and individuals to gather at the Plainfield Public Library.



Figure 6- New Room 1

Passports:



Figure 7- Passport Dept. Materials

In our second year as an officially recognized Passport Acceptance Facility, the Passport Department has already experienced remarkable growth, processing 809 applications compared to the previous year, where 102 passport applications were processed. This surge has significantly raised awareness and recognition within the community.

In 2024, we focused on streamlining our daily operations, making the Passport Department a powerful force within the Passport Acceptance Facility services community. Today, we are not only a popular service in Plainfield, New Jersey but also a valued and essential part of the Library's offerings to the community and nearby townships. Reviews from passport customers have praised our service as welcoming, friendly, quick, and efficient, noting that we provide excellent customer service.

Our experienced part-time Passport Services Coordinator initially divided her time between the Reference Department and Passport Services, with the majority of her hours allocated to Reference. On April 1, 2024, she fully transitioned into the role of Head of the Passport Department, taking over all responsibilities from our head of Adult Services. Since then, operations have been streamlined, improving appointment scheduling efficiency, and ensuring compliance with the U.S Department of State regulations. Her dedication and expertise have been instrumental in enhancing the department's services and customer experience.

A part-time bilingual Passport Acceptance Agent was added on March 4, 2024. Initially, due to staffing shortages, she worked in Reference while completing online passport training. After earning her certification in June, she began hands-on training with the Head of Passports in August 2024. On September 30, she transitioned fully to the Passport Department. Her bilingual skills have expanded the Passport Department's connection with Plainfield's Spanish-speaking community.

At its inception, the Passport Department was staffed by members of various departments, who balanced their passport duties alongside their primary roles. In 2024, the Library was able to efficiently run services with the 2 person dedicated passport team, handling passport applications daily. Their efforts allowed the other staff to refocus on their primary responsibilities while ensuring smooth and effective passport services.

Building Upgrades & Changes

Although much of our time was taken up with the planning of our interior space, the Library still managed to upgrade areas that needed improvements. This year we divided Room 2, making a

smaller meeting room with a utility kitchen in one part while keeping the larger portion as our meeting Room 2. In our new Room 1 is a sink, small refrigerator, microwave and coffee maker. Cabinets were added to accommodate supplies for departmental programming and crafts. Room 1 also has a table and chairs for small meetings and study groups. The rooms are separated by pocket doors which are locked unless the 2 rooms are opened for a larger program. Since the division of this room into 2 spaces we have had many room requests for the smaller room and it has become a real bonus for members of the public who request same day room reservations which is a new service we are offering when there is a room available.

IT upgrades included computer upgrades in Room 4 for remote meetings and TeleHealth options, deployment of 25 new Windows 11 computers to Circulation, Reference, Literacy, Children's, Local History and Administration.

Budget

In 2024, the City fully funded the Library's budget request of \$2,303,861. We are grateful for the continuous support from the City of Plainfield's Administration.

As in previous years, our Literacy department was primarily funded through a grant from the NJ Department of Labor.

Donations & Grants

This year, the Library received \$339,823 in grants from Local, State, and County sources as well as \$9,140 from individual/organizational donors. For more information, see the **Donations & Grants Breakdown** on page 13.

Outreach

Our goals last year of increased outreach and marketing have been successful and we continue to build on that momentum. Joel Mercado, our Meeting Room and Outreach Coordinator continues to find strategies to improve our interaction with community organizations and the residents of Plainfield. Community outreach tables, improved Facebook posts, brochures and flyers distributed to community partners have increased our visibility in the community. Meeting rooms, which were discussed in another section, have increased in use and our new same-day reserve policy when we have open rooms is a great success. In addition, Marianne Tankard, our school liaison board member has opened the door to cooperation and shared projects with the Plainfield School District. One project, the “Cardinal’s Nest” looks to be an exciting way to collaborate with the schools. The possible use of the library at Clinton School may well be a way to expand some of our services to the West End. We look forward in 2025 to move forward on these projects and initiatives.



Figure 8- Outreach at Masjidullah

2025 Goals

- Start interior renovations to the Main and Lower floors of the Library through the New Jersey State Library Community Center Digital Connect Grant.
- Purchase 92 computers to replenish all three labs with updated computers as per the ARPA (American Rescue Plan Act) Construction grant.
- Update all staff computers to Windows 11 prior to the Windows 10 October deadline.
- Conduct what is known as a “forklift upgrade” essentially installing an entirely new network infrastructure, including all new Wireless Access Points both inside and outside the building. This will expand the security and reliability of the current network while improving the internet speeds for all users.
- Implement new phone system with expanded functionality. This includes configuring and setup of 35 desktop phones with soft clients where needed.
- Coordinate a new 10GBs data circuit installation once the new Access NJ contract is finalized with Verizon this year. This upgrade was agreed upon during the initial grant application and will be implemented once all paperwork is complete through JerseyConnect, our State Library connection.
- Navigate construction issues to maintain services with as minimal interruption as possible.
- Maintain role as main Literacy Hub within the NJSL (New Jersey State Library) Literacy Services Training Network for the 5th year and expand Tutor Corps in Union County and the surrounding Area.

- Continue coordinating with Union County WDB (Workforce Development Board) to be positioned as the first stop for job seekers requiring digital literacy services.
- Build our Teen services as we transition to a new Teen Space with a full-time teen librarian.
- Expand outreach services to the children in the community by fostering relationships with local schools, daycares, and community organizations.
- Increase class visits both to the schools and the Library.
- Adjust efficiency of our information services departments: Circulation, Reference, and Tech Desk to encompass the physical changes made by the construction of the new Information Services One-Point-of-Services desk.
- Remove fines from Adult books making the Library fine-free for all Plainfield residents.
- Add signage on Park Avenue parapet of the building.
- Aggressively search out grants for all departments.
- Search for additional grant funding for the Literacy Department, including private funding.
- Continue to rebuild volunteer numbers and on-site classes.
- Continued communication with the City and external organizations.
- Expand partnership with the Plainfield School District.
- Establish community ties with local businesses to aid with our events.
- Expand literacy service through acquisition, reader services, and community outreach to function as a nexus throughout the building.
- Achieve recognition as the leading passport acceptance facility in our region.

2024 Personnel and Statistical Review

Staffing News

In 2024, the Library had 16 staff members join our team:

- Melissa Harris joined the Library as the part-time Information Services Associate, then moved to be the Passport Services Coordinator
- Kevin Steven Mejia joined the Library as a part-time grant funded Digital Literacy Instructor
- Jose Sanchez joined the Library as a part-time grant funded ESL Instructor
- Lorna Villers Simpson joined the Library as a part-time grant funded ESL Instructor
- Kevin William Gutama joined the Library as a part-time Tech Desk Assistant in the Information Services Department
- Veronica Hurtado joined the Library as a part-time Information Services Associate then transitioned to becoming a certified Passport Agent
- Valeria Elizabeth Yancey joined the Library as a part-time grant funded Literacy Lab Assistant

- Ciara Rice joined the Library as a part-time Library Assistant in the Circulation Department
- Kiyana Carroll joined the Library as a part-time Library Assistant in the Circulation Department
- Maria Gallmann joined the Library as a part-time grant funded Digital Literacy Instructor
- Sascha Holloway joined the Library as a part-time Library Assistant in the Circulation Department
- Daniela Rocio Mansolino joined the Library as a part-time grant funded Digital Literacy Instructor
- Maria del Cielo Mendez Varillas joined the Library as a part-time Information Services Associate
- Jaily Mitchell joined the Library as a part-time Library Assistant in the Circulation Department
- Josue Terrazas Quintana joined the Library as a part-time grant funded Digital Literacy Instructor
- Jennifer Heise went from part-time Young Adult Librarian to full-time Young Adult Librarian

We had 12 staff members move on to other opportunities. While we will miss their contributions, we hope they will remember the Plainfield Public Library fondly in their future endeavors.

- Cesar Jose Lazo Chavez left his part time grant funded position as Digital Literacy Instructor for a full-time position in another organization
- Kevin William Gutama left his position as part-time Tech Desk Assistant for college
- Vanessa Salas left her position as a part-time grant funded Digital Literacy Instructor for personal reasons
- Adrienne Stewart left her position as part-time Tech Desk Assistant to retire
- Janice People, a twenty-seven year Library employee retired from her position as Children's Services Department Head
- Jailene Betancourt left her position as Library Associate for an opportunity at another library
- Kiyana Carroll left her position as a part-time Library Assistant in the Circulation Department to stay home with her young children
- Shanthi Dhinakaran left her position as a part-time Library Assistant in the Circulation Department for personal reasons
- Camila Flores left her position as part-time Library Assistant in the Administration Department to be a full-time college student
- Anita Irizarry left her position as a part-time Library Assistant in the Circulation Department to move out of state
- Daisy Oquendo left her part-time grant funded position as Digital Literacy Instructor for personal reasons
- Josue Terrazas Quintana left his part-time grant funded position as a Digital Literacy Instructor for a full-time position in another organization

Donations & Grant Breakdown:

Monetary Donations (\$9,140)

All monetary transactions made through Paypal have the transaction fees deducted from amounts listed below

General

- Individual Donations \$ 146
- Organizational Donations \$ 250

Literacy

- Individual Donations \$ 3,020
- Organizational Donations \$ 500

Local History

- Individual Donations \$1,449
- Organizational Donations \$ 3,775

Grant Funding Received (\$339,823)

General Funding NJSL State Aid

- NJSL State Aid (Received in October 2024 for CY 2025) \$35,348

Children's Department \$0

Information Technology \$0

Literacy \$304,000

- NJ Department of Labor & Workforce Development (5/24-5/25) \$195,000
- NJSL + Partners Year 4 (10/24 – 9/25) 10,000
- Plainfield Foundation Literacy 2024 15,000
- Union County Workforce Learning Link (6/24 – 12/24) 84,000

Local History \$35,823

- NJHC – GOS (7/24 – 6/25) \$32,823

2024 Statistics:

Circulation

2024 Service Statistics	Totals
Outgoing holds	10,292
Incoming holds	9,555
Interlibrary loan (non-consortium items)	81
Interlibrary loan of our items	333
Library cards to new patrons	1,615
Museum passes	23
Circulation – Adults	14,340
Circulation – Children’s	14,350
ELibrary	10,052
Hoopla	2,941
EMagazines	2,908
Other Circ	16

Reference

2024 Service Statistics	Totals
total monthly public service hours	2,861.8
reference transactions	4,251
directional/informational	948
computer/technology	4,017
material requests	258
computer users - adults	3,234
computer users - children	318
# of adult library Programs	45
total adult library program attendance	608
# YA library programs	71
total YA library program attendance	658
Fax sides	4,909
Notary Appointments	128
passport booking sessions	461
passport adult applicants served	207
passport minor applicants served	240
# of outreach events	15
outreach attendance - approx.	370

Literacy

2024 Service Statistics	Total
GED Test sessions	21
GED Tests Administered	340
GED graduates	13
GED hours of service	1661
ESL – passed Citizenship	33

ESL – hours of service	6,743
ESL – NRS level increases	14
Digital Literacy Instruction – IC3 Spark	82
Digital Literacy Instruction – IC3 Living online	44
Digital Literacy Instruction – IC3 Key Applications	52
Digital Literacy Instruction – IC3 Computing Fundamentals	54
MOS Word	4
MOS Excel	3
MOS PowerPoint	1
Northstar – Basic Computer Skills	54
Northstar – Internet Basics	35
Northstar – Windows	43
Northstar – Email	37
Northstar – Microsoft Word	40
Northstar – Microsoft Excel	38
Northstar – Assorted other	33
Total Certificates	558
Total hrs. of digital literacy clients served	14,213.5

Children’s (now Youth Services)

2024 Service Statistics	Total
Children’s Room Visitors	14,611
Reference Questions	6,058
Children’s Programs	156
Program Attendance	3,715
Outreach Visits	14
Patrons served during Outreach Visits	1,544
Class Visits	53
Class Visit Attendance	1,032
Giveaways	1,005
Meetings / Training / Workshops	15

Local History

2024 Service Statistics	Totals
Patrons Assisted	450
Program attendees	1,244
Items Digitized	203
Pages Digitized	17,851
Views of Dept Webpages and Digital Collections	90,483

Educational programs	34
Displays / Exhibits	15
Archival processing by linear feet	38
Special collections books cataloged	294
New accessions	51 (31 linear feet)

IT

Public WiFi	Totals
Count of MAC Address	102,556
Total Number of Minutes	49,005,677

Meeting Rooms

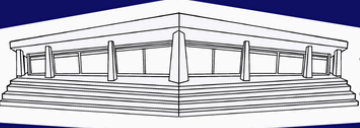
Meeting Room Reservations	Totals
ALD	99
Main Lobby	2
Outreach Table	99
Room 1	33
Room 2	142
Room 4	118
Room 5	163
Same Day Booking	59
Reservations by Non-Profits	297
Reservations by Local Private Organizations	266
Reservations by Plainfield City & Union Co.	92
Total Approved Reservations	560
Total Canceled Reservations	86
Total Declined Reservations	1
Total No-Show	8
Total Meeting Room Reservations	655

Passports

2024 Service Statistics	Totals
Passports processed	809
Photos taken	651
Minors (under 16 yrs. old)	493
Adults	318
Appointments scheduled	835

PLAINFIELD

PUBLIC LIBRARY



2024

SNAPSHOT

122.2K VISITORS

6.6K ACTIVE LIBRARY
CARDHOLDERS



44.5K

PHYSICAL + DIGITAL
ITEMS BORROWED

809

PASSPORTS
PROCESSED



53 DATABASES
ACCESSED

23K

TIMES

*Whether your staff is at the
front desk, downstairs waiting
to assist, or on the phone
assisting, it is always a
pleasant and helpful
experience.*

Plainfield Civic Trust
(June 2024)

81.7K HOURS
OF WI-FI

ACCESSED BY

102.5K PERSONAL
DEVICES



3.5K

PUBLIC
COMPUTER
SESSIONS

331 PROGRAMS ATTENDED BY **6.2K** PEOPLE



655 MEETING ROOM
RESERVATIONS



56

Local organizations
that used our space

558 DIGITAL LITERACY
CERTIFICATIONS
OBTAINED

33 NEW U.S. CITIZENS
13 GED GRADUATES



809

PASSPORTS
PROCESSED

762 PATRONS ASSISTED
WITH LOCAL HISTORY RESEARCH

38K

LOCAL HISTORY ONLINE
COLLECTION SEARCHES





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Plainfield, New Jersey
(908) 757-1111

www.plainfieldlibrary.info