



## THE LOGAN LIBRARY

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**LOGAN LIBRARY  
REGULAR BOARD MEETING MINUTES  
17 DECEMBER 2002  
6:30 PM**

**MEMBERS PRESENT:** Jan Pearce, Sherry Funke, Ann Herron

**MEMBERS EXCUSED:** Vicki Blanch, Mary Brenchley, Bruce Cook

**MEMBERS ABSENT:** None

**LIBRARY STAFF:** Ronald Jenkins, Janet Fiesinger, Debbie Ogilvie, Kent Slade

**VISITORS:** Laurie Tanner

**BUSINESS:**

- The meeting was chaired by Ann Herron
- Ronald informed the board that the 2003-04 budget process is beginning. He asked for suggestions, ideas, and things to consider putting in the budget, and stated a public relations allocation as an example.
- Ronald reported on the Gates Foundation grant. Four PCs and a laser printer are now available for public use. More staff training is scheduled for January 10<sup>th</sup>, and Kent Slade will be going for additional training at the end of February. Public response is positive.
- Ronald reported on the status of the Security System upgrade.
- Sherry reported on Bridgerland Literacy. The Bridgerland Literacy web page is now available on the internet. 2000 – 2500 books were donated for the Have a Novel Christmas program, and will be available at Sub for Santa on December 18<sup>th</sup>.
- Ronald distributed a draft copy of the January/February issue of *Endpages*.
- Ronald presented a list of possible categories for the monthly statistical report: 1) Circulation – to include monthly total, daily average, and month by month comparison for previous year. 2) Holdings – to include total number of items in the collection, new and donation items added, and number of items discarded. 3) Visits – to include number of people visiting the library, month by month comparison, and daily averages, as well as circulations per visit. 4) Services – to include number of reference questions asked, usage of online catalog and home page, and month by month comparison. 5) Ongoing programs & Projects – to include Storytimes and other activities ongoing in the library.
- Ronald reported on the activities of National Children's Book Week. There were four special storytelling sessions, and several drawings and contests.
- Ronald reported on the library's events for December, including "Help decorate the library for Christmas" and a Storytime for families on December 16<sup>th</sup>.

- Ronald reported on the status of the Trust Fund.
- Ronald reported that the Assistive technology equipment is now available to the public. He is currently working on publicity.
- Ronald reported that the library has received a \$500 dollar donation from the Fred Meyer Foundation for the purchase of items for preschool children.
- Ronald reported on long range planning.
- Ronald reviewed the librarian's report for November 2002. Circulation is up again. Home page usage is nearly double what it was last year.
- Ronald reported on UnicornOasis. The catalog is working, book list content is available, patron accounts are accessible online, and the requests function is now available for the patrons.
- Ronald informed the board that Anne Halpenny has been hired as a Library Page.
- Ronald informed the board of upcoming changes to the board. A new board member will be approved by the City Council on December 18<sup>th</sup>. Mary's, Bruce's, and Sherry's terms all end in December and all are eligible for reappointment if desired.
- The meeting adjourned at 7:40 PM. The next meeting is scheduled for Jan 21<sup>st</sup> 2003 at 6:30 PM.