



THE LOGAN LIBRARY

255 NORTH MAIN LOGAN, UTAH 84321-3914
(435) 750-9870 Fax (435)-753-5026

LOGAN LIBRARY MONTHLY REPORT FEBRUARY 2000

1. Technical Processing Services

A. Acquisitions and Discards for February: (Number of volumes)

	Donations	Purchases	Discards
Audiovisual	51	48	53
Fiction	20	219	158
Nonfiction	45	219	173

B. Titles Cataloged during February: **410**

C. Total Items entered into the Library Management System: **139,108**

2. Circulation Services

A. Circulation for February 2000 was **54,567** compared to 45,707 for February 1999

Average circulation per day: **2,273**

Highest day of circulation: **3,456** on **February 22**

B. Total Patron Cards: **25,541**

New Cards issued during February: **335**

C. Patron exit count for February: **19,622**

D. Holds Placed: **2,414**

Holds Filled: **2,044**

E. Interlibrary Loan requests from our patrons: **151**

Interlibrary Loan requests from other libraries: **212** (132 supplied)

F. Fines collected: **\$2,216.84**

3. Reference Services

A. Reference Transactions for February: **2,665**

B. Children's Reference Transactions for February: **235**

4. Online Services

A. Visits to the Library Home Page: **3,452**

B. Visits to the Library Catalog via the Home Page: **981**

C. Total number of Websites linked to: **2,574**

New sites added in February: **15**

D. Ebsco Database searches: **278**

Documents Retrieved: **97**

E. E-Mail Messages Received by "Library Staff": **52**

5. Programs and Activities

- A. **Preschool Storytime**
 - Number of Sessions: **20** Total Attendance: **389**
 - Average Attendance: **19.5** Number of Adult visitors: **8**
- B. **Special Storytimes / School Visits**
 - Special Sessions: **3** Total Attendance: **74**
 - School Visits: **1** Total Attendance: **26**
- C. **Internet Training Classes**
 - Number of classes: **4** Total Attendance: **14**
- D. **Library Meeting Room usage**
 - Number of groups: **32** Number of meetings held: **69**
- E. **Volunteer hours: 13**
- F. **Displays in the Library during February**
 - Black History Month
 - Family Literacy
 - Unicorn Theatre
 - Science Fiction to Science Fact
 - Jack London

6. Ongoing Projects

- A. **Archives Project**
 - Completed through 300's. 400 through 600 pulled for evaluation and re-labeling.
- B. **Circulation Staff Handbook / Training Manual**
 - Outline completed – will be presented in the next circulation staff meeting for review and comments on March 23.
- C. **Collection Assessment**
 - Collection assessment completed on History and Auxiliary Sciences: 9,072 titles, 10,999 items = 9.1% of the collection with a value of approximately \$157,621.45
- D. **Community Information File**
 - Undergoing major revision to a new, more user-friendly format.
- E. **Road to Taos**
 - LSTA Contract signed.
 - DRA Contract ready to sign.
- F. **States & Countries File**
 - Removed all information over two years old except that with historical value.
 - Added new files for some major cities.