



**THE LOGAN LIBRARY**  
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**LOGAN LIBRARY  
MONTHLY REPORT  
MARCH 2000**

**1. Technical Processing Services**

A. Acquisitions and Discards for March: (Number of items)

	Donations	Purchases	Discards
Audiovisual	22	46	64
Fiction	4	313	319
Nonfiction	19	530	504
<b>TOTAL</b>	<b>45</b>	<b>889</b>	<b>887</b>

Total Items entered into the Library Management System: **139,106**

B. Titles added during March: **603**

Total Titles: **101,923**

**2. Circulation Services**

A. Circulation for March 2000 was **58,642** compared to 54,394 for March 1999

Average circulation per day: **2,172**

Highest day of circulation: **2,529** on **March 28**

B. Total Patron Cards: **25,815**

New Cards issued during March: **340**

C. Patron exit count for March: **21,484**

D. Holds Placed: **2,633**

Holds Filled: **2,143**

E. Interlibrary Loan requests from our patrons: **198**

Interlibrary Loan requests from other libraries: **200** (109 supplied)

F. Fines collected: **\$2,232.48**

**3. Reference Services**

A. Reference Transactions for March: **2,644**

B. Children's Reference Transactions for March: **356**

**4. Online Services**

A. Visits to the Library Home Page: **4,637**

B. Visits to the Library Catalog via the Home Page: **1,254**

C. Total number of Websites linked to: **2,641**

New sites added in March: **47**

D. Ebsco Database searches: **250** (estimated)

Documents Retrieved: **115** (estimated)

E. E-mail Reference Questions answered: **10**

F. E-mail Messages Received by "Library Staff": **63**

## 5. Programs and Activities

- A. **Preschool Storytime**
  - Number of Sessions: **28**                      Total Attendance: **695**
  - Average Attendance: **24.8**                      Number of Adult visitors: **13**
- B. **Special Storytimes / School Visits**
  - Special Sessions: **3**                      Total Attendance: **84**
  - School Visits: **1**                      Total Attendance: **26**
- C. **Internet Training Classes**
  - Number of classes: **4**                      Total Attendance: **10**
- D. **Library Meeting Room usage**
  - Number of groups: **40**                      Number of meetings held: **84**
- E. **Number of Volunteers: 8**
  - Volunteer hours: **44.75**
- F. **Displays in the Library during March**
  - Women's History Month
  - Dr. Seuss' Birthday (in the hallway display case)
  - Hans Christian Anderson's Birthday

## 6. Ongoing Projects

- A. **Internet Training**
  - Basic and Intermediate Online training class instruction guides have been completed. The Advanced Class outline has been completed.
- B. **Internet Guides**
  - Quick Internet Guides that have been completed: Seniors, Gardening, Food and Cooking, Travel, Home Improvement.
- C. **Road to Taos**
  - The contract with DRA has been signed. Specifications for the network and for equipment are being finalized.
- D. **Microfilm**
  - Many library and city records have been sent to the State Archives to be converted into microfilm, which will be stored in the archives room 2.
- E. **Video Surveillance**
  - The bid process has been completed, a vendor has been selected, and the equipment has been ordered.