



**THE LOGAN LIBRARY**  
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**LOGAN LIBRARY  
MONTHLY REPORT  
NOVEMBER 2000**

**1. Technical Processing Services**

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

	Donations	Purchases	Discards
Fiction	4	357	70
Nonfiction	17	408	35
Audiovisual	6	159	82
<b>TOTAL</b>	<b>27</b>	<b>924</b>	<b>187</b>

Total Items in the Library Management System: **not available**

B. Titles added during November: **670**

Total Titles: **not available**

**2. Circulation Services**

A. Circulation for November 2000 was **46,461** compared to 51,304 for November 1999

Average circulation per day: **2,020**

Highest day of circulation: **3,035** on **November 13th**

B. Total Patron Cards: **not available**

New Cards issued during November: **not available**

C. Patron exit count for November: **15,768**

D. Holds Placed: **not available**

Holds Filled: **not available**

E. Interlibrary Loan requests from our patrons: **139**

Interlibrary Loan requests from other libraries: **180** (85 supplied)

F. Fines collected: **not available**

**3. Reference Services**

A. Reference Transactions for November: **2,220**

B. Children's Reference Transactions for November: **196**

**4. Online Services**

A. Visits to the Library Home Page: **5,363**

B. Visits to the Library Catalog via the Home Page: **2,213**

C. Total number of Websites linked to: **3,670**

New sites added in November: **97**

D. E-mail Reference Questions answered: **6**

E. E-mail Messages Received by "Library Staff": **260**

F. Ebsco Database searches: **475**

## 5. Programs and Activities

- A. Preschool Storytime
  - Number of Sessions: **22**                      Total Attendance: **487**
  - Average Attendance: **22**                      Number of Adult Visitors: **12**
- B. Special Storytimes / School Visits / Library Tours
  - Storytimes: **3**                      Total Attendance: **68**
  - School Visits: **4**                      Total Attendance: **106**
  - Library Tours: **2**                      Total Attendance: **16**
- C. Internet Training Classes
  - Number of classes: **4**                      Total Attendance: **15**
- D. Library Meeting Room usage
  - Number of groups: **36**                      Number of meetings held: **74**
- E. Number of Volunteers: **4**  
Volunteer hours: **33.25**
- F. Displays in the Library during November
  - Friends of the Library book bag display
  - Read posters
  - Thanksgiving poster
  - WWII display (hallway)
  - American Authors
  - Winter Reading display
  - Winter/Holiday displays

## 6. Ongoing Projects

- A. Authority Control - Ron

The data has been processed and re-loaded. The next step is the review of the reports and manual adjustments as required.
- B. Collection Assessment – Kent

Collection assessment completed for Political Science (1,153 items, 1,085 titles; estimated value of collection = \$15,542.00; represents .8% of the total collection, each title circulated an average of 1.3 times in 1999; 45.7% of core collection owned; mean/average title published 1987, mode/cluster = 1990.)
- C. E-book – Kent

E-book is now our latest format. Over the next few weeks, staff will discuss issues such as packaging, cataloging and other procedures in order to allow patrons to check them out from the library.
- D. Notices – Ron

Taos provides us options for printing notices to the public. We are reviewing these options and will be changing the format of the notices mailed to the public. It is expected that these changes will reduce the costs of producing and mailing notices to the public.
- E. Road to Taos - Ron

The new Taos software has been working well. There are a number of problems that have been identified. Many problems have been resolved. We received and have loaded Version 1.04, which made additional corrections.
- F. Teen Book Club – Kent

An online teen book club has been added to the library Home Page. Links are available on both the teen page and the Friends of the Logan Library Book Club page.