



THE LOGAN LIBRARY
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**LOGAN LIBRARY
MONTHLY REPORT
DECEMBER 2000**

1. Technical Processing Services

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

	Donations	Purchases	Discards
Fiction	25	357	147
Nonfiction	11	284	65
Audiovisual	15	88	30
TOTAL	51	729	242

Total Items in the Library Management System: **143,417**

B. Titles added during December: **455**

Total Titles: **not available**

2. Circulation Services

A. Circulation for December 2000 was **37,493** compared to 42,162 for December 1999

Average circulation per day: **1,562**

Highest day of circulation: **2,059** on **December 5th**

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

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

C. Patron exit count for December: **16,100**

D. Holds Placed: **not available**

Holds Filled: **not available**

E. Interlibrary Loan requests from our patrons: **164**

Interlibrary Loan requests from other libraries: **150** (87 supplied)

F. Fines collected: **not available**

3. Reference Services

A. Reference Transactions for December: **1,507**

B. Children's Reference Transactions for December: **146**

4. Online Services

A. Visits to the Library Home Page: **4,446**

B. Visits to the Library Catalog via the Home Page: **1,606**

C. Total number of Websites linked to: **3,816**

New sites added in December: **139**

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

E. E-mail Messages Received by "Library Staff": **257**

F. Ebsco Database searches: **670**

5. Programs and Activities

A. Preschool Storytime

Number of Sessions: **12**

Total Attendance: **211**

Average Attendance: **17.5**

Number of Adult Visitors: **4**

B. Special Storytimes / School Visits / Library Tours

Storytimes: **2**

Total Attendance: **61**

C. Internet Training Classes

None held in December

D. Library Meeting Room usage

Number of groups: **21**

Number of meetings held: **37**

E. Number of Volunteers: **6**

Volunteer hours: **43**

F. Displays in the Library during December

Holiday/Winter displays (including Christmas Tree)

Remembering WWII

6. Ongoing Projects

A. Notices – Ron

We have started to produce notices in the new format. All notices are printed on the laser printer on standard 8 ½ x 11 white paper. They are stuffed in standard window envelopes for mailing. This change will generate financial savings both with producing the notices and with mailing.

B. Road to Taos – Ron/Kent

We continue to identify and resolve problems with the Taos software. We received the Safari Report Writer. It is a beta version. We are starting to be able to see what kind of data we will be able to extract from the database. Because of severe slowdowns in the system, the product is used only before or after library hours.

C. WebGuides – Kent

WebGuides have been created for Debt Management and for Energy Savings.