



**THE LOGAN LIBRARY**  
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**LOGAN LIBRARY  
MONTHLY REPORT  
JANUARY 2001**

**1. Technical Processing Services**

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

	Donations	Purchases	Discards
Fiction	28	396	162
Nonfiction	23	261	1,103
Audiovisual	9	128	42
<b>TOTAL</b>	<b>60</b>	<b>785</b>	<b>1,307</b>

Total Items in the Library Management System: **144,365**

B. Titles added during January: **542**

Total Titles: **not available**

**2. Circulation Services**

A. Circulation for January 2001 was **48,708** compared to 52,393 for January 2000

Average circulation per day: **1,948**

Highest day of circulation: **2,751** on **January 16th**

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

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

C. Patron exit count for January: **15,345**

D. Holds Placed: **not available**

Holds Filled: **not available**

E. Interlibrary Loan requests from our patrons: **275**

Interlibrary Loan requests from other libraries: **211** (130 supplied)

F. Fines collected: **not available**

**3. Reference Services**

A. Reference Transactions for January: **2,055**

B. Children's Reference Transactions for January: **212**

**4. Online Services**

A. Visits to the Library Home Page: **5,266**

B. Visits to the Library Catalog via the Home Page: **2,086**

C. Total number of Websites linked to: **4,065**

New sites added in January: **92**

D. E-mail Reference Questions answered: **11**

E. E-mail Messages Received by "Library Staff": **273**

F. Ebsco Database searches: **875**

## 5. Programs and Activities

- A. **Preschool Storytime**
  - Number of Sessions: **22**                      Total Attendance: **476**
  - Average Attendance: **21.6**                      Number of Adult Visitors: **8**
- B. **Special Storytimes / School Visits / Library Tours**
  - Storytimes: **6**                                      Total Attendance: **145**
  - Library Tours: **3**                                      Total Attendance: **35**
- C. **Internet Training Classes**
  - Number of Classes: **4**                              Total Attendance: **11**
- D. **Library Meeting Room usage**
  - Number of groups: **24**                              Number of meetings held: **60**
- E. **Number of Volunteers: 6**
  - Volunteer hours: **31.25**
- F. **Displays in the Library during January**
  - Remembering WWII
  - American Authors
  - (A&E presents)The Great Gatsby
  - 1920's / Jazz displays
  - Winter READ displays
  - READ posters
  - Friends of the Library Book Bags

## 6. Ongoing Projects

- A. **Award Book collection – Janet**

A juvenile Award Book collection was created with sections for Caldecott and Newbery award books. 80 Newbery award titles (282 books) and 63 Caldecott award titles (209 books) have been converted.
- B. **E-mail computer – Kent, Melanie**

An e-mail computer was brought online in the reference area. Melanie designed a special page that provided quick links to common e-mail accounts and made all proper settings to software being used.
- C. **Online Training Instruction Manuals – Kent**

The Basic and Intermediate Online Training instruction manuals were all updated. The Advanced Manual was finally completed and ready for use for the January training class. All updated copies are available through the library home page as PDF files.
- D. **Road to Taos – Ron**

We are continuing to have problems with Safari Report Writer, which limits our ability to produce statistical reports and other management reports needed for the operation of the library.