



THE LOGAN LIBRARY
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**LOGAN LIBRARY
MONTHLY REPORT
FEBRUARY 2001**

1. Technical Processing Services

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

	Donations	Purchases	Discards
Fiction	1	712	243
Nonfiction	8	319	62
Audiovisual	3	25	25
TOTAL	12	1,056	330

Total Items in the Library Management System: **145,862**

B. Titles added during February: **564**
Total Titles: **not available**

2. Circulation Services

A. Circulation for February 2001 was **45,765** compared to 54,567 for February 2000
Average circulation per day: **1,990**
Highest day of circulation: **2,956** on **February 20th**

B. Total Patron Cards: **not available**
New Cards issued during February: **not available**

C. Patron exit count for February: **15,705**

D. Holds Placed: **not available**
Holds Filled: **not available**

E. Interlibrary Loan requests from our patrons: **174**
Interlibrary Loan requests from other libraries: **224** (137 supplied)

F. Fines collected: **not available**

3. Reference Services

A. Reference Transactions for February: **2,170**
B. Children's Reference Transactions for February: **242**

4. Online Services

A. Visits to the Library Home Page: **5,653** compared to 3,452 for February 2000
B. Visits to the Library Catalog via the Home Page: **2,076** compared to 981 for February 2000
C. Total number of Websites linked to: **4,193**
New sites added in February: **69**
D. E-mail Reference Questions answered: **12**
E. E-mail Messages Received by "Library Staff": **244**
F. Ebsco Database searches: **1,200 searches, 75 logins**

5. Programs and Activities

- A. **Preschool Storytime**
 - Number of Sessions: **20** Total Attendance: **341**
 - Average Attendance: **17** Number of Adult Visitors: **6**
- B. **Special Storytimes / School Visits / Library Tours**
 - Storytimes: **8** Total Attendance: **145**
 - Library Tours: **4** Total Attendance: **26**
- C. **Internet Training Classes**
 - Number of Classes: **2** Total Attendance: **4**
- D. **Library Meeting Room usage**
 - Number of groups: **22** Number of meetings held: **71**
- E. **Number of Volunteers: 6**
Volunteer hours: **29.75**
- F. **Displays in the Library during February**
 - Black History Month
 - American Authors
 - Friends of the Library Book Bags
 - Winter Displays
 - Family Literacy Festival (Bridgerland Literacy)

6. Ongoing Projects

- A. **Board Book project – Janet**

The project was initiated to solve the problem of no titles being associated with board books that was caused by the INLEX to TAOS migration. Totals: added 460 titles, 786 items, discarded 137 items.
- B. **Directory of Internet Links – Kent**

A search engine was added to the Directory of Internet Links so users can search for web sites only. This in addition to the search engine that searches the library home pages, except for the catalog.
- C. **EBSCO database – Kent**

We have streamlined the process for patrons to use the EBSCO database (full-text magazines, journals and newspaper articles) from home or business. Information about this is available at the reference desk. Of the 65 different computers used, 20 were NOT from the library. Home access seems to be growing.
- D. **Online Catalog – Melanie**

The logon screen of the catalog was redesigned to try to make it easier for patrons to get into the computer without having to enter their library card number and birthdate, a process which seems to cause a lot of confusion.
- E. **Online Education Center – Kent**

Computers for the Online Education Center have arrived! We will begin to format and load necessary software onto them and then start to integrate them into our online training as soon as possible. New class outlines have been prepared and they will be developed over the next several weeks.
- F. **Road to Taos – Ron**

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