

**MONTHLY ACTIVITY REPORT FOR  
OCTOBER, 2004  
LOIS WAGNER MEMORIAL LIBRARY**

**CIRCULATION**

<b>Registered Patrons</b>	<b>3,590</b>
City of Richmond	1,356
Casco Township	425
Columbus Township	689
Richmond Township	583
Other	537
<b>Library Cards Issued</b>	<b>79</b>
City of Richmond	33
Casco Township	11
Columbus Township	14
Richmond Township	10
Other	11
<b>Adult Circulation</b>	<b>3,935</b>
Adult Automobile Manuals	8
Adult Biography	50
Adult Books on Tape	134
Adult Books on CD	43
Adult DVDs	172
Adult Fiction	406
Adult Genealogy/FTM CDs	11
Adult Large Type	13
Adult Magazine	125
Adult Music CDs	236
Adult Mystery	190
Adult Non-Fiction	447
Adult Renewals	411
Adult Science Fiction	7
Adult Tradable Magazines	672
Adult Tradable Paperbacks	602
Adult Westerns	36
Adult Videos	353
Adult Other	19
<b>Juvenile Circulation</b>	<b>2,298</b>
Juvenile Beginning Readers	140
Juvenile Biography	7
Juvenile Board Book	45
Juvenile Books on CD	23
Juvenile Books on Tape	36
Juvenile DVDs	132
Juvenile Easy Books	604
Juvenile Fiction	262
Juvenile Music CDs	25
Juvenile Non-Fiction	350
Juvenile Paperback	58
Juvenile Renewals	304
Juvenile Videos	292
Juvenile Other	20

<b>Young Adult Circulation</b>	<b>113</b>
Young Adult Biography	1
Young Adult Fiction	80
Young Adult Non-Fiction	18
Young Adult Paperback	1
Young Adult Renewals	12
Young Adult Science Fiction	1

Money collected for copy machine	\$ 27.00
Money collected for recycling	\$ 90.63
Money collected for fines	\$ 951.58
Money collected for printing	\$ 165.00
Money collected for faxes	\$ 124.00
Number of requests for fax service	31
Number of pages faxed	76

Unique Management Services, Inc.  
(July 7, 2004 – October 31, 2004)

Accounts Submitted	58
Dollars Received	\$ 1,097.40
Materials Returned	\$ 225.64
Percentage of Dollars Collected	40.24
Items Renewed	976
Incoming Phone Calls	424
Reference Questions	217
Items Catalogued	259
Holds Received	814
Holds Sent	1,028
MiLE holds sent	30
MiLE holds received	10
OCLC/Worldcat	5
Check-ins	5,446
Total Items Circulated (including adult, juvenile, YA, tradable paperbacks, tradable magazines, MiLE sent and received, OCLC/Worldcat, holds sent and holds received, and renewals)	
Patron Counter	7,627

**CHILDREN'S PROGRAMMING**

<b>Lapsit</b>	<b>86</b>
Children	51
Adults	35
<b>Preschool Storytime</b>	<b>135</b>
Children	78
Adults	57

<b>SYSTEMS MANAGER</b>	
<b>Tutorials</b>	<b>6</b>
E-mail	2
iBistro On-line Card Catalog	2
Microsoft Excel	1
Microsoft Word	1
<b>Internet Usage</b>	<b>660</b>
City of Richmond	228
Casco Township	42
Columbus Township	62
Richmond Township	105
Other	93
<b>PROCESSING</b>	
Circulation Items	259
Correspondence / Newsletters	11
Deposits	5
Mending	19
Supply Requests	6
<b>MEETING ROOM USAGE</b>	<b>296</b>
(Some groups meet several times a month)	
AIS (Senior Seminar)	
Boy Scouts	
Friends of the Library	
Garden Club	
Garden Grove Luncheon	
Home Ed Art Class	
Library Board	
Middle School Cub Scott	
Reading Group	
Senior Exercise	
<b>CLASSES, WORKSHOPS, AND MEETINGS</b>	<b>8</b>
<b>OTHER</b>	<b>8</b>
Volunteers	8
<b>EXPLANATION OF <i>OTHER</i> UNDER TOTAL REGISTERED PATRONS</b>	<b>537</b>
Armada	8
Chesterfield	6
Clinton Township	6
Eastpointe	1
Lenox/New Haven	349
Macomb Township	10
Michicard	124
New Baltimore	9
Romeo	1
Roseville	3
Shelby Township	1
St. Clair Shores	1
Sterling Heights	4

<b>EXPLANATION OF <i>OTHER</i> UNDER LIBRARY CARDS ISSUED</b>	<b>11</b>
Lenox Twp. / New Haven	10
Michicard	1