

Sherwood Public Library
Monthly Management Report
December 2016 UPDATED



Submitted by: Adrienne Doman Calkins, Library Manager

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Statistics



Winter weather this month meant **decreased** open hours, door count, circulation, collection development, program offerings and attendance, and volunteer hours.

Visits last month	This month	% Change from last month	Visits this month last year	% Change from last year	Open hours this month	Open days	Visits per hour	Visits per day	Avg physical checkouts & renewals per hour
18,979	16,717	-11.9%	20,932	-20.1%	234	29	71	576	110

Note: December 2015 & January 2016 door counts are estimates, due to gate malfunction.

Monthly Patrons	Last month	This month	This month last year	% Change from same month last year	% Change from last month
New library cards	109	74	71	4%	-47%
Total registered users	11,790	11,864	11,954	-1%	1%
Active this month	2,822	2,710	2,752	-2%	-4%
% of patrons active this month	24%	23%	23%	-1%	-5%

Collection Development	Last month	This month	This month last year	% Change from last year	% of budget available	% of ordering window for FY left
Count of items added	249	422	441	-4%	56%	50%
Count of items withdrawn (including periodicals)	1,238	438	1,412	-69%		
Total collection size	47,861	47,845	47,941	-0.2%		

The combined physical and digital total check outs rose slightly compared to December, 2015—again defying the national trend.

Monthly Circulation	Last month	This month	This mo. last year	Sparkline Chart	% Change from same month last year	% Change from last month
Total check outs (includes digital)	29,402	27,785	27,691		0.3%	-5.5%
Physical check outs & renewals	27,360	25,711	26,078		-1.4%	-6.0%
Self-checkouts only	7,941	6,574	6,350		3.5%	-17.2%
% @ self-check	29%	26%	24%		5.0%	-11.9%
Digital checkouts (Library2Go)	1,140	1,199	1,139		5.3%	5.2%
Digital checkouts (Cloud Library)	902	875	474		84.6%	-3.0%
Total digital checkouts	2,042	2,074	1,613		28.6%	1.6%
% of total checkouts	6.9%	7.5%	6%		28.1%	7%
Check ins	19,197	18,080	18,694		-3.3%	-5.8%
Service Area population	22,754	22,754	22,485		1.2%	0.0%
Checkouts per capita	1.29	1.22	1.23		-0.8%	-5.5%
Checkouts per card holder	2.49	2.34	2.32		1.1%	-6.1%
FTE	10.78	10.78	10.08		6.9%	0.0%
Checkouts per FTE	2,727	2,577	2,747		-6.2%	-5.5%

Volunteers	December Hours	Equivalent FTE	# of volunteers
Checkin (returns)	65.25	0.38	17
Checkin (tasket processing & holds)	45.5	0.26	8
Requests to fill	25	0.14	6
Shelving	12	0.07	3
Clerical/office asst	8.25	0.05	1
TeenLAB	6	0.03	6
Homework Help	4.25	0.02	1
Publicity Courier	4	0.02	1
Grand Total	170.25	0.98	37
Last month	210.75	1.22	42
% change	-24%	-24%	-14%
This month last year	243.75	1.41	43
% change from last year	-43%	-44%	-16%



Programs, Outreach & Activities

Programs & outreach	Dec-16
# of Adult Programs/Outreach	3
# of Teen Programs/Outreach	7
# of Youth Programs/Outreach	34
<i>School-aged</i>	16
<i>Storytimes</i>	25
# of Programs/Outreach for All Ages	3
TOTAL # of Programs/Outreach	41
TOTAL Participation	1,001
Participation per FTE	92.86
Participation per capita	0.04
<i>Participation: adult programs</i>	14
<i>Participation: teen programs</i>	31
<i>Participation: youth programs</i>	937
<i>Participation: all age programs</i>	421
<i>Participation: school-aged</i>	419
<i>Participation: storytimes</i>	464



Outreach:

- Winter Festival—150 contacts
- Santa’s Workshop @ Sherwood Center for the Arts (Storytime)—38 participants
- Helping Hands Library Newsletter distribution (Liz Myers)

All Age Programs:

- Food for Fines—142 patrons donated 981 food items in lieu of overdue fines to raise money for all three food pantries in town.
- Basso a Deux holiday jazz concert—129 participants

Youth & Family Programs:

- Guessing Jar – (passive program)—395 participants
- Read to the Dogs—4 participants
- Squish, Mush & Play—22 participants
- Snow Party!—19 participants
- Storytimes—
 - Baby Story Time—42 participants (3 sessions)
 - Fun for Ones—76 participants (4 sessions)
 - Twos Together—158 participants (8 sessions)
 - Preschool Storytime—141 participants (8 sessions)
 - STEM Family Storytime —9 participants

Youth & Teen Programs:

- Homework Help—7 participants (3 sessions)

Teen Programs:

- TeenLAB—6 participants (2 sessions)
- Guess this YA author (passive program)— 18 participants

Adult Programs:

- DIY Craftshop: Origami String Lights-- 2 participants
- Artist Trading Card Workshop—8 participants
- No Time Book Group—4 participants

Other Activities:

- New LED lighting installed on low shelves for Adult Fiction, Holds (new location), CDs, and the free-standing Young Adult fiction shelves. Lighting was paid for by WCCLS Pool 2 funds last fiscal year, installed by City of Sherwood Public Works, and designed and fabricated in Seattle by LucaLight LLC, following a formal RFP process.
- Closed December 25 & 26 for Holidays. Early closure for holidays on December 24 and 31.
- Shorter hours for inclement weather on December 14, 15.
- Displays: Winter Holidays, Collage/Paper Arts
- Washington County Cooperative Library Services Meeting attendance:
 - Art of the Story (Jenny Swanson)
 - Adult Services Committee (Crystal Garcia)
 - Youth Services Committee (Jaime)
 - Young Adult (Jaime)
 - Cataloging (Mary Madland)
 - Acquisitions (Mary)
 - Adult Summer Reading (Crystal)
 - Latino Services (Crystal)
 - Policy Group (Adrienne)
- Other meetings (abbreviated):
 - City Council (Adrienne)
 - Chamber of Commerce Year-End (Adrienne)
 - Main Street meeting (Adrienne)
 - Library Strategic Planning (Adrienne, Crystal)
 - Library Advisory Board (Adrienne)
 - Annual Boards & Commissions Appreciation (Adrienne)
- Trainings: LibraryAware (e-newsletters), Timecard/Financial Reporting

Service Stories

Comments from attendees at Artist Trading Cards programs: “Thank you! I didn’t even know what artist trading cards were before this program. What a fun and creative venture!” “A great way to get into the Christmas spirit and create! I would recommend this to others!!” – *Submitted by Crystal Garcia, Adult Services Librarian.*

On the launch of the new community bulletin board for regional events and from organizations other than City partners and non-profits: “Thank you so much, this is great. We appreciate being able to get the word out when we host free events at our community.”—*Submitted by Adrienne Doman Calkins.*

On the change of location for the New Books: “[A patron] likes that we moved the new books to where the holds used to be. She said the lighting is better and it’s much easier to browse than where the new books used to be.”—*Submitted by Crystal Garcia, Adult Services Librarian.*

Respectfully submitted,

A handwritten signature in cursive script, reading "Adrienne Doman Calkins". The signature is written in black ink and is positioned below the text "Respectfully submitted,".