

Sherwood Public Library
Monthly Management Report
January 2017 UPDATED



Submitted by: Adrienne Doman Calkins, Library Manager

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Statistics

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



Visits last month	This month	% Change from last mo.	Visits this mo. last year	% Change from last year	Open hours this mo.	Open days	Visits per hour	Visits per day	Avg physical checkouts & renewals per hour
16,717	17,080	2.2%	20,849	-18.1%	222	26	77	657	117

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

Monthly Patrons	Last month	This month	This mo. last year	% Change from same mo. last year	% Change from last mo.
New library cards	74	81	123	-34%	9%
Total registered users	11,864	11,945	12,077	-1%	1%
Active this month	2,710	2,794	2,870	-3%	3%
% of patrons active this month	23%	23%	24%	-2%	-5%

Collection Development	Last month	This month	This mo. last year	% Change from last year	% of budget available	% of ordering window for FY
Count of items added	422	344	482	-29%	45%	40%
Count of items withdrawn (including periodicals)	438	445	710	-37%		
Total collection size	47,845	47,744	47,977	-0.5%		

Library computers are available 60 hours a week to library card holders and visitors to access Internet and Microsoft Office applications.

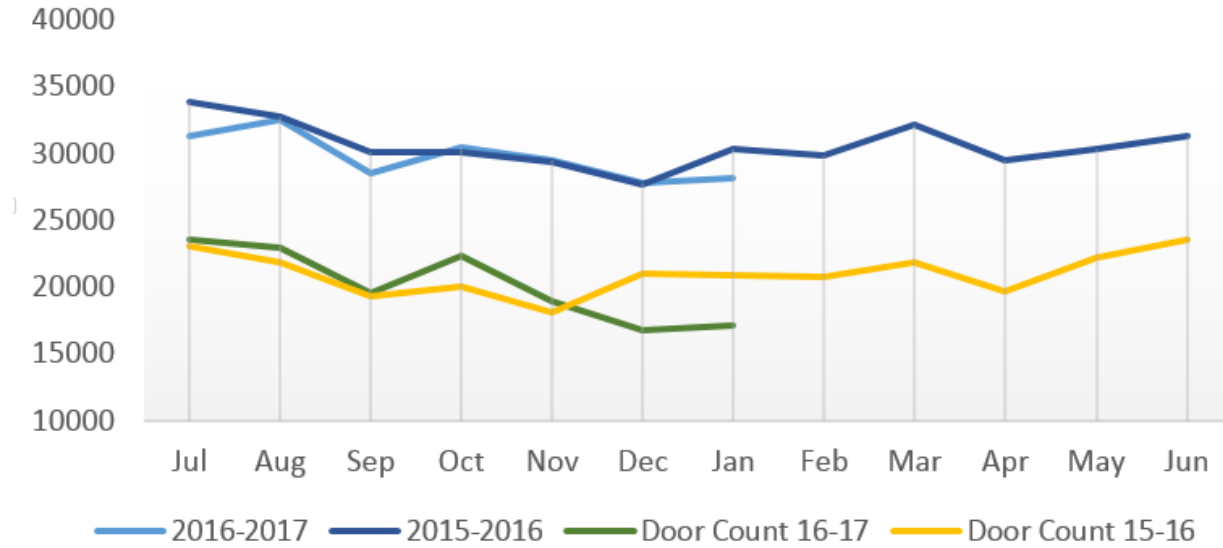


Internet station uses	Last month	This month	% Change from last mo.
Uses	802	972	17%
Minutes	489	607	19%

Despite, or perhaps because of, the winter weather, digital checkouts rose 38% compared to January 2016.

Monthly Circulation	Last month	This month	This mo. last year	Sparkline Chart	% Change from same mo. last year	% Change from last mo.
Total check outs (includes digital)	27,785	28,178	30,260		-6.9%	1.4%
Physical check outs & renewals	25,711	25,960	28,647		-9.4%	1.0%
Self-checkouts only	6,574	2,947 (error)	8,525		-65.4%	-55.2%
% @ self-check	26%	11%	30%		-61.9%	-55.6%
Digital checkouts (Library2Go)	1,199	1,290	1,330		-3.0%	7.6%
Digital checkouts (Cloud Library)	875	928	628		47.8%	6.1%
Total digital checkouts	2,074	2,218	1,613		37.5%	6.9%
% of total checkouts	7.5%	7.9%	5%		47.7%	5%
Check ins	18,080	18,019	19,473		-7.5%	-0.3%
Service Area population	22,754	22,754	22,485		1.2%	0.0%
Checkouts per capita	1.22	1.24	1.35		-8.0%	1.4%
Checkouts per card holder	2.36	2.36	2.51		-5.9%	-100.0%
FTE	10.78	10.78	10.08		6.9%	0.0%
Checkouts per FTE	2,577	2,614	3,002		-12.9%	1.4%

Total Checkouts (Physical & Digital) & Door Count



Volunteers	January Hours	Equivalent FTE	# of volunteers
Checkin (returns)	78	0.45	19
Checkin (tasket processing & holds)	59	0.34	10
Requests to fill	24.5	0.14	5
Homework Help	14.5	0.08	2
Clerical/office asst	10.75	0.06	1
Shelving	8.5	0.05	3
Publicity Courier	5.25	0.03	1
Community Event	1.5	0.01	1
TeenLAB	4	0.02	4
Grand Total	206.00	1.19	42
Last month	168.50	0.97	37
% change	18%	18%	12%
This month last year	239.60	1.38	42
% change from last year	-16%	-16%	0%

Programs, Outreach & Activities

Programs & outreach	Jan-17
# of Adult Programs/Outreach	5
# of Teen Programs/Outreach	12
# of Youth Programs/Outreach	42
<i>School-aged</i>	22
<i>Storytimes</i>	24
# of Programs/Outreach for All Ages	-
TOTAL # of Programs/Outreach	49
TOTAL Participation	1,192
Participation per FTE	110.58
Participation per capita	0.05
<i>Participation: adult programs</i>	131
<i>Participation: teen programs</i>	36
<i>Participation: youth programs</i>	1,149
<i>Participation: all age programs</i>	-
<i>Participation: school-aged</i>	588
<i>Participation: storytimes</i>	509



Outreach:

- Early Learning Fair—100 interactions

Youth & Family Programs:

- NEW: Book Buddies—5 participants
- Paperback Pals—14 participants
- Bricks and Books Winter Reading program (all of Winter Break)—150 participants
- Bricks and Blocks Party! 40 participants
- Felted Critter Sewing School—31 participants
- Guessing Jar – (passive program)— 272 participants
- Read to the Dogs—12 participants (3 sessions)
- Storytimes—
 - Baby Story Time—39 participants (4 sessions)
 - Fun for Ones—91 participants (3 sessions)
 - Twos Together—158 participants (8 sessions)
 - Preschool Storytime—195 participants (9 sessions)
 - STEM Family Storytime --28 participants

Youth & Teen Programs:

- Homework Help—16 participants (8 sessions)

Teen Programs:

- TeenLAB—4 participants
- Teen Movie Night—6 participants
- Fiction Friends—2 participants

Adult Programs:

- DIY Craftshop: String Art-- 8 participants
- Author Visit: June Reynolds—7 participants
- Excel 2013 Level 1—8 participants
- Excel 2013 Level 2—8 participants

Other Activities:

- Closed January 1, 2 and 16 for Holidays. Closed January 11 for weather.
- Displays: New Year New You, Staff Picks, Mary Tyler Moore, Carrie Fisher, Debbie Reynolds, Star Wars, June Reynolds, Action Packed
- Washington County Cooperative Library Services Meeting attendance:
 - Art of the Story (Jenny Swanson)
 - Publicity Committee (Jenny)
 - WCCLS Users Group (Jenny)
 - Circulation Users (Jenny)
 - Youth Services Committee (Jaime)
 - Cataloging (Mary Madland)
 - Policy Group (Adrienne)
- Other meetings (abbreviated):
 - Main Street meeting (Adrienne)
- Trainings: CPR/AED (Jenny, Crystal, Heather Eldred, Adrienne, Kacie Holt, Beth Gilbert)

Service Stories

“Because I am presenting storytimes at the library now, I was able to make many more connections with families who attended the Early Learning Fair. Several families enthusiastically greeted me during the Fair because they had come to storytime which sent a positive message to folks who haven't come to library programs.”—*Submitted by Jaime Thoreson, Youth Services Librarian II*

“One of the mothers said that she really liked that we're doing the alphabet, and that Margo was excited to learn letters now. Margo has also started noticing that letters are everywhere!”—*Submitted by Shay Glass, Youth Services Librarian*

From the Excel class: “One woman said that she had been counting [stats] using paper and pencil and was going to try using Excel instead.”—*Submitted by Beth Gilbert, Adult Services Librarian*

Patron comment on the Library's Facebook page about a recommended reading list for children on immigrant perspectives: “Yes, that is one of the great thing that reading does, for all ages, builds empathy for other's stories, which is so important.”

Respectfully submitted,

