

**Sherwood Public Library**  
**Monthly Management Report**  
**October 2015**



Submitted by: Adrienne Doman Calkins, Library Manager

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**Statistics**

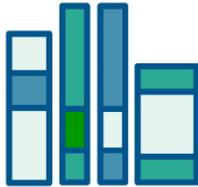
Monthly Circulation	Last month	This month	This month last year	% Change from last year	% Change from last month
Physical check outs & renewals	28,438	<b>28,506</b>	29,796	-4.3%	0.2%
Self-checkouts only	7,731	<b>7,489</b>	7,520	-0.4%	-3.1%
% @ self-check	27%	<b>26%</b>	25%	4.1%	-3.4%
Digital checkouts (Library2Go)	1164	<b>1143</b>	1,184	-3.5%	-2%
Digital checkouts (3M)	465	<b>418</b>	154	n/a	-10%
Total digital checkouts	1,629	<b>1,561</b>	1,338	16.7%	-4%
% of total checkouts	5.4%	<b>5.2%</b>	4.3%	20.2%	-4%
Total check outs	30,067	<b>30,067</b>	30,980	-2.9%	0.0%
Check ins	20,522	<b>19,787</b>	21,774	-9.1%	-3.6%
Service Area population	22,485	<b>22,485</b>	22,172	1.4%	0.0%
Checkouts per capita	1.3	<b>1.3</b>	1.4	-4.3%	0.0%
Checkouts per card holder	2.6	<b>2.5</b>	2.7	-6.9%	-1.5%
FTE	10.08	<b>10.08</b>	8.23	22.5%	0.0%
Checkouts per FTE	2983	<b>2983</b>	3764	-20.8%	0.0%

*Total digital checkouts have increased nearly 17% since last year and account for over 5% of total checkouts.*

Monthly Patrons	Last month	This month	This month last year	% Change from last year	% Change from last month
New library cards	100	<b>97</b>	122	-20%	-3%
Total registered users	11,681	<b>11,787</b>	11,962	-1%	1%
Active this month	2,901	<b>2,902</b>	433	570%	0%
% of patrons active this month	25%	<b>25%</b>	4%	580%	-1%

NOTE: Database purge and patron activity algorithm update February, 2015.

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	680	424	525	-19%	68.9%	64%



*The local library collection is over 49,000 items, including books, DVDs, Blu Rays, magazines, periodicals, music, kits, books on CD, and more. Over 1.6 million items are available with a Washington County Cooperative Library card.*

Volunteers	October	Equivalent FTE	# of volunteers
Checkin (returns)	77	0.44	14
Checkin (tasket processing & holds)	56.5	0.33	8
Requests to fill	28.5	0.16	4
Shelving	17.75	0.10	3
Community Event Volunteer	15.75	0.09	5
Clerical/office asst	14.5	0.08	1
Homework Helper	12.5	0.07	1
Bulletin Board	3	0.02	1
Youth Services Assistant	3	0.02	1
Teen LAB	2	0.01	1
Adopt-a-shelf	1	0.01	1
<b>Grand Total</b>	<b>231.50</b>	<b>1.34</b>	<b>35</b>
Last month	185.50	1.07	34
% change	20%	20%	3%

Visits last month	This month	% Change from last month	Visits this month last year	Open hours this month	Open days	Visits per hour	Visits per day	Avg physical checkouts & renewals per hour
19,310	19,960	3.4%	20,954	256	30	78	665	111



*The library has had over 108,000 visits so far this fiscal year, an average of 89 visits per open hour.*

Social media	This month	Last month	% change
Facebook	596	558	6%
Twitter	180	168	7%
Instagram	106	85	20%
NOTE: social media started 5/2014			



## Programs & Activities

*We have had 70 more programs so far this fiscal year, compared to this month last FY.*

Programs & outreach	Jul-15	Aug-15	Sep-15	Oct-15
# of Adult Programs	3	3	8	7
# of Teen Programs	1	-	1	4
# of Youth Programs	31	34	30	41
<i>School-aged</i>	21	22	9	24
<i>Storytimes</i>	24	20	23	23
# of Programs for All Ages	12	5	1	5
TOTAL # of Programs	47	42	40	58
Program participation	7,025	1,792	1,032	2,361
Program participation per FTE	697	178	102	234
Program participation per capita	0.31	0.08	0.05	0.11
<i>Program participation: adult programs</i>	319	311	61	86
<i>Program participation: teen programs</i>	10	-	4	59
<i>Program participation: youth programs</i>	2,369	1,111	890	1,201
<i>Program participation: all age programs</i>	4,327	370	77	1,057
<i>Program participation: school-aged</i>	4,407	1,078	126	1,281
<i>Program participation: storytimes</i>	909	714	845	963

### All Ages

- Peter Pan Preview, 22 participants
- Trick-or-treating, 691 participants

### Youth & Family Programs:

- Paperback Pals—6 participants
- Read to the Dogs (2 sessions)—4 participants
- Squish, Mush & Play—53 participants
- Busy Builders—36 participants
- Costume Swap—28 participants
- Homework Help (8 sessions)—11 participants
- Storytimes
  - Saturday Family Storytime -- 18 participants

- Toddler Storytimes, Tuesdays & Wednesdays: 484 participants (9 storytimes)
- Preschool Storytimes, Tuesdays & Wednesdays: 342 participants (9 storytimes)
- Baby Time: 119 participants (4 storytimes)

**Adult & Teen Ages Programs:**

- Writing Workshop—18 participants (2 sessions)
- SCORE Small Business Workshop Startup Basics—1 participant
- SCORE Small Business Marketing Basics—0
- DIY Craftshop: Felted Acorns—42 participants
- Tell-tale Heart and other chillers—13 participants

**Outreach & Presentations:**

- Levy presentation—approximately 12 participants
- 1st Annual Bienvenidos, 37 participants
- The Great Onion Festival, 100 participants
- YMCA Harvest Festival, 207 participants
- Storytime @ McDonalds with Sherwood Schools, 4 sessions, 51 participants
- Helping Hands, share library fliers

**Other Activities:**

- Recruitments: ongoing for Library Assistants and Library Pages.
- Displays: Halloween, Voting/Elections, National Homemade Cookie Day
- Washington County Cooperative Library Services Meeting attendance:
  - Adult Services (Pinn Crawford)
  - CircUs (Jenny Swanson)
  - Executive Committee (Adrienne)
  - Policy Group (Adrienne)
  - Young Adult (Jaime)
  - Youth Services (Jaime Thoreson)
  - CATs (Mary Madland)
  - Adult Summer Reading (Crystal)
- Other meetings:
  - Main Street meeting (Adrienne)
  - Library Staff In-Service Day, including mission statement revision process (all)
  - Information Services (Adrienne, Jenny, Pinn, Crystal, Jaime)
  - Friends of the Library (Jenny)
  - Library Advisory Board--regular meeting and special meeting (Adrienne)
- Staff trainings:
  - New volunteer
  - Advanced Google Searching
  - Collection Agency Review
  - Earthquake Preparedness
- Tour given to Phoenix Children's Academy

## Service Stories

*“You must have to do a lot of work, picking up stuff that people don’t put away.”  
I replied, “Well, I put books back on the shelf, and then straighten them up when they’re messy.”  
She responded with: “I want to work at the Sherwood Library when I grow up.”  
I told her that she could start by volunteering when she got a little older, to which she replied  
“I’m only 8.” –Submitted by Myra Combs, Library Page*

*I would like to give a shout out to Sherwood for hosting storytimes in non-traditional locations  
(McDonalds) in order to connect with families who may be less inclined to visit the library itself.  
This is a great example of how Donna suggests overcoming the barriers poverty creates between  
low-income families and the middle-income people who try to help them. – Submitted by  
Stephanie Lind | Program Supervisor for Outreach & Youth Services  
Washington County, Oregon | Washington County Cooperative Library Services*

*This was great! My girls loved it! Christopher is an awesome storyteller! And he had been to their  
school before! Thanks! Looking forward to next month!—Submitted by a patron via Facebook  
after the Tell-Tale-Hearts storytelling program.*