

**Sherwood Public Library**  
**Quarterly Management Report**  
**FY18-19 Quarter 1: July, August, September 2018**



Submitted by: Adrienne Doman Calkins, Library Manager

**Contents:**

- 1) Statistics
- 2) Programs & Outreach
- 3) Other Activities

**Statistics**



The Library welcomed **451 new library card holders**. This quarter we issued **18 % more cards than the same quarter last FY**, largely due to a focus in September on school tours and National Library Card Sign-up Month. We welcomed over 64,000 visits this quarter, an average of 713 per day.

Monthly Patrons	Jul-18	Aug-18	Sep-18	Qtr 1
<b>Total registered patrons</b>	11,286	11,399	11,608	11,608
<b>Total registered patrons last year</b>	11,301	11,438	11,555	11,555
% change	-0.1%	-0.3%	0.5%	0.5%
Accounts active this month	3,209	3,131	3,034	3,125
% of accounts active this month	28%	27%	26%	27%
New library cards	128	116	207	451
New library cards last year	128	137	117	382
% change	0.0%	-15.3%	76.9%	18.1%

Visits & Hours	Jul-18	Aug-18	Sep-18	Qtr 1
<b>Door count</b>	<b>23,251</b>	<b>20,919</b>	<b>20,008</b>	<b>64,178</b>
Door count last year	21,903	22,445	19,069	63,417
% change	6%	-7%	5%	1%
Open hours	254	268	242	764
Open days	30	31	29	90
People/hour	91.5	78.1	82.7	84
People/hour last year	89.8	83.1	74.8	83
% change	1.9%	-6.5%	9.6%	2%
People/day	775.0	674.8	689.9	713
People/day last year	782.3	724.0	635.6	714
Total cko & renewals / hour	131.4	124.1	124.1	127
Visits per capita	0.96	0.86	0.83	2.65

Library staff answered **951 reference and readers' advisory questions this quarter**. We now collect this data daily, rather than spot checking during the year.

Reference & Reader's Advisory	Jul-18	Aug-18	Sep-18
Reference & Reader's Advisory stats	272	315	364

Public computers were used **3,583 times during the 764 hours we were open this quarter**. Total **computer sessions have increased 7%** this quarter compared to last year and the **total time our public computers were used went up 24%**.



Public computer usage	Jul-18	Aug-18	Sep-18	Sparkline	Qtr 1
<b>Uses</b>	<b>1,056</b>	<b>1,278</b>	<b>1,249</b>		<b>3,583</b>
Uses last year	1,026	1,205	1,121		3,352
% change	2.9%	6.1%	11.4%		6.9%
Uses per 100 visits	4.5	6.1	6.2		
<b>Hours</b>	<b>709</b>	<b>983</b>	<b>819</b>		<b>2,511</b>
Hours last year	633	736	659		2,028
% change	12.0%	33.6%	24.3%		23.8%

**Total local collection size is 51,406**—including books, periodicals, movies, music and more. Library patrons have access to 1.6 million items countywide.

Collection Development	Jul-18	Aug-18	Sep-18	Qtr 1
<b>Count of items added</b>	<b>400</b>	<b>1,248</b>	<b>324</b>	<b>1,972</b>
Items added last year	521	474	782	1,777
Count of items withdrawn	699	448	424	1,571
Items withdrawn last year	468	301	481	1,250
Total collection size	50,365	51,251	51,406	
% of items "in" on first of the month	70.5%	69.8%	70.8%	

### Service Story--

#### On Constitution Week:

We did something new this year and purchased 50 English and 20 Spanish giveaway copies of "The U.S. Constitution and Fascinating Facts About It" The materials were all picked up quickly. One patron "was very excited that it was a FREE copy." *–Submitted by Adrienne Doman Calkins & Joy Redington, Library Assistant.*



**Total circulation was 96,681 this quarter, an increase of 6% compared to last year, with an estimated value of over \$2,000,000.**  
 Digital checkouts rose 42% and account for 12% of all checkouts.

Monthly Circulation	Jul-18	Aug-18	Sep-18	Sparkline	Qtr 1
<b>Total check outs (includes digital)</b>	<b>33,372</b>	<b>33,269</b>	<b>30,040</b>		<b>96,681</b>
Total check outs prev. year	30,803	31,711	28,470		90,984
% change	8.3%	4.9%	5.5%		6.3%
<u>Physical check outs &amp; renewals</u>	<b>29,360</b>	<b>29,123</b>	<b>26,171</b>		<b>84,654</b>
Total physical check outs/ren. prev. year	27,977	28,700	25,816		82,493
% change	4.9%	1.5%	1.4%		2.6%
Self-checkouts only	12,030	12,030	10,511		34,571
% @ self-check	41.0%	41.3%	40.2%		40.8%
<u>Digital check outs (Overdrive)</u>	<b>4,012</b>	<b>4,146</b>	<b>3,869</b>		<b>12,027</b>
% of total checkouts that are digital	12.0%	12.5%	12.9%		12.4%
Total digital check outs prev. year	2,826	3,011	2,654		8,491
% change	42.0%	37.7%	45.8%		42%
Held items in Co. owned by SPL	5,249	5,349	5,293		15,891
Held items @ SPL	7,436	7,664	7,312		22,412
% of total physical checkouts	25%	26%	28%		26%
Check ins	22,440	22,668	20,339		65,447
Service Area Population	24,222	24,222	24,222		24,222
Checkouts per capita	1.4	1.4	1.2		4.0
Checkouts per card holder	2.9	2.9	-		-
FTE	11.08	11.08	11.08		11.1
Checkouts per FTE	3,012	3,003	2,711		8,726
Value of checkouts (estimated)	\$ 719,167	\$ 716,947	\$ 647,362		\$ 2,083,476

### Service Story--

#### On Library of Things:

One of our patrons checked out 4 Library of Things (LoT) items! He was very excited because he home schools his children and loved that we had a heart and brain model available. Also, he wanted to give a great big “Thank You” to us for having these items available. He had been looking online and saw that other library’s LoT but didn’t necessarily want the drive to those locations. So Yay! --

*Submitted by Joy Redington, Library Assistant, On-Call*

## Programs & Outreach

We delivered **135 events this quarter with 8,353 participants**—all part of our mission to inspire discovery, enrich lives and building community through equitable access to life-long learning.



Programs & outreach	Jul-18	Aug-18	Sep-18	Qtr 1	People / event Qtr 1
<b>TOTAL # of Events</b>	<b>53</b>	<b>39</b>	<b>43</b>	<b>135</b>	
<i>Total # last year</i>	44	48	43	135	
<i>% change</i>	20%	-19%	0%	0%	
<b>Total Participation</b>	<b>5,114</b>	<b>1,748</b>	<b>1,491</b>	8,353	62
<i>Total participation last year</i>	4,699	3,314	1,009	9,022	67
<i>% change</i>	9%	-47%	48%	-7%	
<b># of Adult Programs/Outreach</b>	<b>7</b>	<b>3</b>	<b>2</b>	12	
<i># of Adult Prog last year</i>	3	4	9	16	
<i>Participation: adult programs</i>	435	187	40	662	55
<i>Adult participation last year</i>	504	458	163	1,125	70
<i>% change</i>	-14%	-59%	-75%	-41%	
<b># of Teen Programs/Outreach</b>	<b>6</b>	<b>7</b>	<b>4</b>	17	
<i># of Teen Prog last year</i>	6	3	1	10	
<i>Participation: teen programs</i>	1,998	401	75	2,474	146
<i>Teen participation last year</i>	359	36	8	403	40
<i>% change</i>	457%	1014%	838%	514%	
<b># of Youth Programs/Outreach</b>	<b>35</b>	<b>29</b>	<b>32</b>	96	
<i># of Youth Prog last year</i>	30	33	31	94	
<i>Participation: youth programs</i>	3,490	1,094	772	5,356	56
<i>Total youth part. last year</i>	2,478	1,176	713	4,367	46
<i>% change</i>	41%	-7%	8%	23%	
<i>Storytimes</i>	21	14	25	60	
<i># of Storytimes last year</i>	19	21	24	64	
<i>Participation: storytimes</i>	956	354	608	1,918	32
<i>Storytime part. last year</i>	933	415	633	1,981	31
<i>% change</i>	2%	-15%	-4%		
<b># of Programs/Outreach for All Ages</b>	<b>9</b>	<b>4</b>	<b>5</b>	18	
<i># of All Ages prog last year</i>	8	9	1	18	
<i>Participation: all age programs</i>	1,171	439	604	2,214	123
<i>All ages participation last year</i>	1,821	1,676	125	3,622	201
<i>% change</i>	-36%	-74%	383%	-39%	
<i>Participation per FTE</i>	462	158	135	754	
<i>Participation per capita</i>	0.21	0.07	0.06	0.34	

## What we did...and who came

Youth Events	Participants
Archer Glen 5th Grade Class Tour	32
Archer Glen 5th Grade Tour	57
Archer Glen 5th Grade Tour Pace	29
Baby Storytime	192
Bilingual Storytime in the Park	524
Book Buddies	30
Cupcake Wars	29
Duct Tape Makerspace	30
Dungeons & Dragons 101	8
Family Inclusive Storytime	258
Fun for Ones	343
Galaxy Tote Bags	29
Open Play for Little People	240
Paperback Pals	21
Peace Village - Media Literacy	126
Play & Learn Family Storytime	17
Preschool Storytime	174
Puppet Making Workshop	22
Read to the Dogs - Karma	4
Sherwood Charter School 3rd Grade Class Tour	29
Summer Reading finishers August	306
Summer Reading finishers July	244
Summer Reading Saturday Matinee--Puppettown Musicians	32
Summer Reading Youth/YA Registrations	1688
The Reluctant Dragon	55
Tuesday @ 2:00--Libraries Rock Camp	77
Twos Together	410
Where's Waldo Passport	350
<b>Grand Total</b>	<b>5356</b>

Teen Events	Participants
After Hours for Teens--	
Zombie Nerf War	13
Cupcake Wars	29
DIY Craftshop: Flower Crowns	19
Duct Tape Makerspace	30
Dungeons & Dragons 101	8
Dungeons & Dragons 101 pt 2	9
Fiction Friends	17
Galaxy Tote Bags	29
Life Skills Library Tour - SHS	19
SMS Mrs. Wilson's class tour	22
SMS Tour Mrs. Wilson's class	27
Summer Reading finishers August	306
Summer Reading finishers July	244
Summer Reading Youth/YA Registrations	1688
YA Prompt Posters - "What book will you never forget?"	14
<b>Grand Total</b>	<b>2474</b>

### Service Story: On the Summer Reading Program finishers display:

I heard a cute little boy in the children's room today. We have a bulletin board up right now with pictures of the covers of books saying "Our favorite books this summer". The child saw it and said "Look Mom it's my favorite book! Look Mom it's Brown Bear, Brown Bear! It's my favorite book!" ... later heard him telling his mom that he loves it when she brings him here. *—Submitted by Heather Eldred, Library Assistant*

Adult Events	Participants
Book Club Consultation	3
Book Discussion: Beautiful Ruins	7
Book Discussion: The Dry	10
Book Discussion: The Lowland	12
DIY Craftshop: Flower Crowns	19
Library Trivia Night @ 503 Uncorked	103
One-on-one Tech Help	1
Summer Reading Registrations for July	101
Summer Reading reviews August	142
Summer Reading reviews July	264
<b>Grand Total</b>	<b>662</b>

### Service Story: On International Play:

A family from Norway was visiting ... They came in to the library's Children's Area and played for about 20 minutes. After lunch and our puppet show at the Center, both kids asked to go back to the library to play... and stayed for about 30 more minutes. Their nine-year-old loved the Velcro wall and their five-year-old set up a "store" with the food and the cash register.

*-Submitted by Jaime Thoreson, Librarian II (Youth Services)*

All Ages Events	Participants
Art Walk: Button making	105
Art Walk: Puzzles	175
International Day of Peace Walk	40
Library Card Sign-Up Month	207
Miniature Castle-Building Contest	17
Movies in the Park Outreach	270
Music on the Green Outreach	236
Robin Hood Festival table	180
Saturday Market Outreach	182
Tuesday @ 2:00--1 2 3 Andres	105
Tuesday @ 2:00--Comedy 4 the Kids	175
Tuesday @ 2:00--Jenks!	115
Tuesday @ 2:00--Kalabharathi School of Dance	229
Tuesday @ 2:00--Rhys Thomas	178
<b>Grand Total</b>	<b>2214</b>

## Other Activities

[Library of Things @ Sherwood Public Library](#) launched in September with arts and crafts equipment, home improvement tools, tech gadgets and more for checkout. Examples include: 3D printing pens, Die cutting kit, Sewing machine, Ukuleles, Dremel rotary tool, Therapy light, Bocce ball, Heart model, Minecraft stop-motion movie creator, Telescope, Robotics, and more. Funding for launching our Library of Things collection came from one-time funds via Washington County Cooperative Library Services (WCCLS) during fiscal year 2017-2018.

Respectfully submitted,  
*Adrienne Doman Calkins*