

Sherwood Public Library
Monthly Management Report
July 2015



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Statistics

Monthly Circulation	Last month	This month	This month last year	% Change from same month last year	% Change from last month
Physical check outs & renewals	29,839	32,011	32,121	-0.3%	7.3%
Self-checkouts only	8,707	8,692	7,921	9.7%	-0.2%
% @ self-check	29%	27%	25%	10.1%	-6.9%
Digital checkouts (Library2Go)	1,064	1,306	1,143	14.3%	23%
Digital checkouts (3M)	411	500	n/a	n/a	22%
Total digital checkouts	1,475	1,806	1,143	58.0%	22%
% of total checkouts	4.7%	5.3%	3.4%	55.4%	13%
Total check outs	31,314	33,817	33,264	1.7%	8.0%
Check ins	20,606	22,339	23,878	-6.4%	8.4%
Service Area population	22,485	22,485	22,172	1.4%	0.0%
Checkouts per capita	1.4	1.5	1.5	0.2%	8.0%
Checkouts per card holder	2.7	2.9	2.9	1.7%	6.7%

- *Self-checkout usage has gone up 10% since last year, saving staff time.*
- *Percentage of total checkouts that are digital has more than doubled since last year.*
- *As the Sherwood Library Service Area population has grown, checkouts per capita has stayed even at nearly 3 checkouts per person.*

Monthly Patrons	Last month	This month	This month last year	% Change from same month last year	% Change from last month
New library cards	176	138	140	-1%	-28%
Total registered users	11,314	11,452	11,590	-1% (Data purge in Feb. 2015)	1%
Active this month	2,963	3,098	397	680%	4%

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	945	332	518	-36%	87.8%	91%



Sherwood Public Library has a dedicated budget of \$97,664 just for adding items to the local collection. We purchase books, periodicals, movies, music, books on CD, and other formats for all ages. Six MLIS Librarians on staff all help to select titles based on local interest, reviews, popularity, and to provide a well-rounded collection for our patrons.

Volunteers	July	Equivalent FTE	# of volunteers
Checkin (returns)	79.17	0.46	13
Checkin (tasket processing & holds)	49.62	0.29	7
Summer Reading Assistant	41.75	0.24	9
Requests to fill	21.75	0.13	4
Clerical/office asst	11	0.06	1
Youth Services Assistant	6	0.03	3
Shelving	4.75	0.03	1
Publicity Courier	3.75	0.02	1
NEW: Adopt-a-shelf	2.75	0.02	3
Bulletin Board	2	0.01	1
Grand Total	222.54	1.28	34
Last month	211.5	1.22	31
% change	5%	5%	9%

This July we had a record high number of volunteers help, equaling the equivalent of 1.28 FTE. Thank you, volunteers, for giving staff the flexibility to help with customer service, reference, readers advisory, programming and other services.

Visits last month	This month	% Change from last month	Open hours this month	Open days	Visits per hour	Visits per day	Avg physical checkouts & renewals per hour
23,582	22,983	-2.5%	244	28	94	821	131



This July we saw nearly 100 people per open hour at the library and 131 checkouts per hour—a record for the last year.

Programs & Activities

July is our biggest program month of the year with the conclusion of Summer Reading sign-ups for ages 0-17, a number of large Summer Reading Performances, a new Adult Summer Reading Author Series, the Robin Hood parade and more.

Over 7,400 people participated in 47 programs and outreach this month.

All ages—6 programs—1,027 participants

- DIY Flower Crowns—51 people
- Summer Reading performance @ the Center: Reptile Man—358 attendees
- Robin Hood movie (Disney), 2 showings—44 attendees
- Summer Reading performance @ the Center: Alex Zerbe, The Zaniac—260 attendees
- Summer Reading performance @ the Center: Mo Phillips concert—131 attendees
- Summer Reading performance @ the Center: Penny's Puppets—183 attendees

Youth & Family—31 programs—2,369 participants, with 21 of these programs for school-aged children

- Duct Tape Decorations—6 people
- Read to the Dogs—4 people, 2 programs
- Summer Reading Program—1,410 sign-ups for youth ages 0-17
- Tuesdays are for Superheroes, a partnership with Sherwood School District—40 people, 3 programs
- Storytimes
 - Saturday Family Storytime: 11 children, 13 adults—24 people
 - Toddler Storytimes, Tuesdays & Wednesdays: 260 children, 205 adults—465 total people (9 storytimes)
 - Preschool Storytimes, Tuesdays & Wednesdays: 190 children, 111 adults—301 total people (9 storytimes)
 - Baby Time: 54 children, 44 adults—98 total people (4 storytimes)

Adult & Teen Ages Programs—5 programs—329 participants. One program just for teens.

- Japanese exchange students tour—20 people
- Janis Miglavs, ASRP Author Series—10 people
- E-books are easy!—5 people
- Adult Summer Reading registrations so far for ages 18+ (sign-ups end 8/31/2015)—284 people
- Comic Book Workshop—10 teens

Outreach—3,300+ people reached

- Robin Hood Parade entry—estimated 3,000 people viewing
- Robin Hood table—100 people
- Music on the Green table—200 people, 3 events
- Helping Hands, share library fliers

Other Activities:

- Displays: Shark Week, Omar Shariff RIP, Pluto, Book Bingo subjects
- Washington County Cooperative Library Services Meeting attendance:
 - Youth Services (Jaime Thoreson)
 - WCCLS Users Group (Jenny)
 - CircUs (Jenny)
 - Acquisitions (Mary Madland)
 - Policy Group (Adrienne)
 - Bryce Kozla, WCCLS YS Coordinator meeting & tour (Jaime)
- Other meetings:
 - Main Street meeting (Adrienne)
 - City Council, WCCLS Levy presentation (Adrienne)
 - Partnering with Sherwood Center for the Arts (Adrienne)
- Staff trainings:
 - Tumblr social media (Pinn)

Service Stories

A patron stopped by today to compliment all of our displays. He was very happy that we were celebrating Omar Sharif and was impressed at the timeliness of the display. He also really liked to Adult Summer Reading selections and the Shark week display. He said to keep it up!—*Submitted by Pinn Crawford, Adult Services Librarian*

I saw you all live & in person at the parade! Wonderful entry!--*Jane Van Kuren Welp*

A patron came up to me after the Reptile Man program and gushed about how much she loved having the programs in the Center.—*Submitted by Jaime Thoreson, Youth Services Librarian II*