

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



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**Contents:**

- 1) Statistics
- 2) Programs & Activities
- 3) Service Stories

**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	31,095	<b>28,438</b>	30,326	-6.2%	-8.5%
Self-checkouts only	8,426	<b>7,731</b>	7,914	-2.3%	-8.2%
% @ self-check	27%	<b>27%</b>	26%	4.2%	0.3%
Digital checkouts (Library2Go)	1,213	<b>1,164</b>	1,239	-6.1%	-4%
Digital checkouts (3M)	452	<b>465</b>	n/a	n/a	3%
Total digital checkouts	1,665	<b>1,629</b>	1,239	31.5%	-2%
% of total checkouts	5.1%	<b>5.4%</b>	3.9%	38.0%	7%
Total check outs	32,760	<b>30,067</b>	31,565	-4.7%	-8.2%
Checkouts per capita	1.5	<b>1.3</b>	1.4	-6.1%	-8.2%
Checkouts per card holder	2.8	<b>2.5</b>	2.7	-5.9%	-9.5%
FTE	10.08	<b>10.08</b>	8.23	22.5%	0.0%
Checkouts per FTE	3,250	<b>2,983</b>	3835	-22.2%	-8.2%

- *Digital checkouts are up nearly 31.5% compared to September 2014 and continue to be a larger percentage of total checkouts.*
- *25% of local Sherwood Public Library accounts were active this month.*

Monthly Patrons	Last month	This month	This month last year	% Change from same month last year	% Change from last month
New library cards	119	<b>100</b>	128	-22%	-19%
Total registered users	11,581	<b>11,681</b>	11,840	-1%	1%
Active this month	3,106	<b>2,901</b>	399	627%	-7%

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	429	585	602	-3%	72.9%	73%



*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	September	Equivalent FTE	# of volunteers
Checkin (returns)	82.25	0.47	15
Checkin (tasket processing & holds)	54	0.31	7
Requests to fill	21	0.12	5
Clerical/office asst	11.75	0.07	1
Shelving	10.25	0.06	3
Bulletin Board	4	0.02	1
Publicity Courier	1.25	0.01	1
Adopt-a-shelf	1	0.01	1
<b>Grand Total</b>	<b>185.50</b>	<b>1.07</b>	<b>34</b>
Last month	196.00	1.13	34
% change	-6%	-6%	0%
YTD			

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
21,854	19,310	-11.6%	242	29	80	666	118

Social media	Sep-15
Facebook	558
Twitter	168
Instagram	85



*Facebook continues to be a top method for patrons to learn about library programming, based on our September User Survey.*

## Programs & Activities

*September marks our transition from a focus on Summer Reading and children's programming to a stronger focus on adult programming and after-school programs.*

### All Ages

- Art Walk in Old Town, drawing game—77 participants

### Youth & Family Programs:

- Paperback Pals—7 participants
- Read to the Dogs (2 sessions)—8 participants
- Squish, Mush & Play—24 participants
- Busy Builders—6 participants
- Backyard Bird Party—0 participants(Thursday, September 10, 3:30 p.m.—normally a fine time for programs)
- Storytimes
  - Saturday Family Storytime -- 6 children & 6 adults—12 total
  - Toddler Storytimes, Tuesdays & Wednesdays: 241 children, 213 adults—454 total people (9 storytimes)
  - Preschool Storytimes, Tuesdays & Wednesdays: 178 children, 107 adults—285 total people (9 storytimes)
  - Baby Time: 54 children, 40 adults—94 total people (4 storytimes)

**Grand total program & outreach participation:  
1,032**

*Total: 890 people*

### Adult & Teen Ages Programs:

- Field Guide to Oregon Rivers, Author Tim Palmer—2 participants
- Talking About Dying, Oregon Humanities—7 participants
- Estate Planning Workshop—5 participants
- Dancing for Birth—4 participants
- Advanced Directives—5 participants
- NEW monthly series, Teen Movie Night—4 participants

*Total: 27 people*

### Outreach & Presentations:

- Levy presentation to CPO 4K -- King City (Adrienne)—30 participants
- Early Literacy, Old Town Rotary (Jaime)—10 participants
- Helping Hands, share library fliers

*Total: 40+ people*

### Other Activities:

- Conducted a Library User Survey, September 8-30.
- Recruitments: Library Assistant I interviews (Kevin Smith's vacancy).
- Displays: Historical Fiction for 7<sup>th</sup> graders, Back to School, Graphic Novels are for Everyone, Jackie Collins RIP, Staff Picks, Voting, Libraries, Death & Dying, 9/11 Memorial, Banned Books
- Washington County Cooperative Library Services Meeting attendance:
  - Adult Services (Pinn Crawford)
  - CircUs (Jenny Swanson)
  - Executive Committee (Adrienne)
  - Latino Services (Crystal Garcia)
  - Policy Group (Adrienne)
  - Publicity Committee (Jenny)
  - Young Adult (Jaime)
  - Youth Services (Jaime Thoreson)
- Other meetings:
  - Main Street meeting (Adrienne)
  - Library staff meeting (all)
  - Information Services (Adrienne, Jenny, Pinn, Crystal, Jaime)
  - Sherwood West Preliminary Plans (Adrienne)
- Staff trainings:
  - Information Services Staff Retreat & Tours of Hollywood Branch of Multnomah County Library & West Linn Library in Clackamas County.
  - New volunteer

### Service Stories

*97% of respondents have customer service expectations met or exceeded "almost always" or "routinely".—User Survey, 2015*

*"My daughter and I love the Sherwood Library 😊😊. Everyone is so great and working hard here. So thank you for doing an amazing job [heart]!"—Rose Byles*

*"I just saw 5 teenaged boys with skateboards milling around the banned books display, they were looking at the flyer and I overheard the comment "well that's stupid!" Now that is a good display if you get the attention of teenaged boys! Bravo!"—Laura Baldschun, Library Assistant*