

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



Submitted by: Adrienne Doman Calkins, Library Manager

**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
Total check outs (includes digital)	29,322	<b>27,691</b>	32,141	-14%	-5.6%
Physical check outs & renewals	27,630	<b>26,078</b>	28,573	-9%	-5.6%
Self-checkouts only	7,511	<b>6,350</b>	6,646	-4%	-15.5%
% @ self-check	27%	<b>24%</b>	24%	0%	-10.4%
Digital checkouts (Library2Go)	1,210	<b>1,139</b>	1,120	2%	-5.9%
Digital checkouts (Cloud Library)	482	<b>474</b>	276	72%	-1.7%
Total digital checkouts	1,692	<b>1,613</b>	1,396	16%	-4.7%
% of total checkouts	5.8%	<b>5.8%</b>	5%	16%	1%
Check ins	19,667	<b>18,694</b>	20,545	-9%	-4.9%
Checkouts per capita	1.3	<b>1.2</b>	1.3	-4%	-5.6%
Checkouts per card holder	2.5	<b>2.3</b>	1.4	60%	-6.1%

Monthly Patrons	Last month	This month	This month last year	% Change from same month last year	% Change from last month
New library cards	98	<b>71</b>	64	11%	-38%
Total registered users	11,885	<b>11,954</b>	12,121	-1%	1%
Active this month	2,810	<b>2,752</b>	594	363%	-2%
% of patrons active this month	24%	<b>23%</b>	5%	370%	-3%

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	568	<b>441</b>	438	1%	53.0%	45%
Count of items withdrawn (including periodicals)	705	<b>1,412</b>	679	108%		
Total collection size	48,556	<b>47,941</b>				



*Librarians have been evaluating the condition, accuracy, relevance and interest in the library collection to freshen it up and make room for new material. Withdrawing material is an ongoing process in libraries, but we have been giving it more attention than usual to catch up with current expectations.*

Volunteers	December hours	Equivalent FTE	# of volunteers
Checkin (returns)	77.5	0.45	15
Checkin (tasket processing & holds)	54	0.31	7
Requests to fill	31.75	0.18	5
Homework Helper	17.75	0.10	3
Teen LAB	14.5	0.08	7
Shelving	13	0.08	3
Youth Services Assistant	12.75	0.07	4
Clerical/office Assistant	8.5	0.05	1
Community Event	7	0.04	2
Bulletin Board	4.75	0.03	1
Adopt-a-shelf	1.25	0.01	1
Publicity Courier	1	0.01	1
<b>Grand Total</b>	<b>243.75</b>	<b>1.41</b>	<b>43</b>
Last month	204.35	1.18	41
% change	16%	16%	5%



Visits last month	This month	% Change from last month	Visits this month last year	% Change from last year	Open hours this month	Open days	Visits per hour	Visits per day	Avg physical checkouts & renewals per hour
18,074	20,932	15.8%	18,332	14%	250	30	84	698	104

Note: door count for November report was incorrect, due to gate malfunction. Corrected, estimated, door count is provided here. December is also an estimated total.

Social media	This month	Last month	% change
Facebook	<b>642</b>	631	2%
Twitter	<b>192</b>	188	2%
Instagram	<b>116</b>	110	5%



NOTE: social media started 5/2014

## Programs & Activities

Programs & outreach	Sep-15	Oct-15	Nov-15	Dec-15
# of Adult Programs	8	7	8	<b>3</b>
# of Teen Programs	1	4	4	<b>9</b>
# of Youth Programs	30	41	31	<b>45</b>
<i>School-aged</i>	9	24	18	<b>25</b>
<i>Storytimes</i>	23	23	19	<b>26</b>
# of Programs for All Ages	1	5	1	<b>4</b>
TOTAL # of Programs	40	58	44	<b>56</b>
Program participation	1,032	2,361	1,211	<b>1,954</b>
Program participation per FTE	102	234	120	<b>194</b>
Program participation per capita	0.05	0.11	0.05	<b>0.09</b>
<i>Program participation: adult programs</i>	61	86	164	<b>46</b>
<i>Program participation: teen programs</i>	4	59	45	<b>52</b>
<i>Program participation: youth programs</i>	890	1,201	921	<b>1,380</b>
<i>Program participation: all age programs</i>	77	1,057	108	<b>507</b>
<i>Program participation: school-aged</i>	126	1,281	345	<b>725</b>
<i>Program participation: storytimes</i>	845	963	715	<b>849</b>

### All Ages

- Art Walk—High School art exhibit—100 participants
- 13th Annual Food for Fines—135 participants
- Holiday Happy Hour: Two Spirit Jazz Concert—93 participants
- Voices for the Performing Arts Children's Choir & Strings Concert—179 participants

**Youth & Family Programs:**

- Books & Bricks Winter Reading Program—305 participants
- Busy Builders—43 participants
- LEGO Maniacs—26 participants
- Paperback Pals—9 participants
- Polar Express—42 participants
- Read to the dogs—8 participants (2 sessions)
- Squish, Mush & Play—87 participants (2 sessions)
- Stuffed Friends Sleepover—36 participants
- Storytimes
  - Saturday Family Storytime –8 participants
  - Toddler Storytimes, Tuesdays & Wednesdays: 477 participants (9 storytimes)
  - Preschool Storytimes, Tuesdays & Wednesdays: 259 participants (10 storytimes)
  - Baby Time: 69 participants (5 storytimes)

*The Winter Reading Program was a collaborative program with the Sherwood School District to reach school-aged youth during their winter break. We had great success and look forward to an even stronger program next year.*

**Youth & Teen:**

- Homework Help—14 participants (10 sessions)

**Adult & Teen Ages Programs:**

- No Time Book Club—6 participants
- Fall Writing Workshop—11 participants
- DIY Craftshop: snowglobes—29 participants
- Fiction Friends—6 participants
- Teen Movie Night—1 participant
- TeenLAB—11 participants (2 sessions)

**Other Activities:**

- Recruiting for a new Library Advisory Board member.
- Displays: Holidays around the World, Holiday Book Tree, Oregon Readers' Choice Award Books
- Washington County Cooperative Library Services Meeting attendance:
  - CircUs (Jenny Swanson)
  - WCCLS Users Group (Jenny)
  - Adult Services (Pinn Crawford)
  - Policy Group, including a special meeting (Adrienne)
  - Youth Services (Jaime Thoreson)
  - Young Adults (Jaime)
  - CATS (Cataloging) (Mary)
  - Adult Summer Reading (Crystal Garcia)
  - Latino Services (Crystal)

- Other meetings:
  - Main Street meeting (Adrienne)
  - Information Services (Adrienne, Jenny, Pinn, Crystal, Jaime)
  - Tech Services Department (Mary, Heather, Jessica, Stephanie)
  - Library Management (Adrienne, Jenny, Mary)
  - Sherwood Early Learning Team (Jaime)
  - Chamber of Commerce (Adrienne)
  - Library Advisory Board (Adrienne & Crystal)
  - Annual Boards & Commissions Appreciation (Adrienne & Crystal)
  - Annual City Staff Appreciation (all)
  - Accent Signs (Adrienne)
- Staff trainings:
  - New volunteer
  - Consumer Financial Protection Bureau training (Pinn & Crystal)
  - Library Aware (e-newsletter tool) (Jenny, Pinn, Crystal & Adrienne)

## Service Stories

*A long-time patron just saw the Read to the Dogs slide up on the display screen and shared that her two daughters both read to the dogs for years when they were younger and are now reading far beyond their grade levels. The program inspired them and they would read to their cat at home as well. She asked me to pass on that it is an amazing program that helped her daughters become avid readers. I should also note that Susan is a non-resident patron, so for years she has paid the out-of-county fee to continue to have access to our library. —Submitted by Crystal Garcia, Librarian I.*

*A gentleman working on his laptop in the [Young Adult] area this morning is in awe of the artwork display by the high school students. He pointed out some and commented about the vividness of the photos and all the painstaking detailed work in one of the drawings. He said thank you for the beautiful scenery. —Submitted by Heather Eldred, Library Assistant Tech Services*

*People filled the center of the Library to see the VPA Children’s Choir & Strings Concert. It was so great to see kids giving a public performance—many for the first time ever—and all of the pride on the faces of family members and instructors. —Submitted by Adrienne Doman Calkins*

Respectfully submitted,



Adrienne Doman Calkins  
Library Manager