

Sherwood Public Library
Monthly Management Report
February 2016



Submitted by: Adrienne Doman Calkins, Library Manager

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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
Total check outs (includes digital)	30,605	29,828	28,832	3%	-2.5%
Physical check outs & renewals	28,647	28,062	27,446	2%	-2.0%
Self-checkouts only	8,525	7,621	7,299	4%	-10.6%
% @ self-check	30%	27%	27%	2%	-8.7%
Digital checkouts (Library2Go)	1,330	1,124	1,114	1%	-15.5%
Digital checkouts (Cloud Library)	628	642	272	136%	2.2%
Total digital checkouts	1,958	1,766	1,386	27%	-9.8%
% of total checkouts	6.4%	5.9%	4.8%	23%	-7%
Check ins	19,473	19,943	19,571	2%	2.4%
Service Area population	22,485	22,485	22,172	1%	0.0%
Checkouts per capita	1.4	1.3	1.3	2%	-2.5%
Checkouts per card holder	2.5	2.8	2.7	4%	9.2%

Total checkouts, including digital, have increased 3% compared to last February. Physical checkouts have increased 2% compared to last February and total digital checkouts have increased 27%.

Monthly Patrons	Last month	This month	This month last year	% Change from same month last year	% Change from last month
New library cards	123	94	71	32%	-31%
Total registered users	12,077	12,203	10,855	12%	1%
Active this month	2,870	2,888	2,766	4%	1%
% of patrons active this month	24%	24%	25%	-7%	0%

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	684	659	599	10%	32%	27%
Count of items withdrawn (including periodicals)	710	969	793	22%		
Total collection size	47,977	48,045				



Approximately 72% of the collection is in and available at any given point--the rest is checked out, in transit, or otherwise unavailable. As we approach the end of the ordering window, a large percentage of funds are in reserve for the annual periodical subscription renewals, which happens in spring.

Volunteers	February hours	Equivalent FTE	# of volunteers
Checkin (returns)	90.5	0.52	15
Checkin (tasket processing & holds)	55.5	0.32	7
Requests to fill	30.45	0.18	6
Homework Helper	21.75	0.13	3
Shelving	12.5	0.07	3
Clerical/office asst	11.25	0.06	1
Youth Services Assistant	10.25	0.06	5
Community Event	5.75	0.03	3
Teen LAB	5	0.03	4
Bulletin Board	4	0.023	1
Publicity Courier	1.5	0.01	1
Adopt-a-shelf	1	0.006	1
Grand Total	249.45	1.44	43
Last month	239.60	1.38	42
% change	4%	4%	2%
This month last year	168.5	0.97	
% change from last year	42%	43%	



Volunteer hours have increased 42% since last February, giving us an additional 0.5 FTE in help.

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
20,849	20,680	-0.8%	18,956	9%	250	29	83	713	112

Visits are up 9% compared to last February, with an average of 83 visits per hours. On average, Sunday open hours are our busiest with 121 visits per hour.

Visits per hour (annual average)	Sundays	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays
Calendar year 2015	121	69	86	76	74	75	86

Social media	Last month	This month	% change
Facebook	673	692	3%
Twitter	199	209	5%
Instagram	130	142	8%
NOTE: social media started 5/2014			



Programs & Activities

Programs & outreach	Nov-15	Dec-15	Jan-16	Feb-16
# of Adult Programs	8	3	6	8
# of Teen Programs	4	9	22	23
# of Youth Programs	31	45	39	45
<i>School-aged</i>	18	25	32	31
<i>Storytimes</i>	19	26	17	20
# of Programs for All Ages	1	4	4	2
TOTAL # of Programs	44	56	53	58
Program participation	1,211	1,954	1,243	1,282
Program participation per FTE	120	194	123	127
Program participation per capita	0.05	0.09	0.06	0.06
<i>Program participation: adult programs</i>	164	46	136	101
<i>Program participation: teen programs</i>	45	52	130	90
<i>Program participation: youth programs</i>	921	1,380	857	1,103
<i>Program participation: all age programs</i>	108	507	229	141
<i>Program participation: school-aged</i>	345	725	441	311
<i>Program participation: storytimes</i>	715	849	771	870

All Ages

- Oscar Movie Contest (passive program)—36 participants
- Space Pod (passive program)—105 participants

Youth & Family Programs:

- Junior Green Team—13 participants
- Ultimate Building Academy—35 participants
- Paperback Pals—7 participants
- Read to the dogs—6 participants (2 sessions)
- Squish, Mush & Play—25 participants
- Storytimes
 - Saturday Family Storytime – 23 participants
 - Toddler Storytimes, Tuesdays & Wednesdays: 527 participants (8 storytimes)
 - Preschool Storytimes, Tuesdays & Wednesdays: 236 participants (7 storytimes)
 - Baby Time: 84 participants (4 storytimes)

Youth & Teen:

- Homework Help—10 participants (17 sessions)

Adult & Teen Ages Programs:

- Artist Trading Card Workshop with Susan Kent—23 participants
- No Time Book Club—4 participants
- Oscar Movie Night (2 sessions)—0 participants. Note: Friday 6 p.m. might not be a good time.
- Mind in the Making #2— 22 participants
- DIY Craftshop: Pennant Banners — 15 participants
- Talent-SLAM!— 23 participants
- Fiction Friends— 9 participants
- Teen Scene!— 4 participants
- Teen suggestion board (passive program)—23 participants
- TeenLAB (2 sessions)— 8 participants

Outreach:

- OBOB Battle @ Archer Glen—137 participants (2 sessions)
- Helping Hands flyer distribution (Liz Myers)

Other Activities:

- RFP for directed LED lighting in the stacks
- Recruiting for a new Library Advisory Board member.
- Beginning steps for Shelf-Ready pre-processing through Ingram.



For three weeks, the cardboard space pod inhabited the Children's Area of the library...It was a wonderful tool for building narrative skills...[and] imaginative play in young children. –Jaime Thoreson, Youth Services Librarian

- Displays: Black History Month, Harper Lee RIP, Super Bowl, Oscars, Mardis Gras, "I don't remember the name of the book, but it was red."
- Site for KGW to film a commercial for a credit union educational grant
- Washington County Cooperative Library Services Meeting attendance:
 - Art of the Story (Jenny Swanson)
 - WCCLS Users Group (Jenny)
 - WCCLS Executive Board (Adrienne)
 - Adult Services (Pinn Crawford)
 - WCCLS Policy Group (Adrienne)
 - Youth Services (Jaime Thoreson)
 - CATS (Cataloging) (Mary)
- Other meetings (abbreviated):
 - Library Advisory Board (Adrienne & Crystal)
 - Budget Kick-off & Projections Meetings (Adrienne)
 - All Library Staff meeting (All)
 - Records Management meetings/demonstrations (Adrienne)
 - City Council (Adrienne)
 - Oregon Cultural Trust Conversations with Funders (Adrienne)
 - Main Street meeting (Adrienne)
 - Information Services (Adrienne, Jenny, Pinn, Crystal, Jaime)
 - Early Learning Team Meeting (Jaime)
- Staff trainings:
 - New volunteer
 - Hillsboro Arts & Cultural Coalition Grant Writing Workshop (Crystal)

Service Stories

A high schooler who designed and presented a Superhero Honeybee program at the Library last summer is in line to win a prestigious scholarship because of her ongoing work in the science of honeybees. – *Submitted by Jaime Thoreson, Youth Services Librarian.*

A woman who doesn't have internet at home and speaks English as a second language studied for her food handler's license on a library computer. – *Submitted by Adrienne Doman Calkins.*

A mom was in the Children's Area after storytime and her kids were playing in the space pod. She said, "I love this Library! There are always so many fun things to do." – *Submitted by Heather Eldred, Library Assistant.*

Respectfully submitted,

