

**Sherwood Public Library**  
**Monthly Management Report**  
**October 2016 (Updated)**



Submitted by: Adrienne Doman Calkins, Library Manager

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**Statistics**



**We had 88 visits per hour in October, with 2,300 more visits compared to last year.**

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
19,532	<b>22,251</b>	13.9%	19,960	11.5%	253	30	88	742	112

Monthly Patrons	Last month	This month	This month last year	% Change from same month last year	% Change from last month
New library cards	114	<b>86</b>	97	-11%	-33%
Total registered users	11,459	<b>11,704</b>	11,787	-1%	2%
Active this month	3,096	<b>2,923</b>	2,902	1%	-6%
% of patrons active this month	27%	<b>25%</b>	25%	1%	-8%



**A quarter of all Sherwood Library card-holders used their library card this month.**

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	719	<b>393</b>	424	-7%	71%	70%
Count of items withdrawn (including periodicals)	527	<b>520</b>	385	35%		
Total collection size	48,531	<b>48,537</b>	48,511	0.1%		
% of items "in" on first of the month	72.6%	<b>73.5%</b>	n/a			



The value of the entire physical local collection is **\$1,050,000**. With the average unit price being **\$21.55**, that's an estimated **value of \$610,300 for total checkouts this month**.

Monthly Circulation	Last month	This month	This month last year	Sparkline Chart	% Change from same month last year	% Change from last month
Total check outs (includes digital)	28,450	<b>30,444</b>	30,067		1.3%	7.0%
Physical check outs & renewals	26,449	<b>28,318</b>	28,506		-0.7%	7.1%
Self-checkouts only	8,131	<b>7,706</b>	7,489		2.9%	-5.2%
% @ self-check	31%	<b>27%</b>	26%		3.6%	-11.5%
Digital checkouts (Library2Go)	1,162	<b>1,174</b>	1,143		2.7%	1.0%
Digital checkouts (Cloud Library)	839	<b>952</b>	418		127.8%	13.5%
Total digital checkouts	2,001	<b>2,126</b>	1,561		36.2%	6.2%
% of total checkouts	7.0%	<b>7.0%</b>	5%		34.5%	-1%
Check ins	19,235	<b>20,015</b>	19,787		1.2%	4.1%
Service Area population	22,754	<b>22,754</b>	22,485		1.2%	0.0%
Checkouts per capita	1.25	<b>1.34</b>	1.34		0.1%	7.0%
Checkouts per card holder	2.48	<b>2.60</b>	2.55		2.0%	4.8%
FTE	10.78	<b>10.78</b>	10.08		6.9%	0.0%
Checkouts per FTE	2,639	<b>2,824</b>	2,983		-5.3%	7.0%

Volunteers	October Hours	Equivalent FTE	# of volunteers
Checkin (returns)	78	0.45	15
Checkin (tasket processing & holds)	57.5	0.33	9
Library Cleaning Party	38	0.22	19
Requests to fill	27	0.16	5
Homework Help	15.5	0.09	2
Outreach/Community Event	12	0.07	5
Clerical/office asst	10.5	0.06	1
Youth Services assistant	9.5	0.05	4
Shelving	7	0.04	1
TeenLAB	7	0.04	6
<b>Grand Total</b>	<b>262.00</b>	<b>1.51</b>	<b>42</b>
Last month	186.75	1.08	35
% change	29%	29%	17%
This month last year	231.5	1.34	35
% change from last year	12%	10%	17%



## Programs & Activities

Programs & outreach	Oct-16
# of Adult Programs/Outreach	8
# of Teen Programs/Outreach	18
# of Youth Programs/Outreach	41
<i>School-aged</i>	31
<i>Storytimes</i>	25
# of Programs/Outreach for All Ages	7
TOTAL # of Programs/Outreach	62
TOTAL Participation	2,970
Participation per FTE	275.51
Participation per capita	0.13
<i>Participation: adult programs</i>	103
<i>Participation: teen programs</i>	56
<i>Participation: youth programs</i>	856
<i>Participation: all age programs</i>	1,960
<i>Participation: school-aged</i>	2,264
<i>Participation: storytimes</i>	617



**Outreach:**

- Onion Festival – 120 interactions
- Harvest Fest – 216 interactions
- Helping Hands Library Newsletter distribution (Liz Myer)

**All Age Programs:**

- Celebrating 40 Years with WCCLS—100 participants
- Fall Library Cleaning Party—19 participants
- Youth Strings Concert—29 participants
- Costume Swap—6 participants
- Halloween in Old Town, Trick-or-Treating—1,470 participants

**Youth & Family Programs:**

- Guessing Jar (passive program)— 149 participants
- Paperback Pals—10 participants
- Read to the Dogs—4 participants (1 sessions)
- Monster Mischief LEGO workshop—40 participants
- Storytimes—
  - Baby Story Time— 84 participants (4 sessions)
  - NEW! Fun for Ones—114 participants (4 sessions)
  - Twos Together— 213 participants (8 sessions)
  - Preschool Storytime—197 participants (8 sessions)
  - STEM Family Storytime — 9 participants

**Youth & Teen Programs:**

- Homework Help—16 participants (11 sessions)

**Teen Programs:**

- Teen Read Week—7 participants
- Flipping Awesome Flip Books—6 participants
- Teen Movie Night—1 participant
- Fiction Friends—14 participants
- TeenLAB—7 participants (2 sessions)

**Adult Programs:**

- Writing Workshop—41 participants (3 sessions)
- Presidential Debate Showing, #2— 1 participant
- Estate Planning—17 participants
- Mobile Photography—14 participants
- Advanced Directives—9 participants

### Other Activities:

- 40<sup>th</sup> Anniversary with WCCLS proclamation @ City Council. "Your Passport to WCCLS" countywide activity launches.
- Displays: Writing, Voting/Elections, Oregon Humanities - Power, Privilege and racial diversity in Oregon, "Art Saves" National Arts & Humanities month, Halloween, Estate Planning & Advanced Directives
- Hired Beth Gilbert I (Adult Services), 1 FTE. Interviews for 0.5 FTE Library Page.
- Library Advisory Board reviewed Internet Filtering recommendations.
- Conference session proposal for Oregon Library Association's April conference (Jenny Swanson, Jaime Thoreson) was accepted
- Citizens University Community Services division presented, library presentation.
- Installed grant-funded House Kiosk in Children's Area.
- Closed for a Library Staff In-Service Day, Monday, 10/10/2016.
- Washington County Cooperative Library Services Meeting attendance:
  - Art of the Story (Jenny)
  - Adult Services Committee (Crystal)
  - WCCLS Users Group (Jenny)
  - Cataloging (Mary Madland)
  - Young Adult (Jaime)
  - Policy Group (Adrienne)
- Other meetings (abbreviated):
  - City Council (Adrienne)
  - Main Street meeting (Adrienne)
  - Staff meeting (all)
  - Library Advisory Board (Adrienne & Crystal)
  - Strategic Planning Community Forum
- Trainings:
  - Advocating for Older Adults, Gatekeeper program (Adrienne)
  - New volunteer, new Youth Services Librarian I.
  - Gale Business Resources databases (Adrienne)

### Service Stories

I logged on and signed up for the Lynda.com resource you told me about at the Onion Festival. Very good site and has a bunch of web development classes that I think will really help, plus a bunch of other classes I'm interested in...Thank you! –*Mark Fagerstrom, Sherwood Main Street Board Member*

These two delightful patrons cycled through Sherwood today to have their passports stamped and check out a couple of books! While in our fair village, they enjoyed a bite of lunch at Clancy's and did a bit of shopping in Sherwood's Old Town!—*Submitted by Marcy Sherfey, Library Assistant*



Respectfully submitted,

A handwritten signature in cursive script that reads "Adrienne Collins".