

**Sherwood Public Library
Monthly Management Report
November 2016**



Submitted by: Adrienne Doman Calkins, Library Manager

Contents:

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

Statistics



We had 81 visits per hour in November, with 900 more visits compared to last year and an average of 700 visits per day.

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
22,251	18,979	-14.7%	18,074	5.0%	235	27	81	703	116

Monthly Patrons	Last month	This month	This month last year	% Change from same month last year	% Change from last month
New library cards	86	109	98	11%	21%
Total registered users	11,704	11,790	11,885	-1%	1%
Active this month	2,923	2,822	2,810	0%	-4%
% of patrons active this month	25%	24%	24%	1%	-4%



New Sherwood Library Cards went up 21% compared to this month last year.

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	393	249	568	-56%	65%	60%
Count of items withdrawn (including periodicals)	520	1,238	705	76%		
Total collection size	48,537	47,861	48,556	-1.4%		
% of items "in" on first of the month	73.5%	72.5%	n/a			



After months of careful analysis, the **Adult Magazine collection was condensed from 145 titles on two walls of shelves to 90 titles on one wall, as well as a few titles specifically in the teen area and Spanish Language area.** This decision was a direct response to patron feedback on our User Survey in September, 2015, that indicated a low importance given to magazines, as well as an abundance of circulation data showing low magazine usage, changes in technology that make reading online easier, database and countywide availability, and in part by publishers who cease publications.

The **combined physical and digital total check outs rose slightly compared to November, 2015—defying the national trend.**

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)	30,444	29,402	29,322		0.3%	-3.4%
Physical check outs & renewals	28,318	27,360	27,630		-1.0%	-3.4%
Self-checkouts only	7,706	7,941	7,511		5.7%	3.0%
% @ self-check	27%	29%	27%		6.8%	6.7%
Digital checkouts (Library2Go)	1,174	1,140	1,210		-5.8%	-2.9%
Digital checkouts (Cloud Library)	952	902	482		87.1%	-5.3%
Total digital checkouts	2,126	2,042	1,692		20.7%	-4.0%
% of total checkouts	7.0%	6.9%	5.8%		20.4%	-1%
Check ins	20,015	19,197	19,667		-2.4%	-4.1%
Service Area population	22,754	22,754	22,485		1.2%	0.0%
Checkouts per capita	1.34	1.29	1.30		-0.9%	-3.4%
Checkouts per card holder	2.60	2.49	2.47		1.1%	-4.1%
FTE	10.78	10.78	10.08		6.9%	0.0%
Checkouts per FTE	2,824	2,727	2,909		-6.2%	-3.4%

Volunteers	November Hours	Equivalent FTE	# of volunteers
Checkin (returns)	73.25	0.42	18
Checkin (tasket processing & holds)	49.75	0.29	10
Requests to fill	25.5	0.15	6
Shelving	14.5	0.08	3
Clerical/office asst	5.5	0.03	1
Homework Help	21.5	0.12	2
Publicity Courier	4.75	0.03	1
Outreach/Community Event	2	0.01	1
TeenLAB	7	0.04	7
Youth Services assistant	7	0.04	2
Grand Total	210.75	1.22	43
Last month	262.00	1.51	42
% change	-24%	-24%	2%
This month last year	231.50	1.36	35
% change from last year	-10%	-12%	19%



Programs, Outreach & Activities

Programs & outreach	Nov-16
# of Adult Programs/Outreach	5
# of Teen Programs/Outreach	18
# of Youth Programs/Outreach	45
<i>School-aged</i>	26
<i>Storytimes</i>	25
# of Programs/Outreach for All Ages	1
TOTAL # of Programs/Outreach	56
TOTAL Participation	1,730
Participation per FTE	160.48
Participation per capita	0.08
<i>Participation: adult programs</i>	75
<i>Participation: teen programs</i>	83
<i>Participation: youth programs</i>	1,518
<i>Participation: all age programs</i>	100
<i>Participation: school-aged</i>	794
<i>Participation: storytimes</i>	675



Outreach:

- Hopkins Reading Night (Jaime Thoreson)—200 participants
- Helping Hands Library Newsletter distribution (Liz Myer)

All Age Programs:

- International Games Day—100 participants

Youth & Family Programs:

- Guessing Jar – Markers (passive program)—186 participants
- Guessing Jar -- Craft Stick (passive program)—343 participants
- Paperback Pals— 12 participants
- Minecraft Makerspace—29 participants
- Zany Tangled Doodles—8 participants
- Read to the Dogs— No November sessions
- Storytimes—
 - Baby Story Time— 76 participants (4 sessions)
 - NEW! Fun for Ones—105 participants (4 sessions)
 - Twos Together— 316 participants (11 sessions)
 - Preschool Storytime—172 participants (5 sessions)
 - STEM Family Storytime — 6 participants

Youth & Teen Programs:

- Homework Help—27 participants (12 sessions)
- Whoo-hoo Wii U—19 participants

Teen Programs:

- Teen Movie Night—12 participant
- Fiction Friends—7 participants
- TeenLAB—7 participants (2 sessions)
- Guess this YA author (passive program)—11 participants

Adult Programs:

- Writing Workshop—14 participants (last session of series)
- The Forgotten Eagles Documentary Film Showing & Discussion—10 participants
- Power, Privilege and Racial Diversity in Oregon, Oregon Conversation Project—19 participants
- DIY Craftshop: Peg Dolls—19 participants
- The Sprouts Class—13 participants

Other Activities:

- Closed November 11, 24 & 25 for Holidays.

- Displays: American Indian Heritage Month (including new maps with Native People’s names), National Caregivers Month, International Games Day, Veterans’ Day, Baseball
- Interviews for 0.5 FTE Library Page.
- Washington County Cooperative Library Services Meeting attendance:
 - Art of the Story (Jenny Swanson)
 - Publicity Committee (Jenny)
 - Circulation Users (Jenny)
 - Adult Services Committee (Crystal Garcia)
 - Youth Services Committee (Jaime)
 - Policy Group (Adrienne)
 - Executive Board (Adrienne)
- Other meetings (abbreviated):
 - Joint WCCLS & LINCC (Clackamas Co) Library Directors (Adrienne)
 - City Council (Adrienne)
 - Strategic Planning Community Forum (Adrienne, Crystal)
 - Friends of the Library (Adrienne)
 - Main Street meeting (Adrienne)
- Trainings:
 - Adult Mental Health First Aid (Crystal, Jenny)
 - InterLibrary Loan, Circulation (Beth Gilbert)

Service Stories

“One kid ...who was passing by and when he saw the [Minecraft Makerspace] program, he got very excited and said he could make his friend a Christmas present, because his friend loved Minecraft. He got really into the cardboard, and ending up making a huge board game creation with all sorts of Minecraft things drawn on it and glued to it. It was pretty awesome to watch him work!”—*Submitted by Shay Glass, Youth Services Librarian*

There was some trepidation going into the Power, Privilege and Racial Diversity in Oregon program given the subject matter and current political climate. Program moderator, Emily Drew, shared that the last time she presented this program in the area she received threats and she was nervous about holding the program in Sherwood. Happily, we had a large group of engaged patrons attend, many of whom were new to Sherwood and were genuinely interested in discussing ways in which to diversify the community. Several participants approached me after the program to express their appreciation and to encourage the me to host more of these discussions. Held just days before the presidential election, it was great to see so many citizens come together at this event and discuss differences in such an earnest and respectful manner. As a result of this positive discussion, Emily felt more confident to hold this program in the area and has already returned once to Sherwood to present this program for Rotary. – *Submitted by Crystal Garcia, Adult Services Librarian.*

Respectfully submitted,

