

Director's Report

September 2020

From: Sara Johnson, Director
To: Woodbury Public Library Board of Trustees

Personnel

Currently interviewing for the PT Library Clerk position.

Marketing

Facebook: 316 Likes; 342 Follows; Our YouTube Channel has movie recommendation videos and 2-3 new Storytimes premiering each week.

Programs

Our programs will all be held remotely through the end of the year with the exception of passive programs such as the Storywalks and 'take and make' projects.

We are using Beanstack to supplement our programs such as the Dear Diary Day Challenge in which kids in Grades 4-8 register to receive a journaling kit and then use the kit to complete the challenges to decorate a journal, read writing prompts, and encourage sharing.

Storywalks are making a return in October at the library branches.

Circulation

- Inter Library Loan opens today – we can now request and lend items system-wide again.
- Quarantine for items is now at 6 days.
- We will be expanding our hours starting 9/28 to longer days, closing 30 minutes early so staff can clean.

Budget

- Budget modifications:
 - L7410.400 Automation – over \$756 – propose to transfer from L7410.200 Equipment
 - L7410.465 Processing Supplies – over \$393 – propose to transfer \$1000 from L7410.411 Office Supplies
 - L9050.800 Unemployment – over \$1272 – propose to transfer \$2000 from L7410.100 Pers. Services (Payroll)
 - L9060.801 HRA MVP – over \$3461 – propose to transfer \$6000 from L9060.800 Health Insurance
- There are some slight adjustments to our proposed 2021 budget – more exact amounts in some lines due to a more accurate estimate of revenue from insurance and increasing the line for Fund Balance Expenditures to reflect our 2021 Capital Projects, if approved.

RCLS Annual Meeting and Updates

- Will be held virtually on Friday, September 25th from 10-12. Registration is on the RCLS website.
- Budget Hearings will be held the week of September 28th through Zoom. Registration is required.

- RCLS Plan of Service Committee is holding Virtual Focus Groups – Member Library Trustee Focus Groups are on 11/10 at 6:00, 11/19 at 10:00, and 11/21 at 10:00. Registration is on the RCLS Calendar.
- Ballots must be received by November 30th, 2020.

Circulation Statistics

August 2020

Physical Collection

	Items Circulated	ILL Borrows	ILL Loans
Highland Mills	837	445	362
Central Valley	470	228	270

Digital Collections

	Books	Audiobooks	Movies/TV	Music
Hoopla	40	34	30	5

Patrons registered 113; including 6 new patrons in August

	Movies/TV	Classes
Kanopy	38	24

2019

2020

	Books	Audiobooks	Books	Audiobooks
Overdrive/Libby	346	196	562	251

Universal Class: 3 lessons viewed

New Library Cards: 33 new patrons since beginning online registration