

## **Director's Report**

August 2020

From: Sara Johnson, Director

To: Woodbury Public Library Board of Trustees

### **Personnel**

In the process of canvassing the Library Clerk List.

Recommending Elijah Jonas for appointment effective August 22, 2020 as a PT Library Clerk Grade 2, not to exceed 19 hours/week.

Eli has been a Temporary Clerk with us for the past 6 months after we had two PT Clerks retire in January and has been covering some of their hours. This appointment is to make him a regular employee. We still have the remaining hours of theirs to fill as well as those of another clerk who left in April.

### **Marketing**

Facebook: 313 Likes; 338 Follows; New YouTube Channel where we will be posting our videos from the summer and new content for fall. Like us and subscribe!

### **Programs**

SRP

Our programs are wrapping up this week with the finales of the ongoing programs. We are planning our next steps in how to continue our remote programs for the fall in a way that supports families without overwhelming them with screen time.

### **Circulation**

- We are now in our phase where patrons can come into the buildings for limited public hours.
- Inter Library Loan is still limited by region.
- Quarantine for items is at 4 days currently. It will likely stay at 4 for a while.

### **Budget**

We will need a budget modification for line L7410.202 Automation. Since we no longer will be purchasing some new furniture line L7410.200 Equipment has extra funds that may be transferred. We are looking at being able to save about \$100,000 this year due to some aggressive cost saving measures. Using this savings to supplement our budget next year would be a good way to decrease our tax levy for our community along with other cuts in areas that will allow us to keep improving our services.

## Circulation Statistics

July 2020

### Physical Collection

	Items Circulated	ILL Borrows	ILL Loans
Highland Mills	910	353	290
Central Valley	412	150	182

### Digital Collections

Both Kanopy and Hoopla are continuing to offer a 'free' collection, this means our patrons can download these items at no cost to us. Typically we are charged a small fee for each download depending upon the item and format.

	Books	Audiobooks	Movies/TV	Music
Hoopla	52	37	6	1

**Patrons registered 107; including 11 new patrons in July.**

	Movies/TV	Classes
Kanopy	51	46

2019

2020

	Books	Audiobooks	Books	Audiobooks
Overdrive/Libby	355	211	566	242

**Universal Class:** 17 lessons viewed

**New Library Cards:** 33 new patrons since beginning online registration