



## Director's Report

April 2018

*Submitted to the Library Board of Trustees, 05/15/2018*

### New Technology Initiatives:

Library Market Calendar- Staff Administrative and Librarian Training for our new Calendar software is complete. The calendar site has been built and staff are actively entering library programming into the system. We are on target to go live for the public in late May/early June.

Staff Network- Karrie set up a VPN network so that staff can connect to the library network remotely.

Thin Client Migration/New Computers- The public computer project continues to move forward. We expect to deploy fifteen new public computers in May. Four new staff computers have been purchased that will be configured and deployed after the public computer deployment and calendar launch. These computers will replace four of the oldest staff computers.

### Statistics:

We have gathered yearly counts for people counter statistics, computer statistics, circulation statistics, wireless statistics, program statistics, and reference question statistics. We are currently reviewing these statistics to determine our busiest and slowest times, so that we may adjust staffing accordingly. In most cases, statistics were able to be provided on an hourly and day of the week basis.

### Policy Discussions:

The Service Committee is currently working on revising the Meeting Room, EERC Room, and Internet Use policies. The committee did not meet in April and will reconvene work on these policies in July.

### Visitors to our Library:

We celebrated National Library week in April, and we saw a dramatic increase in people counter statistics for 2018. 312 patrons filled out heart shaped "love notes" with comments about what they love about the library, along with 30 staff, friends, board members, and volunteers. All patrons who participated received a raffle ticket for one of three prizes geared toward children, teens, and adults. The notes were on display on the window between the Adult and Children's rooms.

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*Visits to the library increased dramatically in April, and attendance YTD is up by 1%. We welcomed 97 new cardholders to the library this month!*

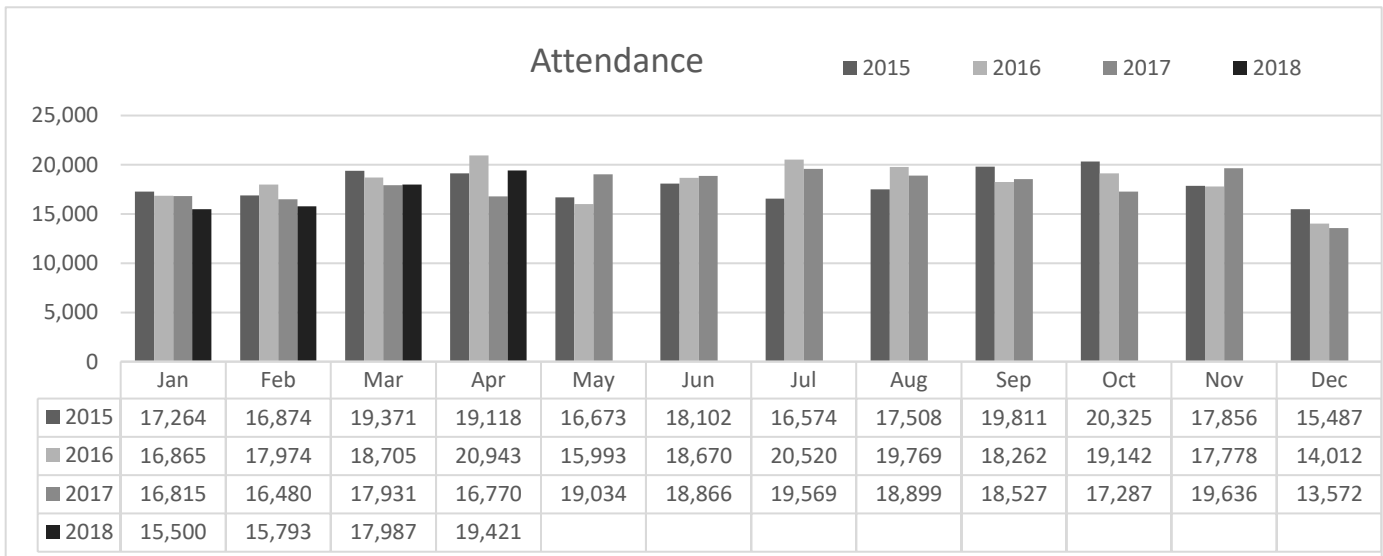
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Other special events held in April, were the Rensselaer County Special Election and the Friends of the Library Spring Book Sale. We registered 97 new cardholders in the month of April, an increase of 26% over April 2017. 53% of registrants were East Greenbush residents, 14% Schodack residents, and the remaining 33% were from surrounding communities.

In April 2018, 2,651 more patrons visited the Library than the previous April, an increase of 16%. The Library was closed two days in April, for staff development day and Easter. April 2018 was much colder than last year, the 7<sup>th</sup> coldest April on record. We also received 4.17 inches of rain. We were open 28 days/272 hours. Last year, the Library was open 29 days/276 hours. 71 people visited the library per hour in April 2018, compared to 60 visitors per hour in April 2017. Year-to-date, 68,701 people have visited the library, compared to 67,996 Jan-April 2017, a 1% increase.

### Attendance Chart: Monthly Library Visits from 2015-2018



### Collections and Cardholders:

4,987 items were placed on hold for our patrons. 2,350 items were pulled from our shelves and sent to other libraries in UHLS to fill requests for their patrons. 486 expired holds were not picked up by the patrons who requested them in February 2018. 5 items were found on the library's shelves that were marked lost in transit. 44 items were found on the shelves from the unfilled but available item-level requests report.

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*Number of expired holds increasing. Perhaps this is an additional source of income to investigate to replace decreasing fine income...*

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Circulation in April 2018 (31,429) is 3% less than in April 2017 (32,554). Year-to-date Book circulation has increased 2% (78,873/77,244). If you compare book circulation to hours open, we circulated 71 items per hour open in April 2018 and 70 items per hour open in April 2017. April Audio Visual (AV) circulation is down 9% (11,251/12,376). 41 AV items were borrowed per hour in April 2018, compared to 45 AV items per hour in April 2017. Year-to-Date AV circulation is 2% less than 2017 (46,351/47,287).

Circulation/Lending Statistics Year-to-Date (January-April 2018 and 2017)

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*Book Circulation is up 2% year-to-date, while  
Audio/Visual Circulation is down 9% year-to-date*

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Physical Item Lending Type	YTD 2017	YTD 2018	% Change
Adult Audio	10,746	10,429	-3%
Adult Fiction	19,107	19,228	1%
Adult Nonfiction	12,855	13,437	5%- Weeded collection, added some previously non-circulating reference materials to the circulating nonfiction collection
Adult Periodicals	949	1,059	12%
Adult Video	24,985	24,881	-1%
Electronic	1,916	1,806	-6%
Juvenile Audio	2,302	2,414	5%
Juvenile Fiction	34,060	35,455	4%- New "Pop" collection driving increased circulation
Juvenile Nonfiction	8,901	8,210	-8%- The nonfiction "Who's Who" books were a fad last year for kids. This year, their popularity has waned.
Juvenile Periodicals	147	182	24%
Juvenile Video	9,102	8,465	-7%
Miscellaneous	538	627	17%
Unknown	87	110	26%
YA Audio	139	140	1%
YA Fiction	2,124	2,267	7%
YA Nonfiction	197	276	40%- created new display space, visible from circulation desk
YA Periodicals	12	2	-83%
YA Video	13	22	Irrelevant Stat- We do not code our DVDs YA. DVDs are all coded as Adult or Juvenile DVD. These numbers show other borrowing from other library DVD collections.
<b>TOTAL</b>	<b>128,180</b>	<b>129,010</b>	<b>1%</b>

Electronic book lending (+13%) and downloadable audio book lending (+17%) continues to grow. Gale Database (+115%) usage has grown significantly as well. Ancestry (-58%) and Heritage Quest (-42%) usage has fallen, as well as Flipster (-63%) digital magazine lending.



Digital Lending Statistics Year-to-Date (January-April 2018 and 2017)

*Gale Research Database use continues to increase dramatically (+115%)  
Overdrive eBooks (+13%) and digital audiobooks continue to grow (+17%)*

Digital Lending Type	YTD 2017	YTD 2018	% Change
Ancestry Library Edition	3,759	1,583	-58%
Heritage Quest	1,843	1,191	-35%
Encyclopedia Britannica	n/a	282	1 <sup>st</sup> year subscription- no comparisons available
Gale Database(s)	811	1,745	115%
Flipster Digital Magazines	1,031	599	-42%
Overdrive Audio Books	3,145	3,693	17%
Overdrive eBooks	5,867	6,642	13%
Overdrive Streaming Video	72	27	-63%
<b>TOTAL DIGITAL LENDING</b>	<b>16,528</b>	<b>15,762</b>	<b>-5%</b>

Programs:

Adult Classes/Workshops/Programs held:

- 36 programs were held in April 2018 with 497 attendees.
- The Friends of the Library held their Annual Fall Book Sale.
- Popular programs included Greenbush Historical Society presents Tiffany Treasures (72 people), Monthly Free Movie: Phantom Thread (65 people), Greenbush Garden Club: Starting Seeds (20 people), Taxaide Appointments (71 people), Musical Concert: Fog Band (30 people), and AARP Safe Driving Class (30 people).

Adult Programs YTD	Number of Programs Held Year to Date (YTD)	Total Attendance YTD	Average Number of Attendees per/program
Staff-led	25	754	30
Volunteer-led	16	476	30
Paid Presenters	14	225	16
Community Member-led	19	265	14
Partner Organization-led/sponsored	69	1,184	17



Tween/Teen Classes/Workshops/Programs held:

- Five programs were held in April 2018 with 52 attendees. Last year, 4 YA programs were held with 19 attendees.

Children’s & Family Classes/Workshops/Programs:

- 20 programs were held in March 2018 with 872 attendees. Last year there were 30 programs held with 975 attendees. The average number of attendees at 2018 children’s events was 44, which is an increase of 34% over 2017 (33 people per event). Current staffing shortages in youth services have caused us to hold fewer programs, resulting in fewer attendees.

Children’s Programs YTD	Number of Programs Held Year to Date (YTD)	Total Attendance YTD	Average Number of Attendees per/program
Scout/School Visits to Library	0	0	0
Outreach visits to school/daycare	5	102	20
Ages 0-5 Programs	74	2,865	39
Parenting Programs	5	91	18
Staff-led	86	2,920	8
Paid-Presenters	17	671	39
Partner-Organization led/sponsored programs	4	17	4
Community Member-led	4	349	87

Outside Meeting Room Use (including EERC room):

- 60 programs were held in April 2018 with 1,111 attendees. Last year, 52 programs were held with 714 attendees.

Monthly Exhibits - Walls & Cases:

- Margo Singer Photography of Israel 2016
- Alisa Serdyuk Ukrainian Display

Upper Hudson Library System (UHLS):

- UHLS Director's recently held a meeting which I facilitated, in response to their concerns regarding to last years' construction grant process. A document was compiled with concerns and shared with the UHLS Services Committee and Tim Burke.
- 2018 UHLS Annual Celebration is Tuesday, June 19 at the Hilton Garden Inn in Troy!

Personnel/Benefits:

- At the beginning of the month, we had three part-time librarian positions open. We have hired one, and still have two part-time positions open. We are actively seeking to fill these positions. Since our summer



reading program is such an integral part of our services, we have developed an interim plan to hire a part-time summer reading coordinator. We hope this will open the pool up to teachers, who may want a summer position, to insure adequate coverage in case the hiring/training does not transpire as hoped.

- We held a very successful staff development day this month, which included large group communications work, active shooter training, special training on serving patrons with autism spectrum disorder, trivia, as well as yoga to end the day. Feedback was overwhelmingly positive, and the momentum continues. I would like to thank the Board of Trustees for making this day possible. It was a remarkably uplifting day, which will have a positive impact on our team moving forward.

#### Facility:

- The heat pump energy efficiency installation project has begun, and phase 1 is complete. Robert and I have worked with the general contractor and subcontractors throughout the process. Our engineer and Michael have both visited the facility and inspected the installation to-date.
- Robert has been extremely helpful in assisting the library to take care of many smaller maintenance/cleaning projects over the last month. He has waxed the floors, installed shelving in the children's room, and painted/replaced rotten boards on the garbage enclosure.
- Robert will be removing some of the electric baseboard heating in the children's room to make room for a new bookshelf, and computer tables. The electric baseboard heating is located beneath various windows purely as a comfort control measure. The majority of the baseboards have been off for many years, with only a few which have been operating regularly.

#### Farmers' Market:

- Planning for the Farmers' Market is in full swing and we have many returning confirmed vendors and farms. Looking forward to a successful season!

We have some terrific department head reports this month. Please read! Thank you.

Respectfully Submitted,

Jill Dugas Hughes  
Director

## Reference Department Report - April 2018

*Submitted by Elizabeth Putnam*

Our programming was lighter than usual in April, due to the use of the meeting rooms for the Friends book sale. We did have several high-attendance programs, however: Wednesday Free Movie Phantom Thread (65 attendees) and the Greenbush Historical Society's presentation on local Tiffany glass (72). The real star of April was our National Library Week program, organized by Laurie Dreyer and the Circulation Department. During National Library Week, April 8-14, patrons were given the opportunity to write a "library love note" on a post-it, telling us what they love about their library. In exchange, they received a raffle ticket for a National Library Week prize. The photos below show what a great response we received. At the end of the week, Karrie McLellan input the contents of the post-its into a word art generator and created the graphic below. The larger the word, the more frequently it had appeared in the love notes.



April was spent planning more great upcoming projects. Cath Off the Press" collection, which will give our patrons quick access to his for the farmer's market and planning programming related to PBS's G Upper Hudson committee planning a multi-library "Library Expedition"





## Reference Department Report - April 2018

*Submitted by Elizabeth Putnam*

This month, Catherine attended a workshop on the NY State Talking Book and Braille Library program. She is looking into ways to promote this free service, which provides braille or audiobooks to those with vision disabilities. Catherine has also taken over coordination of our Books with Wheels delivery service.

Elizabeth took an online course offered by the National Library of Medicine, “Dazzling Data Visualization.”

We all benefited from the April 18<sup>th</sup> staff day. It was a rare and greatly appreciated opportunity to all come together as a group to connect, brainstorm, and learn.

**22 Programs (36 sessions) – 497 Attendees (including TaxAide)**

**Average attendance per session: 14**

**21 Programs (34 sessions) – 426 Attendees (excluding TaxAide)**

**Average attendance per session: 12.5**

Evening Book Discussion: <i>Our Souls at Night</i> by Kent Haruf	6
Greenbush Garden Club: Starting Seeds	20
Digital Grandparents Technology Tutoring	
April 2	3
April 9	1
April 23	4
Taxaide Appointments	
April 2	43
April 9	28
Tuesday Tech Time	
April 3	8
April 17	2
Genealogy Assistance by Appointment	
April 4	4
ENL: English for New Learners	
April 9	7
April 11	5





## Reference Department Report - April 2018

*Submitted by Elizabeth Putnam*

ENL: English for New Learners, continued	
April 16	7
April 17	7
April 23	8
April 25	9
April 30	7
Thursday Tech Time	
April 5	1
April 12	0
April 19	0
April 26	0
Music: FOG Band	30
AARP Safe Driving Class	30
Tuesday Ramblers	
April 3	14
April 10	12
April 24	13
Browse, Buy and Sell on Ebay	17
Society for Creative Anachronism Bardic Competition	12
Legal Project appointments	3
Crafter Evening	9
Morning Book Discussion: <i>The Martian</i> by Andy Weir	9
Monthly Free Movie: <i>Phantom Thread</i>	65
Food for Thought Cookbook Club	7
Crafternoon	5
Society for Creative Anachronism Fencing Demonstration	13
Greenbush Historical Society presents Tiffany Treasures	72
Fearless Fretters	16
<b>Total, including TaxAide</b>	<b>497</b>
<b>Total, excluding TaxAide</b>	<b>426</b>



## Resource Sharing & Access Report - April 2018

*Submitted by Dawn Geurds*

### Highlights:

- Attended a Strategic Plan meeting on April 5.
- Attended a Department Heads meeting on April 10.
- Library was closed all day Wednesday April 18, for Staff Development Day.
- Attended the 2018 Capital Region Resource Sharing Symposium on Friday April 27.
- April 2018 was the 7<sup>th</sup> coldest April on record.
- April 2018 was also a wet month receiving 4.17 inches of precipitation.

### Stats:

- Answered 10 reference questions by e-mail.
- Requested 26 ILLS
- Received 18 ILLS
- Sent out 18 ILLS
- 1,388 items requested within UHLS.
- 4,987 items were placed on the Hold Shelf.
- 2,350 items were pulled from our shelves and sent to other libraries within the UHLS, to fill requests for their patrons.
- 486 expired holds were not picked up by the patrons that requested them.
- 5 items were found on the library's shelves that were marked lost in transit.
- 44 items were found on the shelves from the Unfilled But Available Item-Level Requests Report
- Library was open 28 days / 272 hours.

## Youth Services Report - April 2018

*Submitted by Molly Chatt*

**PROGRAMS:** The local schools were on their spring break the first week in April, and we had a full week of programming planned. All 7 programs were filled to capacity with 493 children & caregivers attending. We brought in several local organizations to conduct programming --CMOST taught upper elementary school students about electricity, The Arts Center of the Capital Region presented a program on drawing for early elementary school students, and WMHT held one of their popular Parent/Child Engagement Activities to reinforce early literacy concepts for preschool children. There was also a magic show with magician Joey D, as well as Music Together for toddlers and preschoolers to round out the week.



Kids enjoyed a repeat of one of our more creative programs on April 11th, Preschool Drive-In Movies. Children picked out a cardboard box, decorated it like a car, and then sat in their cars and watched short films based on children's books.

**OUTREACH:** Our department attended three outreach events this month. Jen visited New Dreams Nursery School to teach the children about the library and to conduct a storytime on April 17<sup>th</sup>, and Molly went to Discovery Place Preschool and did storytime for three classes on April 20<sup>th</sup>. Jen also did crafts and distributed library information at the annual YMCA Healthy Kids Day on April 21<sup>st</sup>.

**STAFFING:** We are working on filling our two empty part-time Youth Services positions. Current staff members are filling in as best as we can, but it has been over three months now since the department has been fully staffed. Jen and Molly have interviewed six potential candidates for the positions. Of these six librarians, only one was not actively seeking full-time employment, which will most likely result in a future turn-over issue. There were also not many applicants, and only one librarian had any experience working with children in a public library. This will result in extensive on the job training which will be time intensive and difficult during the busy summer reading season.



## Youth Services Report - April 2018

*Submitted by Molly Chatt*

**TEEN VOLUNTEERS:** It is springtime, which means Columbia High School seniors are looking for sites to complete their required community service hours for their Participation in Government (PIG) class. We



host a number of these students each year, and this month 6 teens volunteered in the library for 22 hours. Alycia Johnson-Dardiz, a long-time “regular” of the library’s Teen Room, painted our windows in honor of National Library Week as part of her volunteer hours. She will also be decorating the Teen Room windows for our Summer Reading Program later on in the year.

**1000 BOOKS BEFORE KINDERGARTEN:** We held our 2<sup>nd</sup> annual 1000 Books celebration on April 28<sup>th</sup>. 50 people attended, and we recognized six “graduates” of the program at the event. The program is entering its third year and continues to be popular, with over 200 children participating. 9 new children registered for the 1000 Books Before Kindergarten program this April. 24 children checked in this month to record another 100 books read.

**MEETINGS AND CONTINUING EDUCATION:** Our library hosted a tri-state Teen Librarian Meetup on April 26<sup>th</sup>. It was organized by the UHLS, MVLS, and SALS library systems, and over 50 teen librarians attended. Jenna was present for the entire meetup, and Jen and Molly attended several sessions during the day as well. Thanks to Karrie for setting up all the technology needed for the event!

Jen and Molly were interviewed by former trustee Jennifer O’Brien for her Foundations of Public Management graduate study class.

Jen is the public library representative for the school library system council for the Rensselaer-Columbia-Greene BOCES, and she attended a meeting on 4/11/18.



**Skype visit with author Mitali Perkins  
at the Teen Meetup**



## Youth Services Report - April 2018

*Submitted by Molly Chatt*

### CHILDREN'S PROGRAMS

PROGRAM	AGE	#SESSIONS	#CHILDREN	#ADULTS
Toddler Storytime	18-36 months	1	19	18
Preschool Storytime	3-5 years	2	38	27
1000 Books Before Kindergarten Party	Birth -5	1	24	26
Preschool Zumba	3-5 years	1	18	15
Preschool Art Discovery w/ Arts Center of the Capital Region	2-5 years	1	18	15
Preschool Drive-In	2-5 years	1	32	24
CMOST Ex-Static Electricity	7+	1	31	14
Art Discovery w/ Arts Center of the Capital Region	5-10 years	1	29	14
How Do Dinosaurs Say Goodnight w/ WMHT	3-7 years	1	20	19
Magic Show w/ Joey D.	4+	1	50	40
Music Together	Birth - 5	3	154	122
New Dreams Nursery School (OUTREACH)	3-4 years	1	20	2
Discovery Place Preschool (OUTREACH)	3-5 years	3	35	14
Healthy Kids Day @ YMCA (OUTREACH)	All ages	1	21	10
LOOK w/ Pride Center	parenting	1		3
<b>Total Children's Programs</b>		<b>20</b>	<b>509</b>	<b>363</b>



## Youth Services Report - April 2018

*Submitted by Molly Chatt*

### TWEEN/TEEN PROGRAMS

PROGRAM	# SESSIONS	# TWEENS/TEENS
Anime Club	2	25
Maker Friday	3	27
<b>Total Teen Programs</b>	<b>5</b>	<b>52</b>



### OTHER STATS:

Reference questions -- children's & teen desks	993
Computer Assistance	66
Miscellaneous questions – program signups, board games, directional, meeting rooms	157
Games Computer Sessions	511
Volunteers	6 teens – 22 hours
Teens in the Teen Room	144 teens in 15 days



## Technical Services Report - April 2018

*Submitted by Susan Dague*

The Cataloging Advisory Council met on the 5th. A couple of issues that would affect cataloging came up in a discussion about the recent holds audit done by Innovative at the request of UHLS. Innovative recommended an option to create volume records that would allow patrons to place holds on multiple volumes associated with the same bibliographic record. Currently, a patron requesting an item with a volume or year designation in the item record, is required to pick only one specific item. UHLS asked how we could reduce the number of duplicate records to eliminate duplicate patron requests for the same item. Innovative said it's possible to match items by title and material type instead of ISBN or UPC, but admitted that the process did not work well. Joe at UHLS will investigate writing his own report to merge duplicate records.

I attended the Cataloging and Technical Services (CATS) interest group meeting on the 25<sup>th</sup>. Kate Wantuch, Systems & Metadata Librarian, from the Albany College of Pharmacy and Health Sciences presented the college's new OCLC WorldShare Management Services (WMS) platform. The college is the first in our area to use WMS as its library services platform.

I attended the OCLC Ask QC office hours webinar on the 25<sup>th</sup>. The focus this month was on coding the 856 MARC field in a shared cataloging environment. The 856 field is used for information needed to locate and access an electronic resource.

### Number of items processed: **463** (total – unknown)

Audio (adult + YA + juvenile)	27
Juvenile Fiction	161
Juvenile Nonfiction	4
Electronic (adult + YA + juvenile)	2
Fiction (adult + YA)	71
Miscellaneous (equipment)	0
Unknown (on order records)	237
Nonfiction (adult + YA)	66
Print Subscriptions (adult + YA + juvenile)	96
Video (adult + juvenile)	36

= 700

Number of items withdrawn: 534

Added for the year to date: 2,850

Withdrawn for the year to date: 3,385

**Total items: 96,208**



## Digital Services Report - April 2018

*Submitted by Karrie McLellan*

### **Online Presence:**

- Library Market Calendar – Staff admin training is complete. The rest of the trainings are scheduled for early May
- The EnvisionWare MobilePrint issue came back once early this month. Rebooting the EnvisionWare server solved it.
- VPN network is established. If you have a need to remotely connect to the library network via VPN, please let me know and I will set it up.
- Updated the intranet to make the announcement section easier to read and navigate. Unfortunately, I was unable to keep the “add new item” link at the top of the list. It is now at the bottom of the page.
- OverDrive was down for about 40 minutes on 4/4 before we opened.
- LibraryInsight calendar experienced issues all day on 4/4, but it was resolved by 4/5.
- Our web developer updated our web server to protect against the Spectre/Meltdown vulnerability.
- Created centralized mail distribution lists in Office 365 so individual staff members don’t need to maintain their own. Working on one that will distribute to all mailboxes in the organization. Let me know if you have a distribution list idea you think might be helpful to other staff members.
- Added “Community Links” section to the website footer.
- Noticed an entry for a Beanstack page in our name in our Google Analytics account. I do not have permission to edit or delete it, so I am working with UHLS to determine who can.
- Exploring “When to Work” software for staff scheduling. Scott Jarzombek from APL will attend the May Department Heads meeting to demo the software and answer questions.
- Turning the National Library Week post-it responses into a word cloud for later display. Stay tuned!
- Discovered that our old Staff Picks blog is still getting a considerable amount of traffic, so I created a post directing those users to our Goodreads page. I also updated some of the site links.

### **Sierra/Encore:**

- Joe Thornton received a lead from SALS/MVLS on how to fix the notice issue for patrons with Spectrum email addresses, given that Spectrum is not responding to requests for help. It involves each library forwarding their bounce notices (back) to Spectrum. Spectrum never said anything about it to SALS/MVLS, but the notices miraculously stopped bouncing.

### **Library Computers/Hardware:**

- We received a notice from Meraki that our router/security appliance is defective in a way that cannot be fixed with updates. They sent a replacement device, and Accu-Networks swapped it in after hours.
- Finalizing the new public computers for deployment in May.
- Collaborating with Molly to prepare laptops for coding programs this summer.
- Collaborated with YS and UHLS to host a Teen Librarian Meetup for librarians from New York and Massachusetts. The day included a Skype session with an author.





## Digital Services Report - April 2018

*Submitted by Karrie McLellan*

- Resolved an issue with some staff computers in YS that caused the internet to be unavailable on first boot.
- Discovered not all staff computers are getting all of the Windows updates. Some of the issue may be staff not leaving computers on and logged off on Thursdays. Troubleshooting with Accu-Networks.
- Purchased a power strip with a long cord (and cord cover to prevent a tripping hazard) for the teen area so patrons can charge their phones while sitting at the table.
- The USB connector for the presentation remote on cart 2 disappeared, so I purchased a new remote for that cart. It is a popular accessory!
- The outlet strips on the meeting room media carts were falling off the carts, so Selena zip tied them into place.
- We purchased four new staff computers that will be configured and deployed after the public computer deployment and calendar launch.
- Gathered people counter statistics that will be compiled with other statistics to determine our busiest and slowest times, so that we may adjust staffing accordingly.
- Ordered a small run of branded lanyard USB drives. They will be available to patrons for \$7.

### **Meetings/Workshops Attended/Taught:**

- Met with ITG, an IT group that may be able to help lighten my IT workload. We will not be hiring them.

### **Statistical Notes:**

- Dramatic increase in people counter stats, both compared to last month and last April.

### **Current/Upcoming Projects:**

- New library calendar
- Ongoing website tweaks
- LibraryAware subscription drive
- Thin client migration – configuring updates and testing lockdown software for public computers

### **Back-Burnered Projects:**

- EnvisionWare upgrade
- HTML 5 compliance testing for website
- New business hours plugin (new calendar may help with this)
- Considering slider replacements
- Website migration

## Circulation Report - April 2018

*Submitted by Marion Pierson*

April was a very busy month at the library. I attended Strategic Planning Meetings and a Department Head Meeting. Almost all Circulation staff members participated in an enlightening and energetic Staff Development Day. Marcia Rossetti and I were interviewed by former trustee Jennifer O'Brien for her Foundations of Public Management graduate study class.

We celebrated National Library Week April 9<sup>th</sup>-13<sup>th</sup>. Circ staff members asked patrons to fill out heart shaped post-it notes with comments about what they love about the library. Over 300 love notes to the library were written! All who participated received a raffle ticket for one of three prizes geared toward children, teens and adults. Winners received great tote bags filled with books and other small prizes. The notes and prizes created a beautiful display on the window between the Adult and Children's rooms. Please see below.





## Circulation Report - April 2018

*Submitted by Marion Pierson*

### New Patrons Registered

We registered 97 new cardholders in the month of April. This is an increase of twenty over the 77 we registered in April 2017!

East Greenbush residents	51
Schodack residents	14
Other	32

### Volunteers

15 volunteers worked 54.25 hours in April 2018.

Adult Volunteers	6
Outreach Volunteers	7
Court Ordered	2

6 notary services were provided.

233 reference questions were answered.