



## Director's Report September 2017

***Submitted to the Library Board of Trustees, 10/11/17***

### **Executive Summary**

As I prepare to leave for a vacation (10/11-10/17), I am reflecting on the month of September. Library attendance increased slightly over the previous year, and traditional lending was up 6%. Along with the Friends of the Library, we hosted another successful Children's Book Sale and Festival for the 11<sup>th</sup> straight year. Hundreds of families enjoyed books, clowns, snacks, and bounce houses. The Friends also raised \$5,611! One mom commented that she and her child loved the festival and sale and look forward to more events. She said that the children's programs at the library changed her life. She was a new mom, facing the challenges of every-day life with a new baby. She has made wonderful friends through the library, loves our programs and is thrilled to be part of the East Greenbush Library Community. We also had 14 teens volunteer this month, assisting with the Children's Book Sale and Festival and with shelving in the children's room.

The Adult Services department continued to provide an exciting lineup of 23 programs, including an Elder Health and Wellness Long-term Care Expo at the Farmer's Market, and a musical concert by Susan Trump. The Elder Care Expo event was a partnership the Rensselaer County Aging department and had 14 vendors in attendance. We received positive feedback from Farmers' Market and Expo Vendors, as well as patrons.

September was also Library Card Sign-Up month. 36 children signed up for their first library cards! Another popular program for toddlers, 1000 Books Before Kindergarten program had 11 new children register in September and 38 kids checked to record another 100 books read, and 2 more children finished the 1000 book challenge!

The Friends of the Library continue to support the library financially, and allow us to take on innovative projects. The children's department is partnering with local government and medical offices to provide outreach crates/baskets for their respective waiting rooms. These crates will have books for families to read together as well as a pamphlet holder with library brochures. We hope to reach families who may not be aware of what the library has to offer!

Meanwhile, staff have come together to respond to our staffing shortages by reorganizing/redistributing job duties in a very strategic and organized fashion. I am extremely grateful for the continued support, and leadership of our library staff, who continually place the community as their number one priority. I am grateful for the Library Board's support to allow us to reimagine our staffing plan, and assist with the reallocation of funds to be able to do so. It is wonderful to be able to show how much we value and appreciate our current staff by being able to promote from within. Elizabeth Putnam accepted the Head of Adult Services promotion, and Vicki Bucciantini accepted the promotion to Library Business and Operations Manager. I have worked with civil service to adopt the Library Business and Operations Manager job title, and Library Community Relations Coordinator job titles. The facilities open position job titles will also be civil service, Building Maintenance Mechanic and Building Maintenance Worker.



Currently, we have posted the PT Community Relations Coordinator position and the FT Librarian I, and facilities positions will be posted next week. Application review will begin on October 19. Kathy Rossello has taken over the responsibilities of meeting room and exhibits for the library.

Also this month, we forged ahead with significant IT infrastructure update project planning. The new email cloud hosting migration is scheduled for overnight October 12, and the thin client migration project has begun. Needless to say, staff members are looking forward to some respite and end of year vacations.

**Year to Date Totals**

	<b>Number</b>	<b>YTD Change</b>
<b>Lending @ Library</b>	300,184	3.4%
<b>Total Circulation</b>	322,550	3.7%
<b>eCirculation</b>	22,366	8.8%
<b>Door Count</b>	162,891***	-2.8%
<b>Computer Use</b>	19,086	-2.4%
<b>WiFi</b>	18,017	-36.4%
<b>Program Attendance</b>	18,077**	-1.4%

\*\* total numbers do not include Farmers' Market

\*\*\*numbers to not include outdoor program participants

**Collections and Cardholders**

	<b>Number</b>	<b>YTD Change</b>
<b>Adult Fiction</b>	48,153	-.01%
<b>Adult NonFiction</b>	26,668	10%
<b>Adult Audio</b>	25,479	8%
<b>Adult Video</b>	53,696	5%
<b>YA Fiction</b>	5,377	-8%
<b>YA NonFiction</b>	566	49.8%
<b>YA Audio</b>	334	2%
<b>Juv Fiction</b>	81,762	4.6%
<b>Juv NonFiction</b>	20,224	4%
<b>Juv Audio</b>	6,084	32%
<b>Juv Video</b>	21,031	-8.6%

Respectfully Submitted,

Jill Dugas Hughes  
Director