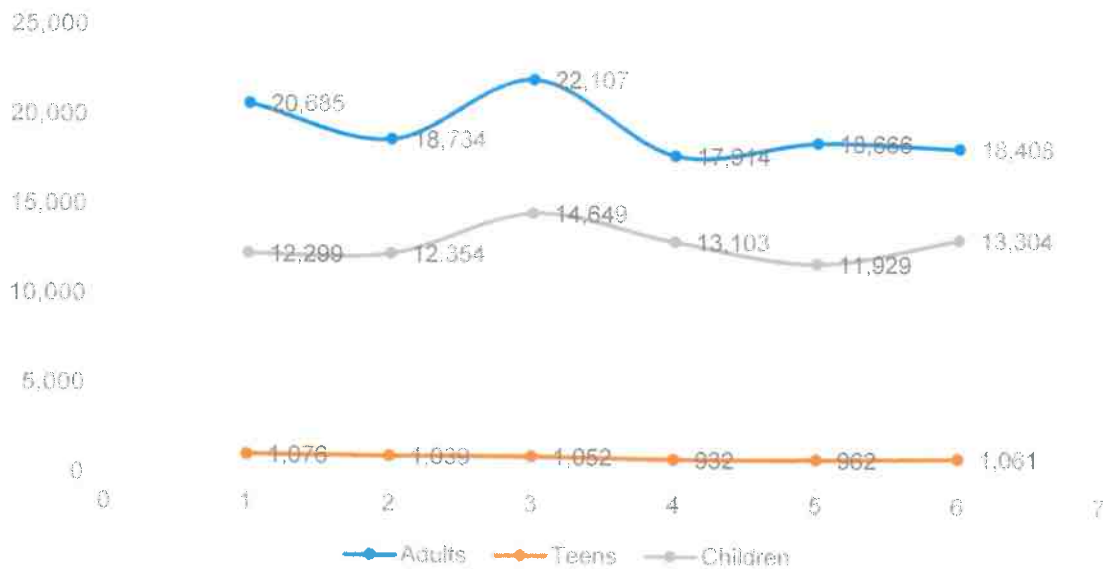


## Director's Report - June 2019

*Submitted by Jill Dugas Hughes*

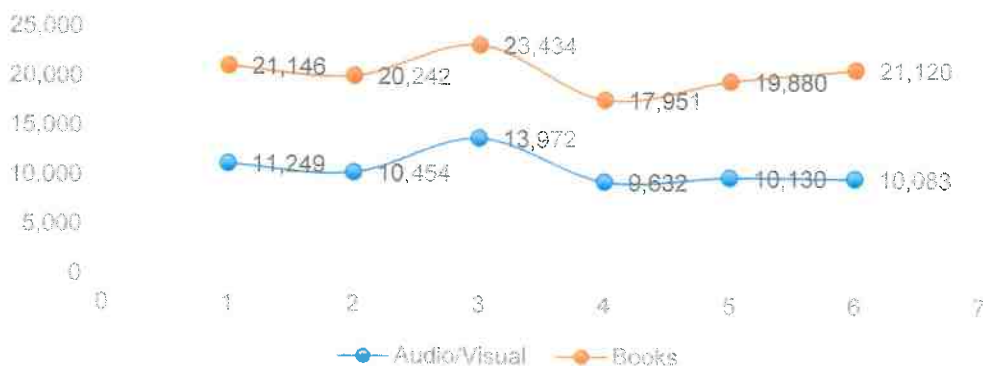
### Library Statistics

#### 2019 Checkouts by Audience



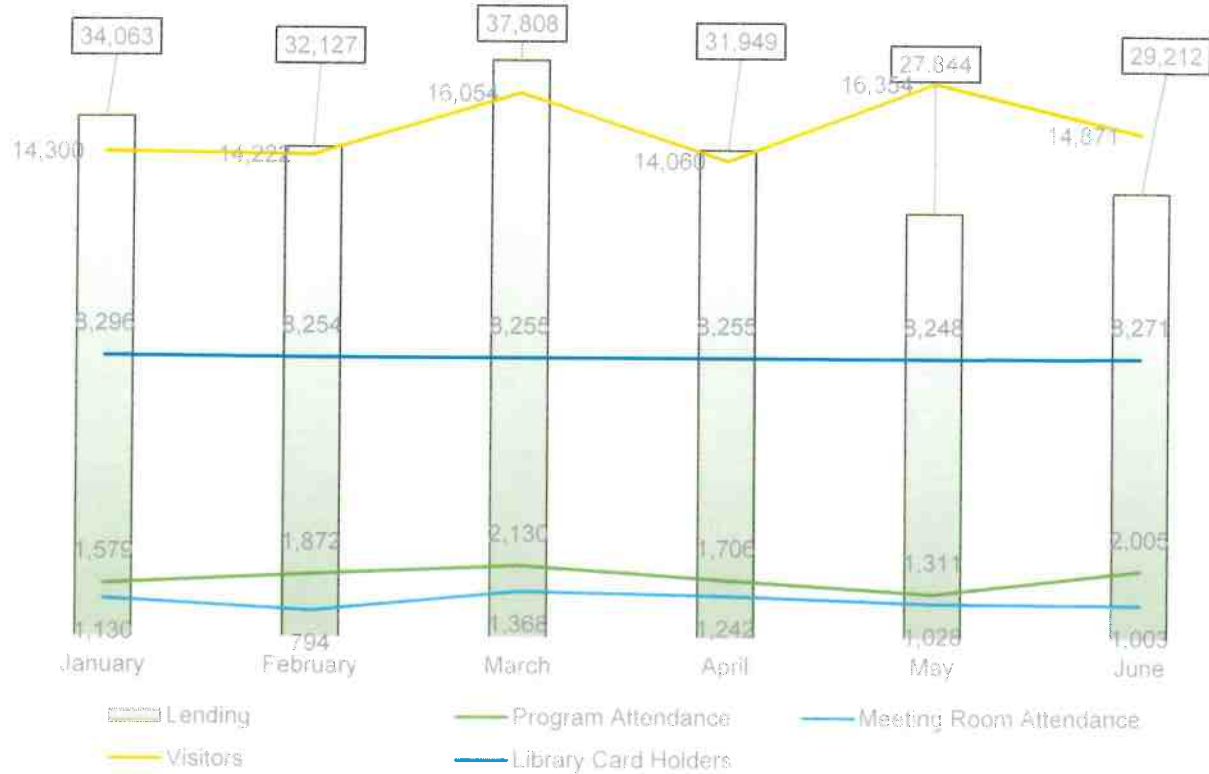
The adult collection continues to be the highest circulating collection in the library.

#### Physical & Digital Lending by Format



The library still circulates more Books (both physical and digital copies) than Audio Visual (DVDs, CDs, AudioBooks, e-Audio, video games, etc).

### Lending (checkouts) compared to Attendance and Cardholders



Library checkouts continue to decline. Year-to-date, we have 6% fewer checkouts than 2018. When comparing other variables, the number of checkouts does not seem to be tied to library door counts. However, there does seem to be a correlation between the number of people attending both library programs and community use of the meeting rooms. Other libraries in UHLS are also seeing declining door counts and checkouts. It is typical to see declines in library usage when the economy is strong, and increased usage when the economy is weak. We are continuing to monitor changing demographics and the changing ways which the community is using our library.

### Phone System Upgrade

We have explored many options for the phone system replacement project. Karrie will be available to meet with the Admin Committee to answer any questions prior to the contract finalization if the committee wishes to meet in August. The new system will include speakers in several new locations, so that announcements can be heard everywhere in the library, a camera intercom for the drive-through window, and mobile speakerphones for the meeting rooms. The new system is a hybrid digital/IP system which will allow us to change to VOIP at some point in the future. At this point, our wiring is mostly CAT3, and would need to be upgraded to CAT6 (or CAT7 when it becomes available) if we were to transition to a full IP phone system. Upgrading our wiring is something we should consider for a future construction project.

## Reference Department Report - June 2019

*Submitted by Elizabeth Putnam*

### June Projects and Activities

- Adult Summer Reading has begun! Over 120 patrons have registered since sign-ups began on June 26.
- This year's adult summer reading includes a request to participants to share their book recommendations with other patrons using a "Reader to Reader" recommendation form. Completed forms are placed on the shelf with the recommended book (see photo), so patrons can quickly identify recommended titles.
- Inspired by the success of the Hygge bags offered for checkout during the Winter Reading Challenge, Catherine assembled six Summer Adventure kits that, like the Hygge bags, each contain a collection of items related to a theme. Summer Adventure Kit themes include: Family Fun, Garden, Go Green, Grown-up Game Night, Outdoor, and Yoga.
- This month we began distributing a new welcome packet to leaders of adult agency program groups who visit the library on weekdays. On busy days, as many as 40 adults, from programs such as Wildwood and Living Resources, may gather at the library. Welcome packets provide groups with information about activities and services available at the library and aim to ensure that group patrons feel welcomed and included in the library community. With the packet, we're presenting groups with a new schedule of summer programs designed to be accessible and engaging for adults of all ages and abilities. Activities include Tuesday dance and movement, Craft Wednesdays, Friday movies, Lego days, and Open Recreation with board games and coloring.
- We've begun planning with Natalie Hurteau from Upper Hudson for a new UHLS staff networking event, the first instance of which will take place at our library in August.



### Programs

Once again, the Monthly Free Movie topped our program attendance with 64 participants watching *The Upside*. The musical performance of the month, the American Harp Society's concert recital, was a close second with 61 attendees.

This month's Food for Thought Cookbook Club, led by Holly and Marion with a Hawaiian luau theme, was a smash hit! Twenty-five attendees raved about the fun they had sampling luau fare among friends.

Organizations we partnered with this month to deliver programming:

- AARP
- Alzheimer's Association
- American Harp Society
- The Eddy
- The Legal Project
- Questar III BOCES
- Rensselaer County Department of Aging
- Sisters in Crime
- The Society for Creative Anachronism

## Collections

We are in the process of shifting several collections in the adult services area.

- The reference collection has been pared down to the most highly used, current volumes, with outdated materials weeded out and a large number of volumes moved to the circulating collection so that they may be checked out for extended use.
- The local author collection, which expands regularly with donations from community authors, has moved to shelves formerly housing reference books. The Local Music CD collection was moved to the same shelving unit, in the hopes that the increased visibility will lead to greater use.
- Later in the summer, we expect to shift Graphic Novels and the Library of Things to more accessible shelving locations.

## Professional Development and Service

June 21 / Catherine / Integrating Cultural Humility into Practice / Medical Library Association webinar / 1 hour

June 21 / Catherine / Information Roles in Disaster Management / Medical Library Association online class / 3 hours

June 27 / Elizabeth / Adult Services Advisory Committee (ASAC) meeting / UHLS / 2 hours

2019 REFERENCE SERVICES													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Reference Questions (Standard)	1433	1347	1522	1244	1256	1224							8026
Reference Questions (Longer than 5 min.)	87	84	72	63	43	61							410
Reference Questions (Computer)	474	373	468	420	444	515							2694
Meeting Rooms, Programs & Other	281	179	183	121	132	161							1057
<b>Total Reference Questions</b>	<b>2275</b>	<b>1983</b>	<b>2245</b>	<b>1848</b>	<b>1875</b>	<b>1961</b>							<b>12187</b>

2019 PROGRAMS													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
<b>Total Adult Program Sessions</b>	<b>38</b>	<b>35</b>	<b>41</b>	<b>31</b>	<b>37</b>	<b>31</b>							<b>213</b>
<b>Total Adult Programs</b>	<b>24</b>	<b>19</b>	<b>23</b>	<b>19</b>	<b>20</b>	<b>18</b>							<b>123</b>
<b>Total Attendance at Adult Programs</b>	<b>428</b>	<b>850</b>	<b>844</b>	<b>484</b>	<b>450</b>	<b>342</b>							<b>3398</b>
Average Attendance per Program Session	11.3	24.3	20.6	15.6	12.2	11.0							15.8
Staff-Led Programs	6	6	5	3	4	9							33
Attendance	149	484	50	29	79	103							894

<b>2019 PROGRAMS</b>													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Volunteer-Led Programs	6	3	5	6	6	5							31
Attendance	92	437	20	83	105	83							820
Programs with Paid Presenters	0	2	4	4	2	0							12
Attendance	0	44	93	85	27	0							249
Community Member-Led Programs	3	0	7	2	11	0							23
Attendance	65	0	212	45	95	0							417
Programs Led or Sponsored by Partner Organization	23	20	23	16	14	17							113
Attendance	121	312	537	242	136	156							1504
One-on-One Programs (not including Digital Literacy)	2	5	7	3	0	1							18
Attendance	5	182	265	62	0	3							517
One-on-One, Drop-In Tech Help	4	3	4	4	4	4							23
Attendance	13	7	9	15	21	13							78



### June 2019 Programs

(18 programs, 31 sessions, 342 attendees, 11 average attendance per session)

Date	Program Title	Category	Type	Attendance
6/3/2019	ENL: English as a New Language	Education & Employment	Partner Organization	6
6/3/2019	Safe Space for Writing with Sisters in Crime	Books & Writing	Partner Organization	3
6/3/2019	Monday Evening Book Discussion	Books & Writing	Volunteer-Led	8
6/4/2019	Drop-In Tuesday Tech Time	Computers & Technology	Partner Organization	2
6/5/2019	ENL: English as a New Language	Education & Employment	Partner Organization	6
6/6/2019	Dementia Basics & The Alzheimer's Caregiver Support Initiative	Health & Wellness	Partner Organization	7
6/6/2019	Study Skills with Capital District Educational Opportunity Center	Education & Employment	Partner Organization	0
6/7/2019	Open Recreation Space	Arts & Crafts	Library Staff-Led	4
6/10/2019	ENL: English as a New Language	Education & Employment	Partner Organization	5
6/11/2019	Drop-In Tuesday Tech Time	Computers & Technology	Volunteer-Led	4
6/12/2019	ENL: English as a New Language	Education & Employment	Partner Organization	5
6/12/2019	Legal and Financial Planning for Alzheimer's Patients *5pm Start Time*	Health & Wellness	Partner Organization	5
6/12/2019	Legal Project Free Legal Consultations	Legal & Financial	Partner Organization	3
6/12/2019	Society for Creative Anachronism Bardic Practice	Music & Performances	Partner Organization	7
6/13/2019	Understanding and Responding to Dementia-Related Behaviors	Health & Wellness	Partner Organization	9
6/16/2019	American Harp Society Annual Harp Recital	Music & Performances	Partner Organization	61
6/17/2019	ENL: English as a New Language	Education & Employment	Partner Organization	5

Date	Program Title	Category	Type	Attendance
6/17/2019	AARP Smart Driver Course	Legal & Financial	Partner Organization	22
6/17/2019	Monday Morning Book Discussion	Books & Writing	Library Staff-Led	13
6/17/2019	Safe Space for Writing with Sisters in Crime	Books & Writing	Partner Organization	4
6/17/2019	Crafter Eve - Make a Mandala	Arts & Crafts	Library Staff-Led	7
6/18/2019	Drop-In Tuesday Tech Time	Computers & Technology	Volunteer-Led	6
6/19/2019	ENL: English as a New Language	Education & Employment	Partner Organization	6
6/19/2019	Free Monthly Movie - The Upside	Movies & Games	Volunteer-Led	64
6/20/2019	Food for Thought Cookbook Club - Hawaiian Summer Luau	Food & Cooking	Library Staff-Led	25
6/21/2019	Open Recreation: Movie Day!	Arts & Crafts	Library Staff-Led	3
6/24/2019	Open Recreation Space	Arts & Crafts	Library Staff-Led	6
6/25/2019	Drop-In Tuesday Tech Time	Computers & Technology	Volunteer-Led	1
6/26/2019	Open Recreation: Crafts	Arts & Crafts	Library Staff-Led	6
6/27/2019	ASRP @ YSRP Kickoff!		Library Staff-Led	35
6/28/2019	Open Recreation: Movie Day!	Movies & Games	Library Staff-Led	4
<b>TOTAL</b>				<b>342</b>

## Resource Sharing & Access Report - June 2019

*Submitted by Dawn Geurds*

### Highlights:

- June 2019 was a very wet month, receiving over 5 inches of rain.
- Summer arrived at 11:54am on Friday June 21.
- Attended Department Head Meeting on Tuesday June 25.

### Statistics:

- Answered 12 reference questions by e-mail.
- Requested 19 ILLS
- Received 18 ILLS
- Sent out 12 ILLS
- 800 items requested within UHLS.
- 4,374 items were placed on the Hold Shelf.
- 2,192 items were pulled from our shelves and sent to other libraries within the UHLS, to fill requests for their patrons.
- 490 expired holds were not picked up by the patrons that requested them.
- 2 items were found on the library's shelves that were marked lost in transit.
- 30 items were found on the shelves from the Unfilled But Available Item-Level Requests Report
- Drive-thru patron assistance was needed 44 times.
- Library was open 30 days / 283 hours.



## Youth Services Report - June 2019

*Submitted by Molly Chatt*

June was all about preparing for Summer Reading and getting our SRC Mission control headquarters ready. We held a Youth Services staff meeting on 6/10/19 to get everyone up to speed on our summer reading programs and activities.

### Staffing

Kimberly Kern is our new Summer Reading Assistant, and her first shift was at our SRC Launch Party on June 27<sup>th</sup>. She is a part-time temporary assistant for the summer and during the school year she is a Reading Teacher at the Guilderland Central School District. She will be assisting the youth services librarians with all things summer reading!

### Meetings & Continuing Education

Jen attended the Youth Services Advisory Council (YSAC) meeting this month on 6/14/19.

### Outreach & Visits

Three kindergarten classes from Genet Elementary visited the library on June 3<sup>rd</sup> to receive their first library cards! Jen, Molly, and Joelle read stories to the children and taught them about the library. Many of the children signed up for their very first library cards -- many thanks to Marion and Marcia for speedily processing the cards so the children could receive them during their field trip!

Molly spoke to all the 6<sup>th</sup> graders at Goff Middle School during two assemblies on June 14<sup>th</sup>. She told them about our summer volunteer program, the reading challenge, and all the tween/teen programs offered this summer at the library.

Molly and Jen promoted the Summer Reading Program at an assembly for the K-5th grades at Genet Elementary School on June 13<sup>th</sup>. Molly also appeared on the morning video announcements for Green Meadow and Red Mill School to tell students about the Summer Reading Program. An assembly for Bell Top was scheduled for the last week of school but was cancelled at the last minute due to scheduling conflicts on the school's end.



*Genet kindergarteners waiting to check out a book!*

### 1000 Books Before Kindergarten

4 new children registered for the 1000 Books Before Kindergarten program this June. 34 children checked in this month to record another 100 books read and 3 children finished the program this month.

## Summer Reading

Hundreds of families attended our two Launch Parties on Thursday, June 27<sup>th</sup>. We had cake, crafts, and outdoor activities such as bubbles and games for the kids. Our summer volunteers were essential for this event, they did face painting for the little ones, ran our carnival games, and helped out with bubbles and crafts!

Our Tween/Teen Launch Party was held on Friday, June 26<sup>th</sup> this year, and featured a video game truck and crafts and games inside the library. 38 tweens and teens attended.



*Volunteers face painting at the Summer Reading Launch Party!*

## Children's Programs

PROGRAM	AGE	# SESSIONS	# CHILDREN	# ADULTS
Genet Kindergarteners visit the library (VISIT)	5-6 years	1	65	6
Genet summer reading assembly (OUTREACH)	elementary	1	421	15
Summer Reading Kickoff	All ages	2	325	175
Saturday Storytimes	0-5	2	18	12
Playdough Party	2-5 years	1	40	33
Preschool Playtime	2-5 years	1	23	18
Preschool Puzzle Play	2-5 years	1	15	10
LOOK w/ Pride Center (parenting program)	Adults	1	0	3
Goff assembly (OUTREACH)		<i>In teen stats</i>		15
<b>Total Children's Programs</b>		<b>10</b>	<b>907</b>	<b>287</b>

### Tween/Teen Services

PROGRAM	# SESSIONS	# TWEENS/TEENS
Goff Assembly (OUTREACH)	2	313 (plus 15 adults included in children's adult stats)
Volunteer Training	4	78
Teen Launch Party	1	38
Tweens/teens @ Kids' Kick-offs	(included in children's stats)	40
<b>Total Teen Programs</b>	<b>7</b>	<b>469</b>

### Department Statistics

Reference questions – children's & teen desks	954
Computer Assistance	32
Miscellaneous questions – program signups, board games, directional, meeting rooms	291
Games Computer Sessions	565
Volunteers	31 teens – 93.5 hours
Teens in the Teen Room	173 teens in 17 days

## Technical Services Report - June 2019

*Submitted by Susan Dague*

The Cataloging Advisory Council met on the 6<sup>th</sup>. We discussed some of the changes in Sierra and Encore as a result of the recent upgrade. The first several facet category results with keyword search are collapsed but may be expanded including year of publication. The return of the publication date is particularly welcomed by catalogers and any staff who regularly search the catalog. The Adult, Juvenile and Young Adult designations under the Collection facet in Encore used to show up at the top of the list, but now are filed alphabetically within the list.

I attended a *Booklist* sponsored webinar, "Now Hear This! New Audiobooks for #Audiobook Month and Beyond" on the 6<sup>th</sup>.

Kathy attended the NYSLAA conference held in Geneva, NY on June 10<sup>th</sup> – June 14<sup>th</sup> where she received her ten-year membership pin of which seven of those years she has spent serving on the executive council. Congratulations, Kathy!

I met with the new cataloger at Albany Public Library on the 20<sup>th</sup> at her supervisor's request to give her some tips for cataloging within our library system.

### Statistics:

Number of items processed: 484 (total – unknown)

Audio (adult + YA + juvenile)	27	
Juvenile Fiction	246	
Juvenile Nonfiction	8	
Electronic (adult + YA + juvenile)	3	
Fiction (adult + YA)	28	
Miscellaneous (equipment)	12	
Unknown (on order records)	362	
Nonfiction (adult + YA)	50	
Print Subscriptions (adult + YA + juvenile)	86	
Video (adult + juvenile)	24	
	=	846

Number of items withdrawn: 568

Added for the year to date: 4,320

Withdrawn for the year to date: 3,682

Total items: 94,336

## Digital Services Report – June 2019

*Submitted by Karrie McLellan*

### Online Presence:

- Library Market Calendar
  - Requested another print-friendly header change. The change they made last month fixed the issue in Firefox, but not Chrome. Now both browsers have better styling on the print-friendly pages.
  - Submitted an enhancement request that would allow all staff to cancel reservations, if needed. It will appear in the form of a “cancel reservation” button on the event detail page.
  - Noticed that our required Town field on event registrations has not been acting required. It turns out this is because we had our Town field created as a customization, and Library Market has coded the field into the software core for all libraries. That confused the software, and developers are working to find a fix.
- Website: The Feedwind Facebook widget was released, so I configured it for us on our home page. This brings the styling in line with our Upcoming Events widget.
- Intranet: Added a “Meeting Rooms” page that displays each room with its events for the day. Event titles are clickable and lead to the event in the calendar.
- NovelList: Submitted an enhancement request to include summer reading book lists for adults in addition to the lists for children and teens. Booklists have since been created and can be found by keyword searching “Universe of Stories.”

### UHLS:

- The UHLS report server was down on 6/1. Despite it being a weekend, they were able to get it up and running relatively quickly.
- Assisting Rawdon in testing a new server that will eventually be the new home of the volunteer database/website.

### Library Computers/Hardware:

- Finalized the process of setting up and securing Windows 10 computers as catalog search machines. In doing so, I noticed a major security issue that turned out to be a problem on our current Windows 7 catalog computers, as well. It was not there when we configured Encore on those machines in 2015. It is likely due to an Encore upgrade and out of our control, UHLS was unable to assist, so I opened a ticket with the vendors directly. There were several small issues that combined to create this problem, and it has now been resolved. New OPACs set to deploy the first week in July.
- Meraki firewall has been reporting IP conflict for devices on the network for months. When I researched it, Meraki documentation stated it could safely be ignored. However, one of these conflicts took the IP address from the reference desk printer, which resulted in an inability to print. Set a static IP so if it happens again, the other device will be the one to give up the IP address and operations will not be disturbed.
- Twice this month, we were unable to access our staff calendar online. I reported it to support, but when they investigated, access had been restored already.
- Learned that if a patron puts a USB memory stick in the public copier to scan to, it can have no more than 1000 documents on the root folder of the drive, or the patron cannot scan. Putting documents in folders using a computer should resolve this.



- On 6/13 in the afternoon, the public printer became inaccessible to patrons with an error message stating, "No printers are available." Rebooting the EnvisionWare server seemed to help, but only for a couple of minutes. Testing from a staff computer, the error message stated that the yellow toner was empty. Patrons have always told us when the toner is out, because while waiting for their job to finish printing, the printer itself would flash a toner message. This must have either been an extremely rare case where there was exactly enough toner to finish one job and not start another, or the last patron didn't realize some pages did not print.
- Windows updates on the public laptops were problematic this month. Selena found a workaround to make sure the computers are up to date.
- In preparing to present on Deep Freeze Cloud to the Tech Advisory Committee, I noticed that some of our 3<sup>rd</sup> party application updates are not going through as planned. Working with Deep Freeze support to resolve.
- Digital signage: working to convert paper signs outside of meeting rooms (and above the new fiction area) to managed digital signage using Google devices. We are currently at a standstill over licensing. We do not qualify for educational (not a school) or nonprofit (not a 501(c)3). The only other type of license is corporate, and neither Google nor resellers have been able to tell us whether we are eligible for these licenses. Researching alternatives.
- Once again, the YS printer had connectivity problems. Deleted all instances and started installation from scratch.

#### Meetings/Workshops Attended:

- 6/28: Hosted the UHLS Tech Advisory Council meeting and demonstrated Deep Freeze Cloud to attendees. Some libraries are still using Deep Freeze Standard and were unaware of the many advantages of the Cloud version. I also ended up demonstrating Connectwise Control and Square.

#### Statistical Notes:

- People count and wireless usage were down this month, but public computer sessions were up.

#### Current/Upcoming Projects:

- Phone system upgrade
- 2020 Technology Plan
- Digital Signage
- IWP configuration
- "Unboxing" videos
- LibraryAware subscription drive
- SMS broadcast software

#### In progress, but holding:

- Exploring a feature in Square that would allow us to accept donations (and possibly payment for event tickets and library swag) online. (hold for credit card policy change)
- Set up a test sub-intranet that may facilitate communication with the Board. (queued behind other projects)
- Laptop loan policy update



- Calendar changes regarding the Hurr room change with new meeting room policy.

#### Back-Burnered Projects:

- Website
  - HTML 5 compliance testing
  - Considering slider replacements
  - Migration to new host
  - Bringing adult content to main page
- Investigate consistently subpar fiber internet speed

## Circulation Report – June 2019

*Submitted by Marion Pierson*

Due to a scheduling conflict I did not attend the Circulation Advisory Council meeting in June.

Circulation staff created library cards for members of three kindergarten classes that visited the library on June 3<sup>rd</sup>. On June 20<sup>th</sup> Holly and Marion hosted 25 attendees at the Food for Thought Cookbook Club's Hawaiian Luau. One regular attendee presented a demonstration on chocolate dipped fruit.

Two new staff members joined the Circulation team in June. Michelle Furlong is our new part-time library clerk and Patricia Leece is our new substitute clerk. Welcome Michelle and Pat!

### Statistics

**Patrons:** 104 new patrons registered at the library in June.

East Greenbush Residents	58
Schodack Residents	14
Other	32

**Checkouts:** According to the UHLS monthly report there was a 10% decrease in circulation.

June 2019	29,212
June 2018	32,721

**Volunteers:** 13 volunteers worked 29.5 hours.

Outreach volunteers	8
Adult	5

**Notary Services:** Roseann and Marion notarized 11 documents for community members.

## Outside Groups – June 2019

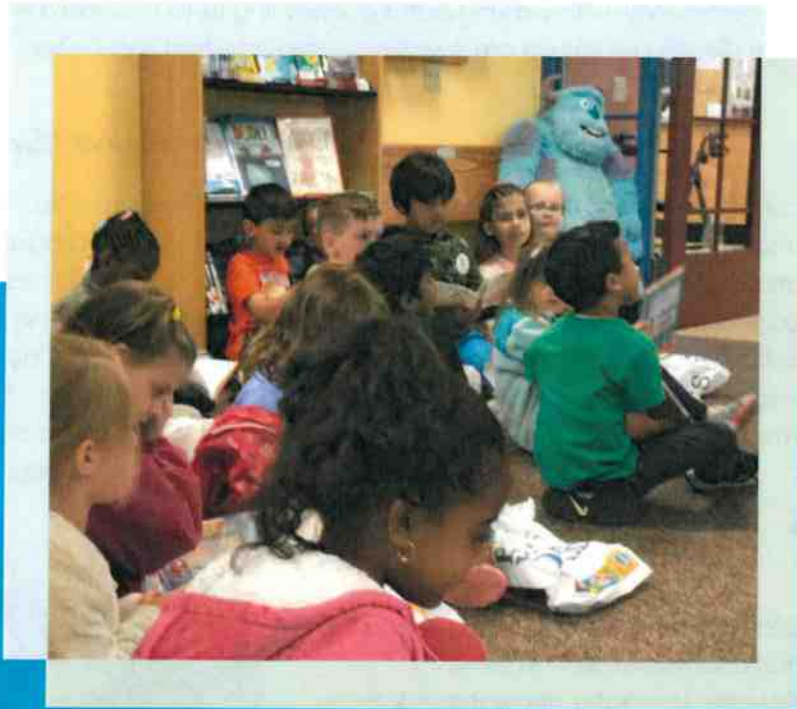
*Submitted by Kathy Rossello*

<b>49 Programs Reserved: 39 Programs Held - 8 Cancellations - 2 No Show</b>		
<b>Title</b>	<b>Date</b>	<b>Expected Attendance</b>
Capital Hudson Iris Society	6/1/2019	35
Dance Practice	6/1/2019	12
Dance Practice	6/3/2019	12
Tuesday Ramblers	6/4/2019	25
Capital Region Martial Artists	6/4/2019	30
Dance Practice	6/4/2019	12
Dance Practice	6/4/2019	12
Rensselaer County Dept for Aging - HIICAP Volunteer Recruitment	6/5/2019	25
Dance Practice	6/5/2019	12
Homebuyer Orientation	6/5/2019	50
Dance Practice	6/6/2019	12
Stop NY Fracked Gas Pipeline	6/6/2019	15
Patrick Clark	6/8/2019	10
Capital Region Romance Writers Association	6/8/2019	45
Dance Practice	6/8/2019	12
Cross Stitch Plus	6/10/2019	15
Tuesday Ramblers	6/11/2019	25
Capital Region Martial Artists	6/11/2019	20
Capital Community Voices	6/11/2019	12
Babywearing 101	6/12/2019	30
Stop NY Fracked Gas Pipeline	6/12/2019	60
Illiterati Book Club	6/13/2019	15
American Needlepoint Guild	6/13/2019	15
Rensselaer County Department of Health Local Early Intervention Coordinating Council	6/14/2019	50
Free Public Seminar on the Probate Process	6/14/2019	25
CDLUG (Capital District Linux Users Group)	6/15/2019	40
Fearless Fretter old time music jam	6/17/2019	15
Good Buy Book Club	6/17/2019	10
Tuesday Ramblers	6/18/2019	25
Capital Region Martial Artists	6/18/2019	35
<b>Title</b>	<b>Date</b>	<b>Expected Attendance</b>

The Writer's Bloc	6/18/2019	6
Living Resources "Open Interviews"/Mini-Recruitment	6/19/2019	16
Travel Buddies	6/19/2019	30
Card Makers	6/20/2019	15
Columbia Lacrosse Club	6/20/2019	50
Meet the Author: Reed Alexander	6/23/2019	25
Tuesday Ramblers	6/25/2019	25
Citizen's Climate Lobby Monthly Meeting	6/26/2019	18
Capital Area Flute club rehearsal	6/29/2019	20
<b>Total Expected Attendance (Approved)</b>		<b>916</b>
<b>8-Cancellations</b>		
New York State Fracked Gas Pipeline	6/6/2019	15
When Illness Strikes Someone You Love	6/10/2019	15
Fresh Air Program New Host Orientation	6/10/2019	30
Capital Region Martial Artists	6/12/2019	30
Cross Stitch Plus	6/17/2019	15
Card Makers	6/21/2019	16
Capital Region Martial Artists	6/25/2019	35
Embroiders' Guild of America - NY Capital District Chapter	6/26/2019	10
<b>Total Expected Attendance (Cancelled)</b>		<b>166</b>
<b>2-No Shows</b>		
Dance Practice	6/2/2019	12
Dance Practice	6/2/2019	12
<b>Total Expected Attendance (No Show)</b>		<b>24</b>



# 2018 ANNUAL REPORT



\_\_\_\_\_ *Inspiring Ideas*

\_\_\_\_\_ *Strengthening Community*

\_\_\_\_\_ *Enriching Lives*



# OUR MISSION

*Inspiring Ideas, Strengthening Community, Enriching Lives*

To serve as a community center for lifelong learning with access to a broad range of ideas and information through traditional and emerging resources to meet the intellectual, recreational, and cultural needs of residents in a professional and friendly manner.

## BOARD OF TRUSTEES

Michael Poost, President  
Kevin P. McCann, Vice President  
Robert West, Treasurer  
Lynne Oudekerk, Secretary  
Betty Bellino-Glugno, Trustee  
Mari Harris, Trustee  
Shay Harrison, Trustee  
Jill Dugas Hughes, Library Director

## YOUR COMMUNITY CENTER

Nestled in the heart of the community, with walking paths connecting us to Columbia High School, the Greenbush YMCA, and Eddy Hawthorne Ridge (Senior Living), we are a valuable resource that is accessible to everyone of all ages.

### Collections

We offer an expansive collection of [159,142 items](#) in a variety of formats, that include materials for enrichment, enjoyment, and self-directed education. Patrons have access to online tools such as [NOVELNY](#) (digital magazine and journal articles), [OverDrive](#) (eBooks, audiobooks and streaming video), [Flipster](#) (digital magazines), [Ancestry.com](#) (genealogy research), and [NoveList](#) (reader's advisory, new in 2019).

### Special Collections

#### Outdoor Equipment:

lawn chairs and lawn blankets are available to borrow

#### Library of Things (non-traditional items): New In 2019!

telescope, games, bakeware, laminator, snow shoes & more

#### Stories to Go:

theme-based early literacy kits with books, games & puzzles

#### Museum Pass Program:

discounted or free admission passes to 25 local museums

#### Hot Off The Press Collection:

multiple copies of popular titles for adult readers

#### J-POP Collection:

multiple copies of popular titles for young readers

#### Exhibit Wall & Display Cases:

features local artwork and private collections



Study carrels, designated quiet area, comfortable seating, computer lab, small meeting space and tables throughout are provided to accommodate a variety of community needs.

### Programs and Special Events

In 2018, we provided [1,196 classes, workshops, and seminars](#) which supported a variety of educational, economic, social, and enrichment opportunities; [21,250 people of all ages attended](#) our programs. Special programs included our annual Day Before the Awards Film Festival, Friends of the Library book sales (two sales for adult books and one for children's books), and the annual Children's Festival (also sponsored by the Friends).



Annual Children's Festival & Children's Book Sale; a community event sponsored by the Friends of the library

### Services

#### Reference Services:

research, individualized technology assistance

#### Small Business Services:

fax, copy, scan, print (including wireless), notary

#### Technology:

fiber high-speed WIFI, public computers/laptops, and headphones

#### Government Information:

tax forms, voter registration

#### Referral Services:

legal, employment, health, housing, social services

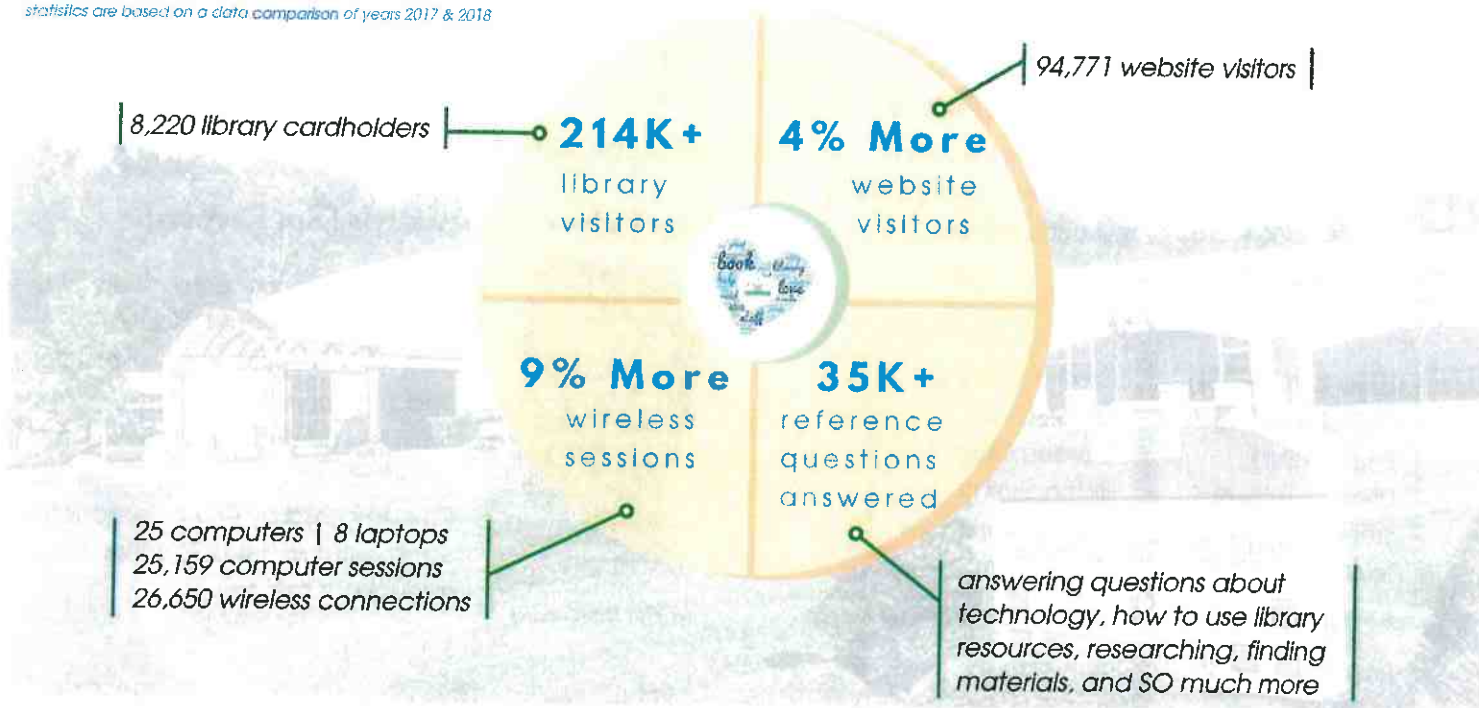
#### Meeting Room Space:

job seekers, community organizations, work/study groups



# BY THE NUMBERS

statistics are based on a data comparison of years 2017 & 2018



## Libraries Build Community Character and Culture

We provide a free and informal place for family and friends to meet, socialize, attend activities, and access resources that many others take for granted because they can afford them. Participation in community life is more critical than ever with the increasing use of the Internet and online media to support political and social activities.

statistics are based on a data comparison of years 2017 & 2018

### HOURS OPEN



**3,351**

### VOLUNTEERS

**431**  
volunteers



**20+**  
community experts

**1,780**

volunteer hours



Children's Festival Volunteers

### MATERIALS



**159,142**

total items

- fiction
- non-fiction
- magazines
- newspapers
- eBooks
- music CDs
- DVD/Blu-ray Movies
- A/V downloadables & eAudio
- video games

**8%**  
more  
items



### CIRCULATION

**383,017**

physical items

**61,081**

electronic content use

**444,098**

total collection use



Library card day



**17%**  
more

### PROGRAMS

**1,196**

program sessions

**21,250**

attendees

Children enjoy making cars for the drive-in movie



### LIBRARY USE

**425**

non-library sponsored programs, meetings, and events provided by and for the community

# ADULT SERVICES

## Highlights

### Instructive & Enlightening Experiences

We offer a wide variety of classes, seminars, and workshops taught by library instructors and community experts in both individual and group settings.



### Educational & Employment Resources

Our services support adult learners, job seekers, and members of the community who are experiencing a period of unemployment. Through partnerships, programming, specialty collections, and reference instruction, we help our patrons develop new, marketable skills, prepare for standardized and professional tests, and become comfortable with the technologies they will use as job seekers, employees, and self-sufficient information creators and consumers.



Digital Learning Day



Questar III BOCES' English language class; held bi-weekly in the Hurr Education Center

#### Adult Literacy

**Digital (Tuesday Tech Time)**  
124 (1:1) sessions

**English Language Class**  
74 group sessions  
371 attendees

#### TOTALS FOR 2018

533 (1:1) | 100 group sessions  
732 total attendees

### ADULT PROGRAMS

418

sessions

5,737

attendees



### Day Before the Awards Film Festival



Jim (L), Jackson (R)

2018 marked the 5th anniversary of this popular annual event; 352 people attended. Film critics, Jim Dickson (left) and Jackson Murphy (right), provided commentary prior to the showings of six Academy nominated films, followed by Q & A sessions for each, with games and prizes throughout the day.

### Reference Services

Our Reference Librarians hold Master's Degrees in information services and update their training throughout the year by attending courses, workshops, and conferences. Librarians staff the adult reference desk over 3,300 hours per year, offering reading suggestions, assisting patrons with their information needs, and providing instruction in the use of resources and technologies within the library and across the networked world.



Providing expert and personalized service:

- Research Assistance
- Technology
- Use of Library Resources
- Agency Referrals
- Reader's Advisory

### NEW IN 2018



A collection of popular titles for adult readers; several copies available at all times.

#### BECOME A 36 er!

59 teams | 60 individuals

21 visited all 36 UHLS libraries



#### TGAR FINALE EVENT

Discussion of our community pick,

*The Book Thief* by Markus Zusak, and a celebration of books and reading with WMHT's Danielle Sanzone.



# YOUTH SERVICES

## Highlights

### A Unique Learning Environment



Library Card Day; Genet

Our children's library is filled with materials suited for young readers (infants to age 13). We offer both print and digital materials, computers, manipulative kits as well as early childhood development areas designed to encourage imagination and

socialization; a "playroom" complete with toys, train table, kitchen play set, costumes and puppet theater, dolls, legos, blocks, and puzzles.

### Early Literacy

To get ready to read, children need an environment that supports early literacy and learning. Our trained librarians focus on creating programming and early learning spaces that support the five early literacy practices from Every Child Ready to Read - talking, singing, reading, writing, and playing. Our storytimes are designed to incorporate these elements and are our most popular ongoing programs. *Our Youth Services librarians prepared and presented 162 storytimes with over 6,200 participants in 2018.*

### 1000 BOOKS BEFORE KINDERGARTEN

73 new registrants

273 check-ins

26 graduates

*Represents 27,300 books read!*



Research shows that the amount of time children spend with books is crucial to reading achievement, and ultimately to school achievement in general. The 1000 Books Before Kindergarten program rewards parents and young children for reading at 100 book intervals.

### NEW IN 2018

- Added additional Saturday afternoon programs
- J-POP Collection
- Homeschool Meetups
- Teen Volunteer (TV) Club
- Zumba & Yoga with the YMCA

### YOUTH PROGRAMS

370

sessions

14,502

attendees



Pig Out on Reading!

We offer a variety of children's, tween, and teen programs throughout the year that encourage reading, provide enrichment, are educational, inspire creativity, as well as allow kids to explore and have fun! Some favorite programs of 2018 were: Pig Out On Reading, Big Truck Day, Bubble Bonanza, Zumba & Yoga, and Valley Cats.



Big Truck Day

### Youth Summer Reading Program

Our Summer Reading Program provides enriching experiences for youth and builds excitement around reading in order to prevent "the summer slide" - the loss of academic skills over the summer months. In 2018, the library worked with CMOST, WMHT, Dyken Pond, Tech Valley Game Space, RPI Society of Women Engineers, Tang Museum, and the Price Chopper Cooking Club to bring educational and fun summer programming to our library patrons.

### SUMMER READING (CHILDREN/TEENS)

894 registered

103 events

5,289 attendees



The Summer Reading Program begins with an ice cream social. The teens celebrate their program finale at the EG Bowling Center, while the younger kids conclude with a magic show at the Greenbush YMCA.

# YOUTH SERVICES

## Highlights

### A Welcoming Space for Teens

Teens have their own space where they can relax, socialize, read, or do homework. The Teen Room is filled with teen books, comfortable bean bag chairs, work spaces, and plenty of charging stations for their convenience. After school our Tween/Teen Librarian is available to assist students with finding research materials for homework or to recommend a popular read.



Teen Mashup

### Teen Programs

Our programs for middle and high school students are designed with their input and preferences in mind. Friday Mashup is a weekly drop-in program which provides teens with opportunities to play games, craft, tinker with maker tech, eat snacks or just hang out. Teen Anime Club happens twice a month and is an afternoon of movies and snacks. In addition to these regular programs, we offer special events during break weeks and in the summer reading program. [The Back To School Bash](#) was a new event in 2018 and it was a hit! 35 teens attended this event which entailed an afternoon of fun in a mobile video game truck followed by ice cream sundaes. Other popular programs were the Cupcake Bash, Paint & Snack, and Breakout Rooms.



Back To School Bash

### Teen Volunteers

93 teens 1,210 hours

Teen volunteers play an important role in supporting our youth programs. During the school year our TV (Teen Volunteer) Club meets monthly to work on community service as a group. 72 teens took part in our 2018 Summer Volunteer Program, assisting at our Summer Reading Headquarters and working with children during programs such as Brownies & Board Games, Building Club, Bubble Bonanza, and the Farmers' Market Kids' Craft Table.



Summer Reading Volunteers



Making the Summer Reading HQ sign



Elephant & Piggy launch the UHLS Library Expedition

## COMMUNITY OUTREACH & PARTNERSHIPS

We push beyond our library's physical walls to engage and reach our community through outreach. We visit area camps, preschools, and senior centers to provide programming throughout the year. Our librarians can be found at numerous local events to share what the library can offer to residents. In 2018, our librarians attended Healthy Kids Day at the YMCA, the grand opening celebration at the East Greenbush Town Park, and provided programming for Discovery Place Preschool, New Dreams Nursery School, Evergreen Commons Rehabilitation Center, and the East Greenbush Town Camp.

By leveraging our strategic partnerships and coalitions, we are able to provide more with less; working collaboratively to find creative ways to share resources and deliver added value.



Red Barn opens!



Genet library day



ARC blood drive

- AARP
- American Red Cross
- Capital District EOC
- Castleton Library
- CDPHP
- Cornell Cooperative Extension
- ConSERNS-U
- East Greenbush CSD
- Eddy Hawthorne Ridge
- Girl Scouts
- Greenbush Garden Club
- Greenbush Historical Society
- Greenbush YMCA
- Hudson Valley Community College
- Nassau Free Library
- NY Connects
- Pride Center
- Questar III BOCES
- Rensselaer County One-Stop
- Rensselaer County Sheriff
- Sisters In Crime
- Society for Creative Anachronism
- The Legal Project
- Town of East Greenbush
- Town of Schodack
- Upper Hudson Library System
- WMHT





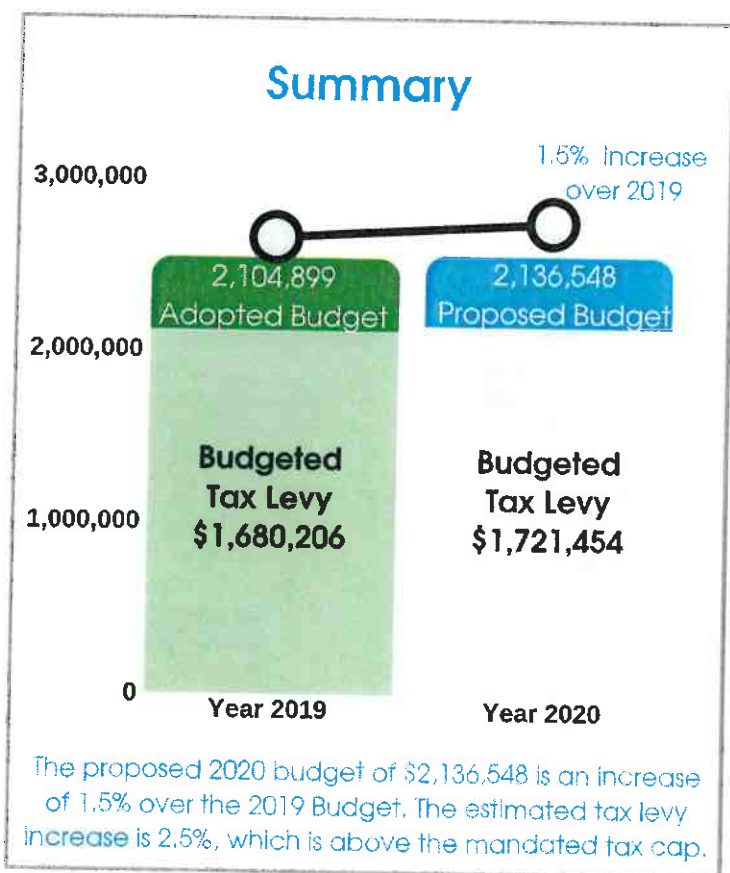
# East Greenbush Community Library 2020 Preliminary Budget

Proposed Budget is **\$2,136,548**

GOAL: Maintain library services with additional funds from the Friends and library fund balance to minimize the impact on the East Greenbush tax payer until the bond is paid off in 2020.

Income Estimates	Adopted Budget '19	Preliminary Budget '20
State/County	\$4,800	\$4,800
Fines/Fees	\$52,800	\$53,500
Interest	\$600	\$7,000
Contract Services (Schodack)	\$311,313	\$311,313
Friends of the Library	\$15,000	\$15,000
Hurr Estate Gift	\$15,000	\$0
Fund Balance Transfer	\$25,180	\$23,481
<b>TOTAL INCOME</b>	<b>\$424,693</b>	<b>\$415,094</b>

Expenses	Adopted Budget '19	Preliminary Budget '20
<b>Library Materials</b> <i>Books, e-Books, Audio, Video, Databases, Magazines</i>	<b>\$129,135</b>	<b>\$131,075</b>
<b>Programming &amp; Planning</b> <i>Programming, Associated Supplies, Planning, Volunteer Recognition</i>	<b>\$11,000</b>	<b>\$11,000</b> <i>Support with grants</i>
<b>Salaries &amp; Benefits</b> <i>Salaries, Social Security, Workers' Comp, Disability, NYS Retirement, Mandatory Benefits</i>	<b>\$1,385,289</b>	<b>\$1,427,573</b> <i>Mandated increase/no additional staff</i>
<b>Human Resources</b> <i>Staff Training &amp; Development, Recruitment, Board Development</i>	<b>\$5,000</b>	<b>\$5,000</b> <i>Ongoing staff development &amp; full-staff training day</i>
<b>Library Operations</b> <i>Supplies, Printing, Marketing, Postage, Insurance, Election</i>	<b>\$33,700</b>	<b>\$33,700</b>
<b>Professional Services</b> <i>UHLs Library System, Auditor, Payroll Service, Membership Organizations</i>	<b>\$48,000</b>	<b>\$50,000</b> <i>Upper Hudson Library System Increase</i>
<b>Technology/Communications</b> <i>Computer/Printer Replacement, Computer Parts &amp; Supplies, Technology Hardware &amp; Software, IT Maintenance, Telecommunications, Copiers, Equipment</i>	<b>\$48,500</b>	<b>\$43,300</b>
<b>Facilities</b> <i>Utilities, Maintenance Supplies, Contractual Services, Water &amp; Sewer Tax, Repairs, Lease, Service, Purchase Equipment</i>	<b>\$158,650</b>	<b>\$147,900</b>
<b>Capital Expense</b> <i>Debt Service on Construction Bond</i>	<b>\$285,625</b>	<b>\$287,000</b> <i>Paid in full 2020</i>
<b>TOTAL EXPENSES</b>	<b>\$2,104,899</b>	<b>\$2,136,548</b>
<b>Minus Income Estimated</b>	<b>(\$424,693)</b>	<b>(\$415,094)</b>
<b>TAX LEVY</b>	<b>\$1,680,206</b>	<b>\$1,721,454</b>



## Important Dates & Election information

### Public Budget Hearing:

Tuesday, July 16, 2019 at 7 p.m.

### Election & Budget Vote:

Thursday, September 5, 2019 from 9 a.m. - 9 p.m.

**Who Can Vote?** Any person registered to vote in the Town of East Greenbush general elections.

**Open Trustee Position:** A second proposal on the ballot is the election of one position on the Library's Board of Trustees to serve a five-year term, beginning 1/1/2020. Petitions for candidacy will be accepted until 8/6/2019 by 5 p.m. <https://eglibrary.org/about/board/>

