



Inspiring Ideas, Strengthening Community, Enriching Lives

518-477-7476 | eglibrary.org

Library Director's Report

June 15, 2021

Submitted by Jill Dugas Hughes

MAY HOURS/SERVICES

- Library was open 25 days /197 hours for the public and drive-thru window
- COVID Services Overview:
 - 5/3/2021- Added limited outdoor programming
 - 5/10/21- 30 People; 15 in Children's

TOP INITIATIVES

- COVID-19 response and planning
- 2021 QuickBooks update project: to include detailed program budgets, account numbers, and grant/donor information
- JoAnn Jakiela Memorial Celebration
- 2022 Budget
- Summer Reading Programming
- Database Trials/Planning
- Health & Wellness Staff Initiative
- Staff Manual Update Project
- NYS Annual Financial Update Documents to Office of the State Comptroller
- Pen to Pandemic Short Story Contest/Reception/Book Publication
- Adult Services Armchair Traveler Series
- Wireless Wednesdays Tech Help
- Preparing library space for full community use- shifting furniture, collections
- Website Update/Layout refresh project
- Phone migration project
- Cataloging initiative to remove anti-racist language in catalog and preparing for a diversity audit with our collections
- Window Shade Installation
- Painting Main Library
- Spring Outdoor clean-up/refresh
- Opened Cooling Tower for Season
- Outdoor Programming
- Database selections



Inspiring Ideas, Strengthening Community, Enriching Lives

518-477-7476 | eglibrary.org

CIRCULATION DEPARTMENT HIGHLIGHTS

- 42 new patrons registered at the library in May (30 East Greenbush, 1 Schodack, 9 Other, 1 MyCard)
- 20 Notary Services

Checkouts	May 2021	May 2020	May 2019
Circulation Desk	15,242 <i>81% of in-person checkouts</i> <i>62% total checkouts</i>	545 (building only open to staff) <i>100% in-person checkouts</i> <i>7% total checkouts</i>	27,844 <i>100% in-person checkouts</i> <i>86% total checkouts</i>
Drive-thru window	3,609 <i>19% of in-person checkouts</i> <i>15% total checkouts</i>	n/a	n/a
Circulation of Electronic Material (Hoopla & Overdrive)	4,995 <i>91% digital checkouts</i> <i>20% total checkouts</i>	6,090 <i>86% digital checkouts</i> <i>79% total checkouts</i>	3,550 <i>80% digital checkout</i> <i>11% total checkouts</i>
Successful Retrievals of Electronic Information (Database usage)	485 <i>9% digital checkouts</i> <i>2% total checkouts</i>	1,031 <i>14% digital checkouts</i> <i>13% total checkouts</i>	908 <i>20% digital checkouts</i> <i>3% total checkouts</i>
TOTALS	24,421	7,666	32,302



Inspiring Ideas, Strengthening Community, Enriching Lives

518-477-7476 | eglibrary.org

YOUTH SERVICES DEPARTMENT HIGHLIGHTS

Children’s Room Displays

- May the 4th (Star Wars)
- Jewish Heritage Month
- Asian American Pacific Islander Month

Book Bundles

- 23 Book Bundles for Kids and 1 Book Bundle for Teens
- Distributed 228 books

1000 Books Before Kindergarten

- Several families checked in for multiple months and graduated
- 5 new participants in May
- 4 graduates
- 3,271 books read!

Program Highlights

- Jen applied for and received 30 seedlings from NYS Department of Environmental School Seedling Program. We received the seedlings, and hired environmental educator George Steele, to teach children about trees and planting on Saturday, May 15.
- Our summer VolunTeen program will be coming back this summer! We will be hosting a limited VolunTeen program this summer for teens entering grades 8+ in the fall.
- We held two outdoor storytimes on the library lawn in May. We will be adding more pop-up storytimes on the library lawn. They will be added to our library calendar a day or two before the program when the weather looks promising!



- Kids, teens, and adults are invited to participate in this year’s Summer Reading Challenge (SRC), Tails & Tales, from June 28th - August 13th. We are excited to once again offer both traditional paper reading logs as well as Beanstack, an online program that allows participants to easily track their reading progress. Details will be shared soon with the community.



Storytime on the lawn with Youth Services Librarian, Jen Lubbers



Inspiring Ideas, Strengthening Community, Enriching Lives

518-477-7476 | eglibrary.org

Program Name	Target Audience	Location	# Participants
Storytime- Transportation	Ages 0-5	Virtual	47
Storytime- Dragons	Ages 0-5	Virtual	43
Storytime- Berries	Ages 0-5	Virtual	32
Storytime- Flowers	Ages 0-5	Virtual	45
Pop up Outdoor Storytime	Ages 0-5	Outdoor	21
Seedlings with George Steele	Kids	Outdoor	35
Pop up Outdoor Storytime	Ages 0-5	Outdoor	15
Star Wars Craft	Kids	Virtual	125
Snazzy Snails Craft	Kids	Virtual	100
Dragonfly Craft	Kids	Virtual	96
DIY Memory Game Craft	Kids	Virtual	72
Teen Take Out Craft- Mermaid/Dragon Notebooks	Teens	Virtual	16
TOTALS	12 Programs (6 Early Literacy, 5 Elementary, 1 Teen)	9 Virtual, 3 Outdoor	647 Participants

ADULT SERVICES HIGHLIGHTS

- Programming and program prep: Pen to Pandemic Project and Reception, Armchair Traveler Series, Monday Night Book Club and Book Discussions, Craft preparations, Wireless Wednesday Drop-in Tech Help at Farmers Market preparations (volunteer led)
- Adult Summer Reading Challenge prep (Beanstack and game card set-up, prizes, book lists and displays)
- Preparing our space and collections for reopening: shifting furnishings and seating areas; weeding (fiction, paperbacks, adult graphic novels, DVD TV series, large print) refreshing, and shifting collections, graphic novels face-out, prepping library of things (content and procedures), selecting databases
- Hawthorne Ridge Books with Wheels delivery (volunteer)

Program Name	Target Audience	Location	# Participants
Monday Night Book Chat	Adult	Virtual	13



Inspiring Ideas, Strengthening Community, Enriching Lives

518-477-7476 | eglibrary.org

Virtual Morning Yoga with Lisa	Adult	Virtual	9
Virtual Armchair Traveler- NYS Museum	Adult	Virtual	2
Adult Craft Grab & Go- "Green Thumb Embroidery"	Adult	Virtual	24
Monday Night Book Chat	Adult	Virtual	12
Virtual Morning Yoga with Lisa	Adult	Virtual	9
Virtual Trivia Night	Adult	Virtual	17
Monday Morning Book Discussion	Adult	Outdoor	8
Monday Night Book Chat	Adult	Virtual	7
Monday Evening Book Discussion (volunteer)	Adult	Outdoor	8
"All-Star" Virtual Cooking Class with Cornell Cooperative Extension/Felisha Chandler	All Ages	Virtual	7
Monday Night Book Chat	Adult	Virtual	12
TOTALS	12 Programs (11 Adult & 1 All Ages)	10 Virtual & 2 Outdoor	128 participants



Inspiring Ideas, Strengthening Community, Enriching Lives

518-477-7476 | eglibrary.org

DIGITAL SERVICES INITIATIVES

- Finishing up details from the phone migration, such as training on the new features: Removed Grasshopper/Migrate Phones; Migrated four main phone lines to NSvConnect (Panasonic Cloud Phone, kept 2 analog lines (fax, Capital Security). Training on new features to come. Migration savings: \$50 monthly [Panasonic NSv Connect Features | NSv Connect.](#)
- Creating a shared marketing calendar/request system leveraging resources we already subscribe to and know how to use.
- Drafting a new website layout, starting with the home page.
- Purchased Consumer Reports Database- it will go live in June.
- Purchased and configured four Dell laptops for staff use.
- Purchased three additional hotspots for circulation and two for staff use.

TECHNICAL SERVICES INITIATIVES

- Working with UHLS and other Cataloging Advisory Council members to remove outdated or harmful or prejudicial language in subject headings in bibliographic records within the catalog.
- Collaborating with the collections subcommittee of the UHLS Antiracism Task Force to conduct a diversity audit of our collection.

FACILITIES

- Automatic window shades (installed in both meeting rooms- May 26)
- Painting continued in main library (finished June 9)
- Cleaned out garden shed
- Automatic door inspection
- Yearly security system inspection
- Serviced snow blower
- Cooling Tower was filled on May 6. Found Staff bathroom toilets and sewer line snaked/serviced after significant backup
- Season's East mulched garden beds; added hanging baskets and flowers by sign(s)
- Greenbush Garden Club planted annuals in flower beds

Respectfully Submitted,
Jill Dugas Hughes
Director