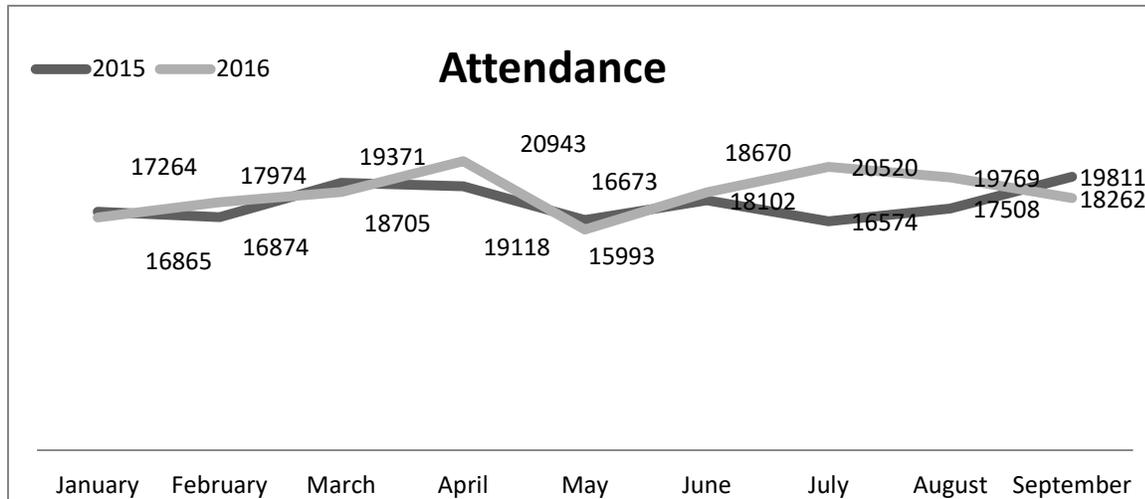




## Director's Report FOR SEPTEMBER October 18, 2016

### Visitors to our Library:

Attendance dipped slightly in September 2016 (18,262) compared to September 2015 (19,811). Overall, library attendance is up 4%: YTD 2016 (167,701) compared to YTD 2015 (161,295).



### Collections and Cardholders:

We saw a slight decrease in circulation in September 2016. 178 fewer items were checked out than in September 2015. This is a 0.6% decrease in circulation. 23,757 items were checked out in September and 5,936 items were renewed. 858 items were added to the collection and 945 items were withdrawn. Currently we hold 96,144 items in our collection. Kathy replaced faded call number labels on subtitled DVDs and nonfiction audiobooks. Staff in adult and youth services are working on weeding projects.

### Programs:

#### **Adult Services Programs September 2016:**

- Skip Parsons and his fellow musicians put on a fabulous concert the evening of the budget vote. Many people in the audience made a point of stopping afterward to comment on how much they had enjoyed the program.
- We offered a flu clinic for the first time, which was popular. 35 people received their vaccinations.
- In September, program participants came from the following communities:
  - 46% were from East Greenbush
  - 18% from Schodack.
  - 7% from North Greenbush
  - 7% from Rensselaer

- 4% from Albany
- The remaining 18% were from Averill Park, Bethlehem, Brunswick, Castleton, Clifton Park, Colonie, Menands, Nassau, Poestenkill, Sand Lake, Schaticoke, Troy, Valatie, West Sand Lake, and Wynantskill.
- Adult Program Attendance
  - September: **14 programs/382 attendees**
    - Greenbush Garden Club presents Tree Identification, Problems, and Solutions (42)
    - Skip Parsons' Clarinet Marmalade (33)
    - Coloring for Adults x2 (17)
    - Red Cross Blood Drive (29)
    - Wellness Wednesdays: The Joys of Juicing (7)
    - Planning, Shopping, and Budgeting for a Healthy Diet (16)
    - Monthly Movies: *Me Before You* (70)
    - Pokemon Go! (17)
    - Flu Shot Clinic (35)
    - Greenbush Historical Society Presents Kateri Tekakwitha (59)
    - Monday Morning Book Discussion: *The Nightingale* by Kristin Hannah (14)
    - The Significance of Seven (10)
    - AARP Smart Driver Course (33)

#### **Youth Services Programs September 2016:**

- The Youth Services team is operating a limited teen services program, until the Teen Librarian position is filled.
- The Children's Book Sale and Festival hosted by the Friends of the Library was a great success. Hundreds of families enjoyed books, clowns, snacks, face painting, and bounce houses.
- 46 children signed up for their first library card during September's Library Card sign-up month.
- Our first participant finished the 1,000 Books Before Kindergarten challenge and 18 children checked in during the month of September.
- 11 teens volunteered a total of 30.5 hours in September. They helped with the Children's Book Sale and with shelving in the Children's Room.
- Molly and Selena taught two sixth grade classes about downloading e-media on the Overdrive app.
- **September Children's Programs: 26 programs ~ 411 children & 391 adults (Includes visits/outreach)**
  - Baby Bookworms ~ 0-18 months ~ 3 sessions ~ 49 children & 55 adults
  - Toddler Time ~ 18-36 months ~ 6 sessions ~ 153 children & 138 adults
  - Preschool Storytime ~ 3-5 years ~ 3 sessions~ 51 children & 47 adults
  - Saturday Storytime ~ all ages ~ 1 session ~ 11 children & 15 adults
  - Munchkins on the Move ~ 3-5 years ~ 3 sessions ~ 42 children & 40 adults
  - Groovy Joe Storytime ~ 2-5 years ~ 30 children & 21 adults
  - Music Together ~ birth-5 ~ 3 sessions~ 46 children & 42 adults
  - Pokemon Go Event ~ all ages ~ 20 children, 3 teens & 18 adults
  - Exploring T-Rex with WMHT~ 3-7 years ~ 9 children & 9 adults
- **September Teen Programs 12 programs ~ 75 teens (Includes visits/outreach & Pokemon Event)**
  - Middle School Ice Cream Party ~ 27 teens

- Pride Center LOOK ~ families ~ 6 teens & 6 adults
- Overdrive Classes @ Goff Middle School for 6<sup>th</sup> graders ~ 39 teens

### **Online Presence:**

- Contact forms have been up and running on our website without issue this month.
- Work on the new website continues. The main editors have been trained and have started to configure their pages.
- Mobile Print has been updated, and the brochure has been updated with a much simpler method for patrons printing using the PrinterOn app
- The New York State Newspapers database link is updated
- Revisiting Goodreads to create digital displays to embed in our website that link titles to the catalog
- Library Insight moved its installation to the cloud, which caused our RSS event feed to break. Karrie is publishing the feed manually on a daily basis until a repair is found.

### **Shared Resources:**

- UHLS has decided to move to Flipster for online magazines in 2017.
- Our Sierra installation was moved to a new data center in Syracuse. While transaction time in Sierra has improved dramatically, some issues have occurred and are under repair (ex: My Account in mobile catalog interface)
- Requested 33 ILL's, Received 24 ILL's, and Sent out 25 ILL's in September
- 995 items were requested by our Patrons in September
- 3,140 items were delivered through the courier service to fill requests for our patrons in September
- 2,372 items were pulled from our shelves and sent to other libraries within UHLS to fill requests for their patrons in September
- 385 expired holds were not picked up by the patrons who requested them in September
- 9 items were found on the library's shelves that were marked lost in transit in September
- Staff at Bethlehem noticed that a number of bibliographic records in Sierra contain symbols in place of punctuation marks in the summary field. This is an issue stemming from certain OCLC records converting characters to HTML. The records look fine on the patron-side (Encore). Rob will be using MARC edit to fix records.

### **Facility**

- New toilet paper dispensers were installed in handicap stalls in public bathrooms
- The exterior fiberglass sheathing of the building was repaired by DeBrino.
- Many ballasts were replaced throughout the facility
- No roof leaks in September
- The fungus gnats continued to be a nuisance despite several attempts at remediation. Finally, we found the source, overwatered house plants, and removed them from the offices.
- There are two main heat pumps serving the library. Heat pump 17 still needs replacement (Michael, Jill, and Dan Hampson are working with ESCO).'

- The bushes and shrubs were just trimmed by Season's East. Several trees in the rear of the library are diseased and need to be removed.
- Replace Heat Pump #17, replace magazine door in shelving, men's bathroom faucet repair, window washing, carpet cleaning, repair/replace tiles in entry way, new bathroom counters are needed in the public restrooms, painting, replace handicap soap dispensers, replace ceiling tiles in several areas, repair sheetrock in a few places, wash exterior of building, patch driveway hole

### **Library Computers/Hardware**

- Several staff computers continue to have power issues since upgrading to Windows 10. The plan is to downgrade them to Windows 7 (future OPAC computer) and swap in computers that are running Windows 10 more smoothly.
- Karrie has been working with a TaxAide representative to design and test a new private network and printing queue for this year's volunteers
- The Ethernet jack in the front of the meeting room needs repair
- Solved an EnvisionWare issue that was causing legal sized print jobs to be resized and cropped for letter sized paper
- Researching new server/software solution for thin clients (public computers). The software we use will no longer be supported after October of next year.
- Much of our hardware is nearing end-of-life and we are focusing on replacement plans for our domain server, edge router, and laptops.

### **Staff Development**

- 9/1- Sue attended the Cataloging Advisory Council meeting
- 9/1- Jill and Evelyn met re: Professional Development Training
- 9/2- Reference Department Meeting
- 9/2- Jill & JoAnn attended the Schaghticoke Fair
- 9/7- Marion attended the Circulation Advisory Council Meeting at UHLS
- 9/8- Karrie attended NYLA Membership Meeting (phone)
- 9/8- Dawn and Sue attended the UHLS Resource Sharing Summit.
- 9/9- Karrie & Jill attended WePresent WiFi webinar
- 9/14- Sue attended the CORS meeting
- 9/15- Jill met with Kaitlyn Jenkins, Ally Health re: Telemedicine
- 9/15- Karrie attended UHLS Tech Advisory Committee Meeting
- 9/23- Karrie attended Emergin Technologies Workshop at CDLC
- 9/26- Jill met with Shannon Romanowski, YMCA, re: sidewalk project
- 9/28- Karrie attended Social Media & Marketing Your Library- Images & Graphics, SALS
- 9/29- Department Head Meeting
- 9/30- Laurie attended the Programs Squared Symposium in Albany
- 9/30- Jill met with Kim McLean, Field Goods re: library partnership

Respectfully Submitted,  
Jill Dugas Hughes