



April 19, 2016- Director's Report

Visitors to our Library:

March 2016:

18,705 people came through our doors (19,371 in 2015) ***

***March people count is down, but overall we are up by 74%

61 YTD Visitors/Per Hour Open (37 in 2015)

13,188 patrons visited our website. (17,838 in 2015)

75 library cards were issued (117 in 2015)

Collections and Cardholders:

March 2016 Collection Statistics:

Total Items Added to the Collection: 752

Year to date:

Added for the year to date: 2,085

Withdrawn for the year to date: 2,809

Total items: 96,408

March Circulation Statistics:

Total Book Circulation:

19,644 (2016) vs. 17,684 (2015)

Total AV Circulation:

11,644 (2016) vs. 12,189 (2015)

Total E-materials Circulation:

2,251 (2016) vs. 2,102 (2015)

Total Circulation:

34,076 (2016) vs. 32,513 (2015)

115 YTD Circulation Per Hour Open (120 2015)

- 1,563 more items were checked out in March 2016 than in March 2015. This is a 4.8% increase in circulation. We were open one extra hour in 2016. Online patron registration for new cards and SMS texting functions are now available.
- Patrons have asked about eCommerce options. We have investigated options and will be ready for a board presentation soon. We have a preferred vendor, and are developing a sample policy for review.

Programs:

Library Sponsored Programs March 2016:

71 Library sponsored programs were held and 1,989 people attended. Last March, 79 library programs were held, with 1,948 in attendance.

28 Average attendance per program (25 average in 2015)

Adult Services Programs February 2016:
23 programs/630 attendees.

- We continued to provide free tax preparation services via partnership with AARP on Wednesdays. March was a busy month for tax preparation, as expected. Our English Conversation group has very low participation, but the volunteer who leads it wants to continue for a while to see if it will grow. Elizabeth has offered a couple of programs demonstrating our JobNow online service, attendance has been low. She created a video to promote it, which was marketed via Facebook with the hopes of increasing usage. hope will increase usage. Coloring for Adults continues to be popular, with a number of regulars who make sure they sign up for each session. Both our movie and the program hosted by the Greenbush Historical Society had full capacity audiences.

Youth Services Programs March 2016:
42 programs/1,359 attendees (43/1,238 in 2015)

- STEAM Scene:
 - In addition to 24 popular story times [908 attendees], a new program with Snap Circuits and littleBits was held [5]
- Family Fort Night (all ages):
 - [20] Families built forts using tables, pillows, and sheets and then read by flashlight in them.
- Zorro Dice (ages 1-5):
 - [19] Spanish Language program for kids
- Other great YS programs:
 - [28] St. Patrick's Day Fun
 - [23] Quicksand Science with WMHT
 - [59] Spring Crafts
 - [8] Miles the Reading Dog
- Teen Programs:
 - [7] STEAM Punk (Legos, Snap Circuits & littleBits)
 - [7] Middle School Makers
 - [18] Pride Center & Pizza
 - [8] Card Wars (Pokemon, Magic, playing cards)
 - [9] Coloring & Cupcakes



Snap Circuits Electronics for Kids



littleBits magnetic circuits

Reference Questions:

March 2016 Reference Questions:

3,445 Reference questions were answered. In March 2015, 3,741 questions were answered. YTD reference questions are down by 7% (10,784 2016/11,557 2015)



Room Use:

- The Friends of the Library approved a grant in the amount of \$13,198 for AV Room upgrades. This includes a new projector, motorized wide-screen, and wePresent. The project is underway.
- We received a \$100 donation from a group which meets regularly in our meeting rooms.

March 2016 Room Use:

79 organizations used our programs rooms (attendance: 738 in the meeting rooms, and 94 in EERC room). This was in addition to library-sponsored programs (71 total programs with 1,989 in attendance).

Shared Resources:

ILLs March 2016

We provided 20 ILLs to out of network libraries and received 18 ILL's.

Public Computers:

March 2016

Patrons used library computers 2,450 times in March (down 3% March 2015) and connected wirelessly an additional 3,627 times. There were 26 laptop check-outs.

- Selena created a video demonstrating downloading an e-book through Encore
- Elizabeth created a video highlighting new JobNow online database
- We have begun planning a website redesign including a website security upgrade to encryption (https).
- USB connections on AWE computers are failing. YS is exploring their options.
- The meeting room large screen was cleaned.

Volunteers:

March 2016:

22 Volunteers worked 91 hours in Circulation, Youth Services, and Adult Services.

Facility

- The 2016 library construction grant cycle will open in June. The State allocation for the Construction Aid program was increased by \$5M (\$19M total) or 35%, which is the first increase in nearly a decade. The funds will be distributed to library systems that will disperse the funds via grants to member libraries. Our required match will be 50%.
- The DDC Controls project wiring and installation began and is 90% complete. Two heat pumps were replaced in addition to the new controls unit.

Staff Development

Connect 2 U 2016 Staff Development Program



Program Overview

- Internal Staff Development Program designed for self-pace
- Required for all librarians. Optional for others. Raffle tickets for comments on others' posts.
- Allow past modules to be done for credit
- Reinstate WP requirement
- Ongoing tech training in monthly/seasonal chunks
- Prize for contributing a module
- Group work is allowed
- Tickets earned for completing modules

Prizes

- Earn raffle tickets and draw for choice of prize. Monthly drawings
 - One ticket per module
 - One ticket per comment
- Existing:
 - Stylus
 - Digital copy movie
 - Friends bag (limit 1 per calendar year)
 - Flash drive (limit 1 per calendar year)
 - Mug (limit 1 per calendar year)
- Ordered branded:
 - Hashtag stress reliever
 - Library card wallets
- Ordered Sticky screen cleaners
- Chocolate (box of Dove bars)
- Laser pointer (as needed from dollar store)
- Lottery ticket (as needed from Stewart's)

Modules

Intro: Create a Wordpress blog (if not already done)

Meeting Room May:

- Meeting room cart 1 - Module is detailed description (with screenshots) of stuff on cart on how to set it up (including common troubleshooting). Test is presenting an unassembled cart that they must assemble, and run the computer and Blu-ray. Also include sound cabinet, microphones, mac dongle, presentation remote, and Ethernet cable.
- Meeting room cart 2 – same as meeting room cart 1



10 Community Way
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- WePresent (or save this for Streaming September)— detailed description (with screenshots) of how to connect to present and share. Demonstrate connecting with a PC and a wireless device using software. Demonstrate connecting computer via USB dongle. Demonstrate annotation, saving, and sharing with participants using AirPad

Open Up Windows in June – Windows 10

- Creating Account (Microsoft vs. local)
- Customize – desktops, backgrounds, start menu tiles
- Edge Browser
- Cortana
- Privacy concerns – Use lesson plan from Windows 10 class
- (Need more access to Windows 10)

Summer of Databases and Remote Printing

- JobNow (Elizabeth)
- Webucator or Pronunciator (Lois)
- Bookflix (Rose)
- GVRL (Karrie)
- Mobile Print software – module is how to use Mobile Print software to print from wireless devices (anywhere!). Include save as PDF on any platform instructions, unsupported doctypes, known issues.

Streaming September

- Roku (with Amazon, Vudu, channels)- also Chromecasts
- Chromecast (cast from browser on laptop, app or browser on device)
- (Need a non-home option – reserve meeting room for drop-in?)

Fall into Sierra (October, November)

- Sue, Marion, Dawn contribute?
- Some required for all circ staff? Marion decides?
- Create Lists
- Power Searching Encore
- Power Searching Sierra
- Decision Center
- Put on display
- New Patrons
- Serial Checkin
- Pull lists
- Withdraw items



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Google in the New Year

- Google Drive
- Googleverse

Other Modules

- Library Insight
 - sign up
 - confirmed programs
 - search patrons
 - icons
 - see signup list
 - “no signups”

Respectfully Submitted,
Jill Dugas Hughes, Director