



Director's Report

May 2018

Submitted to the Library Board of Trustees, 06/18/2018

New Technology Initiatives:

- **Library Market**

Our new calendar system went live for patron use on May 29. A header was placed on the old calendar redirecting people to the new calendar. Instructional flyers are located at the service desks, how-to videos have been uploaded onto our library YouTube channel, and instructions have been posted on our Tech Tips blog, which can be accessed through our website and other social media outlets. With our new calendar and meeting reservation system, meeting rooms can be reserved online without the requirement of printing/fill out paper PDF's.

- **New Computers**

Karrie McLellan and Selena Piro installed the new computers, on Sunday, June 10, when the library was closed. There were a few unanticipated connection issues connecting with our print management software which required rebooting the computer reservation software system after each computer installation. Other than that, and a deep cleaning of the computer stations, the installation went smoothly. So far, they have been well received by the community, who have commented that the computers are much faster! They also have DVD drives built in, which is a regular request from patrons. The total number of adult public computers was cut from 17 to 12. Demand at peak times can be satisfied with the laptops. We will continue to use software which wipes any changes between users. The computers specs include Windows 10 (LTSB 2016 version), SSD (solid state drive), 8GB RAM (much faster!). They are set so that if the headphones are removed from the jack, the external speaker volume is set to zero. Each computer is its own entity, so if one is having issues, Karrie can take it out of service and work on it during business hours, rather than waiting until after hours to change the computer image. Most updates will be pushed out automatically after hours.

- **Staff Computers**

Karrie is working on deploying the 4 new staff computers to replace older computers. We have built into our budget a tiered replacement schedule for staff computers.

Policy Discussions:

- **Meeting Room Policy/EERC Room Policy**

The Service Committee has provided comments on a first draft of a new meeting room policy. The draft with comments have been discussed at the June department head meeting. I will be providing a revised draft policy to the service committee next month for discussion/review.



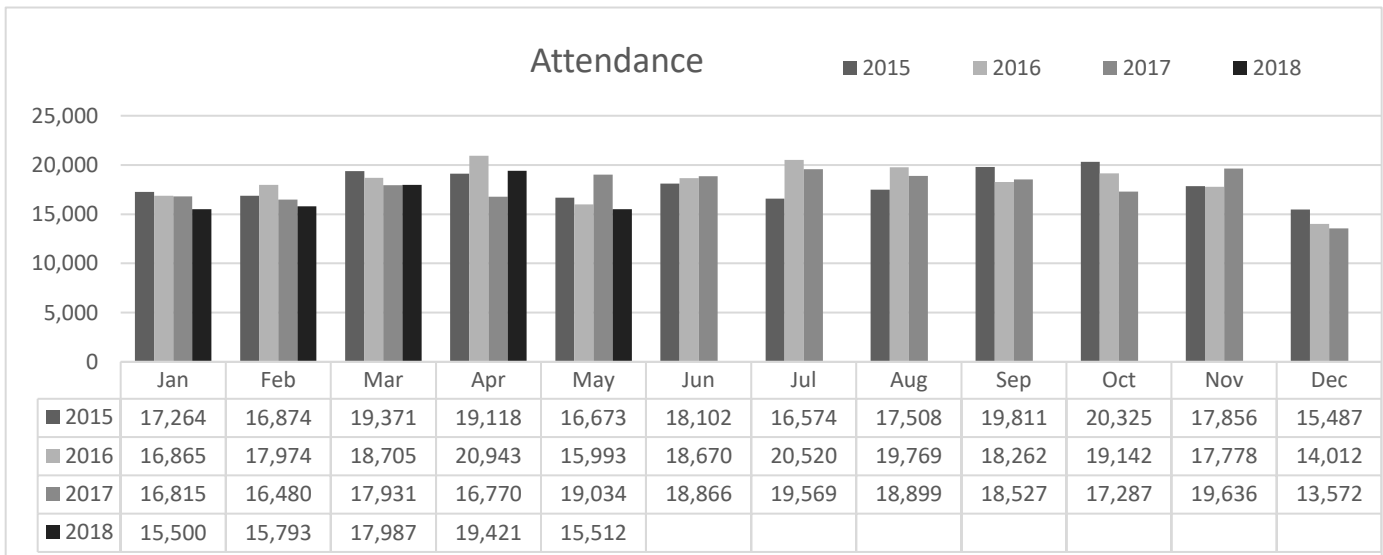
- **Upcoming Policy Discussions:**
Internet Use, Computer Use, Teen Room policy

Visitors to our Library:

Door count May 2018 was 15,512 (53 visits per hour) compared to May 2017 which was 19,034 (65 visits per hour). We were open 29 days/292 hours (same as May 2017). Last year, the Friends of the Library held their Spring Book Sale in May; whereas it was held in April 2018. May 2016 attendance (15,993) figures are a better comparable to May 2018 (15,512).

Year to-date: 84,213 visitors (average 61 visits per hour) to YTD 2017: 87,030 (average 62 visits per hour). We have been open for a total of 144 days/1387 hours in 2018; compared to 144 days/1405 hours in 2017; a decrease of 3%.

Attendance Chart: Monthly Library Visits from 2015-2018



Collections and Cardholders:

- **Hot off the Press**

Our "Hot off the Press" collection was launched by Catherine Snow on Friday, June 1st, thanks to a Friends of the Library grant. "Hot off the Press" is a collection of the most popular adult books (fiction and non-fiction). With this collection we hope to: reduce wait times for EG patrons who want these popular items, increase our circulation numbers, and increase foot traffic into our library. "Hot off the Press" items share the display space with "Staff Picks." Multiple will be displayed front facing (as opposed to spine out). In the first 13 days, we have circulated 89 items.



“Hot off the Press” books will have a paper band wrapped around the front and spine. They will also have a 14-day loan sticker on the spine. The only processing on these books will be on the last page and consist of a stamp, a barcode, and a 14-day loan sticker. Why so little processing? These items will only be popular for a little while. When they are old news, we will rip out the back page and donate them back to the Friends to sell in their next book sale.

This collection is available to East Greenbush, Schodack cardholders and members of the Friends of the Library. The whole idea of this collection is to keep it circulating as much as possible and to always have something very new and sought after at the Library for patrons who walk in our door. Holds, renewals, and 28-day loans all work to keep popular books out of the library and out of sight most of the time. This collection is paid for by money from the Friends of the Library, so we are limiting it to EG/Schodack patrons and Friends of the Library. The regular collection budget has not changed; multiple copies of popular items will still be purchased and circulated as they have always been. Also, if someone joins the Friends they can then enjoy access to the “Hot off the Press” collection! What a bargain!

- **Number of new library cards this month**

We registered 64 new patrons in May. 42 East Greenbush Residents, 9 Schodack Residents, and 13 patrons from surrounding communities.

Circulation/Lending Statistics Year-to-Date (January-May 2018 and 2017)

In May 2018, circulation was 28,711; compared to May 2017: 31,793. This is a decrease of 3,082; 10%. Year-to-date, book lending is down 1%; Audio Lending is down 6%; Video lending is down 4%. Total lending Year-to-Date is down by 2%.

| Physical Item Lending Type | YTD 2017 | YTD 2018 | % Change |
|----------------------------|----------------|----------------|---|
| Adult Audio | 13,918 | 13,017 | -6% |
| Adult Fiction | 23,992 | 23,937 | 0% |
| Adult Nonfiction | 17,802 | 16,752 | -6% |
| Periodicals | 1,451 | 1,524 | 5% |
| Adult Video | 30,748 | 30,184 | -2% |
| Electronic | 2,333 | 2,105 | -10% |
| Juvenile Audio | 3,002 | 2,888 | -4% |
| Juvenile Fiction | 42,306 | 42,951 | 2% |
| Juvenile Nonfiction | 11,022 | 9,938 | -10% |
| Juvenile Video | 11,118 | 10,174 | -8% |
| Miscellaneous | 687 | 788 | 15% |
| Unknown | 109 | 136 | 25% |
| YA Audio | 179 | 173 | -3% |
| YA Fiction | 2,671 | 2,779 | 4% |
| YA Nonfiction | 265 | 340 | 28% |
| YA Video | 17 | 35 | <i>Irrelevant Stat- We do not code our DVDs YA. DVDs are all coded as Adult or Juvenile DVD. These numbers show other borrowing from other library DVD collections.</i> |
| TOTAL | 161,222 | 157,721 | -2% |



Digital Lending Statistics Year-to-Date (January-May 2018 and 2017)

Electronic book lending (+13%) and downloadable audio book lending (+21%) continues to grow. Gale Database usage has doubled. Ancestry (-62%) and Heritage Quest (-38%) usage has fallen, as well as Flipster (-39%) digital magazine lending.

Digital Lending May 2018 vs May 2017

Overdrive Audio Book lending increased 36%, Ebook lending increased 15%. Streaming video (-74%) and Digital Magazine lending is down 18%.

| Digital Lending Type | YTD 2017 | YTD 2018 | % Change |
|------------------------------|---------------|---------------|---|
| Ancestry Library Edition | 5,202 | 1,977 | -62% |
| Heritage Quest | 2,288 | 1,410 | -38% |
| Encyclopedia Britannica | n/a | 295 | 1 st year subscription- no comparisons available |
| Gale Database(s) | 965 | 1,930 | 100% |
| Flipster Digital Magazines | 1,186 | 726 | -39% |
| Overdrive Audio Books | 3,942 | 4,773 | 21% |
| Overdrive eBooks | 7,215 | 8,186 | 13% |
| Overdrive Streaming Video | 92 | 32 | -65% |
| TOTAL DIGITAL LENDING | 20,890 | 19,329 | -7% |

Facilities:

- **Training**

Robert Livolsi has had several different in-services with our outside facility vendors: ESCO, B&L, Albany Fire Extinguisher, Automatic timer control, and TBS.

- **Preventative Maintenance/Cleaning**

- **Water Cooling Tower:** The water tower was cleaned, serviced and opened for summer operation. All chemicals were removed from the tank, tested, and new chemicals added by B&L. They also trained Robert on weekly chemical testing, and water tower cleaning protocol.
- **Floors:** public bathroom floors were cleaned and sealed; staff breakroom and maintenance room floors were cleaned and waxed.
- **Windows:** Windows in the main entry way and teen room have been cleaned.
- **Pest Control:** Outside pest control services have been transitioned to Robert.
- **Carpet Cleaning:** Carpets were cleaned on Sunday, May 27 by Thanks to Dawn Geurds for coming in over the Holiday weekend to open/close the library for the carpet cleaners.
- **Air Handler Unit:** Air handler was cleaned and serviced; and heat pump unit filters were checked and changed by Robert
- **Heat Pumps:** Unit filters were checked and changed by Robert
- **Storage Room Cleanout-** the outside storage room was cleaned and organized by Robert.

- **Grounds**

- Tree Trimming- Shrubs were trimmed by Season's East



- Garden Beds/Flowers- Robert and a high school volunteer weeded the garden beds. Season's East mulched the beds.
- Lawn mowing- with a wet spring, we have needed the lawn mowed weekly by Season's East.
- **Farmers' Market**
 - Robert will set up weekly for the Farmers' Market and Kyle Smith will be in charge of clean-up.
- **Repairs**
 - **Lighting:** Ballasts were changed on eight light fixtures by Robert
 - **Heat Exchange Unit:** The heat exchange gaskets were replaced by Robert (saved 8 hours of work, which would have traditionally been outsourced).
 - **Ductwork:** All the ductwork in the maintenance area has been resealed by Robert.
 - **Interior Door Handles/Locks:** Several door interior door handles and locks have been repaired and/or changed.
 - **Floor Drains:** Robert flushed and snaked several drains which were clogged.
 - **Painting:** Robert painted several walls after repairing; as well as replaced/painted the top of the outside dumpster area fencing area.
- **Children's room layout changes**
 - **Baseboard heater removal project:** One of the baseboard heaters was removed from the children's room to allow for the placement of a computer table. He capped the wires in the wall and put up new sheet rock and baseboard.
 - **Shelving/Furniture changes:** Several shelving and furniture units have been removed and
- **Capital Project**
 - Phase 1 and 2a of the heat pump project are complete. T. McElligott is working on phase 2b currently.

Programs:

Adult Classes/Workshops/Programs held:

- 35 programs were held in May 2018 with 476 attendees. The average attendance per program held is 14.
- **Great American Read**

The Great American Read (TGAR) premiered on PBS (WMHT) on May 22! Out of the 100 titles listed, 92 downloadable ebook or audiobooks are available at the East Greenbush Library, 85 print titles, and 44 audiobook titles. To see the complete list, vote for your favorite book to win, or to join an online book club; visit: <http://www.pbs.org/the-great-american-read/home/> Many staffers responded to the TGAR survey, indicating which books from the list of 100 they've read - thank you! Here is a summary of staff responses: 89 of the 100 titles listed have been read by East Greenbush Community Library staff. The books which were most read by staff had 17 reads each (out of 22 staff people polled): The Help, Charlotte's Web, and To Kill a Mockingbird. Laurie is working on some fun TGAR activities for our patrons, so stay tuned.

Tween/Teen Classes/Workshops/Programs held:

- Five teen programs were held in May 2018 with 38 teens in attendance. Last year, 3 YA programs were held with 21 attendees. The average attendance per program is 8.



Children's & Family Classes/Workshops/Programs:

- 33 Youth programs were held in May 2018 with 940 attendees. The average attendance per program is 28. Last year, 32 programs were held, with 924 attendees.

Outside Meeting Room Use (including EERC room):

- 141 outside group meetings/programs were held in May 2018 with 889 in attendance vs May 2017 were 62 outside group meetings/programs were held with 653 attendees.

Monthly Exhibits - Walls & Cases:

- Suzanne Hicks- One Perfect Day

Upper Hudson Library System (UHLS):

- Construction Grant portal for next year opens on June 1st. Preliminary Application due to UHLS Aug 1 (1 month earlier than previous years). Aug 1-30- UHLS will reach out to applying libraries to discuss staging, sequencing, and other potential available funds. The information will be compiled in a chart format and distributed to the committee review members.
- 2018 UHLS Annual Celebration is Tuesday, June 19 at the Hilton Garden Inn in Troy!

Personnel/Benefits:

- At this time, all part-time Librarian I positions in youth services are filled. We have also hired a temporary "summer reading assistant" to insure adequate coverage during July and August.
- We have one part-time Librarian I position open, in the Adult Services department which is being covered during the interim with substitute librarians.
- We still have a part-time maintenance/custodial position open. We have received a number of applications and will be interviewing shortly.

Department Head reports are attached.

Thank you!

Respectfully Submitted,

Jill Dugas Hughes
Director



Reference Department Report - May 2018

Submitted by Elizabeth Putnam

Catherine continued working on a new Hot Off the Press popular collection, which will debut on our shelves on June 1st. This collection will provide our patrons with multiple copies of the most in-demand books. Catherine has also increased our selection of urban fiction books and created an informational bookmark to promote this genre.

Catherine received funding from the National Network of Libraries of Medicine to attend the Health Information for Public Librarians Symposium in Atlanta, GA on May 23-24th

Elizabeth, Catherine, and Laurie received training on “Visual Merchandising for Public Libraries: Practical Strategies for Applying Bookstore Insights to Library Collections,” a one-hour webinar.

Laurie attended an Adult Services Program Swap meeting at Upper Hudson. She continued working on the Great American Reads and Library Expeditions initiatives as well as preparations for the Farmer’s Market.

Our *Digital Grandparents* weekly technology tutoring program has ended, but Sarah McFadden from Cornell Cooperative Extension is back for more *Tuesday Tech Time* sessions (during these sessions, Sarah is available at a table near the computer area for drop-in tech help). Volunteer Mary Bonczar provides a similar service on Mondays for *Monday Tech Time*. Drop-in tech help has been a great service for our patrons and has helped to reduce the demand on Karrie McLellan for her *Book-a-Librarian* one-on-one technology appointments.

Laurie organized the library’s first Sustainability Fair, which took place on Saturday, May 5th with the following presenters and vendors:

- Baani Singh, architect
- Cindy McMahon, Hunt Real Estate
- Hudson River Fish Advisory Project
- Advanced Electronics Recycling
- John Sherwood, Cornell Cooperative Extension
- Peppertree Rescue



Reference Department Report - May 2018

Submitted by Elizabeth Putnam

23 Programs (35 sessions) – 476 Attendees

Average attendance per session: 13.6

| | |
|-------------------------------------|----|
| Tuesday Ramblers | |
| May 1 | 13 |
| May 8 | 11 |
| May 15 | 11 |
| May 22 | 11 |
| May 29 | 13 |
| Tuesday Tech Time | |
| May 1 | 1 |
| May 29 | 1 |
| CDPHP presents Hope and Resilience | 8 |
| Genealogy Assistance by Appointment | |
| May 2 | 4 |
| May 16 | 4 |
| ENL: English for New Learners | |
| May 7 | 6 |
| May 9 | 7 |
| May 14 | 6 |
| May 16 | 7 |
| May 21 | 6 |
| May 23 | 3 |
| May 30: Cancelled by Instructor | |
| May the Fourth Craft Day | 7 |



Reference Department Report - May 2018

Submitted by Elizabeth Putnam

23 Programs (35 sessions) – 476 Attendees

Average attendance per session: 13.6

| | |
|--|------------|
| Sustainability Day | 80 |
| Evening Book Discussion: <i>The Snow Child</i> by Eowyn Ivey | 13 |
| Monday Tech Time | |
| May 7 | 1 |
| May 14 | 1 |
| EOC presents College Connections: Study Skills | 2 |
| SCA Bardic Practice | 7 |
| Writing Workshop with Cara Benson | 12 |
| AARP Safe Driving Class | 16 |
| Monthly Free Movie: <i>The Post</i> | 70 |
| Greenbush Historical Society presents <i>A Tale of Two Hamlets</i> | 49 |
| Red Cross Blood Drive | 35 |
| Monday Morning Book Discussion: <i>Maggie Murders</i> by Anthony Horowitz | 14 |
| Planning Your Social Security Retirement | 17 |
| NY Connects presents Be Safe, Be Smart, Be Ready | 14 |
| One-on-One Resume Critique with Marsha Lazarus of <i>Your Career Fit Matters</i> | 3 |
| Crafternoon | 3 |
| Crafter Eve | 9 |
| Food for Thought Cookbook Club | 15 |
| | |
| Total | 476 |



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Resource Sharing & Access Report - May 2018

Submitted by Dawn Geurds

Highlights:

- May 2018 was warmer month compared to April
- Attended a department head's meeting on May 8.
- May 2018 average temperature was 6 degrees above normal, which made it the 9th warmest May on record.

Statistics:

- Answered 12 reference questions by e-mail.
- Requested 27 ILLS
- Received 29 ILLS
- Sent out 15 ILLS
- 1,299 items requested within UHLS.
- 5,118 items were placed on the Hold Shelf.
- 2,356 items were pulled from our shelves and sent to other libraries within the UHLS, to fill requests for their patrons.
- 487 expired holds were not picked up by the patrons that requested them.
- 4 items were found on the library's shelves that were marked lost in transit.
- 31 items were found on the shelves from the Unfilled But Available Item-Level Requests Report
- Library was open 29 days / 292 hours.

Youth Services Report - May 2018

Submitted by Molly Chatt

PROGRAMS: May was a full month of storytimes, with six sessions a week! We also are in full summer reading planning mode, preparing the materials and prizes for the Summer Reading Challenge and VolunTeen Program.

STAFFING: We hired two new part-time Youth Services librarians this month. Diana Hurlburt joined us on May 8th, and is working Wednesday & Thursday evenings and one weekend a month. Diana recently moved from Florida and worked at a public library in Tampa in both adult and youth services.

We hired Joelle Adler at the end of the month, and she will start training in June. She is currently the Youth Services Librarian at the Castleton Public Library, and will be working part-time at both libraries. She has experience in early literacy and conducting storytimes, and will be working several mornings a week and one weekend a month.

We have been conducting interviews for the temporary Summer Reading Program Assistant, and will hopefully be hiring someone soon! We are very excited by the prospect of additional help during the busy summer months.

MEETINGS AND CONTINUING EDUCATION: Jenna attended the Youth Services Advisory Council (YSAC) meeting this month on 5/11/18. The meeting was held at the Bethlehem Public Library this month, and focused on teen services and summer reading.



OUTREACH: Parker Preschool came for their annual storytime and tour with Molly on May 7th. As always, the highlight of the event for the kids was their behind-the-scenes tour of the library and demonstration of the library bookdrop!



Youth Services Report - May 2018

Submitted by Molly Chatt

CHILDREN'S ROOM RENOVATIONS: Things are moving around in the Children's Room! We replaced one set of the large and bulky computer carrels with a child-sized table for our two early literacy computer stations, and are moving a bookcase out of the Playroom and into the main Children's Room to make more space for early childhood toys. We purchased a new play kitchen set with the funds raised at last November's Barnes & Noble fundraiser, and it will be installed in the Playroom soon. Many thanks to Robert for working on this project, which has involved lots of painting and the moving around of large furniture!

1000 BOOKS BEFORE KINDERGARTEN: 3 new children registered for the 1000 Books Before Kindergarten program this May. 20 children checked in this month to record another 100 books read. 5 children finished the program this month, 3 of them from the same family!



**MAY 2018
1000 BOOKS
GRADUATES!**





Youth Services Report - May 2018

Submitted by Molly Chatt

CHILDREN'S PROGRAMS

| PROGRAM | AGE | # SESSIONS | # CHILDREN | # ADULTS |
|--|-----------------|------------|------------|----------|
| Baby Bookworms | up to 18 months | 5 | 49 | 51 |
| Toddler Storytime | 18-36 months | 10 | 202 | 177 |
| Preschool Storytime | 3-5 years | 10 | 156 | 121 |
| Saturday Storytime | all | 3 | 42 | 42 |
| Star Wars crafts | all | 1 | 11 | 7 |
| Preschool Yoga w/ YMCA | 3-5 | 1 | 10 | 9 |
| Preschool Art Discovery w/ Arts Center of the Capital Region | 2-5 years | 1 | 17 | 15 |
| Parker Preschool Visit to library | 3-5 years | 1 | 16 | 13 |
| LOOK w/ Pride Center (parenting program) | adults | 1 | 0 | 2 |
| Total Children's Programs | | 33 | 503 | 437 |

| | |
|--|----------------------|
| Reference questions -- children's & teen desks | 786 |
| Computer Assistance | 42 |
| Miscellaneous questions – program signups, board games, directional, meeting rooms | 99 |
| Games Computer Sessions | 418 |
| Volunteers | 3 teens – 20 hours |
| Teens in the Teen Room | 167 teens in 21 days |

Youth Services Report - May 2018

Submitted by Molly Chatt

TWEEN/TEEN PROGRAMS

| PROGRAM | # SESSIONS | # TWEENS/TEENS |
|----------------------------|------------|----------------|
| Anime Club | 2 | 18 |
| Maker Friday | 3 | 20 |
| Total Teen Programs | 5 | 38 |



Figuring out our new littleBits robot during Teen Maker Friday! The robot was purchased with a Stewart's Grant.



Teens dressed up as anime characters and superheroes for the last Anime Club of the school year!



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Technical Services Report - May 2018

Submitted by Susan Dague

The five new museum passes we purchased for this year were added to our collection this month.

The Cataloging Advisory Council met on the 3rd. Reminder to libraries to make sure that items marked withdrawn are not checked out as they will not be deleted in the monthly purge of withdrawn items. There is a list of some 600 items with the two statuses under create lists. Libraries have been asked to check for their items on this list and correct them.

All libraries have completed the item type simplification project. Item types without items will be deleted. A new material type was added for Microform while Old Manuscript was deleted.

The holds audit by UHLS is done. Recommendations can be found here:

<https://docs.google.com/document/d/1taLtXW1hCv4HaZBjGvsPzXfTGmQI6NANg3kxz0Ggf1U/edit>

I attended the CDLC annual meeting and luncheon on the 10th. The three presentations given were all very interesting: Connecting the Dots from Emily Spinner, Ellis Medicine; Building a Sense of Place from Judith Wines, RCS Community Library; and Libraries as Change Leaders from Michael Daly, Fulton Montgomery Community College. You can access their slide presentations at https://cdlc.libguides.com/continuing_education/20180510

I attended a Booklist sponsored webinar on new audiobooks for the summer on the 24th.

I attended the OCLC Ask QC office hours webinar on the 30th. The focus this month was on validation of bibliographic records in WorldCat.



Technical Services Report - May 2018

Submitted by Susan Dague

- Number of items processed: 553 (total – unknown)

| | | |
|---|-----|--|
| Audio (adult + YA + juvenile) | 14 | |
| Juvenile Fiction | 103 | |
| Juvenile Nonfiction | 69 | |
| Electronic (adult + YA + juvenile) | 0 | |
| Fiction (adult + YA) | 118 | |
| Miscellaneous (equipment) | 5 | |
| Unknown (on order records) | 283 | |
| Nonfiction (adult + YA) | 84 | |
| Print Subscriptions (adult + YA + juvenile) | 111 | |
| Video (adult + juvenile) | 49 | |

= 836

- Number of items withdrawn: 396

Added for the year to date: 3,639

Withdrawn for the year to date: 3,781

Total items: 95,814



Digital Services Report - May 2018

Submitted by Karrie McLellan

Online Presence:

- Library Market Calendar – We had a successful launch of the new public calendar on 5/29 – ahead of schedule! Staff training has been completed and materials have been uploaded to the intranet. Written and video instructions were published for the public and linked to the calendar’s menu. Some minor bugs are still being worked out, but so far, feedback has been positive.
- Ancestry link stopped working. There was an updated link I didn’t have. Heritage Quest stopped working for a different reason. Only remote access (off the library’s network) works. ProQuest was able to resolve it.
- The Facebook feed on our home page was blank, thanks to a change Facebook made to its API authentication process. I was able to correct it the same day I discovered it.
- Working with John Love to prepare out Volunteer software for the summer.
- Beanstack page entry in our Google Analytics account to be removed by Beanstack. Has not happened yet.
- Exploring “When to Work” software for staff scheduling in a possible Fall launch.

Sierra/Encore:

- Encore was upgraded to version 7, SP1. Joe Thornton announced another Sierra update is available, but he would like to wait until the .1 version comes out to avoid bugs.

Library Computers/Hardware:

- Deep Freeze Cloud was selected as the best lockdown software for the public computers. Deployment is scheduled for June 10th after-hours.
- Preliminary contact with Envisionware regarding their self-check solution.
- Updated Dymo software on computers that use the label makers.
- NBE tech came out twice to investigate printer jam issues. The second visit resolved them.
- One of the public laptops needed to be reimaged after Clean Slate software made it unusable.
- The YS desk public computer that was slated for replacement after the public computer deployment died suddenly. A spare from the closet was configured to replace it temporarily.
- Ordered new small mice for games computers in YS.
- Ordered a battery to replace the one failing in Molly’s laptop.



Digital Services Report - May 2018

Submitted by Karrie McLellan

Meetings/Workshops Attended/Taught:

Statistical Notes:

- Big jump in Tech Tips views is likely because I finally posted something new.
- LibraryAware subscriptions remain flat, but we are getting good click numbers on our social media posts – especially to Twitter.
- Door count dropped back to what we were seeing the first couple of months this year. On Sunday 5/13, only 149 people came to the library, which was unusually few.

Current/Upcoming Projects:

- New library calendar
- Configuring new staff computers
- LibraryAware subscription drive
- Thin client migration – configuring updates and lockdown software for public computers
- When to Work software

Back-Burnered Projects:

- EnvisionWare upgrade
- HTML 5 compliance testing for website
- New business hours plugin (new calendar may help with this)
- Ongoing website tweaks
- Considering slider replacements
- Website migration



Circulation Report - May 2018

Submitted by Marion Pierson

On May 2nd I attended the Circulation Advisory Council meeting at Upper Hudson. On May 8th and 9th circulation staff members attended training for the launch of the new event calendar. Those that could not attend the live training had off-desk time to view the video of the training. So far, the new calendar has worked out well. It's very user friendly and we've have had no trouble registering patrons for events and finding information. On May 31st Holly and Marion hosted 13 attendees of the *Food for Thought Cookbook Club*. The theme was Celebrity Chefs and the food was fantastic!

Circulation staff assisted the Adult and Youth Services departments by separating the DVD and Blu-ray collections per many patron requests. They also moved the non-fiction audiobook and graphic novel collections, and removed and deleted outdated and cancelled magazines.

Statistics

Patrons: 64 new patrons were registered at the East Greenbush Community Library in May 2018.

| | |
|--------------------------|----|
| East Greenbush Residents | 42 |
| Schodack Residents | 9 |
| Other | 13 |

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

| | |
|----------|--------|
| May 2018 | 28,711 |
| May 2017 | 31,793 |

Volunteers: 13 volunteers worked 45.5 hours. Marcia Rossetti has done a great job recruiting and training new volunteers.

| | |
|---------------------|---|
| Outreach volunteers | 5 |
| Court ordered | 1 |
| Adult | 7 |

Notary Services: Marion and Roseann notarized 42 documents for community members in May.

Reference Questions: Circulation staff answered 260 reference questions.



Outside Groups - May 2018

Submitted by Kathy Rossello

| Date | Attendance | Organization |
|---------------------------|------------|--|
| 5/2,7,9,14,15,16,21,23,30 | 75 | ENL: English as a New Language (formerly ESL/ESOL) |
| 5/3, 5/22, 5/23/18 | 35 | Girl Scouts |
| | 15 | Literacy Volunteers Of Rensselaer Co. |
| 5/15/2018 | 26 | Friends of the East Greenbush Library |
| 5/19/2018 | 40 | CDLUG (Capital District Linux Users Group) |
| 5/6/2018 | 32 | Sami's Personalized Crafts |
| 5/24/2018 | 5 | New Beginnings MSC |
| 5/12/2018 | 30 | Northeast Avian Rescue |
| 5/14/2018 | 12 | Mohawk Hudson Chapter AMC |
| 5/10/2018 | 30 | Extreme Paranormal Encounter Response Team |
| 5/14/2018 | 25 | Travel Buddies |
| 5/1/2018 | 25 | The Probate Process |
| 5/2/2018 | 30 | Mid-Hudson Resolute and Citizens Climate Lobby |
| 5/3/2018 | 12 | American Needlepoint Guild |
| 5/2/2018 | 25 | Flying Knights Model Aircraft Club |
| 5/2/18, 5/16/18 | 25 | Capital View Toastmasters |
| 5/8/2018 | 15 | Vanderheyden Day Habilitation Without Walls |
| 5/29/2018 | 15 | Capital Community Voices |
| 5/9/2018 | 50 | Capital Area Bee Keepers |
| 5/8/2018 | 10 | The Bus Stop Club |
| 5/9/2018 | 30 | Rensselaer County Retired Teachers Association |
| 5/21/2018 | 12 | Good Buy Book Club |
| 5/31/2018 | 20 | Card Making Workshop |
| 5/10/2018 | 12 | Illiterate Book Club |
| 5/10/2018 | 7 | Accord Software |
| 5/21/2018 | 15 | Embroiderer's Guild of America F. Carnell |
| 5/30/2018 | 12 | U.S. Environmental Protection Agency Region 2 |
| 5/12/2018 | 30 | Capital Region Romance Writers |
| 5/23/2018 | 10 | Embroiderer's Guild of America F. Carnell |
| 5/8/2018 | 20 | Social Anxiety Support Group of Albany |
| 5/29/2018 | 10 | Writer's Bloc |
| 5/3/2018 | 25 | Birchwood Association |
| 5/19/2018 | 15 | Capitolers |



Outside Groups - May 2018

Submitted by Kathy Rossello

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|---------------------------|----|--|
| 5/14/2018 | 20 | Fearless Fretters |
| 5/1,3,8,10,15,17,26,29,31 | 8 | Priyanka Kumar Dance |
| 5/3/2018 | 10 | Red Hat Society |
| 5/8/2018 | 15 | TRIP |
| | | |
| Cancellations | | |
| 5/20/2018 | | Troop 1326 Meeting GS |
| 5/8/2018 | | Capital Region Miracle League |
| 5/26/2018 | | East Greenbush Amateur Radio Association |
| | | |
| Exhibits | | Suzanne Hicks - One Perfect Day |
| | | |
| Adult Programs | 78 | |
| Children's Programs | 32 | |