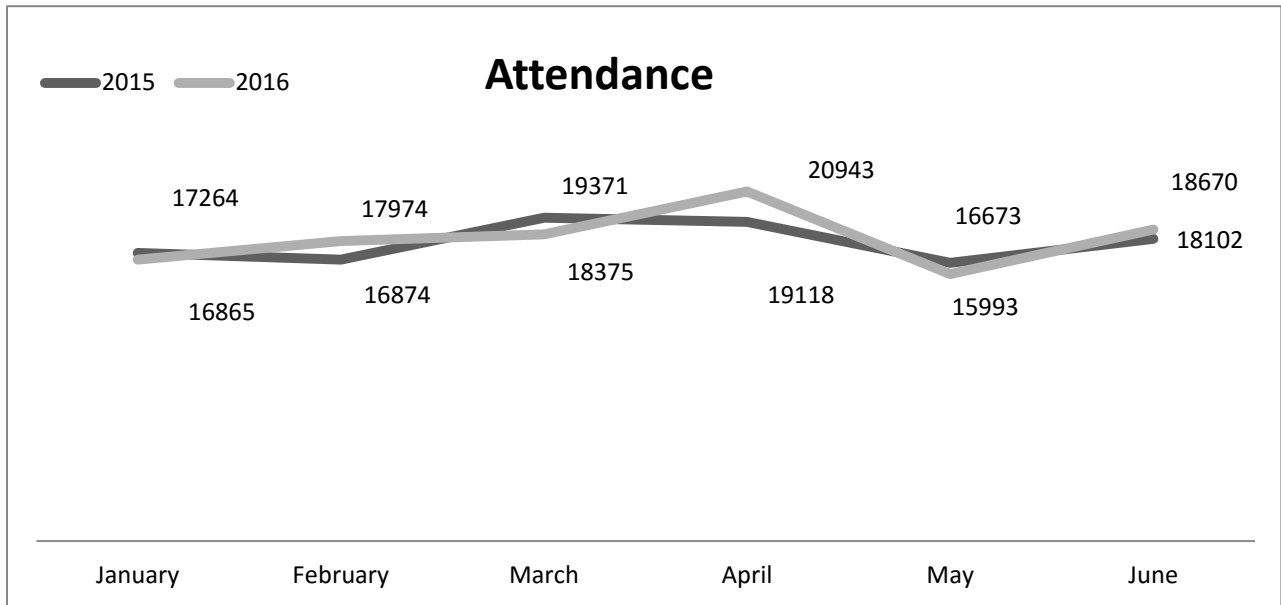




**Director's Report  
FOR THE MONTH OF JUNE 2016  
July 19, 2016**

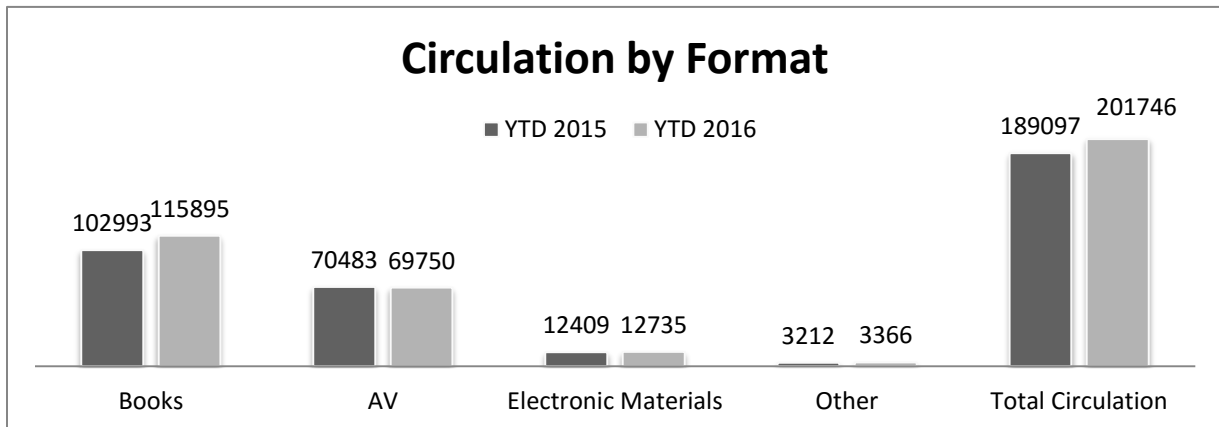
**Visitors to our Library:**

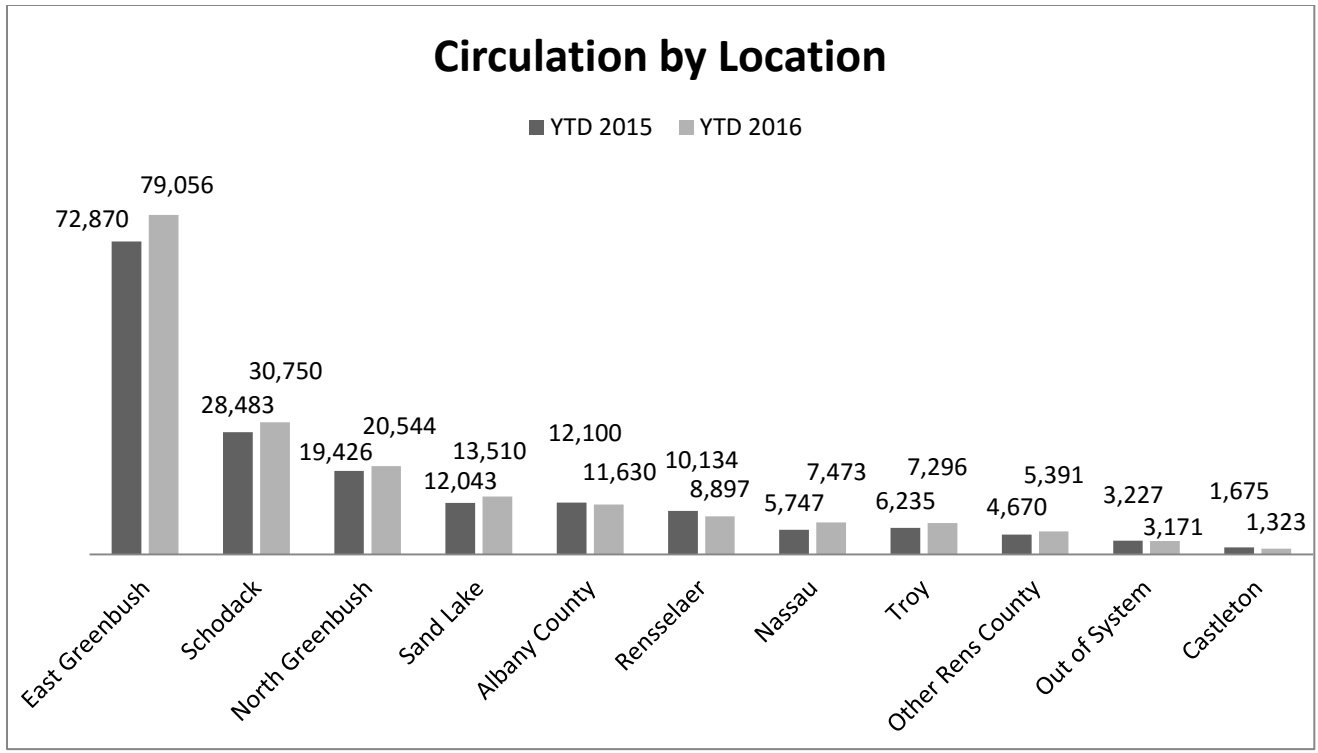
Attendance continues to rise modestly. 3% more people visited the library in June 2016 (18,670) compared to June 2015 (18,102). Summer Reading began with a bang on June 27. Overall, library attendance is up 2%.



**Collections and Cardholders:**

Circulation continues to increase overall. 1,848 more items were checked out in June 2016 than June 2015. This is a 5% increase in circulation. Overall, we are seeing a 7% increase in circulation compared to last year YTD. 754 items were added to the collection and 506 items were withdrawn. Currently we hold 95,873 items in our collection. We registered 98 new library cards in June 2016; 45% less than 2015 (180).

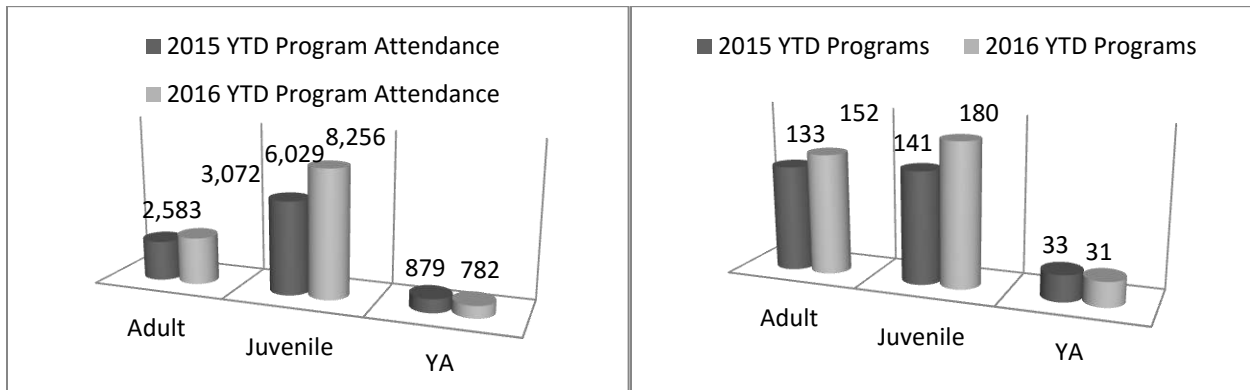




**Programs:**

**TOTAL Library Sponsored Programs June 2016: 64 (June 2015: 36)**

**Year-To-Date Programming Overview:**



**Adult Services Programs June 2016:**

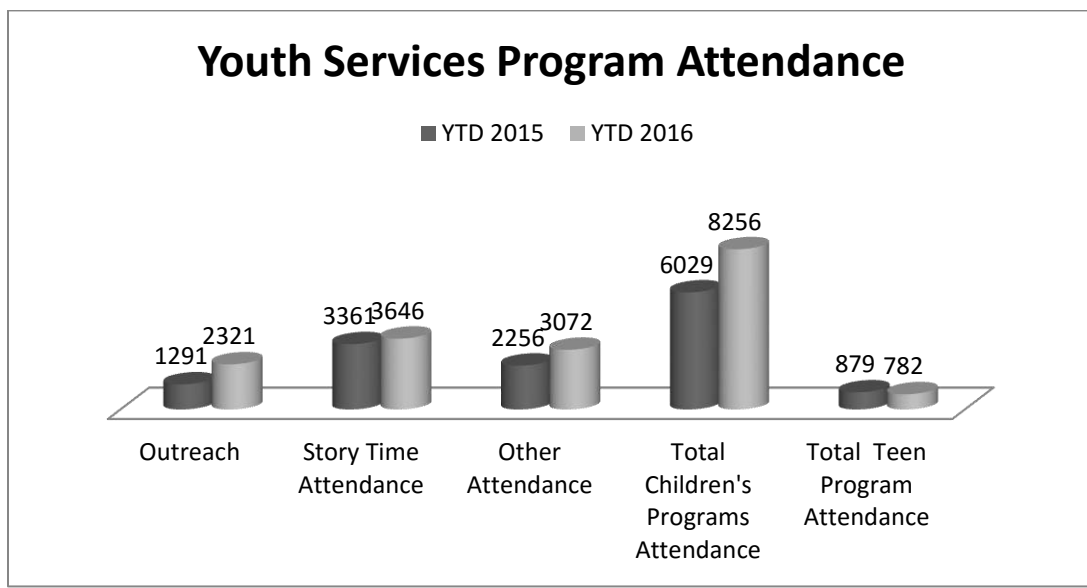
- Both the adult summer reading program and summer reading series got off to great starts. In the first week of registration, 107 adults signed up for the reading program. Our music series was launched with an outstanding performance by Lost Radio Rounders. The career clinic this month and the JobNow presentation by Elizabeth are the final components of the 2015-2016 UHLS mini-grant.
- Adult Program Attendance: **15 programs/342 attendees**

- Block Busting: How to Break Through the Barriers that Keep You from Writing (18)
- Coloring for Adults x2 (11)
- Great Shrubs for Your Landscape (45)
- Know the 10 Signs: Early Detection Matters (5)
- American Harp Society Annual Student Harp Recital (42)
- AARP Smart Driver Course (30)
- Career Clinic (6)
- Monday Morning Book Discussion: *Small Blessings* by Martha Woodroof (16)
- Windows 10 Workshop x2 (15)
- Discover JobNow (3)
- Monthly Movie- *The Lady in the Van* (88)
- Paddle Sports America (2)
- Carl Sandburg's American Songbag- Lost Radio Rounders (61)

### **Youth Services Programs June 2016:**

- Youth Services was busy in June with outreach to two local preschools, four elementary schools, and the middle school. Our efforts paid off with a successful first day of summer reading; 362 children and approximately 50 teens registered for our Summer Reading Challenge on June 27, and approximately 575 people enjoyed ice cream at our three kick-off events (sponsored by Stewarts) that day. We also received several donations from local businesses, including \$100 from Kinderhook Bank and \$750 from Berkshire Bank as well as numerous other smaller donations of gift certificates and prizes.
- 34 VolunTeens worked a total of 142.5 hours in June. They helped out in the Children's Room and Teen Area, prepped for YS and Teen programs, and helped with setting up/cleaning up YS programs
- 13 Teens frequented the Teen Area during the 2 days YS librarians spent in the Teen Area during the month of June. It was quiet because of Regents exams, and most of the month there was not a librarian in the teen room because of staff illness.
- Children's Program Attendance: **28 Programs (2,205 children & 587 adults)**- includes visits/outreach
  - Baby Bookworms (0-18 months) x2: (16 children/15 adults)
  - Toddler Time (18-36 months) x3: (66 children/62 adults)
  - Preschool Storytime (3-5 years) x4: (61 children/47 adults)
  - Family Storytime (all ages) x2 (69 children/49 adults)
  - Pajama Storytime (2-5 years): (17 children/19 adults)
  - Playtime @ the Library (all ages): (54 children/36 adults)
  - Summer Reading Ice Cream Kick Off (all ages) x3: (365 children, 30 teens, 175 adults)
  - Family Movie Night (all ages): (61 children/40 adults)
  - Comic Jam (ages 4+): (25 children/5 teens/10 adults)
  - Visits/Outreach:
    - Smiling Faces II Preschool- 6/1; (15 children/2 adults): Rose visited the preschool and conducted a story hour/told the children about the library
    - Belltop Kindergarten Visit- 6/2; (51 children/6 adults): The kindergarteners visited the library for story hour with Jen and Molly, received a library tour from Rose, and then checked out a book with their first library cards.
    - Belltop Assembly- 6/7; (275 children/20 adults): Molly and Rose performed a skit in front of the entire school and then told kids about our Summer Reading Challenge
    - Green Meadow Visits- 6/9 x3; (310 children/10 adults): Molly and Rose performed a skit and then told the kids about our Summer Reading Challenge

- Genet Assembly- 6/17; (375 children/30 adults): Molly and Rose performed a skit and then told the kids about our Summer Reading Challenge
- Sunshine Daycare- 6/21; (42 children/7 adults): Rose visited the preschool and conducted several story hours and told the children about the library
- Red Mill Assembly- 6/23; (350 children/20 adults): Molly and Rose brought Sully and did the Summer Reading Challenge Skit routine
- Y Camp Kids story hour- 6/28; (51 kids/11 adults): The Y camp kids visited the library for a story hour with Rose.
- **Teen Program Attendance: 13 programs (617 teens)**
  - Volunteen Training (grades 7-12) x4: (88 teens)
  - Volunteen Shelving Training (grades 7-12) x2: (22 teens)
  - Pride Center LOOK (families): (4 teens/2 children/4 adults)
  - Teen Summer Reading Kick-Off (grades 6-12): (41 teens)
  - Teen Smashbooks (grades 6-12): (4 teens)
  - Pokémon Tournament (grades 6-12): (8 teens)
  - Visits/Outreach:
    - Red Mill 5<sup>th</sup> Grade Visit 6/6; (65 tweens/4 adults): Molly visited the 5<sup>th</sup> graders to tell them about our tween/teen summer reading program and events this summer
    - Goff Visits- 6/10 x2; (375 children/30 adults): Molly and Rose performed a skit and then told the kids about our tween/teen summer reading events and our volunteen program



**Online Presence:**

- Karrie has received input from major stakeholders on the new website and is working on configuring it according to that input.
- We have 1,479 “friends” on Facebook. This is an increase of 151 people since June 2015.

**Room Use:**

**TOTAL EERC ROOM USE:**

31 meetings/85 attendees

***YTD: 161 meetings/450 attendees (YTD 2015: 169 meetings/467 attendees)***

- Literacy Volunteers: 4 meetings/8 attendees
- General: 23 meetings/49 attendees
- ESOL Classes: 4 meetings/28 attendees

**TOTAL NON-LIBRARY SPONSORED PROGRAM MEETING ROOM USE:**

30 meetings/428 attendees June 2016 (40 meetings/618 attendees June 2015)

**YTD:** 253 meetings/3,730 attendees (YTD 2015: 292 meetings/4,302 attendees)

**Shared Resources:**

- Encore was upgraded to the latest version, and there were several issues. It appears all have been resolved.
- Major Sierra outage all day 7/2. Ill cited a failure at our data center.
- UHLS is still working to resolve the issue of expired holds not showing up on the expired holds list.
- Requested 11 ILL's, Received 12 ILL's, and Sent out 19 ILL's.
- 1,035 items were requested by our Patrons
- 3,554 items were delivered through the courier service to fill requests for our patrons
- 2,561 items were pulled from our shelves and sent to other libraries within UHLS to fill requests for their patrons
- 361 expired holds were not picked up by the patrons who requested them
- 5 items were found on the library's shelves that were marked lost in transit.

**Volunteers**

- We had a total of 51 volunteers in June; 17 more than last June (34). They worked 199 hours; 47.75 more than June 2015 (151.25).

**Facility**

- Outdoor patio table and umbrella have been ordered and will be delivered in early August.
- We have received daily compliments about our welcoming entryway, with pink hanging baskets and flower pots.
- All heat pump lines were flushed to prevent condensation which can cause back-ups.

**Staff Development**

- Staff computers will all be updated to Windows 10 before July 29th
- Staff laptops and Microsoft Surface Pro now run Windows 10. They are set for use in the first set of Connect 2 U modules. Some issues with Wi-Fi connectivity remain, but are easily resolved. Instructions are included with the laptop documentation
- Fall Connect 2 U modules will focus on the new meeting room technology
- 6/1: Marion attended the Circulation Advisory Council meeting at UHLS
- 6/1: Dawn attended the Resource Sharing Advisory Council
- 6/1: Jill, Karrie, Jeff met re: DDC Controls System- roles, permissions, passwords, training-discuss remaining details and distribute responsibilities
- 6/2: The Cataloging Advisory Council met (Sue attended)

- 6/2: Jill & Karrie re: Website Redesign
- 6/8: Dawn, Vicki, JoAnn, Jill, Lois attended the UHLS Annual Dinner. Also in attendance were Judith McGuire, Suzanne Aiardo, and Lynne Oudekerk (Friends); as well as Jim Lansing and Betty Bellino-Guino (Trustees). JoAnn, Vicki, and Dawn hosted a Farmer's Market vendor booth fresh samples from our Farmer's Market vendors



- 6/8-6/10: Kathy attended the 38th Annual NYSLAA Conference: Library Assistants- Finding our Strengths Through Change; held in Chautauqua
- 6/9: Department Head Meeting to Review Strategic Planning Results
- 6/10: Rose attended the YSAC meeting at UHLS
- 6/13: Jill & Karrie met regarding the website redesign
- 6/14: Mary Ann, Marion, and Jill attended the final Strategic Planning Committee meeting.
- 6/15: The entire youth services staff had a meeting to go over summer reading details and procedures
- 6/15: Emerging Tech Trends- Karrie
- 6/17: Jill met with Lynne Oudekerk, Judith McGuire and Kevin McCann re: 2017 Proposed budget
- 6/17: Jill met with Utica National regarding Worker's Comp
- 6/20: Karrie Co-taught two Windows 10 classes with Selena. The evening class was poorly attended
- 6/21: Sue attended a Library Journal sponsored webinar on new and noteworthy titles for audiobooks
- 6/21: Library Board of Trustees Meeting
- 6/28: Jill met with Chris Herpers, Gale Representative
- 6/29: Jill met with Laurenne, Director Nassau Library and Melissa, Director Castleton Library re: Schodack library services
- 6/30: Jill met with Lee Pollock, Rose & Kiernan
- 6/30: Jill met with Pamela Katz, Digital Grandparents

### **Human Resources:**

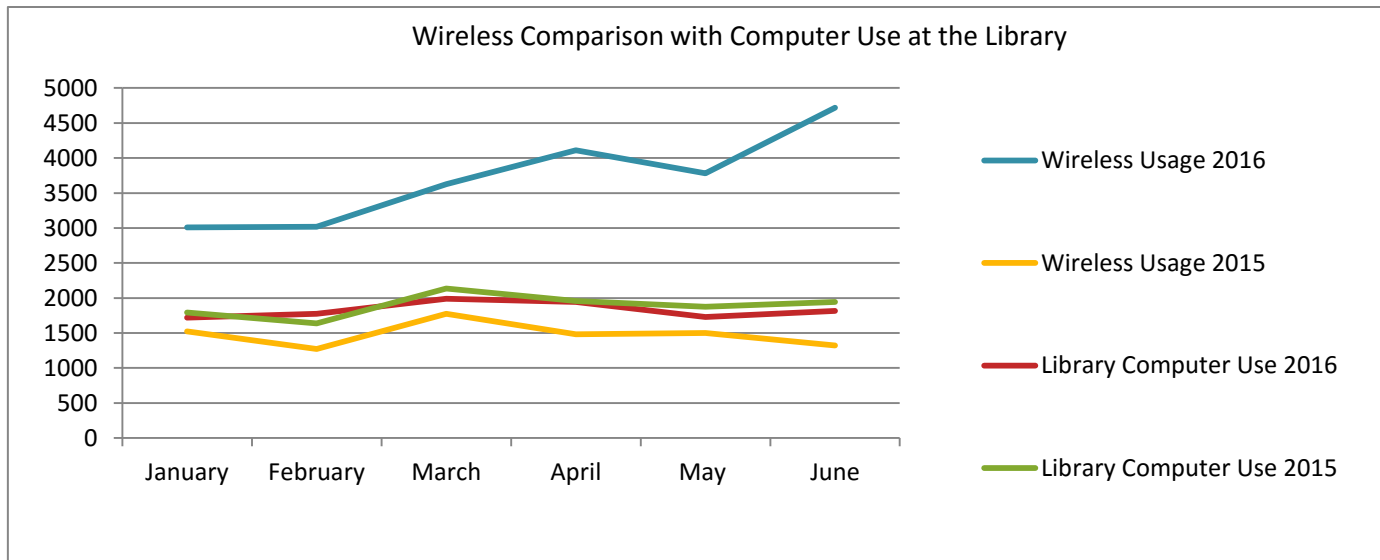
- Laurie Dreyer has been hired for the part-time Librarian I position in Adult Services. She will start work on July 18.

### **Other Technology Statistical Notes:**

- Lots of Book a Librarian appointments, partly due to accidental Windows 10 upgrades.
- Many of the OverDrive help requests came when Sierra was down and people couldn't log into their accounts.
- Laptop checkouts and wireless usage continues to increase. Even though desktop computer use is down, library owned laptop computer use is up. Library owned technology use is slightly down, but relatively flat. Wireless connectivity at the library continues to increase rapidly, creating increasing strain on the connectivity network.

- We just renewed our language learning database subscription to Pronunciator; where we are able to provide courses for 80 languages and growing. Pronunciator also includes ESL for 50 non-English languages. Each language has an average of 9,000 instructional phrases. Another unique feature is the ability to learn any language in any other language- making for 4,000 possible course combinations. This year-to-date there have been 174 individual sessions on Pronunciator. To compare, the average year-to-date check-out for an individual audiobook Spanish Language course is 2.

<b>2016 Database Use</b>	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Ancestry	135	687	924	1337	709	617	5628
HeritageQuest Online	466	317	211	456	420	261	2144
Pronunciator	64	23	30	18	22	17	174
JobNow	384	149	567	539	7	153	1799
Gale databases	98	216	62	133	64	26	599
ProQuest- Gannett Newsstand	5	0	0	1	0	0	6
Proquest- Elibrary Elementary	0	0	7	1	5	0	13
Scholastic- Go! & BookFlix	6	48	87	59	90	62	352



Respectfully Submitted,  
 Jill Dugas Hughes  
 Director