



Library Director’s Report

April 12, 2022

Submitted by Jill Dugas Hughes

TOP INITIATIVES

- Library Assistant Recruitment/Hiring
- Transition in Business Office
- Clean up 2021 Financial Records
- Staff Development Day

VISITORS

- Visits increased 41% over February 9,877 patrons visited the library (8,342 visits inside the library and 1,535 drive-thru visits. Our busiest day has consistently been Tuesday. There were 5,011 ,visitors inside the children’s room alone!

FISCAL ACCOUNTABILITY AND STEWARDSHIP

Business Office:

- We have continued to prioritize updating the financial records and have made significant progress. To-date, the 2021 and 2022-to date bank statements have been reconciled, all bills and deposits have been entered into Quick Books, our depreciation records have been updated, and we are confident in our financial statements once again. 2021 Financial reports are included in your board packets.
- We still have several outstanding items that are in progress/outstanding from last year:
 - NYSLRS and Deferred Comp- there are adjustments that will need to be made. The errors were identified, and we are working to make the appropriate adjustments.
 - NYS OSC AUD report
 - 2021 Audit
 - NYS Annual Report to Library Development
 Once the above tasks are completed, we will need to move forward with staffing changes and filling open positions.
- Special thanks to Dawn Geurds and Lynne Oudekerk for all their assistance! We are moving in a positive direction.

Construction Project :

- The electric divider door replacement panels have arrived and were installed. We now have a beautiful, working motorized divider door for the meeting rooms! Special thanks to Paul for painting meeting rooms A/B.
- Current ethernet in the walls is CAT5e, which can transmit at gigabit (current standard) speeds. Much surface wiring to staff and public computers is CAT5, which is effectively

throttling our traffic to those computers to 1/10 of the possible speed. Karrie has been purchasing and implementing CAT6 replacement cabling as needed.

Operational Excellence and Culture of Learning/Growth

Technical Services and Circulation Departments:

- As mentioned last month, we have experienced a challenging gap in the Technical Services and Circulation Departments with Dawn's reassignment to the Business Office and with the resignation of Lisa. We are working on a staffing proposal which will be presented to the Board at May committee meetings. We are hoping to open Monday nights but are unable to do this until we fill open positions.

Server File Deduplication

- We are moving all server drives to SharePoint drives (allows for remote access). Department drives are deduplicated and uploaded. Currently working on the Common drive.

Staff Development Day

- We held our Annual Staff Development Day on March 31 at the Red Barn. The library was closed to the public and much of our staff participated. The agenda included a Breakfast, Racial Equity Workshop hosted by the McLean Group, Lunch, Library Bingo hosted by Molly, and in the afternoon, we focused on 2022-2023 Library Strategic Priorities/Goals. Staff broke up into work groups and strategized how to combine service points (reference & circ, YS & circ) with goal of better utilizing staff resources to meet community needs. We had a wonderful day, and we are extremely appreciative of the board's continuing support for our annual staff development day. Special thanks to Susan Bell coordinating the day, Molly for hosting a funny game of Bingo, Selena and Karrie for testing and ensuring the technology went off without a hitch, the Town of East Greenbush for their generous donation of space, and the Upper Hudson Library System and McLean Group for an engaging and dynamic Racial Equity Training!

CENTER FOR COMMUNITY CONNECTIONS

Meeting Room Policy:

- Karrie has chaired an internal staff committee to revise the new meeting room policy, standard operating procedures, and define the steps to reopen meeting rooms in May. This has included a variety of tasks, most involving the event calendar and communications, for the upcoming change in meeting room policy upon relaunch of patron meeting room use. Karrie and Selena will be training reference and circulation staff on all meeting room technology (new technology and refreshers) beginning April 18-April 28. We will offer sessions in mornings and afternoons and will last 30 minutes.

Shifting community partnership responsibilities

- Moving to a single point of contact at the library for key partners and shifting some workload away from Adult Services to Susan Bell, Community Relations Coordinator.

Friends of the Library

- The Friends book sale began April 8 and runs through April 10!

LIFELONG CURIOSITY, IMAGINATION AND LEARNING**Wi-Fi Coverage inside Library**

- Karrie McLellan has been working tirelessly to improve Wi-Fi signals in the library. We added three access points to the library on 3/25 and 4/1, dramatically improving the signal. We have a fourth we can use as an outside access point. She is currently exploring new placement of "extra" outdoor access point. Special thanks to Karrie and Rawdon Chang (UHLS) for their work after-hours on this project on two separate Friday nights.
- Karrie and Selena Piro are creating instructional videos highlighting digital resources. This is in response to feedback from the Winter Reading Program. We will post them on our YouTube channel and will also have corresponding Tech Tips posts, and a coordinated marketing push.

Spring Into Reading

We are kicking off National Library Week with Spring into Reading! Kids, teens, and adults are all invited to participate in this simple spring reading challenge. Track your time spent reading with Beanstack and earn colorful badges as you go! Challenge runs from April 3 – May 27. Paper logs are available at the library upon request. Ready, set, bloom! This is our first spring-reading challenge. It is a low-key, activity-free, reading log challenge, designed to give our Beanstack power users an incentive to keep reading as we head closer to Summer Reading time. While Beanstack is the preferred way to participate, we will have paper cards for those who request one. <https://eglibrary.org/spring-reading/>

March Library Sponsored Programs:

- Teens (ages 12-18): 5 programs; 69 attendees
- Children (ages 0-5): 8 programs; 272 attendees
- Children (ages 6-11): 6 programs; 588 attendees
- Adults: 20 programs; 355 attendees

Respectfully Submitted,
Jill Dugas Hughes, Director