



Library Director's Report

June 28, 2022

Submitted by Jill Dugas Hughes

TOP INITIATIVES

- Budget 2023 Preparation
- Summer Reading Preparation
- Reopening Meeting Room Preparation
- Personnel Changes (new hires and anticipated openings)
- Health Insurance Open Enrollment
- Compensation Study

VISITORS

- May Visits decreased 17% over April, (8,161) patrons visited the library (7,442) visits inside the library and (719) drive-thru visits. We had (4,648) visitors in the children's room. Teen use of the Meeting Room A/B space continues to increase, with 235 middle and high schoolers utilizing the space in the 19 days that the room was staffed in May.

BORROWING

- Overall, circulation continues to increase; 14%! 25,572 items were circulated in May 2022, vs. 22,460 in May 2021.
- Circulation Desk: (20,420) items were circulated in May 2022; an increase of 34% over May 2021 (15,242). Both checkouts and renewals have increased considerably.
- Drive-thru: (2,576) items were circulated May 2022; a decrease of 29% (3,609). Checkouts decreased but renewals increased slightly.

FISCAL ACCOUNTABILITY AND STEWARDSHIP

- **Business Office:**
 - Several of the 2021 clean-up items were paused this month while we focused on the compensation study and 2023 budget. We still have several outstanding items that are in progress/outstanding from last year which will be addressed in July/August.
 - NYSLRS (one employee account has been reconciled, there are still several adjustments remaining)
 - NYS OSC AUD report
 - 2021 Audit
- **Staff Copier/Fax**
 - The contract on our staff copier is up and we have decided to exercise the buyout clause on the copier to avoid lease payments.

OPERATIONAL EXCELLENCE AND CULTURE OF LEARNING/GROWTH

Staff- New Hires/Training/Openings

- We welcomed one new Library Clerk, part-time, to the Circulation Department: Maeve Morley.
- Kyle Smith, Business Maintenance Worker has submitted his resignation/retirement, effective August 29, 2022. Kyle has assisted with the Farmers' Market over the past several years and we are grateful for his commitment and contributions.
- Elizabeth Putnam, Head of Adult Services, will be leaving the library for another opportunity on July 11. She has overseen department changes, hires, and led the adult services team throughout the challenging COVID pandemic. She was instrumental in updating the adult services manual, providing top notch customer service, and serving as a valued advocate and mentor for the adult services team. We will miss Elizabeth's many contributions and voice at our Department Head meetings and daily collegiality at the library. Wishing her all the best on her new adventures!
- Catherine Snow will be appointed as Elizabeth's successor to lead the Adult Services team. Catherine has worked in both the Youth Services and Adult Services departments at the East Greenbush Community Library. She began as a part-time librarian and was quickly promoted to full-time librarian as a position opened. Catherine is currently in charge of the Adult Fiction collection, and has created several popular services at the library, including the Hot off the Press Collection, Library of Things, and Wednesday Night Book Chat. Catherine is well-equipped to serve as our newest Department Head and we are lucky to such an outstanding colleague who we have been able to promote from within the library. We will be posting a full-time Librarian I position shortly to fill Catherine's anticipated opening once she moves to the Librarian II position.
- Laurie Dreyer & Rachel from Troy Public Library came to observe our outdoor storytime on 5/20 and to talk to YS staff about best storytime practices.

COVID Staffing Outages

- Staff COVID illness reduced our output for May. Thanks to all those who chipped in to cover reference services.

Upper Hudson Library System Annual Meeting and Awards

- East Greenbush Community Library won UHLS Adult Program of the Year 2021 for our "Pen to Pandemic" program.
- My term has officially ended (5-year term) as the Director's Association representative on the Upper Hudson Library System Board. I will continue to serve on the Director's Association and as the Automation Advisory Committee Chair for the Upper Hudson Library System. EG library trustee, Camie Engel represents mid-sized Rensselaer County Libraries on the Upper Hudson Board.

CENTER FOR COMMUNITY CONNECTIONS

Spring Reading Challenge

- The kids, teens, and adults Spring into Reading challenge on Beanstack ran from April 3 to May 27, 2022. Thirty-four adults registered and 10 completed the challenge

Summer Reading Planning

- The Adult and Youth Services department have been planning and exciting line-up for Summer Reading programs <https://eglibrary.org/summer-reading/>. We have a full summer of programs planned and are looking forward to having both indoor and outdoor programs this year. The theme this year is “Oceans of Possibilities” and our Youth Services team has outdone themselves with décor. Please be sure to visit the Children’s Room and Playroom to see how our Youth Services team have transformed our space to feel like you have stepped underwater into the ocean! They have gone above and beyond with their décor creativity. Thank you, Elizabeth Keville and Jessica Adams (library assistants), for your energy and flair for design. It was a team effort, and the entire youth services team deserves a shout-out for their preparation for another amazing summer program. Summer Reading kicks off on June 27 and runs through August 12. Teen Volunteer training is underway and has generated excitement.
- Teen use of the Meeting Room A/B space continues to increase, with 235 middle and high schoolers utilizing the space in the 19 days that the room was staffed in May.

Hurr Education Center AV

- On 5/27, Audio Video Corporation installed AV and teleconference equipment in the Hurr Education Center. Holding on offering AV to patrons until we have signed agreements for damage responsibility finalized.

Programming Accessibility

- Adult Services Librarian, Jody Squadere and Library Clerk/Technology Assistant, Selena Piro are working on a programming accessibility project that will allow us to live stream programs.

Teen Space

167 teens used the Teen Meeting Room A/B space in the 12 days it was staffed in April.

LIFELONG CURIOSITY, IMAGINATION AND LEARNING

Public Computers

- Full computer session times were restored (1 hour session with option to continue up to 2.5 hours/day)

May Library Sponsored Programs:

Teens (ages 12-18): 3 programs; 14 attendees

- Anime Club: 2 programs; 12 participants
- Spring Into Reading: 2 participants

Children (ages 0-5): 13 programs; 641 attendees

- Take & Make- Star Wars: 80 participants
- Take & Make- Tambourines: 107 participants
- Outdoor Storytime: 9 programs; 412 participants
- Book Bundles- 13 participants
- 1000 Books Before Kindergarten- 29 participants

Children (ages 6-11): 5 programs; 395 attendees

- Take & Make- Tulip Craft: 78 participants
- Take & Make- Pinwheels: 89 participants
- Pom Pom Guess – Teddy: 52 participants
- Scavenger Hunt: 156 participants
- Spring Into Reading Challenge: 20 participants

Adults: 20 programs; 263 attendees

- ENL: English as a New Language: 8 programs; 29 participants
- Greenbush Garden Club- Chair Gardens: 20 participants
- Wednesday Night Book Chat (Facebook): 4 programs; 56 participants
- Red Cross Blood Drive: 30 participants
- Counting Breaths Meditation: 11 participants
- Monday Evening Book Discussion: 5 participants
- Virtual Trivia Night: 18 participants
- Concert with Sonny & Perley: 36 participants
- Greenbush Historical Society-The Gilded Age Rises Again In Troy NY: 55 participants
- "Wireless Wednesday" Drop-In Tech Help in the Library: 3 participants

Respectfully Submitted,

Jill Dugas Hughes, Director