



Director's Report

July 18, 2023

Respectfully Submitted: Jill Dugas Hughes, Director

Fiscal Accountability and Stewardship

1. Building Conditions Survey

- The Facilities Committee met with Jay Stasack (Hyman Hayes Associates) to begin reviewing the final building conditions survey.
- The Backflow preventer installation was completed, and the inspection was finalized on June 29. The certification was received from BPI Heating & Mechanical on July 12, 2023 and GPI Engineering visited and verbally approved the installation on July 13. The final certification report will be filed with the Town of East Greenbush as soon as GPI Engineering officially certifies the document. This is estimated to occur on July 13 or 14.

2. Back Office Renovations

- Back-office renovations were completed this month. Special thanks to the back-office staff for their flexibility throughout the construction. Thank you to Susan and Selena for managing the installation of the furniture and IT equipment, and Paul for his expert paintjob!

3. Outside IT Consulting

- Selena and I have met multiple times with three potential outside IT Consulting Firms and received proposals. We are still solidifying the selection and will present a proposal for the board to consider at the September board meeting.

Center for Community Connections

1. Partnerships

- In June we partnered with: East Greenbush Central School District, East Greenbush Police Department, Cornell Cooperative Extension, AARP, and Questar III BOCES.
- Cookout With a Cop was held on June 29, the same night at the Hot Vox Trio Concert. Due to bad air conditions outside, we pivoted and moved the concert indoors.
- Mari, Lynne, Cami, Jodi and I attended the Upper Hudson Library System Annual Meeting on June 14, where Michael Poost was awarded the Upper Hudson Library System Trustee of the Year Award. He was awarded a plaque and the library received a \$250 award from UHLS.

2. Strategic Planning

- The first draft of the strategic plan was received, and the Work Group met on July 12 to review/provide feedback. Maxine and Erica (MBA Associates) will present a full report to the board at September committee meetings, September 11 (6:00-8:00 pm). We plan to adopt the full plan at our September board meeting (September 19).



Operational Excellence and Culture of Learning/Growth

1. Staffing Updates/Organizational Chart Changes

- During the month of June, we welcomed the following new staff: Alexis Mokler (Substitute Librarian), Nate Heyer (Librarian- PT), Amy McCarthy (Head of Youth & Family Services) and on July 5, we welcomed Amy Hodor (Administrative Assistant.)
- Resignation- Maeve Morley (Library Clerk- PT) has submitted her resignation, effective July 29. We wish her well on her next journey in Law School and are looking forward to seeing her during school breaks!
- Open Positions: We are currently seeking a PT Library Clerk; we will be posting a FT Technology Assistant position shortly. Thank you to Selena and Catherine for developing a job description for this new position.
- June Professional Development (staff attendance at conferences, training courses, webinars, etc.)
 - ❖ Website Accessibility with Lighthouse, UHLS (Susan) 6/15/2023
Patron Point: Are they open to open? Techniques to impact read and click rates (Susan) 6/15/2023
 - ❖ Trustee Handbook Book Club- Financial Planning & Budgeting (Jill) 6/20/23
 - ❖ Sexual Harassment Training 6/22-6/24 (staff, board)
 - ❖ Know Be4 Cybersecurity training 6/12/2023 (staff)

2. Review/update policy/procedures

- The following are priority policies for the board to address (fall 2023/winter 2024):
 - ❖ Display Policy (new)
 - ❖ Programming Policy (revise)
 - ❖ Public Comment Policy (new)
 - ❖ Patron Code of Conduct Policy (revise)
 - ❖ Staff Manual (revise)
 - ❖ Reserves Policy (new)
 - ❖ General Accounting Practices Policy (revise)
 - ❖ Meeting Room Policy (revise)
 - ❖ Board Meeting Attendance Policy (new)
 - ❖ Patron Confidentiality Policy (revise)

Lifelong Curiosity, Imagination, and Learning

1. Programming Highlights

- In June, the library sponsored 19 programs for adults with 318 participants; 15 programs for children with 1,513 attendees; and 6 programs for teens with 99 teen participants.
- During the month of June, staff were deep in finalizing the planning for Kids, Tweens, Teens, and Adult Summer Reading Challenges. The Theme this summer is Read Beyond the Beaten Path.



Inspiring Ideas, Strengthening Community, Enriching Lives

518-477-7476 | eglibrary.org

- Jenna provided teen volunteer training to over 60 teens in June.
- Elizabeth decorated the entire Children’s Room (see pictures).
- Jen and Joelle held story times for over 100 children.
- Jessica put together more than 300 take and make kits!
- The Youth and Adult departments are coordinating a wonderful project: Tiny Art! 60 patrons of all ages picked up tiny art canvas grab & go kits. Participant Tiny Art will be showcased at a Tiny Art Show, featuring Tiny Art and Tiny Desserts on July 18 at 6pm. The public hearing for the 2024 budget and board meeting are on the same night.



TINY ART Grab & Go

**PICKUP BEGINS
JUNE 26TH**

**RETURN YOUR ART BY
JULY 17TH**
TO BE FEATURED IN OUR
TINY ART SHOW!

FOR ALL AGES!

Board members are welcome/encouraged to come early that night and stop by the Tiny Art Show. No registration needed!

- The Adult Services team decorated the main library with our first "library forest," and, as hoped, it has generated lots of discussion. Thank you to the employees and Friends who loaned us their trees.
- Summer Reading 2023 is off to a promising start for adults, more than 100 adults registered in the first three days!



Taking a break from building the forest! Heather, Catherine, Selena.



Summer Reading Kick-off! Illusionist, Leonne Etienne, featured on the Today Show, Jimmy Fallon, and America’s Got Talent gave a showstopping performance!



Headquarters, Summer Reading, Children’s Room



Inspiring Ideas, Strengthening Community, Enriching Lives

518-477-7476 | eglibrary.org



Read Beneath The Stars! Playroom



What's Your Wingspan- Lifesize



Summer Reading Display- Prizes!

- Our Summer Reading Kick-Off event (Magic Rocks!) for youth was a huge success with over 400 attendees! We especially want to thank Genet Elementary School for the use of the auditorium to host this event and the officers of the East Greenbush Police Department, including Sergeant Herrington, for helping with parking. Our Summer Reading Challenge is officially underway!

JUNE 2023 YS PROGRAMMING	Date	Age	# Participants
Watermelon Take & Make Craft	6/1/2023	kids	62
Storytime	6/1, 6/2, 6/28, 6/28	kids	32, 40, 50, 59
Snail Take & Make	6/5/2023	kids	68



Inspiring Ideas, Strengthening Community, Enriching Lives

518-477-7476 | eglibrary.org

Playtime	6/6, 6/7, 6/14, 6/21, 6/28	kids	28, 12 32, 10, 75
VolunTeen Training	6/10, 6/13, 6/15, 6/21	teens	20, 8, 18, 16
Binoculars Take and Make	6/19/2023	kids	80
Cooking with Felisha	6/26/2023	teens	19
S'mores Take and Make	6/26/2023	kids	80
Leon Etienne - Illusionist - Kickoff	6/27/2023	all	424
Science Chef: Minerals	6/29/2023	kids	42
Cupcake Bash	6/29/2023	teens	18
Puppies Scavenger Hunt	June	kids	419
JUNE TOTALS (YOUTH)		21 Programs	1612 Attendees

JUNE 2023 ADULT PROGRAMMING	Date	Age	# Participants
ENL: English as a New Language	6/1, 6/8, 6/13, 6/15	Adult	2, 4, 4, 1
Printing Basics	6/4/2023	Adult	17
AARP Smart Driver Course	6/5/2023	Adult	16
Adult Craft-Stamping with Ann	6/6/2023	Adult	12
Wednesday Night Book Chat	6/7, 6/14, 6/21, 6/28	Adult	21, 27, 20, 28
Self-Guided Adult Arts & Crafts	6/9/2023	Adult	3
Understanding Your Options in Cloud Storage and How to Find Your Files Easily	6/14/2023	Adult	No stats collected
3rd Thursday Movie-The Fabelmans	6/15/2023	Adult	38
PM Book Discussion (Rain date)	6/21/2023	Adult	4
Cooking with Felisha	6/26/2023	Adult	17
Tiny Art Grab & Go (All Ages)	6/26/2023	Adult	66



Inspiring Ideas, Strengthening Community, Enriching Lives

518-477-7476 | eglibrary.org

EXCEL: Linking Data and Text Between Documents to Auto Update	6/28/2023	Adult	No stats collected
Indoor Concert-Hot Vox Trio	6/28/2023	Adult	38
JUNE Totals (ADULT)		19 Programs	318 Attendees

2. Expansion of Library Hours

- We are closed on Sundays in July and August and are currently open the following hours: 10-8 Monday-Thursday, 10-6 on Friday, 10-5 Saturday.
- Beginning the day after Labor Day, we will be open the following hours: 9-8 Monday-Thursday, 10-6 on Friday, 10-5 Saturday, 1-5 Sunday.

3. Community Hub

- Community Meetings: 14 meetings; 229 attendees (Meeting Room use- not including the HURR room.) Outside groups include Travel Buddies, East Greenbush Pop Warner, American Needlepoint Guild, Capital District Linux Users Group, Study Group- East Greenbush Central School District, Writers’ Group, Book Club, Averill Park Autism Social Group.
- The UHLS Library Expedition continues to be a favorite. To-date, 28,898 people have visited UHLS libraries as part of the Expedition. We remain the most visited library in the UHLS system!
- The Hurr Education Center was used 28 times by 51 people.
- 119 teens used the Teen Area after school in the 14 days that it was staffed in June.
- We had 24 online registrations for new library cards and 60 in-person registrations for new library cards.

4. Collection Highlights

- June adult displays: LGBTQ+, Say "I Do," Animals, Enhance Your Camping Experience.
- Heather has started adding QR codes to all in-library displays in the main library. These QR codes lead patrons to the library's electronic collections on Libby. We believe linking the digital and print collections will increase usage of all materials and result in a better library experience for our patrons. We are still figuring everything out, but we are very excited about this project and can't wait to expand it! Thank you, Catherine and Heather!
- June children’s room displays: Pride Month, National Zoo & Aquarium Month, Audiobooks/Playaways/Wonderbooks/Readalongs
- 10,621 people visited the library in June, which is 1,871 more than May and 815 more than last June, even though our Summer Reading Kick-off event was held off-site!
- 375 patrons picked up holds at the Drive-thru window in June. The drive-thru window was closed 6/2-6/8 during the back-office renovation.
- In June patrons borrowed 24,494 physical items from the library, which is roughly the same as last year (24,735).



Physical Items Circulated	2023	2022
Checkout Desk		
<i>Checkouts</i>	16,567	14,871
<i>Renewals</i>	7,158	7,751
Drive-thru		
<i>Checkouts</i>	178	1,260
<i>Renewals</i>	590	853
Total	24,493	24,735

- Databases were used 10,678 times (483 more than last June), and digital resources were borrowed 16,122 times, which 893 more than last year.

5. Art Gallery- Installation of new space in Multipurpose Room

- In June Nancy Steckel exhibited her paintings on the lobby gallery walls, and the Half Moon Button Club displayed their buttons in the exhibit cases. Also in the exhibit cases, the library highlighted the UHLS Library Expedition. Thank you to Kathy and Susan for coordinating the next Multipurpose Room exhibit and to Paul for the art gallery installation.