



## Library Director's Report

January 25, 2022

Submitted by Jill Dugas Hughes

### TOP INITIATIVES

- Year-end budget preparations
- 2022 organization, templates, detailed budgets
- Compensation Study Research
- QuickBooks online Q1 2022 chart of accounts preparation
- Staffing/Coverage for public service desks/hiring
- Winter Reading
- Planning Q1 public services & priorities
- Trustee Collaboration Set up on Teams, SharePoint, and Email

#### Winter Reading Challenge Began on January 10th!

This year's theme is **22 for 2022**. Adults, kids, teens are invited to join the challenge on Beanstack (online or through the free Beanstack app) or opt for a traditional paper game card. Twenty-two challenge activities await you; complete them all for a chance at winning a grand prize. Have fun and read great books as you go! The Challenge runs from Monday, January 10 to Sunday, February 27, 2022.



### HOURS/SERVICES

#### December Hours Open

The library was open 248 hours in December 2021, which is 132 (114%) more hours than December 2020, and 5 fewer than December 2019 (-2%), and 4 hours (-2%) less than last month.

#### December Days Open

We were open 28 days in December 2021, which is 8 (40%) more days than December 2020, the same number of days as December 2019, and 1 (3%) less day than last month.

#### Visitors

6,935 People visited the library in December 2021, which is 1,980 (40%) more visits than December 2020, 3,665 fewer visitors than December 2019 (-35%), and 1,709 (9%) less people than last month.

#### NYS Minimum Hours Open Requirement- Pandemic

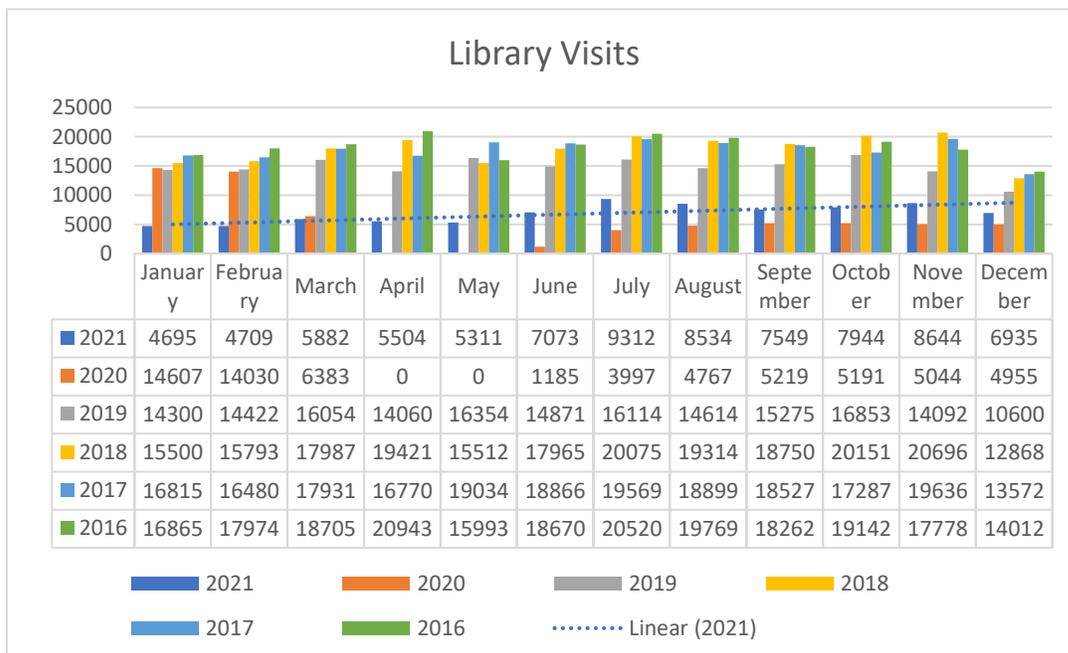
- In 2020 and 2021, NYS Department of Library Development temporarily allowed libraries to deviate from minimum requirements. On January 1, 2022 this temporary reprieve ended.
- Libraries must now provide regularly scheduled open hours that meet minimum requirements. These regularly scheduled hours must be for in-person services; curbside and lobby services no longer count toward hours open.

- They acknowledge that libraries might have to close temporarily due to operational issues like temporary staff shortages, and these temporary deviations do not have to be reported and will not count against regularly scheduled hours open.

Population	NYS Minimum Weekly Hours Required
Up to 500	12
500-2,499	20
2,500-4,999	25
5,000-14,999	35
15,000-24,999	40 – Our official chartered to serve category required by NYS*
25,000-99,999	55- we move to this category when including Schodack population*
100,000 and above	60

- In December, the East Greenbush Community Library was open 61 hours per week and will temporarily move to 57 hours weekly on January 24 to deal with staffing shortages. We will still be compliant with NYS minimum hours open requirement\* (see above highlights) for specific NYS requirements.

Current Hours		New Hours (Effective January 24, 2022)	
Monday	10-8	Monday	10-6
Tuesday	10-8	Tuesday	10-8
Wednesday	10-8	Wednesday	10-8
Thursday	10-8	Thursday	10-8
Friday	10-8	Friday	10-6
Saturday	10-5	Saturday	10-5
Sunday	1-5	Sunday	1-5



## FISCAL ACCOUNTABILITY AND STEWARDSHIP

### 1. Depreciation Threshold for Acquisitions

At the November Board meeting, our Auditor recommended the Board consider increasing our depreciation threshold to \$5,000. Our current General Accounting Practices policy includes the following line: “The East Greenbush Community Library considers acquisitions exceeding \$2,500 to be assets. The Board reserves the right to review other purchases and classify them as assets.” The policy was last revised in 2010 and there are several other areas which we should consider updating, including information about bank reconciliations and gift/grants. This policy review has been added to a list of Admin committee goals for 2022.

- Follow up: Present a draft revised General Accounting Practices Policy to the Admin Committee for review at the February committee meeting.

### 2. Facilities

#### Sprinkler System:

- The sprinkler system solenoid switch which was identified as failed last month has been replaced. Total cost: \$2,070.

#### Alarm System:

- Our alarm company was able to repair the panic buttons which stopped working. They changed the batteries in the Panic buttons, replaced the Monitor Module, Relocated the Panic button receiver from the back room to the hallway, and reprogrammed all Panic buttons. Total cost was \$409.87.
- Follow up: We are still waiting on a quote for the alarm panel upgrade, new wireless receiver and new panic buttons associated with a new system. Ideally, we should look at a full system replacement in first quarter 2023. We will need preliminary figures by March to include in the 2023 budget.

#### Boilers/Heating System:

- On Sunday, 12/12/21, extremely low building temperatures revealed that both boiler igniters had failed. We had spares, so they were replaced by our HVAC contractor, BPI. Originally, we thought that we were waiting on a pressure switch replacement for one of the boilers to be up and running. As it turns out, it was a dirty heat exchanger. To-date we are still waiting on a technician to be available to clean the unit.

#### Construction Project:

- The framing for the Dividing Door began in December. The electrician completed their portion of the work as well and the new door will be installed as soon as it is received from the vendor. Supply chain disruptions are creating delays.

## CENTER FOR COMMUNITY CONNECTIONS

### 1. Meeting Room Policy

Last month, I indicated that our current meeting room policies need revision. Internal priorities require this to be placed as a Q1 priority for 2022.

We began allowing Hurr Room use by the public on a walk-in basis in August and usage has slowly increased. Our current policy does not allow reservations. In previous years, our partnership with Questar III BOCES to provide English as a New Language classes were held in the Hurr Education Center Room. Currently, we are hosting these classes in Meeting Rooms A/B. Use of the meeting room A/B by tweens/teens has steadily increased since the beginning of the school year -- we had our highest usage during the month of December, with 115 students using the space in the 16 days the space was open.

The meeting room policies have been distributed to Department Heads and they have provided input for revisions.

#### HURR Room Usage Statistics

Month	Number of People	Number of Sessions
August 2021	22	11
September 2021	20	14
October 2021	34	25
November 2021	47	26
December 2021	39	39

- Follow up: Draft revised meeting room policies will be provided to the Service Committee to review.

#### 2. Hawthorne Ridge

Catherine continued to work with Kevin McCann to deliver Books with Wheels to homebound Hawthorne Ridge Residents.

#### 3. Cornell Cooperative Extension

Felisha Chandler joined us for another successful virtual hands-on cooking class on December 16 (6 attendees).

#### 4. Questar III BOCES

Ron Valentine continued to provide English as a New Language (ENL) classes at the library weekly on Tuesdays and Thursdays (5:30-7:30 pm). This program teaches speaking, listening, reading, and writing and is appropriate for students whom English is not their first language, and are 21 years of age or older. In December, 6 ENL classes were held with a total of 12 attendees. ENL classes were held on 12/2 (2 attendees), 12/7 (2 attendees), 12/9 (2 attendees), 12/14 (3 attendees), 12/16 (2 attendees), 12/21 (1 attendee).

#### 5. Friends of the Library

Collection of book donations has resumed. There are new restrictions on the types of books being accepted ([see list of accepted items](#)). Patrons are limited to 1 small box or less.

The Friends have been testing out the use of a book house display unit for thematic mini book sales, displayed in the atrium of the library. In January, the featured collection is Health, February will be Romance, and the March collection will get us ready for Gardening! The year-

round sale case continues to be located next to the public computers in the main library and contains a variety of genres for adults and teens. Kid's books are located on a cart next to the Children's Room.

#### **6. Upper Hudson Library System**

Delivery Interruptions:

There have been many delivery service interruptions/delays due to staffing issues. The company they partner with for delivery is taking steps to ensure that the staffing issues that have caused these recent delays are resolved, but they may continue for the next few days. UHLS has been proactive with communications with member libraries.

12/20- Delivery Delay (4 hours)

12/21- Delivery Delay (2 hours)

12/31- NO Delivery (New Year's Eve)

1/3/22- Delivery Delay (4 hours)

1/13/22- Delivery Delay (mechanical issue)

1/17/22- NO Delivery (MLK Day)

#### **7. New York State Education Department (NYSED)**

A recent announcement from NYSED announced new COVID-19 protocols for Cultural Education Center visits which are in alignment with protocols for visitors to the State Capitol and Legislative Office Building in the Empire State Plaza. All visitors to the CEC, ages five and older, must be fully vaccinated for COVID-19 or provide proof of a negative COVID test within the past 48 hours. The CEC is located at 222 Madison Avenue, Albany, and houses the [New York State Museum](#), [New York State Library](#), and [New York State Archives](#). The [Cultural Education Center \(CEC\) new rules for all visitors](#), including volunteers, interns, contractors, and vendors, became effective January 12, 2022.

#### **8. New York Library Association (NYLA)**

On January 6, NYLA announced the appointment of a new Executive Director, AnnaLee Dragon. AnnaLee comes to NYLA after serving as the Director of the Kinderhook Memorial Library in Kinderhook, NY, since 2012. At the 2018 NYLA Conference, I was privileged to serve as a panelist "We Still Persist- Women's Leadership Panel" for a discussion on leadership at all levels and other challenges affecting women in the profession with AnnaLee (as well as other esteemed colleagues; Gail Brown, Manager of Youth & Family Services & Early Literacy Specialist, Voorheesville Public Library and Barbara Kay Stripling, Syracuse University and NYLA Immediate President). I share NYLA's optimism about moving forward with AnnaLee at the help following a period of disruption and uncertainty. The departure of former Executive Director, Jeremy Johannesen was not easy for the organization. I look forward to NYLA's work in the coming months. AnnaLee will officially begin on February 14.

## OPERATIONAL EXCELLENCE AND CULTURE OF LEARNING/GROWTH

### **1. Trustee Training Requirements**

Effective next year, January 1, 2023, NYS will require 2 hours of official training from approved providers (ex. UHLS, NYLA, ALA). Board Presidents will be responsible for tracking training.

Several members of our library board have already been participating in training through the Mid-Hudson Library System (Trustee Handbook Book Club).

The Trustee Handbook Book Club After Party recording is live on Mid-Hudson's website (<https://midhudson.org/trusteebookclub/>). In this recording, Rebekkah Smith-Aldrich and Jerry Nichols tackle some of the remaining questions from the first three sessions.

**Additionally, dates for the first half of 2022 have been scheduled!** Please take a moment to register for the events, add them to your calendar, and submit questions.

**[2022 Trustee Handbook Book Club Schedule - All Tuesdays, all from 5-6:30pm](#)**

**January 18 | Topic: Budgets & Finance**

**Registration link:** [https://zoom.us/webinar/register/WN\\_h-O8JVTXTbax4XJ8EUxgLQ](https://zoom.us/webinar/register/WN_h-O8JVTXTbax4XJ8EUxgLQ)

**February 22 | Topic: Facilities**

**Registration link:** [https://zoom.us/webinar/register/WN\\_KacE2TMZTaqrnDIdS3\\_ljQ](https://zoom.us/webinar/register/WN_KacE2TMZTaqrnDIdS3_ljQ)

**March 29 | Topic: Policies & Risk Management**

**Registration link:** [https://zoom.us/webinar/register/WN\\_Ji0sYwV9TxiHeuWmJq8v8w](https://zoom.us/webinar/register/WN_Ji0sYwV9TxiHeuWmJq8v8w)

**April 19 | Topic: Ethics & Conflicts of Interest + Intellectual Freedom, Censorship and Privacy**

**Registration link:** [https://zoom.us/webinar/register/WN\\_TFxfAFS9Rz-OSk--iswhQw](https://zoom.us/webinar/register/WN_TFxfAFS9Rz-OSk--iswhQw)

**May 3 | Topic: Planning & Evaluation**

**Registration link:** [https://zoom.us/webinar/register/WN\\_1JWbEj6VTdehLvoal6sd7w](https://zoom.us/webinar/register/WN_1JWbEj6VTdehLvoal6sd7w)

**June 14 | Topic: PR & Advocacy**

**Registration link:** [https://zoom.us/webinar/register/WN\\_0EUGOkzIQ3uDPK-qjyOXFA](https://zoom.us/webinar/register/WN_0EUGOkzIQ3uDPK-qjyOXFA)

- Follow up: All board members are encouraged to register and attend the training sessions above. I will be attending as many as possible. Of note, if you are unable to attend, you will receive a recording of the live event if you have registered to attend.

**UHLS Racial Equity Training for Boards and Staff**

UHLS has contracted with [The McLean Group](#), a well-respected Capital Region firm, to offer training on racial equity for both boards and staff of our libraries. This effort is a direct result of requests from member libraries and is part of the Racial Equity Committee. The training aims to foster understanding of how racism affects libraries and library services, to identify library-specific barriers to racial equity, and to stimulate positive change in library services at UHLS member libraries.

Racial equity training is a marathon rather than a sprint. With understanding of and respect for the value of both board and staff time, UHLS has worked carefully to develop a curriculum and training schedule robust enough to meaningfully address this complex topic, and flexible enough for different levels of library engagement.

This training will be available through December 2023, while funding is available, at no direct cost to the library. UHLS fully subsidizes this unique training program from NYS Outreach Funds to make it available and accessible to all member libraries. UHLS is strongly encouraging all libraries to take advantage of this opportunity to evaluate your library through a new lens. Training is available for two audiences: boards and staff.

**Board training:** Board training is offered in three options available through 12/31/23:

**1. Board representative(s).** Components:

- Six 90-minute in-person group sessions held at UHLS offices and attended by one or more trustees from your library, who will learn along with trustees from other libraries
- A summary of the training, presented by your attending trustee to your full board
- A 60-minute UHLS-led, in-person session for the full board where the context is made local, and the board identifies actionable steps to improve library services.

**2. Full board, smaller commitment.** Components:

- Two 90-minute in-person sessions held at your library for the full board. In-person sessions are strongly preferred. Virtual sessions are possible.
- A 60-minute UHLS-led, in-person session for the entire board where the context is made local, and the board identifies actionable steps to improve library services.

**3. Full board, larger commitment.** Components:

- Four 90-minute in-person sessions held at your library for the full board. In-person sessions are strongly preferred. Virtual sessions are possible.
- A 60-minute UHLS-led, in-person session for the full board where the context is made local, and the board identifies actionable steps to improve library services.

This training will be most powerful, and most transformative, if the whole board participates in full-board sessions. They suggest that boards schedule training segments separate from their regular meetings to maximize members' energy and focus. Sessions may be spread out at intervals that work for the board, with the understanding that the same group of trustees working through all sessions is most beneficial.

The six-session in-person series at UHLS (Option 1 above) will begin the week of April 4th. Session dates will be developed considering the schedules of the presenter and participants. It is expected that the sessions will be monthly, and that the exact dates will be determined by the group.

**Short description of content:**

For participants in Option 1, the six-session training at UHLS offices led by The McLean Group, topics address:

1. Implicit bias and microaggressions
2. Race and ethnicity in society
3. Racial categorizations and socialization
4. Courageous conversations

5. Systemic racism and historical context
  6. White supremacy characteristics in the library
- Followed by the UHLS-led session at our library for the full board.*

For boards choosing Option 2, the two-session full-board training at your library led by The McLean Group, topics address:

1. Racial categorization and social organization
  2. Race and ethnicity in society
- Followed by the UHLS-led session at your library for the full board.*

For boards choosing Option 3, the four-session full-board training at your library led by The McLean Group, topics address:

1. Unconscious bias and microaggressions
  2. Racial categorization and social organization
  3. Race and ethnicity society
  4. Courageous conversations
- Followed by the UHLS-led, in-person session at your library for the full board.*

## **Staff training**

### **Short description of content**

The staff training is focused on exploration and education around the topics of equity, inclusion, unconscious bias, white supremacy as related to libraries, race and ethnicity in society, and other connected areas.

### **Options:**

1. Three-hour session
2. Four-hour session
3. Five-hour session
4. Six-hour session

### **Group size**

Maximum group size is 30 and minimum is six to keep learning effective. To meet the minimum, smaller libraries have the option of partnering with nearby member libraries or notifying UHLS of their interest in a multi-library session at UHLS. Continuing Education (CE) credit will be awarded based on length of training.

**About The McLean Group:** Kathleen McLean is the principal of The McLean Group, which has worked with many Capital Region organizations including the North Colonie School District (board and staff), Hudson Valley Community College, New York Library Association, Envirospec Engineering, and many more. Kathleen is a years-long user of Colonie Town Library.

- Follow up: The Service Committee will review Racial Equity training options for our library board and will make a recommendation to the full board for which type of training, and a tentative time frame.
- Follow up: I will work with our department heads to schedule digital equity training for all library staff.

## 2. Open Meetings Law

On January 14, 2022, Gov. Hochul signed legislation extending the current revisions to the Open Meeting Law (OML) "until the end of the current public health emergency. Rather than doing a series of short-term extensions, the Governor has instead tied the revisions, which allow "public bodies to continue to meet remotely", to the length of the current declared public health emergency. This will allow public library boards to continue remote meetings until the emergency is officially declared ended, which will also be done by action of the Governor.

## 3. Strategic Plan

After meeting again with the Executive Board to map out critical needs for 2022, we decided to extend the Strategic Planning Process for another year to allow us to focus on several crucial needs: prioritization of compensation and staffing study, construction grant finalization, and internal staffing capacity shortages with COVID and increasing staff turnover with PT librarian positions.

- Follow up: We will extend our current strategic plan through 2023. I will present draft revisions to the plan for the Board to approve at their February meeting.
- Follow up: The executive board will begin the next strategic planning process in September 2022.

## 4. Telecommuting Policy

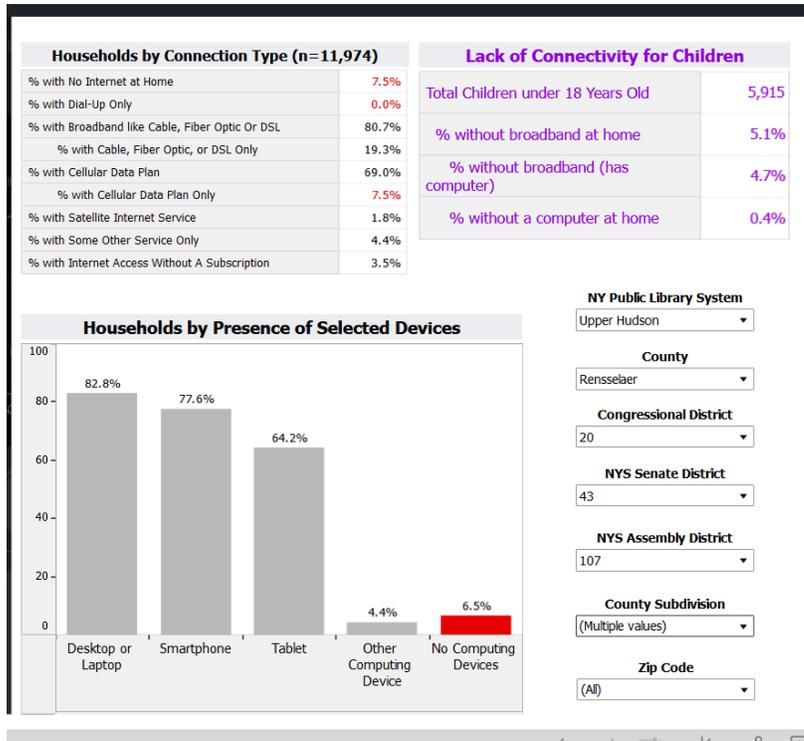
The draft Telecommuting Policy was presented to the Board and Staff for feedback. Some minor changes were recommended by staff which were incorporated.

- Follow up: Board approval needed.

## 5. NYS Digital Equity Portal Launched

- First-of-Its-Kind Portal Offers Interactive Snapshot of Digital Equity Data. The NYS Digital Equity Portal is an expansion of the Western New York Digital Divide portal, an online resource created with the support of The John R. Oishei Foundation in late 2020/early 2021. The portal is supported in part with federal Coronavirus Aid, Relief and Economic Security (CARES) Act funds allocated to the New York State Library by the Institute of Museum and Library Services (IMLS).
- The NYS Digital Equity Portal is an interactive, online data mapping tool for communities across the state seeking data on New Yorkers' ability to access the internet to advance digital equity.
- The development of the portal draws on existing digital equity work, including the NYSED's "[Achieving Digital Equity in New York State: An Outline for Collaborative Change](#)," and feedback from digital equity advocates across the state to create a resource that is clear, comprehensive and user-friendly. The NYS Digital Equity Portal reveals barriers to internet access and this data will help communities develop digital equity strategies based on an understanding of digital equity needs, gaps and priorities.
- Below, I have attached a snapshot for to see the scope of the digital divide specific to East Greenbush & Schodack. This information is useful as we continue to plan for future library services. There are 11,974 households and 7.5% (898 approximately households)

with no internet service at home, and approximately 898 households with only cellular data. Interestingly, only 6.5% households have no computing devices at home (approximately 778 households).



- Additionally, Governor Hochul announced a \$1 billion ConnectALL initiative - the largest ever investment in New York's 21st century infrastructure - as part of her 2022 State of the State. This plan intends to deliver affordable broadband to millions of New Yorkers and transform the state's digital infrastructure through new investments.
- Under the new ConnectALL initiative, New York State will use over \$1 billion in public and private investments to connect New Yorkers in rural and urban areas statewide to broadband. Helping to close the digital divide is critical in our digital economy- attending school, working remotely, find a job, start a business, access healthcare, communicate with loved ones, etc. Libraries serve a critical role in helping to close the digital divide.
- Currently, we straddle the line between providing access and education (training the community on how to use resources). As initiatives are unrolled with specifics and how the library can participate, I will share information with the board.

**6. Part-Time Librarian Staffing**

As discussed last month, we are experiencing high turnover in our PT librarian positions and have been unable to recruit qualified/appropriate applicants for our current openings (3). I worked with our Head of Youth Services and Head of Adult Service to develop a staffing proposal for the board's consideration. Additionally, I met with the Admin Committee to discuss staffing proposal(s). Agreement was made to proceed with changes within budget, but any considerations which were not within the current year budget should be considered during the Compensation/Staffing study. Personnel Memorandum attached.

## LIFELONG CURIOSITY, IMAGINATION AND LEARNING

**Youth Programs & Services****1. Take and Make Kits for Kids**

Weekly activity kits continue to be popular. December themes included: Spiky Hedgehog (60 kits distributed), Snowflake Cards/Magnets (69 kits distributed), Superhero (70 kits distributed), Peanuts Magnets (72 kits distributed), and Spiral Snowmen (60 kits distributed). In total, 331 activity kits were distributed.

**2. Children's Scavenger Hunts**

129 children participated in the December "Snowman" Scavenger Hunt. Come visit us in the Children's Room to participate in a January's Scavenger Hunt "Baby New Year's Party Mess!" in search of 6 party items. When you've found them all, come show us your completed checklist to receive a small prize!

2021	# of new participants	# of graduates	# of books read
<b>January</b>	16	0	687
<b>February</b>	5	0	857
<b>March</b>	3	5	3,068
<b>April</b>	6	1	448
<b>May</b>	5	4	3,271
<b>June</b>	37	3	2,465
<b>July</b>	26	4	4,907
<b>August</b>	1	4	3,137
<b>September</b>	7	1	887
<b>October</b>	6	0	1,319
<b>November</b>	5	0	1,084
<b>December</b>	1	0	1,430
<b>Totals</b>	<b>118 New Participants in 2021!</b>	<b>22 Graduates in 2021!</b>	<b>23,560 Books Read in 2021!</b>

**3. Story times**

We offered 6 outdoor story times in December, and attendance held steady (108) even though the temperatures dropped into the thirties and forties! In January, we have 2 virtual story times via Zoom planned (complete with Storytime activity packs). The packet includes simple crafts and early literacy activities to supplement each week's Storytime theme. We will not be holding indoor story times or outdoor story times in January.

#### 4. Discovery Play

We also offered an indoor Discovery Play program three times a week for toddlers and preschoolers (8 total programs/104 attendees). Caregivers and children had access to a variety of toys for free play, as well as self-guided stations that encouraged learning and early literacy.

#### 5. Book Bundles for Kids & Teens

Youth Services librarians curated 14 book bundles for children and 1 book bundle for teens (152 books)! Let us select books for you based on your preferences - we'll even put them on hold for you! Suitable for younger readers (kids & teens). <https://eglibrary.org/children/book-bundles/>

2021	# of books bundles for kids	# of book bundles for teens	total books distributed
<b>January</b>	82	7	647
<b>February</b>	66	3	575
<b>March</b>	45	2	354
<b>April</b>	32	3	294
<b>May</b>	23	1	228
<b>June</b>	19	2	162
<b>July</b>	56	6	507
<b>August</b>	26	1	261
<b>September</b>	13	1	166
<b>October</b>	21	0	207
<b>November</b>	10	1	110
<b>December</b>	14	1	152
<b>2021 Totals</b>	<b>407</b>	<b>28</b>	<b>3,663</b>

6. **Teen Programming:** Three (3) Teen Mashup programs were held, and attendance continues to grow (37 attendees) and 2 Anime Club programs were held (32 attendees). Teen Librarian, Jenna Zaborowski has cultivated a tight-knit group of teens who look forward to attending these programs. Unfortunately, we had an incident occur at one of the events, which led to meetings with the individuals involved (both victim and perpetrator), their parents, and staff. As a result, one teen is no longer welcome to attend library programming. We remain committed to nurturing a safe and welcoming environment for all teens.

### Adult Programs & Services

#### 1. Book Discussion Groups for Adults

Wednesday Night Facebook Book Chats, hosted by Catherine Snow, Adult Services Librarian, continue to be popular: 5 sessions/52 participants were held in December. Elizabeth, Head of Adult hosted a morning book discussion with 11 participants to discuss "The Vanishing Half by Brit Bennett: "A stunning novel about twin sisters, inseparable as children, who ultimately choose to live in two very different worlds, one black and one white." The evening book group did not meet in December.

**2. Crocheting for Beginners Series**

The Crocheting for Beginners series, led by community volunteer, Nancy Gendron, began in November and continued in with 2 sessions in December. December 3 (7 attendees), December 10 (6 attendees). We will hold a new series: Open Knitting & Crocheting on Fridays: January 7, 14, 21, 28 and February 4, 11, 18 | 11 am for knitters and crocheters of all levels. Bring your supplies and current projects. Enjoy the supportive company of other crafters at this series of walk-in sessions

**3. Zoom Trivia Night**

Popular online trivia back by demand; on December 9 (19 participants).

**4. Holiday Arrangements with the Greenbush Garden Club**

Popular program was held on 12/7. 15 participants created their own holiday arrangement in a mug. Many chose to donate their arrangements to Evergreen Commons (delivered by the Garden Club). Materials were provided and a \$5 materials fee was collected.

**5. Concert: Singer Songwriter Phil Teumim was held on Sunday, December 12 | 2:30 - 3:45 pm**

Sixteen (16) Concert goers enjoyed a performance by Phil Teumim, singer/songwriter, and multi-instrumentalist. His songs are based on personal experiences, family stories, social commentary, and world affairs. Teumim's musical stylings are influenced by a variety of styles including folk, rock, blues, Celtic, and other genres. He accompanies himself on 6 and 12-string guitar, banjo, and ukulele, but not necessarily all at the same time.

**6. January is "National Clean Off Your Desk Day"**

Tech-Talk offers lots of quick videos and articles to get organized and start with a fresh perspective. Here's a great webinar about how to "[Reduce Stress By Organizing Thoughts And Naming Files.](#)"

## DISPLAYS AND PRINT READER'S ADVISORY PUBLICATIONS

**Main Library December displays**

- 2021 Staff Picks

**Children's Room December displays**

- Wright Brother's Birthday
- New Graphic Novels

**Teen Area December displays**

- Winter/Holiday Reads
- Favorite Characters

## DIGITAL LIBRARY READERS' ADVISORY/SOCIAL MEDIA

**Tik Tok**

- Selena and Catherine began a Tik Tok pilot project

- NYT Best of 2021
- GoodReads Best of 2021
- 2021 Staff Picks

**Reader's Advisory Flyers (Adult Collections)**

- NYPL Best of 2021
- Barnes and Noble Best of 2021

**Three Word Book Reviews (Adult Collections)**

- Violeta
- Moon Witch Spider King

Board Meeting January 25, 2022

- The Paris Apartment
- Black Cake
- To Paradise
- Reminders of Him
- The School for Good Mothers
- Box 88

### Access *Consumer Reports* Online Using Your Library Card!

Don't forget... East Greenbush/Schodack cardholders have free access to *Consumer Reports Online*. Use this featured resource to help you find the best products for gifting or for yourself. Don't have an East Greenbush card? Upper Hudson Library System cardholders can access *Consumer Reports* in the library on our computers or browse the latest print issue on our shelves. [Go to Consumer Reports Online](#)

### Peruse Our Reader's Portal

Find out what the New and Bestselling Titles are using our digital booklist carousel in the Reader's portal on the Adults webpage. Content is organized by categories to make selecting your next great read easy. Need more? Check out the self-serve tools found at the bottom of the reader's portal page.

<https://eglibrary.org/adults/new-and-bestselling/>

### Adults- Let Us Find Your Next Book!

[Fill out the form](#), we'll select books that match your preferences and place items on hold for you! It's free and confidential. Designed for adult East Greenbush and Schodack cardholders.

**Booklist Reader** is a new online magazine that features book recommendations for readers and listeners of all ages. Filled with high-interest, themed lists that showcase the latest books you'll find in libraries.

Click here to browse current and back issues of *Booklist*

*Reader*. <https://www.booklistonline.com/reader-issues?read=c6dddfbc-786e-4e92-93f2-325769d9d2a9>

Those who prefer print magazines, we didn't forget you! The library receives a supply of another magazine for readers, *BookPage*, in print each month. Pick up your copy of *BookPage* at the reference or check-out desk.

## COMPARISON OF USAGE 2021 VS 2020

December	Physical Circulation	Circulation of Electronic Material	Library Visits	Programs/Attendance	Public Internet Computer Users	WiFi Sessions	Successful Retrievals of Electronic Information	Hours Open	Reference Questions	Website Visits	Total Collection Use
2021	19,050	4,683	6,935	48/ 929	495	1,010	4,004	248	1,534	6,453	27,737
2020	19,556	5,075	4,955	13/ 317	197	713	624	116	1,249	7,449	25,255
2019	25,574	3,347	10,600	52/ 988	1,634	2,108	856	253	2,230	7,025	28,777
2018	26,032	3,168	12,868	54/ 1,074	2,103	2,108	1,460	267	2,399	6,614	30,660

Annual- Collections	Physical Circulation	Circulation of Electronic Material	Successful Retrievals of Electronic Information	Total Collection Use
	2021	246,282	60,379	30,326
2020	185,579	62,788	65,378	286,197
2019	351,643	42,875	14,239	408,757
2018	383,017	35,852	15,791	434,660

Annual Programs & Services	Library Visits	# Programs	Program Attendance	Public Internet Computer Users	WiFi Sessions	Hours Open	Reference Questions	Website Visits
	2021	82,002	452	17,892	3,415	10,699	2,444	27,980
2020	65,378	359	9,749	5,608	12,009	1,691	25,986	92,575
2019	177,409	847	22,229	25,574	28,095	3,376	35,115	94,941
2018	214,032	788	20,239	25,620	26,650	3,351	38,141	94,771

### PATRON FEEDBACK RECEIVED BY STAFF (IN-PERSON, ONLINE & PERSONAL NOTES)

#### 12/5/21 From a patron that Marion helped resolve a fine issue:

We moved to the county last year, amid COVID craziness... your library has been a beacon of light for myself and my kids. Thanks for your efforts. - Sharon

**12/21/21 Jody Adler, Youth Services Librarian:** While in the Starbucks drive-thru last week the server recognized me from the library and expressed how grateful she was for all the services we offered during the pandemic, and everything we've done. She mentioned the library being a real lifesaver and how grateful she was for the book bundles we put together for her kids. She wanted me to pass on to everyone who works here just how thankful she was for all of us and that she can't say enough good things about our library.

#### [12/28/2021 8:41 AM] Karrie McLellan

The first entry from our website feedback widget is a smiley face on the "renew your library card" page:



**[1/3/2022 3:07 PM] Selena Piro**

From the What's Going on in and around East Greenbush Facebook group:



**1/8/2022 (via website contact form) Beth Stark**

Your museum passes have been a true blessing in the past for myself and my clients. I provide home health care. In the past, we have enjoyed many free outings and fun filled hours with the passes you provide.

Thank you again. Hoping to be able to get back to traveling to our museums, art exhibits, etc. soon!!

Respectfully Submitted,

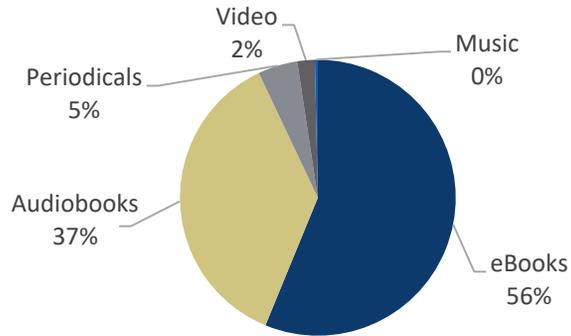
Jill Dugas Hughes, Director

# Circulation: Digital Content

## East Greenbush Community Library

eBooks.....	33,943	↓	13%
Audiobooks.....	22,195	↑	10%
Periodicals.....	2,805	↑	27%
Music.....	209	↓	6%
Video.....	1,239	↑	12%
Total.....	60,391	↓	3%

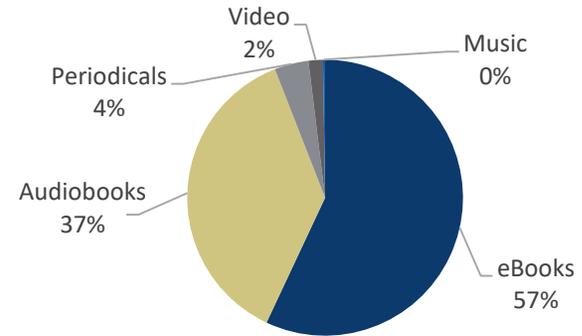
CIRCULATION BY FORMAT



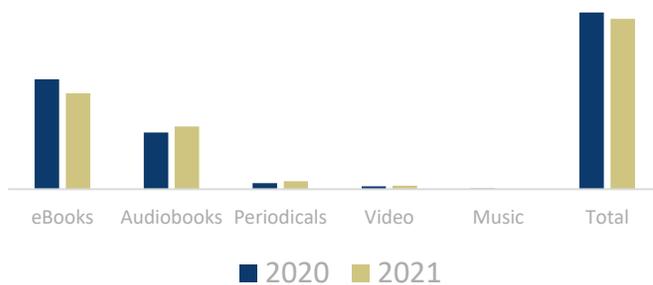
## System-Wide

eBooks.....	443,377	↓	7%
Audiobooks.....	288,520	↑	10%
Periodicals.....	61,139	↑	15%
Music.....	1,837	↓	6%
Video.....	13,211	↑	3%
Total.....	808,084	-	0%

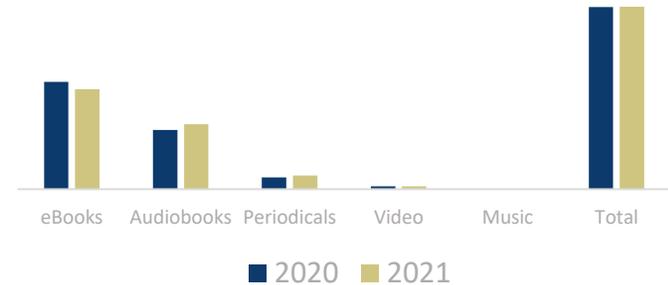
CIRCULATION BY FORMAT



## YEAR OVER YEAR CHECKOUTS



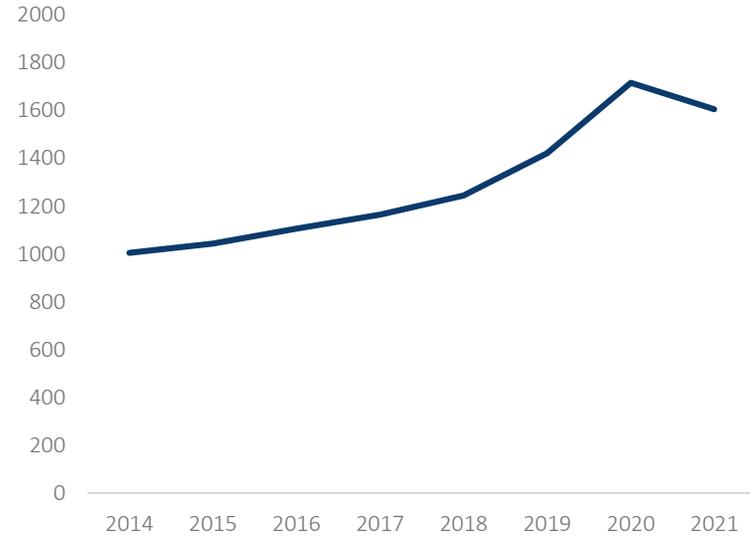
## YEAR OVER YEAR CHECKOUTS



### East Greenbush Community Library's OverDrive Users

#### Yearly Unique Users

2014.....	1,005
2015.....	1,044
2016.....	1,106
2017.....	1,164
2018.....	1,244
2019.....	1,421
2020.....	1,716
2021.....	1,605



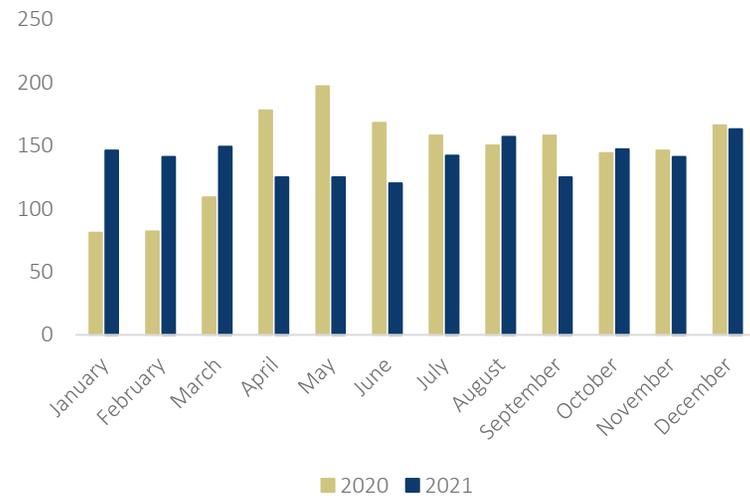
### East Greenbush Community Library's Monthly Hoopla Users

#### 2020

January.....	81
February.....	82
March.....	109
April.....	178
May.....	197
June.....	168
July.....	158
August.....	150
September.....	158
October.....	144
November.....	146
December.....	166

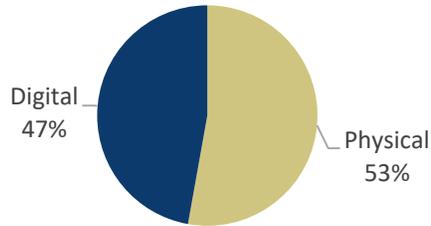
#### 2021

January.....	146
February.....	141
March.....	149
April.....	125
May.....	125
June.....	120
July.....	142
August.....	157
September.....	125
October.....	147
November.....	141
December.....	163

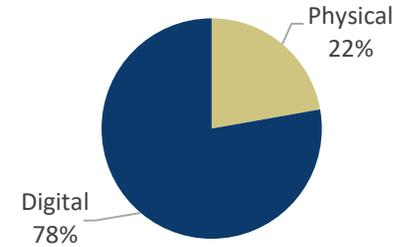


# Circulation Comparison: Digital v. Physical

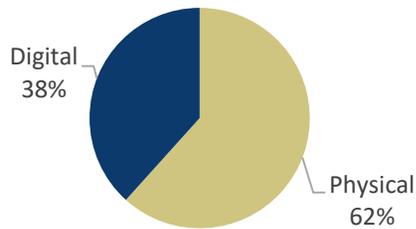
MAGAZINE CIRCULATION  
LAST TWELVE MONTHS



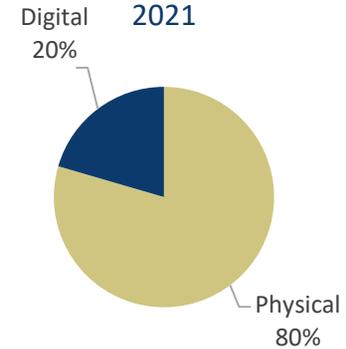
AUDIOBOOK CIRCULATION  
LAST TWELVE MONTHS



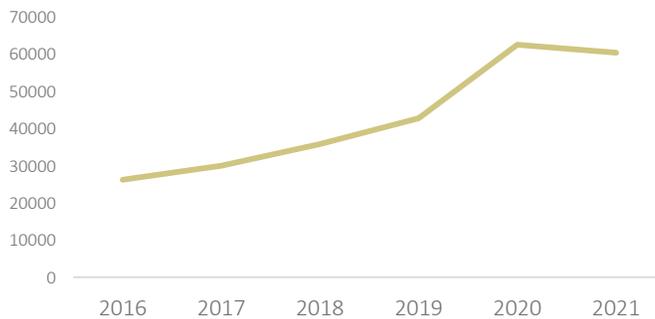
ADULT FICTION CIRCULATION  
LAST TWELVE MONTHS



TOTAL CHECKOUTS  
2021



TOTAL DIGITAL CHECKOUTS



TOTAL PRINT CHECKOUTS

