

February 2014 Usage

- Circulation of print materials: 1308
- Circulation of eContent: 84 **Highest number of eContent checkouts by CPL patrons!*
- Website visits: 6236
- Public access computers: 147
- Items added: 56 / Items withdrawn: 154
- Collection snapshot: The most circulated collection at CPL in February 2014 was Adult DVDs. One thing to consider when assessing the circulation of materials is the lending period. The most common lending period at CPL is 28 days but DVDs have a much shorter lending period of 5 days. DVDs made up 26% of February's circulation (339 of 1308). Of those 339 items, 273 (80%) were CPL items loaned at CPL. Overall, CPL items checked out at CPL make up 72% of the circulation for February 2014.

Programs

- The Youth Services Librarian is increasing the number of programs the Library offers for children and teens. The first Teen Club program welcomed four teens on March 5. On March 1, there were three attendees for the Library's first 'Parent/Child Book Discussion.'
- The Friends of the Library will host Family Movie Night on Friday, March 21 at 6:00 PM.
- Stress Management by 'Focusing on Breathing:' Breath is the link between the Body and Mind. The pattern of breathing at any moment reflects the state of mind and body. Learn simple and easy techniques of 'Focusing on breathing' which can be practiced lying down, sitting, standing, walking and even working! They calm the mind, relax the body and may help you with anxiety, insomnia, hypertension, smoking, stress, chronic pains and relationships. Suryanarayana Chennapragda (of countingbreaths.com) will guide you through simple modes of practicing this technique. Carry home detailed handouts for future reference. *(Monday, March 24 at 6:00 PM)*
- Herb Gardening: Herbs are the most well used plants in the home garden, providing interesting new and fresh flavors for cooking, healing, and brewing tea. They add texture, scent and beauty to your garden and some provide natural pest control. This class will provide information on starting, maintaining and harvesting your very own herb garden, and we'll explore new ideas and uses for your bounty of fresh herbs. **This program is provided in collaboration with Castleton-in-Bloom. (Friday, March 28 at 6:00 PM)*
- Teen Club: Hope you caught up on Glee and finished reading House of Hades because it's time to test your knowledge for TRIVIA NIGHT!! **Registration is required (Wednesday, April 16 at 5:30 PM)*

Website

- We received constructive feedback about the usability of the new website to help us make some adjustments. UHLS will move the new website to the permanent location as soon as we are ready. I'd like to set a launch date and provide marketing for the new website.

Continuing Education

- Natalie, Librarian Trainee, attended the Summer Reading Program Workshop at the Colonie Library on Thursday, February 6. This was an all-day workshop to promote idea-sharing and program planning for the coming Summer Reading Program. Speakers and vendors shared information throughout the day. Librarians were encouraged to share previous summer programs that were successful in the past.
- On February 27, I attended a half-day workshop, Essential Skills, as part of the Leadership and Management Academy I enrolled in in June of 2013. The workshop provided insight about skills to help foster effective communication, provide valuable presentations and run efficient meetings. The workshop provided education through demonstrations and participation.

News and Updates

- Natalie Schipano's Librarian Trainee title was transferred to the Librarian I title as of March 10, 2014. She was the Librarian Trainee since December 2013 and now qualifies as a Librarian I according to the Rensselaer County Civil Service.
- On March 10 the new phone system was installed. The Library's phone service is now provided by Time Warner Cable.
- The Annual Report to the Department of Library Development was submitted to UHLS. This needs to be approved by the Library Board.
- The Annual Update Document (AUD) was submitted to the State Comptroller.
- 2015-2017 Agreement for Upper Hudson Library Access Network (UHLAN) Services: Both copies need to be signed by the President and returned to UHLS on or before December 31, 2014.

Meetings (February 1- February 28, 2014)

- February 3: Strategic Planning Committee meeting (CPL)
- February 7: Directors Association Meeting (UHLS)
 - The UHLAN fee formula and agreement to begin January 1, 2015 was approved unanimously by the Directors Association.
 - There was a discussion about the benefit of assessing circulation parameters at the member libraries. This conversation was encouraged to help make the implementation process of a new ILS easier. It is also an opportunity to re-assess the different parameters at member libraries. This mostly impacts patrons that visit multiple UHLS member libraries because the checkout location determines the lending period of all items and can be inconsistent.
- February 7: Automated Services Meeting (UHLS)
- February 10: ILS Sub-committee Meeting (UHLS)
- February 17: Operations/Capital Projects Committee meeting (CPL)
- February 17: Board of Trustees meeting (Village of Castleton-on-Hudson)
- February 27: Essential Skill, part of the Leadership and Management Academy (NYLA)