



TOWN OF HUDSON

Library Board of Trustees



194 Derry Road • Hudson, New Hampshire 03051 • Tel: 603-886-6030 • Fax: 603-816-4501

Hudson Library Board of Trustees Approved Public Meeting Minutes March 20, 2019

Present:

Trustee Kara Roy
Trustee Linda Kipnes
Trustee Barbara Blue
Trustee Donna Boucher
Trustee Erin Henderson
Linda Pilla, Director

Called To Order:

Trustee Kipnes called the meeting to order at 6:05 p.m. and Trustee Roy led the Pledge of Allegiance.

Election of New Officers:

Motion by Trustee Roy to nominate Trustee Barbara Blue as Chairman. Seconded by Trustee Boucher. All in favor. Motion passed 5-0.

Motion by Trustee Roy to nominate Trustee Donna Boucher as Vice Chairman. Seconded by Trustee Henderson. All in favor. Motion passed 5-0.

Motion by Trustee Kipnes to nominate Trustee Erin Henderson as Treasurer. Seconded by Trustee Boucher. All in favor. Motion passed 5-0.

Motion by Trustee Henderson to nominate Trustee Linda Kipnes as Secretary. Seconded by Trustee Roy. All in favor. Motion passed 5-0

Public Input: None

Reports To Board:

Motion by Trustee Boucher to accept the Public Minutes of February 20, 2019 as written. Seconded by Trustee Kipnes. All in favor Motion passed 5-0.

Motion by Trustee Kipnes to accept the Non-Public Minutes of February 20, 2019 as written. Seconded by Trustee Boucher. All in favor. Motion passed 5-0.

Motion by Trustee Roy to accept the Public Minutes of March 5, 2019. Seconded by Trustee Kipnes. Motion passed 3-0. Trustee Henderson abstained from vote as she was not in attendance at the March 5, 2019 meeting. Trustee Rodgers retired from Library Board of Trustees and not in attendance for vote.

Correspondence:

Note received from Darlene Bane thanking Duane King for helping her son with a school project.

Treasurer's Report:

The telephone system at the Rodgers Library had to be replaced. This was not a budgeted item and funds will have to be reallocated from other line items to cover this expense. The phone system being replaced was in excess of 35 years old. Funds will be reallocated as the fiscal year comes to an end. The basement project has been completed. There are a few incidentals which will have to be paid for and a check has been drafted from the Building Fund ending 1182 to pay for the basement project. Otherwise, we are on track to spend all of the library's appropriated funds.

Congratulations to our new Treasurer, Erin Henderson. Both Linda and Terri have a great understanding of the budget. Also, the Financial Practices Policy Manual has been updated which will be very helpful and can be used as a checklist. Trustee Roy will make herself available to Trustee Henderson with any questions she may have.

Selectman's Liaison Report: None

Director's Report: See attached.

Acceptance of Donations:

Motion by Trustee Kipnes to accept 12 books and 3 DVDs for the month of February. Seconded by Trustee Boucher. All in favor. Motion passed 5-0.

Motion by Trustee Kipnes to accept an anonymous donation of \$10, a donation of a Christmas Village and a donation of \$200 from New Hampshire Humanities. Seconded by Trustee Roy. All in favor. Motion passed 5-0.

Trustee Blue was asked how donations can be made to the library. Director Pilla indicated a check can be written directly to Rodgers Memorial Library and any donation over \$5,000 would require a Public meeting of the Board of Trustees for acceptance of the donation. Otherwise donations under \$5,000 can be accepted in the regular Board of Trustees monthly meeting.

Trustee Kipnes informed the Board that donations to the library are not tax deductible since the library is not a 501C3. If donors would like to make a tax deductible donation, it can be made through the Friends since they are 501C3 and those funds would be sent directly to the library.

Department Heads Meeting: Trustee Kipnes will attend this month's staff meeting.

Old Business:

IT Renovation: The IT renovation is now complete. The room is not furnished at this point and the goal is to allow the staff to get used to the space and see what the needs are for furniture. Ann Carle will be using the space to some archive projects and we anticipate she will need a big table space, a wall mounted monitor and possibly an under mount keyboard holder. Terri will be moving the bookkeeping down to the basement and she will have all bookkeeping records, etc. in one place. This space will give staff members somewhere to work off desk if they have a project.

Energy Audit:

A check has been signed for the 50% deposit. An order is being placed for the lights. A gentleman is coming by tomorrow morning to give us a quote to get rid of old lights. This year Rodgers Library got hit with a major increase in our electricity bill. Director Pilla will bring the monthly savings figures to the monthly meeting. The library is expected to see a \$400-\$500 per month savings. The rebates were expected to be around \$6,000, but will actually be around \$8,000.

10th Anniversary Celebration: Trustee Boucher has volunteered to be on the Committee and there are 4-5 staff members who are energized and have great ideas for the celebration. Connie Owen and several of the Friends will be participating as well. Anyone who would like to participate can see Director Pilla at the library. Director Pilla will put together some dates where everyone can get together and share ideas for this event. The event will take place June 7, 8 and 9.

Friends Report:

We talked about the 10th anniversary and the other thing the Friends are planning is the National Library Week staff recognition luncheon which we have every year recognizing 5, 10 15 year anniversaries for staff and it will be on April 10. Trustees are welcome to come.

New Business:

Library Generator: Currently in place at the library are battery backups for our sensitive systems. After 30 seconds, the generator is supposed to kick in. The generator supports one heating unit in the children's room, operate the emergency lights, make sure the pressure is maintained in the fire suppression systems and maintain the security connection with Monadnock. The generator overheated and was unable to support them. We paid \$1,700 last year for the yearly maintenance of the generator and there was no indication of any problems. It is a system that is now 10 years old and we will have to either look at replacing or completely refurbishing the existing generator and adding on a second generator. This generator was downsized from what was originally planned for the library in order to cut costs in an effort to make sure the project came in under budget.

Trustee Roy would like to find out if the library is part of the Emergency Preparedness plan for Hudson, and if so, it will play a part in making a decision regarding the generator replacement. Director Pilla will look into this.

Director Pilla would like to have an Engineering study performed to find out what the requirements are to support the building. RDK is the company who did the original engineering work for the building. Director Pilla will contact them request study.

On-line Auction:

The Town signed an agreement with Tom Collins to do an on-line auction. There are old computers, refrigerators, old library chairs and old phone system have been listed on the auction. Photos have been taken of the items and listed on-line. If the items do not get purchased, we will contact the gentleman who will be disposing the old lighting and request a quote for the disposal of any unsold items.

NHLTA Spring Conference: Trustee Blue informed the Board of the May 29 Spring Conference and has encouraged all Trustees to attend if possible.

Vacation Buyback: There are 4 employees eligible to participate in the Vacation Buyback program.

Motion by Trustee Henderson to allow 4 employees who meet the criteria to participate in the Vacation Buyback program for March. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.

Trustee Comments

Trustee Kipnes: I would like to say thank you to Robin Rodgers for all the years she was a Trustee and Chairman of the Trustees. She did a wonderful job and we miss you a lot already, but we wish you happy travels and happy life. We will see you around, we hope. To Kara, who is moving on, congratulations and good luck. It's been a joy and you have done a wonderful job as Treasurer and have gotten things really in good shape. Thank you for that. Congratulations to all the new officers. There are lots of wonderful things going on at the library.

Trustee Henderson: I will echo Linda's comments for both Kara and Robin. Thank you for welcoming me.

Director Pilla: I hate saying good bye to Kara. Thank you so much. Everything you said when you wrote that letter when running for the Board, you have done. Thanks very much. Thank you Linda for running for one more term. Thank you to Robin, it has been a privilege.

Trustee Boucher: Happy Spring to everybody. I'm planning on using some of the passes and I encourage everybody to come to the library and use them to museums and other events. There are always things to do outside the library.

Trustee Roy: Congratulations to both Linda and Erin. I'm sure you will make a very positive impact on this Board. Thank you Robin. However, with some sadness, I have to resign from my position, more for a time management issues than wanting to leave. This has been one of the most rewarding experiences of my life and for that, the board, the staff and the patrons, I thank you. I am eternally grateful for that and you have my undying respect. Thank you.

Trustee Blue: We are very sad to see you go, but we wish you luck and you will make an excellent Selectman. The Town is very lucky to have you. Welcome Erin. There is now a vacancy on the Board and Terri will be placing an advertisement. Anyone interested can contact Director Pilla at the library.

Motion by Trustee Roy to adjourn at 7:10 p.m. Seconded by Trustee Boucher.

Roll call vote:

Trustee Blue – yes

Trustee Kipnes - yes

Trustee Roy – yes

Trustee Henderson - yes

Trustee Boucher - yes

Adjourn: Meeting adjourned at 7:10 p.m.

Respectfully Submitted,

Terri Cicia

Terri Cicia, Administrative Assistant

March 2019 Rodgers Memorial Library Director's Report

Personnel:

Special recognition this month to:

Kara Roy - congratulations on being elected to the Board of Selectmen

Erin Henderson – congratulations on being elected to the Hudson Library Board of Trustees

News:

The AARP Tax Aide program is in full swing! They are meeting Tuesday and Saturdays at Hills Memorial Library. 251 people had their tax returns done in February.

Memorandum of Understanding went to the “old” school board on March 4. The Board had some questions. The MOU went before the “new” board March 18 and, again, they had questions. My understanding is that they will be ready to move on it at their next meeting (April 1) and it will return to us for consideration by the Board of Library Trustees.

New Phone System - On February 25, a combination of power loss and power surge due to extremely high winds led to the crash of our phone system, which dated from the 1980s and had been installed by Statewide Communications in Salem, NH. Brian managed the installation of a new phone line offsite, and Vicky, Terri, and Ann (as acting director; Linda was on vacation) remained in constant contact with Statewide before, during and after installation of a new cloud-based phone system. We are still in the process of working out the particulars - paging, transfers, automated voice messages - and getting used to the current system. The discussion about reallocation of funds is on the agenda for later this evening.

Keyless entry for Hills Memorial Library (Main floor door only): Electronic Fob – Monadnock Security \$5,764. Monadnock provides the system we use at RML. This lock would tie into the existing system. It would give us the ability to accurately track who is in the building. It would allow us to remotely update who has access. It would be efficient – the same fob that you use to access the administration wing in RML would be programmed to allow your access to Hills Memorial Library. The alternative is a keypad – much cheaper (\$200 - \$400). Requires “in person” changes to codes. Allows for people to pass on the information on how to get into the building. No way to monitor usage.

I have given everyone a copy of the latest NHLTA newsletter – Annual Conference is in May. Also everyone has a copy of an email I received from Mary Castelli regarding the free training available to Trustees.

The Town of Hudson FY2020 Capital Improvements Program is requesting proposals from town departments no later than March 29, 2019. This will be for projects that would cost more than \$50,000.

On a lighter note, Rebecca Berezin tweeted about the books that are being discussed by the various book groups that meet at the library. She asked if authors like to hear that their books are being read by book groups. Three out of the four authors whose books are being read this month responded and said they absolutely love having their books discussed.

Activity for February 2019

Adult Services - Amy Friedman

Special Events

Screenwriting February is “Love Your Library” Month - Patrons who visited the library in February got a raffle ticket for a chance to win a Rodgers Memorial Library canvas book bag filled with prizes including a Barnes & Noble gift certificate and chocolate. **457 people participated in the raffle.**

Free Tax Help at the Hills Memorial Library, Tuesdays & Saturdays, February 2 April 13:

Volunteers from the AARP are at the Hills Memorial Library Building Tuesdays and Saturdays to help senior citizens and low to moderate income taxpayers of all ages with their federal tax returns. Our appointments are booked out weeks in advance. We moved the tax preparation to the Hills building due to the high usage demand for the Rodgers Library Community Room. The tax preparers using the room displaced other programs and made it difficult to schedule Saturday events.

251 people had their taxes done this month

DCU Free Concert Series: Thanks to a generous grant from Digital Credit Union, **Carol Coronis** performed a mix of traditional, country, classic rock, and Greek music on a guitar that had been turned into a cittern, a ten stringed folk instrument.

29 people attended

Second Sunday Art Project: Make A Hand Stitched Heart Ornament - The library is open the second Sunday of each month through May from 1-5. As well as the usual library services, we host a special hands-on event. In February we provided supplies to stitch a heart ornament. Betsey gave instructions on how to make the ornament 1:30, 2:30, and 3:30. People registered for a time slot.

16 people participated

Zumba Gold: Get Moving @ Your Library – This month's *Get Moving* program: Jessica Salmon presented a Zumba Gold class.

15 people attended

Introduction to Meditation Techniques - Meditation instructor Julie Hartman offered this program free of charge to us on Friday, February 22 in the afternoon. She has offered the program at night in the past but we had people interested who do not drive at night. We have had requests for additional classes. Julie has agreed to return to teach.

26 people attended

Regularly Scheduled Adult Programs

Community Room Art Exhibit: Cindy Lee Loranger exhibited her Jazz Art series of painting inspired by Jazz music and musicians in the community room. She held a reception on February 2.

25 people attended

Book Discussion Groups:

Amy's Afternoon Group meets on the third Tuesday of each month at 1:30. This month's book was *Eleanor and Hick* by Susan Quinn.

10 people attended

Gina's Evening Group meets on the first Thursday of the month at 7PM. They discussed *A Man Called Ove* by Fredrick Bachman.

4 people attended

Mystery Readers Book Group meets the second Thursday of each month at 1p.m. The February book was *Agatha Raisin and the Love from Hell* by M.C. Beaton.

16 people attended

Cinema Celebration and Free Family Films are sponsored by the **Friends of the Hudson Library**. Cinema Celebration's February film was *The Old Man and the Gun*

13 attended in the afternoon and 4 attended in the evening

Free Family Film for November was *Smallfoot*

4 people attended

Cookbook & Recipe Club: Gina facilitates this club. This month's theme was Soup. The participants chose a recipe to prepare from The New England Soup Factory Cookbook.

18 people attended

Drop in Stitchers: Weekly on Friday mornings from 9:30-11:30.

102 people attended

Genealogy Club: Second Friday of each month at 1:30. Reference Librarian Mark Stawecki leads this program. This month speaker Deborah E. Moore from the NH Division of Vital Records Administration and former historian for the NH Mayflower Society spoke on verifying your ancestors with lineage papers.

24 people attended

Geopolitics in Today's World: Meets weekly on Thursdays from 11:00-1:00. Presenter John Penasack has been facilitating the popular "Geopolitics and Conflicts" program for the Rivier Institute for Senior Education and is now bringing this related program to the library. **36 people attended**

Group Singing: Meets the third Monday of each month at Fairview Healthcare. We spend one hour in Laurel Place Assisted living and one hour memory care unit. This month we celebrated by singing Holiday songs. **30 people attended**

Life Coaching Event: Meets second Tuesday of each month. This month's program had to be cancelled due to bad weather.

Lithuanian Cooking Class: Sponsored by the Zylonis Fund. Chef Oonagh Williams offers a monthly Lithuanian Cooking class for up to 50 people. **27 people attended**

Monthly Writing Group: Monthly on Friday - Study Room 2. Diane MacKinnon facilitates. **2 attended**

Reading Challenge: The yearlong Reading Challenge continues. The Friends of the Library will donate \$100 towards reading challenge prizes. Already we have patrons enthusiastically plowing through the list.

Displays:

Multi-tier book display - newest books.
 Shelf above the newspapers - "Keep Cozy!" Books about soup, comfort food, making sweaters
 BCD stack – Best books of 2018
 Display shelf facing the circulation desk – "Blind Date with a book"
 Small table – Lover Your Library

Programming Statistics

Community Room: Programs 44, Attendance 626
Adult Programs: Programs 38, Attendance 689
Study Room Use: Sessions: 67 Attendance 115

Unable to book: 0
 Bumped From Room: 2
 Booked, Not First Choice: 1
 Genealogy Requests: 2
 Tests Proctored: 1

Reference Report - Mark Stawecki

DATABASES

There is little to distinguish the number of sessions for this month compared to those of January expect slight fluctuation, which are normal. Both January and February were much lower than December's numbers, sometimes by half. Some examples:

Database	Dec	Jan	Feb
Primary Search	18	2	5
Professional Development Coll.	19	2	4
Regional Business News	18	2	4
Small Engine Repair Reference Center	19	2	4

There are 17 databases that had double digit sessions in December with only single digit sessions in January and February. The smallest of the ones in December were 18, the largest in February was

nine. The databases are on a variety of topics from small engine repair to business sources and show no pattern of similar topics. These are all EBSCO databases so they come in the same package. Looking back several months, trends are basically that usage was consistent of the fall and dropped off considerably since the New Year.

If there is a link to these numbers it may be in the seasons/school terms. However, this does not explain why both academic and non-academic databases fall within this group. Some databases in October and November are analogous to December's; both January's and February's are on the low side. It will be worth comparing this time December and January stats from last year and next year. Mark could not find the stats for the same time last year in order to compare.

Auto Repair has not been used since August though *Small Engine Repair* has (19 session in Dec.). Image Quick View Collection has not been used since October; *Image Collection* shows good usage. All four are part of EBSCO. The vehicle databases could account for people needing repairs on for things other than cars such as snowmobiles, motorcycles, and tractors.

ROOMS & ATTENDANCE - Study room usage has dropped and is similar to last October's and November's. No noticeable trend for the community room.

PCs - Guest pass usage is in the mid-400s, the same as the previous three months, indicating consistent usage by the same patrons. At least half of the PC users Mark recognizes as regulars.

COLLECTION - Weeding is now in the 220 range.

GENEALOGY - Mark completed a six-week online course (free) "Genealogy: Researching your family tree:" presented by the University of Strathclyde. It involves reading articles and watching videos with optional discussion boards.

The Genealogy Club topic was on lineage papers, 24 attendees, which is average for club attendance.

There was one genealogy reference question. Most months there are none. Is this because people don't know about the resources or because patrons are more experienced? A speaker will present for all skill levels in May as a starting point to this question.

AARP & RAFFLE - We completed our first month of tax assistance.

251 patrons: 173 Hudson residents, 78 Litchfield, Nashua, Londonderry residents
74% of returns for Hudson residents

The number of people getting their taxes down as well as participating in the library raffle caused a spike in number of adult program attendees, with 457 for just the latter. Perhaps we should invest in more raffles....?

Teen Services/School Outreach – Tanya Moesel

Meetings	1 meetings	3 people
Outreach	7 events	157 people
Teen Services	9 events	93 people

Teen Services

Maker Mondays

Tanya began a new program in January with the intention of providing a makerspace to the community. The program is for all ages, but is mostly attended by families with elementary and middle school aged children. Rotating activities and materials are provided each week. This month attendees made valentines, tried pour painting, built with Quadro, and more. In March, a group of drone pilots from Makelt Labs for a demonstration. We hope to be able to run a simulator that participants will be able to try.

2/4 28 people
2/11 19 people
2/18 library closed for Presidents' Day
2/25 library closed for power outage

Total 47 people

Teen Takeover

Teen Takeover continued on Wednesdays this month. Tanya opens the Community Room for teens to hang out in a safe space with snacks, video games, and board games. Teens who have come have been enthusiastic. The program is seeing steady growth, but many attendees are graduating in the spring.

2/6 8 people
2/13 9 people
2/20 9 people
2/27 February vacation

Total 26 people

Dungeons and Dragons

A group of high school students has been meeting regularly on Thursdays to play D&D. Harshil has done a great job leading this group.

2/7 10 people
2/14 10 people
2/21 10 people
2/28 10 people

Total 40 people

Collection

Tanya is taking a collection management class as part of her graduate program this semester. For the Selection/Weeding Project, she will focus on the YA nonfiction section. The goal is to make space for high interest books on trending topics and find a way to market them to teens. The March display, "Fight Like a Girl," will highlight nonfiction (as well as fiction) books celebrating strong women for Women's History Month.

School Outreach

This month, Tanya met with Becky and Kayla from Champions, the organization that runs the before and after school program for the school district. She was able to point them to Nashua Community Music School to help them enrich their folk music unit. Becky is interested in promoting teen programming to her middle school students, who can take the late bus to the library in order to attend.

Alvirne High School

Field Trip

Lisa Moreau brought her humanities class over to choose memoirs for a project.

2/4 27 people

Library Makerspace

Tanya is building relationships with high school students and staff through maker activities every Tuesday. Tanya is working with Kathy Bouchard to find better ways to promote RML and its programs and services. This month, Tanya was able to connect Kathy with Adam from Makelt Labs. Makelt Labs donated a 3D printer to Alvirne's library!

2/5 21 people make valentines, demonstrate 3D printer
2/12 33 people pour painting heart ornaments

2/19 14 people comic book buttons
 2/26 February vacation

Total 68 people

Hudson Memorial School

Tanya has arranged for an outreach event during FOCUS every other week, usually Thursday. Tanya and Rebecca Orcutt, the HMS librarian, are looking for ways to include all students by connecting with specific teachers. This month, Crystal, an Alvirne art student and RML page, was able to join the Art Club when they visited Laurel Place to do the pour painting craft Tanya taught them with the

2/1 25 people teaching students about research resources as they prepare for National History Day (Michel Stilphen, social studies teacher)
2/7 24 people pour painting hearts (Jan Walsh, art teacher)
2/13 13 people Art Club field trip to Laurel Place (Jan Walsh)

Total 62 people

Summary

Meetings 2 meetings 4 people
Outreach 6 events 100 people
Teen Services 9 events 132 people

Exciting News!

Make-It Labs, a community workshop and non-profit organization located in Nashua, has donated a 3D printer to RML for use in makerspace programs! Not only that, they are interested in partnering with us to share their love of making with our community. We are working toward planning activities that involve drones and showing off a built to scale model of R2D2.

Tanya began her journey as a graduate student this month. Tanya is studying Library and Information Science at University of Rhode Island.

Circulation Department- Kristen Paradise

Circulation:

- Adult circulation for February was **4,070** items. Circulation was down almost 18% from January and down 9% from February 2018.
- Total foot traffic was **3,078** visitors in February and was down almost 9% from January and 72% from February 2018.
- We issued **85** new patron cards in January.
- We currently have **2** patrons utilizing our Books by Mail Program.
- A total of **49** outgoing fax transactions were sent according to the log of transmissions from the Ricoh printer.

Downloadable eBooks, eAudiobooks, and ePeriodicals

- Patrons checked out **683** eBooks, **669** eAudiobooks, and **25** ePeriodicals.

Notary Service(s): 51

Hours:

- The library was open **240** hours and closed for **24** hours (12 hours) in observance of Washington's Birthday and (12 hours) due to the power surge on Monday, February 25th.

News:

- The library's phone system was destroyed as a result of a power surge. A new system has been installed. Brian is in the process of designating the appropriate phone features.
- Circulation hired two new part time Library Assistants. Debra Carp had been volunteering in our Technical Services Department and will now work up to about 12 hours per week in Circulation. Nicole Feinauer will also be working up to about 12 hours per week.

- Outgoing fax service has been crippled since the downing of the phone system. We have not been able to offer fax services as a result. Patrons have been directed to the UPS Store on Lowell Road, the Aaron Cutler Memorial Library and Nashua Public Library.
- Betsey and Kristen were invited to attend the Rotary banquet in Linda's place. It was a nice evening of meeting town politicians and town entities.
- From Gina: "A patron who attended just about every meeting of the Cookbook Club wrote me a nice note with a dish towel and gift enclosed. The note was in regards to her appreciation for the club itself and for the way it is organized. A very sweet gesture from this longtime participant!"
- Michele is a member of the Reads to Go Committee. They are considering the idea of adding YA titles to their kit roster. Michele, in conjunction with some of her fellow committee members will be presenting regarding RTG at the May 9th NHLA conference in Meredith.
- Fine Amnesty month is being extended through Sunday, March 10th due to the library's power outage. The Total of forgiven fines for the month of February was **\$1,233.29**.

Children's Services - Betsey Martel

Programs- 58

Attendance-434

Programs: Regularly scheduled programs began again in February

Books & Babies

Sensory Playtime

Toddler Time

Story Time

Hogwarts First Years

Hogwarts Advanced

Crafty Corner

Pokemon Club

LEGO Brick Day.

Our most popular program is Pokemon Club. We have attendance about 40 every week.

We began planning summer reading in February. We have booked all of our performers, including Flying Frisbee Dogs, Steve Blunt & Marty Kelley, and Professor Ossum's Magic Show, to name a few.

The summer theme being "A Universe of Stories" we are planning a lot of space programs. We will have four different local NASA ambassadors presenting programs, as well as the New Hampshire Astronomical Society. We are planning a "field trip" to the Boston Museum of Science Planetarium for a private screening of the Magic Tree House show. We hope to get a grant to cover the cost, and Becca has already gotten 65 free tickets for museum entrance, for our patrons.

We scheduled a homeschool group visit to the library in March, and also a private school trip to the library to learn about online resources and how to find good information for their first research paper.

Information Technology Report – Vicky Sandin

Maintenance

Routine Maintenance

In January, IT staff responded to **27** staff and patron requests for immediate assistance.

294 additions and changes were made to the website. The number represents changes made by both Marguerite Grant and Vicky Sandin

We are still working on the new additions to the website including adding a "New Arrivals" section on the home page which features our most recent book acquisitions, a new museum passes page, and a new database resources page.

A couple of the databases appear to be inaccessible to Rodgers patrons, namely Newsbank, Genealogy Bank, and American Ancestry. We have been in touch with all three databases to resolve the issue.

Patron Computers - At present, two computers are down, and we hope to have them up by the end of March.

Non-routine Maintenance - Large Monitors for Children's and Foyer Received - We have received quotes on the cost of moving the fire alert box in the Children's Room to install the 70" monitor centered on the wall, and on moving cat 5 cables from the Teens nonfic section to above the copier, so that monitor will be connected to the network.

New Printer for Children's Room - The new printer is working well, but after looking at the cost of ordering refills for ink, it appears that the cost of running the printer will be about the same as running color copies on the Ricoh 2004 copier.

Magazines (Serials) - The bulk of the month was spent cleaning/correcting the magazine records, and in many cases, creating new ones due to the inaccuracy of the predictions and patterns.

New Phone System - On February 25, a combination of power loss and power surge due to extremely high winds led to the crash of our phone system, which dated from the 1980s and had been installed by Statewide Communications in Salem, NH. Brian managed the installation of a new phone line offsite, and Vicky, Terri, and Ann (as acting director; Linda was on vacation) remained in constant contact with Statewide before, during and after installation of a new cloud-based phone system. We are still in the process of working out the particulars - paging, transfers, automated voice messages - and getting used to the current system.

Koha Workshops/Information

Koha Summit - On March 8 Ann, Betsey, Kristen and I participated in a Koha summit being held at the Lebanon Public Library (NH) in order to learn more about the open source ILS Koha. Transitioning from our current ILS Evergreen was discussed in November 2019 because Technical Services were having difficulties working with the new web-based Evergreen client, and Vicky suggested investigating Koha to see if it would better fit our needs. Overall, the circ interface - for both patron and circ admin - is much cleaner and easier to navigate than Evergreen, but overall the acquisitions module is much weaker than Evergreen's.

Reports in Koha are also much easier to create and export.

Koha Portsmouth - Portsmouth is roughly similar to Hudson in Betsey, Ann and I traveled to Portsmouth on March 12 to see Koha in action. Betsey was very pleased with the circ module but Ann still needs to investigate the cataloging module; she'll be returning to Portsmouth with Linda in tow on Tuesday, March 19 to learn more about the cataloging module.

Technical Services - Ann Carle

Technical Services:

There are plans to take over the 2 Children's Room garden plots in order to publicize the Library of Things Seed Library started last year. A mini greenhouse has been set up in a corner of the staff room. Will start planting seeds indoors in March.

Handled adding magazines to Evergreen while Vicky was on vacation.

February 25, library closed because of power outage.

As Acting Director while Linda was out, dealt with the quote and contract from SCI Networks, with Terri and Vicky, to replace the defunct telephone system.

Titles added to Evergreen	630
Overdrive titles added to Evergreen	302
Items added to Evergreen	511
Titles deleted from Evergreen	188
Items deleted from Evergreen	233
Changes to records in Evergreen	177
Mending	8
Better World Books	33

Workshops & Meetings:

Feb 5: IT meeting (Linda, Vicky, Ann, Brian, Marguerite)

Feb 6: "Putting Your ILS Data to Work," about Edelweiss+Analytics

Feb: 21 department heads meeting

Respectfully submitted
Linda Pilla, Director