



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees Approved Regular Meeting Minutes August 15, 2018

Present:

Trustee Robin Rodgers
Trustee Kara Roy
Trustee Barbara Blue
Trustee Linda Kipnes
Linda Pilla, Library Director

Excused:

Trustee Donna Boucher

Called To Order:

Trustee Rodgers called the meeting to order at 6:00 p.m. and Trustee Blue led the Pledge of Allegiance.

Public Input: None

Reports to the Board:

Motion by Trustee Kipnes to accept the Public Minutes of June 20, 2018 as written. Seconded by Trustee Blue. All in favor. Motion passed 4-0.

Motion by Trustee Kipnes to accept the Non-Public Minutes of June 20, 2018 as written. Seconded by Trustee Roy. All in favor. Motion passed 4-0.

Correspondence:

We received a thank you note from Trustee Blue thanking us for the get well flowers. We received a resignation letter from James Taber resigning from Rodgers Memorial Library. He has been offered a job as a school librarian in Stoneham, MA.

Treasurer's Report:

We closed out fiscal year 2018 and started fiscal year 2019. We did transfer salary funds back to the town, but hope to not do that again. When we opened this fiscal year, we did it a little differently than previous years. We transferred our revenue from last year in the amount of \$10,790 (offset) into the working account in July. We also transferred the earned interest of \$687.30 from our appropriations funds to the Trustees' account. The idea is to do that at the beginning of the year so it does not accumulate and we lose track of the dollar amount. We are off to a strong start. We are working on the Financial Practices Policy Manual and should have updates ready for approval at our next meeting.

Selectmen's Liaison: None

Director's Report: See attached.

Strategic Plan: - Trustee Blue informed the Board that one of the issues addressed during Strategic Planning meetings was the fact that there was no place for teens. Right now there are no funds for creating an area, but perhaps in 3 years there will be. Also discussed was how to reach out to residents who are unable to get to the library whether lack of transportation, poor health, elderly, etc. Hopefully in a few years we would be able to buy a van to help. Technology instructions will be very important. The library has started the Library of Things. The library now has a Roomba, Hotspots and the Alexa Dot. A Seed Catalog has been created. The Plan also focuses more on working on our community outreach programs. That is going to be the main goal. Getting staff members willing and excited about getting out into the community for book group meetings in different developments or going to schools. These are some of the goals moving forward. We will be enhancing our digital presence as well as working on marketing. There were quite a few residents who did not know the extent of the library's offerings and that is what we want to change.

Trustee Roy would like to see a better sign out front of the library announcing upcoming events as well as a sign of upcoming events on the corner of Ferry and School Streets (Hills Memorial Library property).

Trustee Rodgers found the Strategic Plan Report to be expertly done, but a bit repetitious and long. Going forward, she would like to see a two sided glossy document with bullets and bare bones information, noting there is extended information at the library. She would like to see something flashy and bulleted.

Trustee Blue would like to remind the Board that this Strategic Plan should be reviewed during the year. A quarterly review of the Strategic Plan will be put on the Agenda.

Acceptance of Donations:

Trustee Roy informed the Board of the DCU donation of \$5,000 and is requesting a public meeting to accept the donation. September 4, 2018 at 4:00 p.m. has been scheduled for this meeting. The meeting will be held at the Rodgers Memorial Library.

Motion by Trustee Roy to accept 4 books and 2 CDs for the month of June. Seconded by Trustee Kipnes. All in favor. Motion passed 4-0.

Motion by Trustee Roy to accept 3 books, 15 DVDs and 1 CD for the month of July. Seconded by Trustee Kipnes. All in favor. Motion passed 4-0.

Friend's Report: The Friends do not meet during the summer months. No report.

Department Heads Staff Meeting:

The meeting will be held at 1:00 and Trustee Rodgers will be attending.

Old Business:

IT Renovation Options: We met with Gary Thomas and told him that we changed our plan for the IT renovation. He went down stairs and chose a spot. He took some measurements, and a copy of

the library building plans. He said the project will take about 6 weeks to complete. We are waiting for a quote.

Hills Building Self Supporting Plan:

We tried to have a meeting, but it was on the same day as the new fire house dedication. The date was changed, but that was the day of the Budget Committee meeting. We will be having these meetings on the 4th Wednesday of the month at 6 p.m. beginning in September at the Hills Memorial Library Building. The notice has gone out to many interested parties. We have an Agenda set for this meeting. We have invited the school, the town, the budget committee, finance and the Friends. Trustee Rodgers thinks this is going to be a long-term commitment and perhaps the group should form a Committee. Trustee Rodgers and Trustee Roy are on this committee.

When the Budget Committee took funds from the library, they took the funds away from the SAU as well. When the Board went and tested, the Budget Committee listened to reason and gave all the funding back, but they did not give it back to the SAU so the SAU does not have money in their budget to pay this bill any longer. The Memo of Understanding with the SAU helping support the Hills Memorial Library Building is now up. We are in flux and will have to pay for the expenses this year, but the Committee should outline how the building is going to be supported in the future.

The Hills Memorial Library Building has been cleaned and it has been suggested the cleaners come back quarterly at half the price. This is another item the Committee will have to discuss. The Selectmen have indicated they will contribute to the support of the Hills Building. The Committee will have to come up with a rental fee structure that says who uses it, to what extent, etc. to determine what their rental percentage will be. Until it becomes self-supporting, everyone is going to have to pay. For right now, we have the money in our budget and it is our responsibility for this fiscal year.

Energy Saving Lightbulbs:

Trustee Kipnes did speak with a representative at Eversource and she is researching what we did 10 years ago. She told Trustee Kipnes she would get back to her. There are new kinds of lights from 10 years ago, but Trustee Kipnes is waiting to see what programs they offer. There may be other buildings in town that could take advantage of this.

Freegal:

Motion by Trustee Roy to approve 1 month of Freegal at a price of \$325.00 and further discuss yearly renewal at next month's meeting. Seconded by Trustee Kipnes. All in favor. Motion passed 4-0.

TV Display at Rodgers:

Issue to be tabled until next regularly scheduled meeting

Lions Club Tote Bag Donation:

The Lions Club would like to provide the library with canvas book bags to give out at the library free of charge. These tote bags would have the Rodgers logo on it as well as the Lions Club logo.

Motion by Trustee Roy that we work with the Lions Club to develop a give-away tote bag. Seconded by Trustee Kipnes. All in favor. Motion passed 4-0.

Reallocation of Budget Lines:

Line Item	Original Amount	Reallocated Amount
202-Small Equipment	\$9025	\$4,500
204-Large Equipment Maintenance	\$4,000	\$4,500
205-Large Equipment Repair	\$4,000	\$3,000
206-Electricity	\$24,500	\$21,500
207- Water/Sewer	\$5,200	\$4,500
208-Telephones	\$7,800	\$7,200
209-Heating Oil	\$4,500	\$7,500
214-Notices/Newspaper Ads	\$150	\$500
224-Building Maintenance	\$4,400	\$5,700
237-Training	\$450	\$500
238-Postage	\$1,850	\$1,381.32
247-Programs	\$17,750	\$22,300
301-Paper	\$2,200	\$1,800
303-Office Supplies	\$12,500	\$12,000
322-Janitorial Supplies	\$5,750	\$4,000

Motion by Trustee Roy to accept reallocation of budget lines listed above. Seconded by Trustee Kipnes. All in favor. Motion passed 4-0.

Trustee Rodgers watched the Budget Committee meeting last night and they will be requesting zero increase. They are asking for a wish list. If we have an increase in our budget we will have to have a solid plan in place for those funds. Also, the Board will be going forward and requesting a 4% increase for full-time employees just like last year. The insurance payment of \$11,200 will be included in this year's budget.

Benson's Park Adopt a Spot: Our children's librarian, Betsey Martel, has been doing a story time at Benson's Park and they have asked her if the library would be interested in adopting a spot in Benson's. This would require plantings, etc. that would require some form of investment as well as time weeding, watering and keeping the area clean. At this time, Director Pilla does not believe we have the staff or funds for this undertaking at this time. Trustee Rodgers would like to reach out to Benson's and find out if there is something else the library can do that would be helpful.

Hopkinton Library Lightning Strike: Their library was severely damaged. The Board would like to reach out to them and offer to issue 6 month library cards to their patrons at no charge to them.

Trustee Comments:

Trustee Roy – The voting season is coming up so please do your research and go out and vote.

Trustee Blue – Would like to thank the Trustees and library staff for the beautiful get well flowers.

Trustee Kipnes – Unfortunately the summer season is coming to an end. Thank you to the staff for doing a wonderful job on the summer reading programs and all the things going on. There will be things in the fall and all through the year at the library. The programs are just wonderful and there is something for everyone.

Director Pilla – Very glad to see Barbara here tonight. It is grand. Budget season starts in September and it will be the first time around for me. I'm looking forward to it since I have made

some friends on the Budget Committee. I've gotten to know some of the Selectmen and this Town is awesome with people who are really willing to work hard and together especially with the upcoming Hills Memorial Library Building meeting coming up. It's nice that we are all looking out for each other. Thank you.

Motion by Trustee Roy to adjourn at 6:50 p.m.

Our next regularly scheduled meeting is September 19, 2018 at 6:00 p.m.

Adjourn:

Meeting adjourned at 6:50 p.m.

Respectfully submitted,

Terri Cicia, Administrative Assistant

Rodgers Memorial Library Director's Report
 Activity for July 2018
 August 3, 2018

Personnel: Search for new Assistant Circulation Librarian. Kristen met with the runner-up applicant for Circulation Librarian and requested that we list the job so that she could meet other people. There were 26 applicants. We will interview five candidates. Library page positions – Julia and Morgan have graduated from high school and are leaving RML to head off to college. We will need to hire two more pages. Christopher Leonard has completed his summer position and has returned to college. This was a temporary position, created for this summer – it has been very successful. James is leaving us for a school librarian position at Stoneham Middle School in Stoneham, Mass as their school librarian. He will be leaving as of this Friday – August 17, 2018. Tanya is taking over as Young Adult librarian. I am in the process of rewriting James' old job description to incorporate different responsibilities. The Brick Location file is complete – if you purchased a brick you can now locate it on the sidewalk using the simple, but effective solution designed by ace Library Assistant, Duane King.

RML has received a request from Hudson PD to work with them on a "Hudson Night Out" project. Master Patrol Officer Jason Downey is heading up the program from HPD. We want to be involved in this kind of community outreach.

Highlights of Special SRP Programs

Children's Room Programs:

Summer Reading	Programs-46	Attendance-908
Outreach	Programs-3	Attendance-45
Totals	Programs-49	Attendance-953

Scott Jameson – magician attended 102

Carnival – 2 bounce houses, petting zoo, popcorn, snow cones, attended 198

Hudson Old Home Days – fully staffed table for the whole event. We gave away donated books and candy. Thursday & Friday were lovely days. Saturday closed early because of rain. Sunday started off very wet and then improved throughout the afternoon.

Outreach: Miss Tanya visited the summer school at Hills Garrison this summer. She went over three times and did STEM activities. The summer school kids came to the library with their teachers.

Pew Research has released a new Social Media Update for 2018. It shows that the usage of various social media outlets has changed:

Adult Services - Amy Friedman

Special Events

Explore Benson Park

Amy led a 1 hour walk through Benson Park on Thursday, July 5. It was a brutally hot day and only one person came. We will do this again next month, hoping for better weather.

DCU Free Concert Series

On July 13, Jeff Warner performed his *Music in my Pocket: Family Fun in Folk Music* program. Sponsored by a grant from NH Humanities 25 people attended

Red Cross Blood Drive

The Red Cross held a blood drive at the library on July 26 from 2-7. Members of the Friends of the Library manned the tables and they brought some baked goods. Capri Pizza donated pizzas and Hannaford gave us a gift card.

28 people donated blood

Acrylic Pour Painting

The Children's room was having a drop in craft on July 31 to decorate wooden music notes with acrylic pour painting and offered to have a drop in session for adults in the evening.

20 people dropped in.

Free Friday Film Festival

RML shows recent popular films at 3:30 & 6:30 on Fridays in July and August. On the second Fridays, when there are evening concert events, we only have a 3:30 showing. This month's films were, July 6: *Wonder* (29 & 7 attendees), July 13: *Phantom Thread* (3:30 only, 17 attendees), July 20: *The Post* (13 & 12 attendees), July 27: *All the Money in the World* (13 & 12 attendees).

Adult Summer Reading Program: The Adult Summer Reading Program started on July 1 and continues through August 31. This year we had an online option and a paper ticket option. Participants earn a raffle ticket for every library book, audio book or e-book they read/listen to and films borrowed as well as for attending library programs. Amy got donations of gift certificates from Hudson restaurants and businesses. Winners are picked weekly. Participants also receive a coupon for a free book at the Secondhand Prose book sale for registering for the SRP

Yearlong "Reading Challenge"

RML is hosting a reading challenge from July 1, 2018 to June 2019. There are fifty categories. The person who reads the most books from the challenge categories will receive a \$75 gift certificate to the restaurant of their choice. Everyone who participates has a chance to win additional prizes. The Friends of the Library will donate \$100 towards reading challenge prizes.

Regularly Scheduled Adult Programs

Community Room Art Exhibit: In July Gin Demers exhibited her drawings. Our August artist had to drop out for health reasons so we are keeping her work an extra month. .

Book Discussion Groups:

Afternoon: Third Tuesday of the month at 1:30PM. Linda led the group. They read "The Marriage of Opposites" by Alice Hoffman. 12 people attended.

Evening: First Thursday of the month at 7PM. Gina leads this group. They read *The Sympathizer* by Viet Thanh Nguyen. 4 people attended.

Drop in Stitchers: Weekly on Friday mornings from 9:30-11:30 103 people attended this month

Free Family Film: 4th Saturday of the month. Paddington 2 after the cupcake eating on June 16. The Friends of the Rodgers Memorial Library sponsor these films. 8 people attended.

Genealogy Club: Second Friday of each month at 1:30. Roger Schwitalla facilitates the genealogy programs. Gerry Savard and Muriel Normand of the American Canadian Genealogical Society presented “French Canadian Genealogy 201” 19 people attended.

Geopolitics in Today’ s World 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 be bringing this related program to the library. 36 people attended this month.

Group Singing: There was no singalong this month because Amy and Linda were away.

Life Coaching Event: Master Certified Life Coach Diane MacKinnon, M.D. presents a different life coaching topic each month, on the second Tuesday at 7. This month’s topic was “The Mind Body Connection”.
19 people attended.

Monthly Writing Group

Diane MacKinnon is facilitating this new monthly group. They met on Friday 7/13. 1 person attended.

Publicity

RML is improving the way we communicate with Hudson. Amy sends out weekly programming information updates to local newspapers. HCTV advertises all library programs on their slide show and tapes a segment with Amy. The Hudson Senior Center displays the RML calendars. We list all our programs in our newsletter and on our website. We post big events on online calendars like NHtodo. RML has a Facebook page with over 800 people who “like” us.

Outreach

Kristen visits residents of Fairview Healthcare weekly. Amy and Linda host a monthly singalong at the facility. Staff members participate monthly in WSMN Radio’s “Books and Crooks” program. Duane regularly updates the sign that appears on Rt. 102 advertising upcoming library events.

Displays:

Roger Schwitalla is the creative person who designs clever and topical displays in RML.

Our multi-tier book display unit for the lobby displays our newest books. The small table highlighted books on The American Revolution in early July and changed to books for the college bound to support the teen “Know Before You Go” program. Above the newspapers we displayed books on PBS’s Great American Read. Summer

Cook books were featured on the far BCD stack. National Anti-Boredom Month and Staff Picks round out the displays for July.

Teen Report: Summer Programs – James Taber

D&D Group: The D&D group has settled into core members over time. There is significant overlap with the previous crew, though with a couple new additions. They are enjoying themselves and remaining highly engaged. The program has remained a weekly staple, though they did not meet on July 26th due to the Blood Drive. They have expressed an interest in continuing the game independently of the library; see Program Planning for more information.

July 5:	8
July 12:	4
July 19:	4
August 2*:	4
Total:	20

**Note: August numbers included here because they were available at the time of writing this report. However, they are not reflected on the monthly reference desk statistics provided for July; they will instead be reported in the proper month.*

Candy Bridges (July 10): The first of the summer’s crafty-tech programs involved constructing candy bridges across a one-foot gap. Working in teams, the participants tried to build a bridge out of gumdrops, marshmallows, toothpicks, and popsicle sticks. James provided them with the materials, the outline of their goal, and the prize: additional candy in the form of fun-size candy bars, which would be used to test how much each bridge could hold. The more their bridges held, the more candy they could take home.

The participants were focused the entire time, though they approached the problem in an unforeseen way: rather than stick the toothpicks into the gumdrops and marshmallows in order to build the bridge and layer popsicle sticks on top to provide a stable surface, they elected to use the marshmallows and gumdrops for their adhesive property to stick the popsicle sticks together and tried to construct the bridges that way. The result was less effective than it could have been, and also far messier.

Attendance: 8

Tween & Teen Percussion Obstacle Course (July 11): Done in cooperation with the Nashua Community Music School, the percussion obstacle course was a very creative and active event that involved performing drumming rhythms while completing physical challenges. The instructors were overwhelmingly positive, upbeat, and encouraging to the participants, even going so far as to incorporate changes and challenges suggested by the tweens and teens. For their part, the participants were highly driven, choosing their own competing pairs and making sure everyone got a chance to go.

Attendance: 13

Know Before You Go: Despite being designed for and advertised to teens and their parents as college preparation sessions, the only interest in Know Before You Go came from home school patrons (of middle school age) whose parents were looking to fill in knowledge gaps. The guest speaker for the first session, “Time and Money

Management,” was in good spirits, though: she came from St. Mary’s Bank here in Hudson to discuss the importance and skills required for budgeting. She was delightful and left resources with James to help other teens.

The second session, “Public Speaking and Etiquette,” garnered no attendance. James is unsure whether the cause for such a muted reception is insufficient advertising or a lack of interest. He designed the program based on suggestions gathered at PLA, including a talk dedicated to running this sort of program. He hopes to get more attention for the third and final session in August, “Campus Life and Safety.”

July 12: 2

July 19: 0

Total: 2

Stop Motion Video Workshop (July 17): Participants were invited to use the library’s iPads and a special app called Stop Motion Studio to create their own short films. James gave a short demonstration, walked them through the app’s functions, and then invited them to try to create ten-second films using action figures he brought from home.

Each participant made several videos, all of which were saved to the library’s iCloud storage and then emailed to them. They demonstrated a wide range of creativity, from conventional filmmaking ideas such as characters interacting with each other and the environment, to ideas that played with the format like creating a stop motion video of a stop motion video.

Attendance: 4

Arduino Robot Workshop: Vicky’s Arduino workshop was intended to be the tentpole STEM program for the summer, and it did not disappoint. Participants were invited to use Arduino circuits (actually Elegoo) and solderless breadboards to create and program musical devices. The first session involved an overview of circuit design (thanks to Paul) and then a basic wiring activity run by Vicky. The second session involved creating buttons that could be used to play musical notes, though the participants had to figure out for themselves how to fix the code for the “piano,” which was deliberately made incorrectly. The third session involved modifying the piano from the previous session to include lights and a playback button that could repeat a sequence of notes input by the user.

July 18: 3

July 25: 5

August 1*: 1

Total: 9

**Note: August numbers included here because they were available at the time of writing this report. However, they are not reflected on the monthly reference desk statistics provided for July; they will instead be reported in the proper month.*

Cosplay Masks (July 24): Tacking back to the crafty side of things, cosplay masks were an opportunity for teens to come in and design their own masks based on favorite characters from pop culture. Various supplies were provided, including paint, markers, glitter, baubles, googly eyes, and glue. James conducted this program in cooperation with Chris from tech services.

Participants had fun and everyone made a mask. However, the audience turned out to be younger than expected: elementary-age children came into the room and began working on masks. In fact, only one middle school patron attended. James was fine with this turn of events, and Chris was very comfortable working with the younger kids.

Attendance: 3

Bucket Blast (July 25): Nashua CMS returned, this time to lead a more cooperative event: Bucket Blast. This program was intended to teach teens and tweens about the basics of drumming, using recycled instruments in the form of plastic buckets. As before, the CMS staff was very knowledgeable and friendly, as well as patient.

All participants, which included a range of ages, had a lot of fun. The instructor pushed them to complete a very long composition made up of basic rhythms, and the participants were able to carry it through. Everyone seemed attentive and receptive. (Especially our director, Linda, who was able to participate after being rebuffed from the earlier children's event.)

Attendance: 12

3D Printing Workshop (July 31): A demonstration on how 3D printing technology and design works, this workshop gave the teens the opportunity to create something with the library printer. James demonstrated how to use the web app TinkerCAD in order to create a design, walked them through a series of tutorials, and then let them either create a design on their own or choose something to modify from the public gallery on the website.

Participants were mildly engaged, though after a while the workshop turned into an exercise on what cool things they could find in the gallery. He helped them fill out 3D printer request forms and showed them how to save the file to a thumb drive, so library staff could then convert it to a workable print file. Everyone submitted one design (of varying complexity) to James, who is currently endeavoring to print them.

This program was a hit. Sign-ups were maxed out, and it had maximum attendance. The only issue was that one of the tweens who signed up did not come at 6:30, and so his spot was given away. When he and his mother arrived an hour and a half later, we had to turn them away. It is very possible that regular programs like this could be rewarding, for tweens, teens, and adults.

Attendance: 7

Teen Report: Program Planning

This month, James gave his notice: he'll be leaving on August 17th, one week after the end of summer reading. His successor in teen services, Tanya Moesel, will need to decide which programs to continue to offer. James will submit a written assessment to Tanya, as well as schedule a meeting to discuss his recommendations.

Teen Report: Displays James extended the pride display by a week, both to encourage additional reading in the area and to afford him time to focus on summer reading preparation. He replaced it with a STEM-focused display which also promoted the Museum of Science in Boston and the passes the library carries for that institution. The summer reading display of books assigned by the various schools was delayed,

as the high school did not post their lists until close to the end of the month and the middle school still has yet to post theirs at the time of writing this report.

Reference Report: Reference Statistics

Community Room	
Usage:	45 Attendance: 506
Study Rooms	
Usage:	87 Attendance: 137
Adult Programs	
Number:	31 Attendance: 406
Teen Programs	
Number:	14 Attendance: 72

Computer Use	
Cassie/Internet:	613
Guest Passes:	248

Reference Report: Room Bookings

Definitions:

Unable to Book: A patron requested to use our meeting space, but we were unable to accommodate them.

Booked, but Not First Choice: A patron requested to use our meeting space and booked it, but not for their first choice of date and/or time.

Bumped from Room: A patron used our meeting space, but they were unable to remain in the room for as long as they wished.

Unable to Book:	8
Booked, but Not First Choice:	1
Bumped from Room:	5

Reference Report: Miscellaneous

Genealogy requests:	0
Tests proctored:	1

Circulation Department- Kristen Paradise

Circulation:

- The adult circulation for June was up by 2% from May and down 23% from June 2017.
- The numbers for foot traffic for June was 3,689 visitors down less than 0.5 % from May.
- We issued **89** new patron cards.
- We currently have **3** patrons utilizing our Books by Mail Program.
- A total of **76** outgoing fax transactions were sent according to the log of transmissions from the Ricoh printer.

Downloadable eBooks, eAudiobooks, Freegal

- Patrons checked out **634** eBooks and **648** eAudiobooks.
- Freegal had **130** downloads from **14** patrons. Freegal also streamed **389** mp3s/videos from **5** patrons.

Notary Service(s): 32

Hours: The library was open **245** hours with no closures.

News: Implementing the use of the iPad and credit card scanner for the payment of fines, Non-resident fees and print jobs.

Children’s Services (Summer Reading: July 1- August 10) - Betsey Martel

Programs:

Summer Reading	Programs-46	Attendance-908
Outreach	Programs-3	Attendance-45
Totals	Programs-49	Attendance-953

Programs:

The summer reading program theme was "Libraries Rock". We chose to embrace both music and rocks (geology) as part of our theme. We had several programs run by the Nashua Community Music School; a percussion obstacle course, a bucket blast drumming program, and an African Drumming workshop. Kids and parents both enjoyed these programs.

Magician, Scott Jameson wowed an audience of 102.

Carnival of Fun We had 198 people (approximately- it was hard to count because it was all over outside), we had two bounce houses, a snow cone machine, a popcorn machine, a petting zoo and a couple of food trucks. The carnival was AMAZINGLY popular. We had a suggested donation of 25 cents, and all proceeds were for the Humane Society of Greater Nashua. We collected \$111.12, and three cans of cat food. We all agreed that we need to repeat the carnival, but we probably really only need bounce houses and snow cones!

A local music therapist and her husband presented six programs for us this summer. There were four musical story times, a performance by their group, the ABT's, and an instrument petting zoo. We had many positive responses to their programs. We did a week of making "kindness rocks" encouraging kids to paint rocks and add inspirational sayings. The suggestion was to hide them somewhere that might brighten someone's day.

We expanded/changed our acrylic pour painting day so that 6pm-8pm was for adults. With very little promotion we had **20 adults participate!**

Steve Blunt and Friends ended our summer; attendance was a bit low, but it was very hot and also Old Home Days.

168 kids signed up to track their reading, and read a total of 2,716 hours.

Projects: We’ve continued to plan how we are going to change things in the children’s room. We’ve decided that January would be a good time to move shelving and books. January is usually pretty quiet, and we’ll have plenty of time to make patrons aware that there will be changes to where materials are located in the Children’s Room.

Volunteers: We have had an amazing crop of volunteers this summer. They helped with everything from prepping programs to handing out tickets and helping run programs. I hope they all come back!

Information Technology Report – Vicky Sandin

Maintenance Routine Maintenance

In July, IT staff responded to **36** staff and patron requests for immediate assistance. **106** additions and changes were made to the website.

Our new IP addresses are up and running. We have updated all our electronic databases with the new addresses, and all are currently functioning up to par. Marguerite is working on adding new pages to the website; mainly a “Library of Things” page, a new database landing page, and a new Museum Passes landing page.

Non-routine Maintenance New Backup Servers have been installed and are up and running.

People Counter – Brian plans to download and install the new people counter software in mid-August.

Google for NonProfits – The Library was granted a free Google for NonProfits account in early August. This means that – should we wish to untether ourselves from Outlook – we would have access to all Google products, including email, the office suite, and other peripherals for free. We would also retain use of our domain name (rodgerslibrary.org) for all our email. Vicky is attending a workshop in September and plans to start the migration in October, sometime after the October 8 staff meeting.

Patron Services

Library of Things: Currently we have the main three items in our Library of Things: 2 mobile Hotspots, Roomba and GPS. Vicky will add the Amazon Echo (Alexa) after she returns from vacation on August 14. We plan to add an Echo Dot, the Seed Library, the Telescope, the Kindle Fires and the Makey-Makey kits. Researching the following items:

- **OBD II Scanner/Code Readers** – Device that diagnoses your car’s (post-1996-make vehicle) engine/check light
- **Roku Streaming Device** – This device connects to your digital TV to display streamed content from Roku, Netflix, Hulu, Amazon, etc. on your 4G TV.
- **Additional hotspots** – we can add two more hotspots, and are researching how to include a Chromebook with a hotspot to offer an “Take the Internet home” kit, available for checkout.

Marguerite created a Library of Things page on the website located in the “At The Library” tab.

Arduino SRP – The Arduino workshop was held for 3 weeks, with teen participants able to create a circuit and upload a program into the Arduino device. Each class introduced new concepts regarding circuitry, electricity, and coding. Participants created a paper or touch keyboard, a pushbutton keyboard, and ultimately a pushbutton keyboard with LED lights with recording capability.

RB Digital, Kanopy – Vicky has been in contact with reps from RB Digital, the digital arm of Recorded Books; and Kanopy, a video streaming service. Both are subscription

services that offer digital-rich content in the form of movies, TV shows, audio books, magazines, and e-learning.

Technical Services – Ann Carle

Reorganized staff timesheet template to record longevity awards starting in 2019. Closed fund accounts in Evergreen acquisitions and reopened them with the new budget figures for FY19. For future reference, Chris and Marguerite watched and took notes on the procedure.

Created new standing order purchase orders for FY19.

Marguerite covered several shifts at the Reference because of staff vacations.

New monitor arms were purchased and installed.

Respectfully submitted,

Linda Pilla, Director