



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 Regular Meeting Minutes June 20, 2018

Present:

Trustee Robin Rodgers
Trustee Kara Roy
Trustee Barbara Blue
Trustee Donna Boucher
Trustee Linda Kipnes
Linda Pilla, Library Director
Angela Routsis, Selectmen’s Liaison

Called To Order:

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

Public Input: None

Reports to the Board:

Motion by Trustee Blue to accept the Public Minutes of May 16, 2018. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.

Motion by Trustee Roy to accept the Non-Public Minutes of May 16, 2018. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.

Correspondence:

Trustee Rodgers asked Linda Pilla, Director, to contact Jim McIntosh about the audio sound at the Hills Memorial Library Building. There have been some people who have complained that they are unable to clearly hear what is going on during these recorded meetings. He responded to Director and the problem has been rectified (correspondence attached).

Treasurer’s Report:

We are coming up to the end of the year and we are going to have to go over a few encumbrances totaling \$21,575.40. The encumbrances are as follows:

- Southern NH Tree Service, PO 3675, Line Item 224 = \$2,200.00
- Dell Computer, PO 3676, Line Item 411 = \$10,349.84
- W.B. Mason, PO 3674, Line Item 326 = \$800.00
- W.B. Mason, PO 3523, Line Item 326 = \$2,440.72
- Amazon.com, PO 3673, Line Item 326 = \$1,792.99
- Book Purchases, PO 3680, Line Item 327 = \$1,076.23
- Book Purchases, PO 3680, Line Item 329 = 1,179.00

Tucker Interiors, LLC, PO 3677, Line Item 326 = 1,136.00
Johnson Electric PO 3678, Line Item 412 = 600.00

Motion by Trustee Roy to approve encumbrances as written above. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.

Zylonis Paperwork is now signed and ready to be mailed.
We will be preparing for the audit and will have paperwork delivered to Town Hall where the audit will be conducted.

Selectmen's Liaison: None

Director's Report: See attached.

Acceptance of Donations:

Motion by Trustee Kipnes to accept 11 books and 1 puzzle. Seconded by Trustee Roy. All in favor. Motion passed 5-0.

Motion by Trustee Roy to accept \$250 from NH Humanities Council, \$494.66 from the Friends of the Library, \$235 from the Friends for the Hedgehog program, \$150 from the Jr. Women's Club and \$550 from the Lions Club. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.

Friend's Report:

The Friends had the meeting and elected officers. Barbara Blue has been elected Treasurer and Connie Owen has been elected President. The Friends have tabled a decision on purchasing a pergola due to potential foundation issues and planning permission.

Strategic Plan:

Draft Strategic Plan presented to the Board for their review. This is a three year plan and we are planning for the future. Goals have been set to work towards in the future. We may not have funds right now but may in the future. A lot of what came out of the original Strategic Plan were big things. This plan has smaller things that we are going to be able to move on without making major investments of money. Some of it is just a shift in our focus from being inside the building at Rodgers Library to expanding out into the community and maybe doing some things here. Perhaps going out into some of the 55 and over communities and creating book groups and staff members going out into the schools and providing enrichment programs and such. These do not require capital investments. This plan expires in 2021 so we would like to start revisiting it at the end of 2020. This plan will be studied by each Board member and discussed during our next regular meeting.

Department Heads Staff Meeting:

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

Old Business:

IT Renovation Options: Trustee Rodgers was unable to attend the last meeting when a decision was made to move forward with Stibler & Associates to start drafting plans for the IT Renovation. She had a meeting with Linda Pilla and was shown floor plans for the library that have a possible expansion option for office space from the original builders of the library. Trustee Rodgers thinks that if we are going to make any changes, we should be sure and get the most for our dollar. The designers of the building put this extra space here so when it came time to expand, this would be the way to go. Trustee Rodgers proposes that they bank out the Director's office and repeat it again and

make Director's office into two offices. It seems to Trustee Rodgers that if we are going to make these changes, that we get the most for our dollar. This route would be better because trying to redesign the existing IT space would be just too small to begin with. The other option is to use the basement since it is quite large and the IT person works alone. We would be able to build an office in the basement. This option may require another elevator, but she is unsure of that. Trustee Roy thinks it is important to solve this space issue because IT Department is not shrinking, but get larger. The proposed bump out that Trustee Rodgers has mentioned, cannot be accomplished financially at this time. The basement is unused space and with renovations, it would add so much space to the building. You could use the basement for a variety of things. ADA compliance will be required on any renovations. Trustee Roy thinks the deciding factor will be cost and the basement renovation would be far more cost effective. Currently, the basement houses our Archives.

Northpoint Construction is able to revisit us sometime in August to discuss possible renovations to basement.

Motion by Trustee Roy to withdraw the motion to hire Stibler & Associates. Trustee Blue withdraws her second. All in favor. Motion passed 5-0.

Hills Building Self Supporting Plan: When we met with the Selectmen and members of the School Board, they agreed that the Hills Building should become self-sufficient. Trustee Rodgers spoke with Ruth Parker, whose advice was to set good ground rules, have a small staff and expect it to take 5 years. So, we need to decide who is going to be on the Committee and when are we going to schedule a meeting to start to layout the ground rules and put the people in the positions to enable this to go forward. I want to set up a really strong foundation so this can go on forever. Trustee Roy has offered to sit on this committee. Ted Trost, Ela Ramsey, Connie Owen, someone from the School Board, Angela Routsis has offered to be on this Committee as well. Susan Tirone has also offered to sit on this Committee. The 4th Wednesday of each month at 6:00 p.m. has been set for these meetings. These meetings will be held at the Hills Memorial Library Building.

Updated Job Descriptions: Director gave Board members a copy of job descriptions with minimal changes.

Motion by Trustee Kipnes to accept the updated job descriptions. Seconded by Trustee Blue. All in favor. Motion passed 5-0.

Energy Saving Lightbulbs: Trustee Kipnes is continuing to work on this issue, but has nothing yet.

TV Display at Rodgers Memorial Library: Director Pilla would like a large screen monitor to display messages and calendar events, something larger than what is currently on the circulation desk. We are currently exploring options. Director Pilla will gather more information and get a few quotes. This issue will be revisited at next regularly scheduled Board meeting.

Freegal and Hoopla: We pay Freegal 1 time per year and pay one price per year regardless of who uses it. It does not vary on us. You get 3 hours of downloadable music per week. Once they are downloaded they belong to that person. Freegal has also made it much more searchable. The cost is approximately \$.68 per song. It is the cheapest database we have. Total number of people using Freegal during the last calendar year was 1,155 and this year 2,000. Hoopla operates differently. You pay per use. The more Hoopla is used, the larger the bill is. You preload your account with \$2,000. The cost per use is between \$2 and \$4. We would only be able to allow 2 downloads per month, otherwise, it would blow our budget out of the water. It is a great service and is being used at all the big libraries around the state. The reason we do not already have this is because we are

fiscally conservative. There have been a number of libraries that have had to cut back on materials on their shelves in order to support Hoopla, but they too have to limit the amount of downloads. Director would rather be conservative going into this and have a limit of 2 downloads per month. Freegal has audio books, streaming and music. Our Freegal subscription is expiring at the end of August of this year. The number of users is currently somewhere around 180-250. Director Pilla is requesting one more year of Freegal and to give us some startup funds for Hoopla. The funds would be taken from the database budget. The library does not have a CD collection any longer and this would meet our music needs. New cars no longer have CD players and within the next 5 years, the need for CDs will be gone because we will no longer have CD players in cars. Freegal is more music, but they do have downloadable books. Pandora is not free, you need to pay for a data plan for the phone you will be listening on. Director Pilla would like to table this issue until the August meeting to gather more information on Pandora and other services available.

July Meeting: There will be no July meeting, but Director Pilla has scheduled a Chamber of Commerce meeting here on July 18 at 5:00 p.m. Our next meeting will be August 15.

Appreciation Policy: Director Pilla had a very constructive meeting with the Town Administrator and they came up with these 3 separate policies:

Appreciation Policy:

Full time employees will receive an award of 3 lapsing personal days upon completion of 5 years' service to Rodgers Memorial Library. Furthermore, full time employees will receive 5 lapsing personal days upon completion of each subsequent 5 year period thereafter (i.e. 10-15-20, etc.). Part time employees will receive the same benefit based on the average number of hours worked in a 1 week period. These days will be awarded January 1 of the year following your anniversary. All days must be used by December 31 of the awarding year and cannot be sold back to the library. These hours will not be paid out upon leaving the employ of Rodgers Memorial Library.

The goal of this first policy is to reward employees who choose to stay with the library. Especially those employees who stay a good long time. The town has something similar. Someone who has completed 5 years would get 3 vacation days that would start on the January 1 the year after they have got to their 6 year anniversary. These three days would only be good for 1 calendar year, not fiscal year. If these days are not used by December 31, they would just go away.

Trustee Kipnes would like to see the following changes: Three lapsing personal days upon 5 years of service and 1 additional day per year for the next 4 years until you reach your 10 year anniversary. On the 11th year, you would receive 5 vacation days with additional 2 days every year thereafter until you reach your 15 years of service.

Motion by Trustee Kipnes to approve Appreciation Policy with above changes. Seconded by Trustee Blue. All in favor. Motion passed 5-0

The second policy is as follows:

Longevity Award Policy

All employees regardless of part time or full time, shall receive a longevity award of \$100 upon completion of 10 years of service to Rodgers Memorial Library.

Motion by Trustee Kipnes to approve Longevity Award Policy as written above. Seconded by Trustee Blue. All in favor. Motion passed 5-0.

The third policy is as follows:

Vacation Buyback Policy

On March 1 and September 1 employee vacation time can be sold back to the library in blocks of 10 hours. Vacation hours are sold back at employee's current rate of pay and will be paid out in the form of an additional payroll check. When selling back vacation hours, it is required that the employee retain two weeks' worth of vacation hours in the vacation bank. It is the employee's responsibility to make sure they have enough vacation time to adequately plan for their anticipated vacation needs for the remainder of the year. Sick time cannot be used as vacation time.

This would allow employees to sell blocks of 10 hours back to the library and take the cash instead of taking the vacation time. For example, full time employees would have to keep 80 hours available so they are taking a vacation which is the intent. We want them to take their vacations. The town does this on a regular basis. Trustee Rodgers suggested adding, "Board approval is required prior to selling back hours".

Motion by Trustee Kipnes to approve the Vacation Buyback Policy with the addition of "Board approval is required prior to selling back hours". Seconded by Trustee Blue. All in favor. Motion passed 5-0.

Trustee Comments:

Trustee Roy – One of the things I'll say is, "I truly appreciate the people in the town voting to give us the money that we have to spend. I hope that as time goes we can reach some of our goals of normalizing pay for our employees, being able to monetarily recognize the hard work they do and actually use all the money the taxpayers have given us. That is what we have been voted in to do and, let me be clear, this would mean that we no longer return money to the town. That we effectively use it for the operation of the gem we have in this town. Thank you.

Trustee Blue – I really enjoyed working on the Strategic Plan with Linda Pilla. She really did a lot of work and it would not have been possible without her.

Trustee Boucher – I am looking forward to the summer programming the library will have and I hope the citizens of Hudson will take advantage of that.

Trustee Kipnes – I also appreciate the town voted us money to start getting our staff up to a comparable pay to surrounding towns. We still have a ways to go. Just as a reminder, you will probably see us back next budget session to recognize our staff. Anyone who has been to the library knows our staff is professional and knowledgeable and warm and kind and friendly. Thank you to the town for recognizing that and I hope to see everyone at the library this summer. There are some wonderful programs coming up.

Director Pilla – We have a tremendous bunch of people here who are the Trustees of the Library and it blows me away that these people volunteer to run for service in a local authority or local town and don't get a penny for it. They give so much of themselves to looking out for people of Hudson and the library staff. We totally appreciate what they do and I see them as not just Trustees, but as business women, employees, members of so many committees in the town, they are genuinely hard

working people who give of themselves and I seriously appreciate them and the work they do. So, my thanks is to you.

Non-Public Session:

Motion by Trustee Roy to enter into Non-Public Session under RSA91-A:3 II. (a)(d). Seconded by Trustee Boucher. All in favor. Motion passed 5-0.

Chair called for a roll call vote

Trustee Rodgers

Trustee Roy – Yes

Trustee Boucher – Yes

Trustee Blue - Yes

Trustee Kipnes – Yes

Enter Non-Public Session at 7:40 p.m.

Enter Public Session at 8:07p.m.

Motion by Trustee Kipnes to give Custodian a 4% raise. Seconded by Trustee Blue. All in favor. Motion passed 5-0.

Motion by Trustee Roy to hire Kristen Paradise as Circulation Librarian at an hourly rate of \$19.24. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.

Motion by Trustee Kipnes to give Kristen Paradise a \$2,500 differential payment for doing 2 jobs until new Circulation Librarian is hired. Seconded by Trustee Blue. All in favor. Motion passed 5-0.

Motion by Trustee Roy to promote Tanya Moesel to Assistant Librarian at an hourly rate of \$15.50. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.

Our next regularly scheduled meeting is August 15, 2018 at 6:00 p.m.

Adjourn:

Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Terri Cicia, Administrative Assistant

Attachments

From: jmcintosh@hudsonctv.com <jmcintosh@hudsonctv.com>
Sent: Tuesday, June 05, 2018 2:06 PM
To: Linda Pilla <lindapilla@rodgerslibrary.org>
Cc: Mokeefe <mokeefe@alum.mit.edu>; Mike Johnson <mjohnson@hudsonctv.com>
Subject: Audio concerns at Hills Library

Hello Linda,

We have been working on versions of this problem for some time now. A couple of months ago there was a complaint about sound. Upon checking the equipment, I found broken wires. That turned out to be a squirrel that had somehow been trapped downstairs and chewed through several mic wires. Currently, a part of the problem is some of our camera operators seem to have a problem adjusting the output properly, we have been working on retraining and such. Two camera operators have recently been removed from the queue of doing meetings out of Hills because of their poor performance. We are in the process of ordering equipment to make the meetings better on our end but it will be a few weeks. We will be adding four more channels to allow for at least a hand microphone for standing speakers/presenters.

I would like to request a few things if possible:

People running the meeting verbally recognize speakers by name to help our camera operators to locate the speaker in order to properly switch cameras and adjust the proper microphone channel

People to be requested to be recognized before speaking to allow the camera operator to know who is actually speaking

People to be requested to speak into the microphones as directly as possible (our microphones have a narrow path) to limit ambient noise. The more directly in front the speaker is, the better the sound picked up.

Asking Non-members to refrain from speaking from the audience, please encourage them to sit before the guest microphones.

Asking members to refrain from random comments when someone else is speaking, this sometimes confuses our camera operators. We do not really listen to the content of the meetings but for cues to adjust audio knobs and switch cameras if necessary.

I know these are basic procedures but it is amazing how many people forget that they are in a controlled meeting and not a casual parlour conversation.

One final thing to understand is that we try to follow the conversation but because the lighting is so dim we have a hard time seeing who is talking. I recently installed a larger split monitor for my camera operators but it is still difficult to see who is talking. I have mentioned to some of the School Board members that we at HCTV were told years ago that the lighting would be upgraded and the air conditioner in the loft would be fixed (it gets VERY hot up there in the summer). I think both of these would help.

I do apologize for the failure of my camera operators and would like to assure you that we are working on improving the audio and video quality.

Several weeks ago I installed the large television monitor to replace the slideshow screen because of the poor quality. If we could get presentations several days ahead of time, we could input them into our system and run them concurrently with what your presenters show on the television monitor.

So, thank you for your concern and offer to assist. Any help from the meeting floor would be great. If you notice our camera operators having problems, please do not hesitate to contact me directly. We do follow the Thumbs section but sadly, when a complaint is there, the damage is done. I look forward to working with you to improve the broadcast quality of your meetings.

Jim
James McIntosh
Director of Community Media
Hudson Community Television
Access Center and Studio
19 Kimball Hill Rd
Hudson, NH 03051
603.578.3959
jmcintosh@hudsonctv.com

Rodgers Memorial Library Director's Report
Activity for May 2018
June 20, 2018

Personnel: Search for new Circulation Librarian. Eight applicants. Two not qualified, two were at a significant distance. We interviewed four candidates. Discussion in non-public.

Christopher Leonard has returned for the summer. He came to RML summer 2017 through an Intern Program with his college. RML has hired him this year to help fill some of the gaps as part-time staff take long vacations this summer.

Julia Izzo left the library as of June 7. She is heading off to college this fall.

Highlights of Special Adult and YA Programs in May and June

Summer Reading Program Kick Off events:

Friday June 15: 4EverFab Concert (Beatles cover band) 200 attended this outdoor concert. Wonderful weather. Awesome music. Great food.

LazerTag for Young Adults (5th-12th grade) 35 attended night-time lazer tag in RML.

Cupcake competition – 27 participants. Judging was Friday afternoon.

Cupcake tasting and recognition of Rodgers Memorial Library's 9th birthday was on Saturday. Over 120 people attended. This also counted as the CookBook Club event for June. July's CookBook Club is Salads and Smoothies!

May 23 - A Taste of Lithuania. Chef Oonagh Williams presented a photographic journey of her experiences studying for a summer in Lithuania. She was very popular. She has indicated that she would be willing to offer monthly Lithuanian-based cooking classes each month for \$300/mo. This would be an opportunity for good use of the The Charles Zylonis Trust fund. 47 people attended.

Friday June 8 Genealogy Club – Webinar "Daughters of the American Revolution" 12 attended. NB: When we have a live speaker the typical attendance is 3-4 times larger than when we host a webinar. I would like the Board to consider increasing the amount of money budgeted for "outreach" (247E) and using some of that money to schedule more "live" events.

Children's Room Special Programs:

June 20, 2018 Benson's Park Summer Extravaganza. Bubbles, stories, games.

Summer Storytime at Benson's. RML will partner with Friends of Benson's.

Betsey to meet with Friends of Benson Park to discuss setting up a "Story Walk"

Eagle Scout projects @ RML

Information Technology

New Storage Equipment - The Comcast Business internet failure that affected over 100 businesses in Hudson - including the library - on June 13 has prompted Brian to move faster than expected on purchasing new storage for our data. Brian spent most of Wednesday afternoon into the evening rebuilding our old servers, which are now almost 10 years old.

People Counter – Our new people counter was installed today. Our old people counter software had another fail earlier in May – it actually uninstalled itself, which may have led to some loss in data, according to the lower numbers of patron visits for the month.

Building & Facilities

We have received two bids for the removal of dead/dying trees along the tree line north of the library.

Adult Services

Amy Friedman

May 5 - Beginning Harmonica Workshop

Mike Rogers taught a beginning harmonica workshop for adults and children ages 9 and up. Several people purchased their own harmonica for \$3. The group learned how to play several songs and listened to Mike demonstrate his skills.

43 people attended.

May 12 - DCU Free Concert Series:

Portsmouth folk band "Great Bay Sailor" presented a program of maritime music. 44 people.

Mind to Mind with Preston Heller, Mentalist

"Mentalist" Preston Heller amazed the audience with his ability to read minds and influence people's choices 100% of the \$150 fee went to the Hudson food pantry and he also asked people to bring food to donate, we had about 20 bags of food. 68 people attended this show.

Regularly Scheduled Adult Programs

Community Room Art Exhibit: In April the students from Alvirne High School exhibited their work in the community room and in the lobby case. They held an open house on April 17 so families could come and view the work.

25 people attended.

Book Discussion Groups:

Afternoon: Amy leads the afternoon book discussion group. This month they read "The Other Einstein" by Marie Benedict about Albert Einstein's first wife. 7 people attended.

Evening: Gina leads the evening book discussion group. This month they read "The Walk" by Richard Paul Evans. 3 people attended.

Cinema Celebration: Second Mondays at 2:00 & 6:30. This month's film was *Dunkirk*. The Friends of the Library sponsor the library movies by purchasing the annual movie license.

7 people attended

May 9 - Cookbook Club: Gina facilitates this club. "Teeney's Tour of Pie"

18 people brought pies for the program

Drop in Stitches: This weekly program on Friday mornings from 9:30-11:30 continues to be popular. 89 people attended this month.

Free Family Film: 4th Saturday of the month. This month was *Smurfs: The Lost Village*. The Friends of the Library sponsor the library movies by purchasing the

annual movie license.

1 person

May 11 - Genealogy Club: Roger Schwitalla facilitates the genealogy programs. Speaker Tom Toohey from the Irish Ancestral Research Association. 41 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 bringing this related program to the library. 43 people attended.

May 21 Group Singing: Fairview Healthcare. One hour in Laurel Place assisted living and one in the Memory Care unit. We have created large print songbooks for this program. 30 people participated in the group sing.

May 8 - Life Coaching Event: Master Certified Life Coach Diane MacKinnon, M.D. presents a different life coaching topic each month. This month's topic was "How to Manage a Meditation Practice". It was postponed from March. 23 people attended.

Teen Report: Regular Programs

James Taber

Teen Takeover @ Your Library (TT@YL): A core group of teens continues to meet during TT@YL, but the library continues to compete with other after-school activities, including driver's ed. However, James has begun to use TT@YL as a *de facto* Teen Advisory Group, as they tend to be a captive audience. More details below in the "Community Outreach" section.

| | |
|----------------|-----------|
| May 2: | 4 |
| May 9 | 3 |
| May 16: | 3 |
| May 23: | 3 |
| May 30: | 6 |
| Total: | 19 |

Button Mashers: Despite a strong start to the month, interest in Button Mashers is waning. Teens have indicated that end-of-the-year school matters have begun interfering, but mostly the issue seems to be a lack of interest in what the library has to offer for video gamers. The Wii U used by the library is out-of-date. James has purchased a Nintendo Switch and will purchase games compatible with this platform.

| | |
|----------------|----------|
| May 3: | 5 |
| May 10: | 0 |
| May 17: | 1 |
| May 24: | 2 |
| May 31: | 1 |
| Total: | 9 |

Tabletoppers: The Tabletoppers met twice in the month of May, due to the Monday holiday on the 28th. The teens who attend remain enthusiastic, and new faces have begun to appear after hearing about it in TT@YL. D&D players are interested in continuing their meetings over the summer, which James is working to accommodate. However, they request it not be on Monday, due to ongoing commitments to taking driver's ed and summer school.

May 7: 2

May 21: 4

Total: 6

Teen Report: Program Planning

The schedule has been modified, moving most of the events to the evening in order to better accommodate those teens who rely on their parents for rides. The robot workshop has moved to Wednesday evenings to ensure Vicky's availability. All maker programs will be on Tuesday evenings and will run from the beginning of July through the beginning of August.

Per popular request, D&D will take place on Thursday afternoons. In addition to letting the current players continue to play together, the hope is that it will encourage more teens to check it out as a hobby. It will carry over into the new school year as well. James will continue to run a campaign for interested teens, but he will also encourage some of the teens interested in being Dungeon Masters to start their own campaigns.

Teen Report: Community Outreach

Teen outreach in the month of May was mostly limited to producing resources for teens, both for classroom visits conducted by Tanya and for our online spaces. James spoke with several teens and their parents when they visited the library about the merits of summer reading specifically and teen programming in general, and he solicited ideas from the teens about future services and programs the library could offer. Results were mixed and, oddly enough, reflected interest in programs and services the library has offered in the past but were not considered successes. These include an anime club and a creative writing group, but also a homework help.

Teen Report: Social Media

Besides the regular blog posts, Twitter reminders went up every day we had a program. In addition, our after-school programs were added to Facebook as recurring events.

Teen Report: Displays

The super hero display remained in place for the whole month, though new books and comics were cycled as others were checked out or spent more than a week in place. James also cleared out several old bookends and magazine binders on top of the freestanding fiction shelf in order to create more display space, this time oriented to showcasing books from the bottom shelves—those ones that tend to go unnoticed.

Reference Report: Reference Statistics

| Community Room | | | |
|-----------------------|----|--------------------|-----|
| Usage: | 59 | Attendance: | 781 |
| Study Rooms | | | |
| Usage: | 80 | Attendance: | 161 |

| Adult Programs | |
|------------------|-----|
| Number: | 34 |
| Attendance: | 569 |
| Teen Programs | |
| Number: | 13 |
| Attendance: | 36 |
| Computer Use | |
| Cassie/Internet: | 614 |
| Guest Passes: | 263 |

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: | 7 |
| Booked, but Not First Choice: | 4 |
| Bumped from Room: | 4 |

Reference Report: Miscellaneous

| | |
|---------------------|---|
| Genealogy requests: | 3 |
| Tests proctored: | 0 |

Circulation Department – Kristen Paradise

Circulation:

- The adult circulation for May was down almost 4% from April and down almost 21% from April 2017. See note about People Counter. The library experienced an outage of the People Counter. The recovered numbers indicate total foot traffic was down by 48% from April and down 52% from April 2017.
- We issued **86** library cards.
- We currently have **3** patrons utilizing the Books by Mail program.
- A total of **35** outgoing fax transactions.

Downloadable eBooks, eAudiobooks, Freegal

- Patrons checked out **617** eBooks and **612** eAudiobooks.
- Freegal had **151** downloads by **25** different users. Freegal also streamed **242** mp3s/videos by **20** patrons.

Notary Services: 32

- Hours: The library was open **284** hours and closed **12** due to Memorial Day.

News

- We began printing cupcakes on the 3-d printer for the entrants in the Cupcake Extravaganza Contest.

| | |
|--------------------|-------|
| Interlibrary Loans | Total |
|--------------------|-------|

| | |
|------------------------------------|-----|
| Hudson Patron Requests Submitted | 162 |
| Hudson Patron Requests Filled | 158 |
| Other Libraries Requests Submitted | 176 |
| Other Libraries Requests Filled | 176 |

Children's Room - Betsey Martel

Programs:

This month we started two new programs, Potions 101 for ages 8-11, and Mythology Book Club for ages 9-12. Potions 101 has been a huge hit. It is loosely based on Harry Potter, and looks at the science behind "potions". Mythology Book Club started small, which we expected. We hope with time and word of mouth that it will increase. Our regular programs Story Time, Books & Babies, Toddler Time, Movers & Shakers, Crafty Kids, Sensory Playtime and Family STEM night continue to be very popular as well.

Different program themes and activities this month included homemade paper, elephants, animals and their habitats, fire snake experiments, hexbugs, magnet exploration, light circuits and fraction quilts. Saturdays this month are LEGO Brick Saturdays- attendance is sporadic, generally only a couple kids at a time.

Outreach:

This month Tanya hosted a class at the library to make catapults, she also visit Hills Garrison to do a poetry program. The kids collaborated on a spring poem. We have the poems hanging in the children's room.

Projects:

We are very happy to have Molly and Melissa! One of our major projects includes a minor redesign of the location of our collections. We are creating age "zones" within the children's room- and plan to relocate books closer to the areas we hope different aged kids will gravitate towards. The only thing this project needs is time, and many hands on deck helping. The children's room staff is all willing to help with this move. We are working on summer reading, we have performers booked, and the schedule is almost complete.

Meetings:

None this month.

Volunteers:

Our fantastic volunteers are Kaviya, Elizabeth, Christopher and Joshua. They are always here and willing to do whatever needs to be done.

| Activity | Programs | Attendance |
|------------------|----------|------------|
| Library Programs | 53 | 510 |
| School Outreach | 3 | 181 |
| Total | 56 | 691 |

Information Technology Report Maintenance

Victoria Sandin

- **Routine Maintenance**

In March, IT staff responded to **38** staff and patron requests for immediate assistance. **57** additions and changes were made to the website.

We were able to considerably increase our broadband through Comcast Business, which powers our internal Ethernet, patron WiFi and staff WiFi. The increase in connectivity (from 30/15 to 150/20) will allow us to enact Evergreen on the Web and a cloud email program, and allow us to migrate these vital programs (email, catalog) off our local servers.

Email spam has been steadily increasing for certain staff. Vicky has been researching cloud options with built-in robust spam filters, and there's a strong possibility we may be able to acquire Google for NonProfits through the Friends.

- **Non-routine Maintenance**

New Storage Equipment - The Comcast Business internet failure that affected over 100 businesses in Hudson - including the library - on June 13 has prompted Brian to move faster than expected on purchasing new storage for our data. Brian spent most of Wednesday afternoon into the evening rebuilding our old servers, which are now almost 10 years old.

People Counter – Our new people counter is awaiting installation – On June 20 Peter from Johnson's electric will be here to fish a Cat5 cable from the media closet to the main foyer. Our old people counter software had another fail earlier in May – it actually uninstalled itself, which may have led to some loss in data, according to the lower numbers of patron visits for the month.

Patron Services

Mobile Hotspots –The hotspots have arrived and are being tested by staff. So far mostly positive reviews. Hope to have them available for checkout by the end of the month.

Roomba, Echo & Echo Spot – These have been purchased and tested and will be available for checkout by no later than the end of the month.

Meetings and Staff Development

Vicky – READS - IT

Upcoming Events

July 4, 2018 – Independence Day - Library is closed

July 6, 2018 – Staff Meeting 8am

July & August – Summer Reading Programs

Respectfully submitted,

Linda Pilla, Director