



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 Meeting Minutes For July 19, 2023

Present:

Trustee, Mary Guessferd, Chair
Trustee, Donna Boucher, Treasurer
Trustee, Erin Henderson, Member-At-Large
Trustee, Karen Bohrer, Member-At-Large
Linda Pilla, Library Director

Excused:

Selectman, Kara Roy
Trustee, Florence Nicolas, Vice-Chair

Call to Order: Trustee Guessferd called the meeting to order at 6:00 p.m. and led the pledge of allegiance.

Public Input: None

Reports:

Motion by Trustee Boucher to approve the Public and Non-Public Minutes of June 21, 2023. Seconded by Trustee Henderson. All in favor. Motion passed.

Motion by Trustee Boucher to approve the Special Meeting Minutes of July 5, 2023. Seconded by Trustee Boucher. All in favor. Motion passed.

Correspondence: Thank you notes from several staff members for their performance bonuses.

Treasurer's Report: Trustee Boucher informed the Trustees that since we are at the end of our fiscal period, all unspent funds will be returned to the Town of Hudson. An investment policy will be created in order to invest non-appropriated funds in the future.

Motion by Trustee Bohrer to return all unspent appropriated funds to the Town of Hudson. Seconded by Trustee Boucher. All in favor. Motion passed.

Acceptance of Donations: The Trustees received an \$800 donation from the Lions Club and \$2,000 from the Friends of the Library. It is not required to formally accept funds from the Friends of the Library. Thanks to the Friends for all their support.

Motion by Trustee Boucher to accept \$800 from the Lions Club. Seconded by Trustee Henderson. All in favor. Motion passed.

Liaison's Report: None

Director's Report: See attached.

Friends Report: The Friends will be meeting again in September.

Department Heads' Meeting: Department Heads' meeting is on hiatus until Summer Reading has ended.

Old Business:

Pavilion Update: Director Pilla has contacted 4 architects and has heard back from only 1 of them. They have requested pictures of the site and an RFP. A Zoom meeting will be set up after she reviews RFP and pictures.

Hills Building Update: The Historical Society proposed possible uses for the building such as housing collections and/or function hall. The BOS have agreed to set up a Committee to further investigate options for the Hills Memorial Building. We are moving in the right direction.

New Business:

Sick Leave Policy:

Motion by Trustee Henderson to accept the Sick Leave Policy as amended. Seconded by Trustee Boucher. All in favor. Motion passed.

Conduct Policy: Trustee Henderson will make additional edits to this policy. These edits will be discussed at the next regular Trustees' meeting.

Investment Policy: Trustee Boucher will continue to work on the creation of this policy and it will be discussed at next regular Trustees' meeting.

Trustee Comments:

Trustee Bohrer: This past month I went to Concord for the new Trustees' orientation and it was really well attended. There must have been 50 people there from all over the state and it was very helpful. I learned a lot and met other Trustees. One of the topics of conversation that came up was the number of libraries in the state who have dealt with First Amendment Audits. That was kind of scary. I was really grateful to the Association for posting something like that.

Trustee Boucher: Summer is fleeting and I'm already thinking about back to school. We have National Night Out coming up on August 1 at 4:30 at RML. We are looking forward to that.

Trustee Henderson: I'm excited for National Night Out and to see how the rest of the Summer Reading Program goes. I know it's been well attended this summer which is awesome.

Trustee Guessferd: I can't believe how quickly summer is flying by. It's been so rainy. I'm glad the Summer Reading Program is doing so well. It does better and better every year. It's wonderful. I'm also looking forward to National Night Out. Read a book.

Director Pilla: National Night Out is going to be bigger than it was last year. We have a great team from the Hudson Police Department working with us this year and we're very excited. We do not have a rain date nor location planned at this time, but I will look into this.

Next meeting is scheduled for September 27, 2023

Future Agenda Items:

- Policy Updates: Conduct, Public Input and Reconsideration Policies
- Investment Policy (to be created)
- Budget Approval

Consideration to enter into Non-Public Session.

Motion to enter into Non-Public Session at 7:05 p.m., in accordance with RSA91-A:3 II (a), the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

Roll Call Vote

Trustee Henderson - Yes
Trustee Boucher – Yes
Trustee Guessferd – Yes
Trustee Bohrer – Yes

Returned to Public Session at 7:15 p.m.

Motion by Trustee Henderson to seal the Non-Public Minutes of July 19, 2023. Seconded by Trustee Boucher. All in favor. Motion passed

Roll Call Vote

Trustee Henderson - Yes
Trustee Boucher – Yes
Trustee Guessferd – Yes
Trustee Bohrer – Yes

Meeting adjourned at 7:18 p.m.

Respectfully submitted,

Terri Cicia
Reporter
Rodgers Memorial Library

Rodgers Memorial Library Director's Report

Activities for June 2023

Every year June heralds the end of our financial year and the beginning of our Summer Reading Program. Tanya Moesel and Marissa Sweeney, our Head of Youth Services and Assistant Librarian in Youth Services, visited all the elementary schools in Hudson to advertise SRP23. The theme this year is, "All Together Now." RML is choosing to interpret that in a "going off to camp" way. SRP23 will start on June 16 and end on August 1, with the National Night Out event. All patrons have been invited to participate. Summer Reading is for the young at heart, not just the young in years. As of our last count, we have over 600 registrations for SRP23. Despite the loss of our Adult Programming Librarian, we are managing to run a vibrant, action packed program for adults including concerts at the library, hikes at Benson Park with Dana Benner, our Circulation Librarian, crafts run by Chris Sweeney and the Cookbook Club, headed up by Marissa Sweeney. To this date 47 patrons have completed the story walk for the library passport.

Our Financial Practices document received a thorough update just in time to be used for the upcoming audit and the Personnel Manual is currently going through a similar process. Our first ever book challenge was completed in a professional and amiable way.

RML hosted two Lithuanian programs in June - both of these events were sponsored by the friends and family of Dan Zelonis, who passed away in 2022. Many thanks to everyone who donated funds in Dan's name.

Staff:

Marissa Sweeney was promoted to Assistant Youth Services Librarian - congratulations to Marissa.

The Board of Library Trustees have requested that RML embark on a full wage and salary analysis.

RML staff planned and hosted a total of 105 programs this month. We also made our meeting spaces available to numerous other organizations:

American Red Cross (Blood Drive)	25 volunteers signed up to donate)
Girl Scout Troop 59012	10
Rotary (6/8 & 6/22)	20
Hudson Democrats (6/8 & 6/22)	15
Rise (Rivier Institute Senior Education) (6/12& 6/26)	16
Hudson Electric Aggregate Committee	5
Hudson United Soccer	12
<u>Eagles Nest Estate - HOA</u>	<u>40</u>
<u>TOTAL</u>	<u>143</u>

Activities for the Library Director in June 2023 included:

Interviewed candidates for Teen Programming Assistant position and Adult Programming Librarian position

Reviewed the Financial Practices Manual with Terri Cicia

Participated in the monthly GMILCS Board meeting

Led the monthly Mystery Lovers Book Club

Regular IT meeting

Acted as host for multiple library events

Programming

PROGRAMMING REPORT SUMMARY	Events	Participants	Average
Adult Programming Totals	31	584	19
In-person programming	29	460	
Passive programming	1	114	114
Virtual programming	1	10	10
Outreach	0	0	0
Children's Programming Totals	24	1585	66
In-person programming	12	493	41
Passive programming	5	570	114
Virtual programming	0	0	0
Outreach	7	522	75
Tween/Teen Programming Totals	9	109	12
In-person programming	5	57	11
Passive programming	4	52	9
Virtual programming	0	0	0
Outreach	0	0	0

School Outreach Totals	41	803	20
In-person programming	41 classes	803	22
Passive programming	0	0	0
OVERALL TOTALS	105	3081	29

ADULT/ALL AGES PROGRAMMING

Program # of events	Target Age	Participants (average)	Description
In-Person Programs		28 events, 295 Total	
Stitchers Group 5 events	Adults	62 (12 average)	People come in to share their ideas, chat, and work on their current projects. <ul style="list-style-type: none"> • 6/2: 15 participants • 6/9: 12 participants • 6/16: 12 participants • 6/23: 12 participants • 6/20: 11 participants
Dungeons & Donuts 4 events	All ages	40 (10 average)	Patrons of all ages come to the library to play Dungeons & Dragons and eat delicious donuts. <ul style="list-style-type: none"> • 6/3: 15 participants • 6/10: 6 participants • 6/17: 16 participants • 6/24: 10 participants
Introduction to Embroidery 4 events	Adults	44 (11 average)	Staff member Vicky teaches patrons how to embroider. <ul style="list-style-type: none"> • 6/6: 12 participants • 6/13: 11 participants • 6/20: 16 participants • 6/27: 5 participants
Books & Booze (6/26)	Adults	17	Book discussion, Sarah J. Maas's fantasy "A Court of Thorns and Roses" at Luk's
Borderline Spinners (6/6)	Adults	4	Group that meets to share their mutual interest in wool spinning and all kinds of yarn-based art
Cookbook Club (6/13)	Adults	13	Celebrity Edition

Lithuanian Cooking with Chef Oonagh Williams (6/10)	Adults	27	Join Chef Oonagh Williams for a program on Lithuanian Cooking. She will demonstrate Lithuanian dishes and have samples for tasting
Destination Lithuanian America (6/13)	Adults	25	This program is generously sponsored by the friends and family of Dan Zelonis (1946 - 2022)
Genealogy Club: Genealogy Adventures (6/9)	Adults	8	There is a lot of genealogical information online, but some of the most interesting information about ancestors can only be obtained by visiting the places where they lived
Starting Genealogy: A Personal Journey (6/14)	Adults	2	Are you interested in genealogy and are not sure where to begin? Mark did some basic research and will share his experience and tips.
Mystery Lovers Book Club (6/26)	Adults	18	The Windsor Knot
Benson Park Hike 2 Events	Adults	16 (8 average)	Circulation Librarian Dana Benner will lead a weekly 45-60 minute hike at Benson Park. <ul style="list-style-type: none"> • (6/23) 9 • (6/30) 7
Afternoon Book Group (6/20))	Adults	11	Travels with George: In Search of Washington and His Legacy
True Crime Podcast Club (6/14)	Adults	6	Bear Brook Season 2
Access Wisdom Book Club: The Four Agreements by Miguel Ruiz (6/8)	Adults	8	A book club highlighting books that help us all gain more access to our own wisdom.
Adult Craft: Diamond Painted Suncatchers (6/17)	Adults	16	Make your very own diamond painted suncatcher with Chris Sweeney.
Beginner Mat Yoga with Lauren Young (6/7)	Adults	7	This beginner mat yoga class will explore the breath, movement, etc..
Guitar Improvisation Workshop (6/3)	Adults	7	Two-hour workshop on guitar improvisation presented by Neil Santos of The Pentatonic Way https://pentatonicway.com .
Passive Programs		1 events, 43 people	
Monthly Book Raffle	Adults	114 entries	June: Happy Place by Emily Henry

Virtual Programs		1 event, 10 people	
George Tooker: Modern Life & Magical Realism (virtual)	Adults	10	
Outreach		Total	
none			

CHILDREN'S PROGRAMMING

Wow! Talk about a busy summer! Our school visits created lots of excitement about the library. Parents keep telling us their kids won't stop nagging them about coming to the library. The library got busier as soon as we started school visits. Then our summer program started and we were off and running. Every program has been full or almost full. Even the rain hasn't put too much of a damper on activities.

We were blessed with gifts from the family of Al Rodgers who donated in his memory this year. This money was used to bring in presenters like Wildlife Encounters, Squam Lakes Nature Center, and Mr. Aaron. The Friends of the Library contributed to the purchase of prizes for the Summer Reading Challenge.

With Becca leaving, the children's room has been very short staffed. Becca ran a lot of programs, so covering all of them and the desk has been a stretch. We have a wonderful, flexible team who have jumped in to help make everything happen as planned. Our new teen services librarian is starting July 12th and hopefully we'll have an adult services librarian soon too.

Program # of events	Target Age	Participants (average)	Description
In-Person Programs		12 events, 493 Total	
Family Bingo	Families	87 people	Play Bingo and Win Candy Due to an issue in the registration form, we had to divide into two groups.
Encanto Interactive movie 2 Events	Families	66 people (33 average)	Watch the movie with props and fun activities to do <ul style="list-style-type: none"> 6/21 32 participants 34 participants
Amazing Animal Builders	Grades 1-5	38 people	Children's Museum of New Hampshire, learn what animals build and build your own birds nest

Preschool playtime/Family Lawn games 2 Events	Families	72 people (36 average)	Water Tables and lawn games <ul style="list-style-type: none"> 6/21 32 participants 6/28 40 participants
Let's play Music Concert	Families	121 people	<ul style="list-style-type: none"> 6/24 121 participants
Robotics with Ned for Families 2 Events	Families	8 people (4 average)	<ul style="list-style-type: none"> 6/26 <ul style="list-style-type: none"> 4 participant 4 participants
Creative Kids	Grades 1-5	42 people (12 average)	<ul style="list-style-type: none"> 6/26 Rainbow trout <ul style="list-style-type: none"> 24 participants 18 participants
Animals with bad Reputation	All ages	59 people	Squam lakes brought skunk, porcupine, and snake <ul style="list-style-type: none"> 6/28 59 participants
Passive Programs		5 programs, 570 Total	
Take & Make 4 projects	Preschool & early elementary	595 people (148 average)	Bagged craft to do at home. Fish 100 Pigeon 97 Tent 143 Popsicles 130 Flags 100
Virtual Programs		0 Total	
none			
Outreach		7 event, 522 Total	
Bensons Storytime 6 Events	Families	272 people (45 average)	Songs and stories <ul style="list-style-type: none"> 6/13 20 6/15 32 6/20 48 6/22 55 6/27 42 6/29 75
Welcome summer party	Families	250 people (approx.)	Signups for summer reading, s'mores/campfire, and concert with Steve Blunt

TEEN/TWEEN PROGRAMMING

The loss of our teen services librarian, Becca, has been deeply felt by teens. We have very few teens using the library this summer. Tween programming is holding steady,

Program # of events	Target Age	Participants (average)	Description
In-Person Programs		5 events, 57 Total	
Teen Pride Event	Grades 8-12	(Canceled Due to weather)	Teen run community event
Tween DIY	Grades 5-8	33 people	6/22 Macrame Feathers 11 6/29 TieDye 22
Teen DIY	Grades 8-12	2 people	6/22 Macrame Feathers 0 6/29 TieDye 2
Novel Nation	Grades 5-8	11 people	6/27 11 participants
Tween Candy Bingo	Grades 5-8	11 people	6/28 11 participants
Robotics with Ned for Tweens 1 Event (1 was Canceled)	Grades 5-8	4	(6/30)
Passive Programs		4 events, 52 Total	
Dino the Therapy Dog (4 events)	All ages	37 people	Dino the Saint Bernard greets teens and other patrons at the library. <ul style="list-style-type: none"> • 6/7: 17 participants • 6/14: 10 participants • 6/21: 15 participants • 6/28: 10 participants
Virtual Programs		0 Total	
None			

Outreach		0 Total	
None			

SCHOOL OUTREACH

We were so excited to have the opportunity to present our summer reading program during library class time. This gave us a chance to read a story and have students rotate through activities in addition to the usual slide presentation. Students have been engaged and excited.

Visit the children's room to see the beautiful art that students created.

Program # of events	Grade	Participants (average)	Description
In-Person Programs		41 events, 803 Total	
Summer Reading Promotion HGS	2nd-5th	22 students average	18 classes: 389 students Amy Chartrain Tanya and Marissa promoted summer reading during each class's library time. They read <i>Maybe Something Beautiful: How Art Transformed a Neighborhood</i> , promoted summer events through a slide presentation, and set up STEAM stations (science, technology, engineering, art, and math). Students created art that will be used to decorate the children's room for summer: leaves, butterflies, flowers, and feathers. Each child went home with a bookmark that includes a QR code that links to our events calendar.
Summer Reading Promotion ELC	K-1st	18 average	23 classes: 414 students Kathryn Wolfe Tanya and Marissa promoted summer reading during library time. They read "The Kindness Book" and discussed how to be kind to others. They helped paint a river to decorate the children's room and participated in STEM stations.
Passive Programs		0 Total	

None			
Virtual Programs		0 Total	
None			

REFERENCE

MUSEUMS: Zoo New England had significant usage at 24 reservations, 20 checkouts; the NE Aquarium had 15 reservations and 12 checkouts. We are allowed to give out multiple passes to the zoo a day, which probably helped. School is out, which accounts for the uptick.

We added passes to The Butterfly Place and The New England Quilt Museum.

We had a couple of animal events in June partnering with Squam Lakes so it'll be interesting to see if those passes get reserved. They had no checkouts in June though two had been reserved.

SOCIAL MEDIA

Rodger That! Google Analytics shows 101 (94 new) users for an average viewing duration of about 25 seconds. One new movie review: Air

YouTube: We have 73 subscribers, two more than last month.

There were 786 views total, watch time 8.5 hours.

Program highlights for the month and a short clip of Dana hiking filmed by HCTV

Facebook: Total followers were 1,673. Very slight fluctuations. There were 23 posts - The post with the most engagement at 252 had photos from a Squam Lakes event with animals.

Twitter: Total of 575 followers. This number is holding fairly steady. There were 125 Profile Visits; 14 tweets total. The top tweet with 219 impressions was a tweet about LGBTQIA books on NoveList

Instagram: 269 followers (gained four) with 5 posts; 167 accounts were reached, 42 engaged.

GENEALOGY: The event was in person for "Genealogy Adventures" by Tom Toohey. Eight people attended. Mark gave a presentation on "Starting Genealogy" in hopes of attracting more members. Two people attended.

OTHER: Community Room applications expired at the end of the month. Mark worked with Terri to email the patrons about the expiration and that deposits would be mailed back. A few patrons already worked on submitting an updated application.

Mark is scheduled for surgery in August and will need to be out for two weeks. He relayed this to Linda.

Success story: a patron had registered for a magic show for her children at the wrong library. Mark did a card trick for her son who was pleased. The mother said “wow, you guys really go above and beyond.”

IT/Tech Services Report - Victoria Sandin

Routine Tasks

[Google Search](#)

NOTE: Google Business has changed how it delivers and displays its data. See information below, which includes a description of each category.

Interactions are when people

- Call - 116
- Website clicks - 1,155
- Book a space,
- Ask for directions and more from our Business Profile on Google. - 256

Rodgers’s BPI interactions comparison to last year at this time:

BPI - Business Process Improvement (Overall): +4.7%

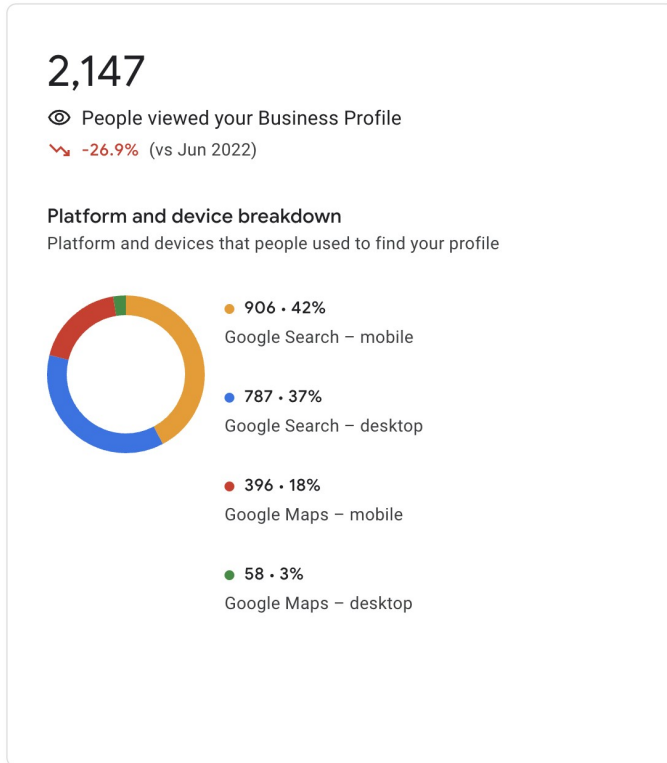
Calls: - 7.2%

Directions: + 50.6%

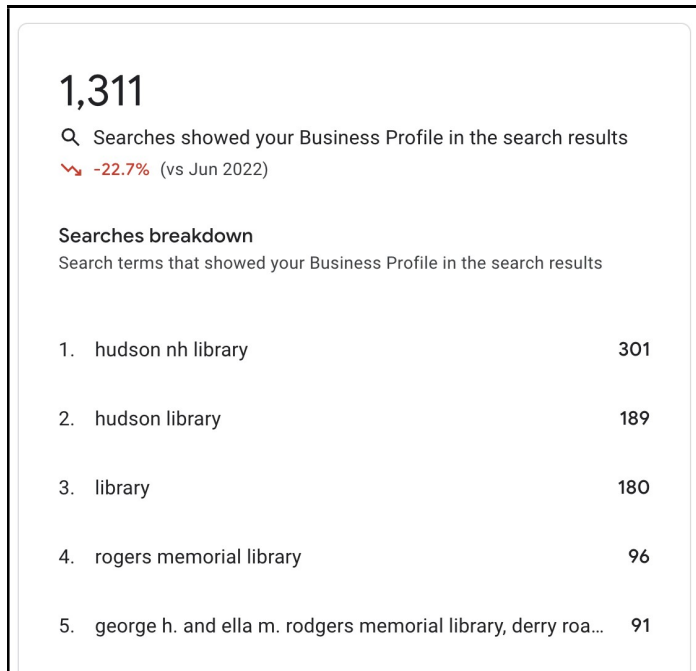
Website clicks: - .7%

➡Analysis: Numbers have improved significantly from last month, indicating an interest in the library and its services as summer approaches and children are off from school. As the library continues to migrate more and more of its services online and offer more services overall, the numbers should remain relatively consistent through July, and will likely show a marked decrease in August and once school begins in September.

Business Profile Views *(see next page for description of Views and Searches)*



Business Profile Searches



Views show how many people saw our Business Profile on Google Search or Maps. **Views are down - 26.% from this time last year**, but improved over last month, most likely due to the very popular Summer Reading Program.

Searches show the terms people used that returned our profile in the results. **Searches are down -22.7% from this time last year**, but still improved from last month.

Website

- There were **30 changes** to the website in May 2023.

Telephone Calls

- Incoming - 739
- Outgoing - 281
- **Total - 1020**

Technology Tickets

- We responded to **31 requests** for IT help from staff

Library H3lp (chat program)

- **11 chats** using the website Chat app.
-

Additional Tasks

June

- Vicky began experimenting and working with the robotic arm borrowed from the State Library. "Robotics with Ned" is a SRP event offered to families, adults and tweens.
- On-site server support was installed and is running properly.
- Purchased a new digital sign for the Children's Room, which is up and running.
- Created new Aspen Discovery usernames and passwords for all staff.
- **Vicky on vacation May 23 - June 9.**

July Projects

- Catalog new items for Library of Things.
- Attend customization workshop with Linda on Aspen Discovery.
- Continue with NED robotic arm “classes.”

Technical Services

- Better World Books: **8**
- Changes to GMLCS items: **436**
- Mending: **123**
- Deletions/Withdrawals: **20**
- Graphic novels: **134** (*Tech Services is tasked with recataloging all manga graphic novels with individual bibliographic records. GMLCS creates an individual record for each manga “issue” instead of grouping them as “issues” under the same title as we did in Evergreen. The process takes some time, so Tech Services will be busy with re-cataloging manga graphic novels for some time to come.*)

Circulation Department - Dana Benner

Library visitors were 7,018 in June - up 43% from May 2023 and up 15% from June 2022!

Notary Service(s): 17

Hours: The library was open **238.5** hours during June

We issued **111** new patron cards in June. Total active patrons stand at 2,067

We had **6** patrons utilizing our Books by Mail program.

Print Circulation

	June 2023	May 2023	Increase/Decrease		June 2022	Increase/Decrease
Adult	3,122	2,682	16%		2,557	22%
YA	359	265	35%		361	no change
Children’s	4,285	2,682	61%		4,021	6.5%
Tween	474	199	138%		442	7.2%
TOTAL	8,240	5,828	41%		7,381	12%

Downloadable eAudiobooks, eBooks, and ePeriodicals

	June	May	Percent Change
eAudiobooks	995	999	no change
eBooks	656	646	1.5%
ePeriodicals	68	50	36%

Interlibrary Loan

COMPARISON BETWEEN March 2023 and February 2023		June 2023	May 2023	Percent Change
Materials requested by Hudson patrons	Requested	127	79	60%
	Filled	138	80	72.5%
	Percent filled	100%	100%	
Materials lent by RML to other libraries	Requested	78	94	-17%
	Filled	52	80	-35%
	Percent filled	19%	14%	

Respectfully submitted,

Linda Pilla
Library Director

Rodgers Memorial Library Director's Report

Activities for May 2023

The New Hampshire Library Trustees Association Conference took place on May 9, 2023, at the Grappone Conference Center in Concord, NH. RML trustees Mimi Guessferd, Donna Boucher and Flo Nicolas attended along with Director Pilla and RML bookkeeper Terri Cicia. As usual it was an informative event with interesting workshops and the opportunity to meet and network with trustees from many New Hampshire libraries. As Michael York, NH Librarian, once noted, "There are 234 libraries in New Hampshire and 234 different ways of running a public library."

All the staff got together for our regular "all staff" meeting on May 12, from 8:00 AM - 9:00 AM. The agenda included a review of how to properly fill out a P.O. and how to submit requests for office supplies. Victoria Sandin discussed the importance of password security and introduced the use of BitWarden for staff use. Victoria requested that all staff move over to using BitWarden before June 30, 2023.

Linda met with Steve Mandra on May 15 to discuss our 2023 VITA program (Income Tax Assistance). RML submitted 401 returns this year, a 23% increase over last year and the highest number of returns by any VITA site in New Hampshire.

The Hudson Lions committee that is overseeing the Pavilion project met on May 22, 2023. They have decided that the bids for the project came in too high and we need to reevaluate. The Lions are requesting that the Board of Library Trustees hire an architect to draw up the design which would then be offered to construction companies as a build project.

Activities for the Library Director in May 2023 included:

Participated in the monthly GMILCS Board meeting

Led the monthly Mystery Lovers Book Club

Vacation (May 3 - 7)

Regular IT meeting

Regular Friends of the Library meeting

Participated in the RML Bird Watching event at Benson Park

PROGRAMMING

PROGRAMMING REPORT SUMMARY	Events	Participants	Average
Adult Programming Totals	29	348	12
In-person programming	27	296	11
Passive programming	1	43	43

Virtual programming	1	9	9
Outreach	0	0	0
Children's Programming Totals	8	352	44
In-person programming	6	172	29
Passive programming	2	180	90
Virtual programming	0	0	0
Outreach	0	0	0
Tween/Teen Programming Totals	8	6	
In-person programming	5	19	4
Passive programming	3	17	6
Virtual programming	0	0	0
Outreach	0	0	0
School Outreach Totals	24	550	23
In-person programming	24	550	23
Passive programming	0	0	0
OVERALL TOTALS	69	1256	18

ADULT/ALL AGES PROGRAMMING

Program # of events	Target Age	Participants (average)	Description
In-Person Programs		27 events, 296 Total	
Stitchers Group 4 events	Adults	32 (8 average)	People come in to share their ideas, chat, and work on their current projects. <ul style="list-style-type: none"> • 5/5: 8 participants • 5/12: 8 participants • 5/19: 7 participants • 5/26: 9 participants
Dungeons & Donuts 4 events	All ages	33 (9 average)	Patrons of all ages come to the library to play Dungeons & Dragons and eat delicious donuts. <ul style="list-style-type: none"> • 5/6: 9 participants • 5/13: 5 participants

			<ul style="list-style-type: none"> • 5/20: 11 participants • 5/27: 8 participants
Introduction to Embroidery 5 events	Adults	37 (7 average)	Staff member Vicky teaches patrons how to embroider. <ul style="list-style-type: none"> • 5/2: 7 participants • 5/9: 8 participants • 5/16: 7 participants • 5/23: 8 participants • 5/30: 7 participants
Books & Booze 2 events	Adults	28 (14 average)	5/1: "Furiously Happy" by Jenny Lawson (Biography) <ul style="list-style-type: none"> • 12 participants 5/22: "A Good Girl's Guide to Murder" by Holly Jackson <ul style="list-style-type: none"> • 16 participants
Frank Lloyd Wright Inspired Glass Painting	All Ages	16	Paint a Frank Lloyd Wright inspired piece of art with acrylic on glass. Led by staff member Marissa.
Evening Book Discussion (5/4)	Adults	12	"The Summer Seekers" by Sarah Morgan
Cookbook Club (5/9)	Adults	20	Martha Stewart's Appetizers (cookbook) Patrons each made a different recipe from the cookbook and brought it in to share.
Lithuanian Cooking with Chef Oonagh Williams	Adults	20	
Access Wisdom Book Club (5/11)	Adults	5	Certified life coach Diane Mackinnon led a book club highlighting books that help us gain more access to our own wisdom.
Mystery Lovers Book Club (5/15)	Adults	20	"The Woman in the Library" by Sulari Gentill (mystery)
Bird Walk @ Benson Park	Adults	40	
Afternoon Book Group (4/18)	Adults	11	"The Seven Imperfect Rules of Elvira Carr" by Daisy Greville, Countess of Warwick (coming-of-age fiction)
True Crime Podcast Club (5/17)	Adults	5	"The Coldest Case in Laramie"
Guitar Improv Workshop (4/22)	Adults	5	Local musician Neil Santos teaches a workshop on guitar improvisation.

Chess Club (5/23)	All ages	6	Patrons came to the library to play chess and meet new opponents.
Candy Poker (4/27)	Adults	6	Patrons played Texas Hold 'Em poker for candy.
Passive Programs		1 events, 43 people	
Monthly Book Raffle	Adults	43 entries	
Virtual Programs		1 event, 9 people	
Genealogy Club (5/12)	Adults	9	Presented by Wayne Tuiskula
Outreach		Total	
none			

CHILDREN'S PROGRAMMING

Our children's staff is working hard to prepare for summer! Tanya and Marissa are spending time in schools promoting summer reading and events, so there haven't been many programs this month. Farm storytime and princess storytime were done in collaboration with Alvirne High School and very successful.

Program # of events	Target Age	Participants (average)	Description
In-Person Programs		6 events, 172 Total	
Collaborative Art 5/4 and 5/10 @ 6	Families	21 people (11 average)	Art for "All Together Now" collage <ul style="list-style-type: none"> Heart canvases 8 Sunshine Canvases 13
Pokemon Pizza Party 5/10 @ 5		43 people	Eat pizza and watch a pokemon movie
Farm Storytime @Alvirne 5/9 @ 9 and 10	Families	78 people (39 average)	Songs, stories and tour of Alvirne Farm <ul style="list-style-type: none"> 34 participants 44 participants
Princess Storytime 5/17 @ 9:30		30 people	Princess Belle from Alvirne High Class Act came to read a story and dance

Passive Programs		2 programs, 180 Total	
Take & Make 2 projects	Preschool & early elementary	280 people	Bagged craft to do at home. Chick & egg 100 Monster 80
Virtual Programs		0 Total	
none			
Outreach		0 event, 0 Total	
none			

TEEN/TWEEN PROGRAMMING

We were so sad to lose our teen services librarian, Rebecca. The teens miss her dearly, so some of our after school crowd has dropped off. We will work next year to build new relationships with lots of snacks.

Program # of events	Target Age	Participants (average)	Description
In-Person Programs		5 events, 19 Total	
Teen Anime Club 3 events	Grades 8-12	15 people (average)	Teens hang out, watch anime, and eat ramen. <ul style="list-style-type: none"> 5/4: 7 participants 5/11: 5 participants 5/18: 3 participants
Teen Pride Committee 3 events	Grades 8-12	4 people	Teens help prepare crafts and decorations for Pride Event <ul style="list-style-type: none"> 5/15: 3 participants 5/25: CANCELED 5/30: 1 participant
Passive Programs		3 events, 17 Total	
Dino the Therapy Dog (3 events)	All ages	17 people	Dino the Saint Bernard greets teens and other patrons at the library. <ul style="list-style-type: none"> 5/2: 8 participants 5/17: 5 participants 5/31: 4 participants
Virtual Programs		0 Total	

None			
Outreach		0 Total	
None			

SCHOOL OUTREACH

We were so excited to have the opportunity to present our summer reading program during library class time. This gave us a chance to read a story and have students rotate through activities in addition to the usual slide presentation. Students have been engaged and excited. Unfortunately, it takes us away from the circulation desk and our other duties for a significant amount of time. Coupled with illness and a full time person leaving, these school visits really stretched our staff. We will probably need to find a different solution for next year.

Visit the children's room to see the art that students created. It's going up slowly but surely.

Program # of events	Grade	Participants (average)	Description
In-Person Programs			Total
Summer Reading Promotion NWES 5/22-5/26	2nd-5th	23 students	24 classes: 550 students Tanya and Marissa promoted summer reading during each class's library time. They read <i>Maybe Something Beautiful: How Art Transformed a Neighborhood</i> , promoted summer events through a slide presentation, and set up STEAM stations (science, technology, engineering, art, and math). Students created art that will be used to decorate the children's room for summer: leaves, butterflies, flowers, and feathers. Each child went home with a bookmark that includes a QR code that links to our events calendar.
Passive Programs			0 Total
None			
Virtual Programs			0 Total
None			

Reference Report - Mark Stawecki

MUSEUMS: Zoo New England had significant usage at 22 reservations, 20 checkouts, the only one in double digits. This was surprising as it usually runs close to the NE Aquarium, which had only 9

reservations and checkouts. We are allowed to give out multiple passes to the zoo a day, which probably helped.

We are adding passes to The Butterfly Place and the New England Quilt Museum. Our membership to the Mt. Kearsarge museum expires in July. We decided not to renew because of low usage.

SOCIAL MEDIA

Rodger That! Google Analytics shows 146 users for an average viewing duration of about 58 seconds. This uptick was probably because of one nonfiction book review "LGBTQ Life in America." With Becca leaving, some online presence declined though not too much.

YouTube - We have 71 subscribers, two more than last month. There were 610 views total, watch time seven hours. Three new uploads: A Summer Reading promo. A short video for Princess Storytime, A tutorial on using CloudLibrary on a desktop

Facebook - Total followers were 1,650. Very slight fluctuations. There were 29 posts. The post with the most Engagement at 115 was a video about Princess Storytime

Twitter - Total of 575 followers. This number is holding fairly steady. 51 Profile Visits, 6 tweets total; The top tweet with 56 impressions was an explanation of the Dewey Decimal numbers for sensitive topics.

Instagram - 265 followers, Seven posts, 295 accounts were reached, 41 engaged.

GENEALOGY

The event was virtual for "What's Hot and What's Not in the Antique World" by Wayne Tuiskula. Nine people attended.

Mark gave a presentation on "Starting Genealogy" in hopes of attracting more members. Three people attended. He will be giving it again in June.

OTHER

Mark took over posting programs on the bulletin board since Becca left.

Mark came up with the idea of Tanya's daughter doing a story time as Princess Belle. Tanya implemented it, and we had a successful turnout and nice response on social media.

A Spanish speaker needed to help a family member with a jury summons. With the help of Google Translate, Mark spent about 45 minutes helping her. The patron was so happy she offered to make him lunch.

T/Tech Services Report

Google Search

- From Google Business: Performance.

- NOTE: Google Business has changed how it delivers and displays its data. See information below, which includes a description of each category.

Business Profile Interactions:

Interactions are when people

- Call,
- Message,
- Book a space,
- Ask for directions and more from our Business Profile on Google.

Unfortunately, the **Business Profile Interactions** (BPI) graph above cannot display the numbers in a static list format. You would need to sign into our Google Business account to view how many users located information on a given day by hovering your mouse over that day.

Rodgers's BPI interactions comparison to last year at this time:

BPI (Overall): - 3.48%

Calls: - 14.1%

Directions: + 7.1%

Website clicks: - 4.8%

Business Profile Searches

Views show how many people saw our Business Profile on Google Search or Maps. **Views are down - 34.7% from this time last year.**

Searches show the terms people used that returned our profile in the results. **Searches are up -31.8% from this time last year.**

Website

- There were **49 changes** to the website in May 2023.

Telephone Calls

- Incoming - 688
- Outgoing - 253
- **Total - 941**

Technology Tickets

- We responded to **30 requests** for IT help from staff

Library H3lp (chat program)

- 5 chats using the website Chat app.

Additional Tasks

May

- Chris and Vicky began using their OCLC permissions to catalog books whose records were not available from the State.
- Summer brochures were printed and available for distribution.
- Set up extra iPad for POS Square for Children's Room.
- **Vicky on vacation May 23 - June 9.**

June Projects

- Catalog new items for Library of Things.
- Catalog most of Children's items in time for SRP kickoff.
- Investigate and implement Aspen Discovery - the new overlay for our Polaris catalog.
- Begin NED robotic arm "classes" with adults, tweens and families.

Technical Services

- Better World Books: **21**
- Changes to GMILCS items: **1258**
- Mending: **108**
- Withdrawals: **39**
- Graphic novels: **405** (*Tech Services is tasked with recataloging all manga graphic novels with individual bibliographic records. In Evergreen, all volumes of manga titles were cataloged under one bib record and as serial records - basically as "issues" of a "magazine." GMILCS creates an individual record for each manga "issue" instead of grouping them as "issues" under the same title as we did in Evergreen. The process takes some time, so Tech Services will be busy with re-cataloging manga graphic novels for a while.*)

Circulation Department - Dana Benner

Director's note: I looked at the reports from May 2022. We ran regular programming last year until May 20, 2022. I compared that with this year when we stopped all regular Children's programming at the beginning of the month. There were still some events, but the majority of the programming that took place in May was

School Outreach. Once again, this indicates the sheer effectiveness of our Youth Services programming on our circulation numbers.

	May 2023	April 2023	Increase/Decrease	May 2022	Increase/Decrease
Adult	2,682	2,478	8.2%	2,328	15.2%
YA	265	276	(4%)	268	no change
Children's	2,682	3,302	(18.7%)	2,599	3.2%
Tween	199	339	(41.3%)	173	15%
TOTAL	5,828	6,395	(9.7%)	6,820	-17%

- Foot Traffic was 4,908, down 18.1%.
- We issued **71** new patron cards in May. Total active patrons stand at 2,336
- We had **6** patrons utilizing our Books by Mail program.

Downloadable eAudiobooks, eBooks, and ePeriodicals

	May	April	Percent Change
eAudiobooks	999	944	5.8%
eBooks	646	615	4.8%
ePeriodicals	50	50	No Change

Notary Service(s): 19

Hours: The library was open **248** hours during May

Interlibrary Loan

COMPARISON BETWEEN March 2023 and February 2023		May 2023	April 2023	Percent Change

Materials requested by Hudson patrons	Requested	79	109	37.9%
	Filled	80	106	32.5%
	Percent filled	100%	90%	
Materials lent by RML to other libraries	Requested	87	94	8%
	Filled	70	80	14%
	Percent filled	19%	14%	

Respectfully submitted,

Linda Pilla
Library Director