

HPL minutes

Holyoke Public Library Board of Directors Meeting		
5.12.2015	4:30pm	Holyoke Public Library
Present	<i>Board Members:</i> Terry Plum, Joan Steiger, Sandy Ward, Jeremy Smith, Susan Carey, Janet Stupak, Manuel Frau-Ramos, Tom Barrett <i>Library Director</i> Maria Pagan	
Not Present	Patrick Leahy, Bellamy Schmidt, Miguel Vasquez	
Facilitator	Terry Plum	
Note taker	Jeremy Smith	
Previous meeting minutes	Approved	

REPORTS

President's Report	
Terry Plum	
Discussion	The President went to the Tsongas Award presentation in Boston on May 6 th to receive a preservation award on the library's behalf.
The President discussed the LEED review with the architects.	
The President met with Rockefeller & Co. to discuss a recent quarterly report and the cost of auditing. We are looking to reduce the auditing costs.	
The library park project has begun and is moving forward.	
990 tax forms for 2013 are going out the door by the end of the week as well as the audit.	
The President went to the Ordinance Committee and City Council where the Classification Study was discussed.	
The virtual library newsletter was emailed. Many thanks to Tom Barrett for his good work.	

Finance Committee & Treasurer's Report	
Tom Barrett	
Discussion	Everything is moving along.

Personnel Committee Report	

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Discussion	Nothing to report.
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Director's Report	
Maria Pagan	
Discussion	Griffin Electrical went through the building to address several electrical issues. The city electrician will be coming to conduct the work.
The air conditioning was repaired by Cote HVAC	
The Arbor Day tree planting event was a success.	
Bank of America is granting the library \$500, matching Miguel's time as a board member.	
The Director will be gathering statistics on usage of the databases.	
Jose Cartegena is moving and will be leaving his position so a daytime computer coordinator will need to be hired.	
The website now has community and library-sponsored events that display.	
See Appendix A for full report and Appendix B for Staff Reports.	

Long-Range Investment Committee Report	
Thomas Barrett	
Discussion	Nothing to report.

HPL Realty Report	
Bellamy Schmidt	
Discussion	Nothing to report.

Friends of the Library	
Susan Carey	
Discussion	Susan attended a meeting of the Friends which discussed the recent Future Begins Here event. The tallies will be revealed soon,

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OLD BUSINESS

Corporators	
Joan Steiger	
Discussion	Changes to the By-Laws have been drafted and will be sent to the Board for changes and revisions.

NEW BUSINESS

HPL Policies		
Terry Plum		
Discussion	A draft of the Meeting Room Policy was discussed by the Board. Minor revisions were discussed and a revised version will be submitted for approval.	
Motion	Person Responsible	Second
To accept the meeting room policy for discussion. Approved	Susan Carey	Joan Steiger
Motion	Person Responsible	Second
To approve the Meeting Room Policy as amended. Approved	George Mettey	Joan Steiger

Staffing for FY15 and FY16	
Terry Plum	
Discussion	Moving forward.

Presentation about endowment funded expenses	
Thomas Barrett	
Discussion	The funding sources of the library budget were discussed.

Authorization for purchasing equipment	
Terry Plum	

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Discussion	The library has a list of projects and material that need to be procured including: roof tiles, a mechanical lift, repairs to the handicapped entrance, a time clock, the painting of the computer room wall, heating coils for the roof, air conditioning maintenance, the Freegal database.	
Motion	Person Responsible	Second
To authorize an expenditure of funds for roof tiles. Approved.	George Mettey	Joan Steiger
Motion	Person Responsible	Second
To authorize an expenditure of \$8000 for an electric lift. Approved	Janet Stupak	Joan Steiger
Motion	Person Responsible	Second
To authorize an expenditure of \$4000 for electrical work. Approved	Jeremy Smith	Sandy Ward
Motion	Person Responsible	Second
To authorize an expenditure of up to \$5000 for the painting of the computer room. Approved	Tom Barrett	George Mettey
Motion	Person Responsible	Second
To authorize an expenditure of up to \$5000 to fix problems with the air conditioning. Approved	Joan Steiger	Janet Stupak
Motion	Person Responsible	Second
To authorize an expenditure of \$6000 for the Freegal database. Approved	Tom Barrett	Sandy Ward

Motion made and seconded to adjourn at 6:29pm.

NEXT MEETING

Tuesday June 9 at 4:30 at the Holyoke Public Library at City Hall.

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APPENDIX A

**Library Director's Monthly Report
May 12, 2015**

FYI/Requests

- **Statistics summary—**
- **Park Renovation—** I emailed copy of the minutes with what will be happening in the next few weeks
- **LEED –** We are Silver Certified. They will send the payment for \$218,380 regardless of the certification level received.
- **Electrical work –** Kurt from Griffin's came down last week and gave me a list of things that will need to be done. Charging us for the visit. Andy Ramos, electrician for the City, will start working on the list this coming Thursday.
- **HVAC –** The system was turned on last week. Jim gave me a list of items he found and what needs to be done. Found water in the thermostat housing (probably cause of shortage); broken water valve was replaced; motor making noise, sign that needs replacement; the drive form pump #1 not working (was it replaced?); water tower needs treatment once a year; loop needs draining once a year; filters need replacement.
- **Roof/leaks –** Still waiting to hear from Capeway Roofing System, in regards to replacing broken tiles.
- **Lift –** Tom visited the Senior Center to see their lift. Jim Kras, DPW provided us with the bids they received. Lowest bid from NES Rentals for \$7,000 for a three battery operated new unit (no cables attached to drag around) vs \$6,850 electric with cord attached.
- **Arbor Day Tree Planting Event –** Was a success. We had over 60 children from Lawrence School.
- **Saturdays in the Summer –** We have a scheduled for 9 Saturdays from June-August. Schedule included here.
- **Time clock –** Jose Cartagena has researched the time clock. Included here.
- **Bank of America Volunteer Grants Program—** Thanks to Miguel Vasquez, we are in the process of getting a grant.
- **Working Cities Challenge Grant—** Update enclosed. Federal Bank reps will visit Holyoke May 28th at High Performance Computing Center.
- **New Databases –** Freegal Music for free music downloads, Freegal Movies for streaming movies, FReading for borrowing e-books, Rocket Language for learning new

language; all 4 for \$6,000/year. From Gale, “Miss Humblebee’s Academy is the *only* solution that helps children learn while having fun AND provides parents with tools to measure their child's progress. Libraries can also gage the program's educational impact by viewing the monthly assessment outcomes report. Bring fun and learning to your community with this interactive online early literacy program for children ages 3 to 6.”

- **Maintenance Plan** – Custodians are working on Maintenance Plan for the next 3-5 years. First rough draft included here.
- **Technology Plan** –Computer Coordinators are working on developing a Three-Five years Technology Plan, with budget needs for the next 3-5 years.
- **Library Environmental Monitoring Program** – August 2014-January 2015, MBLC installed dataloggers throughout the library to gather temperature, relative humidity, light, and ultra violet information for collections in general. The report includes information, specific comments and information on the dew point, Preservation Index, Time Weighted Preservation Index, Mold Risk Factor, Risk and Metric Table, Statistics Table, and Location Comparison Report. MBLC would like a report by September 1, 2015 as to what we have been able to accomplish based on the report and/or what is planned for the future.
- **Staffing needs** – Jose Cartagena, Computer Coordinator is moving. His last date will by June 27th.

Programs / Outreach

- May 12 – Local author Anna Bowen, “Hattie”
- May 23 – Pacific Trail
- Summer Reading Program will start soon.
- School visits are starting.

Announcements/Reminder—

- Multi-Arts – Children Art Exhibit in May/June
- May 13 – HAP Community Presentation/update for buildings on Essex/Chestnut Streets
- May 14 – Marcos Marrero with Mt. Tom presentation
- Stephen Lewis – “*Not in Anybody’s Backyard: Latin American Posters*” in July-August
- **Next meeting** – Tuesday, June 9, 2015 at 4:30pm

TIME CLOCKS

1-uAttend BN6500 Wireless Fingerprint Web Based System (\$250+)

No Software to Install * Lifetime Warranty & Support * Wi-Fi Ready * Remote Access

2- Acroprint TimeQ Plus V4 Biometric Fingerprint System (\$400+)

TimeQ Plus Biometric allows employees to punch IN and OUT with a touch of a finger

2- Pyramid TimeTrax Elite Fingerprint System (\$350+)

Pyramid TimeTrax Elite Biometric system features excellent quality fingerprint scanner.

3- Lathem FR650 FaceIn: Face Recognition Time System (\$400+)

Includes FR-650 FaceIn Time Clock, 50-Employee Software

4-FingerTec TA200 Plus Fingerprint System with Optional Wi-Fi and POE (\$550+)

The FingerTec® TA200 time attendance system features impressive TFT display for vivid color presentation and large storage capacity capable of servicing hundreds of employees. This fingerprint time clock offers multiple verification methods, including fingerprint, password, and RFID card.

	6/6/2015	6/13/2015	6/20/2015	6/27/2015
Front Desk	Closed	Christabel I	Christabel I	Maria GP
Children's Room	Closed	Nathan H	Lucy D	Jason L
Reference Room	Closed	Cheryl L	Mayra R	Michael B
Computer Room	Closed	Jose F	Andrew P	Jose C
History Room	Closed	Closed	Eileen C	Closed
Custodian		Mark G	Tom K	

	7/4/2015	7/11/2015	7/18/2015	7/25/2015
Front Desk	Closed	Christabel I	Christabel I	Maria GP
Children's Room	Closed	Carla W	Nathan H	Mayra R
Reference Room	Closed	Meg H	Martha O	Cheryl L
Computer Room	Closed	Andrew P	Jane F	Linda K
History Room	Closed	Closed	Closed	Eileen C
Custodian			Mark G	

	8/8/2015	8/15/2015	8/22/2015	8/29/2015
Front Desk	Christabel I	Christabel I	Christabel I	Closed
Children's Room	Meg H	Jason L	Martha O	Closed
Reference Room	Lucy D	Michael B	Carla W	Closed
Computer Room	Jane F	Jose F	Linda K	Closed
History Room	Closed	Closed	Closed	Closed
Custodian	Tom K			

Holyoke Public Library Building Maintenance Plan

Purpose

The Board of Library Director of the Holyoke Public Library recognizes that the taxpayers of the City of Holyoke have invested significant funding in constructing and maintaining the physical facilities from which our library services are offered. The purpose of this plan is to insure that, within some unavoidable space limitations, these library facilities remain viable and continue to be maintained at a level which supports the efficient and safe provision of public library services.

Assignment of Maintenance Responsibilities

As with all library operations, the ultimate responsibility of maintaining our facilities falls to the **Library Director**. The **Director** will in turn delegate, as appropriate, tasks which are better handled by various library staff.

A breakdown of library staff responsibilities is as follows:

Administration (Director or designee) – When sudden or emergency maintenance issues arise, the Director will contact the relevant repair service or authorize a staff member to do so on their behalf. Less pressing repairs or preventative maintenance issues will be studied by the Director and the action which is most advantageous to the library will be taken. Board approval will be sought for any expenditures exceeding \$2,500.

Custodian – This employee works under the direct supervision of the Library Director and is responsible for the custodial and general maintenance within the facility and grounds (as outlined in the job description attached as Appendix A).

Librarian-in-Charge – During all public hours of operation, the facility shall have a person on duty designated as the “Librarian in Charge” or LIC. The LIC is normally the degreed librarian at the Reference Desk. When a building issue is noted by any staff member, they are to first report it to the Library Director. If that supervisor is not on duty and the issue is not pressing, an email to their supervisor will suffice. If the building issue is of a more pressing nature, the staff shall inform the Director or Administrative Assistant. If they are not available, the LIC shall be informed and they will assume responsibility for contacting relevant staff, contractors, or emergency services as prescribed in the Library’s Disaster Plan.

All Staff – During their work shifts, all library staff are responsible for being good stewards of the facility and for reporting immediately any problems or building maintenance issues they may encounter to the following: Library Director, LIC or Supervisor.

Outside Contractors

Tasks requiring outside expertise shall be contracted out to the most experienced, responsible contractor or company available. In most cases these outside services will be sought out and approved by the **Library Director**, with the caveat that repairs exceeding \$_____ will require Board approval.

A list of Maintenance Agreements and Service Providers will be maintained which provides

contact information, agreement details (where applicable), service frequency and cost for specific services.

Systems or areas which will be served by outside contractors includes (but is not limited to):

- Landscaping of grounds
- Snow removal in parking lot and sidewalks
- Heating, Ventilation, and Air-conditioning systems (HVAC)
- Telephone system service and repair
- Insect extermination
- Elevator service and inspection
- Fire extinguisher and alarm system service and inspection
- Fire Sprinkler system service and inspection
- Security alarm system service and inspection
- Electrical work other than basic tasks
- Plumbing work other than basic tasks
- Outside Window washing
- Sprinkler system maintenance

A list of maintenance services and annual required inspections will be maintained. It is the responsibility of the Library Director to see that these tasks and inspections are completed in a timely manner.

Buildings and Grounds Committee

A committee, consisting of three Board members of the Holyoke Public Library (as outlined in the By-laws of the Library) will perform an annual walkthrough of the building and grounds and recommend any improvements and/or modifications to the facility as deemed necessary.

Excepting emergencies, the Library Director will consult with the Chairperson of the Buildings and Grounds Committee and/or the Board President prior to authorizing unbudgeted or unscheduled maintenance or repair projects exceeding \$_____.

Library Closure for Maintenance Purposes

The Board of Directors is committed to keeping the library facilities open and able to support library services as many days as is possible each year. However, it is unavoidable that at times there will be maintenance issues that require the facilities to be closed, whether the situation is pre-planned or of an emergency nature. The scheduled closure of any library facility for maintenance issues must have Board approval. The Board entrusts the Library Director to make judgment calls in situations requiring an unplanned or emergency closing. In all such cases, both the Board of Directors and local media outlets will be informed of the facility closures as soon as is reasonably possible.

Approved – Holyoke Public Library Board of Directors – DATE, 20__

APPENDIX B Staff Reports

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NEW THIS MONTH

1. Enchanted Circle Theater will be holding two sessions of their Creative Movement With Books program May 11th and 18th both from 4:30-5:30. See attached flier.
2. The CFCE will be using our space for the Lawrence School Parents Café program on May 13th and 29th. More info to come.
3. The Children's Department is helping to promote a Lego Robotics League sponsored by the Girl Scouts of Western Mass. As of right now we're just getting the info to the troops that meet here, but the library space has been offered as a meeting space as well.
4. The HELI Home Visiting Program will have three parent field trips to the library. I will be giving parents a tour of the Children's Room, explaining how to successfully select an appropriate book to read to their child and doing a sample story time for parents. These visits will occur on May 13th at 1pm, May 22nd and 10am and May 26th at 1pm.
5. We have several upcoming school field trips. On the morning of May 6th we have the first grades from Donahue School coming to visit. On May 18th and 19th the second grades from Kelly School will be visiting in the afternoon. On June 16th the McMahon School Kindergartens will be visiting in the morning.
6. I met with Dr. Despina Lekakis and Dr. Stephanie Billings from the Pediatric and Family Medical Departments at Holyoke Health Center on May 7th to talk about literacy awareness and the Health Center wanting an increased role in promoting the importance of the library. In June I will have an information table in the waiting area of Pediatrics every Monday from 10-12. Along with a bilingual medical assistant we will promote library programs and sign people up for cards. The cards will be returned to the Health Center and passed out to patients during a subsequent visit. We will continue the conversation as to other ways to coordinate our efforts.
7. We are formalizing the calendar of events for our summer reading program. Our goal is to have one big event each of the 5 weeks of the program to go along with a host of in-house generated programs that we offer every summer. As of right now we have booked magician Mike Bent on 7/15, singer storytellers Roger Tincknell and Davis Bates on 7/21, Hampstead Stage's play Hercules on 7/28 and Enchanted Circle Theater's Reading Alive on 8/4. I also sent multiple emails to HPD and HFD to try to arrange visits to go along with this summer's theme Every Hero Has a story. I haven't heard back yet. Our complete calendar of events will be finalized in a few weeks.

RECURRING

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1. McMahan School Friday 10am Kindergarten Story Time:
5/15/15
6/19/15
2. Children's House Holyoke Traveling Story Time 9:30am bi-weekly:
5/14/15
5/28/15
3. Girl Scouts and Daisy Troops still using our space for meetings on Tuesday, Wednesday and Thursday evenings.
4. The Home School math group is still using the Activity Room every other Tuesday.

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HOLYOKE PUBLIC LIBRARY WEEKLY CHILDREN'S ACTIVITIES



Drop-in craft MONDAY May 4th and 18th 4-7pm



Stories with Nathan on MONDAY and WEDNESDAY morning 10am
May 11th, 20th, and 27th

Evening story time with Jason TUESDAY May 12th and 26th AT 6:30pm

WEDNESDAY

Checkers and Chess May 6th and 20th 4-7pm

BINGO! THURSDAY May 14th and 28th at 6:30pm

SATURDAY STORIES

Stories with Jason May 2nd and 23rd 11am

Stories with Nathan May 9th 11am

★ SPECIAL EVENTS! ★

CREATIVE MOVEMENT WITH BOOKS WITH ENCHANTED CIRCLE THEATER

Monday May 11th and 18th from 4:30-5:30pm

Limited to 15 families for each session! Call to register!

HOLYOKE PUBLIC LIBRARY 250 CHESTNUT ST. HOLYOKE, MA 01040
413-420-8105

www.holyokelibrary.org

MONDAY-THURSDAY 8:30-8:30

FRIDAY AND SATURDAY 8:30-4

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Reference Report- May 2015 (April 2015 information) May 1, 2015

Reference Tally: ~ 1130

Reference Interactions: ~284

These interactions include:

- Technical assistance on accessing the public computers e.g. problems with the patron's card, difficulty printing, locating websites, using Word, etc.
- One-on-one help with homework, HiSET preparation, college courses, etc.
- Maintaining a quiet study atmosphere (enforcing policies on noise levels, speaking on cell phones, running, and so forth.)
- Helping patrons locate resources using the public access catalog, databases or directing them to another area in the library or to a community resource.
- Answering questions that come via telephone or e-mail
- Ordering materials through the catalog for patrons
- On-going weeding and updating of the Collections
- Maintaining records of study room use.
- Providing information on the library's web-site

Future programming ideas:

- HiSET update presentation
- One-Book
- WIC or other community resource presentation

April Update- I have contacted Dorothy Pink with WIC and we are discussing what type of program to do here at the Library.

I have also contacted Tom Mechem of the State Board of Education and we are working on arrangements for him to do a HiSET update for providers.

Cheryl A. Livengood (Reference Librarian-Reference/Non-fiction area)

Archivist's Report
12 May 2015
Eileen Crosby
ecrosby@holyokelibrary.org

1. Patron usage has remained steady, overall. The change in season often makes day-to-day usage unpredictable and that is true this spring as well.
2. Event planning and preparation has received much of my attention this month.

On April 29 we had a small but engaged turnout for Joe Carvalho's talk.

Genealogy:

- On April 27, we had a very good showing for the Intro Genealogy workshop on Census Records. The lab period (5:00-6:00 pm) was also lively. The Genealogy Research group overlaps with the lab and has some regular attenders.
- Our next introductory genealogy workshop: "It's not online! What now?" (May 18) is full. (Several people are signing up for the whole series.) Janet Curley and I have one more workshop scheduled for June 29 and then will resume in the fall. The plan is to offer the same set of intro workshops so that we can reach people who could not attend this spring.

Additional Upcoming Events:

- The **Holyoke Remembered Oral History Showcase/Preview** is scheduled for this **Saturday, May 16**. We are planning a drop-in event from 10:30-1:00. I have already heard from a number of people who plan to come. Mike Hines is working on a short video loop that will play and repeat on the big screen. Project volunteers and some interviewees (as well as myself) will be available to talk to visitors, but we don't plan to record any interviews on Saturday.
- **Wednesday, May 27, 6:00 PM:** I have organized a double-bill lecture: Housing in Holyoke: The history of public and low-income housing in Holyoke. The title of Jeremy Smith's talk is "**Crisis & Conservatism: Holyoke's struggle for Urban Renewal**" (1930s-19070s). Miguel Arce will follow with "**Housing in South Holyoke: A community development perspective, 1983-1990.**" This should be a good event if we can get the word out on it. I will have some materials related to urban renewal/public housing display. If you want a poster or two to take your usual haunts, let me know or just print out the small one I attached. Also see the poster for descriptions of the talks.
- Dr. Elsa Nystrom had to postpone her visit and book talk, originally scheduled for May 30. We will try to reschedule, perhaps for the fall.
- I invited Jacquie Sears to hold a book talk/book signing here in June for her recently-published book *Legendary Locals of Holyoke*, which drew in part on History Room resources.
- Outside event: The Historical Commission's annual preservation awards night is in the City Hall Ballroom on 5/21 at 6:30 and I will try to attend.

3. Oral History Program. We have recorded a total of six long interviews and are working on processing and archiving those. I am conducting another interview on Friday (15 May) and more are in the works. The grant report was submitted on 4/15.

4. Tom Blake is willing to take the municipal reports with him for digitization next time he visits if we can get them ready. I am visiting City Hall this week to find out if we can get the reports from 1969 on. We have 1850-1968. I will need volunteer help to sort and pack them.

5. Interns and volunteers, other staffing notes

- Harold Smith, Simmons Intern, finished his processing projects. I am waiting for an April order from University Products so that these can be boxed and promoted.
- Our regular volunteers continue to be involved in helping patrons, creating metadata for digitized photographs, reviewing oral history transcripts, and re-organizing the postcard collection.
- One volunteer is still out with illness. I sent him a card.
- It does not appear that we will get a Smith intern, as hoped.
- Jane Frankel is still willing to assist with HHR projects, but so far there has been little opportunity to train her in the History Room.
- It does appear that we will need to start closing for lunch on Tuesdays. I will revise the posted hours.

6. Equipment:

- I am still trying to coordinate with Jose Figueroa on a solution to the broken scanner issue. We can no longer produce high-quality scans. If we replace this scanner, Jose would like to continue to use this machine in the computer room for creating pdfs.
- I am very concerned that the free upgrade to the ScanPro 3000 that was promised to us two years ago never materialized. There seems to be an internal dispute at the company, with some people at the disagreeing with the person who made the promise to us and therefore not letting the upgrade take place. I would like advice on how to proceed.

FREE!

FREE!

CREATIVE MOVEMENT with BOOKS!

with **ENCHANTED CIRCLE THEATER**

For children Preschool – 2nd grade and their families



Monday, May 11th & 18th 4:30 - 5:30PM

Come to one class or both!

@ Holyoke Public Library

250 Chestnut Street, Holyoke, MA 01040

Register by calling (413) 420-8101 (Limited to 15 families)

Join an Enchanted Circle Theater teaching artist in bringing a children's book to life through movement and song. We will play with creating the shapes, colors, characters, and actions in the book with our bodies and voices. Children will gain motor skills, spatial and physical awareness, and practice creativity collaborating. Parents will learn fun activities to support literacy at home.



Sponsored by the Holyoke Coordinated Family and Community Engagement (CFCE) Program and the Holyoke Public Library. The Holyoke Early Literacy Initiative (HELI) is a comprehensive, city-wide initiative designed to facilitate rapid and sustained improvement in early literacy. HELI engages schools, community organizations and families in a variety of ways to address the literacy crisis in Holyoke.

Monthly Statistical Analysis: by GL, for 07/01/2014 through 06/30/2015

Description	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Total
Code:			\$80										\$80
Building Fund	\$25,923	\$4,138	\$31,848	\$12,671	\$985	\$23,828	\$848	\$1,600	\$37,083	\$7,314			\$146,238
General Support					\$2,400	\$10,037	\$1,803	\$175	\$10	\$235	\$100		\$14,761
History Room					\$150			\$100					\$250
Technology					\$1,000			\$2,000					\$3,000
Youth Programs					\$705	\$700							\$1,405
Grand Total	\$25,923	\$4,138	\$31,928	\$12,671	\$5,240	\$34,565	\$2,651	\$3,875	\$37,093	\$7,549	\$100	\$0	
% of Total	15.64 %	2.50 %	19.26 %	7.65 %	3.16 %	20.86 %	1.60 %	2.34 %	22.38 %	4.56 %	0.06 %	0.00 %	
Cumulative Total	\$25,923	\$30,061	\$61,989	\$74,660	\$79,900	\$114,465	\$117,117	\$120,992	\$158,085	\$165,634	\$165,734	\$165,734	

PC Reservation PC Usage Report

Organized By PC Area

Prepared 5/2/2015

From 4/1/2015 to 4/30/2015

Includes Timeouts, Inactivity, Early Close, Forced Close, Declined Policy

Totals

PC Area	Total Uses	Total Time	Average Session
CHILDREN ROOM	312	237:22	45.647
COMPUTER CLASSROOM	13	13:25	61.923
COMPUTER LAB	1024	1016:45	59.575
HISTORY ROOM	3	4:36	92.000
LOBBY	110	24:00	13.091
REFERENCE	506	425:42	50.478
TEEN	146	164:43	67.692
TOTALS	2114	1886:33	53.544

This report was generated using the EnvisionWare Inc. Reporting Module

Workshop Assitance Log April 2015

Workshop/Activity	Dates ofered	By	Language	Participant Per Day	Participants per Workshop & Activity	Participants in the month
Lear Spanish	4/1/2015	José Cartagena		5	14	30
	4/8/2015	José Cartagena		4		
	4/15/2015	José Cartagena		5		
	4/22/2015	José Cartagena		Sick		
One-On-One Tech Tutoring	4/2/2015	Jose Figueroa	ING & SPN	0	0	
	4/7/1945	Jose Figueroa	ING & SPN	0		
	4/11/2015	Jose Figueroa	ING & SPN	0		
	4/16/2015	Jose Figueroa	ING & SPN	0		
	4/21/2015	Jose Figueroa	ING & SPN	0		
	4/25/2015	Jose Figueroa	ING & SPN	0		
4/28/2015	Jose Figueroa	ING & SPN	0			
e-readers Set Up	4/18/2015	José Cartagena	ING & SPN	0	0	
Computer basics	4/7/2015	José Cartagena	SPN	0	1	
	4/9/2015	José Cartagena	ING	1		
The Web For Bginers	4/14/2015	José Cartagena	SPN	0	1	
	4/16/2015	José Cartagena	ING	1		
Email For Bginers	4/21/2015	José Cartagena	SPN	0	1	
	4/23/2015	José Cartagena	ING	1		
Social Media for biginers	4/28/2015	José Cartagena	SPN	0	0	
	4/30/2015	José Cartagena	ING	0		
Word Basics	4/10/2015	José Cartagena	SPN	0	1	
	4/10/2015	José Cartagena	ING	1		
PowerPoin Basics	4/24/2015	José Cartagena	SPN	0	1	
	4/24/2015	José Cartagena	ING	1		
Library Online Resources	3/9/2015	José Cartagena	ING	0	0	
	3/23/2015	José Cartagena	SPN	0		
Intro to Ancestry	3/30/2015	History Room	ING	11	11	