

Director's Report

May 2024 Board Meeting - Bancroft Public Library

News/Updates & Issues

- The community report came out from SALS (we are up 3,000 visitors from last year)
- Farm-2-Library Program Update: Last month we had at least 40 community members take a food item from our pantry (Most likely more as people come and go that we don't always see).
- In April, Karin Foster met with Lori Stokem. She is donating items for kids to play with in the courtyard this summer. They will be available soon.
- Susan Getty started an Herbal Study Group, of which there has been a lot of interest!
- Our monthly Senior Citizen Potluck Lunch was on Wednesday, April 23. It was a great turn out, in part because it was a "going away" lunch for Lori. Trivia was the activity.
- All of our regular programs continued throughout the month of April: Bancroft Book Buddies (Lori is volunteering to continue this program), Scrabble Club, Chess Club, Mahjong, Book Club, Writing Club, Kickin' Knitters, Tech Help with Noah and Tri-County Literacy.
- We continue to make available weekly "Take Away" craft bags for the children in our community. Thank you to Gayle Shaw for putting the craft bags together
- Friends met to discuss the museum passes to make available this year. Still have not heard concretely what the passes will be.
- The Quiet Epidemic screening is on May 25 at 6:00 pm.

Circulation Statistics

See attached for April 2024

Upcoming Programs and Ideas

MAY Programs	DATE	DETAILS
Container Gardening Program	June 6th from 4:00 - 5:30pm	Cornell Cooperative Extension hosting a container gardening program for kids. Plant and learn how to take care of tomatoes and cucumbers this year.
NEW! Herbal Study Class	2nd Wednesday of the Month	Sue Getty leading this program. Open to anyone interested in learning more about herbs.
<i>The Quiet Epidemic Screening</i>	Saturday, May 25 at 6:00 pm	Documentary showing about Chronic Lyme Disease.

Future Programs	Date	Description
Succulent Workshop	June	Rachael Armstrong back to do another succulent workshop
Lunch, Learn and Play	July 8 - August 5, 2024 (Monday and Thursdays from 1-1:45pm)	Lori Stokem set up a slate of teachers to help do the weekly programming; Melissa will connect with them in May and June with the theme. Possibility of having Bernie return with a different selection of animals as a way to close out the program.
Fraud Prevention, ID Theft, and Online Shopping Safety Courses	October 24 and 25	NYS Fraud Department to host these classes (3 part series over two days).

Outreach in the Local Community (and Beyond!)

- Lori Stokem and I attended the pre-K and get-to-know kindergarten program at the school on April 25 and May 2. Lori presented to the parents in attendance about the Purple Library Bags (read a 1,000 books before kindergarten)
- Lori and I met with Tanya from Lunch, Learn, and Play in early April to establish a schedule for LLP this summer. Theme will be animals!
- I am hoping to go to the potluck for Salem's Community Foundation on June 1st. Someone mentioned that the new foundation has already received money and are giving it out to town businesses, etc. I'd like to learn more and see what we could get funded with them.
- Reached out to Krista Sullivan at the Courthouse to touch base about collaborating—haven't heard back yet. I also briefly met with Sarah Murphy at Greenwich Library—they will set up a time to get together more officially. Also called Faith St. John at Argyle Library to connect, specifically about their afternoon Teen Meet Up Program. Next month, I'll reach out to other area libraries.

Organizational Goals

What progress have you made on the organizational goals outlined in strategic plan?

- Working with Jack at SALS to make our website able to be translated into Spanish, which will help us continue to make our services useful to Salem's hispanic population. This came at the request of the Community Outreach person at Salem school. **COMPLETED on May 9. Our website is now able to be translated.**

Financials

- Question for board as to what grants I should be aware of, how do we apply?
- We received \$5,000 from SALS for the Challenge Grant (See copy)

Staff & Volunteers

- Melissa Curtis has offered to come back as a fill-in for evening shifts. She does not want to come back on a regular schedule. *Question for Board about staffing.*
- Gayle Shaw is still covering the Tuesday evening shift. She would prefer just to work on Saturdays, but is happy to cover Tuesdays as needed.
- Lori Stokem is now retired! She will continue to do Wednesday story time and volunteer/work as needed (e.g. during Karen's trip to Germany in July).
- Lori and Karen Hickland have been incredibly great during the training process for Melissa Carl: Lori with the larger picture, people, and connections end of things, and Karen with the processes behind the circulation desk and knowledge of SALS.

Facility Update

- At the end of April, Ed Donoghue and Mark Cooney worked together to fix the paper towel dispenser that was not dispensing paper towels. Woohoo! And the courtyard is looking in good shape (thanks Ed and Mark again!)

Technology

- **Tech Inventory Updates:** SALS notified us that some of our computers are aging (5 years), and that SALS Joint Automation will no longer support updates and maintenance to them. Karen and Lori determined which computer we should replace this year. The computer will be ordered through SALS. Wendy Hunter-Haywood (Friends) was informed that we will likely be asking for money to replace those computers.

Marketing

- **Press releases**

- Press release about the change of directors at the library - The Eagle is going to do an article about this.
- Karen puts out a monthly press release about the new books added to the collection.
- Releases on all of the upcoming programs have gone out.

- **Social Media**

- Continuing Lori's pattern of posting about the weekly events to instagram and facebook. I will work to schedule them out ahead of time to streamline the posting process.

- **Newsletter**

- Beginning a monthly newsletter (both in paper and digital format), forthcoming...

- **Website**

- Karen updates the new books added to collection on the website each month
- Melissa and Karen to collaborate throughout the summer to update a few of the website items.
- Website now able to be translated into 8 languages, which helps serve our Hispanic population in town.

Meetings & Professional Development

Completed:

- cyber security training through SALS/Tech (Melissa and Karen)
- Polaris training with Jill at SALS (Melissa)
- a new director's overview training with Erica at SALS (Melissa)
- Training with Jack at Youth Services and Technology. (Melissa)

Submitted by:

Melissa Carll, Library Director

May 10, 2024