

Director's Report

June 11, 2024

News/Updates & Issues

- **Day of Service at the Library**
 - Students washed windows and weeded. Many more students helped in the bays with the chairs and the costumes. They were very enthusiastic, and it was fun to work with them. We will save the tools (in tub in basement) for future DOS projects.
- **Museum Passes**
 - There are five passes available: they are now in DVD cases to make them easier to transport! Thank you to the Friends for choosing the passes for this year.
- **The Quiet Epidemic**
 - There were 25 people in attendance at the documentary screening! It was a great turnout, and people seemed happy with the presentation.
- **Container Gardening**
 - Class from Cornell Cooperative Extension held on June 6 - had six children and families in attendance.
- **Herbal Study Group**
 - The group was well attended. They plan to meet again over the next few months.
- **Bird Watchers Group**
 - Looking for ways to make this a more active group!
- **Senior Citizen Potluck Lunch** was on Wednesday, May 22nd; next one is June 26th.
- **Pop Up Senior Luncheon** is on Thursday, June 20th this quarter. It is usually on the 4th Wednesday, but the library is closed on the 19th for the federal holiday.

Follow Up from Previous Meetings

- **Phone Line/Bill Discussion**
 - Tom McMorris has called Spectrum to see about changing the phone plan. He has not heard back yet with a quote (May meeting).
- **Flood Map Night**
 - I called Sue Clary back about this. Waiting to hear more (6/5)

Circulation Statistics

- See website for the May Circulation Stats.

Upcoming Programs and Ideas

June Programs	Date	Details
Succulent Workshop	June 20, 2024	Rachael Armstrong back to do another succulent workshop. Lots of enthusiasm for this one!
Summer Reading BINGO Challenge opens	Mid-June - August	Adult and kid versions of BINGO summer reading challenge

Upcoming Programs	Date	Details
Lunch, Learn and Play	July 8 – August 5	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.
Hope of Recovery – Documentary Screening and Panel Discussion	July 30, 2024 (tentative date)	Showing of a documentary by Adirondack Health Institute that came about with a RCORP Grant. Working with Cambridge and Greenwich libraries to coordinate three showings of this documentary.
POSSIBLE (not definite) - Storytime at the Gazebo	Several Saturdays in August	Work with SALS to get equipment to be able to remotely check out books and sign people up for library cards at the Gazebo on Saturdays through August. Looking for volunteers to read!
Choice Connections: Senior Housing Class	September 19, 2024	A course for seniors and adult children who are looking to learn about the options for senior housing for themselves or their parents.
Fraud Prevention, ID Theft, and Online Shopping Safety Courses	October 24, 25	NYS Fraud Department to host these classes (3 part series over two days).
POSSIBLE (not definite) - Nutrition Series	Fall	Working on getting three speakers lined up for nutrition series. More to come...

Outreach in the Local Community (and Beyond!)

- **Potluck for Salem’s Community Foundation** was held on June 1st.
 - Melissa attended the meeting and learned that there is \$250,000 currently available for Salem groups, businesses, etc to apply for.
 - This money is meant to be used in ways to make Salem vibrant or bring in things that the town currently lacks (recreation, beautification, business needs, etc).
 - The Foundation is striving to raise more money by the end of the year. They have a matching grant for another \$50,000.
 - The library can apply for grant money!
- Reached Faith St. John at Argyle Library about their afternoon **Teen Meet Up Program**
 - I am thinking about ways to enhance or create a space for our after-school teens who use the library regularly. More to come...
- **Connected with Cambridge and Greenwich libraries** to start collaborating on our programs a little more and promote programs together.

Organizational Goals

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

- Continue to engage people through the social media pages, trying to highlight different items, and explain them in more detail (**Goal One – Objective One**)

- Trying to find **Training on AI**, to help answer patron questions (**Goal Two – Objective Three**).
- Started a new monthly e-newsletter. Each month I strive to cover these topics:
 - News & Updates
 - Upcoming Programs
 - News from the Board
 - News from the Friends of Bancroft Library
 - Learn Something New About the Library – hopefully, this will encourage people to learn about other resource options at the library (**Goal One – Objective One**)
 - Program Calendar
 - Other topics as needed or necessary
- Spanish books – We do have some gift cards from Amazon that we can use to buy books in this category. Karen and I will work together to decide what titles to purchase. (**Goal One – Objective Three**)

Financials

- **Grant money** from the **Salem Community Foundation** – look into this, need a plan for what we would apply for.

Staff & Volunteers

- **Staff:** Lori Stokem has offered to come back and help with Tuesday coverage.
- **Volunteers:**
 - Mark Cooney has been working on a few projects for the circulation desk (see below).
 - We sent out thank you notes and Stewart's Gift Cards to the volunteers who drive for Comfort Food Community food pick up to show our appreciation.

Facility Update

- **New Electrical Hook Up Behind Circulation Desk:** Mark Cooney is rewiring and adding in some new electrical outlets behind the circulation desk that will alleviate the pile of cords on the floor. This will help keep that area from being a place where someone could trip and potentially get hurt.
- **Making Check-Out Easier:** Also, Karen and Melissa are working on finding a way to make checking out easier for patrons on the outside of the circulation desk (as per conversation at May meeting). Currently a small table has been placed by the check-out desk, and patrons use it regularly.
- **Lobby Makeover:** Melissa has been thinking about ways to make the lobby a more welcoming, safe, easy-to-navigate, and easy-to-clean space.
 - Does the board have any ideas or thoughts on the lobby area as well?

Technology

- **Melissa met with Joint Automation staff on May 21** – they came to introduce themselves and fill me (Melissa) in on what they do.

Marketing

- **Press releases-** Karen puts out a monthly press release about the new books added to the collection; Releases on all 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** - Monthly e-newsletter, with mid-month email updates in between, as needed.
- **Website**
 - Karen updates the new books added to collection on the website each month!
 - **Events page on the website** - Melissa working with Karen and Jack at SALS to create an actual **events page on the website** where people can go for more information about upcoming programming and potentially sign-up for the events.

Meetings & Professional Development

Completed:

- **Youth Services Meet-Up** - Zoomed with Jack at SALS and directors to learn more about the Youth programs being offered around the region this summer.
- **Hope of Recovery** - met with the SALS directors about hosting the Hope for Recovery documentary and panel.

Submitted by:

Melissa Carll, Library Director

June 7, 2024