



BOARD OF TRUSTEES MEETING December 10, 2024, Agenda

Audit of Vouchers – 6:30 PM.

1. Call to order – 6:45 PM.
2. Pledge of Allegiance.
3. Adoption of agenda.
4. Minutes – approval of the November 12, 2024 and December 3, 2024 meeting minutes.
5. Public comments.
6. President's report.
7. Correspondence.
8. Finance Officer's report.
9. Library Director's report.
 - Trustee annual training status.
10. Committee reports.
11. Old business.
 - 2023-2024 State Aid for Library Construction grant.
 - 2024 SALS Challenge Grant.
 - Library expansion.
 - Library sign.
 - 2025 Budget (Attachment #1).
12. New business.
 - After-School Program Coordinator Job Description (Attachment #2).
 - 2025 Library employee's compensation.
 - Request to host Library program.
 - Other business.
13. Public comments.
14. Next meeting.
 - January 14, 2025.
15. Adjournment.

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BANCROFT PUBLIC LIBRARY--2025 ADOPTED BUDGET

Revenues and Other Sources		2025 Adopted
L2082	Library Fines and Fees	\$1,000.00
L2360	Town of Salem	\$38,900.00
L2360	Salem CSD/Library Tax	\$44,775.00
L2401	Interest and Earnings	\$3,000.00
L2705	Gifts and Donations	\$0.00
L2770	Miscellaneous	\$0.00
L3840	NYS Aid (LLSA through SALS)	\$1,493.00
Total Revenues		\$89,168.00
Appropriated Fund Balance		\$7,748.00
Total Revenues and Other Sources		\$96,916.00

Expenditures		2025 Adopted
L7410.1	Library Director	\$27,000.00
L7410.1	Deputy Director	\$19,000.00
L7410.11	Staff	\$16,120.00
L7410.2	Circulating Items	\$14,000.00
L7410.4	Contractual Detail*	\$15,496.00
L9010.8	Retirement	\$500.00
L9030.8	SS/Med Employer Match	\$4,800.00
Total Expenditures		\$96,916.00

Contractual Detail*	2024	2025
<i>Library Materials</i>	<i>\$4,000.00</i>	<i>\$4,000.00</i>
<i>Software</i>	<i>\$500.00</i>	<i>\$500.00</i>
<i>Joint Automation Svcs</i>	<i>\$5,808.00</i>	<i>\$5,808.00</i>
<i>Postage</i>	<i>\$132.00</i>	<i>\$146.00</i>
<i>Telephone and Internet</i>	<i>\$1,810.00</i>	<i>\$2,160.00</i>
<i>Cyber Liability Insurance</i>	<i>\$1,882.00</i>	<i>\$1,882.00</i>
<i>Miscellaneous</i>	<i>\$1,010.00</i>	<i>\$1,000.00</i>
<i>Total</i>	<i>\$15,142.00</i>	<i>\$15,496.00</i>

BANCROFT PUBLIC LIBRARY

AFTER-SCHOOL PROGRAM COORDINATOR

JOB DESCRIPTION AND QUALIFICATIONS

Overview:

The After-School Program Coordinator should be an energetic and creative person able to coordinate services for patrons aged 9 - 14 years and to support the after-school programming at the Bancroft Public Library. This is a part-time (approximately 10 hours per week) position. The weekly schedule is Monday through Friday in the afternoons.

Primary Responsibilities:

Under the supervision of the Library Director, and with support from Library staff, the After-School Program Coordinator will:

- Create, implement, and maintain afternoon services for children aged approximately 9 – 14 years.
- Support existing after-school programming for all school-aged kids.
- Provide support at the circulation desk, particularly by helping after-school children check out books, get computer passes, etc.
- Lay out and clean up the day's activity materials.
- Help coordinate and/or attend offsite and outreach program sites, as needed.
- Inform library patrons of library policy.

Additional Responsibilities:

- Help coordinate visiting presenters, authors, performers, and other outside programming.
- Provide reference help for youth patrons and their caregivers.
- Engage in physically demanding tasks such as lifting or moving books and furniture.
- Perform related duties as assigned.
- Participate in professional development opportunities.

Required Skills and Qualifications:

- Experience working with pre-teens and teens in the capacity of teacher, coach, counselor, or related role.
- Sustained high-energy and enthusiasm for youth and teen services.
- Excellent customer service skills.

Desired Skills and Qualifications:

- Knowledge of and interest in children's and YA literature.
- Experience working in a public library or related setting.
- Associate's degree or higher, or equivalent work experience.
- Ability to learn and use Library automated systems.

The ideal candidate respects pre-teens and teenagers and feels comfortable in a role of authority. This candidate possesses strong customer service skills and communicates well

both in person and in writing. This is a great opportunity for former (or part-time) teachers or coaches, or those with counseling and social services experience who wish to deepen their connection to the community and learn more about librarianship.

Approved: December 10, 2024