

January Board Meeting – Bancroft Public Library

Director's Report

News/Updates & Issues

- **Annual Report Time** – Melissa starting on Annual Report this week (emails from SALS just received middle of last week).
- **Book Donation Bin Being Used** – The book bin has been filled three times and emptied. We are currently on our fourth bin, which is fantastic. People have definitely been using the bin!
- **New Playaways Added to Collection** – As per conversation last month, Karen has added new adult and children's playaways to the collection, and we will be reducing the number of audiobooks that no longer circulate.
- **Weeding of Collection to begin this month** – We have two volunteers to help with the weeding of the collection this winter. We have already started with the audiobooks and then will progress through the other sections as well.
- **January has a Good Number of Programs** – see below
- **Job Description Created for After-School Coordinator** was posted on the website.

Follow Up from Previous Meetings

- Melissa **applied for a Stewart's Grant** after the December meeting. Asked for \$600 this year. We have asked for \$500 the previous few years. We will continue to use that for makerspace materials, kids' programming, and summer-related programs.
- **Background Check** – Melissa is waiting to learn more about doing background checks for adults.

Circulation Statistics

- See website for the December Circulation report.

Program Stats

- **Crafternoon with Chris Hubbard (2 sessions)** - 20 total
- **Reading with the Grinch** – 30 people
- **Farm – to – Library** – averages 15-20 people each week.
- **Weekly programs** – Scrabble, Tech Help, Book Club, Mahjong, and Chess all have a consistent number of people who attend.

Upcoming Programs and Ideas

Upcoming Programs	Date	Details
Silent Wings	Saturday, January 18, 2025	Wildlife Institute of Eastern NY comes to present this program on raptors. <i>For individuals and families.</i>
Game Night (3 parts this winter)	Third Friday in January (17 th), February, and March	Community wide game night. <i>For all ages and families.</i>
Commit to Quit	Four Dates in January	Washington County Public Health program that is focusing on creating both group and individual therapy for people who want to quit smoking. In the new year there will be a

		tablet for individuals to use to help them work through a cessation program (provided by Glens Falls Health Network). <i>For adults.</i>
Nutrition Class	January 29, 2024	Kelsey Southerland to speak on foods to eat to stay healthy during cold and flu season. <i>Adult Program</i>
Craft Class – Painting Mandala Rocks	January 7 and 14	Rachael Armstrong to lead a class on painting rocks. <i>Older children and adult program.</i>
Winter Break Programming	Winter Break - February	MFFC – Backyard Sugaring for Families; Movie Afternoon; Kids’ Crafternoon; CFC – Fun Snacks for kids; Game Night (same as above).

Outreach in the Local Community (and Beyond!)

- **Pet Food Drive** - Went well! We donated three totes of wet and dry food to Witches Kittens and Salem Community Cats.
- **Meetings** – Melissa attended the Salem Community Courthouse meeting on January 8 to get a feel for their planning and programming for the year. Also, Melissa took part in their Community Relations Committee Meeting on January 13.

Financials and Donations

- Donations: We received several \$100 donations at the end of December.
- Melissa has been wanting to better track the financial information for the library to know what we spend on programs, collection materials, supplies, etc., and Karen created a great excel file so that we can enter in the information. All invoices now move through our system before going to Kathy.

Staff & Volunteers

- **Volunteers:**
 - We are grateful to have two more volunteers to help with weeding the collection this winter: thank you in advance to Beth Dellarocco and Peg Underwood.
 - Thankful each month for all of our regular volunteers: Noah Spivak (tech), Mark Cooney (all-around help), Mike Mugits (book donations), Brenda Mugits (Makerspace), Maggie Leary (reshelving and spine labels), Diane Jilek (CFC driver), Marissa Perkins (CFC driver), Laura Harrison (CFC driver), Brenda Levy (CFC driver), and Mary Evans (CFC driver).

Facility Update

- Jeanne has been having some trouble with the vacuum that we use for both the library and Proudfit.

Technology

- Orders were placed for the two computers that need to be upgraded. I am not sure of the arrival date for those devices.
- We got a monitor for the Reading Room, which will allow us to possibly host two programs at the same time or at least allow Birding Club to use the Reading Room if another program is going on.

Marketing

- We changed the monthly calendar a little, the one placed on the front table, to include more of the information that is happening at the library. So that if someone picks up the calendar of events, they also have access to more information from the library in general. Hopefully, it is a way to keep people better informed about what is happening at the library.

Submitted by:

Melissa Carll, Library Director

January 13, 2024