

# Library Director's Report

May 4, 2021

Prepared by Lori Stokem, Director

**April Monthly Statistics:** Statistical summaries for the month of April 2021 will be available at our meeting.

## **Financial/Donations:**

We have received another memorial donation for Ruth Foster. The total amount received is \$3,260. Thank you notes have been sent. We will be working with the Foster family when we are planning the court yard.

We received a state aide check in the amount of \$250 (This payment reflects the 20% holdback from our initial payment of NYS FY20-21LLSA funds. The initial FY20-21LLSA payment was made in October 2020. We expect to receive the final 10% of this funding this summer.)

## **News/Issues:**

- I have been participating in virtual Director's Council meetings. This past month I also attended a virtual Farm-2-Library meeting.
- Farm-2-Library Program. Erica from SALS and Ashley from Comfort Food Community held a virtual meeting on April 15<sup>th</sup> for all the participating libraries. They gave us some background about the program and filled us in on program details and responsibilities of the library. Since the beginning of the program on March 24<sup>th</sup> we have had at least 148 people take food items from the foyer (We have been keeping a tally, but I'm sure we've not seen many people that come in and out). Our delivery day is now Thursdays but as we get closer to summer, we'll start to receive items twice a week. SALS/CFC are offering to also deliver fruit on a weekly basis for a cost of \$45 a month. I have attended two virtual meetings (Salem Rotary, West Hebron UP Church Missions Committee) where I have presented the Farm-2-Library program and mentioned the need for monetary donations to add to the program. We have had an amazing response to the Farm-2-Library program and we've had several

patrons bring in donated items (eggs). The program has brought new people into the library too!

- The Annual Report for 2020 has been completed, reviewed by SALS and approved by the state.
- Our Report to the Community is completed (I'll have a copy of it at the meeting) and has been posted in the library, on Facebook and our Webpage.
- As of yesterday, libraries in the SALS system will no longer be required to quarantine books.
- The Certificate of Registration and Charter are in the process of being framed and should be done in a week or two.
- Library Hours - Salem will need to increase their hours by at least one hour per week by June 1<sup>st</sup> in order to meet minimum hours (25 hours) required by the state so we will be adding hours before the end of May and probably then again as we get closer to summer.
- Karen continues to add some wonderful new books to our shelves that are available for our patrons.
- We continue to keep our patrons informed of new books and library news through the use of the library's Facebook page, our webpage, and our newsletter.
- Curbside service continues for patrons we are not comfortable coming into the library at this time.
- The library has received tax forms from the IRS to have here at the library that are available to our patrons.
- Do we want to become a "fine free library? I know we discussed this one other time. We haven't collected any late fees for a year as the books were

required to be quarantined. Before COVID Salem's children's books were already fine free. I've asked Jill at SALS to hold off a day or two before putting the fees back into place until we've had our board meeting. If we were to go fine free, this would be the time to do it. Greenwich has been fine free for about four years. Other area libraries are Easton, Schuylerville, Stillwater, and Saratoga. It seems to be the way many libraries are headed. I think it would be worth having a discussion about it at the board meeting.

- Big News! We have two young, local authors. Autumn Fleming and Carynn Bohley have each authored a book that has been published and can be purchased on Amazon. One of our front windows will feature the two girls and their books. We are also working on setting up a virtual "Meet the Author" visit. The title of Carynn's book is Darkness Rise and Autumn's book is Virago. This is an amazing accomplishment for these teenage girls. Both of the girls are regular patrons at Bancroft Library.

### Looking Ahead:

- I'll be having a virtual meeting with Erica from SALS on May 13<sup>th</sup> to discuss her Engaged Planning series (I wasn't able to attend the last meeting) which she is having us use to put together our Community-Based Strategic Plan. After my meeting with her, I will be setting up our first committee meeting where we will start to develop our plans for the next five years. Our committee members are: Lori Stokem, Alesa Wilson, Rachael Armstrong, Ethan Hickland, Katie Lapishka, Mark Cooney, and Anna Maxwell.

Instead of scheduling a meeting for the board, I'm once again attaching the SOAR Exercise Erica suggested we use to begin our planning. We would love to have some input from the board as to what your thoughts/ideas might be for the library/community in the years to come.

\*This month our front windows feature dioramas with miniature, agricultural scenes with the theme "Bits and Pieces of History." The historical dioramas were made and put together by Cindy Whitman and combine an agricultural and historical theme.

**Programs:** All in-person programs are currently on hold.

- Last month we offered a monthly craft/class through Cornell Cooperative Extension. The class was Wet Felting and we had 15 kids participate. Kids signed up for the class and picked up their kit at a scheduled time. The kits included instructions and supplies.
- We have made available weekly "Take Away" craft bags for the children in our community. All the grab and go craft bags are usually gone by Friday. These have been very popular and we have people asking for them each week now. We have received a lot of positive feedback.

(See SOAR Exercise below)

## SOAR Exercise

The SOAR exercise comes from Appreciative Inquiry, a philosophy that focuses on assets, not deficits. In strategic planning, we use this framework to identify our strengths and opportunities as we look to the future and identify what results we want to create.

### Strengths (Inquiry)

What the library does well, along with its key assets, resources, capabilities and accomplishments.

- What are our greatest strengths?
- What makes us proud?
- What are our greatest accomplishments?
- What is our preferred future? Who do we want to become?

### Opportunities (Imagine)

Circumstances your library could leverage for success

- What are our best possible future opportunities?
- What changes do you expect to see over the next five years – in the community and in the state?

As you look at the changes you've identified ask:

- Which changes could have a positive impact on the library?
- Where could the library make a difference?
- What are key areas of untapped potential for the library?
- What partnerships could lead to greater success?

### Aspirations (Innovate)

An expression of what you want the library to be and achieve in the future. A vision to build on current strengths, provide inspiration, and challenge the current situation.

- What are we passionate about?
- What kind of community do we want? What are the most important attributes or essential components?
- If you could wave a magic wand and transform this community, what change would you most want to see?
- Thinking more globally – as you reflect on the changes happening in the world today describe one that gives you hope. How might this community respond to this one big hope?
- How can we make a difference?
- What strategies and actions support our perfect future library?

## Results (Implement)

Tangible outcomes and measures that demonstrate the achievement of the stated goals & aspirations.

- What measurable results will indicate we have achieved our vision of the future?
- How do we translate our vision of success into measurable outcomes?
- How do we know we've achieved our goals?