

November Board Meeting – Bancroft Public Library

Director's Report

News/Updates & Issues

- **Judge's Office** is requesting a few alterations to the shared office space that will require some time from the staff to implement—We have been slowly cleaning out items in the office.
- **Vacuum** – Vacuum finally bit the dust. Mark declared that it is no longer able to be fixed. See attached sheets for potential vacuums.
- **Open Late on Halloween** – The Library was open late on Halloween for trick-or-treaters. We had just over 300 people come inside the library!
 - Kindergarten was not able to parade down because of rain, so Lori and Melissa went to the school to hand out candy. It was fun to see all the costumes.
- **Friends** – Annual Wreath Sale is on!
- **Baker and Taylor Books**– our primary supplier for books has gone out of business. Karen is currently working with SALS and Ingram to establish an account with the latter.
 - We are currently set up with Ingram, but orders are on hold due to the sheer number of libraries switching over to the company.
 - Karen is now surmising that all book orders will not come in until late December or January, and thus, billing will not take place for 2025.
- **Still working on adding kits to the library this fall** –
 - Alzheimer's Association donated a bunch of books for our Alzheimer's Support Kit.
- **Book Donation Bin Being Used** – The book bin has been filled approximately 20 times and emptied. We are currently on our 21st bin, which is fantastic.

Follow Up from Previous Meetings

- **Carpet Cleaning** – Melissa contacted two companies about cleaning the carpets throughout the library (see facilities report).
- **Mold in Basement** – we still need to follow up on this from the last meeting. Melissa did buy one option for cleaning the wall.
- **Computer Chairs** – **Computer chairs were delivered on Tuesday, November 11.** Thank you to John Hickland for helping us get them to the library!
- **Banner** – Melissa started work on this in October, but hasn't had time to move forward with creating a design for banner for tabling events.
- **Desk:** Melissa has not yet put the desk up on marketplace/for raffle.

Circulation Statistics

- See website for the October Circulation report.

Program Stats

- **Alzheimer's Program** – 4 participants

- **Fort Ticonderoga History Talk** – 20 participants (but presenter didn't show—will reschedule).
- **Self-Massage for Stress Reduction** – 12 people
- **Halloween** – 300+ people came into library
- **Weekly/Monthly programs** – Book Groups, Scrabble, Tech Help, Book Club, Herbal Study Group, Homesteading Group, Mahjong, and Chess all have a consistent number of people who attend.

Upcoming Programs and Ideas

Upcoming Programs	Date	Details
Ladies' Self Defense	Sunday, November 9	Ladies' Self-Defense class.
Agricultural Stewardship Association	Thursday, November 13, 2025	ASA comes to speak about conservation easements.
Upcoming in December		• Grinch Reading, Dec 14 • Passive Programs – Storywalk, coloring sheets, Demco Board

Outreach in the Local Community (and Beyond!)

- **Hudson Headwaters Meeting** – Melissa joined the Hudson Headwaters Public Meeting on November 6. HHN hosts this biannual meeting to meet with people in the community about what might better serve area residents in regards to healthcare. It was a very fun meeting!

Financials and Donations

- **Glens Falls Account for Donations:** \$1815.00

Staff & Volunteers

- n/a
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Facility Update

- **Mold in basement** – There is mold growing along the drywall of the climate control room in the basement.
- **Carpet Cleaning** – Melissa has reached out to two companies about carpet cleaning. The quotes range from several hundred dollars to \$1900!
- **New Computer Chairs** – New computer chairs have been installed at the computer station.

Technology

- Computer Updates: JA sent out the End of Year Computer Order List several weeks ago. We are due to upgrade six total computers (one staff computer and five of the public computers). The total cost will be \$5,627.00.

Submitted by: Melissa Carll, Library Director, November 2025