

## December 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. **Update: the rolltop desk was posted on facebook.**
- **Applied for WMHT Early Literacy Kits** – Melissa applied for the early literacy kits from WMHT. We should find out if we get them soon! (See paper)
- **Applying for Stewart's Grant** – Melissa will start Stewart's Grant Application this week.
- **Vacuum** – We purchased a new vacuum, and we are having trouble with it! Melissa will have to take it up to Glens Falls to have it looked at. We are unable to use it at the moment.
- **Book Orders** – We are still struggling to purchase books from Ingram. Karen has started using Amazon for book purchases, which has been working fine.
- **Still working on adding kits to the library this fall** –
  - **We purchased a CD player, DVD player for the kits**—these have been requests from patrons, and these items help make our items usable for some people.
  - Alzheimer's Association donated a bunch of books for our Alzheimer's Support Kit.
  - We have items to make a Spanish-English learning kit as well.
- **Book Donation Bin Being Used** – The book bin has been filled approximately 21 times and emptied. We are currently on our 22<sup>nd</sup> bin, which is fantastic.

#### Follow Up from Previous Meetings

- **Carpet Cleaning** – Melissa contacted three 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.
- **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 posted the roll top desk on facebook marketplace.

#### Circulation Statistics

- See website for the November Circulation report.

#### Program Stats

- **Ladies' Self Defense** – 14 participants
- **Agricultural Stewardship Program**– 2 participants
- **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
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<b>Grinch Reading</b>	Wednesday, December 17	Lori Stokem will come and read <u>The Grinch</u> to storytime families.
<b>Passive Program - Storywalk</b>	December through January	The Book of Joy by the Dalai Lama and Archbishop Desmond Tutu
<b>Passive Program - Color with Us!</b>	December	Coloring Station for adults and kids alike
<b>Passive Program - Demco Sticker Board</b>	December until completed!	Community sticker board that creates a picture when it is completed.
Upcoming in January		<b>History Talk with Debi Craig</b> <b>Organizing Photos with Carolyn Presser (part of a three part series on saving family mementoes).</b>

### Outreach in the Local Community (and Beyond!)

- **n/a this month**

### Financials and Donations

- **Glens Falls Account for Donations:** \$1815.00 (same as last month).

### Staff & Volunteers

- - n/a

### Facility Update

- SALS sent out a survey on statewide publiclibrary building construction needs.
- **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 three companies about carpet cleaning.
- Quotes are: Nick who did Proudfit - \$550; SteamAmerica - \$375 (but I quoted a smaller square footage to them); ServPro was several thousand.

### 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.
- We received the bill for the Microsoft updates - \$325.00

Submitted by: Melissa Carll, Library Director, December 2025