

March Board Meeting – Bancroft Public Library

Director's Report

News/Updates & Issues

- **New SALS Director, Kim Bolan, visited in February** – Melissa and Ed met with her
- **Annual Report** – Melissa attended the annual report party to learn about the changes to the Annual Report this year. Karen had taken over many of the numbers/money tracking that Rebecca used to do, and she was able to provide all the stats and numbers needed for the report this year. This was a big undertaking, and I am truly grateful to Karen.
- **Talk on the Cahans** – We had a wonderful talk with Anthony Anderton – he presented on the Cahans at the end of Feb. Forty-seven people attended, and Karen and Melissa will work with Anthony and a few other patrons to establish a page on the website with the information about this historic event. This will be a work in progress.
- **Signs for Building** – People are frequently confused about which door to use to enter the building for the library, for the court office, or the courtroom, or Proudfit. We would like to make wayfinding a bit easier for people. *See attached document for possibilities*
- **Carpet Cleaning** – we booked a time in mid-April for the carpet to be cleaned in the library. This was per previous conversations about carpet cleaning. Also, we should explore some plans for new carpet/flooring in the next year or two, as the current carpet is really starting to show signs of wear.
- **Book orders seem a bit better** – Karen has more work as she is now covering the books and managing a few more invoices. The process is better than it was a month ago.
- **Kits** – Moving forward (slowly) with take home kits. Last month we purchased totes for the kits, and we are currently working on cataloging the kits that we have - (CD player, DVD player, Spanish-English kit, Alzheimer's kit)
- **Stewart's Grant** – Still awaiting a reply on the Stewart's grant for 2026.
- **Book Donation Bin Being Used** – The book bin has been filled approximately 25 times and emptied. We are currently on our 26th bin, which is fantastic.

Follow Up from Previous Meetings

- **Photo Release:** Melissa will start work on updating the Library Card Registration form to include the photo release text. She will also make a sheet that Chaylyn will use for After School Programs, and we will keep that on file. We will do the same for other programs.
- **Mold in Basement** – we still need to follow up on this from the last meeting. Melissa did buy one option for cleaning the wall.

Circulation Statistics

- See website for the February Circulation report.

Program Stats

- **DEMCO Board** – 10 participants
- Healthy Brain, Healthy Body – rescheduled due to presenter illness.
- **Saving Family Mementoes – Part Two: 2** participants
- **Dazzle Camouflage** – 11 participants
- **Lunar New Year** – rescheduled due to ice/snow
- **VITA** – in February and March met with about 30-35 people total to help prepare their taxes

- **Natural Disaster Preparedness** – 10 people
- **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
NYS Disaster Preparedness	March 5, 2026	NYS Division of Homeland Security teaches about how to prepare for a disaster.
Saving Family Mementoes – Part Three	Mar. 24, 2026	Carolynn Duffy teaches on how to organize your digital photo collection
WACM Earth Day Celebration	April 8, 2026	WACM comes to celebrate and teach about Earth Day
Sewing Classes with Bev Kratzert	April 9 and 16	Two part class on using a sewing machine.
StoryWalk	Winter	Story Walk along the Proudfit Hall Windows
Passive Program – Demco Sticker Board	Winter	Community sticker board that creates a picture when it is completed.

Outreach in the Local Community (and Beyond!)

- n/a

Financials and Donations

- **Glens Falls Account for Donations:** \$941.79 (Last month was \$741.79)
- \$150 donation from Elizabeth Wood in memory of Peg Culver
- \$50 – Marlon Galimore

Staff & Volunteers

We are looking for a new person to fill one of the comfort food community pickup spots. If you, or someone you know is interested in helping out, please let Melissa know.

Facility Update

- Question on replacing the carpet sometime in the next year or two.
- Carpet Cleaning scheduled for the morning of April 10 – we may have to open the library late that day.

Technology

- n/a

Submitted by: Melissa Carll, Library Director, March 2026

QUESTION #	QUESTION	
1.1	Library ID Number	7600645820
1.2	Library Name	Bancroft Public Library
1.3	Name Status (State use only)	00
1.4	Structure Status (State use only)	00
1.5	Community	Salem
1.6	Beginning Fiscal Reporting Year	01/01/25
1.7	Ending Fiscal Reporting Year	12/31/25
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	n/a
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	n/a
1.11	Beginning Local Fiscal Year	01/01/25
1.12	Ending Local Fiscal Year	12/31/25

1.13	Address Status	00
1.14	Street Address	181 Main Street
1.15	City	Salem
1.16	Zip Code	12865
1.17	Mailing Address	P.O. Box 478
1.18	City	Salem
1.19	Zip Code	12865
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	518-854-7463
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	518-854-7463
1.22	E-Mail Address (enter M (Missing) if no E-Mail)	mcarll@sals.edu
1.23	Library Home Page URL (Enter M (Missing) if no home page URL)	www.bancroftlibrary.org
1.24	Population Chartered to Serve (per 2020 Census)	2,612
1.25	Indicate the type of library as stated in the library's charter (select one):	Public

1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Town
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	No
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	2/18/21
1.30	Date the library was last registered	n/a
1.31	Federal Employer Identification Number	146002418
1.32	County	Washington
1.33	School District	Salem Central School
1.34	Town/City	Salem
1.35	Library System	SALS (Southern Adirondack Library)
1.36a	President/CEO Name	n/a
1.36b	President/CEO Phone Number	n/a

1.36c	President/CEO Email	n/a
1.37	First Name of Library Director/Manager	Melissa
1.38	Last Name of Library Director/Manager	Carll
1.39	NYS Public Librarian Certification Number	n/a
1.40	What is the highest education level of the library manager/director?	Master's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	No
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	n/a
1.43	E-mail Address of the Director/Manager	mcarll@sals.edu
1.44	Fax Number of the Director/Manager	518-854-7463
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	No
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2024? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	Yes

1.	Name of municipality or district holding the public vote	Salem Central School District
2.	Indicate the type of municipality or district holding the public vote	School District
3.	Date the vote was held (mm/dd/2024)	5/20/2025
4.	Was the vote successful? Y/N	Yes
5.	What type of public vote was it?	School District Ballot Proposition
6a.	Most recent prior year approved appropriation from a public vote:	\$44,775.00
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$7,500.00
6c.	Total proposed appropriation (manually sum of 6a and 6b):	\$52,275.00

1.47	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2024) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	No
1.	Name of municipality or district holding the public vote	n/a
2.	Indicate the type of municipality or district holding the public vote	n/a

3.	Date the last successful vote was held (mm/dd/yyyy)	n/a
4.	What type of public vote was it?	n/a
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	n/a

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.49. No

1. Name of contracting municipality or district n/a

2. Is this a written contractual agreement? n/a

3. Population of the geographic area served by this contract n/a

4. Dollar amount of contract n/a

5. Enter the appropriate code for range of services provided (select one): n/a

1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection. No

2.1	Adult Fiction Books	6424
2.2	Adult Non-fiction Books	3963
2.3	Total Adult Books (Total questions 2.1 & 2.2)	10387
2.4	Children's Fiction Books	3334
2.5	Children's Non-fiction Books	1830
2.6	Total Children's Books (Total questions 2.4 & 2.5)	5164
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	15,551
2.8	Total Uncataloged Books	1
2.9	Total Print Serials	0
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1
2.12	Total Print Materials (Total questions 2.7 and 2.11)	15,552
2.13	Audio - Physical Units	576

2.14	Video - Physical Units	1936
2.15	Other Circulating Physical Items	100
2.16	Total Other Physical Materials (Total questions 2.13 through 2.15)	2,612

2.17 **GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16) 18,164**

2.18	Cataloged Books	436
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2.19	All Other Print Materials	0
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2.20	All Other Materials	69
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2.21	Total Additions (Total questions 2.18 through 2.20)	505
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3.1	Library visits (total annual attendance)	16,973
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3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT- annual count
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3.2	Registered resident borrowers	939
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3.3	Registered non-resident borrowers	452
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3.4	Does the library have an open meeting policy?	Yes
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3.5	Does the library have a policy protecting the confidentiality of library records?	Yes
3.6	Does the library have an Internet use policy?	Yes
3.7	Does the library have a disaster plan?	Yes
3.8	Does the library have a board-approved conflict of interest policy?	Yes
3.9	Does the library have a board-approved whistle blower policy?	Yes
3.10	Does the library have a board-approved sexual harassment prevention policy?	Yes
3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Yes
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	No
3.13	Does the library have large print books?	Yes
3.14	Does the library have assistive technology for people who are visually impaired or blind?	No
	screen reader, such as JAWS, Windoweyes or NVDA	No
	refreshable Braille commonly referred to as a refreshable Braille display	No
	screen magnification software, such as Zoomtext	No

	electronic scanning and reading software, such as OpenBook	No
3.16	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	No
3.17a	Number of Sessions Targeted at Children Ages 0-5	40
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	380
3.18a	Number of Sessions Targeted at Children Ages 6-11	177
3.18b	Attendance at Sessions Targeted at Children Ages 6-11	2,182
3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	0
3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	0
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	186
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	1,089
3.21a	Number of General Interest Program Sessions	60
3.21b	Attendance at General Interest Program Sessions	833

3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	463
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	4,484
3.24a	Total Live Onsite Program Sessions	462
3.24b	Total Live Onsite Program Attendance	4,419
3.25a	Total Live Offsite Program Sessions	1
3.25b	Total Live Offsite Program Attendance	65
3.26a	Total Live Virtual Program Sessions	0
3.26b	Total Live Virtual Program Attendance	0
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	463
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	4,484
3.29	Total Number of Prerecorded Program Presentations	0
3.30	Total Views of Prerecorded Program Presentations within 30 Days	0

3.31	One-on-One Program Sessions	355
3.32	Attendance at One-on-One Program Sessions	455
3.33	Did your library offer teen-led activities during the 2024 calendar year?	No
3.34a	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.34b	Does your library use Facebook for promotion?	Yes
3.34c	Does your library use Instagram for promotion?	Yes
3.34d	Does your library use Twitter/X for promotion?	No
3.34e	Does your library use TikTok for promotion?	No
3.35	Did the library offer a summer reading program in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Yes
3.36	Library outlets offering the summer reading program	1
3.37	Children registered for the library's summer reading program	4
3.38	Young adults registered for the library's summer reading program	0

3.39	Adults registered for the library's summer reading program	3
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	7
3.41a	Children's program sessions - Summer 2024	38
3.41b	Children's program attendance - Summer 2024	306
3.42a	Young adult program sessions - Summer 2024	0
3.42b	Young adult program attendance - Summer 2024	0
3.43a	Adult program sessions - Summer 2024	32
3.43b	Adult program attendance - Summer 2024	274
3.44	Total program sessions - Summer 2024 (total 3.41a + 3.42a + 3.43a)	70
3.45	Total program attendance - Summer 2024 (total 3.41b + 3.42b + 3.43b)	580
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	No
3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	No

3.48	Public school district(s) and/or BOCES	1
3.49	Non-public school(s)	0
3.50	Childcare center(s)	0
3.51	Summer camp(s)	0
3.52	Municipality/Municipalities	0
3.53	Literacy provider(s)	0
3.54	Other (describe using the State note)	8
3.55	Total Collaborators (total 3.48 through 3.54)	9
3.56	Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Yes
3.57a	Focus on birth - school entry (kindergarten) sessions	0
3.57b	Focus on birth - school entry (kindergarten) attendance	0
3.58a	Focus on parents & caregivers sessions	0
3.58b	Focus on parents & caregivers attendance	0

3.59a	Combined audience sessions	39
3.59b	Combined audience attendance	365
3.60	Total Sessions	39
3.61	Total Attendance	365
a.	Childcare center(s)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No
3.63	Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Yes
3.64a	Total group program sessions	0
3.64b	Total group program attendance	0
3.65a	Total one-on-one program sessions	25

3.65b	Total one-on-one program attendance	56
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using Note)	Yes
3.67	Did the library offer English for Speakers of Other Languages (ESOL) programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	No
3.68a	Children's program sessions	n/a
3.68b	Children's program attendance	n/a
3.69a	Young adult program sessions	n/a
3.69b	Young adult program attendance	n/a
3.70a	Adult program sessions	n/a
3.70b	Adult program attendance	n/a

3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	n/a
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	n/a
3.73a	One-on-one program sessions	n/a
3.73b	One-on-one program attendance	n/a
a.	Literacy NY (Literacy Volunteers of America)	n/a
b.	Public School District(s) and/or BOCES	n/a
c.	Non-Public School(s)	n/a
d.	Other (describe using the Note)	n/a
3.75	Did the library offer digital literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Yes
3.76a	Total group program sessions	0
3.76b	Total group program attendance	0
3.77a	Total one-on-one program sessions	108
3.77b	Total one-on-one program attendance	108

4.1	Adult Fiction Books	4,491
4.2	Adult Non-fiction Books	1,762
4.3	Total Adult Books (Total questions 4.1 & 4.2)	6,253
4.4	Children's Fiction Books	4,712
4.5	Children's Non-fiction Books	1,465
4.6	Total Children's Books (Total questions 4.4 & 4.5)	6,177
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	12,430
4.8	Circulation of Adult Other Materials	1,963
4.9	Circulation of Children's Other Materials	1,259
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	3,222
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	15,652
4.12	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No

4.13	Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	No
4.14	Total Reference Transactions	86
4.14a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES- Annual Estimate Based on Typi
4.15	Does the library offer virtual reference?	No
4.16	TOTAL MATERIALS RECEIVED	4,800
4.17	TOTAL MATERIALS PROVIDED	3,232
4.18	Does the library file for E-rate benefits?	No
4.19	Is the library part of a consortium for E-rate benefits?	No
4.20	If yes, in which consortium are you participating?	n/a
5.1	Did the library provide access to e-books purchased solely by the library?	No
5.2	Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.3	Did the library provide access to e-books provided by the New York State Library at no or minimal cost to the library?	No

- 5.4 Did the library provide access to e-serials purchased solely by the library? No
- 5.5 Did the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes
- 5.6 Did the library provide access to e-serials provided by the New York State Library at no or minimal cost to the library? No
- 5.7 Did the library provide access to e-audio purchased solely by the library? No
- 5.8 Did the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes
- 5.9 Did the library provide access to e-audio provided by the New York State Library at no or minimal cost to the library? No
- 5.10 Did the library provide access to e-videos purchased solely by the library? No
- 5.11 Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Do not include New York State Library-provided content here; that should be entered in 5.12.) No
- 5.12 Did the library provide access to e-videos provided by the New York State Library at no or minimal cost to the library? No
- 5.13 Did the library provide access to research databases purchased solely by the library? No
- 5.14 Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.15	Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)?	No
5.16	Did the library provide access to online learning platforms purchased solely by the library?	No
5.17	Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.18	Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library?	No
5.19	The total circulation of e-books during the reporting period	798
5.20	The total circulation of e-serials during the reporting period.	2,452
5.21	The total circulation of e-audio during the reporting period	1,927
5.22	The total circulation of e-videos during the reporting period.	0
6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	40
6.2	Library Director (certified)	0
6.3	Vacant Library Director (certified)	0
6.4	Library Manager (not certified)	0.55

6.5	Vacant Library Manager (not certified)	0
6.6	Librarian	0
6.7	Vacant Librarian	0
6.8	Library Specialist/Paraprofessional	0
6.9	Vacant Library Specialist/Paraprofessional	0
6.10	Other Staff	0.58
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	1.13
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0
6.14	FTE - Library Director (certified)	0
6.15	Salary - Library Director (certified)	0
6.16	FTE - Library Manager (not certified)	0.55
6.17	Salary - Library Manager (not certified)	\$27,871.00

6.18	FTE - Librarian	0
6.19	Salary - Librarian	\$0
	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	
1.		Yes
	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	
2.		Yes
	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	
3.		Yes
	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	
4.		Yes
	Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	
5.		Yes
	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	
6.		Yes
	Is open the minimum standard number of public service hours for population served. (see instructions)	
7.		Yes
8a.	space	Yes

8b.	lighting	Yes
8c.	shelving	Yes
8d.	seating	Yes
8e.	power infrastructure	Yes
8f.	data infrastructure	Yes
8g.	public restroom	Yes
9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Yes
10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Yes
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Yes
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Yes
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Yes

13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Yes
14.	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Yes
8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1
8.6	Minimum Weekly Total Hours - Main Library	35.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0
8.8	Minimum Weekly Total Hours - Bookmobiles	0
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	35
8.10	Annual Total Hours - Main Library	1,726.00

8.11	Annual Total Hours - Branch Libraries	0
8.12	Annual Total Hours - Bookmobiles	0
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	1,726.00
1.	Outlet Name	Bancroft Public Library
2.	Outlet Name Status	00
3.	Street Address	181 Main Street
4.	Outlet Street Address Status	00
5.	City	Salem
6.	Zip Code	12865
7.	Phone (enter 10 digits only)	518-854-7463
8.	Fax Number (enter 10 digits only)	518-854-7463
9.	E-mail Address	slm-director@sals.edu
10.	Outlet URL	www.bancroftlibrary.org

11.	County	Washington
12.	School District	Salem Central CSD
13.	Library System	Southern Adirondack Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	1751.00
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Yes
18.	Is the meeting space available for public use even when the outlet is closed?	Yes
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	76
20.	Enter the appropriate outlet code (select one):	LRF
21.	Who owns this outlet building?	Other
22.	Who owns the land on which this outlet is built?	Other
23.	Indicate the year this outlet was initially constructed	1891

24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2022
25.	Square footage of the outlet	1,776
26.	Number of Internet Computers Used by General Public	8
27.	Number of uses (sessions) of public Internet computers per year	391
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Cable
29.	Maximum download speed of connection on the outlet's public Internet computers	11 Greater than or Equal to 100 mb
30.	Maximum upload speed of connection on the outlet's public Internet computers	7 Greater or Equal to 10 mbps and I
31.	Internet Provider	Spectrum/Time Warner
32.	WiFi Access	No Restrictions to access
33.	Wireless Sessions	5621
33a	Reporting Method for Wireless Sessions	CT- Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Yes

35.	Is every public part of the outlet accessible to a person in a wheelchair?	Yes
36.	Does your outlet have a Makerspace?	Yes
37.	LIBID	7600645820
38.	FSCSID	NY0639
39.	Number of Bookmobiles in the Bookmobile Outlet Record	0
40.	Outlet Structure Status	00
10.1	Total number of board meetings held during calendar year (January 1, 2024 to December 31, 2024)	13
10.2	If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.	5-9
10.3	If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.	5
10.4	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here.	n/a
10.5	What is the trustee term length, as stated in your library's charter documents (incorporation)? If a term length is not stated, please explain in a Note.	5 years
10.6	I attest that all trustees participated in trustee education in the last calendar year (2024). If entering No, provide explanation in a Note.	Yes

10.7	Enter Board Member Selection Code (select one):	A - Board Members are appointed t
1.	Status	Filled
2.	First Name of Board Member	Kimberly
3.	Last Name of Board Member	Erbe
4.	Mailing Address	17 Riley Hill Road
5.	City	Salem
6.	Zip Code (5 digits only)	12865
7.	E-mail address	kerbe2570@gmail.com
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2023
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2023

- Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.
13. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 12/15/22
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 12/15/22
16. Is this a brand new trustee? No
- 11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. Yes
1. Source of Funds Town
2. Name of funding County, Municipality or School District Town of Salem

3.	Amount	\$38,900
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	No
5.	Written Contractual Agreement	No Restrictions to access
11.2	TOTAL LOCAL PUBLIC FUNDS	\$91,175
11.3	Local Library Services Aid (LLSA)	\$1,376.10
11.4	Record all Central Library Services Aid monies received from system headquarters	
11.5	Additional State Aid received from the System	
11.6	Federal Aid received from the System	
11.7	Other Cash Grants	
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	
11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	3,000.00
11.10	LSTA	0
11.11	Other Federal Aid	0

11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	0
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	n/a
11.14	Gifts and Endowments	4,895.00
11.15	Fund Raising	0
11.16	Income from Investments	\$4,973.52
11.17	Library Charges	2,548.49
11.18	Other	856.00
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	13,273.01
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	108,824.11
11.21	BUDGET LOANS	
11.22	From Capital Fund (Same as Question 14.8)	
11.23	From Other Funds	
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	

11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 12.39 of previous year if fiscal year has not changed)	158,124.03
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	266,948.14
12.1	Certified Librarians	0
12.2	Other Staff	57,457.14
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	57,457.14
12.4	Employee Benefits Expenditures	4,395.48
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	61,852.62
12.6	Print Materials Expenditures	7,873.87
12.7	Electronic Materials Expenditures	559.30
12.8	Other Materials Expenditures	2,147.53
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	10,580.70
12.10	From Local Public Funds (71PF)	0

12.11	From Other Funds (71OF)	0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	0
12.13	From Local Public Funds (72PF)	0
12.14	From Other Funds (72OF)	0
12.15	(Add Questions 12.13 and 12.14)	0
12.16	Other Disbursements for Operation & Maintenance of Buildings	0
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	0
12.18	Office and Library Supplies	2,303.82
12.19	Telecommunications	2159.91
12.21	Professional & Consultant Fees	120
12.22	Equipment	2,541.98
12.23	Other Miscellaneous	17,492.91
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	24,618.62

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	5,930.81
12.26	From Local Public Funds (73PF)	0
12.27	From Other Funds (73OF)	0
12.28	Total (Add Questions 12.26 and 12.27)	0
12.29	Budget Loans (Principal and Interest)	0
12.30	Short-Term Loans	0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	0
12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	102,982.75
12.33	From Local Public Funds (76PF)	0
12.34	From Other Funds (76OF)	0
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	0
12.36	Transfer to Other Funds	0
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	0

12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	102,982.75
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2024	163,965.39
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	266,948.14
12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	03/10/26
12.42	Last audit performed (mm/dd/yyyy)	n/a
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	n/a
12.44	Indicate type of audit (select one):	n/a
12.45	Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	No
13.1	Revenues from Local Government Sources	0
13.2	All Other Revenues from Local Sources	0
13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	0
13.4	State Aid Received for Construction	0

13.5	Other State Aid	0
13.6	Total State Aid (Add Questions 13.4 and 13.5)	0
13.7	TOTAL FEDERAL AID	0
13.8	Transfer from Operating Fund (Same as Question 12.35)	0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	0
13.10	NON-REVENUE RECEIPTS	0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 14.11 of previous year, if fiscal year has not changed)	0
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	0
14.1	Construction	0
14.2	Incidental Construction	0
14.3	Purchase of Buildings	0

14.4	Interest	0
14.5	Collection Expenditures	0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	0
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	0
14.9	NON-PROJECT EXPENDITURES	0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2024	0
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	0
NOTE	Part 15 is for Central Libraries only.	n/a
15.1.1	Total Full-Time Equivalentents (FTE)	n/a
15.1.2	Total Expenditure for Professional Salaries	n/a
15.1.3	Total Full-Time Equivalentents (FTE)	n/a

15.1.4	Total Expenditures for Other Staff Salaries	n/a
15.1.5	Employee Benefits: Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds).	n/a
15.1.6	Purchased Services: Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No.	n/a
1.	Expenditure Category	n/a
2.	Provider of Services	n/a
3.	Expenditure	n/a
15.1.7	Total Expenditure - Purchased Services	n/a
15.1.8	Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.	n/a
1.	Expenditure Category	n/a
2.	Expenditure	n/a
15.1.9	Total Expenditure - Supplies and Materials	n/a
15.1.10	Travel Expenditures: Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No.	n/a

1.	Type of travel	n/a
2.	Expenditure	n/a
15.1.11	Total Expenditures - Travel	n/a
15.1.12	Equipment and Furnishings: Did the central/co-central library expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No.	n/a
1.	Type of item	n/a
2.	Quantity	n/a
3.	Unit cost	n/a
4.	Expenditure	n/a
15.1.13	Total Expenditure - Equipment and Furnishings	n/a
15.1.14	Total Expenditure (total 15.1.2, 15.1.4, 15.1.5, 15.1.7, 15.1.9, 15.1.11 and 15.1.13)	n/a
15.1.15	Cash Balance at the Opening of the Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	n/a
15.1.16	Total Allocation received from the system:	n/a

15.1.17	Cash Balance at the end of the Current Fiscal Year (total 15.1.16 - 15.1.14 + 15.1.15)	n/a
15.1.18	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	n/a
16.1	Total ALA-MLS	
16.2	Total Librarians	
16.3	All Other Paid Staff	
16.4	Total Paid Employees	
16.5	State Government Revenue	
16.6	Federal Government Revenue	
16.7	Other Operating Revenue	
16.8	Total Operating Revenue	
16.9	Other Operating Expenditures	
16.10	Total Operating Expenditures	
16.11	Total Capital Expenditures	

16.12	Print Materials	
16.12a	Total Physical Items in Collection	
16.13	Circulation of Children's Physical Material	
16.14	Total Registered Borrowers	
16.15	Other Capital Revenue and Receipts	
16.16	Number of Internet Computers Used by General Public	
16.17	Total Uses (sessions) of Public Internet Computers Per Year	
16.18	Wireless Sessions	
16.19	Total Capital Revenue	
17.1	LIB ID	7600645820
17.2	Interlibrary Relationship Code	ME
17.3	Legal Basis Code	CI
17.4	Administrative Structure Code	SO

17.5	FSCS Public Library Definition	Y
17.6	Geographic Code	CDI
17.7	FSCS ID	NY0639
17.8	SED CODE	800000056217
17.9	INSTITUTION ID	800000056217
	Library Name:	Bancroft Public Library
	Library System:	Southern Adirondack Library System
	Name of Person Completing Form:	Melissa Carll
	Phone Number:	518-854-7463
	I am satisfied that this resource (Collect) is meeting library needs:	n/a
	Applying this resource (Collect) will help improve library services to the public:	n/a
	Please share with us your suggestions for improving the Annual Report. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	

PROUDFIT MEMORIAL HALL

PROUDFIT HALL
SALER TOWN
COURT
ENTRANCE

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CAUTION
DOOR**
ACTIVATE SWITCH
TO OPERATE

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PROUDFIT HALL

181

Please use this entrance for court,
events, meetings, and
Bancroft Public Library programs.

Note: The *Judge's Office* is on the north side
(West Broadway) of this building.

Proudfit Hall can be rented. Please contact Bancroft
Public Library for more information: 308-854-7463



181

LIBRARY HOURS
MONDAY: 1:00 - 5:00
TUESDAY: 1:00 - 8:00
WEDNESDAY: 10:00 - 6:00
THURSDAY: 1:00 - 8:00
FRIDAY: 1:00 - 5:00
SATURDAY: 10:00 - 2:00



DO NOT LEAVE BOOK DONATIONS IN THE FOYER WITHOUT CHECKING WITH THE STAFF.
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