

DIRECTOR'S REPORT

Bolton Free Library Board of Trustees Meeting – Wednesday, April 22, 2026

OVERVIEW

Reflecting the first couple of weeks on the job.

Southern Adirondack Library System (SALS)

- Met with Kim Bolan of SALS as part of the onboarding process (Apr 6)
- Director's Council Meeting (May 5)
- Completed MVLS/SALS Joint Automation Policy Agreement Authorization (4/8)
- Important Dates:
 - SALS 68th Annual Trustee Meeting and Dinner (5/18)
 - Deadline to register (5/8)
 - IMLS Library Convening 250: Telling America's Story - Washington, DC (6/10-12)
 - Sarah Conerty Jordan will attend on behalf of BFL – all expenses paid

Administration/Operations

- Onboarding with Sarah Conerty Jordan (4/6, 4/7, 4/9-10, 4/14, 4/16-18)
- Trainings:
 - *KnowBe4 Security Awareness Training* (4/8)
 - *Practical AI in Public Libraries* webinar (4/8)
 - *Security Awareness Training* (4/8)
 - *Timesheets Training* (4/8)
 - *Forming Friends!* at the William K. Sanford Library in Colonie, NY (4/12)
 - *Security Policy Acknowledgement* (4/15)
- Participate in the CDLC AI Interest Group (4/8)
- Read the BFL Policies and Procedures Manual (4/8)

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- Read the BFL Employee Manual (4/8)
 - Obtained a free Star TPS 600 receipt printer for the Circulation Desk (valued at \$260)
 - Human Resources/Finance
 - Will be meeting with the Finance Committee in May to discuss responsibilities and internal controls

Collection Management

- Cataloged - 105
- Culled - 20

Statistics Totals

- Circulation - 738
- Libby/OverDrive Usage - 427
- New Users - 9
- Public Computers Usage - 109
- Reference - 4
- Technology Assistance - 6
- Visitors - 182
- Wireless Usage - 16
- See monthly statistical progression at the end of this report.

Grants

- BCS Birthday Books
- Library Services and Technology Act (LSTA) Competitive Grant Consideration*
 - Registered in the Statewide Financial System (SFS) Grants Management system for future opportunities, as well as LSTA noted above

Community Engagement and Outreach

- Participated in Coffee Chat (4/7)

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- Introduction at Trivia Night (4/7)
 - Will attend Chamber of Commerce Morning Blend (4/28)

Programs and Partnerships

- No. of Programs - 11
- Attendance
 - Adult - 74
 - Children - 55
 - Young Adult - 0
 - All Ages – n/a
- Upcoming Programs
 - Bolton Afterschool Program (4/23, 4/30, 5/7 & 5/14)
 - Fiber Arts (4/23 & 4/30, 5/7 & 5/14)
 - Scrabble (4/23, 4/30, 5/7 & 5/14)
 - *Genealogy Workshop* (4/25)
 - Book Club for Kids (4/28)
 - Storytime! (4/22)
 - Trivia Night (4/28, 5/5 & 5/12)
 - *The Impact of Alzheimer's and Dementia in Our Community* (4/29)
 - *Paint with Patrice* (4/30)
 - Check Out Your Library Day! (5/2)
 - Diamond Art Magnets for Mother's Day Gifts (5/2 & 5/9)
 - Coffee Chat (5/5)
 - Library Book Club (5/19)
- Partnerships
 - Attend Lake George Land Conservancy (LGLC) "Big Check Ceremony" (4/24)

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- Accept Nature/Hiking Backpacks for our *Library of Things* collection

Communication and Creative Services (Publicity)

- Facebook Followers = 1,235
- Instagram Followers = 667

Facility and Safety

- Building & Grounds Committee Meeting (May 11)
 - Improvements, capital expenditures, and alignment with long-range plan

Information Technology

- Troubleshooting
 - MS Edge started popping up while running SALS reports. Sarah Conerty Jordan called and worked with the Help Desk to clear the issue. Resolved

Relevant Links

- None at this time

* Signifies a vote required by the Board of Trustees.