

# DIRECTOR'S REPORT

Bolton Free Library Board of Trustees Meeting – Wednesday, June 17, 2026

## OVERVIEW

Reflecting the first 10 weeks on the job.

### **SOUTHERN ADIRONDACK LIBRARY SYSTEM (SALS)**

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- Polaris Leap staff training (TBD)
- Library construction portal is now open (June 16)
- Director's Council meeting (July 7)

### **ADMINISTRATION/OPERATIONS**

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- Compliance
  - Form 990 (November 15 deadline extension)
- Installed free Star TPS 600 receipt printer for the Circulation Desk and "rewired" scanner to automatically scan while in its cradle
- 2026 Focus
  - Get to know the library community
  - Draft a new employee manual
  - Revisit job descriptions and make recommendations
  - Living Room vs. Destination (Learning Journey) plan

### **GRANTS**

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- Lake Placid Education Foundation Grant submitted via the Adirondack Community Foundation portal (May 30)

### **COMMUNITY ENGAGEMENT AND OUTREACH**

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- Reached out to Recreation Director, Duane Bullard, to have a meet and greet (TBD)
- Reached out to Chief Galante to have a meet and greet (TBD)

## **PROGRAMS AND PARTNERSHIPS**

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- Upcoming ad hoc programs
  - Tracey's Twinkle Tunes (6/20)
  - Paint with Patrice – Loon (6/25)
  - Creative Writing Boost (7/9)
  - Meet the Author – Noah Chirnomas (7/14)
- Partnerships
  - In discussions with Bolton Central School District to incorporate some S.T.E.A.M. programming at BCS for 2026/2027 school year

## **COMMUNICATION AND/OR PUBLICITY**

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- [Spreading the Love of Reading: Bolton Free Library's "Books in the Community"](#)

## **FACILITY AND SAFETY**

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- Carla Cumming provided the library with 10 new keys to be used on both the front and back door. Once SALS confirms that the delivery person has a key, the back door lock will be swapped out
- The library will track key distribution
- Glens Falls local in Bolton Landing

## **INFORMATION TECHNOLOGY**

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- Troubleshooting
  - Polaris Leap was intermittently unavailable between 5/20 and 5/21. Polaris Client was used as a backup to continue with patron transactions. Resolved

## **SCHEDULE RECOMMENDATIONS\***

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- Below are three options for your consideration
  - Notes:
    - Option in gray is our current schedule of open hours

- Plans keep us open no more than 40 hours/week, one hour more than our current schedule and still 2 times more than our [minimum standard](#) of 20 hours/week based on population
- Preference is to offer individual shifts (working alone) of no more than 4-5 hours ([NYS law](#) requires a 30-minute unpaid break after 6 or more hours for non-factory workers with some exceptions)
- Schedule has two people working for portions of Tuesday and Thursday, the two late nights, due to programs

Mon	Tue	Wed	Thu	Fri	Sat	Total Hours
CLOSED	10 – 8 (10 hrs)	10 – 5 (7 hrs)	10 – 7 (9 hrs)	10 – 5 (7 hrs)	10 – 4 (6 hrs)	<b>Current</b> 39 hrs
CLOSED	10 – 8 (10 hrs)	10 – 3 (5 hrs)	10 – 8 (10 hrs)	10 – 3 (5 hrs)	10 – 3 (5 hrs)	<b>Option 1</b> 35 hrs
10 – 2 (4 hrs)	10 – 8 (10 hrs)	10 – 2 (4 hrs)	10 – 8 (10 hrs)	10 – 2 (4 hrs)	10 – 2 (4 hrs)	<b>Option 2</b> 36 hrs
10 – 3 (5 hrs)	10 – 8 (10 hrs)	10 – 3 (5 hrs)	10 – 8 (10 hrs)	10 – 3 (5 hrs)	10 – 3 (5 hrs)	<b>Option 3</b> 40 hrs

### Option 1:

- Offers a schedule with the Director at 40 hours/week and both the Assistant Director and Library Assistant at 10 hours each. Director also works 5 hours after hours
- Allows for two on staff for critical programs (e.g. author talks, book groups, storytimes)
- Allows for two to close on late nights (Tuesdays and Thursday)
- Has pockets of alone time for employee on the Circulation Desk

### Option 2:

- Offers a schedule with the Director at 40 hours/week, the Assistant Director at 12 hours/week (comparable with their 2025 schedule), and the Library Assistant at 10 hours. Director also works 4 hours after hours
- Allows for two on staff for critical programs (e.g. author talks, book groups, storytimes)
- Allows for two to close on late nights (Tuesdays and Thursday)
- Has one day a week for each employee to work alone at the Circulation Desk, no more than 4 hours

**Option 3:**

- Offers a schedule with the Director at 40 hours/week, the Assistant Director at 13 hours/week, and the Library Assistant at 12 hours to compensate for the extra open hour on Wednesday, Friday, and Saturday
- Allows for two on staff for critical programs (e.g. author talks, book groups, storytimes)
- Allows for two to close on late nights (Tuesdays and Thursday)
- Has one day a week for each employee to work alone at the Circulation Desk, no more than 5 hours

Other data points to consider from other small libraries is SALS:

<b>Library</b>	<b>Minimum Standard</b>	<b>Open Hours</b>	<b>Same Hours Year Round</b>	<b>Saturdays</b>
Argyle Free	25 hrs/week	28 hours (+3)	Yes (M&W 11-5) (T&Th 2-6) (F 4-7)	10-3
Bolton Free.:	20 hrs/week	39 hours (+19) 46 hours (+26)	No	10-4
Caldwell-Lake George .:	20 hrs/week	39 hours (+19)	Yes (10-5 M-F)	10-2
Horicon Free.:	20 hrs/week	29 hours (+9)	Yes (M&Th 2-8) (T 12-5) (W closed) (F 3-8)	10-5
Lake Pleasant	20 hrs/week	30 hours (+10) 40 hours (+20)	No (M, W, F 1-7) (T&Th 10-2) & (M, W, F 1-7) (T&Th 10-7)	10-2
Pember Library	20 hrs/week	25 hours (+5)	No summer hrs	10-1

\* Signifies a vote required by the Board of Trustees.