

## Service Priority 1: POLARIS/Automation

% of SALS Budget: 12.04%

FTE SALS staff: 1.75

Staff FTE%: 12.88%

The Joint Automation (JA) Project provides member libraries of SALS and MVLS with access to an integrated automated library system. SALS staff provides training in using POLARIS modules. The JA Project staff assists member libraries with technical support, training, and resources, utilizing current and emerging technologies. SALS staff also contribute to the cataloging in the database.

Funds for this service priority comes from member library fees (\$683,473) and system contributions (\$59,860) and in-kind (\$103,473).

Member fees are calculated \$.09 per item/\$.10 per circulation.

	Provider		Funder	
	SALS	JA	SALS	Member Fee
<b>POLARIS Integrated Automated Library System</b>		X	X	X
Polaris Modules: Online catalog, Circulation System, Acquisitions, Catalog		X	X	X
User Accounts on the POLARIS system		X	X	X
Patron Database		X	X	X
Bibliographic Database		X	X	X
Online Reserves/interlibrary loan among SALS/MVLS libraries		X	X	X
Statistical record keeping		X	X	X
New York State Annual Report statistics		X	X	X
Patron Notices		X	X	X
Automated Reports		X	X	X
Offline Circulation		X	X	X
Inventory		X	X	X
Barcoding items		X	X	X
Maintenance of appropriate files, reports and other POLARIS software applications responsive to member library needs		X	X	X

	Provider		Funder	
	SALS	JA	SALS	Member Fee
<b>Support Services</b>				
Wide area network connecting all libraries: Security measures and appropriate firewalls, payment of telecommunications fees to connect libraries, full technical support		X	X	X
Support of member library automation needs during library hours and emergency support as needed		X	X	X
Support of member library computers, including troubleshooting problems		X	X	X
Loan of staff computers		X	X	X
Hardware support for member library computer equipment, including peripherals such as keyboards, barcode readers, and printers		X	X	X
A Joint Automation Intranet providing information and support documentation about the automation system and JA services		X	X	X
Coordinated purchase of computer equipment, peripherals, barcodes and other associated items for member libraries		X	X	X
Consultation services on member library technology needs, including wireless initiatives, local area networks, etc.		X	X	X
Access to databases available through NOVEL		X	X	X
Consultation services on member library technology needs, including wireless initiatives, local area networks, etc.		X	X	X
Software and/or Operating System Consultation		X	X	X
<b>Training</b>				
Polaris/Automation training	X	X	X	X
Software and or operation system training		X	X	X
Printers/peripherals training		X	X	X
Network training		X	X	X

## Service Priority 2: Delivery & Interlibrary Loan

% of SALS Budget: 13.33%

FTE SALS staff: .65

Staff FTE %: 8.13%

Libraries are offered daily delivery in order to meet their public's need for information.

The public and member library staff can reserve materials available in SALS and MVLS libraries using the OPAC and POLARIS.

Member library staff search and request materials that are owned regionally through the Capital District Library Council and the New York State Library. The Crandall Public Library will search and request materials that are owned outside of the region for the member library staff and public.

Crandall Public Library staff will teach member library staff how to access interlibrary loan services

	Provider			Funder	
	SALS	Central Library	JA	SALS	Member Fee
<b>Delivery System</b>					
Contract with outside vendor to provide delivery (currently ALDS)	x			x	
Set delivery schedule with contractor (each library is eligible for daily delivery)	x			x	
Provide centralized communication and problem solving with the contractor	x			x	
Facilitate problem solving among participating libraries	x			x	
Reconcile and pay invoices from contractor	x			x	
Update and maintain the delivery website (delivery codes, delivery schedule, contacts)	x		x	x	
<b>Interlibrary Loan</b>					
Local requests are placed using SALS/MVLS Polaris			x		x
Regional requests outside SALS/MVLS Libraries: Training and support provided by the Central Library		x		x	
Outside the region, Central Library assists libraries with OCLC locations and requests		x		x	

### Service Priority 3: Continuing Education & Consulting/Outreach

% of SALS Budget: 12.37%

FTE SALS staff: 2.25

Staff FTE %: 28.13%

Member libraries will have the support they need in order to manage their libraries and provide equal access to library services to all members of their community. They will get the information they need when they need it by working with the SALS consulting staff. They will have access to continuing education workshops, training and state and national conferences to develop their skills. Emphasis will be placed on advancements in technology and library sustainability.

	Provider			Funder	
	SALS	Central Library	JA	SALS	Member Fee
<b>Continuing Education</b>					
Plan, schedule and deliver continuing education workshops and training that address member needs (see also Central Library Services and Polaris/Automation Services)	X	X	X	X	
Facilitate member access to continuing education workshops and trainings provided by other agencies, state and national conferences	X	X	X	X	
Communicate about continuing education opportunities and gather information about member needs through the SALS blog	X	X	X	X	
<b>Consulting</b>					
Answer questions from member library directors, trustees and staff, providing information they need when they need it	X			X	
Problem solving and skill building with member libraries: Help members develop plans for effective library operations and/or to develop plans to meet specific community needs	X		X	X	
Assistance completing State Annual Report	X			X	
Assistance completing grant applications for State funds: construction, adult literacy, family literacy, etc.	X			X	
Assistance updating and maintaining library websites and blogs	X		X	X	

	Provider			Funder	
	SALS	Central Library	JA	SALS	Member Fee
<b>Outreach</b>					
Services to County and State Correctional Facilities	x		x		
Provide support and education to member library staff so that they can provide library services and materials to adult new learners	x		x		
Provide support and education to member library staff to help them form partnerships with community groups and organizations in order to provide equal access to library services and materials for all members of their communities	x		x		
Provide support and education to member library staff so that they can provide services to the youth in their communities	x		x		
Support the statewide Summer Reading Program in member libraries	x		x		

#### 4. Administrative Services

% of SALS Budget: 35.66%

FTE SALS staff: 3.3

Staff FTE %: 41.25%

SALS is located at 22 Whitney Place, Saratoga Springs, NY. Salaries, building maintenance, heating, cooling, retiree's benefits are all included under administrative services.

#### Pass-through Grants to Member Libraries (Informational)

SALS receives designated state, county and federal funds that are passed through to the member libraries. This amount is 18.03% of the SALS budget. SALS does not retain any of these funds. The administrative work necessary is figured into the Administration costs.

	Provider		Funder	
	SALS	JA	SALS	Member Fee
<b>Distribution of designated state, county and federal funds</b>				
Local Library Support aid	x		x	
County aid	x		x	
Construction aid	x		x	
County Youth Grant funds	x		x	
LSTA (Federal) grant funds	x		x	
State grant funds	x		x	
Summer reading grant funds	x		x	
<b>Distribution of undesignated state aid</b>				
Continuing Education and Travel for attendance at professional meetings and workshops and mileage to attend them	x		x	

	Provider		Funder	
	SALS	JA	SALS	Member Fee
<b>Publications</b>				
Statistical Summary of member library annual reports	x		x	
An online up-to-date member library directory	x		x	
Maintain the Capital District section of the Performers and Programs database	x		x	
SALS blog/access to EContent	x		x	
<b>Outreach</b>				
Services to County and State Correctional Facilities	x		x	
Provide support and education to member library staff so that they can provide library services and materials to adult new learners.	x		x	
Provide support and education to member library staff to help them form partnerships with community groups and organizations in order to provide equal access to library services and materials for all members of their communities.	x		x	
Provide support and education to member library staff so that they can provide services to the youth in their communities.	x		x	
Support the statewide Summer Reading Program in member libraries	x		x	
<b>Advocacy</b>				
Educate local, county and state elected officials and their staffs about the value of public library services	x		x	
Interface with government agencies (county, state, federal)	x		x	
SALS staff will have a voice in the development of library services and policies by serving on various statewide groups	x		x	

	Provider		Funder	
	SALS	JA	SALS	Member Fee
<b>Other Administrative Services</b>				
Maintain the System building to provide space for meetings and for housing system services	x		x	
Financial services for SALS operations	x		x	



## 5. Central Library Services

% of SALS Budget: 8.57%

FTE SALS staff: .05

Staff FTE %: .63%

The Crandall Public Library receives designated state aid (Central Library Book Aid and Central Library Aid) to provide access to adult non-fiction materials, resources and information in all formats for SALS member libraries.

	Provider			Funder	
	SALS	Central Library	JA	SALS	Member Fee
Reference services for member libraries and the public		x		x	
Availability of collections		x		x	
Purchase of system-wide online databases and training in their use		x	x	x	
Interlibrary loan assistance (outside SALS/MVLS libraries)		x		x	
Publish and distribute Central Library guide		x		x	
Provide continuing education (see Service Priority 3: Continuing Education and Consulting)		x		x	