DIRECTOR REPORT
Jan –Feb 2022

ADMINISTRATION:

Virtual Library Advocacy Day is on March 2, 2022. Appointments with our Assembly and Senate members will be scheduled. Library advocates will need to let our legislators know about the services and support we have been providing for our communities. This year, the New York Library Association is suggesting that all visits should be limited to 8-10 people representing public, academic, school libraries and the three types of library systems.

The Governor's executive budget allocates $96.1 (a 2 million increase from last year) but reduces library construction aid from $34 million down to $14 million. The New York Library Association is asking for $102.6 million in library aid in this upcoming budget.

The funds awarded to SALS (Southern Adirondack Library System) from Assembly member Woerner have been distributed. SALS has also received funding from Assembly member Simpson.

Consensus is the SALS Annual Meeting will be virtual. Pamela DelSignore is working with the Marriott to either postpone the dinner to 2023 or pay the cancellation fee. This will be an action item during the board meeting.

I attended the ALA (American Library Association) 2022 Virtual LibLearnX conference. I presented during the Connecting the Dots program.

I stood for election for a seat on the American Library Association's Executive Board. The ALA Executive Board consists of the president, president-elect, immediate past president, treasurer, executive director, and eight members elected by Council from its membership for three-year terms. My term begins at the end of the ALA's Annual Meeting that is held in June. I am serving as the chair of the ALA Core Values Task Force. With the new duties and time commitment, I will be stepping back from committee and task force work.

I attended the Freedom to Read Foundation Board Meeting and the three ALA Council meetings, while continuing to perform my responsibilities as SALS Director.

As a member of the ALA Committee on Legislation, I will be attending the virtual National Advocacy Day on March 1, 2022.

Colleen Smith reports that she prepared and participated in the annual audit. The auditors were on site for two days. They followed the SALS distancing protocols, requested many documents in advance to mitigate in-person interactions. The lead auditor met virtually with Colleen, Bob Jeffords, and me. We typically receive a draft report from them by the end of February and will schedule them to offer a full report at the June meeting, as is our practice.

Colleen and Pamela DelSignore will be working closely with the member libraries to submit their annual reports to the New York State Education Department. The annual report portal was opened to member libraries on Tuesday, January 25, 2022. Colleen sent out POLARIS instructions, FAQs (Frequently Asked Questions), and e-content documents. JA (Joint Automation) posted libraries' Polaris reports and web stats to the intranet. Colleen, Erica Freudenberger, Jack Scott, Jill Ryder, and Pamela will hold a "Virtual Annual Report Work Party" on Wednesday, February 9, 2022.

The notice of 2022 Overdrive contributions was sent to member library directors. The Overdrive billing will be sent out the second week of February.

Colleen has hit the ground running. The first payroll means making the necessary HR-related changes for payroll, new timecards for the year, new year letters to staff, the audit, and the regular schedule of warrants, deposits, billing, and payroll; and pre-and post-board meeting tasks.

The switchover to the new phone system has been delayed. Now looking to mid-February.

Sharon Shyne, a long time SALS employee will be retiring at the end of February. We wish her joy and happiness.

AUTOMATION/JA
Michele Largeteau reports that the rest of the equipment from the 2021 end of year order has arrived and the laptop warranty issue has been resolved. JA staff are creating updated images, testing them and configuring PCs (Personal Computer) and laptops for delivery to libraries.

Dave MacFarland has started working with vendors to prepare the 2022 Beginning of year group order to be announced sometime in February.

The trainers are preparing a virtual session to answer questions and describe workflow for the patron self-registration module. It is hoped that self-registration goes live by the end of February.

Work was done to reopen the Scotia Branch of the Schenectady County Public Library in Polaris. Chris Mundell aided SCPL staff with the wiring and wireless to allow them to open with short notice.

Jason Thomson completed year end processing for Polaris, including NYS annual reports for member libraries and systems. They have been posted to the JA Intranet with instructions from the systems.

The percentage for each system for the annual SkyRiver billing was calculated using 2021 holdings counts. SkyRiver supplies the catalog records.

Chris and Michele have worked many hours with FirstLight on the new SALS VoIP phone system. The new phones are on desks and we can test those and the mobile and desktop

apps internally. The first date to use the new system (cutover) was extended to make sure that all features are working as they need to be. As of today, the testing is going well and items have been corrected. The cutover will happen on 2/10/2022. Once live, some JA and SALS staff will receive administration training.

JA has formalized procedures for removing user accounts. In some instances, a library may wish to keep an email account and/or OneDrive files after a staff person has left. There are procedures in place to standardize how JA staff tracks these accounts to ensure that they are cleaned up when a library no longer needs them.

The amended 2022 JA budget, revised 2022 JA fee chart and new 2023 JA fee chart have been created. They will be posted to the JA Intranet soon.

A patch was applied to the PAC for a change in how a patron downloads econtent from OverDrive.

Dave has been working on several SALS staff PCs that have been having unrelated issues.

Jim Baker started work on 1/18/2022 as a Computer Support Specialist. He has fit right in with JA staff. He's helped on many projects already, including testing images and imaging laptops. He is shadowing Mary Hanley and Dave as they field calls and computer support requests. He's doing an excellent job.

The SSL certificate for pac.sals.edu was renewed.

The smoke detector in the computer room had to be replaced by the electrician as it was beeping and determined to be faulty.

Reminder notices were turned on and messages updated for all SALS libraries. MVLS (Mohawk Valley Library System) had already implemented this for all their libraries.

III (a vendor) informed us that they are planning to migrate our Hosted servers to the new ProQuest hosting environment. JA staff met with III staff and are working with them to plan for the migration after close of business on Saturday March 19, 2022. They have offered this time when libraries are not open at no cost. It was decided to only do the migration and not a Polaris version upgrade at the same time. Jason and Michele feel that doing an upgrade at the same time will make it more difficult to identify the source of any issues that might arise. A Polaris version update will be done after both systems have transitioned to the new hosted environment and are sure that everything is stable. JA staff will work with III staff to plan and test in the next several weeks to try to ensure a smooth cutover for all member library staff. JA staff have already met with the system trainers and will be keeping them involved as well.

There are printing issues at Cassie sites caused by Windows updates. The fix is to remove the updates as they are installed. JA staff have been working with Librarica to find a better resolution but do not have one yet.

JA staff are visiting the member libraries, Chris made a site visit to the community center for Spectrum setup of wireless for Schuylerville. Mary met with the new director at Richards Library and helped with the printer at Salem. She also visited with the new director at Johnsburg.

JA answered 281 SysAid calls since December 31, 2021. The top calls were about PCs, User Accounts and Cassie. The calls that took the longest time were PC (Personal Computer) issues, Cassie and Polaris.

CATALOGING/TRAINING:
In preparation to launch patron self-registration at the end of February 2022, Jill Ryder has been working with member libraries to set up access to third party digital services per each library's instructions.

Jill has been assisting Galway Public Library and Stony Creek Free Library in inventorying their collections.

Jill met with new directors at Johnsburg and Warrensburg libraries for new director training sessions in January.

The annual group renewal for library movie licenses from Movie License USA has been completed. Libraries who signed on will received their licenses in February.

SALS catalogers (Jill Ryder and Sharon Shyne) modified a total of 2,383 bibliographic records in the catalog during January 2022. A total of 3,812 new bibliographic records and 13,263 new item records were added to the database during the same months. This work is done by cataloging and technical processing staff both at the System offices and the sixty-one member libraries.

OUTREACH:
Erica Freudenberger reports ten libraries took part in the 2021 Notary Public Program, but due to the pandemic, only one person has been able to complete the exam.
The Farm-to-Library program continues to grow in 2022.

The following libraries will be taking part: Argyle Free Library, Cambridge Public Library, Corinth Free Library, Pember Library & Museum, Rockwell Falls Public Library, Salem (Bancroft) Public Library, Schuylerville Public Library, Stillwater Public Library, Waterford Public Library, Whitehall Public Library, and the Crandall Public Library.

The Coordinated Outreach Advisory Committee will meet on February 8.

SALS will be offering a series of four workshops on how to convene, host, and facilitate inclusive conversations. This series is being funded through a grant from the American Library Association's Libraries Transforming Communities: Focus on Small & Rural Libraries. All member libraries are eligible to participate, but the workshops are limited to 20 participants.

SALS will take part in monthly meetings with other grant recipients as part of building a Northeast Hub community of practice

Jack Scott and Erica are working to build out a Moodle site to provide on-demand virtual learning for the member libraries. Moodle will allow us to include materials beyond recordings, and organize courses in a way that we are unable to on YouTube.

Jack and Erica are planning an innovative marketing round for Leaving Our Fingerprints, to encourage people to continue to share their personal stories about the pandemic.

The SALS and JA staff are holding training sessions with the new library directors at the Richards Library and Town of Johnsburg Library.

Erica continues to publish the e-newsletter Circulate! And she is the driving force behind the exceedingly popular SALS Facebook page.

TECHNOLOGY AND YOUTH SERVICES
Jack Scott met with Unity Web Agency on Jan 18, 2022 to layout the process for designing a WordPress theme built for accessibility and libraries. They set up several focus groups from the three-systems member libraries. The focus group meetings will take place during the first week of February. After the meetings, Unity will begin building the theme and five templates.

Jack met with AKEA on Jan 25, 2022 to discuss the member library accessibility training. AKEA plans to develop two sets of trainings. Training for the first group will focus on website designers at each system. The second series of accessibility training will be offered to all members of the Capital District Library Council (CDLC). The series will be offered multiple times a month and run for several months to allow as many library staff members as possible the chance to attend. The workshops will focus on the fundamentals and importance of web accessibility. It will include examples of how different accessibility hardware and software interact with web content. Attendees will also be instructed on how to make the content they create on their websites as accessible to as many members of their community as possible.

The SALS Use and Satisfaction Survey for 2021 was sent to member libraries. Responses are due back by February 18, 2022. Results will be shared with the board in March.

There were 1.4K web visits to the SALS website in December. The most visited pages were the Jobs, Patron-Links, and the new Overdrive & Libby help page.

Erica Freudenberger and Jack are continuing to add content and develop the Moodle eLearning website.

There were over 23,593 items downloaded in January from Overdrive.

GALE is a database provided through the New York State Library. In 2021, there were 8,152 content retrievals. The most popular databases were Gale Academic: OneFile, Gale OneFile: Health & Medicine, and Gale in Context: Opposing Viewpoints. Gale was used most at Argyle, Indian Lake, Saratoga, Clifton Park-Halfmoon, and Round Lake.

Jack provides online technology once a month through Tech After Lunch. He is working on a new topic for March.

People are still submitting to Leaving Our Fingerprints. Work is being done to record responses because it is the start of the third year.

Jack is working with nine other library systems from across the New York State in a project called: Oceans of Programming Possibilities: A Collaborative SRP Workshop. Youth service consultants are pooling Summer Reading Workshop experiences together to create two separate workshops on summer reading programs, one for children and one for teens. The children's programming workshop will be held virtually on Feb. 16 from 9:30 until 12:30 and the teen workshop will be held on Mar. 10 from 9:30 until 12:30. Currently we have 33 SALS members signed up for the children's workshop and 260 from across the NYS (New York State).

Respectfully submitted,
Sara Dallas

MEETINGS:
Jan 12, 2022   JA Council Meeting
                     ALA Committee on Legislation
                     ALA Governance Meeting
Jan 13, 2022   Stillwater Board Meeting

Jan 18, 2022	SALS Board Meeting
	ALA Virtual Membership Meeting
	Freedom to Read Foundation Board Meeting
	Council Forum
Jan 19, 2022	James Elder meeting – Green Ribbon Libraries
	ALA Council 1
Jan 20, 2022	ALA Council 2
	ALA Executive Board Speech
Jan 21, 2022	ALA LibLearnX
	Meeting with SALS Auditors
	Caldwell Lake George Board Meeting
	ALA Council
	ALA Council Forum
Jan 22, 2022	LibLearnX
Jan 23, 2022	LibLearnX presentation
Jan 24, 2022	ALA Council
Jan 25, 2022	Symposium on Intellectual Freedom and Social Justice
	ALA Executive Board Meeting
Jan 26, 2022	DLD Central Library Revisions working group
Jan 27, 2022	SALS staff meeting
Jan 30, 2022	Human Library
Feb 2, 2022	NYLA Intellectual Freedom Meeting
Feb 8, 2022	PULISDO Meeting
	We Are Not Ok – Trauma workshop
Feb 9, 2022	ALA Committee on Legislation
Feb 11, 2022	ALA Intellectual Freedom Award Ceremony
Feb 12, 2022	Freedom to Read Foundation Executive Board Meeting
Feb 15, 2022	SALS Board Meeting