

DIRECTOR REPORT

Jan –Feb 2023

ADMINISTRATION:

Library Advocacy Day is on February 28, 2023. Virtual appointments with our Assembly and Senate members will be scheduled over the week. Zoom links and dates will be shared shortly. Trustees and member library staff are encouraged to register for 2023 Library Advocacy Day 2023 – virtual Member Prep Session on Friday, February 17th at 3 pm or Tuesday, February 21, 2023 at 3 pm. Registration is required to attend the Member Prep Session. For more information: <https://www.nyla.org/nyla-advocacy-day-2023/#Advocacy%20Day%20Events>

The Governor's Executive budget was released on February 1, 2023. It includes Library Aid at 96.1 M – a \$3.5M reduction from last year's enacted budget. Unfortunately, the Library Construction Aid was reduced to \$14M, a reduction of \$20M. The library aid ask is \$147.1M and \$69.4M in construction aid.

Much of SALS (Southern Adirondack Library System) funding comes from state aid. We once again ask all trustees and member library staff to let their legislators know how much SALS supports them through our daily delivery, POLARIS and IT support, consulting, grants, and other programs.

The SALS Annual Meeting will be held on May 15, 2023, at the Marriott Excelsior Springs Saratoga Springs, NY (New York). In past years, SALS provided one free meal for a trustee from each library. SALS has also subsidized the cost of the meal. The SALS Board will need to determine the amount as an action item. The meeting will be hybrid. Save the date postcards will be distributed to our elected officials, guests, and all member library trustees.

I attended the ALA (American Library Association) 2023 Virtual LibLearnX conference and attended all ALA governance meetings. It is disheartening to learn about the legislation being presented or passed in states and federally calling for censorship in reading and limiting access to books for children and students. Some legislation includes arrest and prosecution for librarians and teachers.

I have been invited to attend the national advocacy fly-in event, March 7-10, 2023 in Washington, DC.

A major February activity for SALS and its member libraries is preparing and submitting the NYS (New York State) Annual Reports. The Annual Report portal opened on January 31, 2023. SALS staff is organizing an "Annual Report Festival" to help member library directors and treasurers complete the reports and answer all questions. The completed reports are due at SALS on March 1, 2023. This gives SALS staff two weeks to review the reports and submit them to the Division of Library Development on March 15, 2023. Failure to complete the reports could result in withholding state aid.

Pamela Delsignore sent the JA (Joint Automation) Agreements to all member libraries. Library boards are asked to sign the agreements and to review the JA policies annually. The signed agreements are due back to SALS on April 1, 2023.

As of this writing, only one completed SALS Construction Grant application has been received. The due date is April 3, 2023. The SALS Building Committee will need to review the applications and meet before the April 18, 2023 board meeting.

SALS uses Arnoff to provide delivery services to all member libraries. Pamela reports that all three of our routes are fully staffed.

Colleen Smith has updated all salary and benefits with Paychex for the 2023 payroll. She is completing the annual workers compensation audit.

Colleen Smith prepared and participated in the annual audit. The auditors were on site for two days. The lead auditor met 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.

AUTOMATION/JA

The JA staff is configuring and delivering PCs (Personal Computer) from the 2022 end of year group PC (Personal Computer) order. Dave MacFarland is working on the quotes for the next order to be announced later this month, the 2023 beginning of the year order.

New PC support dates were announced to libraries. JA support for G3 model PCs ended on 12/31/2022, which had been announced previously. JA support for G4 model PCs will end 12/31/2023.

The renovations and cabling have been completed at the Bolton Free Library.

Polaris Year End processes were completed and NYS Annual reports from Polaris were generated and posted to the JA Intranet.

Another fine waive was done on January 1, 2023, for libraries going fine free (Argyle, Pember, Crandall, Hudson Falls, Lake George, and Salem).

Polaris completed the second hosted environment migration early morning on January 24, 2023. There was no downtime or changes for libraries, and we have had some reports of improved performance.

The first required phishing training has been assigned to all users as of February 2, 2023. Emails were sent to users and directors prior to the start. Additional email to directors will be sent with more details. Shout out to Chris Mundell who has done an excellent job learning the platform, configuring, and planning for this especially important training. A new button in MVLS/SALS email provided by KnowBe4 for reporting suspicious email to JA was implemented.

JA staff has made two changes to email to provide better security. We no longer allow users to auto-forward email to external email addresses, and we have added text to all incoming email that is coming from sources outside of our email system.

Chris and Michele Largeteau helped the Lake George library on their cyber insurance application.

Multi-factor has now been turned on for Lake George users.

Members of the JA staff are still working with Kevin O'Brien from Upstate Agency in Glens Falls and Eric Leibowitz from Professional Risk Solutions to fill out the technical questions for MVLS (Mohawk Valley Library System) and SALS' cyber insurance applications. A few changes are being made at MVLS to improve the answers and will pass this application to MVLS to finalize. We are still waiting on some outstanding answers from Kevin for the SALS application.

Encryption and password protection was added to the MVLS business office backups.

JA is still working with Frontier to correct the billing for the Indian Lake phone and internet charges.

Meraki wireless hardware and licenses have been ordered for the SALS Meraki grant.

Dave has been testing Princh as a printing solution for wireless users.

Ancestry links on public PCs needed to be updated again. Jim Baker made the necessary changes.

JA staff met with Crandall IT staff to discuss options for them to replace their public Cassie server. Libratica no longer requires a server for less than 100 clients so they have the option to reconfigure without a server.

Some clean-up was done to remove a Town/City designation for the Schoharie Village that is no longer needed since the Schoharie Free Library charter change.

Firmware was updated on all the routers at all libraries.

There have been 411 SysAid calls since December 20, 2022. The top Counts – PCs, User Accounts, Email; Top Time – PCs, Polaris, KnowBe4 Training.

CATALOGING/TRAINING:

SALS and MVLS have agreed to move forward with OverDrive collection sharing. Jill Ryder is working on partnering with Mid-Hudson Library System and Upper Hudson Library System over the next couple of months. This program allows patrons to borrow select available content from any partner system's OverDrive collection.

Clifton Park-Halfmoon, Crandall and Saratoga Springs Public Libraries all subscribed to OverDrive Magazines individually. Jill Ryder negotiated a price for a subscription for the entire system that was a cost savings to the libraries subscribing individually. Clifton Park-

Halfmoon, Crandall and Saratoga Springs Public Libraries agreed to share the cost for the subscription, and all library patrons now have access to eMagazines through OverDrive/Libby.

Jill Ryder oversees the purchasing of eBooks and eAudiobooks for the shared OverDrive collection; 261 titles were purchased in January 2023. Popular titles purchased include Prince Harry's memoir Spare, and thrillers The House in the Pines by Ana Reyes and Just the Nicest Couple by Mary Kubica.

As the new year continues, Jill has been assisting several libraries with performing inventories of their collections. This includes instructional support and running reports as each collection inventory is completed.

As part of her daily work, Jill assists library staff with running reports, changing Polaris's system administration settings, bulk changing library items in the catalog, and answering all Polaris questions that arise.

SALS catalogers (Jill Ryder and Johanna Hall) modified 3,789 bibliographic records in the catalog during January 2023. 3,619 new bibliographic records and 17,838 new item records were added to the database during the same month. This work is done by cataloging and technical processing staff both at the System offices and the 61 member libraries. Bib records represent the individual works (a book or a DVD (Digital Video Disc), etc.) and items records represent each library's copy of that work.

OUTREACH:

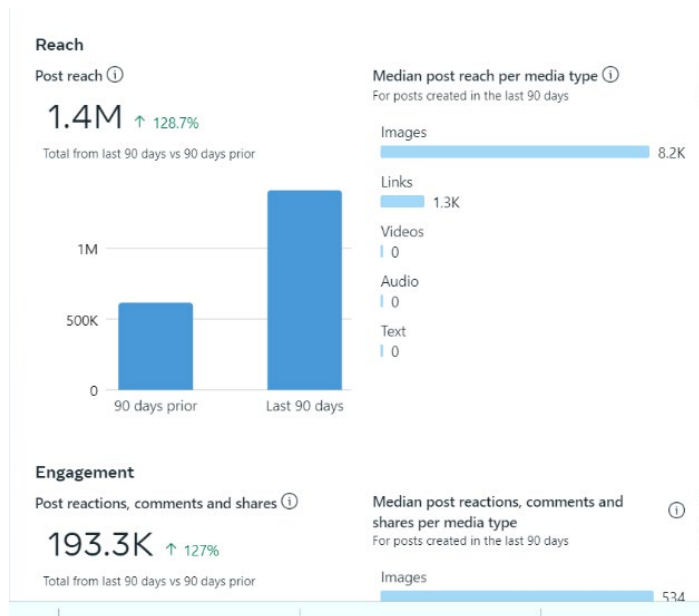
Erica Freudenberger convened and hosted an information session with Sabrina Helrick from the Adirondack Health Institute for SALS & MVLS about Narcan Emergency boxes.

She is pleased to report that the Cambridge Public Library, Argyle Free Library, and Greenwich Free Library have committed to making Narcan Emergency Boxes available to their communities.

Erica, partnering with Mohawk Valley and Upper Hudson library system staffs, presented the "I Work in a Library, but..." Networking Event on January 27, 2023. This is an opportunity for non-librarian to meet and discuss topics that include Human Resources, Finances, and Marketing & Communications. It has been requested to hold these meetings quarterly.

Erica met with Judith Wines to discuss relaunching the Adult Program Swap. While it will still be a time for adult programmers to talk about what they are doing, structure and some professional development pieces will be added to make it a more robust session.

SALS continues to have a strong Facebook social media presence, with 28.6K followers. The posts are viewed approximately 640,000 times each week. SALS continues to use an organic approach (i.e., not paying for ads or boosts). A recent report on 90-day activity is below:



A group of marketing librarians have asked to meet with Erica to talk about the SALS marketing strategy.

The Justice, Equity, Diversity & Inclusion in Small & Rural Libraries committee continues to meet to identify the needs of our member libraries, develop a framework that reflects our communities, and a series of workshops to support the framework.

Eight member libraries have confirmed their participation in the OATS (Older Adults Technology Services) program. The libraries are:

- Clifton Park – Halfmoon Public Library (Saratoga)
- Caldwell Lake George Public Library (Warren)
- Mechanicville Public Library (Saratoga)
- Indian Lake Public Library (Hamilton)
- Argyle Free Library (Washington)

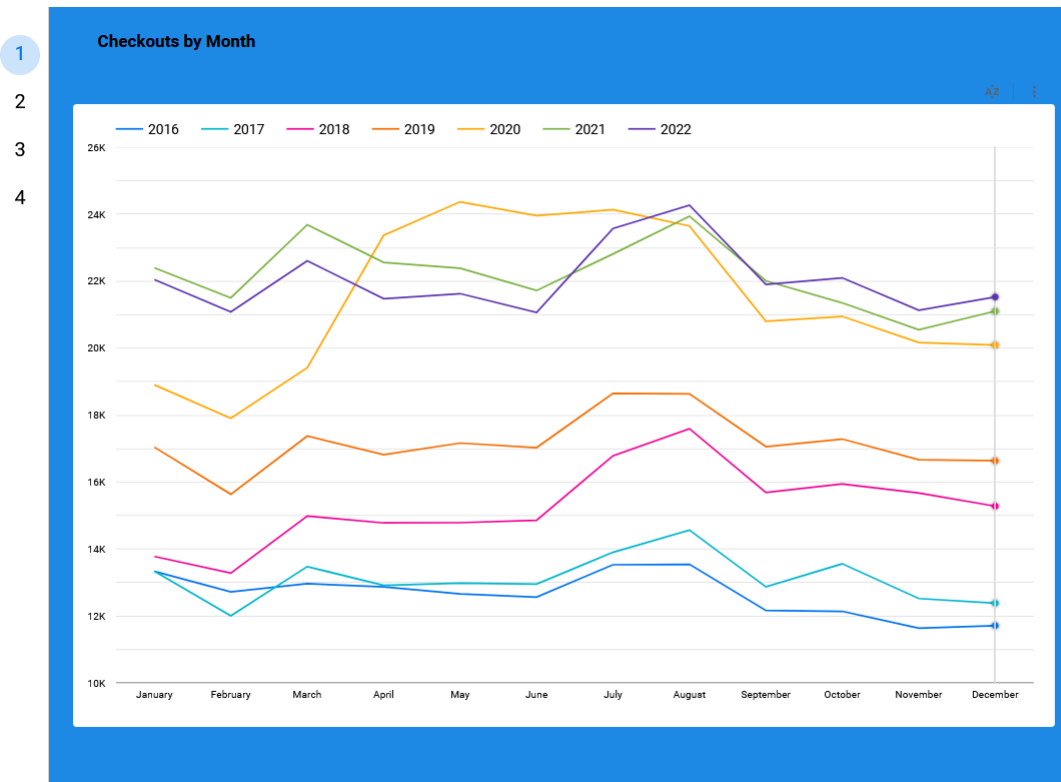
- Town of Ballston Community Library (Saratoga)
- Crandall Public Library (Warren)
- Richards Library (Warren)

The Washington County Correctional Facility has a librarian in place. This means SALS can restart our services with the facility.

TECHNOLOGY AND YOUTH SERVICES

Jack Scott is assisting member libraries updating their sites: Hudson Falls, Raquette Lake, Fort Edward, Round Lake, Argyle, and SALS.

Overdrive statistics - in 2022, there were 265k items downloaded, by 14k users, with 105k holds. The number of checkouts is similar to 2021 but the number of holds increased by several thousand. Since the addition of magazines to the collection they have been downloaded 3k times.



Each year, SALS sends out a survey to its membership to measure use, satisfaction, and value. The survey has been updated for 2022 and has been sent out to libraries, their staff, and trustees. As of January 31, there are over a hundred responses. The survey will remain open until the end of February.

Jack worked with a vendor from Niche Academy throughout January exploring their Learning Management System. We have decided to try it out for 2023. The platform will allow us to create on-demand training videos for library staff. Niche Academy also creates in-house training videos for some of the common databases and apps that libraries use like Ancestry, Polaris Leap, Kanopy, Libby, and much more.

Jack is collaborating with Upper Hudson Library System and Mohawk Valley Library System to provide a GOATS (Greatest of All Time) Teen Services workshop this spring. This will be the first time we've offered this workshop since 2020. Currently registration is at 40.

He is collaborating with 14 other library systems from across the state (Chautauqua-Cattaraugus Library System, Finger Lakes Library System, Four County Library System, Mid York Library System, Mohawk Valley Library System, Nassau Library System, North Country Library System, Onondaga County Library System, OWWL (Ontario, Wyoming, Wayne, and Livingston) Library System, Ramapo Catskill Library System, Southern Tier Library System, Suffolk Cooperative Library System, Upper Hudson Library System, and the Westchester Library System)—to provide to virtual summer reading workshops. A children's workshop on February 15th and a teen workshop on March 2nd. We currently have 260 people signed up for the children's program.

The Library of Things is now open and member libraries are requesting items. The first 2 Storywalks have been completed and will be on display in Lake George during February and Indian Lake at the end of February.

Jack attended the School Library System Council's meeting at BOCES on January 31. There were some interesting presentations about the upcoming addition of computer science skills to all classes in k-12 and some fun talks about book trailers. Meghan from CDLC (Capital District Library Council) gave a presentation on their new ILL (Interlibrary Loan) e-form. Jack asked Meghan if she would present the same demo to our member libraries. We will schedule that webinar shortly.

Respectfully submitted,
Sara Dallas

MEETINGS:

January 18, 2023	ALA Executive Board meeting
January 19, 2023	ALA BARC (Budget Analysis and Review Committee) and
Audit and Finance meeting	
January 20, 2023	CDLC Board Meeting
	ALA Virtual Membership meeting
January 23, 2023	Freedom to Read Foundation
January 24, 2023	PLA meeting
January 25, 2023	ALA Executive Board meeting
January 27, 2023	ALA Bylaws convention
	ALA Council
January 28, 2023	ALA Council
	LibLearnX
January 29, 2023	ALA Council
	LibLearnX
January 30, 2023	LibLearnX
February 1, 2023	NYLA Malcolm Hill Committee Meeting
	ALA Executive Board
February 2, 2023	SALS Ad Hoc Committee
February 3, 2023	NYLA Intellectual Freedom
February 6, 2023	Freedom to Read Nominating Committee
February 15, 2023	ALA Finance and Audit
February 16, 2023	Town of Ballston Community Library
	United for Libraries board meeting
February 17, 2023	SALS Director's Council
February 21, 2023	SALS Board Meeting