

Director Report
April-May-June 2022

Administration

I continue to work with trustees and member library staff on adhering to the revision in the open meeting law. The Southern Adirondack Library System (SALS) will hold a brief hearing before the June meeting to announce the resolution to allow trustees to attend the board meeting virtually if there are extenuating circumstances. As of this writing, it is unclear if the Governor will extend the Emergency Executive Order that allows, among other things, SALS trustees to be able to attend board meetings virtually. The draft resolutions are in the board packet.

Kudos to Pamela DelSignore and for her work preparing for the Annual Meeting and compiling the 2021 Statistical Summary. Both Pamela and Colleen Smith did outstanding work with the annual reports. SALS and all of the member library annual reports have been approved by the Division of Library Development.

Every year, all New York (NY) State employees must complete sexual harassment prevention training. It was distributed to all SALS employees and board members, and was made available to member libraries to train their staff and boards. Colleen worked with member library staff to update their staff lists to allow all current employees and board members to complete the training.

The door leading to the parking lot (near the bathrooms) has been repaired. It should now close properly regardless of the temperature within the building and outside.

The SALS staff and Board will begin the preparation of the 2023 budget this summer. Meetings of the Personnel and Audit and Finance Committees will be scheduled.

SALS will be submitting a construction grant this cycle to purchase new routers to replace the Meraki Routers purchased about ten years ago. The new routers will allow better public access to the internet. A reason the routers need to be replaced is because 1) they are old and cannot handle the new bandwidth and 2) they are no longer under warranty.

SALS is in the process of renegotiating its delivery contract with Arnoff.

This past May, SALS participated in No Mow May. It is a nationwide effort to avoid mowing the lawn in May to help provide more food sources for bees and other pollinators emerging from winter hibernation.

Stephanie Cole Adams had developed a template to help libraries write stronger, more legally enforceable collection development policies. I was asked to be a reviewer. As soon as it is available, I will share it with the member libraries and the SALS Board of Trustees.

I served on a task force to review and edit the NYS Commissioner of Education's regulations regarding Central Library Services.

I have been asked to serve on panel discussions (nationally and state) regarding book bans, book removals and writing strong enforceable collection development and reconsideration policies.

The Freedom to Read Foundation will be presenting a free two-day virtual symposium on Social Justice and Intellectual Freedom. I serve on the planning committee. I will be sharing more information as soon as it is available.

The ALA (American Library Association) Annual Conference will be a busy event for me. I will be presenting to the ALA Council the report from the ALA Core Values Task Force, attending Council and committee meetings, the Freedom to Read Foundation's annual meeting and assume my duties as a member of the ALA Executive Board.

I serve as a trustee for the American Library Association's LeRoy C. Merritt Humanitarian Fund. It was established in 1970 as a special trust in memory of Dr. LeRoy C. Merritt. It is devoted to the support, maintenance, medical care, and welfare of librarians who, in the Trustees' opinion, are:

- Denied employment rights or discriminated against on the basis of gender, sexual orientation, race, color, creed, religion, age, disability, or place of national origin; or
- Denied employment rights because of defense of intellectual freedom; that is, threatened with loss of employment or discharged because of their stand for the cause of intellectual freedom, including promotion of freedom of the press, freedom of speech, the freedom of librarians to select items for their collections from all the world's written and recorded information, and defense of privacy rights.

While I cannot share the specifics due to the intellectual freedom challenges happening throughout the country, the foundation has met more often due to the increase of requests from people in the field.

The ALA Executive board meetings are every month, but there are required face-to-face meetings. I am asking permission to attend the face-to-face meetings.

Event	Location	Date
2022-2023		
Fall Meeting	Chicago, IL	October 21-23, 2022
ALA Library Learning Experience (LLX)	New Orleans, LA	January 27-31, 2023
Spring Meeting	Chicago, IL	April 14-16, 2023
ALA Annual Conference & Exhibition	Chicago IL	June 22-27, 2023
2023-2024		
Fall Meeting	Chicago, IL	October 20-22, 2023
ALA Library Learning Experience (LLX)	Orlando, FL	January 26-29, 2024
Spring Meeting	Chicago, IL	April 5-7, 2024
ALA Annual Conference & Exhibition	San Diego, CA	June 27-July 2, 2024
2024-2025		
Fall Meeting	Chicago, IL	October 18-20, 2024
ALA Library Learning Experience (LLX)	Phoenix, AZ	January 24-27, 2025
Spring Meeting	Chicago, IL	April 4-6, 2025
ALA Annual Conference & Exhibition	Philadelphia, PA	June 26-July 1, 2025

I will notify the SALS board if there are changes before the meetings.

I will be presenting at the NYLA Annual Conference, November 2-5, 2022.

Joint Automation

The JA (Joint Automation) staff is working to get the remaining PCs (Personal Computer) from the 2021 End of year group order out to the member libraries. The 2022 Beginning of Year group order has been placed and some items have started to arrive. Staff will need to make some minor updates to the image before configuring the new PCs for delivery.

Chris Mundell provided contact information for Colleen and Jill to work with FirstLight fiber staff to try to resolve their issues with the MaxUC app at home. We are working on scheduling administration training for select SALS and JA staff.

The hosted migration to a new Polaris environment was completed on April 27th. Access to the Polaris client, LEAP and PAC were restored by 8 am. Staff eCard and patron self-registration were restored by 10 am. Many libraries required assistance with the change to their Polaris icons, but JA staff were able to help everyone remotely. There was one brief outage for the staff client only in the middle of the day that Polaris resolved quickly.

Jason Thomson worked through several post-migration issues and the servers are performing well in the new environment. The JA staff is glad that the migration was postponed twice, which allowed Polaris to correct environment settings. Jason and the rest of the JA staff worked extremely hard to make the migration as painless as possible for our libraries.

Chris is continuing to work with libraries and telecom vendors to change telecom billing to the libraries.

Jason reached out to Polaris at the request of Sharon O'Brien to find out if they can provide a way to waive fines or if they can do a one-time waive of fines. All the MVLS (Mohawk Valley Library System) libraries and many of the SALS libraries are now fine free. This means that libraries must manually waive any existing overdue fines unless we can find a way to do this in bulk.

There were some problems with emails to Spectrum email addresses. Because an exceptionally considerable number of patrons have @nycap.rr.com addresses we are sometimes flagged and those emails will bounce. Chris worked with Spectrum and provided instructions for library staff to "unblock" these addresses. Spectrum has extremely low thresholds for flagging emails.

JA staff attended the virtual IUG (Innovative Users Group) – due to the hosted migration many of us viewed the recordings after the live dates

JA staff provided budget information to Clifton Park-Halfmoon Public Library, Schenectady County Public Library, and the Crandall Public Library to help with their 2023 budget projections.

eCommerce information was sent to Town of Bolton Free Library.

Jason and Michele Largeteau met with MVLS and SALS staff to discuss options for the websites for their ARPA (American Rescue Plan Act) grant for WordPress themes.

The JA staff answered questions regarding cyber security insurance for two libraries.

The JA internet connection was down one evening. Jason and Chris investigated and Chris met FirstLight fiber technicians to replace a bad attenuator and restore service.

Chris worked with Pamela DelSignore to update all the SALS member library trustee email lists.

The JA staff provided information to the systems re: the Heritage Quest and Ancestry URL changes.

The Mechanicville Public Library reached out to Chris asking for advice on networking options for adding VoIP phones.

Chris will be working on estimates for replacing Meraki hardware and renewing licensing for SALS libraries for 2023. This information will be part of the SALS NYS Construction Program application.

JA staff are testing options for adding Chromebooks and laptops to GLE's Cassie network.

There have been 613 SysAid calls since 3/31/2022. The top counts dealt with Polaris, PCs, and User Accounts. The calls that take the longest amount of time are Polaris, PCs, and email.

Cataloging

Jill Ryder oversees the purchasing of eBooks and eAudiobooks for the shared OverDrive collection; 298 titles were purchased in April and May 2022. Popular titles purchased include the riveting thrillers *Two Nights in Lisbon* by Chris Pavone and *The Investigator* by John Sandford; beach reads *A Week at the Shore* by Barbara Delinsky and *The Homewreckers* by Mary Kay Andrews are also in demand.

Patron self-registration is going well; patrons are using it, and 591 patrons have signed up since self-registration went live in February of this year. Jill has been working with library staff on workflows for updating self-registered patron cards in Polaris.

As part of her day-to-day work, Jill assists library staff with running reports, changing Polaris system administrations settings, bulk changing library items in the catalog, and answering all Polaris questions that arise.

Jill assisted Cambridge, Ballston Spa and Pember libraries with the Polaris fiscal year rollover in May. All libraries are set up and ready for their new fiscal year.

Jill Ryder met with the new Director of the Whitehall Free Library, Tammy Wilson, to provide Polaris training sessions in April 2022. In May, Jill worked with new staff at the Stony Creek Free Library on Polaris training, as well.

Jill has been working to identify non-inclusive and outdated subject headings in the library catalog and replace them with more inclusive Library of Congress subject headings if available. Of note, all references to "Transvestites" in the catalog have been changed to "Transgender people".

SALS catalogers (Jill Ryder and Johanna Hall) modified a total of 102,447 bibliographic records in the catalog during April and May 2022. This is a much larger number than usual due to a bulk database cleanup project. A total of 7,670 new bibliographic records and 25,627 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 61-member libraries. Bib records represent the individual works (a book or a DVD, etc.) and items records represent each library's copy of that work.

Outreach and Adult Services

Erica Freudenberger is pleased to announce that there are thirteen libraries participating in the award-winning Farm-2-Library program. The libraries are Argyle Free Library, Cambridge Public Library, Corinth Free Library, Crandall Public Library, Easton Library, Greenwich Library, Pember Library & Museum, Rockwell Falls Public Library, Salem/Bancroft Public Library, Schuylerville Public Library, Stillwater Public Library, Waterford Public Library, and the Whitehall Free Library. SALS and the member libraries work with Comfort Food Community and Capitol Root's Squash Hunger program.

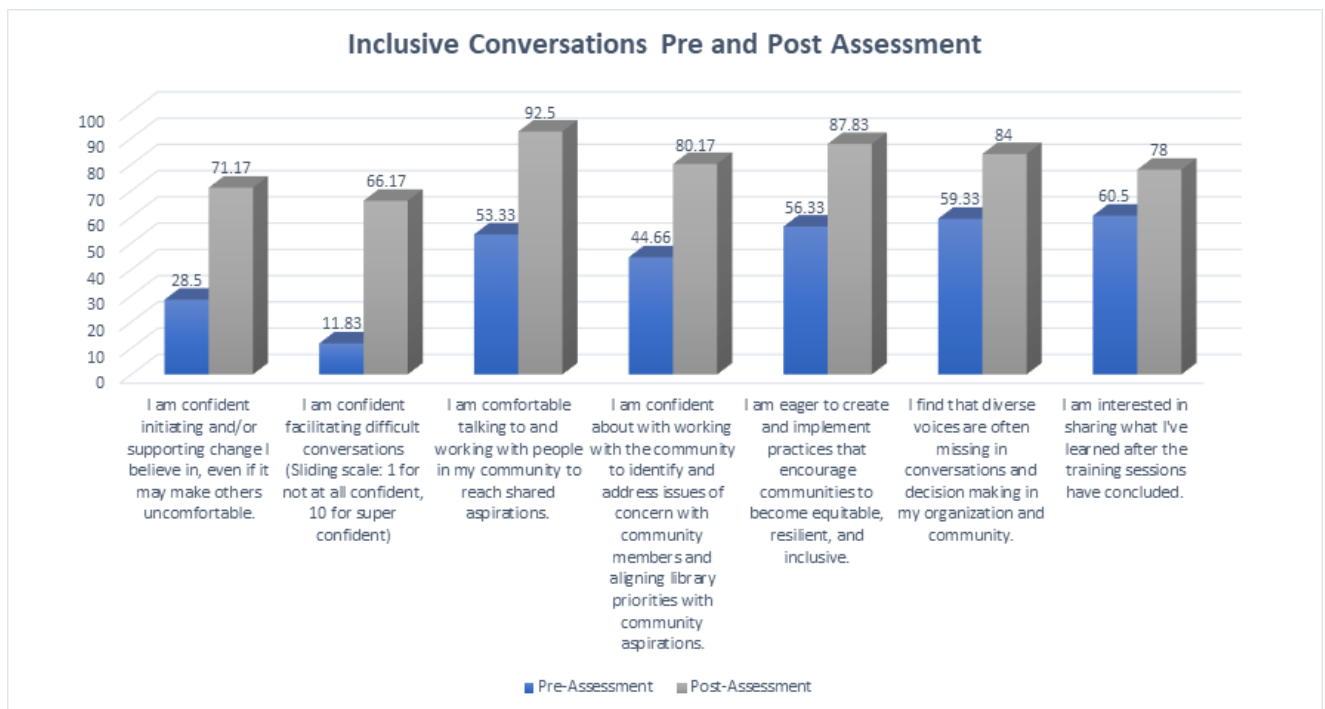
Due to the growth of the program, implementation changes are being made. New libraries are responsible for purchasing a glass front fridge to store the food, and some libraries no longer get deliveries, but must coordinate pick-ups at Comfort Food Communities' new Food & Farm hub.

All partners participated in a meeting on May 11, 2022 to discuss the 2022 program. (Squash Hunger could not attend due to COVID).

Erica has scheduled a Coordinated Outreach Advisory Committee meeting in early June. SALS is required to hold at least two meetings a year.

The Inclusive Conversations series, funded through a grant from the American Library Association's Libraries Transforming Communities: Focus on Small & Rural Libraries, concluded on Friday, April 1.

- SALS hosted four two-hour training sessions for participating libraries
- Participants are required to host at least one conversation with their community before May 31, 2022.
- Erica is currently working on the final report incorporating information about the series as well as the conversations held in participant communities
- To assess the effectiveness of the training, we used a pre- and post-assessment. Here were the results of the training:



The second SALS Friends Council met at 7 pm on May 12. More than a dozen Friends joined the call to share ideas about fundraising, and to discuss issues their groups were facing. We were joined by Terry Mulee & Lisa Wemett from the NYLA (New York Library Association) Friends of the Library Section and a Friend from the Angelica Library. Our next Friends Council will take place at 7 pm Monday, October 17.

Erica was asked by the Florida State Library to be part of a panel on innovation. She shared information about the Farm-2-Library program.

Jack Scott and Erica met with ten new directors to discuss best practices to use when making their annual report to their communities. We are creating a template to share through our e-learning platform, as well as incorporating the template into the Director's Survival Guide.

Erica provided New Director Training with Tammy Wilson at Whitehall Free Library. She met with Laura Burrows from Lake George Library about strategic planning.

She published the weekly e-newsletter, Circulate! to keep member libraries informed about local & national library issues & opportunities. We average between 900-1,300 opens for each issue.

Erica authored a white paper with Lisa Wemett about the findings from the Rural Task Force survey.

She continues to work with CDLC (Capital District Library Council) on its marketing initiative funded through ARPA. The library systems are working with Ruekert Marketing in Albany to create a campaign that will include bus shelters, billboards, radio spots, press releases, and other ways to communicate how public libraries help bridge the digital divide and work toward digital equity.

Erica is hosting a meeting of Outreach Coordinators from other library systems to discuss creating a series of workshops to help member libraries work through the new ALA Diversity scorecard.

SALS receives state aid to support library services in two correctional facilities. Erica met with Bridget Schack (Librarian, Washington Correctional Facility), Heather Larrow (Great Meadow Correctional Facility), Corinne Leone (DOCCS), and Mary Beth Farr (NYS Library) DLD) during the Annual Authentication meeting on May 3.

Erica is working with Bridget Shack, the new librarian at WCF, to ensure she has the materials she needs.

Technology & Youth Services

Jack Scott reports that the Unity Web Agency will offer the systems training on the WordPress theme in early June and will be delivering the full site beta in mid-June with plans to deliver the full package on June 21.

AKEA held one training for the systems, which he attended. They also held a day of workshops for member libraries attended by 19 people from our system. They are still trying to find dates to reschedule their second & third day of trainings.

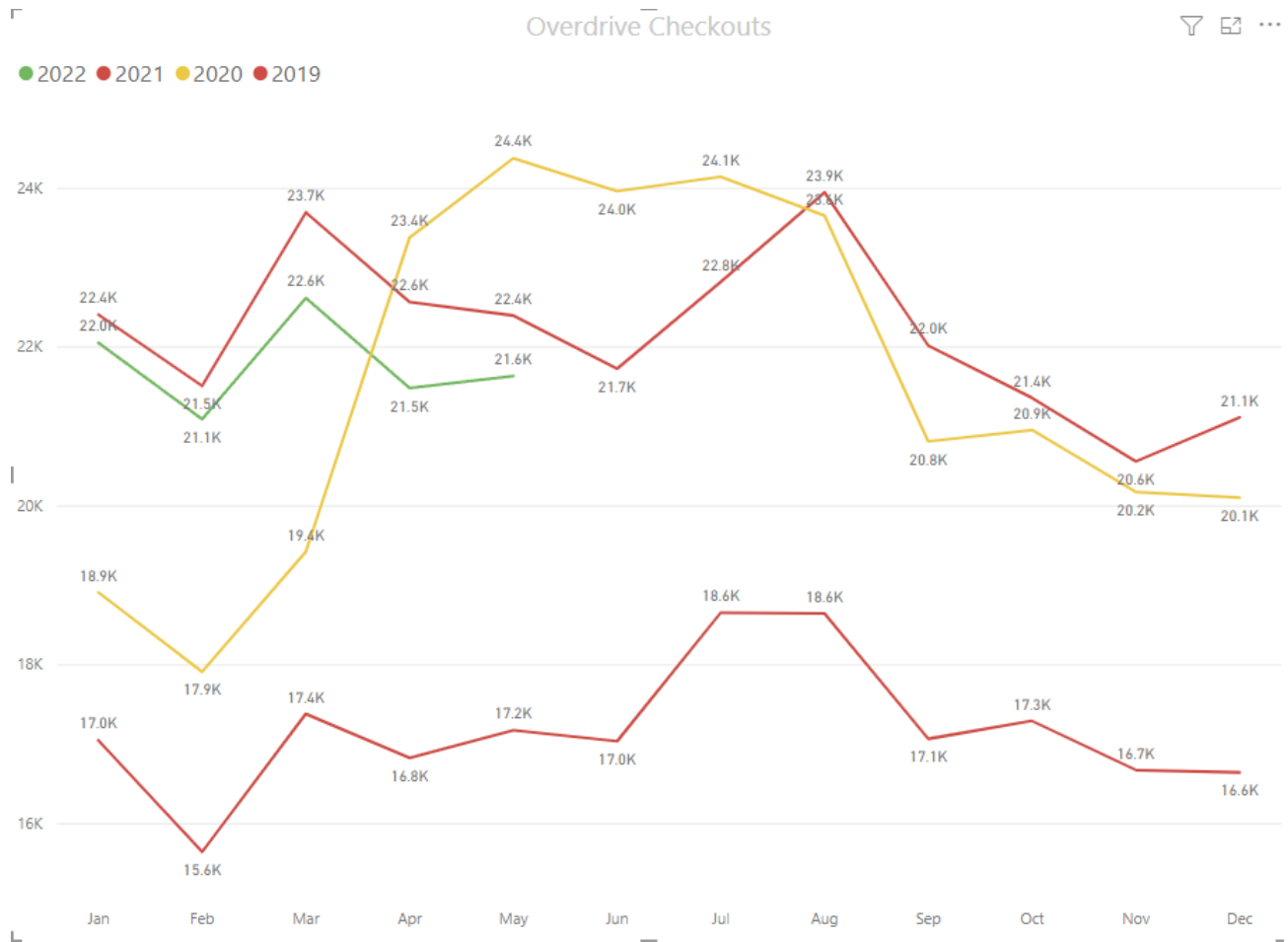
The SALS website had 5.9K web visits from March - May. The most visited pages were Jobs, About Us, and Contact Us.

The SALS Directory is nearly completed.

Jack is working with Jill Ryder and Sharon O'Brian, from MVLS, on the viability of joining Overdrives' Reciprocal Lending Arrangement (RLA). RLA would give patrons from different systems limited access to eBooks and audiobooks hosted in different library systems.

There were 21,628 items downloaded by 5,227 users, and 8,075 holds in May.

Overall, for 2022 we are trending to have slightly less checkouts than in 2021. The green line is 2022 and the red line is 2021.



There were 2,861 items retrieved in the Gale databases during March and April.

Jack facilitates the Tech After Lunch virtual workshops. The last workshop focused on graphic design for member libraries. The workshop focused on how libraries can use the software Canva to create stunning flyers for programs, Summer Reading, social media, and their websites. The workshop was presented by Faith St-John, the director at Argyle Free Library, who is also a professional graphic designer. The program was well-received with thirty-one attendees. Jack has been assisting member libraries in upgrading their free Canva accounts to professional versions. If they are an association library, they can request a non-profit account and all other libraries are able to upgrade to an educator's account. Both versions offer all the professional tools.

Twenty-two-member libraries have requested a community info infographic. Here is an example template:

LOGO
HERE

Library Name

REPORT TO OUR COMMUNITY

17,000
VISITORS



Wifi



3,000

TIMES ACCESSED

eBook



3,000

DOWNLOADS

Highlights

The Corinth Free Library took part in the Farm 2 Library program for the second year. From April to the end of November the library provides fresh produce and shelf stable food weekly for free to members of the community.

The program is very popular and we are proud to work with our partners (Southern Adirondack Library System, Comfort Food Community, and Capital Roots' Squash Hunger Program) to help our community.

Card Holders
838



1,372 people benefitted from the program in 2022.

Programs



3,000

PROGRAMS

3,000

ATTENDANCE

200,000



Items
Borrowed



200,000

Items in the Collections



Library Name | Library Contact Info

On April 5th, Erica Freudenberger and Jack hosted another workshop in the new director's series. This virtual workshop focused on reports to the community, what they might look like and who are the intended audiences. 10 directors attended the workshop.

Ancestry & Heritage Quest updated their URLs for member libraries. Jack has been helping member libraries update Heritage Quest URLs on their websites. He worked with JA and the Central Library to switch member libraries that have static IP addresses over to the new Ancestry URL and we worked with Ancestry to ensure that member libraries that don't have static IP addresses will continue to have access after June 27th. JA will be updating the Ancestry links on Library Public PCs that have an Ancestry icon on the desktop.

Youth Services:

The quarterly call with the Division of Library Development is scheduled for June 9th. Jack ordered water testing kits for the Citizen Science Take-and-Make Project coinciding with Summer Reading and this year's water theme--they should be arriving in 3-4 weeks.

Meetings

April 21	NYS Division of Library Development Call
April 22	CDLC Board Meeting CDLC Personnel Committee Meeting
April 26	Ask the Lawyer
May 3	ALA Core Values FTRF (Freedom to Read Foundation) Symposium Planning
May 6	CDLC Annual Meeting
May 9	Freedom to Read Foundation Executive Board Meeting
May 10	PULISDO Monthly Meeting
May 11	JA Meeting
May 16	SALS Annual Meeting
May 17	NYLA on the Hill
May 19	Library Toolkit Feedback Meeting NYS Division of Library Development Call
May 20	SALS Directors Council Meeting ALA Incoming Executive Board Orientation
May 24	ALA Executive Board Orientation
May 25	ALA Executive Board Orientation
May 26	CDLC Meeting
May 31	FTRF Symposium Planning
June 1	Arnoff planning meeting
June 7	Core Values Taskforce

June 8	Arnoff Meeting
June 9	ALA Meeting with President Wong and President Elect Pelayo-Lozada
June 13	FTRF Executive Board Meeting
June 14	FTRF Symposium Planning PULISDO
June 15	ALA Preparation for Council Presentation SALS Director Council Meeting
June 16	NYS Division of Library Development Call
June 17	CDLC Board Meeting and Planning
June 21	SALS Hearing and Board Meeting
June 22 – 28	ALA – Annual Conference

Respectfully submitted

Sara Dallas
June 6, 2022