

Director Report
April-May-June 2023

Administration

The auditors will be presenting the SALS (Southern Adirondack Library System) 2022 audit review during the June meeting.

The final funding for libraries was disappointing. I am appreciative the Senate and Assembly improved the funding levels originally found in the Governor's Executive Budget; library funding remains at the same level as last year. This is a cut for SALS, as health insurance, heating, and delivery have increased.

I asked for a grant in aid from all our elected officials to help defray the increase in delivery costs.

The Building Committee will be meeting before the board meeting to do a walk-through of the building and grounds so that we can budget appropriately in the FY 2024 budget for any necessary repairs and maintenance.

The board will be asked to pass a user account policy that was approved by the JA (Joint Automation) Council under new business.

Every year I visit all the libraries and meet with their boards of trustees. Most libraries meet on the second Tuesday of the month. I will do my best to visit with everyone. If a SALS trustee would like to join me on the visit, please let me know.

I have been working with the Rockwell Falls Public Library regarding programs, policies, among other topics. With all my advice, I strongly advise the board members that SALS cannot give any legal advice and that they work with their attorney on all matters.

SALS has received a Grant-in-Aid from Assemblywoman Carrie Woerner to bring a traveling exhibit, Messages from Survivors – One Family's Holocaust Legacy to 11 of our member libraries.

Kudos to Pamela DelSignore and the SALS staff for their work at the Annual Dinner. We had 141 people register for the dinner. The feedback we are getting from attendees was that the food was good, the time of the event is good and that program interesting. I also noted all the bookmarks were taken. Next year the probable location will be Lake George in Warren County.

The 2022 Statistical Summary has been completed and posted on the SALS website.

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 board. Colleen worked with member library staff to update their staff lists to allow all current employees and board members to complete the training.

The SALS staff and Board will begin the preparation of the 2024 budget this summer. Meetings of the Personnel and Audit and Finance Committees will be scheduled in either June or July.

The Division of Library Development will be opening the Library Construction portal soon. We have been told that the portal has been redesigned.

There have been some speed bumps regarding the delivery service. Pamela and I are working towards a resolution.

Once again, 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.

It has been a challenging time for library workers and library trustees. I wrote a letter to the editor that was shared with SALS trustees and member library directors. Twenty-six people asked to be included. It was sent to the Post Star, the Chronicle, Times Union, and the NY Times.

I am working with Kathy Naftaly to provide a webinar geared to trustees about dealing with book challenges and bans.

The New York Library Association will be launching a website to help library workers understand the role of libraries, the First Amendment, and the Right to Read.

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 continuing to serve on the ALA Executive Board.

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 2023-2024

Fall Meeting Chicago, IL October 20-22, 2023

ALA Library Learning Experience (LLX) Baltimore, MD 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 (New York Library Association) Annual Conference, November 1-4, 2023. I will be asking for board approval for the SALS staff to attend NYLA. Trustees interested in attending will receive CE credits. Please tell Colleen if you want to attend. Early bird registration will open shortly before the SALS September Board Meeting.

Joint Automation

The beginning of the year group PC (Personal Computers) order has been placed and some items have started to arrive. JA staff are working on the new images and will contact libraries to schedule deliveries soon.

Chris Mundell and Michele Largeteau attended the April SALS Board meeting, where Kevin O'Brien and Kevin Rucinski from Upstate Agency gave a presentation explaining the quote for cyber liability insurance for SALS and JA. The board approved the expenditure for the insurance. SALS will pay 60% (\$5,782.50) and JA will pay 40% (\$3,855). The paperwork has been filed and the insurance is in place. A flyer with information about what was covered was shared with all directors. We will be working with Kevin to develop a simplified application for member libraries for cyber insurance.

Chris sent out a document to all member library directors outlining the options for MFA (multi-factor authentication) for use with Microsoft 365 (Email and OneDrive). Use of MFA is required for member libraries to obtain cyber liability insurance.

The initial round of KnowBe4 phishing training has been completed. Going forward there will be periodic phishing tests sent to users. Users who click on links in these tests will automatically be assigned a short additional training to reinforce how to spot a phishing email. Short security training will be assigned quarterly. The first phishing test

was completed in April and showed a significant improvement from the baseline test performed before the initial training. Chris Mundell has done an excellent job administrating the training, tests, and communications to the library directors.

Jason has been working with III to follow up on several open tickets with Polaris. He attended IUG (Innovative Users Group) in Phoenix and made some very good connections with customers and III staff. He has worked with III staff to get resolutions to some of our outstanding issues.

A user account policy was approved at the JA Council meeting and needs to be approved by MVLS (Mohawk Valley Library System) and SALS boards.

A battery charger failed and was replaced by the generator (housed outside of the SALS building).

Statistics for 2022 were provided to SALS for their annual meeting year in review.

Polaris administration settings were updated to close and then re-open.

The Programmer Analyst position has been posted on several sites with an application deadline of 6/20/2023. This position will report to Jason Thomson.

JA staff assisted with MFA setup for Clifton Park-Halfmoon and Waterford.

Chris has been working with Frontier to try to correct the billing for Raquette Lake. He is also working with Frontier to correct the billing for Indian Lake.

A new patron code was created in Polaris for Core patrons. This extends access to library resources by allowing patrons without identification to borrow limited items.

Changes were made to Polaris (for the PAC (Public Access Catalog) and notices) to change the Town of Ballston Community Library to Ballston Community Public Library.

Chris started working with Cisco to configure the licensing for the new Meraki hardware for all the SALS libraries.

Dave MacFarland has been gathering information on public printing options – Princh, PrinterOn, SPOT.

Chris, Dave, and Jim Baker are making site visits to do walkthroughs for wiring, network issues and installing equipment.

There have been 648 SysAid calls since the beginning of April, the top counts are email, PCs (Personal Computers) and user accounts, the most time spent on the calls are PCs, Polaris, and email.

- Top Counts – Email, PCs, User Accounts
- Top Time – PCs, Polaris, Email

Cataloging

The Ballston Spa Public Library went fine-free June 1st, 2023, joining most of the System's libraries. Twenty-nine of the thirty-four member libraries are fine free or mostly fine free.

Jill Ryder assisted the Rockwell Falls Public Library and the Town of Inlet Public Library with managing their library closure settings in Polaris while the buildings were closed for small renovation projects.

Jill worked with the June-July fiscal year libraries on their annual fiscal year rollovers and assisted member libraries with on-going library inventory projects.

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

SALS catalogers (Jill Ryder and Johanna Hall) modified 8,969 bibliographic records in the catalog during April and May 2023. 6,570 new bibliographic records and 24,068 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.

Jill oversees the purchasing of eBooks and eAudiobooks for the shared OverDrive collection; 354 titles were purchased in April and May 2023. Popular titles purchased include the humorous novel Happy Place by Emily Henry, tearjerker Hello Beautiful by Ann Napolitano and the prohibition era novel Hang the Moon by Jeannette Walls.

Outreach and Adult Services

The Farm-2-Library program has 13 participating libraries. Erica Freudenberger met with Comfort Food Community & participating libraries on May 9 to review the challenges of 2022 and plan for 2023.

Erica will facilitate a meeting of the Coordinated Outreach Advisory Committee on Tuesday, June 6.

Erica met with Erin Murray from the Saratoga County Health Department to learn about Narcan training for the Saratoga County libraries, and the possibility of installing Narcan Emergency boxes in the libraries. She contacted Erin Murray (SCHD) and Sabrina Helrick (Adirondack Health Institute) to find out about getting fentanyl testing strips for our libraries – neither currently has a program in place to support it, but Sabrina provided information about a supplier.

The Annual Meeting of Authentication with our correctional facilities took place May 24 as a hybrid meeting. Erica met with Heather Larrow and Heather Powers (Interim Deputy Supervisor) from Great Meadow in person, and Corinne Leone, other DOCCs staff, the Deputy Supervisor from Washington Correctional Facility, and Marybeth Farr from the NYSL (New York State Library) Division of Library Development via Zoom.

The second “I Work in a Library, but... Networking Event” (partnering with MVLS & Upper Hudson Library System) provides an opportunity for non-librarian professional staff (Human Resources, Finances, Marketing & Communications staff) took place on Friday, April 28. Erica facilitated the discussion of marketing professionals.

The OATS (Older Adults Technology Services) cohort is up and running. Monthly meetings are scheduled to check in on how our libraries are implementing the program, and how SALS can support their work.

SALS Friends Council met on April 25 and discussed the role of Friends, Trustees, and staff to support the library. The next Friends Council will meet in October.

Erica is working with member library trustees and staff on topics that include personnel issues, strategic planning, budgets and sustainability, and grants.

Erica continues to publish the e-newsletter, Circulate! to keep member libraries informed about local & national library issues & opportunities. Circulate! average opens for each issue are between 1,500-4,000 opens.

If you are familiar with the SALS Facebook page, (Erica is the talent behind the fabulous postings). The page has 28.6K followers. This post made the most dramatic impact.



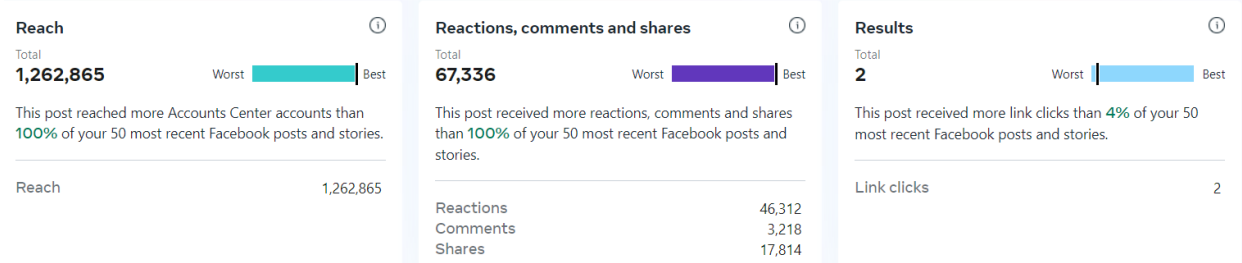
Boost post

#nerdsday
May 4, 2023 at 3:19 PM
ID: 607320434761994

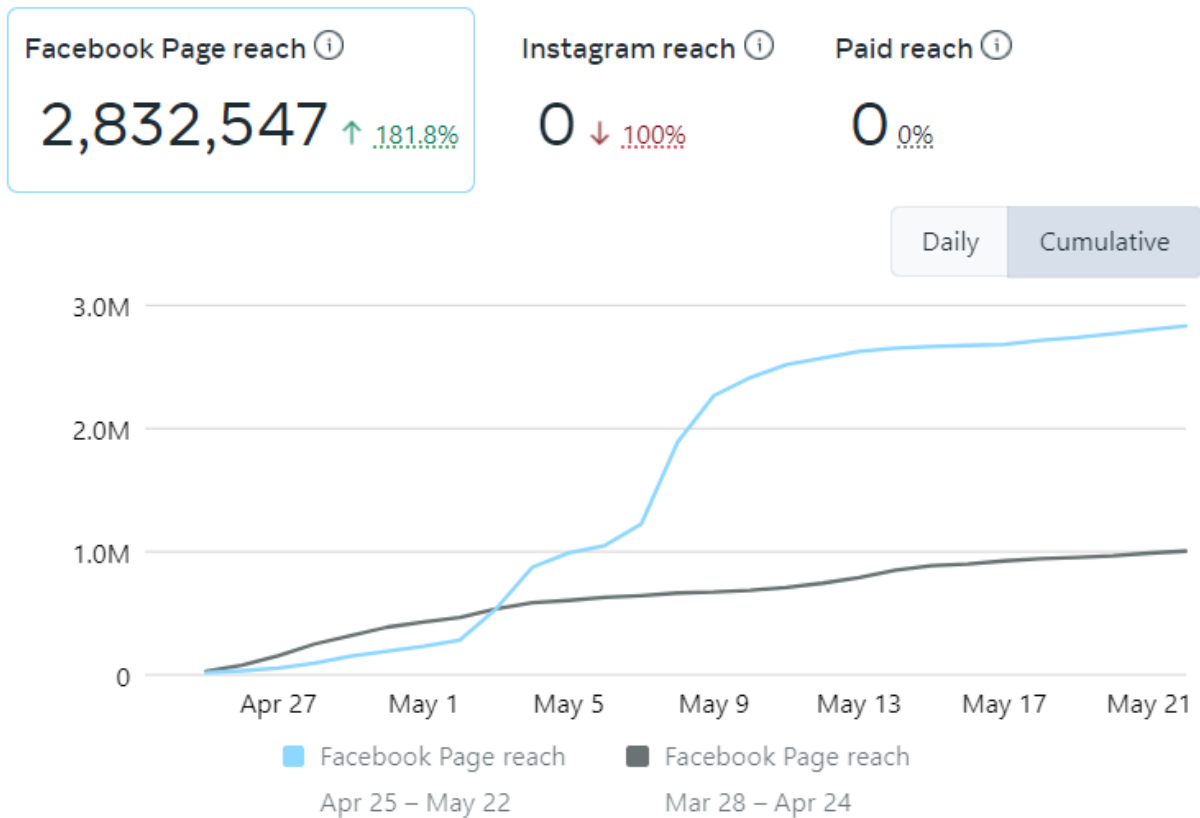
Interactions

46,312 reactions 3,218 comments 17,814 shares

Performance



When Erica last checked the statistics, she was surprised to discover it had an organic reach of more than 2.8 million.



The Justice, Equity, Diversity & Inclusion in Small & Rural Libraries committee has developed a rough draft of the Path to Belonging framework, an EDISJ (Equity, Diversity, Inclusion, and Social Justice) approach for small, rural libraries. Currently it is in the feedback gathering stage.

As required by the ARPA (American Rescue Plan Act) grant guidelines, Erica collected and shared information about the impact of the 2022 joint marketing campaign.

Technology & Youth Services

Jack Scott helped to update member library websites, including Hudson Falls, Argyle, Lake George and SALS. The Raquette Lake and Fort Edward sites are now live.

Privacy is important to SALS, and Jack is reaching out to our 3rd party vendors and will update the Data Privacy Page <https://salsblog.sals.edu/data-privacy/>

Jack collected and shared information on the usage and the deliverables of the Accessible WordPress theme to CDLC (Capital District Library Council) for their final report.

The SALS website had 2K web visits in April. The most visited pages were the Directory, Jobs, About Us, Calendar, and the Board Page. As of May 22nd, the SALS site had 1.5k

web visits. The most visited pages were the Directory, Jobs, About Us, Outreach, and the Calendar.

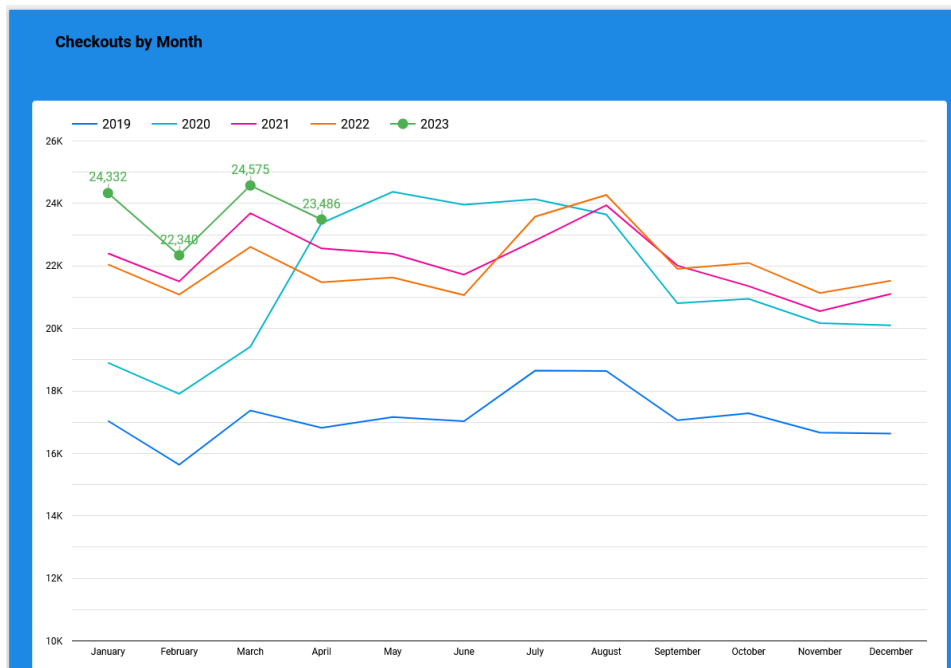
Jack is assisting the member libraries and providing statistical infographics for their annual community reports.

The privacy concerns regarding the 6 CDLC Chromebooks and the National Library of Medicine’s project “Consumer Health Chromebooks,” has been resolved. The 9 computers and 27 headsets are being delivered to libraries that made requests.

The next Tech-After-Lunch will be held in June and will focus on Artificial Intelligence tools and how they might be used in Libraries and in one’s daily workflow.

As of May 22nd, there are 37 Senior Planet programs scheduled for this quarter. These include both Lectures and Workshops. Some examples of programs are: “Protecting Your Personal Information Online, Gmail Tips and Tricks, How to Choose a New Computer, Cloud Storage, and Online Rx Drug Resources.”

From April until May 22nd there were an estimated 40k items downloaded, by 7k users, with 14k holds. There were 5k magazine downloads. In April, our member libraries borrowed 640 items from other library systems. SALS’ libraries shared 422 items.



Pamela DelSignore and Jack are running the numbers for member library checkouts in 2022.

There were 2,029 items retrieved in the Gale databases during March and 1,714 items retrieved during April.

Youth Services:

44 people attended the Teen services workshop day GOATS in East Greenbush. It was a refreshing day with sessions on Programs, a discussion panel, a resilience speaker Casey Coker, Summer Reading, Manga/Anime, Book Folder, and a goat petting zoo. The survey responses were all positive, "I don't have any suggestions for improvement. This was one of the best conferences I have attended. Thank you for all your hard work!!"

In collaboration with the Saratoga Co Department of Youth & Aging, we created 6 Story walks for member libraries. They were displayed at Ballston Spa, Corinth, Galway, Mechanicville, Rockwell Falls, and Stillwater. Families that completed the Story walks were given a free ice-cream cone from Stewarts thanks to the Saratoga Co Department of Youth. SALS looks forward to partnering again next year.

The Saratoga Co Department of Youth & Aging has notified SALS that we will receive \$1,500 for the Lively Library Summer Program. There has been a change to the calendar year for the grant this cycle. The new cycle will be from September 1 – August 31. This means that for this cycle all programs must be run before August 31.

Meetings

April 19, 2023	SALS staff meeting
April 20, 2023	DLD and Public Library Directors call
April 21, 2023	NYLA Intellectual Freedom Website United for Libraries Board Meeting
May 1, 2023	NYLA Intellectual Freedom Committee
May 4, 2023	Freedom to Read Foundation Ballston Community Library call
May 10, 2023	JA Council at MVLS
May 11, 2023	Summit Planning
May 15, 2023	SALS Annual Meeting
May 16, 2023	ALA Executive Board Meeting
May 17, 2023	SALS Directors Council ALA Committee on Legislation
May 18, 2023	Rockwell Falls Public Library Board Meeting
May 19, 2023	CDLC Board Meeting SALS Staff meeting
May 24, 2023	United for Libraries Board Meeting
May 26, 2023	NYLA Intellectual Freedom Website

June 2, 2023 Freedom to Read Membership Committee
June 14, 2023 Ballston Spa Construction meeting – Ballston Spa
June 16, 2023 CDLC Board Meeting
June 20, 2023 SALS Board Meeting
June 21-28, 2023 ALA Annual – Chicago

Respectfully submitted,

Sara Dallas
June 1, 2023