

Director Report
December 2022 - January 2023

Administration

It is hard to believe a year has passed. Colleen Smith has been working at SALS (Southern Adirondack Library System) for a year, Pamela DelSignore will be celebrating a year in January.

Colleen Smith is preparing for the fiscal year-end and the start of the new year. She has been working with the payroll company to capture the changes to withholdings, payroll, and retirees. She is preparing for the auditor's visit next month. There was some additional work done, as we changed the FSA (Flexible Spending Account) provider and will be working directly with Davis Vision. She is also investigating dental insurance (which is paid for by the employees).

Pamela has been collecting the member library final reports for the SALS 2021 CE and Construction Challenge Grants. That will be helpful when the SALS Board reviews the 2023 Construction Challenge Grants.

The Division of Library Development has reached out to SALS suggesting some revisions to the 2023 State Library Aid for Library Construction applications. Pamela is assisting the libraries in making the edits.

The SALS 2023 Construction Challenge Grant information was distributed to the member libraries. The completed online application form is due back to SALS on April 3, 2023. The SALS Building Committee will need to review the applications and make recommendations to the full board before the April 18, 2023 meeting.

Pamela has begun working with member library staff to help them prepare to complete the 2022 Annual Reports. The New York State Annual Report portal is expecting to be open in January 2023.

The New York Library Association's Advocacy Day is scheduled to be held on February 28, 2023. We are opting for virtual visits. There has been redistricting, and we will no longer be visiting library advocate, Senator D. Jordan. We will share the new districts shortly. The financial asks are as follows:

NYS (New York State) Library Operating Aid: \$147.1M

Increased aid is needed to support the foundational framework of New York State libraries, improving the lives of residents of all ages, abilities, and economic status.

Adequate funding is needed to support school, public, and academic libraries, and library systems.

NYS Library Construction Aid: \$69.4M

Increased investment is needed to maintain and develop the physical infrastructure of New York State's libraries, to ensure a safe, accessible, and sustainable environment for the future.

The New York State Library estimates the deferred maintenance need at over \$1.5B.

Over half of New York's libraries are over 60 years old.

Investments allow libraries to invest in energy-efficiency and support the local construction industry

Increase Rate for Library Materials Aid: \$11.00/pupil

The per pupil rate of \$6.25 has remained stagnant since 2007. We are seeking an increase to the rate to reflect general inflation and the rising costs of materials in school libraries.

To keep up to date on the legislative issues and talking points, please see <https://www.nyla.org/2023-legislative-session/?menukey=advocacy> This page is updated often.

The SALS Annual Dinner will be held in person on May 15, 2023. It will be held at the Excelsior Springs Event Center in Saratoga Springs, NY (New York). Lauren Moore, State Librarian, will be our featured speaker.

The SALS Nominating Committee contacted all trustees that have finished their first term. All have agreed to serve a second term. Jordan Hornstein and Barbara Taylor are recommending a Hamilton County resident to fulfill Nancy Seifts term.

A new draft job description for the SALS director is included in the board packet. There is an edit for the Assistant Director position.

Russ Wise will be appointing an Ad Hoc Succession Planning Committee during the board meeting.

Automation/JA

All hardware has been received for the 2022 end of year group PC order. Dave MacFarland is working on creating new images with Windows 11. Jim Baker is testing the images. Once the testing is complete, staff will begin configuring PCs and sending or delivering to libraries.

The Polaris hosted migration will be done after the beginning of the year.

KnowBe4 will be the vendor for the phishing training.

In an effort to clean up user accounts for the rollout of the phishing training, a message was sent to directors regarding user accounts that were disabled asking for status.

Kevin O'Brien from Upstate Agency in Glens Falls and Eric Leibowitz from Professional Risk Solutions provided a virtual Cyber Liability insurance presentation for member library directors and trustees. Some very good questions were asked and some follow up information was provided by email the next day.

Chris Mundell and Michele Largeteau have gone through the technical questions for the cyber insurance applications for MVLS and SALS. They met with Kevin and reviewed some questions that he needs to investigate. Once we have received answers and completed the technical questions we will pass the applications to MVLS and SALS to complete.

JA staff answered questions regarding cyber security insurance for four member libraries.

MFA for all staff at Rockwell Falls was turned on at the director's request.

Raquette Lake was the last library to have their internet billing switched to the library. This was completed in the middle of November.

Chris has been working with the Town of Bolton library and Adirondack Cabling to provide cabling for their renovations. Adirondack attempted to complete the work once but when they arrived, the plans had changed. Chris will be meeting Bruce from Adirondack Cabling at BOL this week to ensure that the renovations will be ready for the wiring to be completed the next time they are there.

The annual renewal invoices for Polaris were reviewed and sent for payment in January.

Chris has been investigating and documenting options for multi-factor authentication with Microsoft 365 for email and OneDrive. He will be testing hardware tokens as an option for staff who cannot use personal cell phones.

Dave has worked with Colleen to set up her new laptop, using AxCrypt for encryption instead of PGP, and upgrading to the latest version of QuickBooks.

JA staff is working with III to process another fine waive for the beginning of the year for Argyle, Pember, Crandall, Hudson Falls, Lake George and Salem libraries. There will be another \$1000 fee from III to perform this work.

Chris worked late several nights this month to apply security patches on all servers and the firewall.

Dave attended a meeting with SALS staff to discuss the CDLC NNLM grant.

The annual JA Fees meeting was held on December 8, 2022. The attendees discussed recommending a 3% increase in JA fees for 2024. Those fees will be based on 2022 statistics. Questions were posed to the libraries to provide input on JA services.

There has been a problem with SkyMatch since the most recent Baker & Taylor outage in November. JA has been assisting Jill in working with III to find the problem. As of December 20, 2022, files have been received but III is investigating why the automated process to send them has not been working.

Jason provided assistance to Saratoga Springs IT staff for upgrading the self-check machines to Windows 8.1.

A problem was discovered when running notices from LEAP for libraries with multiple branches. When selecting All to process notices for all branches on that library, the notices are actually processed for all branches in the system. We are working with III to find out if this can be corrected.

There was an issue with third party authentications that was caused by a non-responsive server at SALS. We fixed the problem and will monitor that server.

There has been 336 SysAid calls since November 2, 2022. The top counts were PC's User Accounts and Polaris. The calls that took the most time were PC's, Polaris and User Accounts.

Cataloging, Technology, and Training

SALS and MVLS (Mohawk Valley Library System) are still in discussions regarding OverDrive collection sharing. Jill Ryder will be looking into sharing with Mid-Hudson Library System and Upper Hudson Library System in the New Year. This program allows patrons to borrow select available content from any partner system's OverDrive collection.

Five more SALS' libraries are going fine free in the New Year. Crandall Public Library, Argyle Free Library, Pember Library & Museum, Caldwell-Lake George Library and Bancroft Public Library will all be fine free as of January 1st. Twenty-eight member libraries are now fine free on all or most library materials. Jill has been working with the libraries and JA staff to coordinate this.

Jill met with the Clifton Park-Halfmoon Public Library circulation staff for Polaris Leap training. Jill has also been working with SALS' January-December fiscal year libraries on preparing for the fiscal year rollover. With the turnover in library staff at several libraries, Jill has been answering a lot of questions related to Polaris Acquisitions and the rollover.

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, and answering all Polaris questions that arise.

Outreach

The Farm-2-Library program has 13 participating libraries:

- i. Argyle Free Library
- ii. Cambridge Public Library
- iii. Corinth Free Library
- iv. Crandall Public Library
- v. Easton Library
- vi. Greenwich Library
- vii. Pember Library & Museum
- viii. Rockwell Falls Public Library
- ix. Salem/Bancroft Public Library
- x. Schuylerville Public Library
- xi. Stillwater Public Library
- xii. Waterford Public Library
- xiii. Whitehall Free Library

As 2022 wraps up, Erica Freudenberger is planning to meet with the participating libraries and community partners in the New Year to talk about what went well, what we can do better, and what can be accomplished in the future.

The Coordinated Outreach Advisory Committee met on December 6, 2022 and scheduled to meet on March 7, 2023.

Erica is working with the Adirondack Health Institute, Four Rivers Alliance of Hamilton County and the Hudson Mohawk Area Health Center regarding Narcan Emergency Boxes.

SALS will be hosting an informational session in January. Erica has invited community partners that serve the Mohawk Valley & Clinton Essex Franklin library systems as well, and those systems will invite their members. At this point, we have community partners interested in installing Narcan Emergency Boxes in the Hamilton County libraries, as well as a handful of libraries in Warren and Washington counties. So far, Cambridge Public Library is on board. (This initiative distributed Narcan kits to the public through the

emergency boxes – it does not require the staff to administer Narcan, provides supplies to the community). We will host an information session on January 12.

Telehealth: Erica has begun discussions with Adirondack Health Institute about bringing telehealth options to our member libraries. CDLC (Capital District Library Council) has given SALS nine Chromebooks to assist in the project.

Inclusive Conversations Series: SALS held a series on inclusive conversations in Spring 2022. The Nassau Library System has been in touch to ask us about presenting something similar for their libraries. Erica will be meeting with her colleague, Shakema Miller, on December 21 to talk about what that might look like.

League of Extraordinary New Directors: some of the SALS member library directors met with state librarian Lauren Moore to discuss the RAC (Regents Advisory Committee) Vision 2022 document. Due to the conversation, Lauren wants to do a tour to meet our directors.

Erica is working with MVLS and Upper Hudson Library System to provide an opportunity for non-librarian professional staff (Human Resources, Finances, Marketing and Communications staff) called “I Work in a Library, but.”

Erica met with the Rockwell Falls Library to discuss strategic planning, Tammy Wilson, Director of the Whitehall Free Library to discuss staff issues and grant writing, and met with Kris DeSantis to discuss Story Walks among other issues.

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

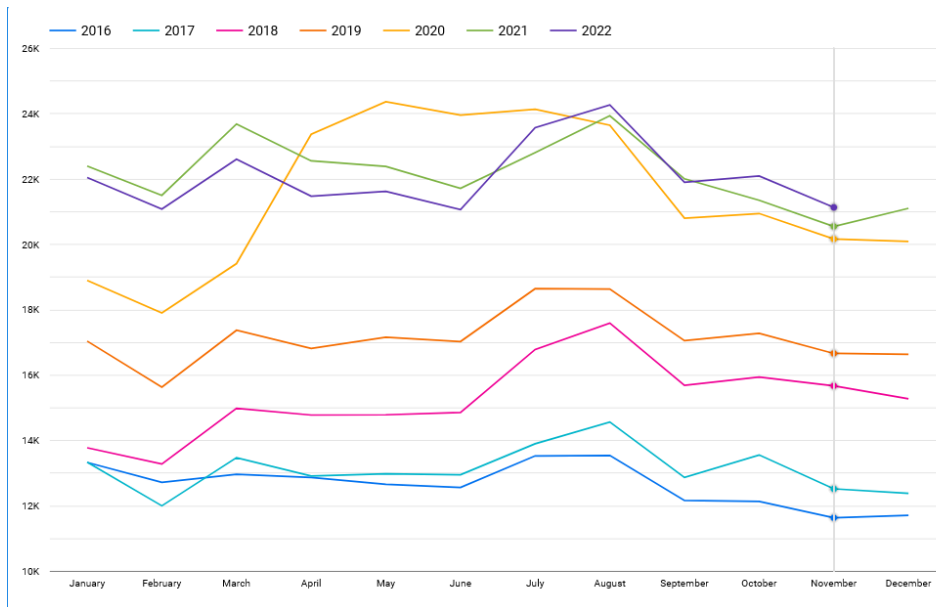
SALS has been awarded a \$56,000 Senior Planet Older Adults Technology Services grant to implement the OATS (Older Adults Technology Services) program at SALS member libraries. The level of funding will permit us to support up to 10 member libraries. Seven libraries have expressed interest & are willing to commit to the 18-month initiative.

Technology & Youth Services

Unity Web Agency has delivered our WordPress theme and Jack Scott has set up 7 development sites for Hudson Falls, Raquette Lake, Fort Edward, Round Lake, Argyle, and SALS. The Rockwell Falls website is now live.

SALS Website had 2K web visits in November. The most visited pages were Directory, Jobs, About Us, and SALON Stats.

OverDrive: There were 21,135 items downloaded, by 5,400 users, with 7,7225 holds during November.



There were 1,857 items retrieved in the Gale databases during November.

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.

He is collaborating with 11 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 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 two virtual summer reading workshops. A Children's workshop on February 15th and a teen workshop on March 2nd.

Jack is working to create multiple mobile Story Walks that member libraries can borrow and pop-up either at their library or coordinate with community partners to place them in local parks.

Meetings

November 16, 2022	ALA Cope
November 17, 2022	ALA Social Responsibilities Roundtable
Town of Indian Lake Board Meeting	
November 22, 2022	CDLC Personnel meeting
November 28, 2022	ALA Core Values Survey
November 29, 2022	ALA Core Values
December 2, 2022	ALA Executive Board Meeting
December 7, 2022	Freedom to Read Foundation membership meeting
December 8, 2022	Cyber Insurance online seminar
December 12, 2022	Freedom to Read Board of Trustee meeting
December 13, 2022	PULISDO meeting
December 14, 2022	JA Fees meeting

ALA Committee on Legislation
December 15, 2022
December 16, 2022
ALA Executive Board Meeting
December 19, 2022
December 20, 2022
January 4, 2023

ALA Connect Live: Our Brave Community
ALA Finance and Audit Committee meeting

ALA Core Values
ALA Executive Board Meeting
ALA Core Values meeting

Respectfully Submitted,

Sara Dallas
January 3, 2023