

Director's Report September-October 2022

Administration

The 2023 draft SALS (Southern Adirondack Library System) budget was sent to all member library directors. As of this writing, I have not heard any comments from the membership.

All the SALS board-approved NYS (New York State) Construction program applications have been submitted, and the paperwork mailed to the Division of Library Development. I want to acknowledge all the work done by Pamela Delsignore. SALS has not received any information about the grants that were submitted last year.

I am attending member library board meetings. Our members and their boards are doing extraordinary work for their communities. It is rewarding to hear from the board members that they recognize and appreciate the work being done by the SALS and JA staff. It is my belief that we can accomplish this because of the staff and because SALS developed a community-based strategic plan of service that is evaluated yearly.

Public libraries need to be registered by the NYS Education Department in order to get their local, state and federal funds. I am working with Rockwell Falls Public Library and the Stillwater Public Library on finalizing the necessary documentation.

Colleen Smith met with the new Aflac agent, Dante Gregory, about the upcoming open enrollment period and changes in Aflac offerings.

She attended the WNYLRC (Western New York Library Resources Council) webinar *New York State's Budget and You: A Primer on Libraries and the State Budget Process (9/21/22)* and a Paychex webinar *New York: What You Need to Know to Stay Compliant*.

Colleen submitted the special *Tier 6 Earnings Review* report to NYSLRS (New York State and Local Retirement System) due to new legislation that was effective April 1, 2022.

She revised and updated three procedures for consideration by the SALS board at the October meeting: *Cash Disbursement* and *Cash Receipts* procedures last updated in 2017, and *Payroll Procedures and Cash Transfers to Cover Warrants* last updated in 2016. These will be included in the board packet.

Automation

All the PCs (Personal Computers) from the beginning of the year group order have been delivered. The final 2022 end of year order was announced and the orders are due to JA (Joint Automation) by October 24th.

The Polaris training server was upgraded to version 7.3 on September 27th. Jason Thomson is testing and applying MVLS/SALS customizations. He is also planning and scheduling for the upgrade. Trainers and JA staff will be meeting soon to discuss any decisions and a possible Operations meeting. The upgrade on production will take place overnight November 1st into the 2nd.

The JA staff answered questions regarding cyber security insurance for Round Lake Library, Long Lake, Inlet and Rockwell Falls.

Chris Mundell and Dave MacFarland are working on the configuration for the new virtual server to replace one of the existing servers that is going out of warranty.

A message was sent to libraries to remind them to notify JA when staff leave or job functions change. The JA staff is trying to keep email and Polaris access up to date for all users. Chris reached out to the larger libraries about user accounts that had not been logged into for an exceedingly long time.

Sharon O'Brien and Michele Largeteau are reviewing Polaris permission levels and investigating upgrading them as they were set up when we first migrated to Polaris. A few minor changes have been made so far.

JA staff is looking at phishing training options and pricing and hope to have options to share with both systems.

The draft 2023 JA budget was completed. 2022 JA budget amendments were recommended.

Due to a lack of quorum for the September 14th JA Council meeting, the 2023 draft JA budget and 2022 budget amendments were sent to the two system boards for approval and will be presented to the JA Council at the November 9th meeting to be held at SALS.

Information was provided to the two system directors regarding options for implementing multi-factor authentication with Microsoft 365 for email and OneDrive.

JA has purchased Beaver Builder for use by the MVLS and SALS libraries using the accessible WordPress themes via the ARPA (American Rescue Plan Act) grant.

Chris is still working with Frontier to get the Raquette Lake internet line upgraded. When this occurs, JA will cancel the JA paid line. Unfortunately, the billing for IND from Frontier has been incorrect and Chris and Susan are trying to work with Frontier to get this corrected.

The generator maintenance contract was renewed for the next 2 years.

JA staff continue to visit libraries to install Cassie onto PC's and install new computers recently purchased.

There were 378 SysAid calls since 8/26/2022. The most calls dealt with PCs, User Accounts, Polaris. The calls that took the most time were PCs, Polaris, User Accounts.

Cataloging, Training, and Administration

Jill Ryder met with SALS' new Midwest Tape sales representative for a product update and to share information about the system and member libraries.

Jill participated in a Baker & Taylor electronic ordering webinar for Crandall Public Library staff and a follow up meeting. She will assist staff with the technical setup to increase ordering efficiency.

To keep up with the increasing demand for eBooks and eAudiobooks through OverDrive, SALS has created an eContent Sustainability Task Force to find an equitable and sustainable model to provide

eContent for the residents of Hamilton, Saratoga, Warren and Washington counties. The task force is made up of representatives from libraries in all four counties. At the first meeting, the group reviewed the data and sample funding models provided by SALS and discussed the implications of adopting a new funding model. The group also discussed equitable solutions to the eContent funding deficit for the remainder of 2022. Jack Scott and Jill Ryder will be providing the group with more information ahead of the next meeting in October.

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. To assist Jack Scott and the member libraries in completing diversity audits of their children's picture book collections using the Diverse Book Finder Catalog, Jill provided several specialized collection reports.

Jill attended a free online seminar offered by CDLC (Capital District Library Council) on how to use OpenRefine software to manipulate database records. While the software is not currently needed, it may be useful for future database cleanup projects.

Jill Ryder oversees the purchasing of eBooks and eAudiobooks for the shared OverDrive collection; 122 titles were purchased in September 2022. Popular titles purchased include the thriller *Wrong Place Wrong Time* by Gillian McAllister, the hilarious memoir *I'm Glad My Mom Died* by Jennette McCurdy and suspense-filled *The Family Remains* by Lisa Jewell.

SALS catalogers (Jill Ryder and Johanna Hall) modified a total of 5,293 bibliographic records in the catalog during September 2022. A total of 3,789 new bibliographic records and 13,651 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

There are thirteen libraries participating in The Farm-2-Library program. The libraries are struggling to meet the demand for food, many running out of fresh food within an hour or two of delivery or pick-up. Erica Freudenberger will be meeting with the Salvation Army on September 30 to see if we can collaborate to increase the amount of food our libraries are sharing.

Erica facilitated a meeting of the Coordinated Outreach Advisory Committee. Roseann Anzelone, director of the Tri-County Literacy Center, told the committee about the splendid work Major Leo at the Salvation Army is doing with food distribution.

The Tri-County Literacy Center is also seeing increased demand and will be hosting a tutor training session through SUNY Adirondack this fall. Roseann is also available to meet with potential tutors as needed.

Erica is doing outstanding work with sharing information and expertise through "The League of Extraordinary New Directors." They met on September 27 to discuss how to lead great teams. Four of the more veteran member library directors share their expertise (Caitlin Johnson from the Schuylerville Public Library, Deb Flint of the Galway Public Library, Alma Alvarez from the Town of Chester Public

Library, and Jennifer Hurd from Round Lake/Malta) with seven new directors, who have been in place from two years to two months!

Erica met with Ellen Knudson of the Kettering Foundation to discuss plans for a series of workshops for our member libraries on facilitation skills and hosting community conversations. She will also write a report on the Inclusive Conversations series to submit to Kettering, as requested.

Erica met with Tammy Wilson, the new director of the Whitehall Free Library, to discuss staff management, 990 filing, collection development and other issues. She also met with Courtney Keir, director of the Rockwell Falls Public Library, to discuss the strategic planning requirements and process.

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

SALS will be part of the Senior Planet Older Adults Technology Services. Erica and Jack Scott have been meeting with AARP's Senior Planet to bring the OATS (Older Adults Technology Services) program to the SALS member libraries. An informational session was held September 29. SALS will submit a proposal and budget to Senior Planet by October 7. It is a collaborative effort among the North Country Library System and Clinton, Essex & Franklin Library System.

Technology & Youth Services

Unity Web Agency has delivered our final WordPress package and we have set up 4 development sites for Hudson Falls, Fort Edward, Rockwell Falls, and SALS.

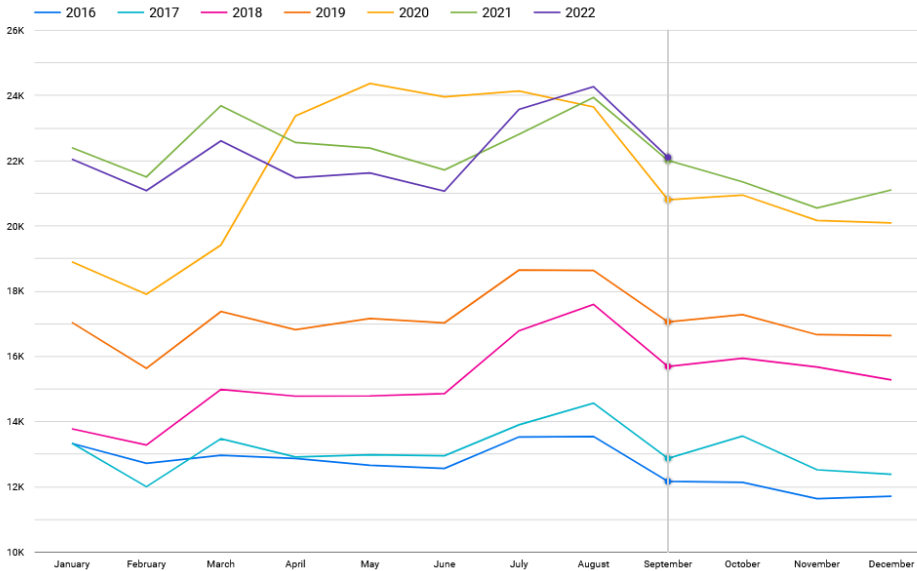
The SALS website had 1,876 web visits during September. The most visited pages were Jobs, About Us, and the Directory.

Jack Scott designed a new webpage on the SALS' site titled Trustee Training <https://salsblog.sals.edu/trustee-training/>. It can be found under the For Members & Staff menu. The page is designed to assist trustees in finding continuing education opportunities.

The eContent Sustainability Task Force met on Sept. 28th for our first informational meeting. We reviewed the data and discussed funding models.

SALS staff is waiting to hear back from Overdrive's technical support about integration with Polaris and Overdrive's Reciprocal Lending Arrangement (RLA).

There were around 22k items downloaded, by 5,521 users, with 9,121 holds during September.



There were 1,072 items retrieved in the Gale databases during August.

Erica and Jack met with Deirdre Lee from OATS (Older Adults Technology Services) regarding one of their programs called Senior Planet. Senior Planet is interested in working with member libraries to provide technology training for older adults in library communities. An informational meeting with OATS and 13 interested member libraries was held. The Senior Planet program would provide member library staff with a 5-week training course. After taking the course member libraries would provide 15 technology training programs to the community over a 16-month period. Erica and Jack are currently working with OATS to make this successful for interested member libraries.

A virtual Youth Services Meet-Up was held on Sept, 28th. Topics discussed were continuing education opportunities, the I Love Libraries Funds, and Story Walks.

Jack has access to The Diverse Book Finder website. The website allows libraries to upload ISBNs of their picture book collection. The site then compares the picture books to a list of diverse books and gives libraries a quick, in-depth, and instantaneous look at the diversity of their picture book collection. Currently 12 member libraries have asked Jack to run a report on their picture book collection.

He met with Heather Dickerson, the Youth Services Librarian from MVLS (Mohawk Valley Library System), and Mary Fellows, the Youth Services Librarian from UHLS on Sept. 23rd. They discussed ways to restart the Greatest Of All Teen Services or G.O.A.T.S workshop for teen librarians. The three consultants will continue to meet and plan for the event to restart in April 2023.

Summer Reading has wrapped up and libraries are reporting their statistics--Jack is preparing his report for NYS (New York State).

Meetings

September 22, 2022
September 28, 2022

Richards Library and DLD
ALA Committee on Legislation
Town of Ballston Community Library Bd Meeting

October 3, 2022
October 5, 2022
October 11, 2022

October 12, 2022
October 13, 2022
October 14, 2022
October 15, 2022
October 17, 2022
October 18, 2022

Corinth Board Meeting
ALA Core Values Task Force
PULISDO
Ballston Spa Board Meeting
Fort Edward Board Meeting
Inlet Board Meeting
Lake George Board Meeting
Mechanicville Board Meeting
ALA Finance and Audit Committee
SALS Board Meeting
ALA Executive Board Meeting
CVW Long Lake Library Board Meeting

Respectfully submitted.

Sara Dallas
October 4, 2022