

SALS Director's Report March – April 2023

Administration

NYS (New York State) does not have a finalized budget for FY (Funding Year) 22-23. I am cautiously optimistic that libraries will see an increase in funding.

Both Pamela DeSignore and Colleen Smith spent much of their time in March reviewing the member libraries' Annual Reports. This review means back and forth on edits with the member libraries.

Pamela has sent out the JA (Joint Automation) agreements and policies to the member libraries. The deadline back to SALS is April 1, 2021. She will follow up with the three libraries that have not returned the required form.

Pamela sent out the submitted nominations for Program of the Year, Trustee of the Year and the SALS Construction Challenge Grants.

She is happy to report that the Annual Dinner invitations have also been distributed. The official notice will be sent out by April 16, 2023.

Colleen has completed the Comptroller's Annual Financial report.

Cyber insurance is expensive. I will be sharing information with the board shortly.

I was asked by a trustee in a small rural library to provide more training on how to properly fill out the AUD.

The Rockwell Falls Public Library is still working on its registration paperwork.

Erica Freudenberger and I met with some Town of Ballston Community Library board members to discuss planning for the updated Special District legislation.

We are working to set up a Central Library Committee (member library directors and the SALS Board Committee).

I have worked with member library staff on accident policies, charter changes, by-laws revisions, another library asked for information on how to amend their charter and minimum standards.

Several libraries have expressed interest in participating in the "Messages from Survivors" and I am working on getting funding to support the project.

A great deal has been happening regarding Intellectual Freedom (IF) and the First Amendment in NY (New York) and throughout the country. I have been sending information to SALS board members as developments occur.

I am part of a committee to develop an NYS focused IF website with pertinent information. I have been involved with some IF issues happening in NY. It filled me with hope when a federal court in Texas ruled against removing books from a library's shelf. The court issued the injunction based on its beliefs that the plaintiffs had a high likelihood of success of prevailing on their First Amendment claims at trial. In other words, the books removed from the library shelf violated the First Amendment.

I am working with ALA (American Library Association) on a job search which is turning out to be interesting. Work continues as I serve as Co-Chair of the ALA Core Values Task Force. When we sent out the survey to select ALA members, Intellectual Freedom was by far ranked highest as a professional core value.

I was invited to speak to library school graduate students last week. The course was The Information Environment.

On a personal note, I received a limited-edition library card from the Queens Public Library. It features the NY Mets. City Field happens to be in the borough of Queens.

I was contacted by Senator Schumer's office to schedule a visit to a public library in Warren County.

Automation/JA

The beginning of the year group PC (Personal Computers) order was announced, and the deadline is 4/13/2023. This order will include All-In-One models and small form factor towers, both with 5-year warranties.

Chris Mundell and Michele Largeteau have sent questions regarding the MVLS (Mohawk Valley Library System) and SALS cyber insurance quotes and discussed them with Kevin O'Brien from Upstate Agency. MFA (Multi Factor Authentication) has been turned on for SALS staff.

The computer room AC unit started making a very loud rumbling noise which turned out to be a bad bearing. TBS had a tough time getting the correct parts, but this has been resolved and the unit was repaired. TBS is recommending planning for a replacement in the next 2-4 years.

Jason Thomson assisted the Crandall Public Library with changes to their collection agency settings and options for using credit cards for public printing.

We have had some Polaris errors that have been happening more frequently during the past few weeks. Jason has been working with III to investigate.

Jason has been working with the trainers on a request from the Saratoga Springs Public Library for a new patron code.

Assistance was provided to the Clifton Park-Halfmoon Public Library with their door security system and to replace a router that went bad for their staff network.

The JA staff continue to make site visits throughout the month to move wiring, replacing staff routers, and installing new PCs (Personal Computers).

There have been 373 SysAid calls since the beginning of March. The top number of call topics are questions about Email, PCs, and User Accounts. These topics also take the longest time.

Cataloging

OverDrive reciprocal lending (no additional cost for our members) with Mohawk Valley, Mid-Hudson and Upper Hudson Library Systems went live on March 27th, 2023. This program allows patrons to borrow select available content from the partner systems' OverDrive collections. To access the available titles, patrons just need to add the other library systems to their accounts in Libby app and login with their library card. Jill Ryder and Jack Scott worked to update the SALS website to include information about the reciprocal lending program.

Jill Ryder is a member of the Capital District Library Council's Regional Automation Advisory Committee. As part of a committee working group, Jill reviewed the Regional Collections Grant applications to make grant funding recommendations to the committee. The Regional Collections Grants provide financial assistance to public, academic, and special libraries in our region for digitization and preservation 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.

Jill oversees the purchasing of eBooks and eAudiobooks for the shared OverDrive collection; 152 titles were purchased in March 2023. Popular titles purchased include the suspense-filled novel The House in the Pines by Ana Reyes, romance novel Never Never by Colleen Hoover and the gilded age family drama Pineapple Street by Jenny Jackson.

SALS catalogers (Jill Ryder and Johanna Hall) modified a total of 2,082 bibliographic records in the catalog during March 2023. A total of 3,759 new bibliographic records and 14,293 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, etc.) and items records represent each library's copy of that work.

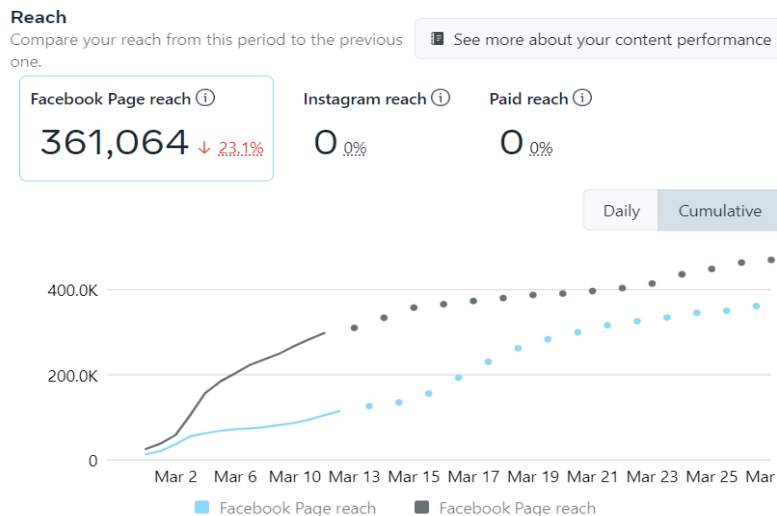
Outreach

The Farm-2-Library program has 13 participating libraries. Erica Freudenberger will be setting up a meeting with participating libraries and our community partners in the next month or so. Coordinated Outreach Advisory Committee met on Tuesday, March 14. There are five members, the newest members, approved by the SALS Board in March, represent our community partners Comfort Food Community and Adirondack Health Institute.

The second "I Work in a Library, but... Networking Event" (partnering with MVLS & Upper Hudson Library System) is an opportunity for non-librarian professional staff (Human Resources, Finances, Marketing & Communications staff) to meet. It will be held on Friday, April 28.

Publish 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 Facebook page continues to have a strong social media presence, with 28.6K followers.

Due to COVID, Erica was not actively posting content for much of February, so the reach fell to 360,000 (see below). Now that she is posting regularly, the numbers are improving, and it is expected to see increased interaction.



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.

Erica facilitated the monthly meeting of Outreach Coordinators on March 7. Our focus was on services to correctional facilities, and reentry resources.

She will be setting up the NYS Correctional Facilities Annual Authentication meeting in April.

Technology & Youth Services

Jack Scott is assisting libraries in updating their websites. He is working with Hudson Falls, Raquette Lake, Fort Edward, Argyle, Lake George and SALS. The Round Lake's site is now live. The websites must be updated to Google Analytics 4 because the current analytics sunset in July 2023. He is assisting the Stillwater Library in setting up an Omeka website for their historical photos.

The SALS website has been updated to Google Analytics 4. Jack reports that there were 2.1K web visits in March. The most visited pages were Outreach, Jobs, About Us, and Directory.

Minimum standards require a report to the community. Jack is working with 14 libraries to develop a statistical infographic.

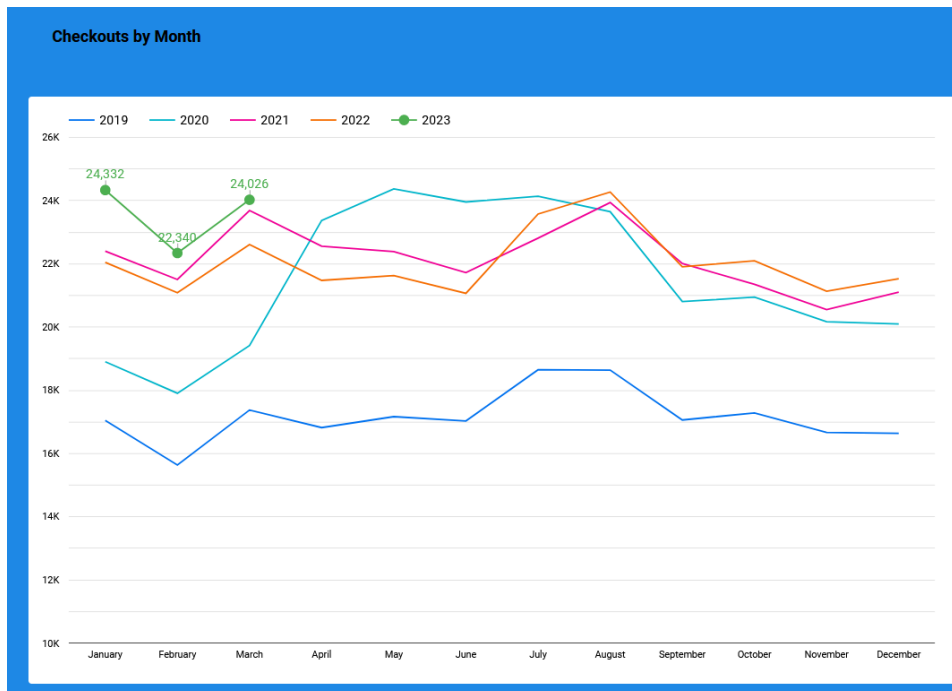
The privacy concerns regarding the 6 CDLC (Capital District Library Council) Chromebooks and the National Library of Medicine's project "Consumer Health Chromebooks," has been resolved. The Chromebooks will be sent to member libraries in April.

There are 8 member libraries participating in the OATS (Older Adults Technology Services) program: Argyle, Clifton Park-Halfmoon, Crandall, Indian Lake, Lake George, Mechanicville, Town of Ballston, and The Richards Library. Staff trainings have been complete and member libraries have begun advertising and scheduling library programs for the second quarter starting April 10th. Most of the equipment has been purchased and we are still waiting for some equipment to arrive. Currently purchased:

- 48 Chromebooks
- 48 Large print keyboards
- 48 Mice
- 12 iPads
- 12 iPad keyboards
- 1 Mac Mini
- 10 Tech Tubs (for transporting the computers and iPads)
- 3 portable projectors

SALS staff assembled the Tech Tubs and are working to configure the Chromebooks and iPads. Libraries will be able to request the kits using the new SALS' webpage: <https://salsblog.sals.edu/members/senior-planet-oats/> The link can also be found in the menu under For Members and Staff >> Senior Planet OATS.

In March, there were an estimated 24k items downloaded, by 5k users, with 8k holds. There were 3k magazine downloads. Since going live, on March 27th, with the Reciprocal Lending Program between SALS, MHLS (Mid-Hudson Library System), MVLS, and UHLS (Upper Hudson Library System) (Upper Hudson Library System) we have shared 30+ items. In upcoming reports, Jack will share the number of downloads by SALS' users in the mentioned systems.



There were 1,729 items retrieved in the Gale databases during February. There was a significant increase in the typical number of searches. Typically, there are just under 1,000 searches but in February there were more than 3,500. The February usage surpassed all previous usage of the databases.

Jack is moving content from the Moodle site to Niche Academy. He is also creating added content and intends to open the site to all users by May 1st.

Jack is collaborating with Upper Hudson Library System and Mohawk Valley Library System to provide a GOATS (Greatest of All Time) Teen Services workshop on April 18th from 9:30-3:30 at the East Greenbush Library. This will be the first time the workshop will be offered since 2020. More than 60 people have signed up from across New York, Connecticut, Vermont, and Massachusetts.

Since reopening the SALS lending there has been 14 checkouts of Chromebooks, Magana-tiles, Owl Cameras, Ozo-bots, Sensory Tiles, and StoryWalks.

He is working with the Saratoga Co Department of Youth & Ageing to create StoryWalks for member libraries to celebrate National Youth Month and National Library Week in April.

The Saratoga County 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

March 24, 2023
 March 28, 2023

Freedom to Read Foundation Membership Committee
 NYLA Intellectual Freedom Committee

March 29, 2023
March 30, 2023
March 31, 2023
April 10, 2023
April 11, 2023
April 12, 2023
April 13-16, 2023
April 18, 2023

ALA AED Search Committee
CDLC Personnel Committee Meeting
NYLA IF Website Committee Meeting
Freedom to Read Trustee Meeting
ALA BARC/ Finance and Audit Committee Meeting
ALA Committee on Legislation
ALA Executive Board Meeting
SALS Board Committee Meetings
SALS Board Meeting

Respectfully submitted,

Sara Dallas
April 4, 2023