

## **SALS Directors Report March – April 2022**

### **Administration**

NYS does not have a finalized budget for FY 22-23. I am cautiously optimistic that libraries will see an increase in funding.

The Division of Library Development approved the SALS Annual report. Thanks to the arduous work done by Pamela DelSignore and Colleen Smith, all the member library reports were submitted by the deadline.

Both Pamela and Colleen 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.

Colleen coordinated the NYLA (New York Library Association) bulk membership and the Traliant Sexual Harassment Prevention Training registration. Colleen also assisted the JA (Joint Automation) staff by coordinating the member library and MVLS (Mohawk Valley Library System) billing, JA purchase orders. She took care of bill payments and payroll, and the workers' compensation insurance audit.

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

The Human Library Project has hit a roadblock. To hold a program, SALS must find local books. The people who have volunteered have not heard back from the Human Library regarding the next steps. Kathy Naftaly, Erica Freudenberger, and I met with Leslie Gallagher who is running a successful "library" located in Brooklyn, NY. She is mentoring us and we are appreciative of her expertise and time.

The Crandall Public Library and SALS sponsored an interactive webinar with Stephanie "Cole" Adams. The intended audience was SALS member library staff and trustees. Sixty-three people attended the program, Calm, Cool, Collected. The content focused on how to prepare for a book challenge. The evaluations were excellent and CE (Continuing Education) credit was given to all who attended.

I participated in a virtual town hall during the PLA (Public Library Association) National Conference. The town hall discussion focused on what to do during a book challenge. Erica Freudenberger moderated the discussion.

On March 16<sup>th</sup> I was part of a panel discussing what to do if a book was challenged at the library. The audience was Nassau County (NY) library directors.

NYLA has asked me to participate in a discussion on book challenges in May, and I will also be part of a task force working with Stephanie Cole Adams on this topic.

Rockwell Falls Public Library falls under Warren County Civil Service. Erica Freudenberger and I attended a special board meeting to discuss and explain the options regarding assigning a title to the position of library director.

Colleen has assisted staff with the migration of our FSA (Flexible Spending Account) plan from WageWorks to HealthEquity. She assisted with onboarding of new staff and completed tasks necessary for retired/retiring staff members.

Colleen, Pamela, and I met with the Rockwell Falls Public Library Director to assist in adding some documentation to the library's website.

Elaine Cowen and I are still looking for potential Hamilton County residents to fill the upcoming vacancy on the SALS Board of Trustees.

### **Automation/JA**

The JA staff is currently configuring all PCs (Personal Computer) and coordinating delivery from the 2021 end of year order. The 2022 beginning of the year orders are due April 15th, 2022.

The staff is still working with SALS staff who are having issues with the MaxUC app on their PCs at home. Administration training will be scheduled for later in April.

The date for the cutover to the new hosted environment for Polaris has been changed to April 9, 2022 because the servers were not ready and JA staff did not have enough time for testing. Jason Thomson has been working with III staff to configure and test the servers in the new hosted environment. He has notified the third-party vendors to coordinate any necessary changes. JA is working on testing, instructions for updating Polaris icons and instructions for sites with self-checks. The cutover will be after close of business on April 9, 2022. It is hoped to have all changes and testing completed before libraries open at noon on April 10, 2022. Jason, Chris Mundell, and Michele Largeteau are having weekly status meetings with III staff to prepare for the cutover.

Five of the JA staff and the two system trainers will be attending the 2022 Virtual IUG (Innovative Users Group) April 5-8, 2022.

Chris went to Schuylerville to install wiring and configure the wireless at the community center.

Colleen and Michele met to review items that SALS bills back to JA. Colleen is going to investigate further and document how each item is calculated.

Cassie PC (Personal Computer) updates are continuing to be done at sites having printing errors caused by Windows updates.

Changes were made to the staff eCard after we implemented the new Registered at Branch policy - There were a few instances that we were unable to test until going live with the "registered at" branch change in staff eCard. For example, when a patron registers at a library but they live in an MVLS or SALS unserved area, or outside of the two systems, the patron self-registration module would not allow the patron to register. With staff eCard we had Quipu make changes so that these patrons would have a "registered at" branch of the branch they were in

but still get the proper statistical code of MVLS (or SALS) Unserved or Out of system. The trainers also worked with some libraries to adjust their default patron codes so that when a patron from their chartered service area registers at another library, the patron will get the correct patron code.

Chris has started working with libraries and telecom vendors to change telecom billing to the libraries.

JA provided a list of barcodes for the Town of Ballston Community Library to correct a Hoopla billing error.

Chris has been assisting the Saratoga Springs Public Library's tech staff with an email issue where their email hosting server's IP address has been blacklisted.

Mary Hanley announced that she will be retiring. Her last day at SALS is April 15th.

There have been 328 SysAid calls since February 28, 2022. The top counts of calls pertained to PCs, Polaris, user accounts. The calls that took the longest time dealt with PCs, Cassie, network issues.

### **Cataloging**

SALS catalogers (Jill Ryder and Johanna Hall) modified a total of 2,653 bibliographic records in the catalog during March 2022. A total of 4,090 new bibliographic records and 14,011 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.

Jill Ryder has been training SALS new Library Clerk, Johanna Hall. Johanna is quickly learning how to use Polaris to catalog member library materials.

As a member of CDLC's Regional Automation Advisory Council, Jill met with the Grants subcommittee to review and recommend which digitization grant requests the CDLC (Capital District Library Council) board should fund.

### **Outreach**

The Farm to Library continues to be a vibrant and important service to the residents of the service area. Currently there are eleven libraries participating and two more libraries, Greenwich Free Library and Easton Library, are interested in coming on board. Erica has reached out to Comfort Food Community to see if they have the capacity to take on these libraries.

The Inclusive Conversations series, funded through a grant from the American Library Association's Libraries Transforming Communities: Focus on Small & Rural Libraries, will conclude on Friday, April 1, 2022.

To date, SALS has hosted four two-hour training sessions for participating libraries. The participants are required to host at least one conversation with their community before May 31, 2022. Under Erica's coordination, SALS and its members take part in monthly meetings with other grant recipients as part of building a Northeast Hub community of practice.

Erica will write the final report incorporating information about the series as well as the conversations held in participant communities.

Erica met with Jim Foster & Carol Kuhr to plan the next Friends Council meeting, scheduled for 7 pm May 12, 2022.

Erica was invited to participate in the Journey to Innovation webinar. It is a webinar developed by the Florida State Library about innovation in libraries. The webinar will take place at 10 am May 3. She attended a planning meeting on March 30 and will have a practice session on Friday, April 8. She will be sharing the story of the Farm-2-Library program.

Erica continues to provide her expertise on leadership, strategic planning, and policy issues with member library directors.

I hope everyone has subscribed to the weekly e-newsletter, Circulate! It is one communication tool used to keep member libraries informed about local and national library issues as well as opportunities. It is opened between -1,300 opens for each issue.

Annually, Erica meets with the Department of Correctional Services and the prison librarians to set up the Annual Authentication meeting. This is the agreement between SALS and the prisons that determines how the funds are spent.

### **Technology & Youth Services**

Unity Web Agency is currently on time and in phase 1 of building the various home and basic pages, global theme development and accessibility tools.

AKEA is working on designing the accessibility training workshops. We have the system training scheduled for April 27 & May 4.

There were 1.8K web visits during February. The most visited pages were Jobs, About Us, and Contact Us.

Jack Scott is working on updating the SALS Directory so that information will be updated programmatically instead of having to manually input yearly updates.

There were 21,085 Overdrive items downloaded by 5,252 users in February. There were 1,088 items retrievals in the Gale databases in February.

The second virtual Summer Reading Program workshop, an Ocean of Programming Possibilities, was held on March 10. There were 161 attendees. Jack has scheduled quarterly Youth Services meetings, the first one is to be held on April 1st.

Eight-member libraries (Ballston Spa, Corinth, Clifton Park-Halfmoon, Galway, Mechanicville, Saratoga Springs, Stillwater, and Waterford) are partnering with the Saratoga County Dept. of Aging and Youth to celebrate National Youth Months in April. For every 4 books that a child reads during the month of April they can return a reading list to their local library and receive a reward and certificate of completion.

## **Meetings**

March 16, 2022	Nassau County Library Directors ALA Virtual Membership Meeting Preparation Meeting – PLA Town Hall presentation
March 17, 2022	Robert’s Rule of Order Webinar PLA Town Hall Planning session with Cole Adams
March 18, 2022	Sustainability Committee
March 21, 2022	NYLA Intellectual Freedom Committee Meeting Merritt Trustee Meeting
March 22, 2022	Rockwell Falls Public Library Board Meeting
March 23, 2022	SALS Directors Council Meeting Meeting with Rockwell Falls – Budget Presentation
March 23-25, 2022	PLA Virtual National Conference
March 25, 2022	PLA Town Hall Presentation
March 29, 2022	Keeping Governance on Track ALA Committee on Legislation
March 30, 2022	ALA TAG Meeting
March 31, 2022	SALS CE Meeting Keeping Governance on Track
April 1, 2022	Meeting with Town of Bolton Trustees
April 7-10, 2022	ALA Executive Board Meeting
April 11, 2022	Freedom to Read Foundation Executive Board Meeting
April 12, 2022	PULISDO
April 15, 2022	CDLC Board Meeting
April 16, 2022	ALA Committee on Legislation Meeting
April 19, 2022	SALS Board Meeting

Respectfully submitted,

Sara Dallas  
April 5, 2022