

Director's Report September-October 2023

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 DeSignore.

SALS has received 90% of the funds from its Meraki Broadband grant.

I have been keeping the Division of Library Development aware of some of the struggles of the Rockwell Falls Public Library.

The SALS staff have been offering help to the library staff and board while the library is temporarily closed.

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 done by the SALS and JA staff. I believe we can accomplish this because of the staff and because SALS developed a community-based strategic plan of service that is evaluated yearly.

I am so honored to serve on the ALA Executive Board. On Saturday, September 23, 2023, I attended the Four Freedoms Award at the FDR Library in Hyde Park, NY. The Four Freedoms refer to Freedom of Speech, Freedom of Worship, Freedom from Want, and Freedom from Fear. ALA Executive Director Tracie D. Hall received the Freedom of Speech and Expression. The day centered around the vital role libraries serve as defenders of democracy and the freedom of speech.

I am co-chair of the ALA Task Force on Core Values. The group has shared the suggested revisions with the ALA community. After they are reviewed and revised as necessary, they will be brought to the ALA Council in January.

An agenda item for the October meeting is to have the SALS Board approve the following:

The Southern Adirondack Library System states its support for The American Library Association (ALA) considering the benefits of the work of the association on behalf of SALS, our member libraries, and the residents of the Southern Adirondack region, including:

1. *Its national advocacy and policy work has changed the course of public support for libraries for the better for more than 100 years,*
2. *Its professional development has enhanced library services in the profession and*

- 3. The provision of a platform for the debate of important ideas that have led to standards that call upon libraries to uphold the basic rights of a functioning democracy, including the defense of First Amendment rights.*

For these reasons, the Southern Adirondack Library System reaffirms our membership in the American Library Association and our support for its mission to "...provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship to enhance learning and ensure access to information for all."

I will present a Continuing Education workshop at NYLA on Intellectual Freedom Challenges and have been asked to present a more informal discussion to the Southern Tier Library System.

Once again, I am grateful to the SALS Board and staff for their support and outstanding work.

Automation

Michele Largeteau reports:

The end-of-year group order PCs have been ordered this week.

Updated JA support dates for PC models were announced. The announcement included a reminder that JA would end support of G4 model PCs at the end of 2023 and new information that end of support for G5 models would be at the end of 2024.

Jesse Jensen has started in the new position of Programmer Analyst. Jesse is doing an excellent job and making a noticeable contribution to the JA team.

Chris Mundell and Michele Largeteau attended the Salem Public Library's board meeting with Kevin O'Brien from Upstate Agency to answer questions regarding cyber insurance. The library has decided not to purchase cyber insurance but will revisit it next year.

The JA Council approved the draft 2024 JA budget at their 9/13/2023 meeting and later approved it by the SALS and MVLS boards.

JA will be working on a project to update the JA intranet. The plan is to separate the public content and what will be strictly internal.

Chris has finished installing the Meraki wireless hardware for all SALS libraries that do not require wiring. He is working with Adirondack Cabling to have this scheduled. Once this work is completed, the final paperwork will be submitted to New York State for the final 10% of the aid.

In the latest phishing testing, users had a 3.1% failure rate, down from the previous test at a 3.9% failure rate. The JA staff is pleased by the continued improvement.

Chris and Dave MacFarland have configured a new domain controller server and will be decommissioning the server that it is replacing very soon.

Chris provided information about security cameras to Long Lake, Granville, Schuylerville, and Round Lake libraries.

Chris is working with Adirondack Cabling to prepare for the new Stillwater library building.

Polaris settings were changed to close the Rockwell Falls Public Library temporarily.

JA staff have discussed cyber insurance and/or MFA with the Richards Library.

JA staff assisted with MFA setup for libraries in Inlet, Clifton Park-Halfmoon, and Corinth.

There were 367 SysAid calls since 8/29/2023. Most calls dealt with email, user accounts, and PCs. The most time-consuming calls were Polaris, PCs, and User Accounts.

Cataloging, Training, and Administration

Jill Ryder assisted the Rockwell Falls Public Library with Polaris library closing procedures. She worked closely with staff to manage interlibrary loan items and coordinate library delivery pickup while the library is closed due to staffing issues.

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 3,767 bibliographic records in the catalog during September 2023. 3,395 new bibliographic records and 13,602 new item records were added to the database during the same month. This work is done by cataloging and technical processing staff 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 purchasing eBooks and eAudiobooks for the shared OverDrive collection; 124 titles were purchased in September 2023. Popular titles purchased include Jennifer Weiner's warmhearted novel The Breakaway, suspense-filled novel Everyone Here is Lying by Shari Lapena, and Fran Littlewood's humorous novel Amazing Grace Adams.

Outreach

Erica Freudenberger reports:

She met with the Coordinated Outreach Advisory Council on Tuesday, September 12, 2023. According to Education Law and the Commissioner's Regulations, this Advisory Council must meet at least twice a year.

Eight of the eleven libraries in Saratoga County have agreed to host Naloxboxes provided by the Saratoga County Department of Health. Another library has it on its board's agenda.

She is working with Laura Scott to get the SALS's Notary Public training program up and running.

The OATS cohort met on September 27, 2023. The SALS member libraries are doing an incredible job of offering a wide variety of tech training for seniors. Many report enjoying seeing the community developing around the classes and how students work with each other when they get stuck.

The SALS Friends Council will meet at 7 p.m. on Tuesday, October 24, 2023.

The League of Extraordinary New Directors met on September 13, 2023. The group had a terrific discussion about collection development. Erica and Jack Scott provided some background, and everyone joined in to share their favorite tips and tricks.

Erica has been working with Laura Burrows, director of the Caldwell-Lake George Library, Courtney Keir, former director of the Rockwell Falls Public Library, and Kathy Naftaly, Director of the Crandall Public Library.

Erica published the e-newsletter, Circulate!, to keep member libraries informed about local & national library issues & opportunities. In the past, we have averaged between 1,500-4,000 opens for each issue, but the past couple of issues have found a wide audience.

SALS Facebook has 29.3K followers. In the past month, SALS reached more than 800K users.

Erica is working to develop a framework for doing EDISJ work in small & rural libraries. She met with member libraries from SALS & NCLS to get feedback from frontline staff to ensure the work is practical, helpful, and necessary.

For the first time, six library systems will coordinate to have a massive virtual adult program swap. The focus of the discussion was program planning. There was a great turnout from library staff from SALS, UHLS, MVLS, CEFLS, NCLS & MYLS. 74 people registered, and 35 attended. The evaluation of the SWAP was overwhelmingly positive – many attendees asked that the sessions be longer.

Save the Date: 10 am to Noon Thursday, May 9 – Getting Started for Friends Groups at the Clifton Park Halfmoon Library. SALS will partner with UHLS & MVLS on this program.

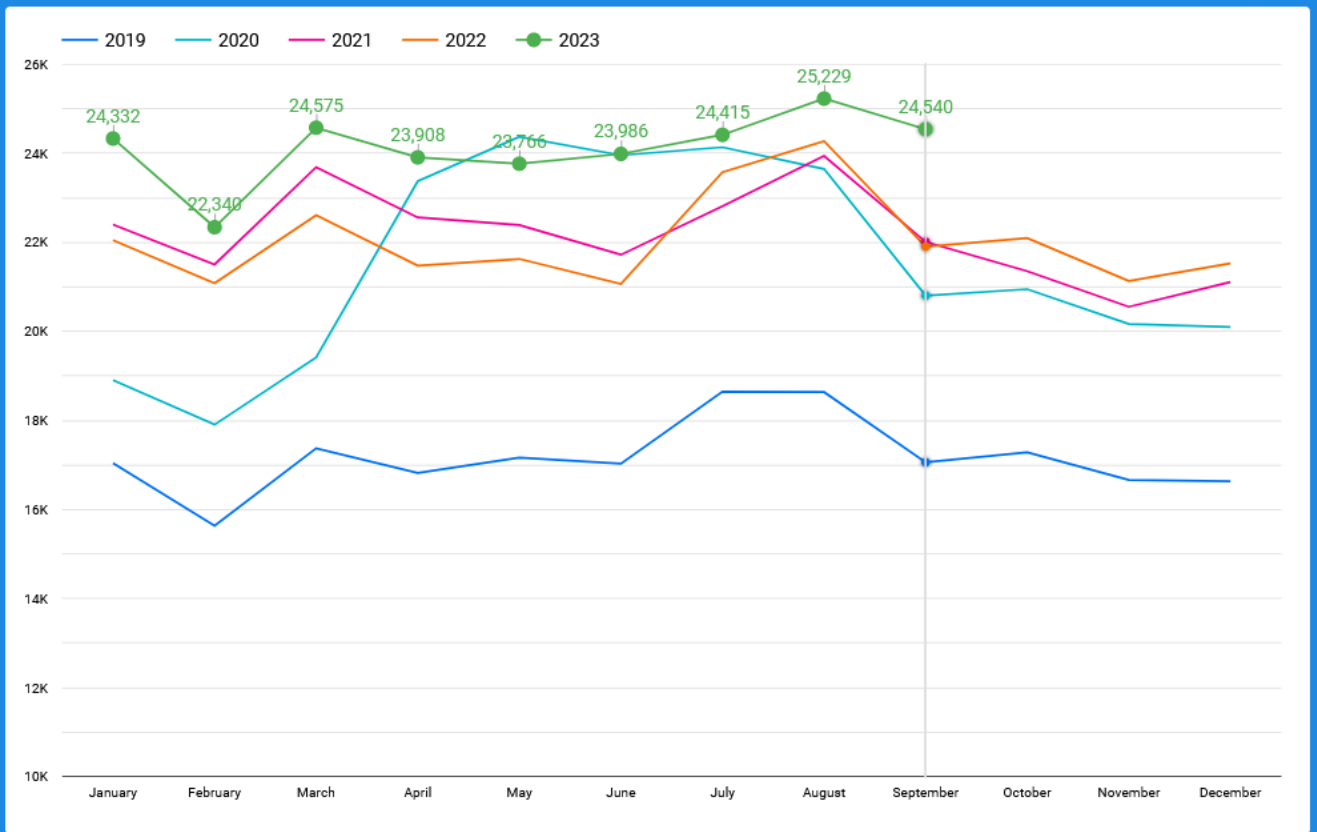
Technology & Youth Services

Jack Scott reports:

He continues to assist with updates to the member sites Hudson Falls, Argyle, Lake George, and Greenwich. A few libraries asked for an accessibility audit of their website. He assists these members in updating any issues.

Niche Academy is now available to member libraries and trustees. Since it has been available, there have been 246 views. Computer Basics, the Central Library, Microsoft Office—Excel, and the Intellectual Freedom Quick Guide are the most popular categories and lessons.

In September, an estimated 25k items were downloaded by 6k users, with 8k holds in Overdrive. There were 4k magazines downloaded in September. In August and September, SALS shared 847 items with other systems and borrowed 1,944 items.



There were 1071 Gale sessions in July and 1442 sessions in August.

Jack will submit the final report for the Saratoga County Department of Youth & Aging’s Lively Library grant. Libraries should receive their funds in October.

New York State’s Love Your Library funds will be distributed to interested members in late October. SALS received the funds on October 3rd.

Jack will submit the Summer Reading statistical report to New York State mid-October.

Two upcoming eclipses are on Oct. 14, 2023, and Apr. 8, 2024. He applied to the Science-Technology Activities & Resources of Libraries and received 500 solar eclipse glasses. These are being distributed to interested member libraries.

Meetings

September 20, 2023	Town of Chester Public Library Board Meeting ALA Executive Board Meeting
September 22, 2023	Urban Libraries Unite Conference (virtual)
September 23, 2023	Four Freedom Awards Ceremony FDR Library
September 27, 2023	Town of Ballston Community Library Board Meeting
September 28, 2023	ALA BARC and Finance and Audit orientation
October 2, 2023	Corinth Library Board Meeting
October 3, 2023	Town of Lake Pleasant Board Meeting
October 5, 2023	ALA Executive Board Meeting
October 10, 2023	Freedom to Read Foundation Board Meeting
October 11, 2023	Fort Edward Free Library Board Meeting
October 13-15, 2023	ALA Executive Board Fall Meeting Chicago
October 16, 2023	Interview panel Mechanicville Public Library Board Meeting
October 17, 2023	SALS Board Meeting
October 18-25, 2023	Vacation

Respectfully submitted,

Sara Dallas
October 4, 2023