

DIRECTOR REPORT Feb-March 2022

Administration

I continue to work with the library trustees and directors and attend virtual board meetings.

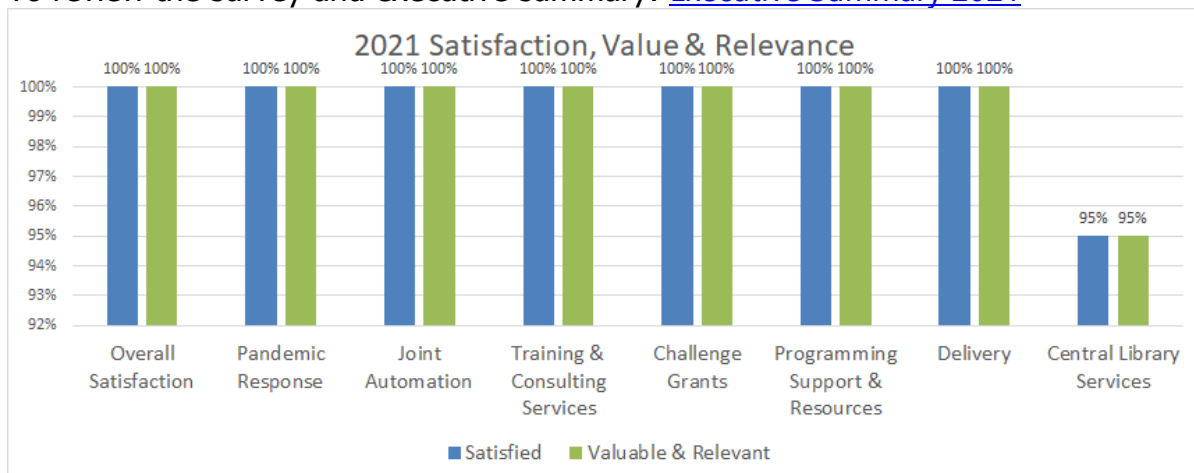
On Monday, Feb 28, 2022, after a series of emails with the SALS (Southern Adirondack Library System) Board of Trustees, wearing masks in the SALS building was amended to follow the current CDC (Centers for Disease Control) guidelines.

Stephanie "Cole" Adams, an attorney from Buffalo, NY (New York) will present the workshop, Calm, Cool, and Collected on March 11, 2022 beginning at 2:30 pm. The content of this program is geared to the libraries in the Southern Adirondack Library System. For more information and to register: https://salsblog.sals.edu/event/calm-cool-and-collected/?instance_id=114290&ga=2.13244276.291351370.1645972442-1417746822.1643900530

During February 28 – March 2, 2022, SALS staff and board members and member library staff visited virtually with our state and national elected officials to discuss libraries, library services and funding. A copy of our slide deck can be found here: <https://salsblog.sals.edu/wp-content/uploads/Advocacy-Day-2022.pdf>

This year, we were asked by NYLA (New York Library Association) to combine visits with other library systems and to limit the number of SALS representatives in each meeting.

The 2021 SALS satisfaction, use, and value survey have been collected and summarized. 65% of the member library directors responded to the survey and reported that they were 100% satisfied with SALS's services and found them valuable. To review the survey and executive summary: [Executive Summary 2021](#)



I continue to serve on the Freedom to Read Foundation board and sit on the Executive Board. The Freedom to Read Foundation (FTRF) is a non-profit legal and educational organization affiliated with the American Library Association. FTRF (Freedom to Read Foundation) protects and defends the First Amendment to the Constitution and supports libraries' right to collect - and individuals to access - information. The number of book challenges has increased dramatically, and I have been asked to present on this topic.

During February and early March, I worked with trustees from Caldwell Lake George, Greenwich, Raquette Lake, Bolton, Horicon, Rockwell Falls, Whitehall, Galway, and Town of Ballston on various administrative issues.

The SALS staff are working on the SALS Annual Report for 2021. It will be reviewed at the SALS board meeting, and upon approval, submitted to the NYS (New York State) Division of Library Development. Colleen Smith and Pamela DelSignore are working with member library staff and trustees to assist with the member library annual reports. The review is time intensive. Both Colleen and Pamela are spending a great deal of time on the phone and answering emails with member library personnel.

Colleen will complete the Comptroller's AUD report and facilitate member library participation in the Traliant Sexual Harassment Prevention Training. All employees in NYS must complete sexual harassment training. It is highly recommended that SALS Trustees also complete the training. The semi-annual group barcode order has been placed.

Pamela worked with Arnoff Movers when the weather impacted the delivery.

Automation

All staff and public laptops, printers, and barcode scanners from the 2021 End of year order have been delivered. JA (Joint Automation) staff are testing the staff, public and Cassie images and will begin configuring those as soon as testing is completed.

Dave MacFarland is finalizing the pricing from vendors for the 2022 Beginning of year group order to be announced very soon.

The SALS VoIP phone system went live on 2/10/2022. There are a few outstanding issues. JA staff is working with FirstLight to resolve them. The call pickup for Computer Support staff is not working. Some staff are having issues with the MaxUC app on their cell phones and PCs (Personal Computer) at home. Chris Mundell is working with them to resolve the problem. Once these issues are resolved, administrative training will take place. Chris should be recognized for the work he has done with the telephone switchover.

The SALS and MVLS (Mohawk Valley Library System) trainers did a virtual information session for the Patron Self-Registration module. The module was turned on Feb. 23, 2022. New Registered At branch rules were also turned on for the staff eCard interface.

The date for the next JA Council meeting has been changed from March 9th to March 16th at 9:30 via GoToMeeting.

Windows updates have been causing printing issues at Cassie sites. As certain updates are applied, Cassie printing stops working. When attempting to send the Cassie job the error presented is "The printer cannot be accessed." As this happens at each site, every Cassie PC (Personal Computer) needs to be updated in that library. The JA staff have been responding to these issues by either updating the PCs remotely, or going to the site to fully update the PCs. This has been completed at several sites, but it is expected that all Cassie sites will need to be updated.

Jason Thomson, Chris, and Michele Largeteau have been working with III to plan for the hosted server migration on March 19, 2022. Chris is working on the first step, setting up the VPN and Active Directory trusts. Once that is complete III will give the JA staff access to the servers to allow Jason the ability to plan the cutover and testing.

Chris met with tech staff at Saratoga Springs Public Library to assist with their planning for adding additional IP cameras to their network.

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

The JA staff worked with Jack Scott on the SALS Moodle site.

Jason investigated authentication options with Mango Languages. Currently, they can do IP and barcode authentication, and Crandall has set it up with this method.

Jason worked with Comprise staff when they had an overnight outage. This outage only affected one transaction at Clifton Park-Halfmoon Public Library, and the transaction was applied by Comprise the next day.

Jason will work with Clifton Park-Halfmoon Public Library staff to update the authentication process for CreativeBug.

The Clifton Park-Halfmoon Public Library went live with their barcode self-check units.

A new Spectrum line has been installed for the Schuylerville Public Library wireless at the community center. JA is waiting for the licensing for the Meraki hardware before it can be installed.

There have been 281 SysAid calls since the end of January. The top number of calls dealt with PCs, Polaris, and Email. The calls that took the most time dealt with Cassie, PCs, and Polaris.

Cataloging and Training

Jill Ryder and Sharon O'Brien from MVLS hosted an informational session for SALS/MVLS libraries on the new patron self-registration; 51 library staff members attended. Patron self-registration went live on the public access catalog on February 23, 2022.

Jill provided Polaris training sessions for new staff members at the Richards Library and Crandall Public library.

SALS catalogers (Jill Ryder and Sharon Shyne) modified a total of 4,003 bibliographic records in the catalog during February 2022. A total of 4,530 new bibliographic records and 15,778 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.

With Sharon Shyne's retirement this month, SALS has advertised a part-time library clerk to perform cataloging. Interviews are scheduled for the first week of March. Jill Ryder and Sara will interview the candidates.

Outreach

The final report for the Adult Literacy Report was submitted in February, 2022. As of November 2021, the Adult Literacy Program will no longer exist, and all money that was distributed through the program will be reallocated to Coordinated Outreach.

The Farm-2-Library program continues to grow and get national attention. Erica Freudenberger was asked to share her expertise with Florida library leaders.

There are eleven libraries participating in the Farm-2-Library program.

The Coordinated Outreach Advisory Committee met on February 8, 2022. The Committee meets quarterly to share information about projects, services, and initiatives.

SALS launched its Inclusive Conversations series on February 18. One participant wrote about the first session: "This was a lovely and gentle opportunity to get to know each other, frame our experiences and consider our own identities. It is a good starting place for looking outward and better meeting the needs of people in our communities who are different from us."

This was the first of four workshops on how to convene, host, and facilitate inclusive conversations. This series is being funded through a grant from the American Library Association's Libraries Transforming Communities: Focus on Small & Rural Libraries.

SALS staff take part in monthly meetings with other grant recipients as part of building a Northeast Hub community of practice.

Erica met with Vicki Plude, Fort Edward Library Director, to discuss strategic planning and minimum standards for libraries.

Erica published the weekly e-newsletter, Circulate! to keep member libraries informed about local and national library issues & opportunities.

SALS Facebook page has 25.6K followers. The posts are viewed approximately 300,000 times each week. As an aside to recognize Erica's talent with social media – I attend virtual meetings – and when other attendees learn that I work at SALS, they complement the Facebook page.

Erica prepared the slide deck for virtual Advocacy Day 2022.

Erica is on the marketing committee of the CDLC's ARPA (American Rescue Plan Act) project. The committee sent an RFP (Request for Proposals) to two marketing firms.

Erica will reach out to DOCCS and the prison librarians to set up the Annual Authentication meeting.

Technology & Youth Services

Jack Scott met with Unity Web Agency on Feb 2, 2022 to work on the design for the accessible WordPress themes. The process is moving along quickly and the next phase of the project is the creation phase.

AKEA is working on designing the accessibility training workshops.

There were 1.9K web visits during January. The most visited pages were the Jobs, About Us, and the Cataloging page.

Erica and Jack are continuing to add content and develop the Moodle eLearning website.

There were 23,508 eBooks downloaded by 5,441 users in January, 2022.

There were 640 items retrievals in the Gale databases in January, 2022.

There are 2 Tech After Lunch sessions scheduled for March that focus on READsquared. READsquare is an online summer reading software. In the sessions, Jack and the library staff members will set up each library's READsquared websites so that it is ready to go for this year's summer reading

The first virtual Summer Reading Program workshop, an "Ocean of Programming Possibilities," was held on Feb 16, 2022. There were 257 attendees, Marybeth Hasset-Murphy & Ariana Quattrocchi from the Clifton Park Halfmoon library presented one of their summer programs during the workshop. The survey responses were extremely positive, and it is likely that we will continue these workshops going forward. We have the Teen workshop scheduled for March 10, as of March 1st we have 212 registrations.

Meetings

February 16, 2022	Galway Board meeting
ALA Meet the Candidates	
February 17, 2022	Advocacy meeting
SALS Directors Council	
ALA Membership meeting	
February 18, 2022	CDLC Board meeting
DLD - Whitehall	
Sustainability Committee	
February 22, 2022	Symposium Task Force meeting
FTRF Nominating Committee meeting	
February 23, 2022	ALA Advocacy meeting
NYLA Intellectual Freedom Committee	
February 28, 2022	NYS Advocacy appointments (Woerner, Jordan, Smullen)
March 1, 2022	Federal Advocacy appointments (Schumer, Stefanik)
March 2, 2022	NYS Advocacy (Simpson, Walsh, Tedisco, Stec)
Federal Advocacy (Tonko)	
Human Library	
ALA – Governance meeting	
March 3, 2022	ALA Core Values Task Force
March 4, 2022	PLA Webinar
Part time employee interviews	
March 8, 2022	PULISDO conference call
March 10, 2022	ALA Council
March 14, 2022	FTRF Executive Committee
March 15, 2022	SALS Board meeting

Respectfully Submitted,

Sara Dallas
March 1, 2022