

DIRECTOR REPORT February-March 2023

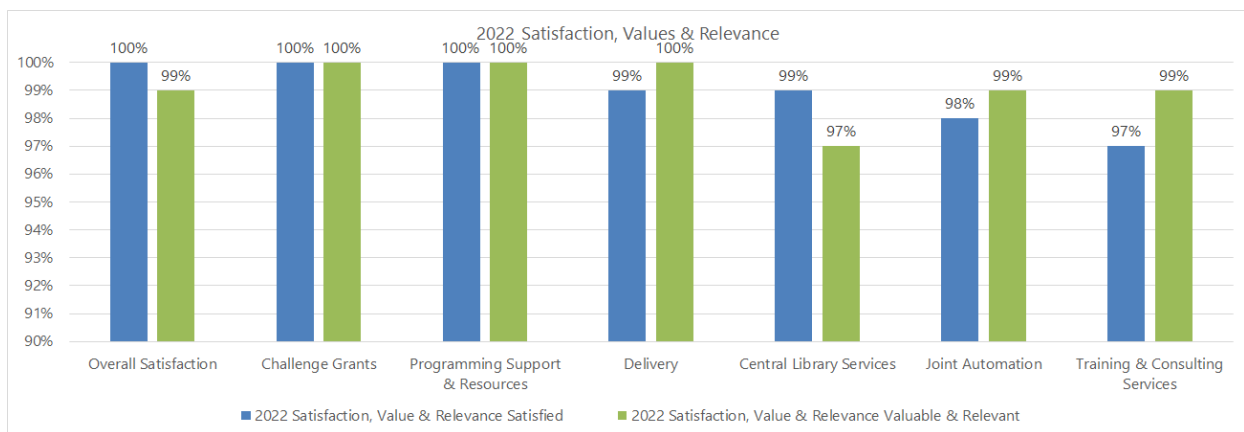
Administration

SALS staff, trustees and member library staff visited our Assembly and Senate representatives via zoom. Pamela DelSignore scheduled the meetings for us. We have been hearing positive comments regarding the importance of libraries in our communities and promises to work to restore library funding. For the first time, I am hopeful that library funding will be increased from the drastic cut in the Governor's Executive Budget.

We met our two, new to us, representatives, Senator Mark Walczyk, Senator Ashby and Assemblymember Scott Bendett. We will reschedule our appointment with Assemblyman Smullen.

I would like to acknowledge Jack Scott and Russ Wise for their work on this important advocacy effort. It occurred to me the reason our visits with our legislators go so smoothly is due to the fantastic work being done in the member libraries.

I will be traveling to Washington DC to speak with staff in Congresswoman Stefanik and Senator Schumer's office. Talking points include more funding for library infrastructure, increased Library Services and Technology Act and Innovative Approaches to Literacy (IAF) funding. The IAF program supports high-quality programs designed to develop and improve literacy skills for children and students from birth through 12th grade.



The 2022 SALS satisfaction, use, and value survey have been collected and summarized. There were 178 responses from library directors, library staff, trustees, and friends of the library. One hundred percent (100 of the respondents are satisfied with the SALS services SALS's services. Ninety-nine percent found them valuable. To review the survey and executive summary: <https://salsblog.sals.edu/wp-content/uploads/Executive-Summary-of-SALS-2022-Survey-Responses.pdf>

The SALS staff are working on the SALS Annual Report for 2022. 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

The JA (Joint Automation) staff is configuring and delivering PCs (Personal Computer) from the 2022 end of year group PC order. Most PCs have been delivered other than two large Cassie orders for two Schenectady branches. Dave MacFarland is working on the quotes for the next order to be announced very soon, the 2023 beginning of the year order.

The first required phishing training has been completed, with 90% completed by the deadline. Users who did not complete will get increased reminders (as will their directors) before the accounts are disabled. The feedback from the training course has been positive. One unexpected result of this training has been that many accounts have been removed for staff who no longer work at the libraries. The JA staff will be working on the next steps for continued training throughout the year, in addition to the annual phishing training.

Applications for cyber insurance have been submitted for SALS (including 3rd party coverage) and MVLS (Mohawk Valley Library System). Michele Largeteau and Chris Mundell are answering questions and awaiting quotes. MVLS and SALS will be turning on MFA (Multi Factor Authentication) for all staff.

Chris has been working on documentation outlining the options for using MFA.

Dave has finished testing Prinix as a printing solution for wireless users.

Jason Thomson will be going to IUG in Phoenix AZ May 10-13, 2023.

Paperwork was submitted for the Crandall Public Library to reduce their number of Cassie licenses.

Jason assisted the Waterford Public Library with their NewsBank setup.

Unfortunately, SALS and MVLS member libraries experienced a few brief Polaris hosted outages due to issues in the hosted environment.

The JA staff encountered a bug that caused some hold notices to be sent with blank emails. III, the vendor applied a patch, and the notices were resent.

Estimates were provided for the JA fee costs for Town of Lake Pleasant Public Library for the Federal Depository Collection items added.

There have been 375 SysAid calls since 2/2/2022. The most calls dealt with email, PCs, and Polaris. The calls that took the longest time dealt with PCs, Polaris, and email.

Cataloging and Training

OverDrive collection sharing with Mohawk Valley, Mid-Hudson and Upper Hudson Library Systems will commence March 27th, 2023. This program allows patrons to borrow and select available content from any partner system's OverDrive collection. To access the available titles, patrons just need to add the other library systems to their accounts in Libby app or the OverDrive website.

Jill Ryder attended the SALS Annual Report Party and has assisted libraries with questions related to reporting collection and circulation numbers on their reports.

Jill also attended the Advocacy Day sessions with our legislative representatives.

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 3,621 bibliographic records in the catalog during February 2023. 3,727 new bibliographic records and 14,048 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 oversees the purchasing of eBooks and eAudiobooks for the shared OverDrive collection; 185 titles were purchased in February 2023. Popular titles purchased include the thrilling novel Just the Nicest Couple by Mary Kubica and romance novels Someone Else's Shoes by Jojo Moyes and Heart Bones by Colleen Hoover.

Outreach

Erica Freudenberger met with Tammy Wilson at the Whitehall Free Library to discuss the process of a budget referendum, provided templates for the request letter, referendum language, and a timeline.

She shared information with Christina Becker at the Cambridge Public Library re policies and procedures related to Seed Libraries.

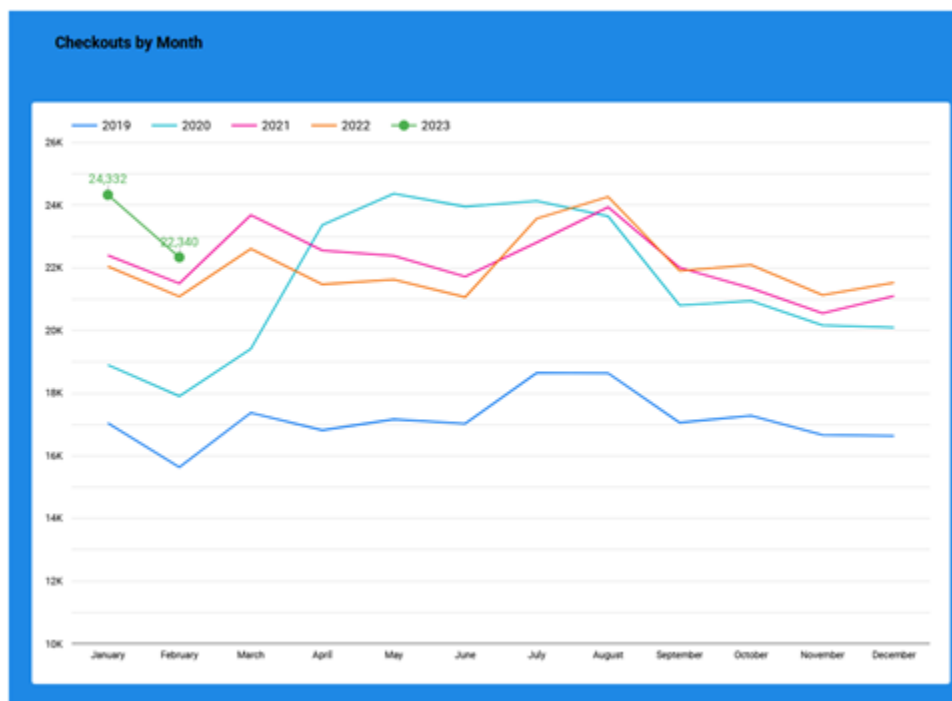
Erica also worked with Mechanicville library staff about donating books to prisons.

Next month, Erica will set up the Annual Meeting of Authentication with the two NYS Correctional facilities staff.

Technology & Youth Services

Jack Scott continues to work with staff members at Hudson Falls, Raquette Lake, and Argyle on their websites.

Eight member libraries are 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 training will begin in mid-February and go through March. Most of the tech kits have been purchased. Trainers attended three sessions in February with two more taking place in March.



Overdrive continues to be a well-used service. In February, 22,000 items were downloaded by 5000 users. The supply still does not meet the demand, with 8,000 holds. In addition, three thousand magazines were downloaded.

Niche Academy will be the platform for training. It is currently being beta tested.

Jack is collaborating with Upper Hudson Library System and Mohawk Valley Library System to provide a GOATS (Greatest of All Time) Teen Services workshop this spring. This will be the first time it will be offered since 2020. Currently forty people have signed up.

Jack is collaborating with 11 other library systems from across the state-- Chautauqua-Cattaraugus Library System, Finger Lakes Library System, Four County Library System, Mid York Library System, Mohawk Valley Library System, Nassau Library System, North Country Library System, Onondaga County Library System, OWWL (Ontario, Wyoming, Wayne, and Livingston) Library System, Ramapo Catskill Library System, Southern Tier Library System, Suffolk Cooperative Library System, Upper Hudson Library System, and the Westchester Library System to provide virtual summer reading workshops.

273 people attended the Children's workshop. 187 people attended the Teen workshop. The survey responses have been positive.

Meetings

January 18, 2023	ALA Executive Board Meeting
January 19, 2023	ALA Finance and Audit Committee Meeting Core Values Sustainability Roundtable Steering Committee
January 20, 2023	ALA Virtual Membership Information Session
January 23, 2023	Freedom to Read Foundation Intellectual Freedom
January 24, 2023	Public Library Association Meeting
January 25, 2023	ALA Executive Board Meeting Freedom to Read Foundation Meeting
January 26-30, 2023	ALA LibLearnX – attended virtually
February 2, 2023	CDLC Personnel Committee SALS Succession Ad Hoc Committee
February 3, 2023	NYLA Intellectual Freedom Website
February 6, 2023	Freedom to Read Nominating Committee
February 10, 2023	ALA Committee on Professional Ethics
February 13, 2023	ALA Sustainability Committee ALA (American Library Association) Audit Review
February 16, 2023	Town of Ballston Meeting Community Library United for Libraries

February 17, 2023	SALS Directors' Council
February 21-28, 2023	Vacation
March 1, 2023	Library Advocacy visits
March 2, 2023	Library Advocacy visits
March 3, 2023	Library Advocacy visits
March 7-10, 2023	National Library Advocacy – Washington, DC
March 15, 2023	ALA Committee on Legislation
March 16, 2023	Public Library System Directors
March 21, 2023	SALS Board Meeting
	ALA Executive Board Meeting

Respectfully Submitted,

Sara Dallas
March 7, 2023