

Director's Report for Meeting: December 8, 2021

Sarah Glogowski will give a verbal report.

Deb Geier:

Cataloging: During the month of November, I edited and imported 18,514 bibliographic records and have been focusing on finding items on incorrect bibliographic records and moving them to their proper records. I continued to bulk import and edit bibliographic records to replace incomplete records in the catalog.

Rex Helwig:

CNS Department Stats for October:

Rex's Help Desk Tickets, November:

Open at beginning of month:	7
Created during month:	15
Closed during month:	14
Still open at end of month:	8

Eric's Help Desk Tickets, November:

Open at beginning of month:	10
Created during month:	21
Closed during month:	22
Still open at end of month:	9

Heidi Eckerson:

- Met with Erika Jenns (STLS) and Kathryn Rieder (Pioneer) to discuss our systems' Reciprocal Lending Agreement with OverDrive. We established lending parameters and came up with questions for OverDrive.
- Curated November OverDrive collections featuring Native American Heritage Month, National Novel Writing Month, Microhistories, etc.
- Viewed NYLA Conference 2021 on-demand content including "Your Digital Library Branch" which included a good food-for-thought piece about online library cards.
- Continued to update member libraries on OverDrive phasing out their legacy app in favor of Libby app through email and website blog.
- Co-facilitated monthly Member Libraries Support Group meeting with Jenny Shonk. Shared info on upcoming Summer Reading programs and resources.
- Updated our professional magazines and journals order and am in the process of creating a new routing list for members who want to receive them.
- Reviewed some policy drafts for Sandy at Aurora Free Library.
- Attended several youth services webinars on topics including Storywalks and Afterschool Meals.
- Participated in the Trustee Handbook Book Club meeting with Jerry Nichols and Rebecca Smith Aldrich that focused on Board meetings.
- Attended monthly Directors' Meeting.
- Participated in FALCONS meeting and shared info about OverDrive's move to make Libby their exclusive app.
- Attended ALA Social Media Workshop led by Laura Solomon (who is from Ithaca and knew our central library, TCPL. She gave it a shout-out during the presentation!).
- Collaborated with Janet Cotraccia from Community Foundation of Tompkins County on re-vamping the Library grant application and reporting form for 2022. We will continue our conversation in early December.

eContent Highlights:

OverDrive has a rich library of resources that I keep learning from, most recently attending a Best Practices webinar that featured some unique ways other libraries use the service to improve things like holds and collection development. We continue our Reciprocal Lending Agreement work with the Southern Tier Library System and the Pioneer Library System. Sarah also reminded members about the agreement during our November Director's meeting. I'll be meeting again with Erika and Kathryn in early December. The eContent Committee will hold its first meeting on November 29 and is comprised of FLLS staff as well as participants from eight member libraries representing all five counties. I'm looking forward to working with this group as eContent continues to be a growing part of our collection.

Member Libraries

I've been sending emails and packages in the delivery with Summer Reading and digital library resources. Had a great conversation with Tara Montoney, the Youth Services Coordinator at Seneca Falls, about summer reading data collection and surveys. In the bi-weekly FLLS Bulletin I included a brief Summer Reading survey to gauge comfort-levels for our March planning meeting as well as what topics they would like to see at that meeting.

Jenny Shonk

- Acted as co-host for the FLLS Directors' Meeting (November 17) on Zoom; took notes which were distributed to directors.
- Attended NYS Outreach Coordinator's Call (November 3). Attended FALCONS Meeting (November 18) on Zoom; discussed member library lending policies with attendees. Attended FLLS eContent Committee (November 29) on Zoom; assisted Heidi as needed.
- Answered (32) reference/consulting questions for member libraries and correctional facilities with a focus on Polaris.
- Began developing the FLLS Diversity, Equity, & Inclusion Committee to help plan future DEI initiatives at the system. Sent out a questionnaire to member libraries and received 12 responses.
- Edited and finalized recordings of Polaris New User trainings and posted to Vimeo with timestamps.
- Finished disbanding Book on CD. Remaining items to be given to Friends of TCPL book sale. Continued disbanding DVD collection.
- Joined the South Central Regional Library Council (SCRLC) Justice, Equity, Diversity, & Inclusion (JEDI) Committee.
- Organized content for the bi-weekly bulletin.
- Provided materials to a local Talking Book & Braille Library (TBBL) patron who receives items at FLLS.
- Purchased materials for Five Points Correctional Facility. Scheduled ILL delivery to Cayuga Correctional Facility.
- Willard Drug Treatment Campus will be one of many NYS correctional facilities closing in March 2022 due to decreased number of inmates statewide. Materials purchased with FLLS funds will be given to other facilities in our area; 2021-2022 funding was immediately distributed to other facilities as per NYS guidance.

JobNow Database Usage Summary, Nov. 1-29, 2021:

Database Usage	45
Number of resume lab, coaching, and test center sessions	0
Total:	45

Workshops & One-on-One Trainings Held:

Date	Topic	Location/Library	# of Attendees
11/3/2021	HeritageQuest for Cortland County Historical Society	Online/FLLS	7
11/5/2021	Item Maintenance	Online/AUB	1
11/10/2021	Item Maintenance	Online/FLLS	6
11/17/2021	Item Maintenance	Online/FLLS	7
Total:			21

Meetings Hosted:

Date	Topic	Location	# of Attendees
11/9/2021	Member Library Support Group	Online	10
Total:			10