

Director's Report for Meeting: January 19, 2022

Sarah Glogowski will give a verbal report.

Deb Geier:

Cataloging: During the month of December, I edited and imported 5893 bibliographic records and have been focusing on finding items on incorrect bibliographic records and moving them to their proper records. I continue to bulk import and edit bibliographic records to replace incomplete records in the catalog.

Rex Helwig:**CNS Department Stats for December 2021:****Rex's Help Desk Tickets, December:**

Open at beginning of month:	8
Created during month:	22
Closed during month:	21
Still open at end of month:	9

Eric's Help Desk Tickets, December:

Open at beginning of month:	9
Created during month:	14
Closed during month:	15
Still open at end of month:	8

Heidi Eckerson:

- Participated in quarterly NYSL Youth Services meeting. Key info included:
 - The combining of the Family Literacy and Adult Literacy grant into a Coordinated Outreach program and the reporting necessary to wrap up the 2019-2022 Family Literacy grant.
 - Beginning in January 2022 there will be changes to programming data collection
- Attended the CSLP Summer Reading Symposium and ordered SRP merchandise, including die-cuts, for this year's Oceans of Possibilities program.
- Collaborating with nine other public library systems to coordinate two Summer Reading Program Planning workshops (kids and teens) that will be held in February and March.
- Participated in several important webinars including one on book challenges led by Ask a Lawyer's Stephanie "Cole" Adams and another on digital privacy.
- Met with Emily Belle from Cornell Cooperative Extension's Energy Navigators about coordinating programs and kits for member libraries.
- Attended the Trustee Handbook Book Club session on personnel. This series will continue in 2022 and am I looking forward to participating.
- Attended December's Director's Meeting.
- Worked with Member Libraries on renewing their movie licensing.
- Started the process of making FLLS' OverDrive Digital Collection accessible to school students in our service area through a program called Public Library CONNECT. Directors and local school library staff have expressed interest and support.
- Submitted FLLS's paperwork for the Reciprocal Lending Arrangement with the Southern Tier Library and Pioneer Library systems. We hope to have the program live in late January or early February 2022.
- Collaborated with Janet Cotraccia from Community Foundation of Tompkins County on the Library grant application and reporting form for 2022. It should be live in early January. FLLS will be providing program evaluation and collection development toolkits for members.
- Created content for the FLLS social media accounts.

eContent Highlights:

OverDrive: I am looking for ways to maximum our collection development budget and experimented with a brief window of cost-per-circ content to alleviate high holds ratios. I am also curating our collection to feature titles that have not seen a lot of circs.

The Reciprocal Lending Arrangement is set to start up in late January or early February 2022. The Public Library CONNECT program allows public school students in our service area to use their school library OverDrive accounts (Sora) to access public library juvenile and youth digital content. The hope is that this program works to strengthen or develop partnerships with schools as well as increase access to our materials.

OverDrive coordinates this and will let schools know that they can participate. I have communicated the details of the program to directors and youth services staff in an email and will be talking more about it at our January Member Library Support Group meeting.

Summer Reading

FLLS is collaborating with nine other systems in the state to host two Summer Reading Program Planning workshops. We've been meeting since November to coordinate things like registration, schedule, topics, presentations, etc. The February meeting will feature Kids' programming ideas and March will focus on Teen programs. It is a pilot so we'll see what happens!

Jenny Shonk

- Acted as co-host for the Directors' Meeting (December 15) on Zoom; took notes which were distributed to directors. Hosted the monthly Member Library Support Group (December 14) on Zoom; took notes and distributed to directors and staff.
- Answered (20) reference/consulting questions for member libraries and correctional facilities with a focus on Polaris and continuing education.
- Edited and finalized recordings of (2) November Polaris Item Maintenance trainings and posted to Vimeo with timestamps.
- Finished recalling unwanted FLLS DVDs from member libraries. The final step of the disbanding project will be to offer up remaining DVDs to member libraries in January.
- Opened the 2022-2023 Outreach Mini-Grant cycle. Finalized the application and FAQ document, updated the website, created a blog post, promoted via email, and offered a presentation about the grants at the Member Library Support Group meeting. Applications are due March 25, 2022.
- 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 deliveries to Cayuga Correctional Facility and Five Points Correctional Facility. *Deliveries to the facilities are paused until January 18 due to the COVID surge.*
- Scheduled the first FLLS Diversity, Equity, & Inclusion Committee meeting for January 2022 and prepared the agenda.

JobNow Database Usage Summary, December 2021 (11/30/2021- 1/1/2022):

Database Usage	45
Number of resume lab, coaching, and test center sessions	3
Total:	48

Workshops & One-on-One Trainings Held:

Date	Topic	Location/Library	# of Attendees
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Total:			0

Meetings Hosted:

Date	Topic	Location	# of Attendees
12/14/2021	Member Library Support Group	Online	10
Total:			10