

**Director’s Report for Meeting: March 16, 2022**

**Sarah Glogowski** will give a verbal report.

**Deb Geier**

*Cataloging:*

During the month of February, I edited and imported 6497 bibliographic records. I continue to bulk import and edit bibliographic records to replace incomplete records in the catalog.

*Meetings:*

2/16 – FLLS directors’ meeting – 1 hour

2/17 – FALCONs meeting – 2 hours

**Rex Helwig**

**CNS Department Stats for February 2022:**

<u>Rex’s Help Desk Tickets, February 2022:</u>	
Open at beginning of month:	4
Created during month:	27
Closed during month:	22
Still open at end of month:	9

<u>Eric’s Help Desk Tickets, February 2022:</u>	
Open at beginning of month:	9
Created during month:	11
Closed during month:	8
Still open at end of month:	12

**Heidi Eckerson**

- Monthly purchase and curation of FLLS OverDrive collection. February featured OverDrive’s Together We Read title, Black History Month, Valentine’s Day, etc. I also worked with Diane Pamel from Dryden to provide a unique cost-per-circ option for the Science Friday Book Club. Patron response was immediate and large. From February 25-March 4 our entire \$400 budget was expended. Patrons got immediate access to the ebook and audiobook versions of *The Sirens of Mars* and we received a special price because of Diane’s SciFri Book Club affiliation.
- Wrote March issue of Trustee Newsletter.
- Wrapped up the 2019-2022 Family Literacy Grant report for NYS.
- Attended Seneca Shares, a monthly meeting of Seneca County library directors and trustees.
- Consulted with several members about their Rosen Library Cycle grants.
- Wrote a Rosen grant on behalf of our member libraries requesting funds to purchase passes to the Museum of the Earth and the SciCenter, books and other materials to create Museum Pass kits. *More details below.*
- Hosted the Summer Reading Collaborative workshop “Oceans of Programming Possibilities for Children”. *More details below.*

### ***Heidi Eckerson, cont.***

- Participated in February's Member Services Support Group meeting. Discussed the Reciprocal Lending Agreement, Public Library CONNECT, and Summer Reading.
- Attended FALCONS meeting presentation on Polaris Vega demonstration.
- Met with STLS and OWWL consultants to review the OverDrive Reciprocal Lending Arrangement roll out (Service went live on Feb 1). We agreed to send checkout reports from our respective systems at the beginning of each month.
- Participated in the latest Trustee Handbook Book Club session which featured Facilities.
- Attended February's Director's meeting led by Sarah.
- Met with a member library about a future construction project
- Developed social media and website content that highlight our collections and activities. Our libraries share content from us about services. I also enjoy highlighting what's happening at our libraries.
- Continue to meet with Emily Belle from Cornell Cooperative Extension's Get Your Greenback. She is developing a Tiny PowerHouse Summer Tour. Three of our libraries have booked her services for their Summer Reading programs.
- Prepared for Advocacy Day which was March 2. Attended several prep sessions and reviewed talking points.

### **2022 Rosen Library Cycle Grants**

The Rosen grant was due on February 23 and 24 member libraries submitted 38 requests for Summer Reading and year-long programming. This year, the application included both a report and request aspect. (Previously, libraries have been required to submit interim reports in August/September and final reports in December. The goal is to streamline the process.)

This year, FLLS submitted a request on behalf of our 33 members for museum passes and related materials to create Museum kits.

The idea was pitched by Jenny Burnett, Seneca Falls director. A brief survey sent out to members discovered there was a lot of interest. Dryden director Diane Pamel and Janet Cotraccia from the Community Foundation were instrumental in helping think through the request. The Sciencenter and FLLS provided letters of support for the project. If granted, FLLS will take the lead in purchasing, cataloging and processing the kits for libraries.

### **Summer Reading**

Our first 10 system Summer Reading collab workshop was a success! We had a great turn out of around 300 attendees. Recordings and resources have been shared with directors and Youth Services staff. A March workshop will focus on Teen programs. Once again, I'll be emceeding the second hour of the program.

### **eContent Highlights:**

OverDrive:

- The Reciprocal Lending Arrangement started February 1, 2022 and the response has been positive with 190 visitors to our collection. 867 FLLS patrons accessed STLS and OWWL OverDrive content.
- The Public Library CONNECT program (which 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) continues to slowly roll out. Cortland county school districts were added in February.

## **Jenny Shonk**

- Acted as co-host for the Directors' Meeting (February 16) on Zoom; took notes which were distributed to directors. Attended the quarterly FALCONS Meeting (February 17) on Zoom.
- Answered (5) reference/consulting questions for member libraries and correctional facilities focusing on grants and patron reference.
- Attended another SCRLC/Empire State Library Network DEI meeting (February 3) to continue discussing adapting a special diversity audit tool for NYS systems and consortia. Attended the SCRLC Diversity, Equity, Inclusion, & Justice Committee meeting (February 9).
- Hosted the monthly Member Library Support Group (February 8) on Zoom; took notes and distributed to directors and staff.
- Organized content for the bi-weekly bulletin. Moved to monthly basis due to Annual Reports.
- Prepped for the FLLS Summer Reading meeting. Developed adult programming ideas and planned the meeting with Heidi.
- Provided materials to a Talking Book & Braille Library (TBBL) patron.
- Updated and sent out the 2022 Continuing Education Survey. A new section specifically focusing on inclusion, diversity, equity, and accessibility topics was added.

### **Annual Reports:**

- Held the Annual Report workshop (March 1). Sent a follow-up with recordings, slides, and notes.
- Ran Polaris Reports and calculated figures for the collection, circulation, and patron sections of each member library report; (165) Polaris Reports were run in total.
- Consulted (85) times with member library directors and staff concerning the Annual Report.
- Corresponded with our NYS Annual Report contact several times with various questions. The questions/answers will be converted into an FAQ document for next year.
- Reviewed (18) reports and sent back a majority of them for corrections. Officially submitted (11) reports to NYS.
- Began working on the System Annual Report. Distributed sections to appropriate staff. Consulted with Deb and Heidi concerning their sections.

### **JobNow Database Usage Summary, February 2022:**

Database Usage	38
Number of resume lab, coaching, and test center sessions	1
<b>Total:</b>	<b>38</b>

### **Workshops & One-on-One Trainings Held:**

Date	Topic	Location/Library	# of Attendees
2/1/2022	Annual Report Workshop	Online/FLLS	24
2/7/2022	Annual Report (New Director)	Online/WEED	1
2/9/2022	Annual Report (New Director)	Online/TRU	1
<b>Total:</b>			<b>26</b>

### **Meetings Hosted:**

Date	Topic	Location	# of Attendees
2/8/2022	Member Library Support Group	Online	16
<b>Total:</b>			<b>16</b>

***Jenny Shonk, cont.***

**Feedback from Member Libraries:**

“JENNY. You deserve a medal for your perseverance and patience with this report. Thank you so much for all your help- it went faster for me than last year, and you were so helpful in walking me through the issues.” Martha Nettleton at Kellogg Free Library

“Thanks for all of the info you put together for the annual report. It is very helpful and I can tell you are trying very hard to make it easy on us. Your effort is greatly appreciated!” Sue Chaffee, Newfield Public Library

“Thank you for all of the work you do for the libraries.” Liz Helmsie, Spencer Library

“Thank you so much Jenny! I really appreciate all your work on this.” Jen Graney, Cortland Free Library

“THANK YOU SO MUCH for taking this on. I think you having more oversight and calculating many things for the libraries ahead of time is wonderful. My sense was always that some of us were reporting one way and others another way (much like in my example of bandwidth above for example) and I think this will be a better way to go forward.” Sandy Groth, Aurora Free Library

“You’re the best!!! Thanks a million Jenny!!!” Chelsea Hastings, Interlaken Public Library