

**Director’s Report for Meeting: May 18, 2022**

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

**Deb Geier**

*Cataloging:*

During the month of April, I edited and imported 11912 bibliographic records. I continue to bulk import and edit bibliographic records to replace incomplete records in the catalog.

*Meetings/trainings:*

- 4/20 – FLLS directors’ meeting
- 4/1-4/30 – Python for Libraries course (my own time)
- 4/5-4/8 -- IUG 2022 Virtual Conference

**Rex Helwig**

**CNS Department Stats for April 2022:**

<u>Rex’s Help Desk Tickets, April 2022:</u>	
Open at beginning of month:	3
Created during month:	18
Closed during month:	19
Still open at end of month:	2

<u>Eric’s Help Desk Tickets, April 2022:</u>	
Open at beginning of month:	10
Created during month:	17
Closed during month:	13
Still open at end of month:	14

Rex & Eric’s site Visits: 4/27/2022 WAV - Scan computers for key loggers and spyware. Change the Exec passwords on all library computers. Remove unauthorized Spectrum connection and turn in the modem to Spectrum and cancel account.

**Jenny Shonk**

- Acted as co-host for the Directors’ Meeting (April 20) on Zoom; took notes, distributed to directors.
- Answered (12) reference/consulting questions for member libraries and correctional facilities focusing on Polaris and reporting.
- Attended state-wide The Great Give Back planning meeting (April 7).
- Attended the SCRLC Educational Services Advisory committee meeting (April 6).
- Entered new professional collection books into Polaris and processed the physical items.
- Finished disbanding DVD collection. Requested items were sent out to member libraries (551). Remaining items (1,440) will be deleted and boxed up for the Friends of TCPL book sale.
- Hosted the COSAC Meeting (April 11). Of the 16 applications submitted in 2022, 13 were fully funded, 2 were partially funded, and 1 application was denied. I typed up letters and received approval from the committee to send them out. The letters were given to Jim to send to the member libraries with checks. I notified each applicant of their status via email.
- Hosted the Social Justice Book Club (April 27). We read/discussed The Vanishing Half by Brit Bennet.

**Jenny Shonk, cont.**

- Organized content for the bi-weekly bulletin.
- Packed (1) order for Five Points Correctional Facility. Restarted interlibrary loan to Cayuga Correctional Facility and finished setting up processing for Ingram (vendor). Began scheduling our annual authentication meeting with the correctional facilities for June.
- Planned and prepared for the Data Collection webinar series with Heidi. Continued planning continuing education opportunities for later this year.
- Provided materials to a Talking Book & Braille Library (TBBL) patron.
- Received corrections for member library Annual Reports from NYS. (5) reports were fully accepted. The remaining reports had either financial or trustee issues. I worked with each director to make corrections and (25) more reports were accepted in April.

**JobNow Database Usage Summary, April 2022:**

Database Usage	132
Number of resume lab, coaching, and test center sessions	2
<b>Total:</b>	<b>134</b>

**Meetings Hosted:**

Date	Topic	Location	# of Attendees
4/11/2022	Coordinated Outreach Services Advisory Council	Online	5
4/27/2022	Social Justice Book Club	Online	2

**Heidi Eckerson**

April was full of collaboration as I continue to work with Emily from Cornell Cooperative extension’s Energy Navigators program. Four of our member libraries have booked her Tiny Power House tour as part of their Summer Reading program. We’ve discussed book selections for storytime and looked at MOUs and teen programming. (Our libraries received funding from the Rosen Library Grant Cycle for this.) I also had an opportunity to work with Hope Decker and Lorie Brown from STLS. Hope is a facilitator with MIT’s Public Library Exchange program and offered a session on facilitating creative learning with a STEAM based Paper Circuits program. Lastly, I’ve been in touch with all of our libraries as well the Museum of the Earth, the Sciencenter and my colleagues here at FLLS as we work to make the Museum Pass Project a reality. FLLS received funding through the Community Foundation of Tompkins County Library Grant cycle to create kits with museum passes and related books for each of our member libraries.

- Libraries (including FLLS) received notice of their Rosen grant awards
- Started coordinating the Museum Pass Project for our member libraries
- Attended monthly Seneca Shares meeting held by our Seneca county libraries
- Marketed OverDrive’s Big Library Read and curated the April collections
- Marketed National Library Week on our socials and website
- Met with the Great Give Back: A Day of Service at Public Libraries team about 2022 plans
- Attended the COSAC Outreach Mini grant review team session as a resource
- Hosted the April Member Library Support Group meeting
- Attended ALA’s Hybrid: New Take on Pandemic Programming (first in a series of webinars)
- Met with Emily Bell at Cornell Cooperative Extension about Power House Tour for our libraries
- Coordinated a meeting with our Central Library eContent selectors to strategize and discuss our collection development
- Attended the Trustee Handbook Book Club that focused on Ethics & Conflicts of Interest + Intellectual Freedom, Censorship and Privacy

**Heidi Eckerson, cont.**

- Attended FLLS April Director’s meeting
- Co-hosted a STEAM workshop with Hope Decker and Lorie Brown from the Southern Tier Library System (STLS)
- Attended the Lansing Community Library’s Annual Meeting
- Participated in FLLS’ Social Justice Book Club
- Helped Lodi librarian Nora Snyder pick out books at the Friends of the Library Book Sale (Lodi won the “plus one” contest, allowing them to take part in Library Day at the sale.)
- Met with Alli Sribarra from the Ithaca Sciencenter to coordinate membership passes for our member libraries as part of the Museum Pass project

**eContent Highlights: March 2022**

OverDrive has partnered with Audiofile to offer the SYNC program that provides teens with 2 free audiobooks (to keep) every week starting April 28th and running through August. I’ve shared this with our members and have been promoting it on our socials. In May, FLLS has a free 3 month trial subscription to TeenBookCloud with a variety of econtent for our YA audience.

**eContent Stats for April 2022**

<b><u>Product</u></b>	<b><u>Usage</u></b>	<b><u>Notes</u></b>
HeritageQuest	2242 Total Unique Searches	Down 892
Mango Languages	4466 Total Sessions (2556 Web Sessions; 1910 Mobile)	Down 10
OverDrive: FLLS	16, 332 (includes 3 school district checkouts)	Down 1564
OverDrive Reciprocal Lending Arrangement	FLLS patrons as Visitors to: OWWL: 475, and STLS: 416 OWWL & STLS Visitor Checkouts from FLLS Collection: 446 and 366 respectively.	
OverDrive Sora checkouts	372 Total <i>Sora</i> is the public school library app to check out books (includes RLA partners)	Up
TumbleBooks	103 book views	Down

**Workshops/Meetings/Training Sessions: April 2022**

- April 8: OverDrive Selectors Meeting
- April 12: Member Library Support Group Meeting
- April 25: Paper Circuits Workshop with Southern Tier Library System

**Consulting and Technical Assistance Services: April, 2022**

- Grants, State, and Federal Funding: 8
- Funding and Governance: 3
- Automation and Technology: 7
- Youth Services: 9
- Personnel and Management: 1
- Reference: 1
- Annual Meeting: 1