

### Director's Report for Meeting: June 15, 2022

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

**Rex Helwig**

**CNS Department Stats for May 2022:**

Rex's Help Desk Tickets, May 2022:

Open at beginning of month:	2
Created during month:	23
Closed during month:	16
Still open at end of month:	9

Eric's Help Desk Tickets, May 2022:

Open at beginning of month:	14
Created during month:	23
Closed during month:	28
Still open at end of month:	12

Rex's site Visits:        5/23/2022    HOM - Resolved an internal network connectivity issue with the wired network. Required a network switch reboot.

**Jenny Shonk**

**Notable Projects & Tasks:**

- (3) member library Annual Reports and the Finger Lakes Library System Annual Report were accepted and approved by NYS in May. We are just waiting for the NYS liaison to review and approve section 15 of TCPL's report.
- Answered (30) reference/consulting questions for member libraries and correctional facilities focusing mainly on Polaris and other technologies.
- Attended the NYS Outreach meeting (May 4). Attended the quarterly FALCONS Meeting (May 19). Attended SCRLC/Empire State Library Network DEI meeting (May 19) to continue adapting diversity audit tools. Attended the SCRLC Diversity, Equity, Inclusion, and Justice committee meeting (May 23). All meetings were virtual.
- Continued planning virtual sessions for later this year including "Best Practices for Serving LGBTQ+ Patrons" for June and "New Librarians Meetup" sessions for July.
- Entered (3) new professional collection books and (1) new adult book group kit into Polaris and processed the physical items. Weeded (7) adult book group kits from the collection.
- Hosted the Inclusion, Diversity, Equity, & Accessibility (IDEA) Committee (May 25). We discussed DEI audit tools, DEI workshops, crafting a DEI statement, and the development of a DEI toolkit for member libraries.
- Hosted the monthly Member Library Support Group (May 10) with Heidi's assistance. We discussed mental health & burnout, collection development, and summer reading.
- Organized content for the bulletin. Announced OMG recipients in bulletin and on website.
- Provided materials to a Talking Book & Braille Library (TBBL) patron.

**Jenny Shonk, cont.**

- Renewed our subscription to Ryan Dowd’s Homeless Training Academy; available to paid member library staff.
- Scheduled (2) deliveries for Cayuga Correctional Facility and (1) delivery for Five Points Correctional Facility. Scheduled and planned the annual authentication meeting with the correctional facilities.

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

Database Usage	24
Number of resume lab, coaching, and test center sessions	0
<b>Total:</b>	<b>24</b>

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

Date	Topic	Location	# of Attendees
5/2/2022	Polaris Item Maintenance	Online/WAV	1
5/3/2022	Data Collection I	Online	12
5/11/2022	Accessible Library Customer Service with Valerie Lewis	Online	5*
5/16/2022	Polaris Item Maintenance	Online/WAV	1
<b>Total:</b>			<b>19</b>

\* 4 additional people viewed the recording

**Meetings Hosted:**

Date	Topic	Location	# of Attendees
5/10/2022	Member Library Support Group (MLSG)	Online	5
5/25/2022	Inclusion, Diversity, Equity, & Accessibility (IDEA) Committee	Online	5
<b>Total:</b>			<b>10</b>

**Heidi Eckerson**

The Museum Pass Project is coming together as most of the items have arrived. It is a true team effort with cataloging, processing, etc. I’ve been designing marketing and promotional materials for the kits that member libraries can use. Now that spring is here, I’m back on the road again visiting libraries. Trustee resources have been my focus this month and I’m working on developing tool kits and materials boards may find useful. (Mid-Hudson has been a good model.) I’ve also been working to coordinate fall workshops for our member libraries. Based on a recent poll, social media, early literacy, and teen programming ranked high on their list.

- Co-hosted Data I webinar with Jenny Shonk for our member libraries.
- Attended the Trustee Handbook Book Club that focused on Planning and Evaluation
- Viewed recording of Trustee Essentials workshop hosted by Mid-Hudson Library System
- Viewed recording of Applying for Funds Through the State Aid for Library Construction Program with Casey Conlin from Mid-Hudson Library System
- Updated Trustee Resources webpage on the flls.org site
- Created May/June Trustee Newsletter
- Co-hosted monthly Member Library Support Group meeting with Jenny Shonk
- Attended ALA’s When to Go Hybrid (second in a series of webinars)
- Attended Accessible Library Customer Service webinar
- Attended TST BOCES School Library System meeting (first one in-person)
- Attended FALCONS meeting
- Met with Emily Bell at Cornell Cooperative Extension about Power House Tour for our libraries

**Heidi Eckerson, cont.**

- Coordinated a meeting with TCPL’s social media marketing team Woody and Asia to discuss strategies. Discussed the possibility of them offering a social media workshop for our members.
- Participated in FLLS’ Inclusion, Diversity, Equity, and Accessibility Committee meeting
- Met with Beth Bevars, Lodi Director, to discuss her Dollar General Literacy grant application.
- Coordinated a meeting with Deb Geier and Beth to discuss cataloging of materials in Lodi’s Literacy Hub collection.
- Visited the Aurora Library and talked about space planning with director Sandy Groth.
- Visited Hazard Library. Director Lisa Semenza gave me a tour of what will be their new space.
- Ordering, processing, and assembling Museum Pass Project kits. (Hope to have out to libraries by mid-late June in time for summer.)
- Connected Story House Ithaca/Prisoner Express with five of our libraries regarding a collaborative grant opportunity featuring art and writing from incarcerated folks.

**Social Media Highlights:** A shared Facebook post featuring the Edith B. Ford’s IMLS-grant funded Craft Beverage Memory Project received the most “likes” and comments while a post about our TeenBookCloud free trial had the most engagements and shares.

**eContent Highlights:** On June 13th we’ll have our quarterly e-content Committee meeting. I continue to promote our e-content collections on our web blog and our social media channels.

**eContent Stats for May 2022**

<b><u>Product</u></b>	<b><u>Usage</u></b>	<b><u>Notes</u></b>
HeritageQuest	1891 Total Unique Searches	Down 351
Mango Languages	4563 Total Sessions (2561 Web Sessions; 2002 Mobile)	Up 97
OverDrive: FLLS	16,768	Up 436
OverDrive Reciprocal Lending Arrangement	FLLS patrons as Visitors to: OWWL: 604, and STLS: 455 OWWL / STLS Visitor Checkouts from FLLS Collection: 586 / 339	
OverDrive Sora checkouts	478 Total <i>Sora</i> is the public school library app to check out books (includes RLA partners)	Up 94
TumbleBooks	98 book views	Down 4
TeenBookCloud (free trial)	Free trial runs from May 15 to Aug 15, 2022. e-content for Teens	5

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

none

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

Grants, State, and Federal Funding: 4

Funding and Governance: 2

Automation and Technology: 5

Youth Services: 10

Physical Plant: 1

Reference: 4

**Deb Geier**

*Cataloging:*

During the month of May, I edited and imported 2811 bibliographic records. I continue to bulk import and edit bibliographic records to replace incomplete records in the catalog. I focused on cataloging Korean language materials.

*Meetings/trainings:*

5/19 – FALCONS meeting