

Director's Report for Meeting: November 16, 2022

Sarah Glogowski will give a verbal report.

Rex Helwig

CNS Department Stats for September 2022:

<u>Rex's Help Desk Tickets, Sept 2022:</u>	
Open at beginning of month:	3
Created during month:	35
Closed during month:	33
Still open at end of month:	5

<u>Eric's Help Desk Tickets, Sept 2022:</u>	
Open at beginning of month:	13
Created during month:	12
Closed during month:	14
Still open at end of month:	11

CNS Department Stats for October 2022:

<u>Rex's Help Desk Tickets, Oct 2022:</u>	
Open at beginning of month:	5
Created during month:	33
Closed during month:	35
Still open at end of month:	3

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

Rex's site Visits:

10/21/2022 LAN - Replace Network Switch and locate and remove rogue wireless router (LCLC) hidden in ceiling

Eric's site Visits:

9/19/2022 WAV - Install new computers

9/29/2022 LAN - Upgrade Circ Operating System to Win11

10/21/2022 LAN - Replace Network Switch and locate and remove rogue wireless router (LCLC) hidden in ceiling

Jenny Shonk

- Correctional Facilities & County Jails: Placed (12) total orders for all (8) facilities. Scheduled (8) deliveries to Cayuga Correctional Facility, Five Points Correctional Facility, Cortland County Jail, Tioga County Jail, Seneca County Jail. Assisted CCF librarian and Tompkins County Jail teacher pick books at the Friends of TCPL Sale (Sept 28).
- Diversity, Equity, & Inclusion: Hosted the Inclusion, Diversity, Equity, & Accessibility (IDEA) Committee (Oct 19); finalized the draft Code of Conduct. Hosted the Social Justice Book Club discussion (Oct 26); discussed Gender Queer by Maia Kobabe and other books banned due to LGBTQ+ content. Completed a virtual Library Journal Course 'Equity-Centered Library Leadership' (Oct 20); received 15 CE hours and developed an Equity Action Plan.
- Meetings: Hosted the monthly Member Library Support Group meetings (Sept 13 and Oct 11) with Heidi's assistance. Co-hosted the monthly Director's meeting (Sept 21). Facilitated the Coordinated Outreach Services Advisory Council (COSAC) meeting (Sept 12). Took notes for each meeting. Facilitated (3) webinars presented by member library staff.
- Outreach: Provided materials to a Talking Book & Braille Library (TBBL) patron. Finalized Outreach Mini-Grant materials. Organized a donation drive at FLLS HQ for the local SPCA; delivered the items with Heidi (Oct 18).
- Promotion: Organized content for the bi-weekly bulletin. Promoted FLLS webinars to other systems via email and promoted webinars in-system via flyers in the delivery.
- Reference and Consulting: Answered (38) reference/consulting questions for member libraries and correctional facilities, focusing on technology.
- Miscellaneous: Overhauled the Annual Report to the Community using Canva; developed separate documents for 2021 and 2022. Purchased (10) books for the professional collection; entered them into the catalog.

Workshops & One-on-One Trainings Held (Sept/Oct 2022):

Date	Topic	Location/Library	# of Attendees
9/20/2022	Engaging Teens with Connected Learning with Amber Pasiak of Ford Memorial Library	Online/FLLS	16
10/5/2022	Social Media 101 with Asia Bonacci & Woody Chichester of TCPL	Online/FLLS	19
10/13/2022	Polaris Reporting	Online/PORT	1
10/14/2022	Polaris Item Maintenance	Online/PORT	1
10/25/2022	Polaris Item Maintenance	Online/PORT	1
10/27/2022	Lodi Literacy Hub with Beth Bevars of Lodi Whittier Library	Online/FLLS	16
Total:			54

Meetings Hosted (Sept/Oct 2022):

Date	Topic	Location	# of Attendees
9/12/2022	COSAC Meeting	Online	4
9/13/2022	Member Library Support Group	Online	13
10/11/2022	Member Library Support Group	Online	6
10/19/2022	IDEA Committee	Online	7
10/26/2022	Social Justice Book Club	Online	3
Total:			33

Heidi Eckerson

- Created social media posts focused sharing member library news and highlighting Library Card Sign Up Month and Banned Book Week (September) and TeenTober (October)
- Attended NYLS Youth Services Meeting (Sept)
- Visited the Family Reading Partnership and met with Executive Director Amber Smith
- Attended the Outreach Mini-grant/COSAC mtg (Sept)
- Held quarterly eContent meeting via Zoom (Sept)
- Co-hosted our monthly Member Library Support Group meetings with Jenny Shonk
- Supported Amber Pasiak in developing their presentation “Engaging Teens with Connected Learning”
- Attended the Open Meetings Law webinar hosted by the Committee on Open Government
- Met with Mary Fellows of Upper Hudson Library System to discuss designing a Library Road Trip program.
- Attended Directors Mtg (Sept)
- Prepared content for FLLS 64th Annual Meeting presentation and Annual Report to the Community.
- Aggregated and analyzed data from our 2022 Summer Reading Survey; submitted to the NYS Library (Sept)
- Ordered CSLP 2023 Summer Reading manuals and resources for system (Oct)
- Met with the Summer Reading System Collaboration team to start planning our 2023 workshops
- Facilitated the Social Media 101 workshop with Asia Bonacci and Woody Chichester from TCPL.
- Attended FLLS Staff Mtg about upcoming Annual Meeting
- Attended a Tech Talk webinar on Hybrid programming
- Delivered pet supplies to the Tompkins County SPCA with Jenny Shonk. (FLLS’ Great Give Back)
- Attended the IDEA Committee where we discussed Code of Conduct, and diversity audits
- Co-hosted a Lunch N Learn with Eric Franks about Hybrid Technology
- Developed and documented a clear process for eContent Requests with Sarah and Diana
- Tabled at the Lodi Whittier Library’s Fall Festival in October
- Co-hosted the Social Justice Book Club with Jenny.
- Hosted workshop ‘The Lodi Literacy Hub: the Road to Decode Begins’ at the Library
- Met with Janet Hansel from Community Foundation of Tompkins County about the upcoming 2023 Library Cycle grants (formerly “Rosen” grant).

eContent Stats for September 2022

Product	Usage
HeritageQuest	Total Unique Searches: 2366
Mango Languages	Total Sessions: 4896 Web: 2664 Mobile: 2232
OverDrive: FLLS Home Users	17, 488 (all formats) Breakout of Cost-per-Circ Lending Model: 340 items
OverDrive Reciprocal Lending Arrangement	FLLS patrons as Visitors to: OWWL: 487 and STLS: 496 OWWL & STLS Visitor Checkouts from FLLS Collection: 425 and 457 respectively.
OverDrive Sora checkouts	Home Users: 227 Visitor Users: 288 <i>Sora</i> is the public school library app to check out books
TumbleBooks	Book Views: 62
JobNow	Total Usage: 82

Heidi Eckerson, cont.

eContent Stats for October 2022

Product	Usage
HeritageQuest	Total Unique Searches: 1110
Mango Languages	Total Sessions: 4877 Web Sessions: 2659 Mobile Sessions: 2218
OverDrive: FLLS Home Users	17, 403 (all formats) Breakout of Cost-per-Circ Lending Model: 254
OverDrive Reciprocal Lending Arrangement	FLLS patrons as Visitors to: OWWL: 479 and STLS: 482 OWWL & STLS Visitor Checkouts from FLLS Collection: 466 and 508 respectively.
OverDrive Sora checkouts	Home Users: 256 Visitor Users: 292 <i>Sora</i> is the public school library app to check out books
TumbleBooks	Book views: 51
JobNow	Total Usage: 142

September Consultations

Workshops/Meetings/Training Sessions: September 2022

Technology: 1 (eContent Committee Mtg)

YA: 1 (Engaging Teens with Connected Learning webinar)

Consulting and Technical Assistance Services: September 2022

Funding and Government: 2

Automation and Technology: 2

Youth Services: 22

Personnel: 1

Info to Local, County, or State Legislators: 1

Reference: 5

October Consultations

Workshops/Meetings/Training Sessions: October 2022

Technology: 2 (Social Media Workshop; Hybrid Programming Technology)

Youth Services: 1 (Lodi Literacy Hub: The Road to Decode Begins at the Library Workshop)

Consulting and Technical Assistance Services: October 2022

Automation and Technology: 4

Adult Services: 1

Youth Services: 6

Reference: 4

Deb Geier

October:

I edited and imported 2812 bibliographic records. I continued to bulk import and edit bibliographic and authority records to replace incomplete records in the catalog. I focused on updating the oldest DVD records.

ILL:

We continue to see an increase in ILL requests.

Meetings:

10/14 – Annual meeting

10/20 -- Bi-annual Staff Security Training

2022	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL YTD
ILL													
Items Circulated	0	0	0	0	0	0	0	14466	13736	14052			42254
Total requests submitted	0	0	0	0	0	0	0	14506	13783	14094			42383
% Filled								99.7%	99.7%	99.7%			99.7%
Out-of-System ILL													
Items Borrowed/Copied	0	0	0	0	0	0	0	151	174	254			579
Items Loaned/Copied	0	0	0	0	0	0	0	172	162	175			509