

**Director's Report for Meeting: December 14, 2022**

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

**Rex Helwig**

**CNS Department Stats for November 2022:**

Rex's Help Desk Tickets, Nov 2022:

Open at beginning of month: 3  
 Created during month: 29  
 Closed during month: 30  
 Still open at end of month: 2

Eric's Help Desk Tickets, Nov 2022:

Open at beginning of month: 11  
 Created during month: 16  
 Closed during month: 15  
 Still open at end of month: 12

**Jenny Shonk**

- Continuing Education: Co-hosted the Grant Writing for Libraries webinar with Heidi (November 10). Created and distributed the annual Continuing Education Survey to member libraries.
- Correctional Facilities & County Jails: Placed (5) total orders for Auburn CF, Cayuga CF, Five Points CF, and Tompkins Jail. Returned (4) items for misc. reasons. Scheduled (6) deliveries: Auburn CF, Cayuga CF, and Five Points CF.
- Diversity, Equity, & Inclusion: Added the IDEA Statement (under Mission Statement), IDEA Toolkit/Webpage, and Code of Conduct for Programs to the website with Eric's assistance. Selected preliminary dates and goals for the 2023 Inclusion, Diversity, Equity, & Accessibility (IDEA) Committee. Selected preliminary dates, themes, and book choices for the 2023 Social Justice Book Club.
- Meetings: Hosted the monthly Member Library Support Group meeting (November 8) with Heidi's assistance. Co-hosted the monthly Director's meeting with Sarah (November 16). Took notes for both meetings that were distributed. Attended the quarterly Falcons Meeting (November 17).
- Outreach: Provided materials to a Talking Book & Braille Library (TBBL) patron. Began promoting the 2023-2024 Outreach Mini-Grant cycle.
- Promotion: Organized content for the bi-weekly bulletin. Created a new email distribution list for member library staff working in Adult Services, FLLS-AS.
- Reference and Consulting: Answered (25) reference/consulting questions for member libraries and correctional facilities with a focus on technology.
- Misc: Began weeding the FLLS Professional Collection. Renewed the Brainfuse JobNow database for 2023.

**Workshops & One-on-One Trainings Held (Nov 2022):**

Date	Topic	Location/Library	# of Attendees
11/10/2022	Grant Writing for Libraries	Online/FLLS	9
<b>Total:</b>			<b>9</b>

**Meetings Hosted (Nov 2022):**

Date	Topic	Location	# of Attendees
11/8/2022	Member Library Support Group	Online/FLLS	10
<b>Total:</b>			<b>10</b>

### Heidi Eckerson

- Marketed OverDrive’s Big Library Read title “A Snake Falls to Earth” to our member libraries and patrons.
- Consulted with Lodi library staff and SuperDVille Team about literacy programming in 2023.
- Started sending out 2023 Summer Reading resource material to libraries.
- Met with other systems to begin planning our 2023 Summer Reading Collaborative workshop series.
- Organized, evaluated, & weeded our physical collection of program boxes & die-cuts. I’m also marketing these.
- Worked with Jenny to re-imagine the FLLS website for a better user experience.
- Consulted with the Apalachin Free Library on their Director search
- Connected with local authors Sue Heavenrich and Gail Jarrow about the Society for Children’s Writers and Illustrators to organize book donations to member libraries.
- Worked with Sandy Groth @ AURO to develop a survey to crowdsource programming ideas and resources.
- Co-hosted the November Member Library Support Group meeting with Jenny Shonk.
- Hosted Erika Jenns from Southern Tier Library System to discuss OverDrive and Trustee Education opportunities.
- Co-facilitated Grant Writing 101 workshop for member libraries with Jenny Shonk.
- Participated in the first of three sessions of the ALA Libraries and Sustainability virtual book club.
- Met with NYLA-Youth Services Section Conference Committee to continue our work on the Spring 2023 Conference. Sabrina Hostler from Seneca Falls will be presenting a Club Cricut workshop.
- Attended the TST BOCES School Library Council Meeting and met the new School Library Coordinator Ruth Stiles.
- Attended monthly Directors’ Meeting and FALCONS meeting to discuss e-content Contribution Request letter.
- Conferenced with TCPL OverDrive selectors about our developing process, including how FLLS and the central library can work together to meet the needs of patrons.

### eContent Stats for November 2022

<b>Product</b>	<b>Usage</b>
<b>HeritageQuest</b>	Total Unique Searches: 1884
<b>Mango Languages</b>	Total Sessions: 4695 Web: 2518 Mobile: 2117
<b>OverDrive: FLLS Home Users</b>	16, 898 (all formats) Breakout of Cost-per-Circ Lending Model: 370 items <i>Boys from Biloxi: A Legal Thriller</i> with 29 checkouts
<b>OverDrive Reciprocal Lending Arrangement</b>	FLLS patrons as Visitors to: OWWL: 486 and STLS: <i>not available</i> OWWL & STLS Visitor Checkouts from FLLS Collection: 965
<b>TumbleBooks</b>	Book Views: 81
<b>JobNow</b>	Total Usage: 62

### November Consultations

Workshops/Meetings/Training Sessions  
*Grant Writing for Libraries 101*

### Consulting and Technical Assistance Services

Automation and Technology: 2  
Youth Services: 9  
Personnel: Many as I’m working with Apalachin on their Director search  
Reference: 1

**Deb Geier**

During the month of November, I edited and imported 6223 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:

11/16 – FLLS directors’ meeting

11/17 – FALCONS meeting

<b>2022</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>TOTAL YTD</b>
<b>ILL</b>													
Items Circulated	0	0	0	0	0	0	0	14466	13736	14052	12851		55105
Total requests submitted	0	0	0	0	0	0	0	14506	13783	14094	12884		55267
% Filled								99.7%	99.7%	99.7%	99.7%		99.7%
<b>Out-of-System ILL</b>													
Items Borrowed/Copied	0	0	0	0	0	0	0	151	174	254	318		897
Items Loaned/Copied	0	0	0	0	0	0	0	172	162	175	165		674