

### Director's Report for Meeting: January 18, 2023

Sarah Glogowski will give a verbal report.

**Rex Helwig**

**CNS Department Stats for December 2022:**

Rex's Help Desk Tickets, Dec 2022:

Open at beginning of month:	3
Created during month:	13
Closed during month:	13
Still open at end of month:	3

Eric's Help Desk Tickets, Dec 2022:

Open at beginning of month:	11
Created during month:	19
Closed during month:	19
Still open at end of month:	11

Rex's Site Visits:

12/12/2022 NEW - Spectrum switchover from FLLS account to Newfield account  
 12/13/2022 UNS - Install Memory and Solid State Drive in Circulation computer and migrate to new drive

Eric's Site Visits:

12/1/2022 CORT - Install new public computers from the annual bulk buy  
 12/14/2022 TRU - Upgrade Circ computer to Win11, install new Libdata Control Center, test multi copy printing  
 12/22/2022 CORT - Install and migrate existing data for Theresa's and Jen's staff computers

**Jenny Shonk**

- Continuing Education: Analyzed the (54) responses to the annual Continuing Education Survey. Met with Sarah and Heidi to plan 2023 workshops/webinars. Developed a preliminary calendar and began contacting speakers.
- Correctional Facilities & County Jails: Placed (3) orders for Cayuga CF, Five Points CF, and Tompkins Jail. Scheduled (4) deliveries to Tompkins Jail, Cayuga Jail, Cayuga CF, and Five Points CF.
- Diversity, Equity, & Inclusion: Selected *Disability Visibility: First-Person Stories from the Twenty-First Century* edited by Alice Wong for the January book club discussion. Purchased books and distributed to members. Ran DEI Collection Audits on Picture Book Collections for all 33 member libraries using the [Diverse BookFinder Collection Analysis Tool](#). Attended *Starting from Where You Are – Becoming Anti-Isms* with Jill Hurst-Wahl ([CLRC webinar](#)).
- Meetings: Hosted monthly Member Library Support Group (December 13). Outreach: Provided materials to a Talking Book & Braille Library (TBBL) patron. Attended a NYS Outreach Coordinator Meeting (December 6) and a NYSL Outreach Meeting (December 7).
- Promotion: Organized content for the bi-weekly bulletin.
- Reference and Consulting: Answered (16) reference/consulting questions for member libraries and correctional facilities with a focus on technology.
- Miscellaneous: Finished weeding professional book collection, gave away books to member libraries. Combined two main FLLS book collections (General and Children's Materials) together, make it easier for Arlene and Jaclyn to access and shelve. Added notes to Storytime Resources and Media Material so patrons stop checking out items that are for library use only. Gave Jim a preliminary 2023 budget for the Continuing Education & Outreach Department.

**Meetings Hosted (Dec 2022):**

Date	Topic	Location	# of Attendees
12/13/2022	Member Library Support Group	Online	13
<b>Total:</b>			<b>13</b>

**Heidi Eckerson**

- Participated in ALA’s Libraries and Sustainability Book Club.
- Designed and scheduled FLLS social media posts for December.
- Ordered Summer Reading merchandise for our in-person meeting scheduled for March 2023.
- Started planning for our in-person Summer Reading Planning meeting scheduled for March 2023 including scheduling guest presenters/performers.
- Met with Ada from Public Library Innovation Exchange (PLIX) from MIT. We discussed FLLS being a host for their IMLS Creative Learning project. Unfortunately our schedules won’t match up, but we can still use many of their program ideas.
- Met with Community Foundation of Tompkins County regarding the 2023 Library Cycle Grant (aka Rosen). Longtime library advocate Janet Hansel (formerly Cotraccia) is leaving CFTC and will no longer be the lead.
- Met the new director of TCPL, Leslie Tabor, when she visited our building.
- Met with Sarah Glogowski and Jenny Shonk to plan 2023 continuing education opportunities.
- Met with our OverDrive representatives to learn about the Diversity Audit they ran on our digital collection.
- Facilitated the December eContent Committee meeting.
- Co-hosted the Member Library Support Group meeting with Jenny Shonk.
- Joined the Association of Rural and Small Libraries Membership Committee. The one-year term starts Jan 2023.
- Worked closely with Apalachin Library on their Director Search. Participated on their Search Committee and helped design the process. We interviewed 5 candidates, then narrowed the field to the top two. Second round interviews were held and included a presentation as well as a meet-and-greet with the current director, the Board, and library staff. I helped the Board draft the offer letter. Sarah and I offered guidance for their Executive Session and related details. I’m happy to report that the new director started January 3, 2023!

**eContent Stats for December 2022**

<b>Product</b>	<b>Usage</b>
<b>HeritageQuest</b>	Total Unique Searches: 1252
<b>Mango Languages</b>	Total Sessions: 4579    Web: 2452    Mobile: 2127
<b>OverDrive: FLLS Home Users</b>	17, 404 (all formats) Breakout of Cost-per-Circ Lending Model: 333 items Top Cost-per-Circ Title: Mad Honey: A Novel with 26 checkouts
<b>OverDrive Reciprocal Lending Arrangement</b>	FLLS patrons as Visitors to: OWWL: 574 and STLS: 489 OWWL & STLS Visitor Checkouts from FLLS Collection: 985
<b>TumbleBooks</b>	Book Views: 20
<b>JobNow</b>	Total Usage: 58

**December Consultations**

Workshops/Meetings/Training Sessions  
*eContent Committee Meeting*  
*Apalachin Library Board Meeting*

**Consulting and Technical Assistance Services**

Funding and Governance: 1  
Automation and Technology: 3  
Youth Services: 5  
Adult Services: 1  
Personnel: Numerous as I’m working with Apalachin on their Director search  
Reference: 2

**Deb Geier**

During the month of December, I edited and imported 5957 bibliographic records. I continued to bulk import and edit bibliographic and authority records to replace incomplete records in the catalog. I focused on updating DVD records.

ILL: There was a decrease in ILL requests. Tom began making Cornell deliveries to the Annex instead of Cornell's Law Library, per Cornell's request.

Meetings: 12/12 – E-content committee 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	12475	67580
Total requests submitted	0	0	0	0	0	0	0	14506	13783	14094	12884	12520	67787
% Filled								99.7%	99.7%	99.7%	99.7%	99.6%	99.7%
<b>Out-of-System ILL</b>													
Items Borrowed/Copied	0	0	0	0	0	0	0	151	174	254	318	273	1170
Items Loaned/Copied	0	0	0	0	0	0	0	172	162	175	165	140	814