

**Director's Report for Meeting: February 15, 2023**

Sarah Glogowski will give a verbal report.

**Rex Helwig**

**CNS Department Stats for January 2023:**

<u>Rex's Help Desk Tickets, Jan 2023:</u>	
Open at beginning of month:	3
Created during month:	26
Closed during month:	25
Still open at end of month:	4

<u>Eric's Help Desk Tickets, Jan 2023:</u>	
Open at beginning of month:	11
Created during month:	13
Closed during month:	15
Still open at end of month:	9

**Jenny Shonk**

- Annual Reports: Updated the *Introduction & Tips* document and the *Financials Line Item Guide* for 2022. Clarified some questions with NYS. Added documents, spreadsheets, and links to the website: <https://www.flls.org/annualreports/>. Ran (125) Polaris reports to calculate member library statistics. Notified Directors that the Annual Report portal was open. Prepared for an Annual Reports training.
- Continuing Education: Scheduled Jill-Hurst Wahl and Dr. Kawanna Bright for Cultural Competence/Antiracism webinars (Apr & Oct). Scheduled Suzanne Macaulay for a marketing webinar (Feb). Created materials for the Summer Reading Planning meeting.
- Correctional Facilities & County Jails: Placed (5) orders for Seneca Jail and Tompkins Jail. Scheduled (4) deliveries to Cayuga CF and Five Points CF.
- Diversity, Equity, & Inclusion: Began developing an FLLS Land Acknowledgment at the IDEA Committee meeting (Jan 19). Discussed *Disability Visibility: First-Person Stories from the Twenty-First Century* edited by Alice Wong at SJBC (Jan 25). Attended meetings for SCRLC Diversity, Equity, Inclusion, & Justice Committee and helped edit a Diversity Audit for systems (Jan 12 & 26). Asked Rex to turn on free Closed Captioning feature for all Zoom meetings. Added an accommodation question to Zoom webinar registrations.
- Meetings: Took notes at the Directors' Meeting (Jan 18). Hosted and took notes for the Member Library Support Group meeting (Jan 10). Met with Sarah and Diana to analyze the Personnel Manual and assign sections to re-write (Jan 26). Attended a Department Head meeting to discuss Annual Reports with staff (January 31).
- Outreach: Provided materials to a Talking Book & Braille Library (TBBL) patron.
- Promotion: Organized content for the bi-weekly bulletin. Promoted upcoming FLLS webinars at other systems.
- Reference and Consulting: Answered (29) reference/consulting questions for member libraries and correctional facilities with a focus on technology and Annual Reports.
- Miscellaneous: Completed an inventory of the ProGEN collection.

**Meetings Hosted:**

Date	Topic	Location	# of Attendees
1/10/2023	Member Library Support Group	Online	11
1/19/2023	Inclusion, Diversity, Equity, & Accessibility Committee	Online	6
1/25/2023	Social Justice Book Club	Online	5
<b>Total:</b>			<b>22</b>

Jenny Shonk, cont.

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

Date	Topic	Location	# of Attendees
1/9/2023	Polaris New User	Online/APAL	1
1/12/2023	Polaris Item Maintenance	Online/APAL	1
1/18/2023	Polaris Item Maintenance	Online/WAV	1
1/23/2023	Polaris Item Maintenance	Online/LAN	1
1/23/2023	Polaris Item Maintenance	Online/ALTER	2
<b>Total:</b>			<b>6</b>

**Heidi Eckerson**

- Designed and scheduled FLLS social media posts for January.
- Ordered and curated OverDrive digital collection. I continue to work with TCPL to meet hold requests.
- Joined the Association of Rural and Small Libraries Membership Committee. We met in January.
- Attended Seneca Shares meeting with Seneca County library directors and trustees
- Continue to meet and plan with over a dozen other public library systems to produce our Summer Reading Collaborative workshops.
- Co-hosted our Member Library Support Group meeting with Jenny Shonk.
- Supported member libraries as they work on the Library Cycle/Rose grant. I wrote and submitted the report for our Museum Pass Kit grant from CFTC.
- Worked with libraries and our office staff to get out Swank movie license renewals and invoices.
- Met with the NYLA-Youth Services Section Conference Committee to continue to shore up details for the April 2023 conference in Lake George.
- Continue to plan FLLS' in house Summer Reading Planning meeting. Registration is live and the schedule is set for the March 16<sup>th</sup> event.
- Met with TCPL Director Leslie Tabor and our OverDrive reps to discuss their platform, reports, and to learn about Kanopy, a movie platform they own.
- Represented public libraries at the TST-BOCES School Library System Council meeting
- Attended FLLS Directors meeting
- Attended FLLS Staff meeting
- Assisted Eric Franks with his WordPress workshop
- Worked with office staff to send out OverDrive invoices to libraries.
- Participated in FLLS' Social Justice Book Club meeting to discuss the title *Disability Visibility*.
- Began assembling data for annual reports

**Narrative:** Planning for Summer Reading has taken many forms from ordering products, to meeting with presenters and performers to create a schedule for our first in-person meeting since 2019. I also fielded several questions from libraries about their Library Grant Cycle/Rosen grants that are due in February. I submitted the report for our Museum Pass Project from last year. We are able to re-purpose some funds to renew passes to the Sciencenter for interested libraries and purchase books to give away at the Summer Planning Meeting. Lastly, I am happy to report that 32 of our member libraries have contributed to the shared OverDrive pool or purchase their own content.

**eContent Stats for January 2023**

<b>HeritageQuest</b>	Total Unique Searches: 2729
<b>Mango Languages</b>	Total Sessions: 333 Web: 157
<b>OverDrive: FLLS Home Users</b>	18, 971 (all formats)
<b>OverDrive Reciprocal Lending Arrangement</b>	FLLS patrons as Visitors to: OWWL: <i>unavailable</i> and STLS: 549 OWWL & STLS Visitor Checkouts from FLLS Collection: 1225
<b>TumbleBooks</b>	Book Views: 133
<b>JobNow</b>	Total Usage: 23 (resume lab, interview coaching, and database resources)

**Heidi Eckerson, cont.**

**January Consultations**

Workshops/Meetings/Training Sessions

None

**Consulting and Technical Assistance Services**

Funding and Governance: 1

Grants, State, and Federal Funding: 6

Automation and Technology: 7

Youth Services: 8

Personnel: 1

Reference: 4

**Deb Geier**

During the month of January, I edited and imported 3590 bibliographic records. I continued to bulk import and edit bibliographic and authority records to replace incomplete records in the catalog.

ILL: There was a slight increase in ILL requests.

Meetings: 1/17 – Resource Sharing Advisory Committee

1/18 – FLLS directors’ meeting

1/30 – Staff meeting

<b>2023</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	14920	0	0	0	0	0	0						
Total requests submitted	15196	0	0	0	0	0	0						
% Filled	98.2%												
<b>Out-of-System ILL</b>													
Items Borrowed/Copied	287	0	0	0	0	0	0						
Items Loaned/Copied	168	0	0	0	0	0	0						