

Director's Report for Meeting: March 15, 2023

Sarah Glogowski will give a verbal report.

Rex Helwig CNS Department Stats for February 2023:

<u>Rex's Help Desk Tickets, Feb 2023:</u>	<u>Eric's Help Desk Tickets, Feb 2023:</u>
Open at beginning of month: 4	Open at beginning of month: 9
Created during month: 24	Created during month: 4
Closed during month: 27	Closed during month: 6
Still open at end of month: 1	Still open at end of month: 7

Jenny Shonk

Annual Reports: Answered (55) consulting questions relating to Annual Reports. Reviewed (8) member library Annual Reports and sent back a majority for corrections. Worked on collecting data for the FLLS Annual Report.

Continuing Education: Hosted Marketing for Small Libraries [webinar] with Suzanne Macaulay which received rave reviews (2/23). Confirmed upcoming sessions with Priscilla Berggren-Thomas and Kathy MacMillan.

Correctional Facilities & County Jails: Placed (1) order for Cayuga Correctional Facility. Scheduled (5) deliveries to Auburn CF, Cayuga CF, Five Points CF, and Seneca Jail.

Diversity, Equity, & Inclusion: Attended the SCRLC Diversity, Equity, Inclusion, & Justice Committee meeting (2/17). Attended Creating an LGBTQ Inclusive Workplace [webinar] with Luca Maurer (2/21). Consulted with Mary-Carol Lindbloom of SCRLC about land acknowledgments, she advised not to contact the Cayuga Nation and Haudenosaunee Confederacy at this time due to ongoing turmoil; will look into having a professional (recommended by Mary-Carol) review the land acknowledgment after it has been developed. Ordered copies of Heal Your Way Forward: The Co-Conspirator's Guide to an Antiracist Future by myisha t hill for the Social Justice Book Club.

Meetings: Took notes at the Directors' Meeting; discussed Annual Reports (2/15). Falcons Meeting - spoke about selecting accurate statistical classes in patron records (2/16). Department Head meeting - Annual Reports (2/22).

Outreach: Provided materials to a Talking Book & Braille Library (TBBL) patron.

Promotion: Organized content for the bi-weekly bulletin (switched to monthly for February & March). Promoted upcoming FLLS webinars at neighboring library systems.

Reference and Consulting: Answered (7) reference/consulting questions for member libraries and correctional facilities with a focus on technology and grants.

Miscellaneous: Prepared for the upcoming Summer Reading Planning Meeting.

Workshops & One-on-One Trainings Held:

Date	Topic	Location	# of Attendees
2/1/2023	Annual Report Training	Online/FLLS	30
2/8/2023	Annual Report Training	Online/WEED	1
2/9/2023	Annual Report Training	Online/PORT	1
2/10/2023	Annual Report Training	Online/APAL	1
2/13/2023	Annual Report Training	Online/TCPL	1
2/14/2023	Annual Report Training	Online/WAV	1
2/23/2023	Marketing for Small Libraries	Online/FLLS	26
2/24/2023	Annual Report Training	Online/WAV	1
Total:			62

Heidi Eckerson

- Designed and scheduled FLLS social media posts for February. (Our *Libraries are for Everyone* t-shirt post garnered a lot of interest...someone even wanted to purchase one.)
- Ordered and curated OverDrive digital collection. Began promoting the Everyone Reads program.
- Participated in the Association of Rural and Small Libraries Membership Committee meeting.
- 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.
- Met with Annie Gordon from the Sciencenter to talk about the partnership between our organizations.
- Met with Bruce Johnson from Ithaca Fixers Collective about their program and what libraries could learn from it.
- Supported member libraries as they worked on the Library Cycle/Rose grant. (It was due Feb 22.)
- Met with Erika Jens from Southern Tier Library System to learn about their process for supporting member libraries through the SCRLC Digitization Grant process.
- Met with the NYLA-Youth Services Section Conference Committee on details for the April 2023 conference.
- Continue to plan FLLS' in-house Summer Reading Planning meeting. 33 guests from 24 libraries have registered.
- Attended FLLS Directors meeting-mentioned OverDrive Contribution Pool.
- Attended FLLS Staff meeting-talked about Summer Reading mtg.
- Attended FALCONS meeting-mentioned OverDrive Contribution Pool.
- Met with Josselyn Richards-Daniels from the Finger Lakes Toy Library about partnering with member libraries in Tompkins County

Narrative: FLLS joined 14 other library systems across the state to produce the second annual Summer Reading Collaborative workshops. Around 300 attendees tuned in to get ideas from their peers around the state during this 3 hour event. (I hosted Hour 3.). The final details of our in-house Summer Reading Planning meeting are coming together and fingers crossed for good weather that day. I met with several local organizations who will be part of the event and we hope to continue to work together going forward. I've been communicating with our OverDrive reps on a few things and am excited that they will be joining us at our March e-content Committee meeting to discuss some changes in Libby.

eContent Stats for February 2023

HeritageQuest	Total Unique Searches: 2353 (Census-related searches ranked the highest with over 1800 hits)
Mango Languages	Total Sessions: 220 (Breakdown: Web-134; Mobile: 86) The Spanish module saw the most use.)
OverDrive: FLLS Home Users	17, 495 (all formats)
OverDrive Reciprocal Lending Arrangement	FLLS patrons as Visitors to: OWWL: 481 and STLS: 483 OWWL & STLS Visitor Checkouts from FLLS Collection: 909
TumbleBooks	Book Views: 52
JobNow	Total Usage: 115 (resume lab, interview coaching, and database resources)

Heidi Eckerson, cont.

February Consultations

Workshops/Meetings/Training Sessions:

System Collaborative Summer Reading Children's Workshop

Consulting and Technical Assistance Services

System Visits: 1

Grants, State, and Federal Funding: 10

Automation and Technology: 4

Youth Services: 6

Other Consulting: Annual Report re Summer Reading: 2

Reference: 2

Deb Geier

During the month of February, I edited and imported 2526 bibliographic records. I continued to bulk import and edit bibliographic and authority records to replace incomplete records in the catalog.

ILL: There was an increase in ILL requests.

Meetings: 2/15 – FLLS directors' meeting

2/16 – FALCON's meeting

2/22 – Department head meeting

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL YTD
ILL													
Items Circulated	14920	14150	0	0	0	0	0						29070
Total requests submitted	15196	14201	0	0	0	0	0						29397
% Filled	98.2%	99.6%											98.9%
Out-of-System ILL													
Items Borrowed/Copied	287	337	0	0	0	0	0						624
Items Loaned/Copied	168	212	0	0	0	0	0						380