

Director's Report for Meeting: May 17, 2023

Sarah Glogowski will give a verbal report.

Rex Helwig - CNS Department Stats for March-April 2023:

Rex's Site Visits: 4/13/2023 TCPL Check on TCPL Implementation of Patron Holds Pickup

Eric's Site Visits: 4/13/2023 TCPL Check on TCPL Implementation of Patron Holds Pickup

Rex's Help Desk Tickets, Mar 2023:

Open at beginning of month: 1
 Created during month: 34
 Closed during month: 32
 Still open at end of month: 3

Eric's Help Desk Tickets, Mar 2023:

Open at beginning of month: 7
 Created during month: 19
 Closed during month: 11
 Still open at end of month: 15

Rex's Help Desk Tickets, Apr 2023:

Open at beginning of month: 4
 Created during month: 26
 Closed during month: 29
 Still open at end of month: 1

Eric's Help Desk Tickets, Apr 2023:

Open at beginning of month: 15
 Created during month: 15
 Closed during month: 16
 Still open at end of month: 14

Deb Geier

During the month of April, I edited and imported 6349 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 decrease in ILL requests. We are a net borrower, borrowing nearly twice as many items as we loan.

Meetings: 4/11 – Resource Sharing Advisory Committee
 4/13 – Department head meeting
 4/19 – Jumpstart Inclusive Cataloging: A Crash Course

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL YTD
ILL													
Items Circulated	14920	14150	16158	14508	0	0	0						59736
Total requests submitted	15196	14201	16190	14548	0	0	0						60135
% Filled	98.2%	99.6%											99.3%
Out-of-System ILL													
Items Borrowed/Copied	287	337	352	343	0	0	0						1319
Items Loaned/Copied	168	212	169	159	0	0	0						708

Jenny Shonk March/April 2023

- Annual Reports: Answered (30) consulting questions for member libraries. Reviewed and submitted (25) member library reports to NYS in March. Completed and submitted the FLLS Annual Report in March, still waiting on NYS corrections/approval. Assisted (24) libraries with corrections in April; (9) reports were immediately approved.
- Continuing Education: Presented Community Reports 101 [webinar] to help our libraries fulfill Minimum Standard #3. Hosted Developing Cultural Humility [webinar] with Jill Hurst-Wahl; well received by attendees. Confirmed upcoming session with Luca Maurer and scheduled upcoming events in the appropriate calendars.
- Correctional Facilities & County Jails: Placed (4) orders for Auburn Correctional Facility Cayuga Correctional Facility, and Five Points Correctional Facility. Scheduled (8) deliveries to Cayuga CF, Five Points CF, and Tompkins Jail. Cayuga CF librarian and Auburn CF librarian attended Friends of TCPL Book Sale Library Day (April 26) and selected 14 boxes of free books which were dropped off at FLLS and will be delivered to their facilities. Auburn CF has not had a librarian since 2020; Amanda Schiavulli began position in March 2023 and I provided a brief orientation to her.
- Diversity, Equity, & Inclusion: Hosted the FLLS IDEA committee meeting; we discussed book challenges and the FLLS Land Acknowledgment. Attended the SCRLC Diversity, Equity, Inclusion, & Justice Committee meeting. Hosted the Social Justice Book Club meeting; we decided that *Heal Your Way Forward* warranted a deeper dive and the group will continue to discuss it at our 2 upcoming meetings.
- Meetings: Attended FLLS Board meeting and presented information about the Annual Reports. Assisted with the Summer Reading Meeting. Attended and took notes at the Directors' Meeting.
- Outreach: Provided materials to a Talking Book & Braille Library (TBBL) patron. Facilitated the Coordinated Outreach Services Advisory Council (COSAC) meeting; we reviewed each grant and the group made recommendations to fund all 12 applicants with some conditions. I contacted (4) member libraries concerning their conditional funding and wrote approval letters for each applicant.
- Promotion: Organized content for the bi-weekly bulletin. Promoted upcoming FLLS webinars to member libraries and neighboring library systems.
- Reference and Consulting: Answered (22) reference/consulting questions for member libraries and correctional facilities with a focus on technology.
- Miscellaneous: Created a mini Book Challenge Prep Guide in response to a question from a member library director. Began cleaning and organizing the physical collection. Began updating sections of the Personnel Manual.

March-April 2023 Workshops & One-on-One Trainings Held:

Date	Topic	Location	# of Attendees
3/30/2023	Community Reports 101	Online	11
4/10/2023	Polaris Item Maintenance (Lansing employee)	Online	1
4/12/2023	Polaris Item Maintenance (Moravia employee)	In-person @ FLLS	1
4/12/2023	Developing Cultural Humility with Jill Hurst-Wahl	Online	26
Total:			39

March-April 2023 Meetings Hosted:

Date	Topic	Location	# of Attendees
3/23/2023	IDEA Committee	Online	8
4/11/2023	Member Library Support Group	Online	18
4/17/2023	Coordinated Outreach Services Advisory Council	Online	7
4/26/2023	Social Justice Book Club	Online	1
Total:			34

Heidi Eckerson

– March 2023

- Designed and scheduled FLLS social media posts for March
- Ordered and curated OverDrive digital collection. Stepped up messaging on OD sunset on May 1, 2023
- Participated in the Association of Rural and Small Libraries Membership Committee meeting
- Hosted Teen Summer Reading Collaborative workshop with 13 other systems
- Attended Seneca Shares meeting with Seneca County library directors and trustees
- Met with other partner organizations at the Sciencenter to establish the Ithaca Connected Learning Ecosystem
- Hosted 2023 Summer Reading Planning Meeting at FLLS
- Participated in Community Foundation of Tompkins County's Library Grant Cycle Review Committee meetings
- Met with NE Region National Student Poet to discuss programming for FLLS and 4CLS
- Facilitated March quarterly e-Content Committee meeting; our OverDrive rep presented
- Met with NYLA-Youth Services Section Conference Committee re April 2023 conference in Lake George
- Attended March IDEA committee meeting
- Met with Mango Languages representative to learn more about the product
- Met with Groton Public Library's Director and Board to discuss Strategic Planning
- Coordinated Swank movie licensing for member libraries

March Narrative: March was an extremely busy, but productive month. We held our first in-person annual Summer Reading Planning meeting since 2019 on Thursday, March 16 with 28 attendees from many libraries—some I had to a chance to meet for the first time. I also continue to develop partnerships with like-minded organizations. FLLS was invited to join the start-up Ithaca Connected Learning Ecosystem. Organizer Peter Leipzig describes it as: *“a collection of educators and practitioners that work within the same community and have the shared goal of creating multiple pathways for learners to increase their comfort and confidence in a particular subject area. As part of a NASA funded project ([Learning Ecosystems Northeast](#)), run by the Gulf of Maine Research Institute and along with other science centers and museums in the Northeast, we're working to build a CLE that focuses on climate change and data literacy. As the CLE starts, we're looking for teachers, librarians, informal and community educators that are interested in sharing ideas, looking for potential points of collaboration, and learning with and from one another.”* Our initial meeting was held at the Sciencenter and included groups like the Cornell Lab of Ornithology, PRI, etc. We will meet again in late May.

- April 2023

- Designed and scheduled FLLS social media posts for April
- Re-vamping FLLS webpages that fall under my department (ongoing)
- Ordered and curated OverDrive digital collection. Started promoting AudioFile SYNC Free Audiobooks for Teens program and the upcoming May Big Library Read title
- Participated in the Association of Rural and Small Libraries Membership Committee meeting
- Visited LODI to discuss using their Literacy Hub as a model for a collaborative grant with other member libraries
- Attended Seneca Shares meeting with Seneca County library directors and trustees
- Participated in the April Member Library Support Group meeting
- Attended Directors Mtg and FLLS Staff Meeting
- Supported member libraries who were applying for the 2023 FLLS Family Literacy Grant
- Acted a resource for the COSAC grant community review team at their April selection meeting
- Started an ALA course, [U.S. Copyright Law in the Library: A Beginner's Guide](#), with Jill Hurst Wahl
- Presented at Southern Tier Library System's Summer Reading Meeting (on the Sustainable Programming panel)
- Developed a PLA Poster Project proposal with Erika Jenks at STLS about eContent collection development
- Joined the Tioga County Library Directors for their first in-person meet-up since the pandemic; Owego hosted
- Attended the Solar Eclipse Activities for Libraries workshop at the Southern Tier Library System
- Coordinated new Sciencenter passes for member libraries (with left-over funds from the Rosen grant)
- Attended NYLA-YSS Conference in Lake George; as a committee member I worked registration and set up

April Narrative: Lorie Brown, the youth consultant at STLS invited me to join her system’s Summer Reading meeting. I gave a short presentation and got to learn about other libraries. It was interesting to see the workings of another system. We had 20 libraries apply for the 2023 FLLS Family Literacy Mini-grant. Selections will be announced May 12th. The NYLA-YSS Conference was in Lake George. Sabrina Hoster from SENF held two workshops on her Club Cricut program. Jill Weatherby from the INT won our Summer Reading Conference Contest giveaway and was also in attendance. I enjoyed my time with the conference planning committee. (And they are trying to get me to host it in 2025!) Lastly, I started the Copyright class. I field copyright questions from our libraries.

eContent Stats for March 2023

HeritageQuest	Total Unique Searches: 2170
Mango Languages	Total Sessions: 3955 (Breakdown: Web: 2208 Mobile: 1747) We have a high number of English Language Learners using the app.
OverDrive: FLLS Home Users	18,429 total checkouts
OverDrive Reciprocal Lending Arrangement	FLLS patrons as Visitors to: OWWL: 573 and STLS: 570 OWWL & STLS Visitor Checkouts from FLLS Collection: 1058
TumbleBooks	Book Views: 115
JobNow	Total Usage: 13 (resume lab, interview coaching, and database resources)

eContent Stats for April 2023

HeritageQuest	Total Unique Searches: 1279
Mango Languages	Total Sessions: 3776 (Breakdown: Web:2085 Mobile: 1691) We have a high number of English Language Learners using the app.
OverDrive: FLLS Home Users	17,408 (all formats)
OverDrive Reciprocal Lending Arrangement	FLLS patrons as Visitors to: OWWL: 586 and STLS: 552 OWWL & STLS Visitor Checkouts from FLLS Collection: 998
TumbleBooks	Book Views: 223
JobNow	Total Usage: 17 (resume lab, interview coaching, and database resources)

March Consultations

Workshops/Meetings/Training Sessions:

System Collaborative Summer Reading Teen Workshop: 189 (Virtual—across all systems)

FLLS e-Content Committee Meeting: 12

FLLS Summer Reading Planning Meeting: 28

March Consulting and Technical Assistance Services

Grants, State, and Federal Funding: 2

Automation and Technology: 8

Youth Services: 7

Adult Services: 2

Personnel and Management: 1

Other Consulting: 1 (Strategic Planning)

Reference: 5

April Consulting and Technical Assistance Services

System Visits: 1

Grants, State, and Federal Funding: 16

Automation and Technology: 1

Youth Services: 3

Other Consulting: 2

Reference: 3