

Director’s Report for Meeting: June 21, 2023

Sarah Glogowski will give a verbal report.

Rex Helwig - CNS Department Stats for May 2023:

Rex’s Site Visits: None

Eric’s Site Visits: 5/10/2023 UNS - Reconnect computers and equipment after carpet replacement.

Rex’s Help Desk Tickets, May 2023:

Open at beginning of month: 1
 Created during month: 27
 Closed during month: 27
 Still open at end of month: 1

Eric’s Help Desk Tickets, May 2023:

Open at beginning of month: 14
 Created during month: 20
 Closed during month: 21
 Still open at end of month: 13

Deb Geier

During the month of April, I edited and imported 5206 bibliographic records. I continued to bulk import and edit bibliographic and authority records to replace incomplete/improperly edited records in the catalog.

ILL: There was a slight increase in ILL requests from our system’s patrons.

- Meetings:
- 5/4 – FLLS Director’s meeting
 - 5/18 – FALCONS meeting
 - 5/25 – Staff meeting
 - 5/25 -- Bi-annual Staff Security Training

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL YTD
ILL													
Items Circulated	14920	14150	16158	14508	14116	0	0						73852
Total requests submitted	15196	14201	16190	14548	14154	0	0						74289
% Filled	98.2%	99.6%	99.8%	99.7%	99.7%								99.4%
Out-of-System ILL													
Items Borrowed/Copied	287	337	352	343	389	0	0						1708
Items Loaned/Copied	168	212	169	159	137	0	0						845

Jenny Shonk May 2023

- Annual Reports: Assisted with corrections for (4) libraries. All member library reports (except TCPL) have been officially approved NYSL. Received corrections on the system report; Jim & I completed required corrections and submitted (May 31).
- Continuing Education: Hosted *Rediscover Why You Are Here* [webinar] with Priscilla Berggren-Thomas of HOM. Provided Item Maintenance training to (7) member library staff members.
- Correctional Facilities & County Jails: Placed (9) orders for Auburn Correctional Facility, Cayuga Correctional Facility, Five Points Correctional Facility, Cortland Jail, Seneca Jail, Tioga Jail, & Tompkins Jail. Scheduled (5) deliveries to Cayuga CF, Five Points CF, and Auburn CF. Checked my budget spreadsheet against Jim's records from QuickBooks.
- Inclusion, Diversity, Equity, & Accessibility: Hosted the FLLS IDEA committee meeting, where we edited the draft FLLS Land Acknowledgment that I created, and discussed DEI related programming at member libraries.
- Meetings: Attended regularly scheduled NYS Outreach Meetings. Took notes at the Directors' Meeting. Attended a meeting to discuss a new statewide outreach project, The Path to Belonging. Spoke at the Falcons Meeting. Met with Yuriko Nakamura, a Japanese scholar visiting Syracuse University, to discuss outreach in NYS. Met with nearby library systems to discuss developing a continuing education opportunity for correctional facility librarians.
- Outreach: Provided materials to a Talking Book & Braille Library (TBBL) patron. Announced OMG recipients on the website and worked with Jim to send out checks and formal letters.
- Promotion: Organized content for the bi-weekly bulletin. Promoted upcoming FLLS webinars to member libraries.
- Reference and Consulting: Answered (10) reference/consulting questions for member libraries and correctional facilities with a focus on technology.
- Miscellaneous: Finished cleaning and organizing the physical collection; began developing collection lists for the FLLS website. Finished updating my designated sections of the Personnel Manual and reformatted the entire document. Added (13) Professional Development books to the physical collection and catalog.

May 2023 Workshops & One-on-One Trainings Held:

Date	Topic	Location	# of Attendees
5/8/2023	Polaris Item Maintenance	Online/AURO	1
5/15/2023	Polaris Item Maintenance Refresher	Online/WEED	1
5/23/2023	Polaris Item Maintenance	Online/WEED	1
5/24/2023	Polaris Item Maintenance Refresher	Online/WEED	1
5/30/2023	Polaris Item Maintenance	Online/CAN	1
5/30/2023	Polaris Item Maintenance Refresher	Online/TRU	2
5/31/2023	Rediscover Why You Are Here	Online/FLLS	6
Total:			13

May 2023 Meetings Hosted:

Date	Topic	Location	# of Attendees
5/9/2023	Member Library Support Group	Online/FLLS	10
5/25/2023	IDEA Committee	Online/FLLS	5
Total:			15

Heidi Eckerson

– May 2023

- Designed and scheduled FLLS social media posts for May
- Wrote content for FLLS Bi-weekly Bulletin
- Ordered and curated OverDrive digital collection
- Participated in the Association of Rural and Small Libraries Membership Committee meeting
- Attended Seneca Shares meeting with Seneca County library directors and trustees
- Participated in the May Member Library Support Group meeting
- Attended Directors Mtg and FLLS Staff Meeting
- Drafted and sent award letters to member libraries for the 2023 FLLS Family Literacy Grant
- Sent out new Sciencenter passes for member libraries
- Attended Director Evaluation workshop hosted by STLS
- Supported Eric and Tompkins County Directors at their Tech Grant meeting at FLLS (tried out equipment, etc.)
- Held a meeting for new (and current) OverDrive eContent Selectors at TCPL
- Send out Solar eclipse glasses to libraries; also supplying programming ideas bi-weekly through the FLLS Bulletin
- Met with NYLA Youth Services Section Conference Committee to debrief our efforts
- Attended TST-BOCES School Library System meeting
- Attended FALCONS meeting
- Met with Annie, Science Educator at the Sciencenter. We are working to provide libraries with solar eclipse programming boxes for the upcoming events this fall and next spring.
- Met with Grace Haynes from the Community Science Institute in Ithaca. They want to partner with libraries for Watershed Awareness week and are providing programming packets.
- Attended the Connected Learning Ecosystem Meeting at the Sciencenter. Networked with many folks from local organizations and discussed possible partnerships, including Libraries Love Lakes.
- Attended Rediscover Why You Are Here workshop with Priscilla Berggren-Thomas

eContent Stats for May 2023

HeritageQuest	Total Unique Searches: 1433
Mango Languages	Total Sessions: 387 (Breakdown: Web:185 Mobile: 202) We have a high number of English Language Learners using the app. Correction: April 2023 Stats: Total Sessions: 206 Web: 84 Mobile: 122 March 2023 Stats: Total Sessions: 286 Web: 211 Mobile 75
OverDrive: FLLS Home Users	May Checkouts: 17,583 (all formats)
OverDrive Reciprocal Lending Arrangement	FLLS patrons as Visitors to: OWWL: 513 and STLS: 528 OWWL & STLS Visitor Checkouts from FLLS Collection: 1023
TumbleBooks	Book Views: 292
JobNow	Total Usage: 9 (resume lab, interview coaching, and database resources)

Workshops/Meetings/Training Sessions: May 2023

eContent Selectors Mtg: 1 with 4 attendees

Consulting and Technical Assistance Services: May 2023

Grants, State, and Federal Funding: 2

Automation and Technology: 6

Youth Services: 6

Personnel and management Issues: 3

Trustee: 2

Reference: 3