

Director's Report for Meeting: September 27, 2023

Sarah Glogowski will give a verbal report.

Deb Geier: July & August 2023

Cataloging: In July I edited and imported 13842, focusing on bibliographic records with series' statements.

During the month of August, I edited and imported 8257 bibliographic records. I continued to bulk import and edit bibliographic and authority records to replace incomplete/improperly edited records (mainly records with series' information) in the catalog.

ILL: Tanner Carlson was hired in August to fill the open page position. He will also be trained on interlibrary loan to fill in for Arlene.

Meetings: 8/8 – Staff meeting, 8/10 – FLLS Director's meeting, 8/24 – FALCONS meeting

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL YTD
ILL													
Items Circulated	14920	14150	16158	14508	14116	13588	15568	15891					118899
Total requests submitted	15196	14201	16190	14548	14154	13656	15630	15965					119540
% Filled	98.2%	99.6%	99.8%	99.7%	99.7%	99.5%	99.6%	99.5%					99.5%
Out-of-System ILL													
Items Borrowed/Copied	287	337	352	343	389	331	339	420					2798
Items Loaned/Copied	168	212	169	159	137	144	187	162					1338

Jenny Shonk July & August 2023

- Continuing Education: Provided Polaris training to (7) member library staff members. Planned upcoming webinars. Held a *New Librarians Meetup* (Jul 18) and hosted Kathy MacMillan for *Sign, Baby, Sign* (Aug 30). Both sessions were well received. Secured Darcy Lipp-Acord as a speaker for the FLLS Annual Meeting.
- Correctional Facilities (CF) & County Jails: Placed (5) orders for Auburn CF, Cayuga CF, & Five Points CF. Scheduled (8) deliveries to Cayuga CF, Five Points CF, Auburn CF, & Tioga Jail. Finish updating the FLLS Reentry Guide and uploaded to website. Filed signed authentication agreements for each facility. Attended CF Training Day at Southern Tier Library System (Aug 17).
- Inclusion, Diversity, Equity, & Accessibility: Rewrote the final draft FLLS Land Acknowledgment for the IDEA Committee to approve in September. Updated and reorganized resources on the IDEA webpage: www.flls.org/idea. Attended the SCRLC Diversity, Equity, Inclusion, Justice, & Accessibility (DEIJA) Meeting (Aug 15).
- Meetings: Hosted IDEA Committee Meeting (Jul 20), MLSG Meetings (Jul 11 & Aug 8), and SJBC Meeting (Aug 23); took notes and distributed. Attended a meeting for statewide outreach project, *The Path to Belonging* (July 25). Attended and took notes for the Directors' Meeting (Aug 10). Attended the Falcons Meeting (Aug 24).

Jenny Shonk, cont.

- Outreach: Provided materials to a Talking Book & Braille Library (TBBL) patron.
- Promotion: Organized content for the bi-weekly bulletin.
- Reference and Consulting: Answered (46) consulting questions for member libraries and correctional facilities with a focus on adult/youth services, technology, and reference.
- Miscellaneous: In response to Department of Labor visit, weeded (83) items and reorganized kits in the sorting room. Used carpet tape to create safety boundaries for delivery bags. Transported (5) book carts to Friends of TCPL. Worked to correct other violations: created a Log of Illnesses & Injuries binder and created an evacuation map.

July & August 2023 Workshops & One-on-One Trainings Held:

Date	Topic	Location	# of Attendees
7/12/2023	Polaris Item Maintenance (WEED Director)	Online	1
7/18/2023	<i>New Librarians Meetup</i>	Online	4
7/20/2023	Polaris New User (CAN Director)	In-Person @ FLLS	1
7/27/2023	Polaris Item Maintenance (CAN Director)	In-Person @ FLLS	1
8/16/2023	Polaris Item Maintenance (GRO Staff)	Online	1
8/25/2023	Polaris Item Maintenance (POP Staff)	Online	2
8/29/2023	Polaris Item Maintenance (OWE Director)	Online	1
8/30/2023	Sign, Baby, Sign! with Kathy MacMillan	Online	10
Total:			21

July & August 2023 Meetings Hosted:

Date	Topic	Location	# of Attendees
7/11/2023	Member Library Support Group	Online	7
7/20/2023	Inclusion, Diversity, Equity, Accessibility Committee	Online	7
8/8/2023	Member Library Support Group	Online	7
8/23/2023	Social Justice Book Club	Online	2
Total:			23

Heidi Eckerson

– July 2023

- Designed and scheduled FLLS social media posts for July.
- Wrote content for FLLS Bi-weekly Bulletin.
- Ordered and curated OverDrive digital collection for July including the Big Library Read.
- Visited the Coburn Library in Owego and was part of their Summer Reading Carnival.
- Attended Seneca Shares meeting with Seneca County library directors and trustees.
- Participated in the July Member Library Support Group meeting.
- Co-hosted New Librarian Meet Up with Jenny Shonk.
- Distributed Watershed Awareness Week program materials to libraries. (Partnership with CSI.)
- Met with Nicole Quinn, the new WEED Director (discussed book sales, etc.).
- Wrote Sept-October 2023 Trustee Newsletter content.
- Met with Annie Gordon from Sciencenter to develop Solar Eclipse kits and workshop for members.
- Met with Josselyn Richards-Daniels of FL Toy Library to get items for libraries involved in our pilot program.
- Attended the Tioga County Directors Meeting held at the Cady Library in Nichols, NY.
- Continued to receive and process FLLS Family Literacy Grant Reimbursement forms.
- Sorted items in the delivery.

Heidi Eckerson, cont.

– August 2023

- Designed and scheduled FLLS social media posts and weblogs for August.
- Posted job openings for GRO, LODI on FLLS website.
- Wrote content for FLLS Bi-weekly Bulletin.
- Distributed Sept-Oct 2023 Trustee Newsletter.
- Ordered and curated OverDrive digital collection for August.
- Participated in the Association of Small and Rural Libraries Membership Committee Mtg.
- Attended Seneca Shares meeting with Seneca County library directors and trustees.
- Met with NYS Department of Labor reps who visited FLLS.
- Participated in the August Member Library Support Group meeting.
- Met with Ali Jackson from Sciencenter to develop Solar Eclipse kits and workshop for members.
- Met with Gloria Coicou of the Community Foundation re new grant software for Library Grant Cycle (aka “Rosen”).
- Attended a virtual SCRLC Telehealth workshop.
- Attended the Trustee Handbook Book Club session on Strategic Planning.
- Met with the Groton Public Library Board to consult on their strategic plan project.
- Assembled Solar Eclipse kits at the Sciencenter/processed them or delivery to members.
- Visited Hazard Library (POP) Summer Reading Ukulele Camp Concert.
- Met with Josselyn Richards-Daniels of FL Toy Library to get items for libraries involved in our pilot program.
- Attended Sign, Baby, Sign webinar with Kathy Mac Millen.
- Continued to receive and process FLLS Family Literacy Grant Reimbursement forms.
- Sorted items in the delivery.

eContent Stats for July & August 2023

HeritageQuest	July - Total Unique Searches: 2357 August - Total Unique Searches: 1982
Mango Languages	July - Total Sessions: 218 (Breakdown: Web: 124 Mobile: 94) August - Total Sessions: 238 (Breakdown: Web-100 Mobile-138)
OverDrive: FLLS Home Users	July Checkouts: 18,553 (all formats) August Checkouts: 18,770 (all formats) YTD: 144, 709 Wait Time: 36 days
OverDrive Reciprocal Lending Arrangement	July - FLLS patrons as Visitors to: OWWL: 544 and STLS: 554 OWWL & STLS Visitor Checkouts from FLLS Collection: 341 and 303 respectively August - FLLS patrons as Visitors to: OWWL:625 and STLS: 591 OWWL & STLS Visitor Checkouts from FLLS Collection: 401 and 378 respectively
TumbleBooks	July - Book Views: 158 August - Book Views: 131
JobNow	July - Total Usage: 2 (resume lab, interview coaching, and database resources) August - Total Usage: 50 (resume lab, interview coaching, and database resources)

<i>Consulting and Technical Assistance: July 2023</i> Grants, State, and Federal Funding: 1 Automation and Technology: 0 Youth Services: 7 Info to Legislators and Staff: 1 Trustee: 1 Reference: 2	<i>Consulting and Technical Assistance: August 2023</i> System Visit: 1 (Poplar Ridge) Grants, State, and Federal Funding: 1 Funding and Governance: 1 Automation and Technology: 5 Youth Services: 5 Personnel and Management Issues: 1 Info to Media: 1 Trustee: 1 Reference: 6
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