

Director’s Report for Meeting: November 15, 2023

Sarah Glogowski will give a verbal report.

Deb Geier: Sept & Oct 2023

Cataloging: During the month of September, I edited and imported 2751 bibliographic records and in October, 5450 records.

ILL: In September, the large sorting table was disassembled, giving the pages more flexibility to move their individual tables. The pages now have a shorter distance to move the book totes, thereby making their workflow more efficient. Nothing new to report for October.

Meetings:

9/12 – E-content committee meeting

9/14 – FLLS Director’s meeting

9/26 -- Resource Sharing Advisory Committee

10/24 – Books Opening Doors: Prisons, Libraries and the Resources We Share conference

| 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 | 14609 | 17053 | | | 150563 |
| Total requests submitted | 15196 | 14201 | 16190 | 14548 | 14154 | 13656 | 15630 | 15965 | 14668 | 17103 | | | 151311 |
| % Filled | 98.2% | 99.6% | 99.8% | 99.7% | 99.7% | 99.5% | 99.6% | 99.5% | 99.6% | 99.7% | | | 99.5% |
| | | | | | | | | | | | | | |
| Out-of-System ILL | | | | | | | | | | | | | |
| Items Borrowed/Copied | 287 | 337 | 352 | 343 | 389 | 331 | 339 | 420 | 383 | 387 | | | 3568 |
| Items Loaned/Copied | 168 | 212 | 169 | 159 | 137 | 144 | 187 | 162 | 152 | 183 | | | 1673 |

Jenny Shonk September & October 2023

- Continuing Education: Hosted Dr. Kawanna Bright for Cultivating Antiracist, Antibias Workplaces through the Development of Cultural Competence webinar (Oct 19) and led a Collection Management 101 webinar (Oct 25). Both sessions were well received.
- Correctional Facilities (CF) & County Jails: Placed (2) orders for Cayuga CF. Scheduled (9) deliveries to Cayuga CF, Five Points CF, & Auburn CF. Attended the Friends of TCPL book sale with Cayuga CF, Auburn CF, and Tompkins Jail staff members; they picked 476 free books which were brought back to the system to be packaged and delivered to the facilities.
- Inclusion, Diversity, Equity, & Accessibility: Hosted the IDEA Committee meeting (Sept 21) which included a presentation/interview by Jeff Gutierrez, Knowledge Translation Coordinator for the Research and Training

Jenny Shonk, cont.

Center/Rural Institute for Inclusive Communities at the University of Montana. The committee also finalized the FLLS Land Acknowledgment.

- **Miscellaneous Meetings:** Attended an Outreach Coordinators meeting (Sept 5). Hosted the MLSG meeting; took and distributed notes (Sept 12). Attended the SCRLC Educational Services Advisory Committee meeting (Oct 4). Attended and helped coordinate the FLLS Annual Meeting (Oct 13); created the 2023 Annual Meeting Report and 2022 Annual Report to the Community.
- **Outreach:** Facilitated the COSAC meeting (Sept 11). Provided materials to a Talking Book & Braille Library (TBBL) patron. Organized The Great Give Back (TGGB) donation drive at FLLS for the Tompkins County SPCA and encouraged member libraries to develop their own TGGB projects as part of a statewide initiative for libraries to give back to their communities.
- **Promotion:** Organized content for the bi-weekly bulletin. Sent out a bulletin survey. Submitted the CNS Manager job ad to NYLA.
- **Reference and Consulting:** Answered (30) consulting questions for member libraries and correctional facilities with a focus on technology and youth services.
- **Miscellaneous:** Finalized the Log of Illnesses & Injuries binder and evacuation map. Worked on creating a Workplace Violence Prevention program for FLLS. Ordered (10) books for the professional collection and (2) books for an ASL storytime box.

September & October 2023 Workshops & One-on-One Trainings Held:

| Date | Topic | Location | # of Attendees |
|---------------|---|----------|----------------|
| 9/19/2023 | Polaris Item Maintenance | Online | 1 |
| 10/19/2023 | Cultivating Antiracist, Antibias Workplaces | Online | 8 |
| 10/25/2023 | Collection Management 101 | Online | 17 |
| Total: | | | 26 |

September & October 2023 Meetings Hosted:

| Date | Topic | Location | # of Attendees |
|---------------|---|----------|----------------|
| 9/11/2023 | Coordinated Outreach Services Advisory Council | Online | 5 |
| 9/12/2023 | Member Library Support Group | Online | 7 |
| 9/21/2023 | Inclusion, Diversity, Equity, & Accessibility Committee | Online | 9 |
| Total: | | | 21 |

Heidi Eckerson

September 2023

- Designed and scheduled FLLS social media posts and weblogs for September
- Wrote content for FLLS Bi-weekly Bulletin
- Ordered and curated OverDrive digital collection for September
- Participated in the Association of Small and Rural Libraries Membership Committee Mtg.
- Hosted Solar Eclipse Unboxing workshop with Annie Gordon and Ali Jackson from Sciencenter for members
- Facilitated quarterly eContent Committee meeting
- Attended Seneca Shares meeting with Seneca County library directors and trustees
- Participated in the September Member Library Support Group meeting
- Met with the Groton Public Library Board to consult on their strategic plan project
- Worked with libraries on the Summer Reading surveys for NYS. All submitted on time
- Met with Josselyn Richards-Daniels from the Finger Lakes Toy Library to drop off items for libraries involved with our pilot program. Unfortunately we will discontinue the program
- Participated in IDEA Committee meeting with guest Jeff Gutierrez (researcher from University of Montana)
- Ordered professional magazines and updated member library staff routing list

Heidi Eckerson, cont.

- Provided statistics/wrote content on Summer Reading & eContent for our Annual Report to the Community and Annual Meeting Summary
- Meetings with the Community Foundation of Tompkins County about their new grant management software
- Ordered and sent out Freedom to Read stickers to member libraries for Banned Books Week in October

Narrative: Summer Reading has wrapped up and all 33 members held programs. Surveys were completed and submitted to NYS. The Solar Eclipse Kit Unboxing workshop was well-attended and well-reviewed. Science educators Ali and Annie walked library staff through the kits and suggested program ideas. September also saw the wrap up of our pilot program with the Finger Lakes Toy Library. Three libraries agreed to participate. Reflecting on the experience (largely positive), it was determined that the Toy Library and FLLS do not have the capacity to maintain it in the long term. It boiled down to logistics and capacity—both in staffing and physical space. Libraries are encouraged to have their own membership and work with the Toy Library going forward. The Community Foundation of Tompkins County is finishing up their migration to a new grant platform and I've been working with their staff to make sure it will be a smooth transition for our libraries when the Library Cycle grant opens in January.

October 2023

- Designed and scheduled FLLS social media posts and weblogs for October
- Wrote content for FLLS Bi-weekly Bulletin
- Ordered and curated OverDrive digital collection for October
- Attended the School Library Council Meeting at TST BOCES
- Attended FLLS Staff Meeting
- Participated in the Association of Small and Rural Libraries Membership Committee Mtg.
- Attended Seneca Shares meeting with Seneca County library directors and trustees
- Facilitated several focus groups for Groton Public Library Board for their strategic plan
- Met with OverDrive rep to discuss collection development strategies
- Attended a state-wide meet up on Library Road Trips
- Reviewed FLLS Collection Development policy, especially in re econtent and reconsideration
- Reviewed policies for several member libraries
- Attended NYS Youth Services Consultant quarterly meeting
- Helped to host FLLS' 65th Annual Meeting in Auburn, NY
- Met with Erika Jenns from Southern Tier LS to discuss OverDrive, Trustee education, and Library Road Trip
- Attended monthly Tioga County Directors meeting-answered questions on several subjects
- Made a cameo in the Collection Development Workshop to discuss e-content
- Met with Ali Jackson and Ryan Opila from the Sciencenter to discuss an IMLS grant partnership
- Attended part of STLS's Gather and Grow workshop
- Met with Apalachin Library Director and Board president to discuss Board recruitment policy, etc.

Narrative: October was a busy month with meetings—most notably our annual meeting and then several focus group session for the Groton Public Library. I also met with Ali and Ryan from the Sciencenter to discuss a partnership on an IMLS grant to provide STEM kits and workshops to libraries to support their programming needs for Summer Reading 2025-2028. This is a result of our successful pilot of the Solar Eclipse kits and workshop in September. I also met with folks from other systems to learn more about their experience hosting a “library road trip.” I polled our members to see if they would be interested in a similar promotional program—the majority were. We are moving forward with a plan for Summer 2024. I'll provide more details as it develops.

Heidi Eckerson, cont.

eContent Stats for September & October 2023

| | |
|---|---|
| HeritageQuest | Sept - Total Unique Searches: 2083 Oct - Total Unique Searches: 1888 |
| Mango Languages | Sept - Total Sessions: 231 (Breakdown: Web: 86 Mobile: 94) Oct - Total Sessions: 272 (Breakdown: Web-148 Mobile-145) |
| OverDrive: FLLS Home Users | Sept Checkouts: 17,749 (all formats) Oct Checkouts: 18,650 (all formats) YTD: 181,108 Average Wait Time: 36 days |
| OverDrive Reciprocal Lending Arrangement | Sept - OWWL & STLS Visitor Checkouts from FLLS Collection: 475 and 362 respectively Oct - OWWL & STLS Visitor Checkouts from FLLS Collection: 583 and 411 respectively |
| TumbleBooks | Sept - Book Views: 124 Oct - Book Views: 119 |
| JobNow | Sept - Total Usage: 52 (resume lab, interview coaching, and database resources) Oct - Total Usage: 27 (resume lab, interview coaching, and database resources) |

Workshops/Meetings/Training Sessions: Sept 2023

Sept 7, 2023 Solar Eclipse Kit Unboxing Workshop
Sept 11, 2023 eContent Committee Meeting

Consulting and Technical Assistance: Sept 2023

Grants, State, and Federal Funding: 2
Automation and Technology: 4
Youth Services: 17
Trustee: 1
Reference: 10

Workshops/Meetings/Training Sessions: Oct 2023

Oct 13, 2023 FLLS 65th Annual Meeting
Oct 15, 2023 GRO Community Focus Group Session 1 (in-person)
Oct 19, 2023 GRO Library Staff Focus Group Session 1 (in-person)
Oct 20 2023 Tioga County Directors Meeting (in-person, APAL)
Oct 23, 2023 GRO Library Staff Focus Group Session 2 (Zoom)
Oct 24, 2023 GRO Community Focus Group Session 2 (in-person)
Oct 25, 2023 Collection Development Workshop (my section focused on eContent)

Consulting and Technical Assistance Services: Oct 2023

System Visit: 1 (STLS-Erika)
Youth Services: 1
Personnel and Management Issues: 1 (LAN Collection Dev Policy)
Trustee: 4
Reference: 5