

Director’s Report for Meeting: December 13, 2023

Sarah Glogowski will give a verbal report.

Deb Geier: Nov 2023

Cataloging: During the month of November, I edited and imported 2466 bibliographic records.

ILL: Tanner continued training in interlibrary loan procedures.

Meetings:

11/9 – FLLS Director’s meeting

11/16 – FALCON’s meeting

11/28 -- Resource Sharing Advisory Committee

Training:

11/15 – Webinar Unlock the power of WorldCat with interlibrary loan

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	15181		165744
Total requests submitted	15196	14201	16190	14548	14154	13656	15630	15965	14668	17103	15230		166541
% 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	338		3906
Items Loaned/Copied	168	212	169	159	137	144	187	162	152	183	171		1844

Jenny Shonk November 2023

- Continuing Education: Prepped for the Grant Writing for Libraries webinar in December. Updated and distributed the 2024 Continuing Education survey.
- Correctional Facilities (CF) & County Jails: Placed (6) orders for Auburn CF, Cayuga CF, Five Points CF, Cayuga Jail, and Tompkins Jail. Scheduled (4) deliveries to Auburn CF, Five Points CF, and Tompkins Jail. Worked with Ingram to update the CCF cataloging profile. Submitted NYLA reimbursements for librarians at Auburn CF and Cayuga CF.
- Inclusion, Diversity, Equity, & Accessibility: Generated reports on diversity of picture book collections for all 33 member libraries using the Diverse BookFinder Collection Analysis Tool: <https://cat.diversebookfinder.org/help>. The tool reveals the strengths/gaps regarding racial/cultural representation in each library’s collection.
- Miscellaneous Meetings: Attended the Directors’ Meeting; took and distributed notes. Hosted the MLSG meeting; took and distributed notes. Attended a meeting with Circe McKenney of Four County Library System to discuss collaborating on CE opportunities for 2024. Attended the FALCONS Meeting; took notes.
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Jenny Shonk, cont.

- **Outreach:** Provided materials to a Talking Book & Braille Library (TBBL) patron. Delivered 75+ items collected through The Great Give Back (TGGB) donation drive at FLLS/SCRLC for the Tompkins County SPCA and encouraged member libraries to complete the TGGB evaluation after their projects were completed; 13 libraries participated including FLLS.
- **Promotion:** Organized content for the bi-weekly bulletin. Sent out a bulletin survey.
- **Reference and Consulting:** Answered (21) consulting questions for member libraries and correctional facilities with a focus on technology, management, and youth services.
- **Miscellaneous:** Posted evacuation maps around the FLLS building. Revamped and promoted the American Sign Language (ASL) storytime box using recommendations from Kathy MacMillan. Added (2) copies of the 2023 Trustee Handbook to the collection. Submitted the Brainfuse JobNow renewal. Updated and sent out helpful documents regarding Material Challenges, including a resource guide and a talking points guide (adapted from a resource produced by Southern Adirondack Library System). Added the Business Manager job opening to the website carousel/blog.

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

Date	Topic	Location	# of Attendees
11/1/2023	Polaris Item Maintenance (SENF Assistant)	Online	1
Total:			1

November 2023 Meetings Hosted:

Date	Topic	Location	# of Attendees
11/14/2023	Member Library Support Group	Online	7
Total:			7

Heidi Eckerson

November 2023

- Designed and scheduled FLLS social media posts and weblogs for November
- Wrote content for FLLS Bi-weekly Bulletin
- Convened with NYS Youth Coordinators to begin planning our Summer Reading workshops
- Attended info session for new 2023 Trustee Handbook led by author Rebecca Smith Aldrich
- Met with Ali Jackson and Ryan Opila from the Sciencenter regarding an IMLS grant
- Attended NYLA virtual Youth Services Section meeting with colleagues
- Ordered and curated OverDrive digital collection for November, including Big Library Read
- Attended FALCONS meeting; reminded folks of OverDrive Contribution Letter
- Attended Directors' Mtg
- Met with Joah Tang @ TCPL to discuss programming for 2024 Summer Reading mtg
- Attended Ithaca Connected Learning Ecosystem meeting
- Participated in the November Member Library Support Group
- Working with Eric Franks to develop a shared member events calendar on the FLLS website
- Conducted a focus group with the Friends of the Groton Public Library
- Participated in the Association of Small and Rural Libraries Membership Committee Mtg
- (Working on ARSL website accessibility audit)
- Attended Seneca Shares meeting with Seneca County library directors and trustees
- Held an info session on the planned 2024 FLLS Library Road Trip marketing project

Heidi Eckerson, cont.

Narrative: FLLS is partnering with the Sciencenter on an IMLS grant application. Deliverables include creating STEM kits for libraries and offer training around the kits so library staff can confidently offer programming on several STEM topics. The kits would align with the Collaborative Summer Library Program themes from 2025-2027. We are moving ahead with a marketing project tentatively called FLX Library Road Trip 2024. I held an info session for member libraries to outline the project. Summer Reading 2024 is already on the mind. Once again FLLS will be working with other systems around the state to offer two virtual programming workshops for our members to get ideas. I've also started planning for the FLLS Summer Reading Planning meeting. We're moving the meeting to April (was in March).

eContent Stats for November 2023

HeritageQuest	Total Unique Searches: 2174
Mango Languages	Total Sessions: 212 (Breakdown: Web: 106 Mobile: 106)
OverDrive: FLLS Home Users	Checkouts: 19,158 (all formats) YTD: 201,066 Average Wait Time: 33 days
OverDrive Reciprocal Lending Arrangement	OWWL & STLS Visitor Checkouts from FLLS Collection: 595 and 409 respectively
TumbleBooks	Book Views: 56
JobNow	Total Usage: increased significantly to 274 from 27 (resume lab, interview coaching, and database resources)

Workshops/Meetings/Training Sessions: Nov 2023

Groton Public Library Focus Group: Friends (Nov 16, 2023)

FLX Library Road Trip Info Session (Nov 30, 2023)

Spoke at Directors' Mtg and FALCONS regarding (OverDrive Contributions; FLX Library Road Trip)

Consulting and Technical Assistance Services: Nov 2023

Grants: 1

Automation and Technology: 5

Youth Services: 3

Trustee: 2