

## Director's Report for Meeting: January 17, 2024

**Sarah Glogowski** will give a verbal report.

### **Deb Geier December 2023**

Cataloging: During the month of December, I edited and imported 2670 bibliographic records.

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL YTD
<b>ILL</b>													
Items Circulated	14920	14150	16158	14508	14116	13588	15568	15891	14609	17053	15181	14517	180261
Total requests submitted	15196	14201	16190	14548	14154	13656	15630	15965	14668	17103	15230	14589	181130
% Filled	98.2%	99.6%	99.8%	99.7%	99.7%	99.5%	99.6%	99.5%	99.6%	99.7%	99.7%	99.5%	99.5%
<b>Out-of-System ILL</b>													
Items Borrowed/Copied	287	337	352	343	389	331	339	420	383	387	338	360	4266
Items Loaned/Copied	168	212	169	159	137	144	187	162	152	183	171	141	1985

### **Jenny Shonk December 2023**

- Continuing Education: Hosted Grant Writing for Libraries with Sarah and Heidi (December 6). Attended a meeting with Circe McKenney of Four County Library System and Lyndon Cudlitz to plan CE opportunities for 2024 (December 5). Offered (2) Item Maintenance trainings. Planned 2024 CE opportunities with Sarah and Heidi.
- Correctional Facilities (CF) & County Jails: Scheduled (5) deliveries to Auburn CF, Cayuga CF, and Five Points CF. Submitted a NYLA reimbursement for the librarian at Five Points CF. Revamped the ILL process for CFs with Arlene.
- Inclusion, Diversity, Equity, & Accessibility: Hosted the Inclusion, Diversity, Equity, & Accessibility (IDEA) Committee meeting (December 14) where we discussed the unintentional harm that can be caused by identity-based and/or prejudicial labeling of materials in libraries and Crystal at Weedsport Free Library offered a demo on sensory kits (December 14). Completed the Diversity, Equity, and Inclusion Assessment for Library Systems (DEIALS) for SCRLC as part of the Diversity, Equity, Inclusion, Justice, & Accessibility (DEIJA) committee. The Social Justice Book Club will be paused until 2025 due to time constraints for FLLS staff and member library staff.
- Miscellaneous Meetings: Hosted the Member Library Support Group (MLSG) meeting where we discussed material challenges; took and distributed notes (December 12). Planned out IDEA and MLSG meetings for 2024.
- Outreach: Provided materials to a Talking Book & Braille Library (TBBL) patron.
- Promotion: Organized content for the bi-weekly bulletin.
- Reference and Consulting: Answered (30) consulting questions for member libraries and correctional facilities with a focus on technology. Fulfilled Computer Network Services supply requests for Eric.
- Miscellaneous: Provided a preliminary budget request to Sarah. Sent out an email regarding important Annual Report information (including a timeline) to Directors and fielded several Annual Report questions.

***Jenny Shonk, cont.***

**December 2023 Workshops & One-on-One Trainings Held:**

Date	Topic	Location	# of Attendees
12/6/2023	Grant Writing for Libraries Webinar	Online	3
12/7/2023	Polaris Item Maintenance (Director at Nichols)	Online	1
12/19/2023	Polaris Item Maintenance (Assistant at Lodi)	Online	1
<b>Total:</b>			<b>5</b>

**December 2023 Meetings Hosted:**

Date	Topic	Location	# of Attendees
12/12/2023	MLSG	Online	8
12/14/2023	IDEA Committee	Online	7
<b>Total:</b>			<b>15</b>

**Heidi Eckerson December 2023**Collection

- Digital: Ordered, curated and ran reports for OverDrive. Set up a free trial of Mango Languages ASL feature.
- Physical: Processed Sensory items on loan from TCPL. Process professional magazines to route to members.

Grants

- Liaison Community Foundation of Tompkins County Library Grant Cycle and Member Libraries
- Shared SCRLC Digitization Grant notice (one of our members can use FLLS" membership to apply.)

Meetings

- School Library Council
- Kat Savage, Youth Services Department Head at TCPL in re Lego/Lab of Ornithology Challenge
- Sarah Glogowski and Jenny Shonk in re FLLS 2024 Continuing Ed Workshops calendar
- eContent Committee Meeting (Selectors)
- Member Library Support Group
- NYSL Youth Consultants Quarterly Meeting
- FLLS IDEA Committee
- Beth Bevars, LODI directors (to discuss a panel she was involved in.)
- Erika Jenns from Southern Tier Library System (book challenges in STLS, econtent, Library Road Trip planning, etc.)

Member Libraries

- Reviewed LAN collection develop policy
- Wrote content for FLLS Bulletin
- Presented at FLLS Grants 101 Workshop
- Shared webinar and programming ideas related to Summer Reading and the Eclipse
- Answered e-Content Contribution form questions
- MARA Movie License question

Promotion

- Curated Overdrive digital collection
- Posted to FLLS Social media

Trustees

- Facilitated Groton Public Library Board's Focus Group for their Long Range Plan
- Answered questions about Executive Session for MCGR
- Reviewed new 2023 Trustee Handbook
- Wrote FLLS Trustee Newsletter (Jan/Feb 2024) content

Youth Services

- Hosted Summer Reading Collaborative Planning Workshop

Other: Continuing Education: Attended *Protect the Right to Read* workshop (WNYLRC)

Reference and Consulting

Adult Services: 1

Grants, and State and Federal Funding: 2

Automation and Technology: 5

Youth Services: 3

Trustees: 2

Reference: 1