

**Director’s Report for Meeting: February 21, 2024**

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

**Deb Geier January 2024**

Cataloging: During the month of December, I edited and imported 3408 bibliographic records.

1/11 -- FLLS Director’s Meeting – 1 hour

1/18 – Staff meeting – 1 hour

1/24 -- OCLC Community Center webinar – .5 hour

<b>2024</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>TOTAL YTD</b>
<b>ILL</b>													
Items Circulated	17102												17102
Total requests submitted	17184												17184
% Filled	99.5%												99.5%
<b>Out-of-System ILL</b>													
Items Borrowed/Copied	520												520
Items Loaned/Copied	184												184

**Jenny Shonk January 2024**

- Annual Reports (AR): Attended an AR webinar presented by Mid-Hudson Library System. Revamped the FLLS AR presentation/webinar. Scheduled one-on-one AR appointments with new directors for February. Revamped AR documentation. Worked with FLLS staff to organize data prepared for member libraries regarding Summer Reading, ILL, and technology. Fielded several AR questions.
- Continuing Education: Continued planning 2024 CE opportunities.
- Correctional Facilities (CF) & County Jails: Scheduled/completed (3) deliveries to Auburn CF, Cayuga CF, and Five Points CF. Placed orders for Cortland Jail & Seneca Jail.
- Inclusion, Diversity, Equity, & Accessibility (IDEA): Met with Mike Bishop of Cornell’s Einhorn Center for Community Engagement to discuss connecting with a reviewer for the FLLS Land Acknowledgment. Mike introduced Sachem Sam George of the Cayuga Nation via email; a meeting has been scheduled for late February.
- Miscellaneous Meetings: Attended the Directors’ Meeting and took notes (January 11). Hosted the Member Library Support Group (MLSG) meeting; took and distributed notes (January 16). Attended the FLLS staff meeting (January 18).
- Outreach: Provided materials to a Talking Book & Braille Library (TBBL) patron.
- Promotion: Organized content for the bi-weekly bulletin.

**Jenny Shonk, cont.**

- Reference and Consulting: Answered (42) consulting questions for member libraries and correctional facilities with a focus on technology and Annual Reports. Fulfilled Computer Network Services supply requests for Eric as needed.
- Miscellaneous: Completed a Workplace Violence Risk Assessment with Sarah.

**January 2024 Workshops & One-on-One Trainings Held:**

Date	Topic	Location	# of Attendees
1/18/2024	Item Maintenance with Cady Library Director	Online	1
<b>Total:</b>			<b>1</b>

**January 2024 Meetings Hosted:**

Date	Topic	Location	# of Attendees
1/16/2024	Member Library Support Group	Online	8
<b>Total:</b>			<b>8</b>

**Heidi Eckerson January 2024**

Collection

- Digital: Ordered, curated and ran reports for OverDrive.  
[https://www.flls.org/wp-content/uploads/2024/02/2024\\_JANODWebstats.png](https://www.flls.org/wp-content/uploads/2024/02/2024_JANODWebstats.png)
- Physical: Process professional magazines to route to members.

Grants

- Informed the Cady Library in NIC that they were selected to use our membership to apply for the 2024 SCRLC Digitization Grant. They have a yearbook project they will pitch.

Meetings

- Participated in FLLS Business Manager interviews
- Summer Reading Collab meetings with other System youth consultants
- Kate Devoe, Circulation Dept Head @ TCPL (OverDrive)
- OverDrive Reciprocal Lending Arrangement Mtg w/ STLS and OWWL
- Seneca SHARES (meeting with directors and trustees of Seneca County libraries)
- Member Library Support Group
- January Directors' Mtg
- Meetings with Summer Reading Planning meeting presenters (3)
- Christine Garrow, hoopla representative
- FLLS Staff meeting
- Erika Jenns from Southern Tier Library System- Road Trip planning
- FLX Library Road Trip Committee Mtg
- SCRLC Eclipse Task Force
- Met with OverDrive and TCPL Department Heads (hoopla, Kanopy and the Polaris catalog)

Member Libraries

- Conferenced with several libraries regarding their Library Grant Cycle applications
- Wrote content for FLLS Bulletin
- Worked with Admin Assistant to invoice libraries for OverDrive
- Polled members about their Swank movie license renewal plans
- Provided Annual Report data (Summer Reading stats, OverDrive and database content stats)

Promotion

- Posted to FLLS Social media and followed member libraries

Trustees

- Participated in Groton Library's Long Range Plan data analysis meeting

Youth Services

- Shared out link and marketing info for Lab of Ornithology's Build a Better World Event (Lego Challenge)