

### Director's Report for Meeting: March 20, 2024

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

**Deb Geier January 2024**

Cataloging: During the month of December, I edited and imported 4381 bibliographic records.

ILL: Tanner resigned from the page position in February. We are still searching for someone to fill the position.

Meetings:        2/8 -- FLLS Director's Meeting  
                       2/12 – TCPL technical services meeting  
                       2/15 – FALCONS meeting

2024	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL YTD
<b>ILL</b>													
Items Circulated	17102	16723											33825
Total requests submitted	17184	16814											33998
% Filled	99.5%	99.5%											99.5%
<b>Out-of-System ILL</b>													
Items Borrowed/Copied	520	506											1026
Items Loaned/Copied	184	203											387

**Heidi Eckerson February 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)
- Subscribed to Mango's American Sign Language package
- **Physical:** Process professional magazines to route to members.

Grants

- Supported libraries with Community Foundation Library Grant

Meetings

- February Directors' Mtg
- Summer Reading System Collaborative Host Meeting
- Seneca Shares (meeting with directors and trustees of Seneca County libraries)
- Brieanna Moreno and Marley Vavra from WSKG
- Tioga County Directors Mtg
- Samantha Vaca from Cornell (Coderable)
- SCRLC Solar Eclipse workshop
- Chad O'Shea Cornell Print Services (FLX Road Trip materials)
- Groton Public Library Strategic Planning Meeting
- NYSL "Tasting History at Your Library"

Member Libraries

- Wrote content for FLLS Bulletin
- Worked with Admin Assistant to invoice libraries for OverDrive
- Polled members about their solar eclipse glasses needs

## Heidi Eckerson, cont.

### Promotion

- Posted to FLLS Social media and followed member libraries
- Updated website slider (Mango, TCPL Business Manager, etc)

### Trustees

- Participated in Groton Library's Long Range Plan data analysis meeting
- Wrote content for the March/April 2024 FLLS Trustee Newsletter

### Youth Services

- Opened registration for the Spring into Summer (FLLS in-house Summer Reading Planning Meeting)
- Planning Spring into Summer

### eContent Report

- OverDrive: February Checkouts-20,279 Reciprocal Lending Arrangement: OWWL-649 STLS-440
- Heritage Quest: 2085 total unique searches
- JobNow: Total Usage (resume lab, interview coaching, and database resources): 50
- Mango Languages: 366 total sessions (143 web; 223 mobile)
- TumbleBooks: 155 book views

## Jenny Shonk February 2024

Annual Reports (AR): Presented the AR webinar (Feb 1). Ran (123) Polaris reports, calculated stats, and created tables with patron, collection, and circulation figures for (32) member libraries. Held AR one-on-one sessions with (6) new directors. Fielded AR questions. Reviewed (32) reports and sent back corrections. Communicated with NYS as needed. Submitted (18) reports to NYS. Cady Library in Nichols asked for an extension to mid-March that was approved by NYS.

Continuing Education: Continued planning 2024 CE opportunities.

Correctional Facilities (CF) & County Jails: Completed (5) deliveries to Auburn CF, Cayuga CF, and Five Points CF.

Inclusion, Diversity, Equity, & Accessibility (IDEA): Sachem Sam George of the Cayuga Nation was unable to meet in February; will try to reconnect in late spring/early summer.

Miscellaneous Meetings: Attended the Directors' Meeting and took notes (Feb 8). Attended the Falcons Meeting and took notes (Feb 15). Hosted the Member Library Support Group meeting; took and distributed notes (Feb 20).

Outreach: Provided materials to a NYS Talking Book & Braille Library patron.

Promotion: Organized content for the bulletin.

Reference and Consulting: Answered (56) consulting questions for member libraries and correctional facilities with a focus on Annual Reports. Fulfilled Computer Network Services supply requests for Eric as needed.

Miscellaneous: Completed the Workplace Violence Prevention binder. Assisted with bulk deletion of item records in Polaris for Alternatives Library.

### February 2024 Workshops & One-on-One Trainings Held:

Date	Topic	Location	# of Attendees
2/1/2024	Annual Reports Webinar	Online	13
2/2/2024	Annual Reports w/ Phillips Free Library Director	Online	1
2/2/2024	Annual Reports w/ Cady Library Director	Online	1
2/5/2024	Annual Reports w/ Weedsport Free Library Director	Online	1
2/6/2024	Annual Reports w/ Coburn Free Library Director	Online	1
2/7/2024	Annual Reports w/ Candor Free Library Director	In-Person	1
2/7/2024	Annual Reports w/ TCPL Director & Staff	Online	4
2/9/2024	Annual Reports w/ Phillips Free Library Director	Online	1
<b>Total:</b>			<b>23</b>

### February 2024 Meetings Hosted:

Date	Topic	Location	# of Attendees
2/20/2024	Member Library Support Group	Online	7
<b>Total:</b>			<b>7</b>