

**Director’s Report for Meeting: May 21, 2025**

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

**Deb Geier - April 2025:**

**Cataloging:**

During the month of April, I edited and imported 14469 bibliographic records. I focused on overlaying older bibliographic records with new records.

**Meetings:** 4/10 – FLLS directors’ meeting

**Training:** 4/08 – Connexion client 5: Automation and customization  
 4/16 – RSC25 The custom holdings connection: Enhancing ILL efficiency  
 4/22 – Connexion client 6: Authority control

<b>2025</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	1769												
	2	17011	17334	16611									68648
Total requests submitted	1776												
	6	17100	17418	16705									68989
% Filled	99.6%	99.5%	99.5%	99.4%									99.5%
<b>Out-of-System ILL</b>													
Items Borrowed/ Copied	466	470	539	517									1992
Items Loaned/ Copied	331	270	247	254									1102

**CNS Department Stats for April 2025:**

<u>Eric’s Help Desk Tickets, April 2025:</u>	
Open at beginning of month:	10
Created during month:	33
Closed during month:	30
Still open at end of month:	3

<u>Wayne’s Help Desk Tickets, April 2025:</u>	
Open at beginning of month:	10
Created during month:	10
Closed during month:	7
Still open at end of month:	2

**CNS Vendor Meeting:**

7 May 2025 – Both Eric & Wayne met with FLLS’s Polaris Rep and Engineer.  
 Discussed Implementing Vega/April 2026, and Polaris Update 7.8 End of June 2025

**Heidi Eckerson - April 2025:**

**Meetings and Workshops**

- Seneca Shares mtg 4/1
- NASA Space Grant (Sciencenter) mtg 4/1
- IDEA Committee mtg 4/3
- FLLS Staff Mtg 4/9
- Directors Mtg 4/10
- COSAC/Outreach Mini Grant mtg 4/14
- Hosted FLX Road Trip visitors 4/14
- HSC Sexual Harassment Training 4/15
- FLLS Summer Reading Mtg 4/17
- STLS Consultant Mtg (trustee presentation) 4/21
- SCRLC Plan of Service Design Team 4/24
- Outreach at Any Size webinar 4/29
- Sciencenter NASA Kits 4/30
- OverDrive Selectors mtg 4/30

**Snapshot of Activities:**

- Continued 6 week long Youth Services AI Challenge for members
- Administered FLLS Family Literacy Grant applications
- Co-planned Trustee workshop for STLS Spring CE Day (TBH May 9)
- Curated, ordered and ran stats on OverDrive
- Wrote content for FLLS Bulletin and Trustee Newsletter
- Consulted with members and trustees
- Set up and held Summer Reading meeting at FLLS (April 17)
- Posted member library job opportunities

**eContent Report for April 2025 will be included next month**

<b>2025</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>
<b>OverDrive Total</b>	26,695	24,010	26,618	
Audiobooks	11,017	10,519	11,816	
Ebooks	8955	8816	9739	
Magazines	5,106	4675	5063	
RLA Visitors	1,617	1290	1672	
<b>HeritageQuest</b> Unique Searches	2967	780	941	
<b>JobNow</b> Total Usage	53	117	78	
<b>Mango Languages</b> Total Sessions	655	422	449	
<b>TumbleBooks</b>	37	52	49	

**Jenny Shonk - March 2025:**

- Continuing Education: Met with Mike Bishop to discuss offering more webinars (4/10). Scheduled webinars for May and June. Held Outreach, Advocacy, and Marketing: Understanding the Venn Diagram webinar with Suzanne Macaulay; received positive feedback (4/29).
- Correctional Facilities (CF) & County Jails: Placed 2 orders for Cayuga CF and Five Points CF. Completed 3 deliveries to Cayuga CF and Five Points CF. Attended the Friends book sale with Joan from Cayuga CF to assist with selecting free books. Auburn CF librarian took a new position so the facility library is closed until they find a replacement.
- Inclusion, Diversity, Equity, & Accessibility (IDEA): Hosted and took notes for the IDEA Committee meeting (4/3). Selected *The 12 Steps to a Community-Led Library* by Audrey Barbakoff & Noah Lenstra for the FLLS community read. Attended Path to Belonging meeting (4/29).
- Miscellaneous Meetings: Attended staff meeting (4/9). Attended the Directors' Meeting and took notes (4/10). Assisted with the Summer Reading meeting (4/17). Hosted and took notes for the Member Library Support Group meeting (4/22). Attended Heidi's OverDrive Selectors meeting (4/30).
- Outreach: Provided materials to a NYS Talking Book & Braille Library patron. Met with COSAC (Coordinated Outreach Services Advisory Council) to select OMG recipients (4/14). Wrote and sent letters with checks to OMG recipients.
- Promotion: Organized content for the monthly bulletin.
- Professional Development: Attended HSCTC Sexual Harassment Prevention training webinar (4/15), Mastering the Art of Difficult Conversations webinar (4/23), and Lunch & Learn: Occupational Stress webinar (4/24).
- Reference and Consulting: Answered 9 consulting questions for member libraries and correctional facilities with a focus on Annual Reports.
- Miscellaneous: Updated various pages of the FLLS website. Started the FLLS annual report to the community. Assisted member libraries with Annual Report corrections and uploaded approved reports to the website.

**Jenny's April 2025 Workshops & One-on-One Trainings Held:**

Date	Topic	Location	# of Attendees
4/29/2025	<i>Outreach, Advocacy, &amp; Marketing</i> with Suzanne Macaulay	Online	12
<b>Total:</b>			<b>12</b>

**Jenny's April 2025 Meetings Hosted:**

Date	Topic	Location	# of Attendees
4/3/2025	Inclusion, Diversity, Equity, & Accessibility Committee	Online	6
4/14/2025	Coordinated Outreach Services Advisory Council	Online	7
4/22/2025	Member Library Support Group	Online	8
<b>Total:</b>			<b>21</b>