

Director’s Report for Meeting: June 18, 2025

Sarah Glogowski will give a verbal report.

Deb Geier - May 2025:

Cataloging:

During the month of May, I edited and imported 3681 bibliographic records. I focused on overlaying older DVD bibliographic records with new records.

Meetings: 5/8 – FLLS directors’ meeting
 5/15 – FALCON’s meeting

2025	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL YTD
ILL													
Items Circulated	1769 2	17011	17334	16611	15602								84250
Total requests submitted	1776 6	17100	17418	16705	15698								84687
% Filled	99.6%	99.5%	99.5%	99.4%	99.4%								99.5%
Out-of-System ILL													
Items Borrowed/ Copied	466	470	539	517	460								2452
Items Loaned/ Copied	331	270	247	254	224								1326

CNS Department Stats for May 2025:

<u>Eric’s Help Desk Tickets, May 2025:</u>	
Open at beginning of month:	1
Created during month:	68
Closed during month:	64
Still open at end of month:	4

<u>Wayne’s Help Desk Tickets, May 2025:</u>	
Open at beginning of month:	1
Created during month:	11
Closed during month:	7
Still open at end of month:	4

CNS Vendor Meeting:

7 May 2025 – Met with FLLS’s Polaris Rep and Engineer.

Discussed Implementing Vega/April 2026

Discussed Polaris Update 7.8 End of June 2025

Starting to discuss how adding Vega will change our backup structure and going to Cloud backups.

Jenny Shonk - May 2025:

- Continuing Education: Held Maintaining Nonviolent Communication in Challenging Interactions webinar with Mike Bishop; received excellent feedback (5/22). Attended a Gather & Grow planning meeting to brainstorm speakers for the state-wide virtual conference in December.
- Correctional Facilities (CF) & County Jails: Placed 3 orders for Cayuga CF and Five Points CF. Completed 3 deliveries to Cayuga CF and Five Points CF. Planned the Annual Authentication Meeting and prepared the 2025-2026 Budget Summary.
- Inclusion, Diversity, Equity, & Accessibility (IDEA): Attended a Path to Belonging meeting (5/19). Created a Member Library Physical Accessibility Guide to help patrons with disabilities or mobility issues prepare to visit their local library.
- Miscellaneous Meetings: Attended the Directors' Meeting and took notes (5/8). Attended FALCONS meeting (5/15). Hosted and took notes for the Member Library Support Group meeting (5/20). Attended the all-staff meeting and led the safety training portion of the meeting (5/28).
- Outreach: Provided materials to a NYS Talking Book & Braille Library patron. Attended the Outreach Coordinators' Meeting (5/5). Reviewed the Family Literacy Grants for Heidi. Opened and promoted the brand-new Aunt Flow Mini-Grant cycle.
- Promotion: Organized content for the monthly bulletin.
- Professional Development: Attended RRLC Rooting Out Dysfunction and Creating Successful Teams webinar (5/14) and CLRC Hazard Analysis Techniques Overview webinar (5/21). Read the Trustee Handbook.
- Reference and Consulting: Answered 9 consulting questions for member libraries and correctional facilities with a focus on technology and funding.
- Miscellaneous: Updated more pages of the FLLS website. Worked on the FLLS annual report to the community. Reviewed the Workplace Violence Prevention Program with Arlene and Sarah, updated the Evaluation of Physical Environment for 2025. Updated the Injuries and Illnesses Annual Summary (zero instances to report for 2024). Created and distributed a Timeline of Important Projects to member libraries.

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

Date	Topic	Location	# of Attendees
5/22/2025	Maintaining Nonviolent Communication in Challenging Interactions with Mike Bishop	Online	13
Total:			13

Jenny's May 2025 Meetings Hosted:

Date	Topic	Location	# of Attendees
5/20/2025	Member Library Support Group	Online	11
Total:			11

Heidi Eckerson - May 2025:

Meetings and Workshops

- Strategic Planning mtg with AURO 5/1
- YS AI Collaborative Project: AI Presentation w/ Nick Tanzi 5/2
- Family Literacy Grant Application Review mtg 5/5
- Web Accessibility Working Group mtg 5/6
- Directors Mtg 5/8
- STLS Spring CE Conference Attended and Presented 5/9
- SCRLC Plan of Service Design Team 5/19 and 5/22
- Member Library Support Group 5/20
- Workshop: Non-Violent Communication w/ Mike Bishop 5/22
- Sciencenter NASA Kits 5/23
- FLLS Staff Mtg 5/28

Econtent Statistics

2025	Jan	Feb	Mar	Apr	May
OverDrive Total	26,695	24,010	26,618	26,439	26,680
Audiobooks	11,017	10,519	11,816	11,860	11,591
Ebooks	8955	8816	9739	9394	9996
Magazines	5,106	4675	5063	5185	5093
RLA Visitors	1,617	1290	1672	1505	1564