

Director's Report for Meeting: December 10, 2025

Sarah Glogowski will give a verbal report.

Deb Geier – November 2025 will be included next month.

CNS Department Stats for November 2025:

<u>Eric's Help Desk Tickets, November 2025:</u>	
Open at beginning of month:	2
Created during month:	34
Closed during month:	32
Still open at end of month:	4

<u>Wayne's Help Desk Tickets, November 2025:</u>	
Open at beginning of month:	3
Created during month:	3
Closed during month:	5
Still open at end of month:	1

CNS Nov: Working with Polaris to finalize the upgrade of SQL to move forward with the upgrade of Polaris Systems. Scheduling to upgrade Polaris Training server first.

Jenny Shonk – Nov 2025:

- **Continuing Education:** Assisted Heidi with the Community Read for Trustees (11/12). Prepared for the upcoming Outreach Grants Lunch n' Learn with Heidi and promoted the event through flyers and email. Closed the annual CE survey and analyzed the results.
- **Correctional Facilities (CF) & County Jails:** Placed 5 orders for Cayuga CF, Five Points CF, & Tompkins Jail. Completed 5 deliveries to Cayuga, Five Points, Seneca Jail, and Tompkins Jail. Began updating the FLS Reentry Guide for 2026-2028.
- **Inclusion, Diversity, Equity, & Accessibility (IDEA):** Attended the Urban Libraries Council Bridgebuilding meeting (11/18). Presented the updated IDEA Statement at the board meeting (11/19). Continued working on web accessibility with Heidi and consulted NYSL.
- **Miscellaneous Meetings:** Attended and took notes for the Directors' Meeting (11/13). Hosted and took notes for the Member Library Support Group meeting (11/18). Attended the FALCONS meeting and presented a policy, Handling Other Libraries' Materials (11/20).
- **Outreach:** Provided audiobooks to a NYS Talking Book & Braille Library patron. Sent out the final survey for The Great Give Back to participating member libraries. Renewed the JobNow subscription. Heidi created an Outreach Grants LibGuide and we worked together to finalize it.

Jenny Shonk, continued

- ***Professional Development:*** Attended a webinar, ALA Book Club: Leadership (11/13). Viewed several of the Polaris training video recordings.
- ***Promotion:*** Organized content for the monthly bulletin. Reformatted the bulletin in Canva to increase accessibility.
- ***Reference and Consulting:*** Answered 6 consulting questions for member libraries and correctional facilities with a focus on Polaris and collection development.
- ***Miscellaneous:*** Placed the final order for eContent in OverDrive to be paid by TCPL, which expended the remaining 2024 CLSA funds. Placed a final order for Professional Collection books. Restarted the Personnel Manual project. Assisted TCPL with re-submission of their 2024 Annual Report and updated it on our website.

Jenny’s Nov 2025 Meetings Hosted:

Date	Topic	Location	# of Attendees
11/18/2025	Member Library Support Group	Online	8
Total:			8

Heidi Eckerson - Nov 2025

Meetings and Workshops

- IMLS Sciencenter/Library mtg 11/5
- FLLS Community Read, with Trustees, 11/12
- South Central Regional Library Council Plan of Service mtgs, 11/12; 11/20
- FLLS Directors mtg, 11/13
- TCPL Director Search Committee mtg 11/13
- FALCONS Mtg (econtent Committee) 11/20
- NYS eBook Working Group mtg, 11/20
- Jenny, OverDrive mtg, 11/21

Other:

- Wrote content for FLLS Bulletin, Trustee Newsletter
- Selected, ordered, marketed OverDrive collection
- Consulted with member libraries on issues unique to their community
- Attended TCPL’s 25th Anniversary Open House
- Sent out annual OverDrive Contribution request letter
- Working with Tom and member libraries to pilot our Superspace Tiles kit. We have three kits that are circulating to member libraries.

Econtent Statistics Nov 2025:

2025	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
OverDrive Total	26,695	24,010	26,618	26,439	26,680	26,060	26,336	27094	23,821	25,261	26,258
Audiobooks	11,017	10,519	11,816	11,860	11,591	11,675	12,203	11,943	10,352	11,013	11,151
Ebooks	8955	8816	9739	9394	9996	9068	9,122	8967	7,695	7,820	7,897
Magazines	5,106	4675	5063	5185	5093	5312	5011	6184	5,774	6,428	5,798
RLA Visitors	1,617	1290	1672	1505	1564	1274	965	839	1,169	1,536	1,416