

Director's Report June 17, 2026

Sarah Glogowski, Executive Director

Sarah will give a verbal report to the Board.

Heidi Eckerson, Member Services Librarian

Collection

Digital: Curated digital book displays in Libby; selected, purchased, and promoted OverDrive content; ran reports for OverDrive Reciprocal Lending Agreement partners and Finger Lakes Library System members.

Continuing Education

- Minimum Standards for Public Libraries Series: Overview and New Additions (NYS Library)
- Minimum Standards for Public Libraries Series: Confidentiality of Library Records (NYSL)
- America 250 Resources (NYS Library)
- Hacking the Holds Webinar (Readers First)

Other Meetings

- TST BOCES School Library Council
- Hosted in-person FLLS OverDrive Selectors working session
- FLLS Directors'
- CLSA meeting with Executive Director, Business Manager, and Continuing Education Librarian
- FALCONS (econtent updates)
- FLLS Workplace Violence and Safety

Member Libraries

- Provided consultation to members on a variety of topics
- Provided content for Finger Lakes Library System Monthly Bulletin
- Shared relevant webinar and programming opportunities via listservs

Summer Reading/Youth Services

- Coordinated review of FLLS Family Literacy Grant applications; sent out award letters and instructions
- Continue to share out updates to member libraries from NYSL in re Summer Meals, workshops, etc

Special Projects

- New York State eBook Working Group mtgs
- Co-hosted and took notes at FLLS Plan of Service Virtual and in-person Focus Groups; committee meeting
- IMLS Grant Check in session at Sciencenter with all participants
- Gather and Grow Continuing Education Event Planning meeting

Trustees

- Continue to develop Trustee Resources LibGuide; shared trustee education opportunities via listserv

Jenny Shonk, Education and Outreach Librarian

- **Annual Reports:** All member library reports were submitted by the deadline of May 1. Received corrections from NYS and worked with libraries to fix and resubmit. All reports have been officially approved.
- **Collection Development:** Weeded the professional book collection. Placed 3 orders for OverDrive using CLSA funds; worked with TCPL staff to create carts of youth items.
- **Continuing Education:** Provided Polaris trainings to staff members from Waverly and Nichols. Met with Mike Bishop to discuss recent workshop and plan future sessions. The presenter for the May Book Repair workshop had to cancel unexpectedly, now planning a July session with a new presenter. Attended a meeting with systems from around NYS to plan the Gather & Grow virtual conference.
- **Correctional Facilities & County Jails:** Placed 3 orders for Cayuga CF and Five Points CF. Scheduled a delivery to Five Points CF. Scheduled the annual authentication meeting for end of June.
- **Outreach:** Sent out Outreach Mini-Grant checks and formal letters. Opened the 2026-2027 Aunt Flow Mini-Grant cycle. Reviewed the Family Literacy Grants for Heidi. Provided audiobooks to a Talking Book & Braille Library patron.
- **Professional Development:** Attended various webinars about Minimum Standards and America250.
- **Reference and Consulting:** Answered 16 consulting questions for member libraries and correctional facilities with a focus on Annual Reports, Polaris, and grants.
- **Miscellaneous Meetings:** Hosted and took notes for the Member Library Support Group meeting with 9 attendees. Attended Heidi's OverDrive Selectors' meeting. Attended the FALCONS meeting and discussed a Polaris policy with members. Attended and took notes for the Directors' meeting. Attended the FLLS Safety meeting and discussed Workplace Violence Prevention reminders. **Attended** the Tompkins County budget presentation for Sarah.
- **Miscellaneous Tasks:** Organized content for the monthly bulletin. Reviewed the Personnel Manual and sent an updated copy to Sarah.

Deb Geier, Technical Services Librarian

Cataloging:

- During the month of May, I edited and imported 3367 bibliographic records.

Interlibrary loan for May 2026:

- Items circulated: 14483. Year to date: 77349
- Total requests submitted: 14571. Year to date: 77829
- Percentage filled: 99.4. Year to date: 99.4

Out-of-system interlibrary loan for May 2026:

- Items borrowed/copied: 419. Year to date: 2684
- Items loaned/copied: 196. Year to date: 1131

Training:

- May 15: Copyright 101 for Librarians
- May 22: Transforming Cataloging Workflows at BPL with Snapicat, a new tool using the WorldCat metadata API webinar
- May 28: FLLS Staff - Workplace Violence Prevention Annual Training

Meetings:

- May 21: FALCONS Meeting