

Executive Director's Report

April 2024

(Covering time period of March 19, 2024 through April 17, 2024)

Personnel

- Administrative Aide at Central – Hired.
- Librarian I at White Branch – Hired.
- Part-time Library Clerk I at Central – Hired.
- Part-time Page at Central Sorting Room – Hired.
- Part-time Page at White Branch – Hired.

Networking

- NYS Library/Public Library System Directors Zoom Meeting
- Attended virtual PLA Conference

Meetings

- Brian Donnelly, Deputy County Executive
- Monica Williams, Chief Diversity Officer, Onondaga County Office of Diversity and Inclusion
- Sam Edelstein, President OCPL BOT
- Ed Kochian, OCPL BOT
- Christine Ondrako, Treasurer, OCPL BOT
- Terry Morris, FOCL Board member
- Kim Schellinger, FOCL Executive Director
- Ann Debejian, Director of Civil Service Administration, OC Department of Personnel
- Nick Murphy, Employee Relations Officer, OC Department of Personnel
- Tor Loney, Library Development Specialist, DLD, NYS Library
- FOCL Board Meeting
- PULISDO
- Administration Meeting – Mark Carter, Rebecca Maguire, Dane Dell, Rene Battelle
- Rene Battelle, Administrator for Public Services and Special Initiatives
- Dane Dell, Director of Library and Information Systems
- Mark Carter, Administrative Director
- Rebecca Maguire, Administrator for Library Operations
- Katie Hayduke, Acquisitions Manager
- Amanda Perrine, Coordinator for Member Services
- Tom Walters, Communications
- Val Massulik, President, CSEA Onondaga County Library Unit
- Sharon Rorer, Administrative Assistant
- Aimee Newton, Administrative Assistant

- Yona Williams, Public Information Assistant
- Amanda Perrine, Coordinator for Member Services.
- Literacy Coalition of Onondaga County
- OCPL Communications & Outreach Teams
- Virtual Court Access Meeting
- Strategic Planning Meeting
- Stillwork Consulting Group
- FOCL Book Club
- Facilities
- Ways & Means
- Annual Meeting – East Syracuse Free Library
- Annual Meeting – Onondaga Free Library
- Stephanie Legro, Senior Educational Consultant – Public Libraries, East , Gale – Excel Adult High School

✓ **Highlights:**

- Four new board appointments approved by the Onondaga County Legislature on April 2, 2024.
- Strategic planning – survey creation completed; Internal Survey launched.
- National Library Week and the Ossie Golden Award presentation.

✓ **Upcoming:**

- Staff Day on May 3, 2024 (Libraries Closed).
- Science of Reading Training on May 19, 2024.
- Launch of Memory Café programming.

✓ **Help Needed:**

- Advocate for the library in every manner possible.
- Attend monthly Board meetings.
- Report any trainings to Sharon Rorer.

The health of our civilization, the depth of our awareness about the underpinnings of our culture and our concern for the future can all be tested by how well we support our libraries.–Carl Sagan

Priority Items

Long Term:

- Increase collaborative partnerships within the community which will aid in developing innovative opportunities to promote literacy and reading.
 - Collaboration with Redhouse
- OCPL is increasing its focus on materials, services and programming for older adults
 - Memory Café
 - Greater emphasis on communicating and promoting programs designed for and of special interest to seniors. Discussion with Outreach and Communications on how these programs can be highlighted and more visible on the calendar and website.
- Develop recruitment strategy to attract qualified, impactful candidates. Beginning in 2024, the County will provide new and enhanced benefits, including:
 - A partnership with SU on a new education benefit that includes a discount on tuition rates.
 - Reduction in waiting period for receiving health benefits after hire.
- Discussion with member libraries on strategies to ensure a robust pool of candidates available for hire (including part-time positions).
- Explore and develop succession planning that involves training and leadership opportunities for current employees.
 - Will begin tracking all continuing education in 2024, in an effort to discover areas where more training needs to be offered and to ensure equitable opportunities to staff.
 - Include training opportunities for Admin Team as part of weekly Administrative meetings.
- Increase readership, circulation, and meeting space use
 - Central and city branches will continue serving as voting sites in 2024; addition of small group meeting space at Hazard Branch.
 - Offer more shared programs across the branches in 2024 and continue to offer annual, signature events that patrons look forward to each year (Quilt Show, Halloween Costume Swap, Fall Festivals, Strawberry Social, etc.)

Short Term:

- Prioritize adequate training opportunities for all staff – both new hires and longtime employees.
 - Training Tuesdays at Central 2024 planned; training sessions are available to system staff.
 - Preliminary discussions to participate in an IMLS grant funded project – Practicing Access. Pilot test a series of simulations designed to provide practice in assisting librarians in resisting censorship attempts.
 - Cultural sensitivity training for all staff is planned at Staff Development Day in May.
 - Training for staff on new copy/scanning/fax machines.
 - Review security guidelines during monthly security meetings.

- Assess staffing levels to ensure customer service.
 - Exploring creative options for filling temporary vacancies created by reassignments, or temporary absences, including part-time librarians and substitute librarians.
 - Explore short term support and work distribution plans.
 - Assessing need to increase staff numbers to ensure equitable service for all ages.

- Create branch assessments which include meaningful demographic information
 - Branch assessments have been completed and are posted on the Branch Manager's Team page. As we begin the strategic planning process, the branch assessments will be especially useful.

- Explore new ways to connect with the post-pandemic community.
 - Build more entry points to the library through outreach; acknowledge that some community members still find it difficult to come to our libraries and find ways to meet their needs. (Books by mail, pop up libraries, curated digital shelves on other websites that lead to the library, encourage digital interaction).

- Critical look at OCPL website
 - Scheduling software purchased – Springshare will be used by Central and the branches, and will be available to all member libraries.
 - Scheduling website demos.

Respectfully submitted,



Dawn Marmor
Executive Director

April 10, 2024