

## **Executive Director's Report**

**December 2023**

**(Covering time period of November 14 through December 12, 2023)**

### **Personnel**

- Librarian III at Betts Branch – Interviews completed; candidate selected.
- Administrative Aide at Central – Canvass completed.

### **Networking**

- NYS Library/Public Library System Directors Zoom Meeting
- Ryan Perry, Executive Director, CLRC

### **Meetings**

- Brian Donnelly, Deputy County Executive
- Jill Hurst-Wahl, President OCPL BOT
- FOCL
- PULISDO
- Tor Loney, Library Development Specialist, Division of Library Development
- 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
- Coron Espey, County Personnel
- Kim Schellinger, FOCL
- Literacy Coalition of Onondaga County
- OCPL Communications & Outreach Teams
- Virtual Court Access Meeting
- Finance Committee Meeting
- Strategic Plan Proposal Review Meeting

- Stillwork Consulting
- Franklin Frey, Executive Director, Redhouse Arts Center

## **Priority Items**

### *Long Term:*

- Increase collaborative partnerships within the community which will aid in developing innovative opportunities to promote literacy and reading.
  - Communications and Outreach teams had their second joint meeting and presented goals for 2024.
  - Investigating a potential partnership with Barbershop Books in 2024.
- OCPL is increasing its focus on materials, services and programming for older adults
  - Memory Café
  - Greater emphasis on communicating programs designed for and of special interest to seniors.
- 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 ways to bolster civil service lists;
- 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. First training involved short presentation on open meeting law.
- 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; checking feasibility of recording the training sessions to make them available to system staff who cannot attend in-person.
  - Computers in the training lab on the second floor of Central have been updated so that the space can be used for small group training, as well as one-to-one help.

- 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. Advertising to hire a part-time librarian for Mundy Branch.
- Create branch assessments which include meaningful demographic information
  - Branch assessments have been completed and are posted on the Branch Manager's Team page. Demographic information pulled from the Branch assessments was used in creating an information sheet that was helpful during Tor Loney's visit to our System in November.
- Explore new ways to connect with the post-pandemic community.
- Finalize onboarding/evaluation revisions.
- Critical look at OCPL website
  - Investigating scheduling software – two quotes have been received, waiting on third quote.

Prioritize collaborative partnerships in the community and work to develop innovative opportunities to promote literacy and reading.

Respectfully submitted,



Dawn Marmor  
Executive Director

December 6, 2023