

ANNUAL REPORT

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LIBRARY OPERATIONS
ADMINISTRATOR



2024

End of Year Summary for Library Operations

Wrap Up

As 2024 comes to an end, I'd like to take this opportunity to look back on the things we've accomplished this year. We were able to complete some ongoing projects, as well as take some major steps forward with key components of our mission.

**Operations Mission - Secure,
functional and inspiring spaces
for our communities**

ACCOMPLISHMENTS

Our Operations team was able to complete many important projects this year, including:

- Accessible doors at Beauchamp
- Limestone Pillar replacement at Soule
- Security Cameras at Beauchamp and Soule
- Central Library 3rd Floor Bathroom Update
- Badge Readers
- Water filling stations at Beauchamp, White and Soule

Initiatives

New Event Calendar

In 2024, we replaced our previous system-wide event calendar (Evanced) with a new one called LibCal. LibCal is much more user-friendly and has a lot of great customizable features. Feedback has been very positive, and we are looking forward to offering more products by this company in the future.

Staff Development Day

Our third year back at the Zoo was the best one yet! We had excellent attendance, with 120 staff members attending from around the system. Our Keynote speaker focused on AI, and the Diversity Training offered by the County's Office of Diversity and Inclusion received rave reviews.

Beauchamp Library

We were able to complete a historic renovation of Beauchamp Library. This project began almost a decade ago and has involved refinishing bookcases and furniture, new paint, new flooring, new accessible doors and new lighting, as well as functional upgrades to their heating system. Beauchamp has new security cameras, new window treatments, the outside of the building has been pressure washed, their basement has been cleaned and repainted, there is new electrical coring in the floors and, of course, a new water filling station.

Highlights



Water Filling Stations

In 2023, we added three new drinking fountains at Beauchamp, Soule and White Branch libraries. These locations did not have water fountains at all. Every summer, staff would resort to handing out small disposable cups for children to fill up in the bathroom. Now, not only do patrons and staff have access to clean, filtered drinking water, the fill station promotes sustainable behavior by encouraging people to use refillable water bottles. A double benefit, and we keep hearing how much these libraries appreciate the addition.



Badge Readers Installed at All Branch Libraries

Using NYS Construction Aid funds, we were able to install badge readers at every single city branch library this year. This initiative will result in enhanced security for staff and patrons, improved operational oversight and is already much more convenient for staff.



White Branch Room Reclamation

A crumbling and legitimately terrifying bathroom was recovered and made into a well-designed and functional space that has provided library staff with an area to clean and wash supplies after programs.



OCPL Book Bike - Pedaling Knowledge

The Library Book Bike is a specially designed bicycle equipped with a collection of books and library resources. It will travel throughout our community, making stops at parks, community centers, schools, and other local hotspots. It's a unique way to expand access to library services and bring books to those who may not be able to visit the library in person.

Civic Engagement

As hosts of an early voting location, as well as five different polling sites, our libraries play a key role in civic engagement in our community. Every time, it's a coordinated effort between library staff, CET and Facilities staff to make sure that everything goes off without a hitch.





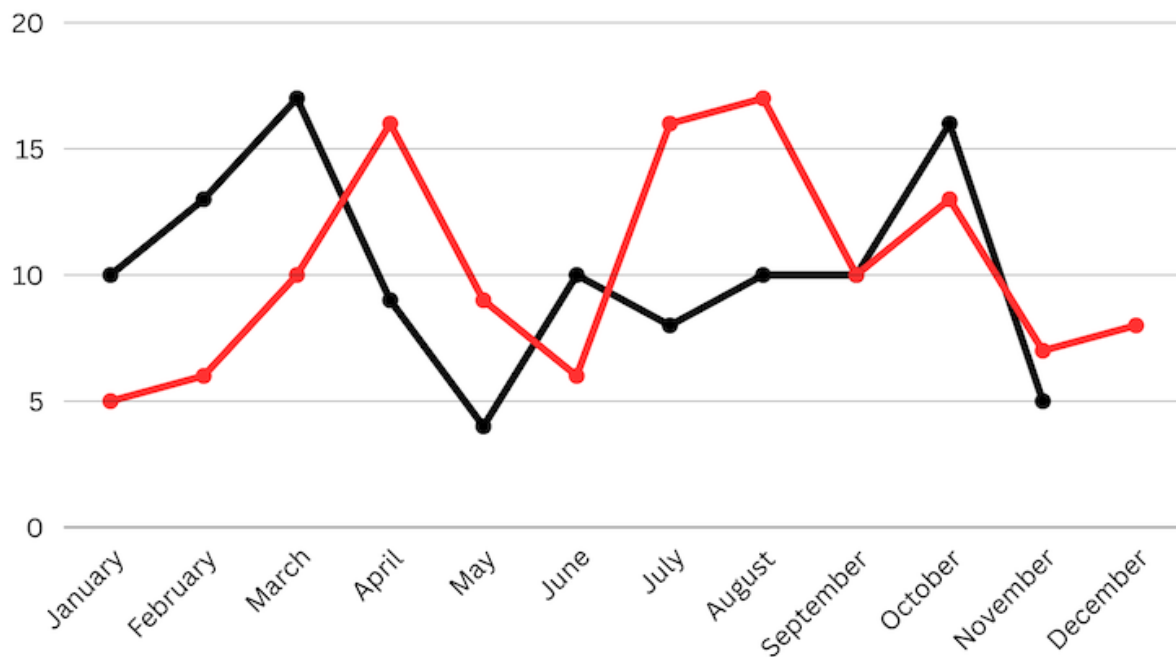
TRENDING ACHIEVEMENTS

	The Numbers	Details
Overall Security Incidents Trend Down	<p>In 2023, there were 123 total incidents. In 2024, there were 112. That's a decrease of almost 10%, with much of the improvement seen in the second half of the year .</p>	<p>Our CET staff continues to be a huge benefit to our libraries. They are an indispensable part of our plan to be a safe, secure and welcoming place for all of our patrons.</p>
Facilities and Maintenance Budget Grows	<p>We asked for and received an increase of \$194,600 in our Facilities and Maintenance budget.</p>	<p>This increase will allow us to perform some much needed infrastructure repairs, especially masonry and concrete repairs at multiple branches and new flooring for the Makerspace.</p>

2023/2024 Security Incidents by Month

The line graph below is a display of the amount of security incidents at the city branches and Central per month. The red line is the number of incidents in 2023, and the black line represents 2024.

We can see some interesting trends when we graph security incidents by month. For example, in 2024, we had a large number of our total incidents in the beginning of the year. Early spring was a bad time for incidents in both years. Summer 2024 was much improved over 2023.



LOOKING TOWARDS THE FUTURE

Some of the projects that we are looking forward to completing in 2025 include:

- Central Library 1st Floor Staff Bathroom Renovation
- Central Maker Space Flooring
- White Branch Security Camera Replacement
- New Parking Lots at Soule and Betts
- White Branch Masonry Work
- Betts Branch Stone Steps Repair
- Soule Branch Brick Work Repointing/Replacing
- Petit Branch Concrete Steps Repair
- Petit Branch Flagstone Walkway Replacement

Conclusion

Many Thanks

None of these accomplishments would have been possible without the hard work of both our Community Engagement Team and the County Facilities department, especially André Morgan from Facilities and Carry Blunt from CET. They both do the hard work to keep our libraries safe and well-maintained. I am also grateful to all our library staff and our entire administrative team. I look forward to coming into work every day and I'm so happy to be a part of an organization that makes such a difference in our communities.