

## **OLC Staff**

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### Executive Director

**Michelle Francis**

Phone: (614) 410-8092 x105

E-Mail: [mfrancis@olc.org](mailto:mfrancis@olc.org)

- The Executive Director is the chief administrative officer of the OLC. The Executive Director maintains and operates the headquarters office of the OLC, assures that mandates of the OLC Board of Directors are carried out, and organizational objectives and members' needs are identified and met. The Executive Director is responsible for keeping the officers and Board members informed on matters affecting members of the OLC.

### Director of Government and Legal Services

**Jay Smith**

Phone: (614) 410-8092 x103

E-Mail: [jsmith@olc.org](mailto:jsmith@olc.org)

- The Director of Government and Legal Services monitors state and federal legislation relating to library issues and directs Ohio Library Council lobbying efforts; coordinates Legislative Network; serves as staff liaison to the Government Relations Committee; organizes and schedules annual legislative day; and communicates regularly with library directors on legislative issues.

### Director of Professional Development

**Laurie Miller**

Phone: (614) 410-8092 x107

E-Mail: [lmiller@olc.org](mailto:lmiller@olc.org)

- The Director of Professional Development directs the organization's professional development agenda, including conferences, workshops, conventions and meetings; identifies topics, designs programming, and selects speakers; works with the OLC units to plan educational curriculum; and supervises the planning and logistics for events hosted by the OLC.

### Director of Communications

**Angie Jacobsen**

Phone: (614) 410-8092 x110

E-Mail: [ajacobsen@olc.org](mailto:ajacobsen@olc.org)

- The Director of Communications is responsible for the direction and implementation of all aspects of the OLC's internal and external communications programs, including but not limited to member publications, Web site content management, electronic communications and media relations, and collaboration with OLC staff to promote the Council's programs and activities.

Director of Membership Services

**Jeanine D'Andrea**

Phone: (614) 410-9571

E-Mail: [jdandrea@olc.org](mailto:jdandrea@olc.org)

- The Director of Membership Services is responsible for member recruitment, retention, delivery of member services, and managing activities of the organization's committees and divisions.

Accounting/Data Services Manager

**Denise Kise**

Phone: (614) 410-8092 x112

E-Mail: [dkise@olc.org](mailto:dkise@olc.org)

- The Accounting/Data Services Manager is responsible for all accounting activities of the organization and the management of all data services, including membership records, event registrations, member activities, etc.

Technology Coordinator

**Ro Swanson**

Phone: (614) 410-9575

E-Mail: [rswanson@olc.org](mailto:rswanson@olc.org)

- The Technology Coordinator manages the content of the OLC Web site; serves as computer systems manager; and coordinates requests for input and output of association data.

Office Administrator

**Sherry Heffner**

Phone: (614) 410-8092 x 101

E-Mail: [olc@olc.org](mailto:olc@olc.org)

- The Office Administrator oversees office workflow and projects; develops procedures and oversees completion of all daily office activities; general office support; coordination and completion of office projects; meeting and meeting room preparation; and provides administrative assistance to senior management staff.

## **OLC Staff Liaisons**

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### **Committees**

Awards and Honors	Jeanine D'Andrea
Diversity, Equity and Inclusion	Michelle Francis
Government Relations	Jay Smith
Intellectual Freedom	Jay Smith
Professional Development	Laurie Miller
Membership	Jeanine D'Andrea

### **Divisions**

Adult & Reference Services	Laurie Miller
Children's Services	Angie Jacobsen
Customer Services and Support Staff	Jeanine D'Andrea
Digital and Media Services	Laurie Miller
Human Resources	Jay Smith
Information Technology	Ronita Swanson
Library Accounting	Michelle Francis
Management and Administration	Jay Smith
Marketing and Public Relations	Angie Jacobsen
Outreach and Special Services	Laurie Miller
Small Libraries	Michelle Francis
Special Collections	Jeanine D'Andrea
Technical Services	Jeanine D'Andrea
Teen Services	Angie Jacobsen