

OCPL Director's Report January, 2017

1. Programs and Services: Numerous programs were presented at OCPL branches and other locations during November, December, 2016 and the first part of January 2017. 14 additional titles were purchased for OCPL's **Flipster** account of digital magazines and became available via the website on January 3, 2017. OCPL now offers 26 magazines in digital form. A list is included.

2. Usage Statistics and narratives: November-December, 2016 statistics and Bimonthly Reports are attached

3. Finance and Budget: OCPL Budget expenditures for July 1, 2016 – January 12, 2017 are attached.

4. Personnel and Training: Management Team meetings were held on Wednesday, November 2, 2016, Wednesday, December 14, 2016 and Wednesday, January 11, 2017. Three staff members represented OCPL at the **South Carolina Library Association** annual conference in Columbia from November 9 -11, 2016. **Robena Barton**, Technical Services Librarian, made an excellent presentation at the conference on her inclusion of digital resources in OCPL's online catalog. **Blair Hinson**, Branch Services Librarian, participated in a presentation on advertising your library. We were able to tour the newly-configured headquarters library of the **Richland Library** system in downtown Columbia as a part of the conference.

5. Buildings & Grounds: **Westminster Library** got a new roof on Wednesday, December 14 and Thursday, December 15, 2016. There are plans to install gutters and downspouts at the **Westminster Library** this month. Our plans for the use of the new Walhalla property for programming are enclosed. Use of the property as a parking lot will require an engineering report to the Department of Transportation. Estimates of the cost of the report range from \$8,000 -12,000. I have made Mr. Moulder aware of this estimate.

6. Technology: The self-checkout machine at the **Seneca Library** was replaced with an updated model this month (January). We have received

six **Chromebooks** and a rolling storage cart, and **Blair Hinson** is planning for their use as a traveling computer lab.

7. Friends of the Library: Book sales were well-attended in November, and December, 2016, and January, 2017.

8. Oconee County: Members of the library staff have continued to work closely with **Lake Julian**, head of Facilities Maintenance, and his staff to schedule the renovation projects at the three County-owned libraries: Walhalla Library, Westminster Library and Seneca Library.

A budget presentation for next fiscal year was made to the County Administrator on Thursday, December 1, 2016. All department heads were scheduled to meet with **Mr. Moulder** one-on-one before Christmas.

9. State Library: Attended the meeting of **Association of Public Library Administrators** (the organization of public library directors) on Friday, December 16, 2016 at the **South Carolina State Library**. Enclosed is the State Library's budget request for next fiscal year. OCPL's delegation will travel to Columbia on Wednesday, January 18, 2017 to seek the support of **Senator Thomas Alexander, Representative Bill Whitmire and Representative Bill Sandifer**.

10. Community Involvement: Attended the meeting of the **Oconee Economic Alliance** on Thursday, January 12, 2017.

11. Other: Interviewed by WGOG's Dick Mangrum about the additional digital magazines added to OCPL's **Flipster** account, in early January. In response to a query by a library patron, I have been researching the cost/benefits of **SCLends** as an option to **TLC**, which hosts OCPL's integrated library system.

OCPL Budget 2016-2017 1-12-17

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
010-206-30018-00000	Travel	200		0%	200
010-206-30024-00000	Equip. Maintenance	2,400	2,400	100%	0
010-206-30025-00000	Professional -Staffmark	92,425	53,156	58%	39,269
010-206-30041-00000	Telecommunications	960	380	40%	580
010-206-30056-00000	Data Processing	27,500	27,500	100%	0
010-206-30059-00000	Copier Click Charges - Xerox	10,000	4,042	40%	5,958
010-206-30068-00000	Advertising	700	70	10%	630
010-206-30080-00000	Dues	750	745	99%	5
010-206-30084-00000	School, Training, Sem.	3,300	1,528	46%	1,772
010-206-30090-00000	Honorarium	900	900	100%	0
010-206-33022-00207	Bldg Maint - Walhalla	6,965	2,841	41%	4,124
010-206-33022-00208	Bldg Maint - Seneca	3,600	1,684	47%	1,916
010-206-33022-00209	Bldg Maint - Westminster	2,500	2,209	88%	291
010-206-33022-00210	Bldg. Maint - Salem	2,020	1,020	50%	1,000
010-206-34043-00207	Electricity - Walhalla	31,000	12,900	42%	18,100
010-206-34043-00208	Electricity - Seneca	16,500	8,149	49%	8,351
010-206-34043-00209	Electricity - Westminster	14,500	6,169	43%	8,331
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Walhalla	1,200	406	34%	794
010-206-34044-00208	Water - Seneca	900	391	43%	509
010-206-34044-00209	Water - Westminster	900	338	38%	563
010-206-40031-00000	Sm Capital Equip (Loc)	2,800	2,643	94%	157
010-206-40032-00000	Operational	6,000	5,733	96%	267
010-206-40032-00000-A	Youth Services	2,000	857	43%	1,143
010-206-40033-00000	Postage	1,000	171	17%	829
010-206-40034-00000	Food	500	160	32%	340
010-206-40101-00000	Books (Local)	85,000	30,405	36%	54,595
010-206-40102-00000	Periodicals (Local)	20,000	18,538	93%	1,462
010-206-40103-00000	AV (Local)	10,500	3,447	33%	7,053
010-206-80206-00000	Automobile Maint - Library	3,500	72	2%	3,428
010-206-81206-00000	Gasoline - Library	1,500	952	63%	548
010-206-82206-00000	Diesel - Library	2,000	602	30%	1,398
TOTAL LOCAL FUNDS		359,020	195,408	54%	163,612
012-206-33022-00860	Maintenance Bldg Grounds	150,000	149,519	100%	481
012-206-50850-00000	Seneca Library Expense	21,514		0%	21,514
013-206-60010-00000	*Gifts, Donation (Loc)	21,205		0%	21,205
TOTAL MISC. FUNDS		192,719		0%	192,719
240-206-30018-00255	Travel	\$560.00		0%	560
240-206-30056-00255	Data Processing (State)	\$10,500.00	8,617	82%	1,883
240-206-30080-00255	Dues	\$1,000.00	501	50%	499
240-206-30084-00255	Schools, Train.. (State)	\$4,000.00		0%	4,000
240-206-40031-00255	Sm Capital (State)	\$3,930.00	2,422	62%	1,508
240-206-40032-00255	Operational (State)	\$18,581.50	4,551	24%	14,030
240-206-40045-00255	IT Equipment	\$2,070.00	2,012	97%	58
240-206-40111-00255	Books (State)	\$32,453.00	32,294	100%	159
240-206-40112-00255	Periodicals (State)	\$28,315.00	8,762	31%	19,553
240-206-40113-00255	AV (State)	\$10,000.00	6,960	70%	3,040
TOTAL STATE AID		111,410	66,120	59%	45,289

**OCPL Bimonthly Report
Library Usage Statistics
Director: Philip Cheney**

	Nov 2015	Nov 2016	Change	Dec 2015	Dec 2016	Change
Visits to Library	19,552	18,098	-7.4%	19,619	16,578	-15.5%
Material Circulation - Adult	17,000	15,915	-6.4%	17,287	15,060	-12.9%
Material Circulation - Youth	1,784	1,819	2.0%	1,643	1,741	6.0%
Material Circulation - Juvenile	8,039	8,362	4.0%	7,626	7,175	-5.9%
Total Material Circulation	26,823	26,096	-2.7%	26,556	23,976	-9.7%
Internet Users	2,692	2,445	-9.2%	2,602	2,139	-17.8%
Internet Hours of Use	1,846	1,481	-19.8%	1,739	1,319	-24.2%
New Cards Issued	141	142	0.7%	141	122	-13.5%
Programs - Adult	16	17	6.3%	13	13	0.0%
Programs Attendance - Adult	83	112	34.9%	86	117	36.0%
Programs - Youth 12-18	2	4	100.0%	1	3	
Programs Att - Youth 12-18	7	22	214.3%	2	12	500.0%
Programs -Juvenile 6-11	6	6	0.0%	8	10	25.0%
Programs Att -Juv 6-11	97	70	-27.8%	138	99	-28.3%
Programs - Children 0-5						
Programs - Att - Children 0-5						
Outreach Activities	1	7		5	3	-40.0%
Outreach Act. Attendance	338	721	113.3%	1,056	760	-28.0%
Public Training Sessions	0	10		0	4	
Public Training Participants	0	14		0	4	
Public Training Hours	0	10		0	4	
Staff Training Sessions	7	18	157.1%	12	12	0.0%
Staff Training Participants	1	0		15	6	-60.0%
Staff Training Hours	17	28	64.7%	123	26	-78.9%
Number of Volunteers Added	2	4	100.0%	5	1	-80.0%
Number of Vol Hours	85	100	17.9%	103	83	-19.2%
Meeting Room Use	50	38	-24.0%	35	58	65.7%
Meeting Room Attendance	404	271	-32.9%	386	437	13.2%
Number of Web Site Hits	13,537	11,662	-13.9%	14,609	11,889	-18.6%
Wi-Fi Users	1,459	0	-100.0%	1,499	0	-100.0%
Wi-Fi Sessions	6,958	0	-100.0%	7,732	0	-100.0%
E Book Downloads	1,027	1,199	16.7%	1,154	1,169	1.3%
Mango Adult Users	24	118	391.7%	18	69	283.3%
Mango Children Users		5		0	2	
Ancestry.com Hits	1,303	1,215	-6.8%	1,863	1,055	-43.4%
Interlibrary Loans	24	54	125.0%	31	20	-35.5%
New Material Added	2,111	1,108	-47.5%	1,047	1,056	0.9%

ASSOCIATION OF PUBLIC LIBRARY ADMINISTRATORS
LEGISLATIVE AGENDA 2017-2018

BUDGET

State Aid

State Aid's current base funding level is \$1.50 per capita with a minimum grant of \$75,000 per county. This year's request:

Provide an additional amount of \$2,041,729, which would fund State Aid at \$2.00 per capita with a minimum grant of \$75,000 per county. State Aid funding would go from \$7,711,384 to \$9,753,113.

Lottery

Provide Education Lottery funding of \$2,000,000 on a per capita basis. Funding would be approximately 43 cents per capita.

State Library

In addition to the above State Aid and Education Lottery funds, the State Library is requesting:

\$98,038 for two positions
\$45,000 building maintenance—energy surcharge
\$431,086 for Talking Book Services operations

Example of impact on Oconee County State Aid:

County	2010 pop.	\$1.50 per capita	\$1.75 per capita	\$2.00 per capita
Oconee County	74,273	\$111,409.50	\$ 129,977.75	\$148,546.00

If Education Lottery funds are funded as requested above, at \$0.43 per capita, Oconee County would receive \$31,937.00 in Education Lottery funds.

New Land Activity Report

Walhalla Library

Date: Dec. 30, 2016

Report Made by: Emily Embry

Report Summary: This report will show the intentions of the Walhalla Library to use the new land purchased by the County for multiple purposes.

While the initial intention for the land was to create a secondary parking area for staff and overflow parking to accommodate our patrons the secondary use for the portion of the land is library programming. No formal plans have been made or dates selected for any programs on this land as we await final approval before begin planning.

Once approval has been granted we would like to be able to host programming that will accommodate more patrons than our indoor facilities will currently allow. Listed below are several ideas for programming and how we would

Falconer Program

Intended time frame: during our 2017 Summer Reading (June or July of 2017)

Lead Staff Persons: Donna J. Roach and Stacie Powell

Summary of Program: Our staff has been in contact with a local Falconer Club that works with schools and organizations to produce educational programming. We would like to bring an expert Falconer to do a program during Summer Reading to teach both children and adults about Falcons and Falcon training. At all times the Falconer will be handling the birds with library staff monitoring the patrons.

Type of Program: Demonstration/Educational Workshop

Program Time frame: 1 hour on a week day during our normal operating hours.

Camping/Hiking Program

Intended time frame: during the Spring or Summer of 2017

Lead Staff Persons: Emily Embry and Lois Martin

Summary of Program: Our intention is to showcase the hiking and camping available in the county and have a local expert share helpful tips for those interested in camping/hiking. We would have a demonstration of pitching a tent and showcase gadgets and tools from a local camping/outdoor store.

Type of Program: Demonstration

Program Time Frame: 1.5 hour on a Saturday Morning

Permanent Outdoor Activities

Intended time frame: 2018 - 2020

Summary: As things progress and we find out what our community/patrons would most like for outdoor activity use we plan to create a space for gathering both during and after library hours for the local community.

Ideas: Concrete Chess table and benches or a Giant chess board, Park benches, outdoor theater, small community garden, small community park.

Disclaimer: All of these ideas would require funding and possible help from other organizations and may never get past the idea stage of planning

Branch Services

November/December 2016

Blair Hinson, Branch Services Librarian

Narrative

Public Relations:

We have been working to improve signage in our libraries, as well as publicity and marketing of our programs. The monthly calendar is looking very nice. We continue to make small improvements to the OCPL website, as well. Our Black History month program for the end of February, 2017, at the Seneca Library with John Thomas Fowler, author of *Trotting Sally: The Roots and Legacy of a Folk Hero*, was postponed until April, 2017. We also continue appear on the "Coffee Time" program on The Lake, WSNW.

Staff Development:

ROCK (Reference, Online, Circulation, and Knowledge) training continues successfully. We just need staff to keep coming up with scenarios. We would like to move this to an online platform in the near future.

We are already planning for our spring in-service staff training. It will be on Wednesday, March 15.

We're proud to say that all branches are currently at full staff. Please see manager's report for Seneca Library. One of newest PT hires there is the granddaughter of a former Seneca Librarian.

The Branch Services Librarian, Director, and Technical Services Librarian attended the South Carolina Library Association annual conference in Columbia Nov 9 through 11. The Tech Services Librarian gave a presentation on the project she has completed adding MARC records to the catalog for electronic resources. The Branch Services Librarian gave a presentation about Advertising Your Library with Todd Stephens, Spartanburg County Librarian.

The Branch Services Librarian and Technical Services Librarian also attended a workshop at the State Library on Nov 4 about the relationship between the Legislature and the State Library, and state funding for libraries in South Carolina. It was hosted by Todd Stephens of Spartanburg, Dwight McInvall of Georgetown, and Jim Johnson, lobbyist for the Association of Public Library Administrators.

Volunteers and Community Outreach

We continue to maintain the Little Free Libraries in Mountain Rest. They seem to be popular, especially now that the summer vacation season is upon us. We had to shutter one of them (in the Mountain Lakes Grill) due to the restaurant owner losing her lease on the building. We haven't yet ascertained where we could install another one.

We continue to supply books to state trusties at the Oconee County Detention Center, and have added a route directly to the Oconee County Animal Shelter to serve a couple of the inmates who work there all day and cannot come to the Bookmobile when we run our regularly scheduled visit. We also have outreach to Lakeview Assisted Living. See bookmobile manager's report for more.

Manager's Projects:

- Bookmobile: Delivery of the Bookmobile has been delayed again until mid-January, 2017, due to delays with the body company in Indiana. Farber reported that they should be able to complete the bookmobile by the end of the calendar year 2016.
- Construction and improvement to the branches: We will not be receiving additional bond money at this time, so we are finishing out our list of projects for the \$150,000.00 already received from the county. The last project was a new roof for the Westminster Branch, completed in December, 2016.
- Two branches, Westminster has their materials inventories nearly complete. Seneca had started, but has been delayed due to personnel changes. Walhalla started in December, and Salem will start in January, 2017. Inventory was completed for the bookmobile in December, 2016. The last book/material inventory was completed in 2011.
- We have finally had success setting up a mobile lab for six ASUS Chromebook laptops. These will be centrally managed through a single console, and can be used to teach Internet and computing basics, email, and other computer skills. The managers of the branches will be learning these cloud-based computers and will begin scheduling classes for the public in February, 2017.

Issues:

We are having issues with the PAC computers at all of the branches. IT will probably have to rebuild the image for the PACs. Also, we haven't been able to get IT to finish the profile for our adaptive technology computer in Walhalla.

Outreach Services

November/December 2016

Brenda Lee, Bookmobile Manager

Collections: Manager chooses adult collections from Ingram and B&T Leasing Program; requests some juvenile reading materials from B&T Children's Lease Plan.

Displays: Bulletins of events at the libraries are displayed as space allows. Friends of the Library book sale announcements are posted.

Manager's Projects: Major weeding of the youth collection in preparation of inventory has been completed on my end. Changing collection codes and rotation of collections is one of my biggest challenges due to limited space. Inventory was started and all except for cleanup was completed before the holidays! Completion of the new spring schedule was made ready [to post online by Blair] before the Christmas holidays. Most patrons also like a handout at their stop. Along with Blair Hinson, the Bookmobile was decorated and candy was purchased for participation in Seneca and Westminster parades.

Volunteers and Outreach: One volunteer, Jean Snellings, travelled to Texas and another, Brenda Thomson, was out with her husband while he recuperated from surgery. Blair Hinson filled in some of this time as well as Aaron Lewis. Susan Kelley continues to work on Thursdays. I, along with Jenna Whitt from the Seneca Library, participated with the Bookmobile in the Seneca Christmas Parade on Monday, November 28th, tossing candy as we could. Blair drove the bookmobile in the Westminster

parade on Thursday, December 1. One staff member rode with him and two walked before him pitching candy, much to the delight of the public.

Comments: The route at Pennsylvania Childrens' Center on the Tamassee DAR Campus was dropped after the first visit in November until summer due to lack of need. We are replacing this day with a stop at New Hope Baptist Church on Hwy 188. Bookmobile patrons participated in voting for their favorite story book character. November 22 I attended a volunteer drop-in on behalf of the Bookmobile Services and received an award for coming to the Arc of Oconee County in Seneca this year. Once again, with the holidays it was time to cut back on our routes to just one time each in December giving me a chance to knock out the inventory and catch up on some older emails.

Looking forward to the arrival of a new bookmobile very soon!

PROGRAMS:

In November and December we had our Knit & Crochet Circle and we also had our regular Family Story Time programs. For our other Children's programs in November Salem had the Fall Leaf Luminaries and Drop-In Craft. For the November and December Time to Read Book there was a good turnout for both events. For another of our ongoing programs we had the Adult Coloring Time drop in craft where we gave out adult coloring pages for patrons to take home to color pages on their own. For our children's programs in December Salem had the Christmas Extravaganza program, the Special Christmas Story Time, and the Cinnamon Stick Tree Ornament craft program. In December Salem started the regular Painting for Fun painting session. Also for December Salem also had a good participation in the Food for Fines program.

Community Outreach with Salem Eagle Ridge Charter School.

On November Salem did an outreach program with the Eagle Ridge Charter School. Over two days we showed eight students how the Salem Library worked. The students got an overview and tour of the Salem Library. They also assisted us in shelving the books and movies. This was a good way to reach out to Salem students and also have them help us out as well.

WEEDING:

In December with the help of technical services they changed the spine labels on our Board Books to the new way that we are doing it now. This was also a good time to weed out any of the well-used board books.

Salem Collection Development

We continue to order well reviewed items for the Salem branch. At the Salem branch we constantly have a lookout for high quality items that interest our patrons. By having a good collection development strategy we can keep the demand up for circulation at the Salem Library.

Volunteers

Melonie Mack and Nicole Alexander continue to be our regular volunteers. We do have some volunteer applications out and hope to get a couple of more regular volunteers in the near future.

Seneca Library Branch Narrative, November/December 2016

Emily Whitmire Sluder

Facilities: I have asked that the maintenance department remove the rest of the ceiling tiles that are stored here and take them back to Facilities Maintenance since there is no timetable for their installation. In February I will ask for the parking lot lines to be re-drawn.

Collections: We have a new volunteer that will be able to do inventory for longer stretches of time, so we will train her for this task in January.

I would like to weed more quickly; with only one cataloging license/user in Seneca it is difficult. I send items to technical services often, and Megan deletes books daily. We cannot do a major weed without room to store the books prior to discarding them.

Programs and attendance:

Let's Talk About It: 25, 25 3 Winter Drop-In Crafts: 5 per craft

Family Story Time: approximately 15 weekly, 25 during holiday weeks

NaNoWriMo events: about 3 to 10 per event

Let's Get Crafty: 8

Meeting Room: Groups using our meeting room included Let's Talk About It, the Tribble Center, a church committee, Seneca River Women's Auxiliary, Newcomers' Club, Safe Harbor, a book club, Baby Read, students taking tests, and tutoring groups.

Projects: Our newest employee, Anna DuBose, has experience working with young children and offered to do story time while I was out. She has continued it with great success. Two weeks we had 25 participants. I am proud that we were able to offer story time continually with no cancellations during the last few months. Stacie will return from maternity leave near the end of the January.

Megan LaVere organized several events for National Novel Writing Month in November, known as NaNoWriMo. The goal is for authors to write 50,000 words during the month, or to set their own goals. We registered as a "Come Write In" space, and several people came to the library who would not have come otherwise. We were very pleased with the success this year and hope to do it next year as well.

We are proceeding with a grant application from the SC Humanities Council Speakers Bureau to host John Fowler, author of *Trotting Sally: the Roots and Legacy of a Folk Hero*. He had a conflict with his original date so his presentation will take place on April 25th.

Staff Development:

I continue to participate in the 2017 class of Leadership Oconee County. For our volunteer project, we have chosen to work on much-needed repairs and upgrades to the Lakeview Assisted Living facility.

Miscellaneous:

New borrowers: We issued 50 cards in November and 68 in December.

ILL: We accepted 30 inter-library loan requests in November and 10 in December.

Volunteers: We have one new volunteer, and she has been able to help us with shelf reading. We will begin training her on inventory in January.

Please note that public training statistics do not include the many hours we spend helping patrons with their own devices, downloading Overdrive e-books, using the public computers, and troubleshooting their issues.

Walhalla Library

November/December 2016

Emily Embry, Branch Manager

Narrative

Walhalla Collections: We continue to order materials based on professional reviews, patron requests, and "best sellers" lists, and our newly adopted book policy. Weeding is continuing in order to withdraw items that are in poor condition and replace those that need to be updated.

Overdrive Collection: The Overdrive collection continues to grow while maintaining orders for replacement titles that the license has expired.

Staff Development: During the month of December I met with my circulation staff to brainstorm ideas for ways to improve for the coming year. We decided to begin our Shelf Reading project and inventory which will both help to maintain the accuracy of our ILS and ensure that items are in their correct locations. I have also encouraged my staff to think of creative projects that may interest them that we could begin in the new year which helps to fulfill my goal of boosting moral in a tangible sense that each circulation assistant feels they are able to create and make a difference in their role.

Volunteers: The Friends of the Library are continuing to culling their book sale collection using stricter guidelines. This included a complete change in how the book sale area is arranged which seems to be working well for both the Friends and our patrons that are coming to the book sale.

Programs: Our Programs for both November and December included Sandwiches & Cinema, Tech Tuesdays and our Adult Art therapy as well as the start of our new monthly Children's art Studio which is the Children's version of our Adult Painting Class. During the month of November we also had our Bi-monthly Books & Chocolate, the Vote for Books Party, a Teen Paint Party, A Thanksgiving Drop-in Craft, and supported the Seneca Branch efforts to promote National Novel Writing month by hosting two events to celebrate the start and end of the month, we also hosted an International Games Day in partnership with staff from the Salem Branch. During the month of December we also hosted a Human Trafficking Awareness Day, a Holiday Drop-In craft, and a Teen Paint Party.

Meeting Room: Many outside groups utilize the meeting space at the Walhalla Library. Groups that used our space during November include: Tri-County Home Educators Lego Club, Pointe Harbor Property Owner's Association, Friends of the Library, James M. Brown School Tour, and the Walhalla's Lions' Club. During the month of December the following groups used our meeting room: Tri-County Home Educators Lego Club, Baby Read (four times), Tri-County Home Educators Chess Club, National Youth Advocate Program, Continuum of Care (two times), and several private meetings.

Facilities: During the month of November we had several florescent lights behind the circulation desk go out as well as one light in the lobby that were replaced. During the month of December we had our yearly inspection from the Fire Marshall who had one requirement that we have our alarm system inspected by Carolina Fire and Alarm. Once the inspection was complete we were given a passing grade from the Fire Marshall for the year. We also requested that several door knobs be replaced for both the shipping room and one of the doors downstairs. We discovered that with the aging pipe system in our facility that when the plumbing is not in use for several days as was the case during our Christmas break, that the traps in the plumbing dry up causing the sewage smell to come back up through the pipes. Once this was discovered to be the problem, the fix for this was to pour water down each drain which then filled up the traps to keep out the sewage smell.

Westminster Library Report
Leah Price, Branch Manager
November and December 2016

Collections: While the library was closed to the public for roof installation, the staff were able to weed the adult nonfiction section of the library. This is a process that usually takes several days since it has to be done with time allows.

Programs

Family Story Time 11/1	10	Teen/Tween Around the World Candy Tasting	9
Family Story Time 11/8	0	Pickle Party	39
Family Story Time 11/15	5	Teen Holiday Kick-off	6
Family Story Time 11/22	2	Family Christmas Game Night Bingo	25
Family Story Time 11/29	0	Family Holiday Game Night Trivia	15
Family Story Time 12/6	6	Ugly Christmas Sweater Coloring Contest	35
Family Story Time 12/13	2	Morning Movie: Suicide Squad	9
Family Story Time 12/20	0	Cookbook Club: Favorite Dishes	5
Drop-in Craft	12	Movie Matinee: Secret Life of Pets	35
Learn Cherokee Mango Program	5	Noon Year's Eve Party	13
Family Movie Night: Finding Dory	48		
		21 programs with 281 participants	



The adult, middle school, and elementary school winners of our Ugly Christmas Sweater Coloring Contest

Manager's Projects: Manager Leah is doing weekly story times while the youth services librarian is out on leave.

Outreach: Manager Leah Price visited West-Oak Middle School for their Family Focus Night. There were about 100 people who passed by her table. Three people did sign up for library cards using the library's secure Mifi connection.

Tiffany, Patsy, Leah (Westminster Staff), Kayla (Salem Staff), and Blair (Walhalla Staff) participated in the Westminster Christmas parade with the Bookmobile. Everyone had a great time and people love to see the Bookmobile.

The OCPL participated for the fourth year in the World of Energy's Festival of Trees. This year's theme was an interactive "I Spy" tree created by Tiffany, Kayla, Megan, Emily, Christie, and Leah.

As part of the Food for Fines campaign, the Westminster Branch collected 83 non-perishable food items that will be given to Grace's Closet

Volunteers: We are pleased to have a new volunteer, Ting Ting, who is working several days a week helping with shelving.

Facilities: We still have a large "lake" that forms from the handicap parking spots to the curve in the parking lot when it pours rain. All the run off from the hill comes right up against the curb. It is also deceiving because people do not realize it slant more so they walk through it, bringing in a lot of water on the floor and new carpet.

Once the bids were in, the process of installing the new roof moved very quickly. The library was closed December 14th and 15th during the install for safety reasons. The installation included replacing rotten wood and installing a new metal edging to help with drainage off the roof and the process went well. The library was able to reopen the next day without issues. The staff from American Renovations was very nice and professional. Philip had spoken to Lake, facilities director, to coordinate installation of the new ceiling tiles to occur at the same time to help us not have to be closed yet an additional day in the future. Unfortunately they were unable to schedule installation of the tiles. Two weeks after the installation we had a very blustery day that made us aware of a piece of metal that was not secure on the top of the roof. American Renovations were called and quickly fixed the problem.

We are very happy with the renovations that have occurred in the last year and a half. Here is what has been done:

New parking lot with extra spaces created 2015

New Roof 2016

Fascia and trim around roof repaired and painted 2016

New Carpet 2016

New bathroom stalls and fixtures 2016

New sliding doors 2016

Inside trim painted 2016

New septic line 2016

Tint on upper windows replaced 2016

Light bulbs that had been burned out for a long time were replaced 2016

HVAC unit that had been broken for a long time was fixed 2016

Future plans include ceiling tiles need to be installed and possibility of gutters being added to the library.

We would also love a new circulation desk or just find a solution to be able to move it out a little to create more room for staff to work.