

**OCPL Director's Report**  
**May, 2017**

**1. Programs and Services:** The “**Trotting Sally**” program with **John Thomas Fowler** was held on Tuesday, April 25, at the **Seneca Library**. This program was funded by the SC Humanities and the Friends of the Library. Numerous other successful programs were presented at OCPL branches in March and April, as well. The new Bookmobile began regular service on Tuesday, March 21, 2017. A ribbon-cutting was held for the Bookmobile on Friday, April 21. The OCPL also held a very successful “**Volunteers Groove**” event at the **Walhalla Library** to honor and celebrate OCPL volunteers. It was attended by many of our regular volunteers, Friends of the Library, and **Council Chair Edda Cammick**, as well **Board Chairman Alisa Suddeth**, and **Bill Caster**.

**2. Usage Statistics and narratives:** March-April, 2017 statistics and bi-monthly reports are attached.

**3. Finance and budget:** OCPL budget expenditures for 1 July 2016 to 12 May 2017 are attached.

**4. Personnel and training:** Management team meetings were held on March 8, April 5, and May 3. **Staff in-service day** for the spring was held on March 15. OCPL staff toured **SC Works** regional office in Clemson, **South Cove County Park**, and the **SC Vocational Rehabilitation** facility on Wells Highway in Seneca. Staff members also were briefed by Sandra Pruitt from DSS/United Way, about what services are available to the community through United Way. Staff members commented on how valuable they found the training about what other agencies in the community can offer.

Interim director also requested a change in the job description for a Technical Services position from Secretary II to a new description of “**cataloger**.” This was necessary to make sure that the next person to occupy this position has the needed skills and abilities to fill the position. This change was approved by County human resources, and Mr. Moulder. The new job description is attached.

**5. Building and grounds:** According to Mr. Moulder, there is no money at this time for an engineering study for the use of the Walhalla property as staff parking (according to former director, approx. \$8,000-12,000). To proceed, it might be necessary for the Board to approve this expense from other sources. A portion of the lot will also be used for programming. The County's facilities maintenance department is cutting the grass there regularly now. There are also some plans to use the lot for Summer Reading programs.

**6. Technology:** The Chromebooks which were ordered for a mobile lab are working well. **Walhalla Branch Manager Emily Embry** has also purchased and begun using Oasis training materials as the curriculum for computer classes. The library will eventually be offering these at all branches. Four more Chromebooks were recently purchased.

**7. Friends of the Library:** March and April book sales were well attended. The quarterly Saturday book sale was held on April 22. The Friends report will detail sales figures.

**8. Oconee County:** No additional information has been request from Mr. Moulder regarding the County budget for FY 2018. The County held active-shooter training at the Pine Street administration building on April 26 from 8:30 to 3. It was a "live" drill which in which there were "victims," and a live response by county Emergency Management personnel. The library will be asking Emergency Management or the Sheriff's Office to go through a walk-through of library buildings for staff training in the near future. The library has also requested several changes to physical structures, such as more secure doors, at County-owned branches.

**9. State Library:** The report the directors are receiving from **Jim Johnson**, the lobbyist for the **SC Association of Public Library Administrators**, is that the State Library's budget will be approved, since both the House and Senate versions of the state budget included \$1.75 per capita for State Aid to Public Libraries and the State Library's request for a new position and money for their facility. The only item in dispute is the request for Education Lottery funds. The Senate version included \$2 million, but the House version included only \$1. That is to be settled in conference committee before the legislative session ends on May 11.

**10. Community Involvement:** The Bookmobile "debuted" at the Seneca Half-Marathon and 5K race on Saturday, March 18. It also visited James M. Brown Elementary School on Saturday, April 1, for their KidsFest. See Bookmobile Managers report for more information. A group of County and community leaders has met twice (April 7 and May 2) at South Cove County Park to discuss the county's **Sesquicentennial**, coming up in 2018. The interim director attended both of those meetings.

**11. Other:** **Branch Services Librarian Blair Hinson** led orientation training for OCPL Board members in March, 2017. This was formerly done by State Library personnel. **Leah Price, Westminster Branch Manager**, attended the **Collaborative Summer Library Program** meeting in **Charleston, SC**, on April 10-13, 2017. She represented South Carolina in the group that decides the Summer Library themes for the next several years. See Westminster Manager's report for more information.

**OCPL Bimonthly Report**  
**Library Usage Statistics**  
**Director: Blair Hinson, Interim**

	Mar 2016	Mar 2017	Change	Apr 2016	Apr 2017	Change
<b>Visits to Library</b>	21,814	20,208	-7.4%	21,468	18,462	-14.0%
Material Circulation - Adult	18,058	18,202	0.8%	17,245	16,487	-4.4%
Material Circulation - Youth	1,953	1,886	-3.4%	1,977	1,701	-14.0%
Material Circulation - Juvenile	8,378	9,054	8.1%	7,351	8,023	9.1%
<b>Total Material Circulation</b>	<b>28,389</b>	<b>29,142</b>	<b>2.7%</b>	<b>26,573</b>	<b>26,211</b>	<b>-1.4%</b>
<b>Internet Users</b>	<b>2,659</b>	<b>2,723</b>	<b>2.4%</b>	<b>2,809</b>	<b>2,262</b>	<b>-19.5%</b>
Internet Hours of Use	1,571	1,608	2.4%	1,768	1,436	-18.8%
<b>New Cards Issued</b>	<b>176</b>	<b>159</b>	<b>-9.7%</b>	<b>133</b>	<b>142</b>	<b>6.8%</b>
Programs - Adult	16	17	6.3%	16	15	-6.3%
Programs Attendance - Adult	94	128	36.2%	239	71	-70.3%
Programs - Youth 12-18	2	1	-50.0%	3	2	-33.3%
Programs Att - Youth 12-18	4	0	-100.0%	27	21	-22.2%
Programs -Juvenile 6-11	9	8	-11.1%	7	9	28.6%
Programs Att -Juv 6-11	127	181	42.5%	59	119	101.7%
Programs - Children 0-5	16	15	-6.3%	14	13	-7.1%
Programs - Att - Children 0-5	278	224	-19.4%	229	217	-5.2%
Outreach Activities	5	6	20.0%	3	8	166.7%
Outreach Act. Attendance	320	426	33.1%	58	400	589.7%
Public Training Sessions	2	1	-50.0%	0	3	
Public Training Participants	6	1	-83.3%	2	8	300.0%
Public Training Hours	2	1	-75.0%	0	5	
Staff Training Sessions	14	21	50.0%	8	13	62.5%
Staff Training Participants	8	19	137.5%	4	1	-75.0%
Staff Training Hours	82	163	98.8%	42	61	45.2%
Number of Volunteers Added	6	5	-16.7%	4	3	-25.0%
Number of Vol Hours	126	139	9.9%	94	40	-57.4%
Meeting Room Use	56	89	58.9%	69	78	13.0%
Meeting Room Attendance	502	837	66.7%	710	730	2.8%
Number of Web Site Hits	14,874	14,970	0.6%	13,860	14,363	3.6%
Wi-Fi Users	1,579	0	-100.0%	1,557	0	-100.0%
Wi-Fi Sessions	7,660	0	-100.0%	8,407	0	-100.0%
E Book Downloads	1,283	1,227	-4.4%	1,187	1,186	-0.1%
Mango Adult Users	24	28	16.7%	17	32	88.2%
Mango Children Users	1	0		0	0	
Ancestry.com Hits	555	805	45.0%	1,181	1,467	24.2%
Interlibrary Loans	36	64	77.8%	26	43	65.4%
<b>New Material Added</b>	<b>1,411</b>	<b>1,277</b>	<b>-9.5%</b>	<b>1,155</b>	<b>1,258</b>	<b>8.9%</b>

**OCPL Budget 2016-2017 5-11-17**

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	90,623	98%	1,802
010-206-30041-00000	Telecommunications	960	685	71%	275
010-206-30056-00000	Data Processing	27,500	27,500	100%	0
010-206-30059-00000	Copier Click Charges - Xerox	10,000	6,740	67%	3,260
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.	2,700	2,408	89%	292
010-206-30090-00000	Honorarium	900	900	100%	0
010-206-33022-00207	Bldg Maint - Walhalla	6,965	3,740	54%	3,225
010-206-33022-00208	Bldg Maint - Seneca	3,600	1,722	48%	1,878
010-206-33022-00209	Bldg Maint - Westminster	3,500	3,281	94%	219
010-206-33022-00210	Bldg. Maint - Salem	2,020	1,020	50%	1,000
010-206-34043-00207	Electricity - Walhalla	31,000	20,436	66%	10,564
010-206-34043-00208	Electricity - Seneca	16,500	12,716	77%	3,784
010-206-34043-00209	Electricity - Westminster	14,500	11,115	77%	3,385
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Walhalla	1,200	723	60%	477
010-206-34044-00208	Water - Seneca	900	650	72%	250
010-206-34044-00209	Water - Westminster	900	665	74%	235
010-206-40031-00000	Sm Capital Equip (Loc)	2,800	2,792	100%	8
010-206-40032-00000	Operational	6,000	5,963	99%	37
010-206-40032-00000-A	Youth Services	2,000	1,423	71%	577
010-206-40033-00000	Postage	1,000	390	39%	610
010-206-40034-00000	Food	500	346	69%	154
010-206-40101-00000	Books (Local)	85,000	63,600	75%	21,400
010-206-40102-00000	Periodicals (Local)	20,000	20,000	100%	0
010-206-40103-00000	AV (Local)	10,500	7,837	75%	2,663
010-206-80206-00000	Automobile Maint - Library	2,500	403	16%	2,097
010-206-81206-00000	Gasoline - Library	2,100	1,593	76%	507
010-206-82206-00000	Diesel - Library	2,000	1,060	53%	940
<b>TOTAL LOCAL FUNDS</b>		<b>359,020</b>	<b>298,544</b>	<b>83%</b>	<b>60,476</b>
012-206-33022-00860	Maintenance Bldg Grounds	150,000	150,000	100%	0
012-206-50850-00000	Seneca Library Expense	21,514		0%	21,514
013-206-60010-00000	*Gifts, Donation (Loc)	18,853		0%	18,853
<b>TOTAL MISC. FUNDS</b>		<b>190,367</b>		<b>0%</b>	<b>40,367</b>
240-206-30018-00255	Travel	\$560.00		0%	560
240-206-30056-00255	Data Processing (State)	\$10,500.00	9,495	90%	1,005
240-206-30080-00255	Dues	\$1,085.00	1,084	100%	1
240-206-30084-00255	Schools, Train.. (State)	\$3,915.00	2,286	58%	1,629
240-206-40031-00255	Sm Capital (State)	\$7,730.00	7,208	93%	522
240-206-40032-00255	Operational (State)	\$18,581.50	10,149	55%	8,432
240-206-40045-00255	IT Equipment	\$2,070.00	2,012	97%	58
240-206-40111-00255	Books (State)	\$32,453.00	32,453	100%	0
240-206-40112-00255	Periodicals (State)	\$24,515.00	20,454	83%	4,061
240-206-40113-00255	AV (State)	\$10,000.00	10,000	100%	0
<b>Total State Aid Funds</b>		<b>\$111,409.50</b>			<b>16,268</b>

<b>Account Number</b>	<b>DESCRIPTION</b>	<b>Budgeted</b>	<b>Spent</b>	<b>Percent</b>	<b>Balance</b>
013-206-30056-92201	Data Processing	1,000		0%	1,000
013-206-40032-92201	Operations	180		0%	180
013-206-40031-92201	Small Capital	6,400	6,098	95%	302
013-206-40045-92201	IT Equipment	7,400	7,330	99%	70
013-206-40101-92201	Books	21,977	21,977	100%	0
<b>Total Lottery Funds</b>		<b>36,957</b>			<b>1,551</b>



*Approved*  
*5/2/17*

**OCONEE COUNTY, SC  
HUMAN RESOURCES OFFICE  
JOB DESCRIPTION**

Revised: April 27, 2017

**Name:** INCUMBENT

**Job Title:** Cataloger

**Position Number:** 010-206-10110-01

**Immediate Supervisor:** Technical Services Librarian

**Salary Range/Grade/Class:** 113

**FLSA Status:** Non-Exempt

**Employment Status:** Full-time

**Direct Reports:** 0 Full-time; 0 Part-time

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**GENERAL DESCRIPTION:**

The purpose of this position is to perform technical and clerical work in the cataloging and processing of library materials, to assist with circulation and reference activities, and to perform related work as required. The position works within a general outline of responsibilities and develops work methods and sequences under general supervision.

**ESSENTIAL JOB DUTIES:**

1. Perform original and copy cataloging of library collections.
2. Assign material codes, shelf locations, and branch designations to all materials.
3. Assist in maintaining the Library's bibliographic database; perform data entry to correct cataloging or circulation errors.
4. Perform circulation desk duties as needed, including registering patrons for library cards, assessing fees and fines, routing, changing status and placing requests against materials, notifying patrons of item availability, assisting patrons to locate appropriate materials, etc.
5. Perform routine clerical work as required, including but not limited to preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, answering the telephone, responding to email, etc.
6. Assist in processing of new materials as required.
7. Perform repairs and re-processing of materials as needed; including but not limited to recovering hardcover books, printing display covers for audio-visual materials, replacing media cases, etc.
8. Attends training, meetings, seminars and/or workshops to enhance job knowledge and skills.

**Job Title: Cataloger**

9. Completes discard procedures including removing item records from the bibliographic database, removing library insignia from items, and packaging materials for discard shipments.

There will be other duties as assigned.

**Additional duties include:**

Assist in regular opening and closing procedures. Perform minor computer troubleshooting for patrons.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Good customer service and interpersonal skills;  
Knowledge of standard library functions, practices and procedures;  
Knowledge of the library classification system;  
Ability to set priorities and be self-motivated;  
Familiarity with computers, e-reader tablet technology, and the internet;  
Ability to operate basic office equipment;  
Ability to follow complex technical instruction;  
Ability to communicate effectively orally and in writing;

**EDUCATION AND EXPERIENCE:**

The educational requirement for this position is: Completion of some college and/or completion of Associate's degree.

Education may be substituted for experience.

Related-experience required: 2 years in a public or academic library setting.

Experience may be substituted for education.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

Certifications, licenses, professional designations, or other qualifications **required** for this position include: N/A

Certifications, licenses, professional designations, or other qualifications **preferred** for this position include: general knowledge of library operation

**ESSENTIAL PHYSICAL REQUIREMENTS:**

***Physical Requirements:***

**The physical activities required for this position involve:**

Standing: under 1/3 of the time; walking: under 1/3 of the time; sitting: over 2/3 of the time; using hands: over 2/3 of the time; reaching with hands and arms: up to 2/3 of the time; climbing or balancing: under 1/3 of the time; stooping, kneeling, crouching, or crawling: under 1/3 of the time; talking or hearing: over 2/3 of the time; and, tasting or smelling: none of the time.

**This position requires lifting:**

Up to 10 pounds: up to 2/3 of the time; up to 25 pounds: under 1/3 of the time; up to 50 pounds: under 1/3 of the time; up to 100 pounds: none of the time; and, more than 100 pounds: none of the time.

**Job Title: Cataloger**

***Vision Requirements:***

**This position has the following special vision requirements:**

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

**ENVIRONMENTAL WORKING CONDITIONS:**

**The following physical conditions and hazards may be encountered while working in this position:**

- Indoor environment
- Dust
- Poor ventilation



**SIGNATURES**

*I certify that this job description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.*

\_\_\_\_\_  
**IMMEDIATE SUPERVISOR** **DATE**

*I certify that this job description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.*

\_\_\_\_\_  
**HUMAN RESOURCES MANAGER** **DATE**

*I have read this job description and understand the major responsibilities, requirements, and duties of this position.*

\_\_\_\_\_  
**EMPLOYEE** **DATE**



*Oconee County is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. The County seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed.*

# Branch Services

March/April 2017

Blair Hinson, Branch Services Librarian

## Narrative

### Public Relations:

We continue to be a guest on the "Coffee Time" program on 94.1 The Lake, WSNW, and will now be featured each second Thursday of the month for the rest of CY2017. We arranged to have the Bookmobile "debut" at the Seneca 5K and Half Marathon in March, but few actually came on the bookmobile.

### Staff Development:

ROCK (Reference, Online, Circulation, and Knowledge) training continues successfully. In-service was held on Wednesday, March 15. We traveled to several County and community agencies (SC Works, South Cove County Park, SC Vocational Rehabilitation) to tour them and learn what they can do for our patrons, and maybe how we could partner with them for future projects. Westminster Branch manager Leah Price headed up the planning for this in-service, which was reviewed positively by staff.

### Volunteers and Community Outreach

We continue to maintain the Little Free Libraries in Mountain Rest. We had to shutter one of them (in the Mountain Lakes Grill) due to the restaurant owner losing her lease on the building. We are still looking for another Mountain Rest location.

We continue to supply books to state trustees 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. We will also be looking to add a route to the proposed daycare at the Oakway Intermediate School property.

### Manager's Projects:

- Bookmobile: Began running routes on March 21, 2017, and is running extremely well, EXCEPT for connectivity issues with our MiFi unit. We are looking at several solutions for that.
- Construction and improvement to the branches: We will be looking at several new projects related to our recent active shooter training review of our security for staff areas. We also still want to enclose additional staff space at the Seneca Branch.
- Inventory was completed for the bookmobile in December, 2016. The last book/material inventory was completed in 2011. The Salem Branch completed theirs in April, 2017. Westminster's was completed in fall, 2016. The Seneca and Walhalla Branches are completing theirs soon.
- Computer classes are now underway. We have purchased four more Chromebooks, as well as Oasis software to teach computer basics.

### Issues:

We haven't been able to get IT to finish the profile for our adaptive technology computer in Walhalla, so it still is sitting without a projected start date for us to use it. There seems to be a conflict between the Envisionware sign-on software and the JAWS program, which reads the text on the screen. IT is working on a fix, but we have decided to delay a second unit for the Seneca Library until we get this resolved. We are also having a major issue with MiFi on the Bookmobile. We might be able to solve it with a new unit, and are looking for help from IT at this time for that. The other alternative is to go back to Farber Specialty Vehicles to see about an aftermarket solution,

## **Outreach Services**

**March/April 2017**

**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. Makes selections of adult DVDs to be ordered.

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

**Manager's Projects:** Maintaining shelving appearance and keeping up with the weeding. Changing collection codes and rotation of collections as needed and time allows. Help move all collections from the old bookmobile to the new!

**Volunteers and Outreach:** Pat Pankopp began volunteering in March and is doing very well. She says this is fun! Susan Kelley won the award for the Branch Volunteer for 2016. Jean Snellings and Brenda Thomson are my other two volunteers.

On Friday, April 14, Blair Hinson and I traveled to Salem, Seneca, and Westminster to hold Open House for the bookmobile. We saw a total of 20 patrons come aboard. The following Friday, April 21, an Open House and Ribbon Cutting was held at the Walhalla Library parking lot with 11 patrons aboard.

**Comments:** The new Bookmobile arrived on January 31 but unfortunately had to be sent back to Ohio on February 1. The next attempt didn't make it either but on February 22, it came to

stay! Blair Hinson, Jean Snellings and I started moving items on March 17 and finished March 20. The first trip out on the road was March 21. We've been on the road for six weeks as I write this. Everyone loves the new bookmobile! It's been an exciting time for the Bookmobile Department! Unfortunately, our wifi service has been sketchy and we have resorted to using Notepad and putting all checkouts into the system once we have returned for the day. That also means we have to bring in all returns and run them through the system rather than getting any books shelved while at our stops. Blair has been on the phone on numerous occasions as well as stopping by the Verizon store seeking a solution.

This too shall pass!

## **PROGRAMS:**

In March and April Salem had our Knit & Crochet Circle and we also had our regular Family Story Time programs. For our other Children's programs in March, Salem had the Leprechaun Traps craft program. For our April children's program we had the Easter Drop-in Craft: Popsicle Sticks and the Earth Day Craft: Recycled Bottled Jellyfish. For the March and April Time to Read Book there was a good turnout for both events. For another of our ongoing programs in March and April 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. In March and April Salem had the regular Painting for Fun painting session for adults. Also in March, the Salem Library had the CERT program, and the Container Gardening program that was given by Morris Warner who is a Clemson Extension Agent.

## **Inventory report Salem Branch**

In March Salem started doing our inventory of all of our materials at the Salem branch. By working a little bit on it each day we were done by the end of the month. Kayla, Melony and I worked on the project. The inventory was a good time to weed our library material in that we had to handle every item that we own in the library.

## **WEEDING:**

In March and April Kayla weeded the young adult books to make room for a new inspirational section for fiction books. As noted earlier, our inventory project was a good time to weed every section of the library. We did do some of it ahead of time, but we ended up weeding more material as we completed the project.

## **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**

Melony Mack continues to volunteer on a regular basis. Update, Sally Bowman has been volunteering on a regular basis since she started. At the April Volunteer Appreciation Dinner, Melony Mack was awarded the Volunteer of the Year Award for the Salem branch.

## Seneca Library Branch Narrative, March/April 2017

### Emily Whitmire Sluder

**Facilities:** There was a significant roof leak in the stacks that filled up a light fixture with water after a heavy rain. Two work orders were submitted to Facilities Maintenance and then again when the water spilled on the carpet. We deleted 15 books with water damage. A roofer was coming to examine the leak. When the water spilled out of the light fixture, Facilities Maintenance also took care of several previous work orders. Stones were placed in front of the bench to prevent mud puddles. A burnt-out light was replaced. They also fixed an outlet in the meeting room that had stopped working.

**Collections:** We have resumed inventory and completed most of the children's sections. We are currently working on Juvenile Non-Fiction and plan to finish it by the end of May. We will start working on the other side of the library in June.

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:

Trotting Sally: 10	Family Story Time: approximately 15 weekly
Let's Get Crafty: 24, 5	Be Our Guest: 14
Women's Day Webinar: 3	Let's Talk About It: 30
Easter Egg Fireflies: 0	Healthy Living Workshop: 4

**Meeting Room:** Groups using our meeting room included Let's Talk About It, the Red Cross, Safe Harbor, the Tribble Center, a church committee, the Library Board, Seneca River Women's Auxiliary, Oconee Writers' Association, a book club, the DAR, Baby Read, The Palmetto Project, students taking tests, and tutoring groups.

**Staff Development:** Josh continues to do well in the online MLIS program with the University of South Carolina. Jenna will graduate from Clemson in May with a Bachelor's degree in Sociology. Bethany graduated with an Associate's degree in Business Administration from Tri-County Tech. Emily completed the Leadership Oconee County class.

#### Statistics:

**Visits to Library:** 7701 in March and 7168 in April.

**New borrowers:** We issued 67 cards in March and 79 in April.

**ILL:** We accepted 37 inter-library loan requests in March and 13 in April.

**Volunteers:** Unfortunately we no longer have any volunteers as of April. The previous volunteers logged 7 hours in March and 11 hours in April.

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.

# **TECHNICAL SERVICES**

March / April 2017  
Robena Barton, Librarian

## **Collections:**

We are approaching the end of the fiscal year and so we are wrapping up the orders. Current projects are on hold until the last orders are placed in June. Maintenance on the Discus databases continues to go very well and this collection is in fine shape. Inventory has been completed by Bookmobile, Westminster and Salem and should be completed soon in Walhalla and Seneca. We were not able to start the children's series project yet as we are waiting on the Juvenile collection to be inventoried at all branches. Hopefully we will be able to start on this during the summer. All other collections are being weeded and replenished with new materials as orders arrive.

## **TLC:**

We appear to be in need of a new update as we are experiencing regular bug issues. I am in the process of contacting TLC to set this up as I would like it to be completed before summer reading gets started.

## **Manager's Projects:**

My presentation to the State Library on Discus Marc records went very well. The talk was well received and I sent out materials to six other libraries across South Carolina who are interested in developing a similar project. I have also been in touch with the founder of Koios, a new web app and marketing developer who is interested in my work. My current work is completing the cataloger manual as well as writing the Technical Service Manager manual as soon as possible.

## **Staff Development:**

ROCK training continues and continues to be well received. Unlike other training initiatives in the past I never have trouble with my staff completing the work. I am looking at new ways of engaging staff and possibly specializing certain months to keep interest level high. In-service was a big success and all staff benefitted from touring the county to see what other agencies are doing and can do to help our patrons.

## **Issues:**

We are eagerly anticipating new security doors as we continue to see an increase in drug use and other unacceptable behavior. Although the doors will not help with the issue directly it will make all of us in the back office feel a lot safer. We are also in conversation with Emergency Services to evaluate all branches and increase security. One of our solutions has been to turn off Wi-Fi after hours so that loitering will decrease when the library is closed. We are also hoping to add more security cameras and better lighting to address the safety issue.

## **Volunteers:**

We had our annual volunteer appreciation dinner in April. Staff involvement was particularly good this year and we had a very successful event. Mike White won the Walhalla

Branch Volunteer of the year award but was unable to attend. I still have not heard from him. Nancy Woods won an award for the most hours contributed across all of the branches. Nancy has volunteered over 430 hours in the last year. She continues to be invaluable to us in mending and repair.



# Walhalla Library

## March/April 2017

### 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. Our current monthly budget is around the \$1,000 mark which we hope to expand once the new allocation of periodical money is added to Overdrive for e-book and e-audio book purchases.

**Staff Development:** During the month of March we continued the inventory which will help to maintain the accuracy of our collection.

**Volunteers:** We are continuing to have Solid Waste pick up any books that are discarded and are sending them off to be recycled. During the Month of April we did host our annual Volunteer Appreciation event. We had County Council Chairman Edda Cammick deliver a speech to our volunteers as well as two of our Board Members in attendance: Board Chairman Alisa Suddeth and Board member Bill Caster.

**Programs:** Our Monthly Programs for both March and April included Sandwiches & Cinema and our Adult Art therapy as well as our Children’s art Studio and Let’s Talk About It Movie Nights. During the month of March we also hosted a FEMA Rediness Program facilitated by Ms. Evie Hughes from the School District as well as hosting the Library Board meeting and our bi-monthly Books & Chocolate book club. We continued the computer basics class that met every first and third Tuesday of every month and continued through the Month of April. Once we received approval to move forward with purchasing the Oasis Connections license we plan to begin weekly classes starting in the month of May. During the month of April Stacie Powell lead a partnership program with Clemson University for teens to learn from college students about STEAM related activities and focused on project based learning.

**Meeting Room:** Many outside groups utilize the meeting space at the Walhalla Library. Groups that used our space during March include: Baby Read (5 times), Girl Scouts (5 times), Olivia McPherson testing (2 times), Tri-County Home Educators Lego Club, Evie Hughes CERT, Tri-County Home Educators Chess Club, Medicare Workshop, Susan Ingles, Parenting Place (3 times), Let’s Talk About It, Tribble Center (2 times), Vincent Noe, Friends of the Library, Continuum of Care, and DTI (Deposition). Groups that used our space during the April include: Parenting Place (3 times), Tri-County Home Educators Lego Club, Girl Scouts (4 times), Oconee Real Estate Connection, DHEC, Tri-County Home Educators Chess Club, Medicare Workshop, Tri-County Home Educators Graduation meeting, Baby Read (2 times), Continuum of Care, South Oak Home Owners’ Association, Let’s Talk About It movie, and the Guardian ad Litem group.

#### Facilities:

During the month of March we had several maintenance requests which I have listed below by date.

**March 17, 2017** – I requested new solid doors which I request in response to the Walhalla assessment done by Scott Krein from emergency services. He recommended we put in locking doors to help staff escape in the event of an active shooter situation. Maintenance has installed one door (on May 9<sup>th</sup>, 2017) and we are not sure when they will be back to install the next door to complete the job.

**March 20, 2017** – We had someone carve inappropriate words in the men’s bathroom stalls, maintenance came out the same week and sanded down the carving to get rid of them.

**March 22, 2017** – One of the lights directly above Janice’s work space was out, since then they came to fix her light with in a couple weeks of the maintenance order.

**March 23, 2017** – There was a request from a staff person to put up handicap railings in the staff Women’s Restroom. I asked the maintenance staff to install one for both the women’s and men’s staff bathroom which they installed the same week.

During the month of April we had several major incidents which I have reported by type of incident because of the length of each incident report.

**Needles** – On Monday, April 24<sup>th</sup> our new maintenance staff person found a used hypodermic needle in the Men’s public bathroom wedged in between the toilet and the seat. The very next weekend on Saturday, March 29<sup>th</sup> I discovered a second needle in the same stall of the Men’s restroom. After the first incident we threw out the needle based on prior advice from the police when we found a needle a few months back on our side porch. After speaking with the police they advised that we start checking the restrooms on a more regular basis and call them if there is ever an incident like this again. When the second needle was found I immediately contacted the police who confiscated the needle and opened an investigation to try and find out who may be using drugs. We learned through this process that when the police begin an investigation they have to request our security footage directly from the IT department and the staff is not able to see the footage per the County Attorney’s recommendations for litigation purposes. We will continue to work with the local Police to try and combat drug use in and around the library. This has become a consistent issue and is something that will need to be a top priority for both the Branch Manager and all staff at Walhalla.

**April 24, 2017** - I did requests 7-8 motion censored lights to be installed around the perimeter of the building based on my conversation with law enforcement who say they regularly see people gathering in the little alcoves around the building. I believe the flood lights would help prevent any behavior like this as the people are most likely using the alcoves to use drugs or other nefarious behavior.

**Oven** - On April 29<sup>th</sup> after the night of the volunteer appreciation it was discovered that two pasta dishes were left in the oven with the oven on bake at 350 degrees. There was a little bit of smoke in the kitchen area but the smell of burnt pasta permeated the building. After soaking a towel I quickly wrapped each dish in the towel and ran for the back door and placed the pastas on the back dock area to cool off before putting them in the trash can. We had to open all of the windows and turn all of the fans on to help clear out the burnt pasta smell. After this incident it was determined that the oven unit should never be used again as it is an original appliance to the building and could have potentially burned down the building. I found the breaker box and turned off both breakers to the oven unit to ensure that it would not be used without intentionally turning the breaker.

**Westminster Library Report**  
**Leah Price, Branch Manager**  
**March/April 2017**

**Volunteers**

We are very excited because Westminster Library volunteer Marla Grant won the Sarah Mills Norton volunteer award. She was super excited when we told her she won and gave her the award. This is the first time a Westminster volunteer has won it.

**Community Outreach**

Staff training day helped us connect to our community partners.

<b>Programs</b>	<b>Number of Attendees</b>
Dr. Seuss Party	46
Movie and Craft Night: <i>Beauty and the Beast</i> /roses	25
CERT Are you Ready Training	0
Family Movie Night: <i>Moana</i>	15
Family Story Time 3/21/17	12
Elephant and Piggie Party	37
Framed Bunny Craft	7
Family Movie Night: <i>Sing</i>	20
Party Like a Peep	25
Drop-in Craft: Easter Egg Picture Holder	0
Movie Matinee: <i>Fantastic Beasts and Where to Find Them</i>	3
Cookbook Club: <i>Fast and Easy Five-Ingredient Recipes</i>	7

**Meeting Room**

The meeting room has been used frequently.

**Manager's Projects**

Leah planned and executed the spring staff in-service day. We wanted the staff to tour facilities that are in line with our services and places we could refer people to. Our first stop was a presentation and tour of the SC Works office by Patrick Pruitt. Our second stop was the newly renovated South Cove county park where we received some beneficial information by Phil Shirley, director of Parks, Recreation, and Tourism. The unexpected cold weather did force us to change our plans of a picnic lunch but it all worked out. We then toured the SC Vocational Rehabilitation offices and training facility. This facility seemed to be the one that most impressed staff. We returned to the Seneca Library for a presentation by Sandra Pruitt from the United Way. She talked of many of the programs and services they offer. The most beneficial to library staff is the 211 phone service that people can call to find out more information on these programs and other services people may be looking for. Staff were sent a survey after the training and all said they learned something new, planned to use what they learned in their

work, and would like to see similar training days in the future.

Branch manager Leah participated in the Collaborative Summer Reading Program (CSLP) conference in Charleston, SC. This was the second year of a two-year grant where the State Library selects two librarians or library staff to receive a grant that allows them to go to the CSLP annual meeting to help plan the nation-wide summer reading event. Everything is decided at this meeting including theme, slogan, illustrator, and more. It is a really good time to interact with library staff from all over the country and American territories like Bermuda and Guam, to exchange ideas and stories. Last year Leah attended the CSLP meeting in Salt Lake City, Utah.

Branch manager Leah and Youth Services Librarian Stacie are finalizing the details of an almost completely new streamlined summer reading program. This year's theme, Build a Better World, inspired them to include activities for people to do that may make the world just a little bit better. Reading is still the number one goal. Staff will be trained and the program set to roll out on May 22.

### **Facilities**

We have two ceiling tiles that have fallen out. We are still hopeful Facilities Maintenance will replace all the ceiling tiles soon.

**Youth Services Dept.  
March / April 2017  
Stacie Powell, Librarian**

**Print Collections:** The fiscal year is winding down and the Youth Service's department is on budget for spending down our allotted funds. Weeding took place at Walhalla in the Juvenile Fiction section and Salem staff Kayla Rucker did a weeding of Salem's Young Adult collection.

**Staff Development:** Youth Services Librarian attended ReadSqaured training at the Easley branch library in Pickens on March 27<sup>th</sup>. ReadSquared is the database used by the State Library to collect data on summer reading participation. Staff training day was March 15<sup>th</sup>. This particular in-service day was informative and helpful in teaching us about the community vocational resources available to our patrons.

**Collaboration:**

The Youth Services department continues to make it a priority to reach out to community partners and form relationships that deliver quality programs and services to our patrons.

- **Clemson University:** For March and April, the Youth Services Librarian collaborated with Clemson University's Creative Inquiry students on developing a STEAM program that will target middle school aged children and especially target Latinos. We had a trial-run of the program in April over Spring Break. The program went extremely well. Below are pictures from the event. We will resume the program in the fall and extend our partnership to the SDOC.



- **SDOC and bilingual Story Time** – the School District has continued its partnership with us by providing Spanish-speaking teachers to do a monthly bilingual story time at our libraries. This month we were at the Walhalla Library:
- **County Parks** – The Youth Services Librarian met with Director of PRT Phil Shirley and Park Ranger Stephen Schutt at South Cove Park in March to discuss the potential of holding an end of summer reading bash at South Cove Park as a reward to the kids and adults who complete summer reading. The event was received enthusiastically by the county park administration and we have now planned out an event for August 4<sup>th</sup> that will include a fun-day at the park hosted by the library and free of charge to those who complete their summer reading requirement. More information will follow on the May/June bimonthly report.

#### Community Outreach:

April 1<sup>st</sup> - Community Baby Shower – The Friends of the Library sponsored a table to promote library services and specifically their Read to Me program.

Pinwheel Garden – all of the branch libraries participated in April's pinwheel garden campaign for awareness about child abuse prevention month in April.

March 30<sup>th</sup> - Keowee Elementary STEM Night. The Youth Services Librarian represented OCPLS STEM/STEAM technology and print resources at Keowee's STEM night program.



United Way "Read and Feed" program – The Youth Service's Librarian met with the Director of United Way to discuss a partnership between the library and the United Way's Read and Feed program. We have planned programs at the Seneca Library with this group for the summer.

#### Programs:

Our weekly story time attendance is doing great at all the branches. As new kids grow more little ones come in. Our STEM programs have resumed and we held a Science Friday, two Maker Monday's, and the Clemson STEM program during the months of March and April.

#### Special Projects:

Summer Reading is almost here and most of the time is spent on planning for that.

We are planning a potential Story Walk at one of the county parks in partnership with a Boy Scout who will be doing that project as his Eagle Scout requirement. More information will follow in the coming months.

ESL outreach with the school district – Walhalla Middle School has reached out to the Youth Services Librarian to serve on a committee to help their ESL (English as a Second Language) families.

**Amnesty:** The Youth Service's Librarian is developing an amnesty week plan for the library that will follow summer reading. The County Council approved allowing the library to offer the amnesty week as a reward to our patrons for participating in summer reading. The Youth Service's Librarian will present a plan for the amnesty week to be approved by the management team in June's meeting. Staff will be provided instructions on how to issue amnesty when the week rolls around.

**Adding Launchpads to our circulation:** The Youth Service's department has a little money left over in her programming budget for the fiscal year and intends to use the funds to purchase a Launchpad for each branch. Playaway Launchpad's are preloaded learning tablets designed for children in a circulation environment. They are durable enough to put up with the wear-and-tear of even the youngest of hands.

