

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

**1. Programs and Services:** Summer Reading has been very successful so far. We began allowing people to sign up for Summer Reading earlier this year, on Monday, May 22, before school was out. By the first week once the programs had begun (June 5), we had 412 elementary aged children signed up, 122 early literacy (pre-school) sign ups, and 190 teens (6<sup>th</sup>-12<sup>th</sup> grades) signed up. Summer Reading programming takes over the summer calendar, for the most part. We have postponed computer classes due to staff losses, but will resume those at the end of the summer. See the Youth Services report for a little more information about a partnership that the Youth Services librarian formed with the School District of Oconee County for teaching English as a Second Language refresher classes at the library.

**2. Usage statistics and narratives:** May and June, 2017, statistics and bi-monthly reports are attached.

**3. Finance and Budget:** OCPL budget expenditure figures for 1 July 2016 to 30 Jun 2017 are attached.

**4. Personnel and Training:** Walhalla Branch manager Emily Embry left on May 26 for a job in the Spartanburg County Library system. We have hired her replacement, Malcolm Quientell Walker, who was working at the Pickens County Library system, and he will start in July. Diane Whitmire retired at the end of June, 2017, after 27 years of service to the library. She was a cataloger in the Technical Services area. She will be replaced by Bethany Owens, recently a full time circulation assistant at the Seneca branch. Youth Services Librarian Stacie Powell also left the OCPL at the end of June, 2017, to take a position at Southern Wesleyan University. Interviews for the person to replace her are underway, and will be complete by July 14, 2017.

We will be working on training the new personnel, in general library procedures, but also in the particulars of their positions. The Technical Services Librarian, Robena Barton, has also been exploring a method by which we can move our regular staff training and ROCKs to an online environment.

**5. Building and Grounds:** The interim director met with Kyle Reid from Oconee County Roads & Bridges on June 22 at the lot across from the Walhalla Library. He examined what the library would like to have created (for staff parking), and met in early July with an engineer retained by the County to discuss what would have to be done for an encroachment onto a state road. The engineer was supposed to report back to Mr. Reid the week of July 10, and the interim director hopes to have updated information for the Board by the week of July 17. There is also a small community garden on the site now. This was one of the Summer Reading programs, and fit in well with the theme this year, which is "Build a Better World."

**6. Technology:** The county grants administrator is applying for a grant to place charging stations for electric vehicle at the County administration building, several County parks, and the Walhalla Main Library. The library also purchased a better video camera and MacBook Pro for video editing. We are hoping to do some "virtual tours" of the library and Bookmobile for the library website, as well as using

the equipment for training purposes, and to record any of our programs we would like to have archives from.

**7. Friends of the Library:** May and June Book Sales were well attended, as well as a Saturday sale in June. Lobby Sales at the Walhalla Branch are also strong. The Friends' report will detail sales figures. The Friends also presented the library with a check for their bi-annual contribution in the amount of \$4,083.82.

**8. Oconee County:** The budget for fiscal year 2017-2018 was finalized at the end of June. The library received a slight increase in overall funding from \$1,352,652.00 to \$1,354,774.00. (See line-item budget attachment for detailed information.) As noted earlier, the library will be working with Roads & Bridges to get the necessary permission needed for an encroachment on a state road and proceed with a staff parking area for the Walhalla Library.

**9. State Library:** The South Carolina State Library has looked ahead to possible cuts to IMLS funding (Institute of Museum and Library Services), and has decided to change some of the databases they offer in DISCUS, the State Library's collection of databases used by school and public libraries. They will be cutting Learning Express Library and Ferguson's Career Center, and will be cutting Mango Languages. Around 30 counties in South Carolina are currently discussing with vendors a way to get a group buy or special funding for South Carolina libraries to continue subscriptions to these resources on their own. Oconee County will be one of the participants in this effort.

**10. Community Involvement:** In addition to the ESOL effort started by Stacie Powell, former Youth Services Librarian, the interim director has also reached out to Leslie White at the Oconee Heritage Center, and Shelby Henderson at the Bertha Lee Strickland Museum in Seneca, to try to come up with a way to list genealogical and historical resources held by our institutions in a central database, or at least a list that could be handed out to interested users. The interim director was also contacted by Sheila Ford at SC Vocational Rehabilitation about partnering with the library on project dealing with counseling services. More information will be made available at the July Board meeting. The interim director has also been regularly attending meetings of the Sesquicentennial committee.

**11. Other:** Solid-core security doors were installed at the Walhalla Library in the staff areas to replace café-type swinging doors as part of upgrades for greater security. We anticipate doing this next at the Seneca and Westminster Branches to replace some weaker doors there.

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

	May 2016	May 2017	Change	Jun 2016	Jun 2017	Change
Visits to Library	20,273	18,978	-6.4%	26,054	24,036	-7.7%
Material Circulation - Adult	16,781	17,879	5.5%	19,945	18,989	-4.8%
Material Circulation - Youth	2,016	1,963	-2.6%	3,213	2,619	-18.5%
Material Circulation - Juvenile	8,315	8,797	5.6%	13,912	12,798	-8.0%
Total Material Circulation	27,091	28,439	5.0%	37,070	34,406	-7.2%
Internet Users	2,854	2,350	-11.5%	2,837	2,425	-14.5%
Internet Hours of Use	1,638	1,456	-11.1%	1,840	1,420	-22.8%
New Cards Issued	185	228	38.2%	340	315	-7.4%
Programs - Adult	14	13	-7.1%	23	10	-56.5%
Programs Attendance - Adult	281	94	-66.5%	137	48	-65.0%
Programs - Youth 12-18	0	1		3	8	166.7%
Programs Att - Youth 12-18	0	10		21	52	147.6%
Programs - Juvenile 6-11	4	7	75.0%	14	13	-7.1%
Programs Att - Juv 6-11	60	86	46.7%	437	371	-15.1%
Programs - Children 0-5	17	5	-70.6%	11	8	-27.3%
Programs - Att - Children 0-5	231	69	-70.1%	220	139	-36.8%
Outreach Activities	16	10	-37.5%	5	7	40.0%
Outreach Act. Attendance	1,905	689	-63.8%	1,016	166	-84.6%
Public Training Sessions	3	9	200.0%	0	3	
Public Training Participants	400	420	5.0%	0	4	
Public Training Hours	9	9	-5.6%	0	3	
Staff Training Sessions	7	18	128.6%	4	16	300.0%
Staff Training Participants	25	15	-40.0%	21	6	-71.4%
Staff Training Hours	49	44	-10.2%	49	45	-5.2%
Number of Volunteers Added	4	3	-25.0%	5	5	0.0%
Number of Vol Hours	125	118	-5.6%	127	102	-19.5%
Meeting Room Use	58	61	39.7%	96	89	-7.3%
Meeting Room Attendance	429	679	58.3%	943	824	-12.6%
Number of Web Site Hits	14,893	13,255	-11.0%	16,299	14,962	-8.2%
Wi-Fi Users	1,461	0	-100.0%	1,399	0	-100.0%
Wi-Fi Sessions	7,258	0	-100.0%	7,311	0	-100.0%
E Book Downloads	1,315	1,312	-0.2%	1,365	1,453	6.4%
Mango Adult Users	23	43	87.0%	45	160	255.6%
Mango Children Users	0	0		12	0	-100.0%
Ancestry.com Hits	887	597	-32.7%	1,667	967	-42.0%
Interlibrary Loans	49	56	14.3%	48	46	-4.2%
New Material Added	1,041	1,325	27.3%	5,072	1,279	-74.8%

OCPL Yearly Statistics—Fiscal Year 2017

Year To Date vs total last yr	FY 15-16	FY 16-17	Change
Visits to Library	267,675	244,843	-8.5%
Material Circulation - Adult	223,900	213,522	-4.6%
Material Circulation - Youth	25,569	23,820	-6.8%
Material Circulation - Juvenile	110,950	109,174	-1.6%
Total Material Circulation	360,419	346,516	-3.9%
Internet Users	35,982	31,456	-12.6%
Internet Hours of Use	23,201	19,315	-16.7%
New Cards Issued	2,457	2,376	-3.3%
Programs - Adult	181	155	-14.4%
Programs Attendance - Adult	1,694	1,175	-30.6%
Programs - Youth 12-18	54	30	-44.4%
Programs Att - Youth 12-18	341	159	-53.4%
Programs - Juvenile 6-11	105	103	-1.9%
Programs Att - Juv 6-11	2,354	1,962	-16.7%
Programs - Children 0-5	167	110	-34.1%
Programs - Att - Children 0-5	2,446	1,842	-24.7%
Outreach Activities	188	75	-60.1%
Outreach Act. Attendance	5,508	4,042	-26.6%
Public Training Sessions	7	52	642.9%
Public Training Participants	432	480	11.1%
Public Training Hours	16	53	228.1%
Staff Training Sessions	97	167	72.2%
Staff Training Participants	146	91	-37.7%
Staff Training Hours	849	638	-24.9%
Number of Volunteers Added	64	56	-3.7%
Number of Vol Hours	1,425	1,366	-4.3%
Meeting Room Use	709	899	26.8%
Meeting Room Attendance	7,084	8,148	15.0%
Number of Web Site Hits	181,583	164,434	-9.4%

Wi-Fi Users	19,167	19,092	-0.4%	*
Wi-Fi Sessions	96,702	86,592	-10.6%	*
E Book Downloads	16,021	15,350	-4.2%	
Mango Adult Users	304	890	192.8%	
Mango Children Users	15	28	86.7%	
Ancestry.com Hits	27,237	12,083	-55.6%	
Interlibrary Loans	457	587	28.4%	
New Material Added	18,093	13,939	-23.0%	

\* MATERIAL AVERAGED FROM LAST FY AND FIRST MONTH OF FY 17 - NO READINGS AFTER JUNE, 2016

**OCPL Budget 2016-2017 7-10-17**

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
010-206-30018-00000	Travel	0		#DIV/0!	0
010-206-30024-00000	Equip. Maintenance	2,400	2,400	100%	0
010-206-30025-00000	Professional - Staffmark	108,425	109,785	101%	-1,360
010-206-30041-00000	Telecommunications	960	837	87%	123
010-206-30056-00000	Data Processing	27,500	27,500	100%	0
010-206-30058-00000	Copier Click Charges - Xerox	10,000	8,403	84%	1,597
010-206-30068-00000	Advertising	700	665	95%	35
010-206-30080-00000	Dues	750	745	99%	5
010-206-30084-00000	School, Training, Sem.	2,700	2,690	100%	10
010-206-30090-00000	Honorarium	900	900	100%	0
010-206-33022-00207	Bldg Maint - Waihalla	6,965	6,281	90%	684
010-206-33022-00208	Bldg Maint - Seneca	3,600	2,849	79%	751
010-206-33022-00209	Bldg Maint - Westminster	3,500	3,377	96%	123
010-206-33022-00210	Bldg. Maint - Salem	2,020	2,020	100%	0
010-206-34043-00207	Electricity - Waihalla	26,000	24,769	95%	1,231
010-206-34043-00208	Electricity - Seneca	18,500	14,962	81%	1,538
010-206-34043-00209	Electricity - Westminster	14,500	12,007	83%	2,493
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Waihalla	1,200	858	72%	342
010-206-34044-00208	Water - Seneca	900	716	80%	184
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	13,200	12,894	98%	306
010-206-40032-00000-A	Youth Services	2,000	1,887	94%	113
010-206-40033-00000	Postage	1,000	724	72%	276
010-206-40034-00000	Food	500	464	93%	36
010-206-40101-00000	Books (Local)	85,000	84,911	100%	89
010-206-40102-00000	Periodicals (Local)	20,000	20,000	100%	0
010-206-40103-00000	AV (Local)	10,500	10,500	100%	0
010-206-80206-00000	Automobile Maint - Library	500	533	107%	-33
010-206-81206-00000	Gasoline - Library	2,100	1,881	90%	219
010-206-82206-00000	Diesel - Library	2,000	1,315	66%	685
<b>TOTAL LOCAL FUNDS</b>		<b>375,020</b>	<b>365,330</b>	<b>97%</b>	<b>9,690</b>
013-206-60010-00000	*Gifts, Donation (Loc)	17,355		0%	17,355
<b>TOTAL MISC. FUNDS</b>		<b>17,355</b>		<b>0%</b>	<b>17,355</b>
240-206-30056-00255	Data Processing (State)	\$9,500.00	9,495	100%	5
240-206-30080-00255	Dues	\$1,085.00	1,084	100%	1
240-206-30084-00255	Schools, Train. (State)	\$2,315.00	2,288	99%	29
240-206-40031-00255	Sm Capital (State)	\$11,040.00	11,002	100%	38
240-206-40032-00255	Operational (State)	\$18,431.50	18,323	99%	108
240-206-40045-00255	IT Equipment	\$2,070.00	2,012	87%	58
240-206-40111-00255	Books (State)	\$32,453.00	32,453	100%	0
240-206-40112-00255	Periodicals (State)	\$24,515.00	24,515	100%	0
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>238</b>

013-206-40031-92201	Small Capital	6,300	6,271	100%	29
013-206-40032-92201	Operations	180	168	93%	12
013-206-40045-92201	IT Equipment	8,500	8,492	100%	8
013-206-40101-92201	Books	21,977	21,977	100%	0
<b>Total Lottery Funds</b>		<b>36,957</b>			<b>49</b>

Oconee County, South Carolina  
 Library (206)  
 2017-2018 Budget

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Council Approved
Salary and Wages	651,701	661,675	670,376	683,723	683,723
Part-Time Employees	45,388	-	-	-	-
Part-Time Courier	5,834	-	-	-	-
Overtime	-	28	-	-	-
Social Security	51,167	47,971	49,423	50,182	51,388
Retirement	74,187	71,992	73,565	72,550	80,828
Workers Compensation	3,840	3,746	1,902	2,675	2,942
Health Insurance	148,415	157,241	161,848	154,502	164,502
ARC - Retiree Health Plan	-	26,680	-	-	-
Dental	-	4,181	8,363	-	-
Vision	-	681	1,362	-	-
<b>Salary and Wage Totals</b>	<b>980,530</b>	<b>974,205</b>	<b>985,859</b>	<b>973,632</b>	<b>993,363</b>

New Positions includes Salary and Fringe

<b>New Position Total</b>	-	-	-	-	-
Travel	68	-	125	200	-
Equipment Maintenance	6,799	2,400	1,275	2,400	2,450
Professional	22,598	77,138	105,251	92,425	92,425
Equipment Rental	7,809	-	-	-	-
Telecommunications	494	801	917	960	960
Data Processing	27,500	27,500	27,500	27,500	27,598
Copier/Click Charges	2,009	7,152	10,560	10,000	10,000
Advertising	708	700	700	700	700
Dues/Organizations	740	750	750	750	750
Staff Development	3,300	3,215	3,300	3,300	3,300
Commission Honoraria	900	900	900	900	900
Building/Grounds Maintenance - Walhalla	8,444	6,963	9,848	6,965	7,000
Building/Grounds Maintenance - Seneca	1,742	2,278	10,798	3,500	3,500
Building/Grounds Maintenance - Westminster	2,280	2,366	2,430	2,500	2,500
Building/Grounds Maintenance - Salem	1,020	1,314	1,020	2,020	2,020
Electricity	406	-	-	-	-
Electricity - Walhalla	26,294	30,706	26,404	31,900	32,000
Electricity - Seneca	15,907	16,217	14,842	16,500	16,700
Electricity - Westminster	13,785	14,211	14,175	14,500	15,000
Electricity - Salem	5,000	5,000	5,000	5,000	5,000



Oconee County, South Carolina  
Library (206)  
2017-2018 Budget

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Council Approved
Water/Sewer/Garbage	91	-	24	-	-
Water/Sewer/Garbage - Walhalla	990	1,169	1,086	1,203	1,300
Water/Sewer/Garbage - Seneca	928	851	932	803	950
Water/Sewer/Garbage - Westminster	813	876	892	900	950
Small Equipment	3,800	3,800	4,132	2,800	2,800
Operational	17,064	7,715	9,048	8,000	8,000
Postage	450	855	528	1,000	1,000
Food	500	308	489	500	500
IT Replacement Equipment/Software	21,583	-	-	-	-
Books	83,500	90,858	80,763	85,000	85,000
Periodicals	17,999	16,000	16,000	20,000	20,000
Audio Visual	9,999	10,474	10,469	10,500	10,500
Buildings Capital Expenditures	-	-	-	-	-
Capital Expenditure, Land	-	-	-	20,000	-
Vehicles Capital Expenditures	-	-	-	-	-
Capital Expenditure, Paving	24,746	-	-	-	-
Vehicle Maintenance	3,890	1,643	958	3,500	3,500
Gasoline	3,187	2,487	1,818	1,500	2,000
Diesel	2,005	1,366	920	2,000	2,000
<b>Expenditure Total</b>	<b>345,844</b>	<b>339,614</b>	<b>363,966</b>	<b>379,020</b>	<b>361,391</b>
<b>Department Total</b>	<b>1,325,574</b>	<b>1,313,819</b>	<b>1,349,825</b>	<b>1,352,652</b>	<b>1,354,774</b>

Cost to Serve Analysis	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Percentage of Budget	3.22%	3.19%	3.21%	2.94%	3.05%
Departmental Total Cost	1,325,574	1,313,819	1,349,825	1,352,652	1,354,774
Departmental Direct Revenue	43,279	39,068	39,824	42,003	40,000
Other Revenue	178,207	145,093	163,819	230,260	192,955
<b>Cost in Tax Dollars</b>	<b>1,104,091</b>	<b>1,129,658</b>	<b>1,147,182</b>	<b>1,080,372</b>	<b>1,151,819</b>
Estimated Millage	2.22	2.27	2.27	2.10	2.29
<b>Total Full Time Employees</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>19</b>
<b>Cost Per Employee</b>	<b>54,474</b>	<b>54,123</b>	<b>54,770</b>	<b>51,244</b>	<b>52,293</b>

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Recommended
Maintenance of Effort	1,325,574	1,313,819	1,349,825	1,352,652	1,354,774

No one time capital is to be included in totals.

# Branch Services

May/June 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 calendar year 2017. We are working with Phil Shirley, and County and community partners to discuss participation in the County's sesquicentennial in 2018.

### Staff Development:

Acting as department head, the Branch Services Librarian has been involved in creating job notices, screening applicants, and interviewing for several open positions. Emily Embry, former Walhalla Branch Manager, left the system in May for the Spartanburg County Public Libraries. After 23 applications and several interviews, Malcolm Quientell Walker was hired as the Walhalla Branch manager. He will begin in July, 2017. A replacement was also hired for Diane Whitmire's cataloging position.

### Volunteers and Community Outreach

Brenda Lee, Bookmobile manager, has trained several new volunteers for the Bookmobile, including a former employee of the library, Lee Smith, and the former bookmobile manager, Joyce Lusk.

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 on a new route to the YMCA summer camp at the Walhalla Conservatory. We will also be looking to add a route to the proposed daycare at the Oakway Intermediate School property when a daycare opens there in fall, 2017.

### Manager's Projects:

- Bookmobile: Connectivity issues were solved with a small setting change to the Mi-Fi unit.
- Construction and improvement to the branches: New, solid-core doors were installed at the Walhalla Branch in June. 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. (Computer classes have taken a hiatus while we replace Emily Embry and complete Summer Reading, but we will also be using the Chromebooks for staff training, and we have learned that all High School students in Oconee County will be issued Chromebooks next year, so we will have additional opportunities to train using the Chromebooks.)

### Issues:

We are still waiting for Facilities Maintenance to complete the installation of ceiling tiles at the Seneca Branch (just office and non-public areas) and at the Westminster Library. We are also waiting for security cameras to be installed at the Walhalla Headquarters library.

## **Outreach Services**

**May/June 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 is done as time allows. Weeded Adult DVD collection.

**Volunteers and Outreach:** Two former library employees, Lee Smith and Joyce Lusk (who was the former Bookmobile Manager) began volunteering in June. They are a great addition to my other volunteers since several have started their summer travelling already.

I had more Outreach than ever before! Besides the usual four places per month, I also went to Foothills Family YMCA in Walhalla twice in June and once to United Way in Seneca.

**Comments:** I am still in awe of the new bookmobile. Patrons are still giving positive feedback as to its beauty. As the driver, I like the way it handles and it is very comfortable. Summer Reading is going well.

## **Programs:**

Our children's programs for May consisted of our Mother's Day Craft: Wooden Flower Pot craft program and Teen Gaming Night. June was the start of our summer reading program where we saw an increase in circulation and participation in our children's programs. For our June children's program, we had the Popsicle Stick Science: Catapult Creations and the Geekdom Perler Beads teen programs. We had the following adult programs for May and June: Knit & Crochet Circle, Time to Read Book, Adult Coloring Time drop in craft, and Painting For Fun painting session for adults..

## **Weeding and Shelving:**

In May and June we weeded the movies to make room for a new inspirational section for fiction books. We constantly need to make room for new movies as the collection continues to grow. In June we received a new DVD Shelf to replace an older shelf. This shelf also fits in a lot better with our decor of the library.

## **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 Bouwman has been volunteering on a regular basis since she started. We will continue to look for other qualified volunteers at the Salem branch. These volunteers help us so much by freeing up our time to allow Kayla and I to do the work that we need to.

## Seneca Library Branch Narrative, May/June 2017

### Emily Whitmire Sluder

**Facilities:** An outlet in the staff room that was not working was fixed. The staff bathroom ceiling leaked due to a heavy rain but we cleaned it up and reported it. We replaced the blinds with solar shades in the meeting room, the manager's office, and the staff room. We got a new computer for the staff room so that part-time staff have a dedicated computer for working on projects. We ordered two new tables that will replace two tables, and they will be delivered in July.

**Collections:** We have completed inventory of Juvenile Fiction, Juvenile Non-Fiction, all children's materials, and we are nearly done with Young Adult materials.

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:

Handprint Flower Craft: 12

Family Story Time: approximately 15 weekly

Let's Get Crafty: 10, 12

Cinco de Mayo storytime: 12

Intro to Bullet Journaling: 4

Let's Talk About It: 30

Egg Fireflies: 15

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

**Staffing:** Annette (a part-time employee) left to pursue a degree out of state in June. We hired Kevin to take her place, and he is working out well so far. Bethany (full-time) has been selected to fill the cataloger position in Tech Services, so we will hire a replacement for her most likely in late July. Kasey, from the Palmetto Youth Connection, has started working with us and has been invaluable. PYC is funded by the Eckerd Foundation and provides 300 hours of work experience for people as they work on their GED, which Kasey has already completed. She has assisted us in shelving, inventory, and checking in and out.

### Statistics:

**Visits to Library:** 7,140 in May and 8,984 in June.

**New borrowers:** We issued 85 cards in May and 152 in June.

**ILL:** We accepted 38 inter-library loan requests in May and 23 in June.

**Volunteers:** We have a volunteer who will be starting at the beginning of July. One student who volunteered on some weekends came back for more hours. We logged 15 hours in May and 3 hours in June.

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

May / June 2017

Robena Barton, Librarian

## Collections:

The last orders are in and we are waiting to start the new fiscal year off right. Inventory is wrapping up at Walhalla and Seneca, has been completed at all other branches, and our only project in Technical Services at the moment is adding lost items back into the system. Weeding continues on a regular basis and Claire does an excellent job of keeping up with the many boxes of discards she receives. Leah continues to schedule the ordering by vendor and update the budget at the end of every week. Ordering will resume in July after a short break for the fiscal year to start. Collection development policies are adhered to by all branch managers and Technical Services confirms all orders before they are submitted.

## TLC:

The bug issues seem to be sorted out as there have not been any new reports. We are still hoping to update soon but other matters have pushed this to the near future.

## Manager's Projects:

I am hoping to start on the update process for TLC in the next couple of months. We are starting a new cataloger in July who will take advantage of the training manual I compiled and most likely add to it during actual training. Once I feel that manual is complete I am planning on starting on my own manual. Further in the future I still hope to improve children's series titles in the coming year. Unfortunately I was not able to work on any projects in the last couple of months as the orders slowed down. I served on the hiring committee for the Walhalla branch manager, Youth Services librarian, and my own assistant Cataloger position. This along with the increase in desk time from so many full-time openings has left little opportunity to start new tasks.

## Staff Development:

ROCK training has been put on hold during summer reading and the hiring process for multiple positions. The last of the open positions should be filled by the end of the summer so we are hoping to revive the program in September. Two members of my staff will be attending the Para-Professional conference in August. This was very well received last year by staff that attended and I am glad to see so many staff members interested in attending again.

## Issues:

We are still waiting on the installation of new security cameras and better exterior lighting at several branches to increase security. We are very happy with the new interior security doors here at Walhalla.

## Volunteers:

Nancy Woods continues to do an excellent job in mending and repair.

# Walhalla Library

May/June 2017

Christie Johnson, Asst. Branch Manager

## Narrative

**Walhalla Collections:** We continue to order materials based on professional reviews, patron requests, and "best sellers" lists, and our book policy. Weeding is continuing in order to withdraw items that are in poor condition and replace those that need to be updated. We most recently completed weeding the adult fiction collection.

**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:** Our branch manager, Emily Embry, left for a management position in the Spartanburg Library system at the end of May. We were sorry to see her go. I was able to be a part of the interviewing process for her replacement, and we have a new manager starting in mid-July. We are continuing the materials inventory which will help to maintain the accuracy of our collection. Lois Martin, one of our excellent part-time circulation assistants, is continuing her work on this major project.

**Volunteers:** We are continuing to have Solid Waste pick up any books that are discarded and are sending them off to be recycled. Ellen Plumpe comes each Monday afternoon, and is a great help to us.

**Programs:** Our Monthly Programs for both May and June included computer classes, which Emily Embry began and Christie Johnson concluded. We will try to schedule more classes after the summer. Our adult and children's art classes have been a huge success, and we will miss Emily Embry teaching those. Helaina Lefler, part-time circulation assistant, completed two classes that had already been scheduled before Emily left. Leah Kelley continues to lead our books club every other month. We held Sandwiches and Cinema, which we will revisit after our new managers arrives, and see if we will continue to offer movie showings. We also had several art and craft classes, for our summer reading program. This is our second year of being a location for the summer lunch program, through the school district. They provide a free lunch at our location each weekday during the summer, for anyone 18 or younger.

**Meeting Room:** Many outside groups use the meeting space at the Walhalla Library. Groups that used our space during May include: Baby Read (6 times), Girl Scouts (3 times), Tri-County Home Educators Chess Club, Medicare Workshop, SC Legal Services, Parenting Place (2 times), Oconee County First Steps, Classical Conversations (2 times), and Friends of the Library. Groups that used our space during April include: Waters Edge Home Owners' Association, Let's Talk About It, SC Vocational Rehab, National Youth Advocate Program (2 times), SC Legal Services, Medicare Workshop, Pilot Club, Oconee County Third Option Group, Writers' Group, Baby Read (4 times), Pointe Harbor Property Owners' Association, and the Guardian ad Litem program.

**Facilities:** As the humidity rises in the summer, we have continued to have problems as we have in the past with our air conditioner units. Maintenance has come out to check several places where we had water dripping. They concluded that some drips pans needed to be emptied, and some drips were due to condensation.

**Westminster Library Report**  
**Leah Price, Branch Manager**  
**May/June 2017**

**Community Outreach**

The Westminster Library has a great relationship with the area schools. Our biggest school supporter is media specialist Melissa Farmer from Westminster Elementary School. She invited Leah to the school to promote summer reading. Leah spent four days reading stories and presenting summer reading to each class. This always makes a huge difference in the number of kids we see sign up who attend Westminster Elementary (stats will be shared at the end of summer reading). We also had a large increase in library card signups for the month of May because of Mrs. Farmer. Those students who brought their OCPL card to Mrs. Farmer were allowed to pick a prize from a treasure box. She did this over several days so students could get their parents to bring them to the library to get a card. It definitely made things interesting at the start of summer reading.

<b>Programs and Attendance</b>		Appalooza	0
Ducky Derby Bash	20	Teen Taco Tuesday	11
Drive-in Movie: <i>Curious George</i>	65	Family Movie Night: <i>Batman Lego Movie</i>	42
Cookbook Club: <i>Add A Pinch</i>	6	Family Movie Night: <i>A Dog's Purpose</i>	10
Teen Squirt Gun Painting	5		

The Drive-in Movie was the first of its kind to take place at the OCPL. We completely ran out of room and unfortunately had to turn people away. We had great responses from the parents who said their kids loved making cars out of cardboard boxes. Pictures from all of the events can be found on the OCPL Facebook or Instagram accounts.

**Meeting Room**

The meeting room was used every day of June for the school district/USDA Summer Food Program. We also had several packed events and even had to turn some away because of the lack of space.

**Manager's Projects**

StoryfestSC is the South Carolina State Library's kick-off for summer reading that takes place at the SC State Museum in Columbia. Leah attended and helped with setup, author signings, crafts, and more. They 2160 patrons attend from 33 SC counties. Leah attended the Leadership Oconee County graduation on May 9<sup>th</sup>. Seneca Branch Manager Emily Whitmire Sluder graduated this year. This makes at least 6 library staff who have gone through the program. Leah will continue to serve on the board/advisory committee for another year. Dan Polk will be the next library employee to attend for the LOC 2018 year. Leah is also filling in where she can while the youth



services position is vacant in covering summer reading events including coordinating the end of summer bash.

### **Facilities**

On May 11<sup>th</sup> staff noticed a leak over one of the DVD shelves. Maintenance came out and found the units drip pan to be clogged and a crack in the pan was allowing the water to drop out. Maintenance fixed the clog and shimmed the unit so future overflow will drain down towards the drain. We had to replace the artwork of five Blu-ray sleeves due to water damage. Maintenance also installed some erosion blocks under the downspouts as well as put some new gravel down around the outside bench. We were also very happy to receive new desk chairs for the circulation desk that replaced the broken and worn chairs that we were using. We also replaced a stained couch with two new navy chairs that have been very popular with the customers.

**Youth Services Dept.  
May/June 2017  
DJ Roach, Youth Services Assistant**

The Youth Services Librarian accepted another job and left OCPL in late June. Staff at the branches, and the youth services assistant have been continuing the work of summer reading.

**Print Collections:** The fiscal year ended in June, and all of our ordering was completed before that time. Some projects were undertaken during the summer slowdown in Tech Services. We have also weeded some sections to make room for new orders in the next fiscal year.

**Staff Development:** The youth services assistant received additional training on orders, in anticipation of the youth services librarian leaving.

**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. The Youth Services Librarian went to several area schools and spoke about the upcoming summer reading programs. The OCPL also worked with the School District of Oconee County to set up the summer food program in several of the library branches. This began last year, and it is going very well so far this summer.

**Community Outreach:**

As part of our summer reading program "Build a Better World" the youth services librarian planted a community vegetable garden with the help of some local youth. This garden is located in the newly acquired property across from the Walhalla branch.

**Programs:**

This year's summer reading program is titled "Build a Better World." We began sign-ups in May, and the program officially kicked off June 5. Our biggest program in June was a falconry program. Two Harris hawks were brought into the library, and we drew a crowd of over 100. Other programs include kids' bird feeder craft, Teen Taco Tuesdays, bullet journaling, Perler bead craft, Family Fort Night, and Art bots (a STEM program). We are still in the midst of summer reading and many of these programs will be repeated at other branches. We are also working with others to hold the end of summer bash at South Cove Park.

**Special Projects:**

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. We hope to continue this as soon as the youth services librarian's position is filled.

Amnesty: The youth services librarian presented the Amnesty Week proposal at the June management meeting. Staff will be provided instructions on how to issue amnesty when the week rolls around.