

OCPL Director's Report
January, 2018

1. Programs and Services: OCPL staff hosted a number of successful programs in November and December, 2017. The Walhalla Branch manager, Quientell Walker, gave a class on genealogy basics at the Salem Library in November. The Grinchmas party at the Westminster Branch in December was particularly well attended.

2. Usage statistics and narratives: November and December, 2017, statistics and bi-monthly reports are attached. (Figures reflect closings not only for County holidays [Thanksgiving and Christmas], but also an inclement weather closing for snow in early December.)

3. Finance and Budget: OCPL budget expenditure figures for 1 July 2017 to 3 January 2018 are attached.

4. Personnel and Training: Director and Branch Services Librarian met with Tiffany Hayes, the continuing education consultant, and Carol Hull, the inclusive services consultant from the South Carolina State Library on December 19, 2017, to discuss training and what the State Library could offer in terms of training (someone to lead a class or seminar, connections with other library systems for training ideas, or even helping to set up a training program that could be modelled in other library systems). Ms. Hull also examined the adaptive computing area at the Walhalla Library that the OCPL started last fiscal year with an LSTA grant from the State Library. It is still not operational yet due to conflicting software issues, but Robena Barton, Technical Services Librarian, is seeking alternate software to do the same functions. We hope to have that station in operation early in 2018.

5. Building and Grounds: The flooring in the men's room at the Westminster Library is still in need of replacement. No word has come from Facilities Maintenance about who they have decided on to complete the work. Facilities Maintenance spent the better part of two days at the Walhalla Library in mid-December to remove a clog in the plumbing between the staff restroom and the main sewer line.

6. Technology: Launchpads continue to be a popular item. The library will examine buying more of these self-contained tablets after the first of the new calendar year. Also, since there have been on-going issues with the Public Access Catalogs at many of the branches, the library is now using several Chromebooks as PACs. They can be tied into the existing flat-screened zero-client computers, and can be controlled with a central control panel. This is only a temporary solution, but it allows each branch to have at least one working PAC. The library will also be updating the TLC integrated library system to LS Solution 5.0 in the New Year. This will mean that cataloging, which has been on a client-based terminal emulation set up, will now be web based.

7. Friends of the Library: November and December Book Sales were well attended. The Friends' report will detail sales figures. The Friends also dedicated another Little Free Library on November 15, 2018. This one is located at the South Cove County Park near the office building and park store. They now maintain five Little Free Libraries: South Cove Park, Lake Hartwell State Park, Fair Play Presbyterian

Church, Long Creek Post Office, and West-Oak High School. The Director also had a discussion with Jean Mercer, the new President of the Friends, about increased cooperation with the library in fund-raising and promotion of events. The details of this renewed collaboration will be discussed once the library has completed its strategic plan in early 2018.

8. Oconee County: The Director attended the annual holiday gathering at the County administration building in December, and had good conversations with Edda Cammick and Paul Cain on County Council. We will strive to improve relations with County Council, and perhaps invite newer members Mr. Hart and Mr. Davis to a future Library Board meeting. The County Council will also be part of the library's strategic planning process, which we mentioned to both Mr. Cain and Ms. Cammick.

9. State Library: As noted above under Personnel and Training, Tiffany Hayes and Carol Hull from the State Library visited the Walhalla and Seneca Libraries on December 19, 2018. Hayes is the State Library's Continuing Education Coordinator, and Hull is the Inclusive Services Consultant. They spent a couple of hours at the Walhalla and Seneca Libraries, talking with the Branch Services Librarian about training needs, and the state of the library. See Branch Services report for more detail. Ms. Hayes will also be leading a session on dealing with difficult customer services scenarios at the spring in-service in March, 2018. The 2018 Legislative Day is on January 17, 2018. Staff and Board members will head to Columbia to thank the delegation for their past support, and ask them to support the State Library's budget request, which will include \$2.00 per capita funding for State Aid to Public Libraries, and to designate a portion of the Education Lottery for libraries.

10. Community Involvement: The director continues to attending meetings of the Sesquicentennial committee. Plans are now underway for a January special proclamation by County Council, and then several events in the County throughout the year in 2018, culminating in a fundraising gala for the Oconee Heritage Center in October, 2018. The library will be having a bookmark contest for the sesquicentennial, which will start January 2, 2018, and probably result in the bookmarks being judged during National Library Week in April, 2018. New Walhalla Branch Manager Quientell Walker has been heading up the bookmark contest. We will also begin promoting the 70th anniversary of the OCPL later in 2018. There will be a second bookmark contest to be held during Summer Reading.

11. Other: The library staff has contributed a number of ideas to incorporate into a new strategic plan for the library system. The Director, Branch Services Librarian, and Technical Services Librarian met with Bob Moir, from Facilitators4Hire, on Thursday, December 28, 2017, to discuss how to proceed with the community needs assessment portion of the strategic plan. Bob Moir and Janet Danforth will facilitate the community meeting that will inform the library on what the community envisions its needs are. The Board and staff, along with Richard Blackwell with the Oconee Economic Alliance, will assemble a list of perspective persons who would serve as the community committee.

OCPL Bimonthly Report
Library Usage Statistics
Director: Blair Hinson

	Nov 2016	Nov 2017	Change	Dec 2016	Dec 2017	Change
Visits to Library	18,098	16,674	-7.9%	16,578	15,644	-5.6%
Material Circulation - Adult	15,915	16,474	+2.8%	15,060	13,908	-7.6%
Material Circulation - Youth	1,819	1,436	-21.1%	1,741	1,327	-23.6%
Material Circulation - Juvenile	8,362	7,897	-4.4%	7,175	5,942	-17.2%
Total Material Circulation	26,096	24,007	-4.6%	23,976	21,177	-11.7%
Internet Users	2,445	1,831	-21.0%	2,139	1,640	-22.9%
Internet Hours of Use	1,481	1,176	-20.6%	1,319	1,005	-23.8%
New Cards Issued	142	168	+18.3%	122	117	-4.1%
Programs - Adult	17	13	-23.5%	13	11	-15.4%
Programs Attendance - Adult	112	94	-16.1%	117	86	-26.5%
Programs - Youth 12-18	4	0	-100.0%	3	1	-66.7%
Programs Att - Youth 12-18	22	0	-100.0%	12	2	-83.3%
Programs - Juvenile 6-11	6	6	0.0%	10	8	-20.0%
Programs Att -Juv 6-11	70	129	+84.3%	89	168	+89.7%
Programs - Children 0-5						
Programs - Att - Children 0-5						
Outreach Activities	5	1	-80.0%	1	6	+500.0%
Outreach Act. Attendance	721	200	-72.3%	760	471	-38.0%
Public Training Sessions	10	2	-80.0%	4	0	-100.0%
Public Training Participants	14	21	+50.0%	4	0	-100.0%
Public Training Hours	10	3	-70.0%	4	0	-100.0%
Staff Training Sessions	18	13	-27.8%	12	4	-66.7%
Staff Training Participants	0	12		6	10	+66.7%
Staff Training Hours	28	27	-3.6%	26	13	-51.9%
Number of Volunteers Added	4	3	-25.0%	1	1	0.0%
Number of Vol Hours	109	86	-39.2%	84	37	-56.0%
Meeting Room Use	38	82	+115.8%	58	56	-3.4%
Meeting Room Attendance	362	677	+81.0%	437	626	+43.0%
Number of Web Site Hits	11,662	11,649	-0.1%	11,889	10,142	-14.7%
Wi-Fi Users	0	341		0	342	
Wi-Fi Sessions	0	716		0	1,013	
E Book Downloads	1,189	1,264	+6.3%	1,169	1,307	+11.8%
Mango Adult Users	118	24	-79.7%	69	57	-17.4%
Mango Children Users	6	0	-100.0%	2	0	-100.0%
Ancestry.com Hits	1,215	1,038	-14.6%	1,055	791	-25.0%
Interlibrary Loans	54	35	-35.2%	20	27	+35.0%
New Material Added	1,166	1,360	+22.7%	1,056	914	-13.4%

OCPL Budget 2017-2018 1-9-18

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
010-206-30024-00000	Equip. Maintenance	2,450	2,450	100%	0
010-206-30025-00000	Professional -Staffmark	92,425	61,555	56%	40,870
010-206-30041-00000	Telecommunications	960	381	40%	579
010-206-30056-00000	Data Processing	27,586	27,468	100%	118
010-206-30059-00000	Copier Click Charges - X	10,000	3,784	38%	6,216
010-206-30068-00000	Advertising	700	692	99%	8
010-206-30080-00000	Dues	750	410	55%	340
010-206-30084-00000	School, Training, Sem.	3,300	1,564	47%	1,736
010-206-30090-00000	Honorarium	900	900	100%	0
010-206-33022-00207	Bldg Maint - Walhalla	7,000	3,322	47%	3,678
010-206-33022-00208	Bldg Maint - Seneca	3,600	1,926	54%	1,674
010-206-33022-00209	Bldg Maint - Westminster	2,500	1,308	52%	1,192
010-206-33022-00210	Bldg. Maint - Salem	2,020	1,145	57%	875
010-206-34043-00207	Electricity - Walhalla	32,000	11,655	36%	20,345
010-206-34043-00208	Electricity - Seneca	16,700	5,871	35%	10,829
010-206-34043-00209	Electricity - Westminster	15,000	5,832	39%	9,168
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Walhalla	1,300	546	42%	754
010-206-34044-00208	Water - Seneca	950	330	35%	620
010-206-34044-00209	Water - Westminster	950	330	35%	620
010-206-40031-00000	Sm Capital Equip (Loc)	2,800	2,495	89%	305
010-206-40032-00000	Operational	6,000	5,802	97%	198
010-206-40032-00000	Youth Services	2,000	673	34%	1,327
010-206-40033-00000	Postage	1,000	249	25%	751
010-206-40034-00000	Food	500	218	44%	282
010-206-40101-00000	Books (Local)	85,000	33,343	39%	51,657
010-206-40102-00000	Periodicals (Local)	20,000	18,940	95%	1,060
010-206-40103-00000	AV (Local)	10,500	2,314	22%	8,186
010-206-80206-00000	Automobile Maint - Librar	3,500	271	8%	3,230
010-206-81206-00000	Gasoline - Library	2,000	1,081	54%	919
010-206-82206-00000	Diesel - Library	2,000	796	40%	1,205
TOTAL LOCAL FUNDS		361,391	192,649	53%	168,742
013-206-60010-00000	*Gifts, Donation (Loc)	26,032		0%	26,032
TOTAL MISC. FUNDS				#DIV/0!	
240-206-30018-00255	Travel	300.00		0%	300.00
240-206-30056-00255	Data Processing (State)	\$9,000.00	4,364.45	48%	4,635.55
240-206-30080-00255	Dues	\$1,200.00	501.00	42%	699.00
240-206-30084-00255	Schools, Train., (State)	\$2,700.00		0%	2,700.00
240-206-40031-00255	Sm Capital (State)	\$9,207.75		0%	9,207.75
240-206-40032-00255	Operational (State)	\$17,500.00	2,034.90	12%	15,465.10
240-206-40045-00255	IT Equipment	\$2,070.00	231.49	11%	1,838.51
240-206-40111-00255	Books (State)	\$52,500.00	42,868.21	82%	9,631.79
240-206-40112-00255	Periodicals (State)	\$25,000.00	8,952.00	36%	16,048.00
240-206-40113-00255	AV (State)	\$10,500.00	8,573.61	82%	1,926.39
Total State Aid Funds		\$129,977.75	67,525.66	52%	62,452.09

Encore Technology (Surveillance Cameras) \$922.42 Due 3/30/18 - Building Maintenance per Sharon

Program Budget

Salem - \$194.75

Seneca - \$418.34

Walhalla - \$415.82

Westminster - \$262.65

YOU'RE INVITED



OCONEE COUNTY'S
SESQUICENTENNIAL CELEBRATION
KICK OFF

5 P.M. MONDAY
JANUARY 29, 2018

COUNTY COUNCIL CHAMBERS

Branch Services

November/December 2017

Sue Andrus, Branch Services Librarian

Narrative

Public Relations:

We are working with Phil Shirley, and County and community partners to discuss participation in the County's sesquicentennial in 2018. A bookmark contest for the sesquicentennial is currently underway.

Staff Development:

Tiffany Hayes and Carol Hull from the South Carolina State Library visited us on December 19. The main focus of their visit was our strategic planning process and how the SCSL could help with resources and training. Tiffany's position is focused on continuing education and Carol's position is focused on inclusive services so in particular they will be able to help with staff training and Spanish language outreach.

We held several informal meetings with library staff in November to gather their ideas for inclusion in the strategic plan. Using a "consensus workshop" model we grouped all of the suggestions into several large categories and are currently working on how to implement them.

Volunteers and Community Outreach

We will be continuing the Bookmobile outreach to the state trustees at the Oconee County Detention Center, and the 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, as well as outreach to Lakeview Assisted Living.

The four Little Free Libraries in Mountain Rest were restocked on December 1. A schedule for the next several months has been developed.

We drove the bookmobile in five Christmas parades this year: Seneca, Westminster, Walhalla, Salem, and West Union.

Manager's Projects:

The bookmobile's electronic Monthly Tracking Sheet spreadsheet is being used concurrently with the paper tracking sheet for circulation and statistics and is working well. This will make it easier to generate circulation and use statistics.

As a result of the in-service day presentation by the Sheriff's Department, safety assessments at all locations were conducted by Sgt. McGowan. He should give us his report by the end of January 2018. New emergency exit maps were created for Walhalla, Seneca, and Westminster. Smoke detectors at the Walhalla Library were checked by Carolina Burglar & Fire on December 5, 2017.

Issues:

The PACs at all locations still have intermittent problems connecting to the network. IT Problem Log spreadsheets were created for each branch to keep track of all IT issues.

Outreach Services

November/December 2017

Brenda Lee, Bookmobile Manager

Collections: Manager chooses adult collections from Ingram and some from B&T Leasing Program; requests some juvenile reading materials from B&T Children's Lease Plan. Selects 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. In December, I had a chance to weed the Juvenile Fiction, The Juvenile Nonfiction, the Young Adult Collections and the Easy books. In the adult sections, changing collection codes and rotating collections as needed is done when time allows. There is still a need to reduce the Adult DVD collection and in the near future to go through the children's DVDs.

The West Union Fire Station stop has not had a lot of activity as of yet but I do believe there is potential for growth in that area. The Keowee Towne Market stop on North Highway 11 has seen an increase and we are expecting more patrons as time goes on.

Volunteers and Outreach: I'm still having trouble with regular volunteers. Fortunately, Blair Hinson, Director and our Branch Services Librarian, Sue Andrus, have been able to help me out.

Comments: OCPL is so fortunate to have a new bookmobile. We participated in five Christmas parades this year. I drove in the Seneca parade (assisted by Sue Andrus) and Blair drove in the others, with various staff assisting in each. I took Sue out for Driver's Training at the Sertoma Field and she did quite well. In fact, we went to Vehicle Maintenance later that day and she drove back to Walhalla. She has since driven another highway just to keep up with the feel of how the bookmobile handles.

We have lost our wi-fi connection at our Dollar General stop on South Highway 11. We use a word document to record check out transactions of our patrons. This is one of our better stops so we polled the patrons to find out if they had rather move to a location where we would have access to their record but everyone was in agreement to stay there. (I did find out that ATT had bought out 11 Verizon towers in the area and that was causing our problem.) On our afternoon stop, we work on the morning transactions as time allows.

Programs:

For Salem's November children's program's we had the Stuffed Animal Sleepover and Turkey Time Party. For the December children's program we had the Snowman Ornament Crafts. Salem had the following regular adult programs for October and November: Knit & Crochet Circle, Time to Read Book, Adult Coloring Time drop in craft, and Painting for Fun painting session for adults. For Salem's special November programs we had the Indoor Kitchen Gardens and Genealogy basics programs. For December special programs, we had the Lynne R. Martin Special Storytime book signing and the Glass Angel Bead Christmas craft program for adults.

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.

Weeding

Salem has started a project to make more room in the library. In the process of doing this we will be getting rid of two sections of shelving. In order to do this project Salem has been weeding a lot in the fiction and Young Adult section of the library. We have completed this project and we just are waiting for the shelves to be taken out.

Volunteers

The Salem library now has three active volunteers: Melony Mack, Sally Bouwman and Pamela Tellock. They continue to volunteer on a regular basis. Our volunteers even help out with the programs we put on. 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 us to do our regular work and to concentrate on helping patrons.

Seneca Library Branch Narrative, Nov/Dec 2017

Emily Whitmire Sluder, Branch Manager

Facilities: There is a large tree stump in the front yard left from when the tree fell in September. We have asked the Roads and Bridges department if they can dig it out. We are waiting on their assessment.

Officer McGowan of the Oconee County Sheriff's department came and assessed the building and grounds for safety. He recommended more security cameras and trimming the bushes down to two feet or shorter. We are anticipating his full assessment in the coming month.

Facilities Maintenance trimmed the bushes. They replaced the bench that was broken when the tree fell. They also removed the dying, overgrown groundcover around the sidewalk of Second Street where people wait on the bus.

Collections: We have completed inventory of one third of the nonfiction collection, as well as the sections mentioned in previous reports. We are also doing a major weed of this section based on circulation reports and standard practices.

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. ****In good news, we have learned that in the near future, the cataloging system will become web-based, and we will be able to train someone else to help weed items as user licensing will no longer apply in the same way.****

Programs and attendance:

Origami: 22

Let's Get Crafty: 8

Let's Talk About It: 20

Adult Coloring: 2

Stuffed Animal Sleepover: 2

Meeting Room: Groups using our meeting room included the Red Cross, a Girl Scout troop, 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: Our staff has developed into a team as we have not had to hire anyone new in the last few months. Everyone is working well together and we are pleased with the group we have now. Megan will be joining the new publicity committee in January. She has produced the monthly calendar for a few years now, and this committee will allow a group to work on it instead of just one person. This will reduce the many hours she spends developing it and allow her to work on more weeding and special projects.

Statistics: Visits to Library: November – 6263, December- 6687

Total Volunteers: November-1, December -2

Volunteer Hours: November-3, December-3

New borrowers: November-61, December - 41

ILL: November – 18, December – 19

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

November / December 2017

Robena Barton, Technical Services Librarian

Collections:

Orders are proceeding well and budget spreadsheets are updated regularly. We are almost finished with the ECB changes which will complete the change from sticker to spine label designations for all Juvenile titles. We continue to update children's series from author to series title spine labels.

TLC:

We are currently planning another upgrade which will significantly change our cataloging operations. We are on TLC version 4.2 and this will bring us up to version 5.0. This upgrade will provide a web based module for cataloging but all other systems (Circ, Pac, Reports, etc.) will not see a major change. The update has not been scheduled yet but should take place sometime in January.

Manager's Projects:

I am still trying to complete staff manuals but this has been complicated by the possibility of adding brief records for on-order items. This would allow holds on items before they arrive and have been processed. I am working out the problems with this process and hope to complete this project by February. Once this has been added to the work-flow I will incorporate it into the manual and hopefully will have all manuals complete in the coming months.

Staff Development:

No new training has been scheduled. We are currently focused on the strategic goal planning process. My hope is that regular staff training will be one of the goals addressed in the strategic plan. As part of the planning process several workshops were held at all branches to brainstorm ideas for possible goals. It is hoped that the library will meet for a public forum in February to speak with community groups and leaders about their ideas as well. We will also be training a large number of staff on the new cataloging module. The next narrative will go into more detail about that process.

Issues:

No new issues at this time. We are still experiencing problems with logging the PACs and public computers on in the mornings. Intermittent network outages and spotty coverage will continue to be a problem until the backbone is replaced. This will most likely result in no longer being able to count Wi-Fi usage. The Director is working with IT to resolve this issue.

Volunteers:

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

Walhalla Library

November/December 2017

Quientell Walker, Branch Manger

Narrative

Walhalla Collections: We continue to order materials based on professional reviews, patron requests, "best sellers" list, and within the guidelines outlined in the OCPL book policy.

Overdrive Collection: With assistance from the Branch Managers and the Youth Services Staff we have been able to continue adding new items to the Overdrive Collection. Our goal is to develop and maintain an e-book/e-audio collection that reflects the needs as well as the desires of our patrons. The collection has continued an increased growth of Unique Users. Below is a chart depicting this growth from 2016 to 2017.

	November 2016	November 2017	December 2016	December 2017
Unique Users	349	402	358	383

Staff Development: Christie Johnson, Assistant Branch Manager, attended a READsquared training session at the Hampton Memorial Library in Easley. Rebecca David, Circulation Assistant, will be participating with the newly formed Publicity Committee.

Volunteers: We interviewed three new volunteers, and they will start working at the Walhalla Branch starting in January. One will shelve books on the weekend, another will be working as Reference Assistant, and the last one will be working in the Circulation Department. In November volunteers worked a combined 13 hours, and in December we had one volunteer that worked 8 hours.

Programs:

November—Books and Chocolate Book Club with 5 in attendance.

December— Ornament Painting Class with 7 in attendance.

Meeting Room:

November— A group of friends painting; Baby Read – 4 times; Clearwater Home Owners’ Association; Friends of the Library – 2 times; Medicare workshop – 4 times, Steve Hagerman sign language class; Tribble Center; Tri-County Home Educators Art Club; Tri-County Home Educators Chess Club; Tri-County Home Educators Lego Club

December— Baby Read—2 times; BRB Legal for workshop; Let’s Talk About It; Steve Hagerman for sign language class; The Crossing Home Owners’ Association; Tri-County Home Educators Lego Club and Chess Club

Facilities:

We have had several maintenance requests in November and December.

November 9, 2017— The emergency lights failed test. This was resolved by Facilities.

November 9, 2017— The alarm began to beep with code No 1. I called Carolina Burglar & Fire Alarm Co. to report the beeping; however, after the call was made the beeping stopped. This was resolved by Carolina Burglar & Fire Alarm Co. Code No 1 means primary phone line voltage low.

November 16, 2017— The drain in the SC Room dehumidifier is clogged. We emptied the container today, and found some debris in the drain. This was resolved by Facilities.

November 21, 2017— A smell was reported in the Staff Unisex restroom. This was resolved by Facilities.

December 18, 2017— There appears to be a blockage in the Staff Female Restroom. The toilet will not flush, and the toilet in the adjacent restroom is about to crest. I did check the Public restrooms, and flushed a toilet in each one. I rechecked the staff Women's restroom and noticed that the water is about to crest in the toilet. This was resolved by Facilities with three days of continuous work. A blockage was found in an inaccessible part of the pipe. To gain entry a hole was cut into the wall and an access point was cut into the pipe.

Statistics:

Category	November 2017	December 2017
Visits to library	5,464	4,481
New Cards Issued	63	35
ILL	11	5

Westminster Library Report
Leah Price, Branch Manager
November and December 2017

Collections

We have implemented a new shelf reading program that allows staff to have assigned shelves. So far "owning" a section has motivated the staff to do continuous shelf reading which helps our stacks stay organized.

Community Outreach

Westminster staff Tiffany, Patsy, and Leah, plus Salem staff Kayla, and Blair participated in the Westminster Christmas parade which was a lot of fun for the staff and the participants. It was a great way to advertise the new book mobile and connect with the community.

Tiffany and Leah also decorated a Grinch themed tree for the World of Energy's Festival of Trees. Trees are on display through December 29th when the winners will be announced. We have heard a lot of good buzz from the tree.

Programs

Number of Attendees

Family Movie Night: <i>Cars 3</i>	8
Cookie Monster's Birthday Party	37
Craft it with Leah: Dimensional Magic Jewelry	0
Family fun Night: Holiday Bingo	36
Grinchmas Party	70
Cookbook Club	1
Movie Matinee: <i>Despicable Me 3</i>	17

Manager's Projects

With the start of the New Year we plan to begin the publicity committee. Hopefully this will help us have a streamlined and cohesive plan.

Facilities

Facilities Maintenance installed our new diaper changing station and projection screen for us. We have also added a reading teepee and food truck to the children's area which have been big hits with our younger clientele.

Youth Services Dept.
November/December 2017
Donna Wales, Youth Services Librarian

Collection Development: Collection development is on budget thus far for the year. Donna spent several days in November and December redistributing Juvenile items throughout the branches that had been weeded by the Bookmobile Manager. The new Launchpad devices introduced into circulation in October, 2017 have been hugely popular. Donna is looking into funding to add more of these to the collection.

Staff Development: Donna attended a statewide "Every Child Ready to Read" Training hosted by the State Library on December 11. This program is an adult education initiative aimed at parents and caregivers to help them learn how to build early literacy in children. On December 12, Donna, DJ, and Christie Johnson attended READSquared training at the Easley Library. READSquared is the database used by the SC State Library to collect data on summer reading participation. A final training is scheduled for this winter.

Collaboration: In an attempt to provide meaningful teen programming, Donna and DJ created a "Teen Programming Survey." Lisa Martin, Media Specialist at West-Oak High School, Jenea Roach teacher at Walhalla Middle School, and Kristen Ambrose, teacher at Walhalla High School, distributed the surveys to students at their schools and collected the results. Useful statistics were gathered from this survey and will be used in an effort to boost teen attendance at programs geared specifically to this age group.

Programs: Donna continues weekly Preschool Story Times at the Walhalla, Seneca, and Westminster branches. Considering the holidays, she feels that attendance was excellent in both November and December with 159 children in attendance along with 133 caregivers for a total of 292 participants. St. John's Lutheran Church Preschool in Walhalla attended Story Time at the Walhalla Branch on November 1 and brought approximately 30 children. Since they walk to the Library, they had to cancel their trip in December due to rain. On November 15, Seneca's Head Start Program attended Story Time in Walhalla and brought approximately 15 children.

Other programming hosted by the Youth Services Department:

- ▶ Origami - Seneca and Walhalla - 35 attendees
- ▶ LEGO - Walhalla - 45 attendees
- ▶ Holiday Story Time with Craft and Cookies and Milk - Walhalla - 15 attendees
- ▶ Teen Movie Night - Walhalla - 0 attendees

Public Training: Prior to the 15 students from Head Start attending Story Time on November 15, Donna provided a Library tour for them and read aloud library-themed books. At the end of the visit, students were given a small gift from the Library.

Community Outreach: Donna was very busy doing outreach in November and December. She attended Northside Elementary School's Literacy Night, where she interacted with approximately 150-200 students, parents, and teachers, and issued about a dozen new library cards. She also represented the Library, along with Quientell Walker, at West-Oak High School's Literacy Night where they had a booth highlighting resources and programming available for teens. Donna and DJ attended the Oconee County Association of School Librarians' December meeting and offered to

collaborate with and assist Media Specialists in any way they could. Additionally, Donna assisted Blair in representing OCPL by riding in the Bookmobile and distributing candy in the West Union Christmas parade. For a day and a half in December, Donna was a guest at Westminster Elementary School's "Season's Readings" where she read aloud Christmas-themed books to all 432 students at the School. Donna continues to serve as the Oconee County Public Library System's designee on the First Steps Board. She attended both the November and December Board meetings as well as a reception honoring the retiring Executive Director.

Donations: The Children's Department was grateful to be the recipient of several generous donations from Library Board Member, Beverley Brackett. Some of these items included an interactive food truck and fire truck, a rug imprinted with a hopscotch game, a table and chair set, and a variety of block sets and transportation toys. All of these items were distributed throughout the Library Branches. Thank you Ms. Brackett for your kindness!

Summer Reading: As reported previously, both Donna and DJ are learning to use READSquared to track Summer Reading participants. Additionally, all materials provided by the State Library have been ordered as have medals for children who complete the program. Finally, they have been planning programming. All programs hosted by the Youth Services Department have been scheduled and will be presented at the January Management meeting.

Summer Reading programming hosted by the Youth Services Department:

- ▶ Chad Crews Performances
- ▶ Painting "Kindness Rocks"
- ▶ Showing of *Sing, The Movie*
- ▶ "Make an Instrument" Craft
- ▶ Clemson University's Geology Museum Paleontology Presentation