OCPL Director's Report July, 2019

- 1. Programs and Services: We suspended Story Times at the branches (except for the Salem Branch) during the summer reading programs, but will resume in September. We have had tremendous response to the Summer Reading programs. The YS librarian report will have more details. We have also continued our outreach to the school district (see the report about the Read to Succeed Summer Camp in the Youth Services report), as well as our outreach to the Hispanic community. We are also participating with the county in the 2030 Comprehensive Plan, and have begun reaching out to other community agencies about participating in the 2020 U.S. Census.
- **2.** Usage statistics and narratives: May and June, 2019, statistics and bi-monthly reports are attached. Figures reflect closings for library holidays (Memorial Day holiday).
- 3. Finance and Budget: OCPL budget expenditure figures year-to-date in FY19 are attached.
- **4. Personnel and Training:** Janice Lovinggood's position was updated from "Secretary III" to Administrative Assistant. Not only is this useful for future recruiting, but it also reflects the true nature of her duties, and we're no longer using an outdated position title. Sue Andrus, Branch Services Librarian, is currently examining job descriptions in light of the decision by the County to change the annual evaluation form. That will also serve the library well when the County undertakes a compensation and classification study later this year.
- **5. Building and Grounds:** The roof at the Seneca Library will be replaced in the fall of 2019, we believe. County Facilities Maintenance Director Lake Julian included the request in his FY20 budget. County Roads and Bridges Department made some improvements to the paving around the drainage area to alleviate some of the issues with water that accumulates in the parking lot at the Westminster Library after a heavy rain. The HVAC system for the Salem Library portion of the Salem Town Hall complex will need to be replaced this summer as well.
- **6. Technology:** The library has started circulating VOX Books, which are books with an electronic audio player attached to them. We will also be ordering Wonder Books from the company that makes our Launchpad tablets. They are a similar product to VOX Books, but feature unique titles from VOX Books.
- 7. Friends of the Library: Used Book Sales in May and June were well attended. The Friends' report will detail sales figures. The library has received our semi-annual contribution the Friends make to the library from their book sales, which was approximately \$4,800. They have also contributed to our Summer Reading and Adult Summer Reading programs. They are also examining ways to raise additional funds for future, more ambitious projects.
- **8. Oconee County:** County employees received a 4% raise in FY20. Staffmark employees of five years or more service also received 4% raises. We have also received an updated annual evaluation form that will allow us to better manage the evaluation process throughout the year.

- **9. State Library:** The Youth Services department received the LSTA grant for Summer Reading 2019 in the full amount of \$1,000.00. The library also received a grant of over 400 books from the State Library for a Read to Succeed Summer Camp, which Youth Services Librarian Kayla Hamilton coordinated through the School District of Oconee County.
- 10. Community Involvement: The director is collaborating with other area directors on several projects, including an area-wide (Anderson, Pickens, Oconee) staff training meeting that was held at the Anderson Main Library. The result of that meeting was gathering together several committees to study services and programs that could be shared or developed across the partnership of public and college libraries. The library is also actively seeking partners for future programs on health and wellness, financial literacy, and Adulting 101.
- **11. Other:** The Director continues to be active in SCAPLA, the SC Association of Public Library Administrators. Membership in that group comes with being a library director, but the legislative committee of that group, with our support, worked tirelessly this past year to convince the General Assembly to pass a budget for the State Library that raised the per capita for State Aid to \$2.00, with a minimum \$100,000 per county.

OCPL Bimonthly Report Library Usage Statistics Director: Blair Hinson

	May 2018	May 2019	Change	Jun 2018	Jun 2019	Change
/isits to Library	18,023	16,501	-8.4%	21,772	20,357	-6.5%
Material Circulation - Adult	16,348	15,234	-6.8%	17,289	16,186	-6.4%
Material Circulation - Youth	1,668	1,202	-27.9%	2,131	1,554	-27.1%
Material Circulation - Juvenile	7,100	6,673	-6.0%	10,437	10,699	2.5%
Total Material Circulation	25,116	23,109	-8.0%	29,857	28,439	-4.7%
nternet Users	1,953	1,535	-21.4%	2,136	1,574	-26.3%
nternet Hours of Use	1,223	872	-28.7%	1,324	909	-31.3%
New Cards Issued	154	168	9.1%	284	269	-5.3%
Programs - Adult	11	5	-54.5%	16	.8	-50.0%
Programs Attendance - Adult	102	20	-80.4%	60	27	-55.0%
Programs - Youth 12-18	5	4	-20.0%	2	16	700.0%
Programs Att - Youth 12-18	43	17	-60.5%	23	82	256.5%
Programs -Juvenile 6-11	8	1	-87.5%	18	20	11.1%
Programs Att -Juv 6-11	82	8	-90.2%	435	1,016	133.6%
Programs - Children 0-5	11	13	18.2%	3	3	0.0%
Programs - Att - Children 0-5	173	158	-8.7%	35	23	-34.3%
Outreach Activities	12	16	33.3%	6	1	-83.3%
Outreach Act. Attendance	1,628	3,691	126.7%	452	75	-83.4%
Public Training Sessions	0	3		1	0	
Public Training Participants	0	90		1	0	
Public Training Hours	0	4		1	0	
Staff Training Sessions	9	1	-88.9%	10	2	-80.0%
Staff Training Participants	4	1	-75.0%	1	0	
Staff Training Hours	132	306	131.8%	98	0	-100.0%
Number of New Volunteers	3	1	-66.7%	1	1	
Number of Vol Hours	71	82	15.8%	115	82	-29.0%
Meeting Room Use	75	43	-42.7%	81	71	-12.3%
Meeting Room Attendance	563	338	-40.0%	1,110	1,395	25.7%
Number of Web Site Hits	18,565	17,095	-7.9%	18,843	18,971	0.7%
Wi-Fi Users	442	323	-26.9%	465	401	-13.8%
Wi-Fi Sessions	1,330	969	-27.1%	1,430	1,407	-1.6%
E Book Downloads	1,728	1,911	10.6%	1,863	2,069	11.1%
Mango Adult Users	49	0	-100.0%	51	0	-100.0%
Mango Children Users	0	0		0	0	
Ancestry.com Hits	662	112	-83.1%	269	359	33.5%
Interlibrary Loans	35	44	25.7%	50	27	-46.0%
New Material Added	1,181	1,478	25.1%	1,269	860	-32.2%

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010-206-33022-00208 010-206-33022-00209 010-206-33022-00210 010-206-34043-00207 010-206-34043-00208 010-206-34043-00209	Bldg Maint - Seneca Bldg Maint - Westminster Bldg. Maint - Salem Electricity - Walhalla	6,260 2,500 2,020	5,743		
010-206-33022-00209 010-206-33022-00210 010-206-34043-00207 010-206-34043-00208 010-206-34043-00209	Bldg Maint - Westminster Bldg. Maint - Salem Electricity - Walhalla	2,500 2,020		92%	
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010-206-34043-00207 010-206-34043-00208 010-206-34043-00209	Electricity - Walhalla	1 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -	The state of the s	74%	656
010-206-34043-00208 010-206-34043-00209			1,731	86%	289
010-206-34043-00209	Electricity - Seneca	30,390	27,492	90%	2,898
		15,000	12,856	86%	2,144
	Electricity - Westminster	15,500	12,475	80%	3,025
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
	Water - Walhalla	1,400	1,528	109%	-128
010-206-34044-00208	Water - Seneca	1,000	902	90%	98
	Water - Westminster	1,000	418	42%	582
	Sm Capital Equip (Loc)	4,750	4,750	100%	0
010-206-40032-00000	Operational	6,000	5,912	99%	88
	Youth Services	2,000	1,375	69%	625
	Postage	500	450	90%	50
	Food	500	229	46%	271
	Books (Local)	83,370	83,128	1100000	242
	Periodicals (Local)	21,630	21,630		0
010-206-40103-00000	AV (Local)	10,500	10,500	100%	0
010-206-80206-00000	Automobile Maint - Library	3,500	1,227	35%	2,273
010-206-81206-00000	Gasoline - Library	2,500	2,300	200000000	200
010-206-82206-00000	Diesel - Library	2,000	2,033	1000/	-33
TOTAL LOCAL FUNDS	Dicoci Library	373,480	350,910	94%	22,570
TOTAL LOCAL PONDS	Misc. I		330,910	34 /0	22,510
013-206-60010-00000	*Gifts, Donation (Loc)	58,366		0%	58,366
TOTAL MISC. FUNDS	Citto, Doriditori (E00)		List for Westm	2000	68,311
TOTAL MIGO. TONDO	State Aid		LIST TOT WESTI	inistery	00,011
240-206-30056-00255	Data Processing (State)	\$11,300.00	11,279.98	100%	20.02
240-206-30080-00255	Dues (State)	\$139.89	139.89	100%	0.00
240-206-40031-00255	Sm Capital (State)	\$8,256.21	8,256.21	100%	0.00
240-206-40031-00255	Operational (State)	\$14,324.38	14,309.09	100%	15.29
	IT Equipment	\$1,857.27	1,857.27	100%	0.00
240-206-40111-00255	Books (State)	\$57,500.00	57,500.00	100%	0.00
240-206-40112-00255	Periodicals (State)	\$25,000.00	25,000.00	100%	0.00
CAMPAGE ENGINEER PART CONTRACTORS	AV (State)	\$11,600.00	11,600.00	100%	0.00
Total State Aid Funds	riv (Glato)	\$129,977.75	129,942.44		35.31

	Lott	ery			
Account Number	Description	Budgeted	Spent	Percent	Balance
013-206-40101-92201	Books	5,786.52	5,786.52	100%	0.00
013-206-40102-92201	Periodocals	15,952.61	15,952.61	100%	0.00
Total		21,739.13	21,739.13	100%	0.00

Bookmobile and Outreach Services May/June 2019

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; selects adult DVDs to be ordered; chooses Adult audiobooks ordered through Midwest Tape.

Displays: Highlights for June and July have been our Summer Reading program for Youth and Adults. Themed posters were put up. 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. Spent all of fiscal year monies budgeted for bookmobile. Reworking the schedule to add Saint John's Preschool to Outreach beginning in September.

Volunteers and Outreach: In June, I started taking the bookmobile to Homestead Academy (beside the Fair Oak Youth Center) in Oakway. Blair Hinson, Director, went with me the first visit, which was very successful. Kayla Hamilton, Youth Services Manager, and I attended Read to Succeed Day Camp at Blue Ridge Elementary School on June 25. Great participation with 75 attending, and most coming aboard the Bookmobile and asking lots of questions. A new volunteer, Bev Teague, started working with me in June. Sue Andrus, Staff, also filled in as needed. The Bookmobile's service at Seneca Health and Rehab has been poorly attended since starting in February and will be dropped from the schedule. Outreach at the Oconee County Detention Center has seen an increase of usage of our service.

Comments: The passenger seat has been repaired. Summer reading participation has been really good. I love working for OCPL!

Branch Services

May/June 2019
Sue Andrus, Branch Services Librarian

Narrative

Public Relations

The library's new logo has been well-received. We have library cards with the logo for new patrons getting their first library card, but there are so many cards with the previous logo that we are offering them as free replacements for lost cards.

Staff Development

Tiffany Hayes, the Continuing Education Consultant at the SC State Library, is very proactive in keeping us informed about various training opportunities. The "Curious About Library Supervision?" webinar on May 14 gave information specific to management situations in libraries.

Volunteers and Community Outreach

There were some schedule conflicts with Bookmobile volunteers which required me to go with Brenda on a few routes, which is always enjoyable.

Manager's Projects

The county has revised the annual employee evaluation procedure, so at the start of the new fiscal year on July 1 we will be using official job descriptions as the basis of performance evaluation rather than the vague and generic rating form previously used. Some job descriptions have not been updated since the last Compensation and Classification study and are outdated. All job descriptions are being updated and made uniform.

<u>Issues</u>

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

The battery backup in the UPS (Uninterrupted Power Supply) in the Walhalla staff workroom began failing in mid-December. The IT Department has purchased a new one but they have not installed it yet.

There were two power outages that caused library closures in June. In one case there was a rather widespread Duke Power outage, so all library locations closed at 5pm that day. In the other case the outage was limited to a small area of Seneca and while the Seneca Library had power, the county Network Operation Center that provides the internet and access to the county network did not. This caused the Seneca Library to delay opening.

Programs:

Pre-school story time has been going good for Salem. For May we had the Star Wars Light Saber kids program. Salem had the following regular adult programs for May and June: Time to Read Book Club, Painting for Fun painting session for adults, E-reader Device Help time and Computer Help Time. In May we had a successful event for Salem Art show where the Painters from the Painting for Fun group displayed items they had painted over a two day period in the Salem Community center building.

June was the start of Salem's summer reading program. We had good turnout in the South Carolina Aquarium kids, Nancy Basket and I Read to Animal program at Salem. We have even had teens show up for Comic Art drawing program and Escape Room teen programs. We also had a good turnout for our Bingo Game Party family program.

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. We will be working on being sure that our money is spent for this year's budget.

Weeding

Salem continues to weed different areas of the library to make room for new books. This past two months we have been concentrating on weeding the Juvenile non-fiction, Juvenile Biography, and Adult-biography and Adult non-fiction section.

Volunteers

The Salem library now has two active volunteers. Linda Cameron and Sally Bouwman are our two current volunteers. Our Volunteers continue to volunteer on a regular basis. Volunteers even help out with the programs we put on. 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, May/June 2019 Emily Whitmire Sluder, Branch Manager

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Facilities:

This portion is the same report as the previous two:

Our roof leaks in several places and has for a decade. Maintenance patched up as much as they could but after several days of rain, there are still leaks. In the next budget year, we will have to ask for a new roof. We also need to ask for our parking lot to be completely repaved.

New reports:

We are addressing the landscaping needs and hope to have this partly complete in June.

Collections: I would like to weed more quickly. We created a bilingual shelf for children's items written in both Spanish and English. We have since discovered many more bilingual books and have had them changed to the bilingual holdings code.

Programs and attendance (planned and run by Seneca staff):

Let's Get Crafty (2)-

Kids' crafts (2) - 6, 6

Meeting Room: Groups using our meeting room included the Red Cross, a crafting group, the American Legion Auxiliary, the African-American Planning Commission, the Oconee County Planning Commission, Continuum of Care, The Parenting Place, the Ballenger House, Safe Harbor, a church committee, Seneca River Women's Auxiliary, a homeschoolers' club, Oconee Writers' Association, a book club, Baby Read, the local "Bernie 2020," and tutoring/study groups.

Staffing: We have been fully staffed during this period and also have our Palmetto Youth Connection employee who is able to work on Saturdays, which is a tremendous help.

Statistics: Visits to Library: May - , June -

Total Volunteers: 3

Volunteer Hours: May - , June -

New borrowers: May - , June -

ILL: May - , 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 2019 Phillip Bergen, Technical Services Librarian

Collections:

FY18 orders have been completed and budgets are set for FY19. Ordering will resume July 1. Leah Kelley continues to do an outstanding job overseeing the orders and budgets.

Claire Giordano has completed a project to update spine labels in the SC Room and continues to do an outstanding job with materials processing.

Bethany Owens continues to do an outstanding job with cataloging.

Turnaround time for new materials continues to be excellent, with an average of two business days from shipment arrival to shelf.

TLC:

Nothing to report at this time.

Manager's Projects:

Our efforts to document workflows and processes proceed steadily, and a first draft of the Technical Services Librarian manual is nearly complete.

The latest set of 1500 MARC records for LearningExpress online resources was updated in June. We have reached 96% catalog coverage of OverDrive eBook and eAudiobook titles, up from 80% coverage this time last year.

Staff Development:

The Technical Services Librarian completed a day-long RDA training session at the State Library in May.

Issues:

No major issues at this time.

Volunteers:

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

Walhalla Library

May/June 2019 Quientell Walker, Branch Manger

Narrative

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

<u>OverDrive Collection</u>: With assistance from the Branch Managers and the Youth Services Staff we have been able to continue adding new items to the OverDrive Collection. Due to the demand of *Where the crawdads sing* we did have to purchase several more copies. The collection has continued to show an increased growth of Unique Users. Below is a chart depicting this growth from 2018 to 2019.

	May	May	June	June
	2018	2019	2018	2019
Unique Users	487	575	545	646

Volunteers: No change

Programs:

May— Books and Chocolate—5

June—Cosmic Movie Wednesday—14; Forever Young Book Club—4; Cosmic Movie Wednesday; Cosmic Movie Wednesday

Meeting Room:

May-

Baby Read – 4 times; Clandra Reynolds; DAR – 2 times; Friends of the Library; Nancy Jimenez; National Youth Advocate Program

June-

Baby Read – 6 times; Community meeting for City Park; Oconee County Third Option Group (homeschool); Walhalla DAR

Facilities:

We have had several maintenance requests in May and June

May 6, 2019: It was noticed that the thermostat in the back of the staff office area had gone dark. I went upstairs into the attic to check the drip pan, and noticed that it was full.

May 14, 2019: I believe the ballast has started to go out in several lights in the building. In particular, there are two in the back of the staff area and one on Aisle 6 in the stacks. I have attempted to change out the light bulbs, but the fixtures alternate between being unresponsive to coming on later in the day.

May 28, 2019: I believe the ballast has started to go out in several lights in the building. In particular, there are two in the back of the staff area. One is above the thermostat and the other is above the black and white copier. The last light is the located on Aisle 6 in the stacks. I have attempted to change out the light bulbs, but the fixtures alternate between being unresponsive to coming on later in the day.

May 28, 2019: I noticed that the thermostat in the back of the staff office area had gone dark. I went upstairs into the attic to check the drip pan, and noticed that it was full. I did drain the drip pan, and the thermostat became responsive. However, I have noticed that it appears that this particular area is unable to fully respond to the thermostat setting. For example, the cool temperature is set for 74°F, but the room temperature hovers between 76°-78°F for most of the day.

June 10, 2019: There is a new leak in the staff office area. I did ask around, and no one recalls seeing it last week. Also I did have to drain the drip pan, but I did not see that this could have been the cause of the leak.

Statistics:

Category	May 2019	June 2019	
Visits to library	4,807	6,065	
New Cards Issued	33	75	
ILL	17	20	

Study room Usage:

May-13

June-29

Staff

All staff have sent in their photos to HR for the county's new ID badges.

Collection

By culling the adult biographies and moving Westerns to the Inspiration shelves, we were able to dismantle the very long shelf that bisected the library into several small sections. We were then able to move the DVD shelves into the center of the library so they are all together, as opposed to several locations before, and are in line of sight for staff working at the desk. After a few tweaks we have gotten the collection how we want it and customers have been receptive to the changes.

Programs/Attendance		Meeting room: Booked 34 Attendance 872
Family Movie Night	10	We have had a large increase in use of our
T(w)een M&M's taste challenge	4	meeting room for tutoring or other one-on-one
Family Movie Night HTYD 3	13	meetings where privacy or quiet is needed. 15
October Sky Movie	0	of the 43 uses could have been served with a
Paint a Galaxy	0	study room or small conference room, plus the
		numerous sessions that occur in the open
		library.

Manager's Projects

Leah has been selected as the recipient of the Dr. Bernard Vavrek Scholarship to attend the 2019 Association of Rural and Small Libraries conference in September in Vermont.

Facilities

On May 24 staff noticed one of the HVAC units was not working in the main library. Facilities investigated and part of the fan was broken off. After fixing the fan, the unit still does not work so parts have been ordered as of June 5. This leaves only two units working. When investigating the first unit, it did create some sparks and caught some of the area weeds on fire. They turned off the breaker to the wrong unit which created the meeting room, bathrooms, and entrance being over 85 degrees for one day before they realized their mistake. The unit was repaired and the thermostat replaced.

Two motors have been installed in the men's restroom to try to get the exhaust fan to work. Unfortunately if the "light" switch is turned off, the motor will not restart the fan unless you climb onto the roof and start it from there. The temporary solution is to tape the "light" switch in the on position until they can solve the issue. It was fixed a week later.

Several bricks in the entryway floor have come loose. Facilities says they are unable to repair, removed the bricks, and racked gravel into the area. It was mentioned that if more bricks became loose, the "whole area would probably have to be dug up."

While we haven't experience much rain, the slight changes Roads and Bridges made to the parking lot have improved the flow of water. This means while there is still a wide puddle, it is not as deep, and quickly drains away. This has been a good resolution.

As of June 5 the circulation desk as been officially ordered from Demco via the county procurement department. The materials will be delivered to facilities' facilities until we can schedule a time for the change.

Social Media Stats

April 2019 June 2019

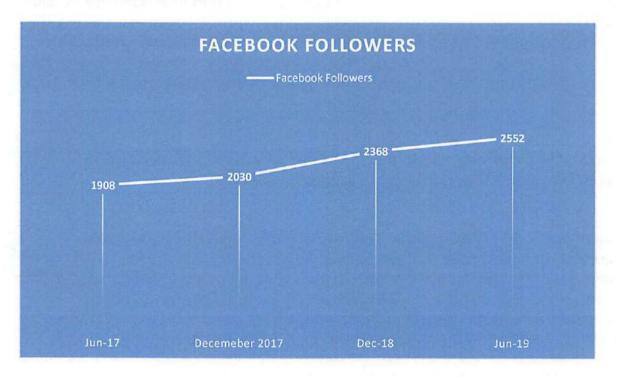
Instagram: Followers 537 Instagram: Followers 652

Facebook: Likes 2532/2574 Follows Facebook: Likes 2657/2698 Follows

Twitter: Followers 315 Twitter: Followers 334

On June 18 we held a social media contest on all three platforms allowing followers the chance to win digital codes for movies. We had over 78 entries and good responses.

June 27-30 we held a contest for the FOL on all three platforms allowing users the chance to win \$5 in book bucks. We had over 35 entries.



Youth Services Dept. May/June 2019 Kayla Hamilton, Youth Services Librarian

Collection Development: Collection development is complete for the fiscal year.

<u>Staff Development</u>: Kayla trained the staff on the use of the app (summerreadingapp.org) and the use of a Google Form to record paper log users. Kayla talked with staff continuously and encouraged them to ask questions about Summer Reading. It was important for staff to ask questions before the program was rolled out to the public.

<u>Programs</u>: Youth Services continued weekly Preschool Story Times at the Walhalla, Seneca, and Westminster branches through the end of May. Story Time during May was 86 children along with 72 caregivers for a total of 158 participants. Story Time is discontinued until after Labor Day so that the Youth Services staff can concentrate on administering the Summer Reading Program. Kayla also did a library tour at Seneca on May 3rd with 88 in attendance. We also had our last TAB meeting for the school year on May 6th with 2 members in attendance.

Summer Reading Programs officially started at the branches on June 3rd. We had weekly events for teens and all ages at each branch. We also had 'I Read to Animals' which is a bi-weekly event that will travel to each branch once this summer. Teen programs were off to a wonderful start with 82 in attendance. Attendance for all age programs we had a total of 903 attendees. I read to animals visited Seneca and Salem this month and had a total of 72 attendees.

<u>Community Outreach</u>: Kayla made a point to try to visit every school within the school district. She was able to visit all but one elementary school, two out of the three middle schools, and no high schools over the course of the school year. Kayla was able to present Summer Reading to approximately 3340 people via these school visits. Kayla assisted with the baby program at Westminster Elementary that had 17 in attendance. St. John's had us come to them in May and we had a smaller group of 46. Our final outreach for May was the Community Street Fair (kick-off for Summer Reading) at High Falls Park in which we felt at least 150 people attended.

Kayla was awarded a book grant to present books to the students attending the Read to Succeed Summer Camp. On June 25th, she, Brenda, and Blair attended an event where each student was presented a reusable bag with one coloring book and 13 books to each student (43) that had attended the program. This event was attended by the Superintendent, Assistant Superintendent of Education, a reporter form the Daily Journal, and from the State Library Rebecca Antill and Wendy Copelan.

<u>Summer Reading:</u> Attendance for Summer Reading has been phenomenal. We had 1,207 in attendance so far compared to a total of 665 for the entire summer last year. As of July 3rd we have had 1,261 register for Summer Reading. Kayla will remove anyone that didn't log on the app so our total number of participants might go down. The difference is we only wanted to count those that actually participated instead of anyone that signed up. These numbers include both children and adults.