

## OCPL Director's Report

November, 2019

- 1. Programs and Services:** The library had a number of programs in September and October, ranging from movie nights to LEGO Clubs to book clubs. Details of these will be in the individual managers' reports. The library has begun using a two-month calendar of events, so people can plan a little more ahead as to the programs they would like to attend. We have also been using the Bookmobile for school outreach, having attended the Health and Wellness Fair at Keowee Elementary. We also continued to have success with the Cultural Outreach Committee, and are planning a holiday event in November. Literacy Kits, which started circulating in October, have been a smashing success. We are already planning to make more, and also add kits with Spanish language books and components.
- 2. Usage Statistics and Narratives:** September and October, 2019, statistics and bi-monthly reports are attached. Figures reflect closings for Labor Day and staff in-service.
- 3. Finance and Budget:** OCPL budget figures for FY20 year-to-date are attached.
- 4. Personnel and Training:** Youth Services Librarian Darcy Arnall started in October. Our fall staff in-service on Monday, October 14, was also a success. There were no outside speakers, but we held training on how staff likes to receive appreciation (similar to the Five Love Languages), training on some circulation and other library procedures, a mid-point checkup on how the staff thinks the Strategic Plan is working, and also training on the Literacy Kits.
- 5. Building and Grounds:** The HVAC units for the town and for the library were replaced at Salem in early September. This was done by County facilities maintenance staff, and was paid for by the County. The staff have begun looking at ideas to improve our facilities using Nettles Trust money.
- 6. Technology:** In addition to VOX books, the library started circulating Wonder Books from Playaway, the company that supplies our Launchpads. We will also begin circulating microscopes that we had purchased with past grant funds, but that needed repair. They will go into circulation soon. The library has applied for a grant from the ALA for the 2020 Census to purchase additional Chromebooks and Mi-Fi hotspots to use on the Bookmobile. The Bookmobile will be deployed to help with the Census count this coming year.
- 7. Friends of the Library:** Used book sales have been well attended in September and October. The Friends opened a small book selling presence at M. Tannery on Ram-Cat Alley in Seneca. The library will send promotional materials like rack cards and our calendar to have available at this new location. The Friends were celebrated at a "Volunteers are Classic" appreciation event held at the Walhalla Library in October. They have also begun working on the next fund raising goals for the library, and the resulting funds will be used for an outdoor book return at the Seneca Library.
- 8. Oconee County:** Sue Andrus is still updating many of our job descriptions in anticipation of doing staff evaluations on a new form that the county has created, and also in anticipation of a compensation and classification study that the county will undertake later this FY. The library really needs to standardize its

job descriptions, since our County Human Resources relies on library staff for much of that accuracy and standardization. The County also has a new grants writer, Maddie Compton.

**9. State Library:** The library will be working with the State Library to develop programming about food security and healthy eating using a "Charlie Cart," which is a self-contained mobile kitchen that the State Library will be send to Oconee next summer. We got to preview it at the South Carolina Library Association Annual Conference in October in Columbia. Several staff members will be attending training throughout the year to develop programs and learn safe food handling. Darcy Arnall and the Director will be traveling to Columbia for a follow-up meeting to the Summer Reading Wrap Up. We will also be scheduling a visit with Rebecca Antill, Youth Services consultant at the State Library, to meet with Darcy here in Oconee County. The Board also needs to schedule a Board meeting to invite Leesa Aiken, the state library agency director.

**10. Community Involvement:** The Director is on the new Complete Count Committee for the 2020 US Census. We will be working to promote awareness of the importance of an accurate count, and use the Bookmobile to take technology into undercounted and underrepresented areas.

**11. Other:** The Director met recently with Shelby Henderson at the Bertha Lee Strickland Cultural Museum in Seneca. The Walhalla Library will be featuring some poster artwork early next year on Hispanic history.

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

	Sept 2018	Sept 2019	Change	Oct 2018	Oct 2019	Change
Visits to Library	17,284	16,540	-4.3%	19,692	17,590	-10.7%
Material Circulation - Adult	16,057	15,143	-5.7%	17,599	16,609	-5.6%
Material Circulation - Youth	1,295	1,157	-10.7%	1,431	1,190	-16.8%
Material Circulation - Juvenile	7,420	7,170	-3.4%	8,390	7,932	-5.5%
<b>Total Material Circulation</b>	<b>24,772</b>	<b>23,470</b>	<b>-5.3%</b>	<b>27,420</b>	<b>25,731</b>	<b>-6.2%</b>
Internet Users	952	1,836	92.9%	1,054	2,019	91.6%
Internet Hours of Use	872	852	-2.3%	682	995	45.9%
New Cards Issued	142	159	12.0%	169	165	-2.4%
Programs - Adult	11	8	-27.3%	9	12	33.3%
Programs Attendance - Adult	136	65	-52.2%	125	83	-33.6%
Programs - Youth 12-18		2			0	
Programs Att - Youth 12-18		11			0	
Programs - Juvenile 6-11		3			2	
Programs Att - Juv 6-11		31			32	
Programs - Children 0-5		0			14	
Programs - Att - Children 0-5		0			158	
Outreach Activities		5			8	
Outreach Act. Attendance		42			133	
Public Training Sessions	0	2		0	3	
Public Training Participants	0	2		0	3	
Public Training Hours	0	2		0	3	
Staff Training Sessions	7	0	-100.0%	18	77	327.8%
Staff Training Participants		0		44	58	31.8%
Staff Training Hours		0		51	78	55.0%
Number of New Volunteers	3	0	-100.0%	4	0	-100.0%
Number of Vol Hours	24	80	238.3%	35	78	121.3%
Meeting Room Use	29	90	210.3%	43	83	93.0%
Meeting Room Attendance	308	642	108.4%	443	480	8.4%
Number of Web Site Hits	17,095	16,273	-4.8%	18,971	16,380	-13.7%
Wi-Fi Users	323	394	22.0%	401	0	-100.0%
Wi-Fi Sessions	969	1,350	39.3%	1,407	0	-100.0%
E Book Downloads	1,911	1,977	3.5%	2,069	1,981	-4.3%
Flipster Downloads	0	97		0	103	
Kanopy Uses	0	334		0	330	
Ancestry.com Hits	112	524	367.9%	359	435	21.2%
		0				
		0				
Interlibrary Loans	20	48	140.0%		35	
<b>New Material Added</b>	<b>1,042</b>	<b>1,259</b>	<b>20.8%</b>	<b>1,522</b>	<b>1,536</b>	<b>0.9%</b>

**OCPL Budget 2019-2020, 11-8-19**

<b>Account Number</b>	<b>DESCRIPTION</b>	<b>Budgeted</b>	<b>Spent</b>	<b>Percent</b>	<b>Balance</b>
<b>Local Budget</b>					
010-206-30024-00000	Equip. Maintenance	2,450	2,470	101%	-20
010-206-30025-00000	Professional -Staffmark	110,000	40,502	37%	69,498
010-206-30041-00000	Telecommunications	1,000	304	30%	696
010-206-30056-00000	Data Processing	27,716	25,252	91%	2,464
010-206-30059-00000	Copier Click Charges - Xerox	10,000	2,461	25%	7,539
010-709-30068-00206	Advertising	700	694	99%	6
010-206-30080-00000	Dues	750	210	28%	540
010-206-30084-00000	School, Training, Sem.	3,300	3,275	99%	25
010-206-30090-00000	Honorarium	900	900	100%	0
010-206-33022-00207	Bldg Maint - Walhalla	7,000	2,850	41%	4,150
010-206-33022-00208	Bldg Maint - Seneca	3,600	1,793	50%	1,807
010-206-33022-00209	Bldg Maint - Westminster	2,500	1,533	61%	967
010-206-33022-00210	Bldg. Maint - Salem	2,020	1,636	81%	384
010-206-34043-00207	Electricity - Walhalla	27,000	9,424	35%	17,576
010-206-34043-00208	Electricity - Seneca	17,000	5,542	33%	11,458
010-206-34043-00209	Electricity - Westminster	15,500	5,065	33%	10,435
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Walhalla	1,400	487	35%	913
010-206-34044-00208	Water - Seneca	1,000	447	45%	553
010-206-34044-00209	Water - Westminster	1,000	197	20%	803
010-206-40031-00000	Sm Capital Equip (Loc)	2,800	258	9%	2,542
010-206-40032-00000	Operational	6,000	5,802	97%	198
010-206-40032-00000-A	Youth Services	2,000	693	35%	1,307
010-206-40033-00000	Postage	1,000	14	1%	986
010-206-40034-00000	Food	500	76	15%	424
010-206-40101-00000	Books (Local)	86,000	38,714	45%	47,286
010-206-40102-00000	Periodicals (Local)	22,200	16,317	73%	5,883
010-206-40103-00000	AV (Local)	11,300	4,823	43%	6,477
010-206-80206-00000	Automobile Maint - Library	1,500	464	31%	1,036
010-206-81206-00000	Gasoline - Library	2,500	968	39%	1,532
010-206-82206-00000	Diesel - Library	2,000	735	37%	1,265
<b>TOTAL LOCAL FUNDS</b>		<b>377,636</b>	<b>178,904</b>	<b>47%</b>	<b>198,732</b>
<b>Misc. Funds</b>					
013-206-60010-00000	*Gifts, Donation (Loc)	25,205		0%	25,205
013-080-00805-11001	Nettles Trust	100,744			100,744
<b>TOTAL MISC. FUNDS</b>					<b>125,949</b>

240-206-30056-00255	Data Processing (State)	\$5,000.00	948.45	19%	4,051.55
240-206-30080-00255	Dues (State)	\$500.00	0.00	0%	500.00
240-206-30084-00255	Staff Development (State)	\$4,000.00	904.45	23%	3,095.55
240-206-40031-00255	Sm Capital (State)	\$6,304.94		0%	6,304.94
240-206-40032-00255	Operational (State)	\$15,000.00	1,376.64	9%	13,623.36
240-206-40045-00255	IT Equipment	\$2,695.06		0%	2,695.06
240-206-40111-00255	Books (State)	\$70,816.00	19,812.72	28%	51,003.28
240-206-40112-00255	Periodicals (State)	\$27,630.00	7,954.54	29%	19,675.46
240-206-40113-00255	AV (State)	\$16,600.00	3,100.13	19%	13,499.87
<b>Total State Aid Funds</b>		<b>\$148,546.00</b>	<b>34,096.93</b>	<b>23%</b>	<b>114,449.07</b>



## **OCPL Library Board of Trustee Meetings**

### **2020 Schedule**

**Monday, January 27, 2020, 5:30 p.m.**

**Westminster Library, 112 W. North Ave., Westminster, SC**

**Monday, March 23, 2020, 5:30 p.m.**

**Salem Town Hall, 5 Park Avenue, Salem, SC**

**Monday, May 18\*, 2020, 5:30 p.m.**

**Seneca Library, 300 E. South 2<sup>nd</sup> Street, Seneca, SC 29678**

**Monday, July 27, 2020, 5:30 p.m.**

**Walhalla Library, 501 W. South Broad Street, Walhalla, SC 29691**

**Monday, September 28, 2020, 5:30 p.m.**

**Westminster Library, 112 W. North Ave., Westminster, SC**

**Monday, November 23, 2020, 5:30 p.m.**

**Salem Town Hall, 5 Park Avenue, Salem, SC 29676**

**Note:** Board meetings are held in the odd numbered months of the year on the fourth Monday. \*The May Board meeting is held on the third Monday when Memorial Day falls on the fourth Monday.



## **OCPL 2020 Holiday & Closing Schedule**

- Wednesday, January 1, New Year's Day
- Monday, January 20, **Martin Luther King, Jr. Day**
- Monday, February 17, **Presidents Day**
- Friday, April 10 closing for In-Service Day
- Saturday/Sunday April 11/12, **Easter Weekend**
- Monday, May 11, **Confederate Memorial Day**
- Saturday-Monday May 23-25, **Memorial Day weekend**
- Friday, July 3, **Independence Day** (also closed Saturday, July 4—  
Seneca Branch closes at 6 p.m. on Thursday, 7/2)
- Saturday-Monday, September 5-7, **Labor Day weekend**
- Monday, October 12 closing for In-Service Day
- Wednesday, November 11, **Veterans Day**
- Thursday-Sunday, November 26-29, **Thanksgiving Holiday**  
(Seneca Library closes at 6 p.m. on Wednesday, November 25)
- Wednesday, December 23--Seneca closing at 6 p.m. for Christmas holiday
- Thursday-Sunday, December 24-27 **Christmas holiday**
- Thursday, December 31 Seneca closing at 6 p.m. for New Year's Eve

## **Bookmobile and Outreach Services**

**September/October 2019**

**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 and adult Books on CD to be ordered.

**Displays:** Bulletins of events at the libraries are displayed as Branches send their postings. Friends of the Library book sale announcements are posted monthly. Posters of the new Literacy Kits placed in various places on the Bookmobile. (These kits have been widely received!)

**Manager's Projects:** Maintain shelf appearance as well as housekeeping to interior of Bookmobile. Keep up with weeding.

**Volunteers and Outreach:** Bev Teague, newest volunteer who had taken on the extra load of all 4 Wednesdays had to give them up as it became too much time away from personal responsibilities. Sue Andrus, Branch Services Manager, filled in on all the Wednesdays. Jonathan Hunter, Seneca Circulation Assistant, went out on Long Creek route and to an Assisted Living.

**Comments:** All is good!

# Branch Services

Sept/Oct 2019

Sue Andrus, Branch Services Librarian

## Narrative

### Public Relations

The library's new logo has been well-received. We have updated many library documents and publicity items to feature the new logo. Many of these documents have been transferred from MS Word or MS Publisher into Canva by Helaina Lefler.

### 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 "Dr. Google" webinar on October 15 gave me ideas about how to provide reliable medical sources to patrons who rely on a Google results list for information.

Semiannual In Service Day was October 14. All library staff met at Walhalla for the morning. An "icebreaker" activity involving Rock-Paper-Scissors was lots of fun. Sessions on strategic plan progress, use of the Nettles Trust money, damaged items, and meeting room policy followed. An exercise about styles of communication called "The Language of Appreciation" brought to light the different ways we like to receive recognition for our hard work. In the afternoon, staff went to branches to do messy and/or noisy projects. At Walhalla, the countertop in the shipping room was covered with laminate flooring, the Branch Manager's office furniture was rearranged, and a new display area was created and painted with chalkboard paint. All other staff went to Seneca, where some walls were painted and a huge weeding project was completed.

### 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.

Because there will be no raises in FY 19-20, completing employee evaluations during the pay period of their anniversary is not required as per the county Human Resources Department.

Job descriptions of Circ Assistant I, Circ Assistant II, and Assistant Branch Manager have been rewritten.

New Children's and Youth Services Librarian Darcy Arnall started on October 21. New employee on-boarding is now simpler due to the creation of a standard "first day" task list and an information form.

### Issues

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.



## **Programs:**

The children's programs have been going good at Salem. Pre-school story time has been going good for Salem. The children's Early Literacy craft time is new for Salem. Salem is starting to a monthly craft program on the third Friday of each month. In September Salem's kids programs were the DIY Mini Campfire Diorama Set program. In October Salem's kids programs were the Mini Ceramic Pumpkin Painting program.

Salem had the following regular adult programs for September and October: Time to Read Book Club, Painting for Fun painting session for adults, E-reader Device Help time and Computer Help Time. Our on demand classes for E-reader Device help and Computer help have been getting more ongoing use. With these classes we can walk a user through the process of how to download an e-book and we can spend a little more time working with a patron to help them know what they need to use to start a project or to solve any problems on their own computer.

## **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.

## **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.

## **Maintenance**

The Salem library has worked with the county maintenance department to replace the library and the town's HVAC system. This system needed to be replaced since it had started leaking Freon and it used the old Freon which is not used anymore. The library's HVAC system has now been replaced. Has of the end of October the county has now finished the installation of the HVAC system.

# Seneca Library Branch Narrative, September/October 2019

## Emily Whitmire Sluder, Branch Manager

### Facilities:

**This portion is the same as the previous one:**

I have reached out to the Roads and Bridges director and we will discuss the cost of redoing the parking lot, or at least repainting the lines. A new roof has been built into the budget at \$46,000. We have not determined the date when this project will begin.

### Update:

Blair has now also reached out to the R&B director. He has been very busy with other projects and we hope to speak with him about our parking lot soon.

We do not have an update on the roof.

**Collections:** I would like to weed more quickly. With no way to store the books, this process is very slow and our shelves remain crowded. We are in the process of shifting after a major weed.

**Update:** We had a successful day of in service on October 10 which included 2.5 hours of weeding. We are grateful to the Westminster and Salem staff for coming to help!

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

LTAI (3) – 25, 25, 20            Basic Art with outside artist - 6

Let's Get Crafty (2)– 7, 11

Bingo (2) – 6, 3

**Meeting Room:** Groups using our meeting room included the Red Cross, a crafting group, Mentor Oconee, Let's Talk About It book club, the DAR, Oconee County Republican Women, Peak Workforce, the Dept of Energy, Safe Harbor, a church committee, a high school reunion committee, Seneca Women's Auxiliary, the library board, Seneca River Women's Auxiliary, Oconee Writers' Association, a book club, Baby Read, and tutoring/study groups.

**Staffing:** Our Palmetto Youth employee's term finished in September. Our Staffmark employee Laura's last day was October 25. We are fortunate that the Palmetto Youth employee worked out so well that we hired her to take Laura's place. She is beginning work in November. Then we will get another Palmetto Youth employee.

**Statistics: Visits to Library:** Sept- 6340; Oct- 6853

**New borrowers:** Sept: 68; Oct: 68

**Total Volunteers:** 1

**Volunteer Hours:** Sept- 2 hours; Oct- 4 hours

**ILL:** Sept- 18; Oct- 18

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

September / October 2019

Phillip Bergen, Technical Services Librarian

## Collections:

- Orders are proceeding well and budget spreadsheets are updated regularly.
- Literacy kits began circulating in early October and have been received with overwhelming enthusiasm. Lower-level kits have been especially popular, with all of the red kits and most of the yellow and orange kits having been in near constant circulation since release. The acquisitions manager is working on adding more of these kits, and we should have them in circulation by the end of November.

## TLC:

Nothing to report at this time.

## Manager's Projects:

Documentation of policies and procedures continues steadily.

## Staff Development:

Technical services staff participated in 10.5 person-hours of training during the in-service day on October 14.

## Issues:

Nothing to report at this time.

## Volunteers:

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

# Walhalla Library

September/October 2019

Quientell Walker, Branch Manager

## 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. We have completed weeding the Adult Non-Fiction section. I do intend to start working on weeding the Adult Fiction section.

**OverDrive Collection:** The use of the Lucky Day List has helped to reduce the hold time for popular titles; however, it does require that more than one copy of a title is purchased. In the future, I will use the number of hold requests on a title before purchasing another copy to add to the Lucky Day List. Also a publisher has modified how libraries can purchase its titles. In short, libraries have short window to purchase one copy of a title as a one copy per use. After this period the library can purchase more copies, but they will be restricted to Metered Access. Metered Access titles have a set license length, and when this license runs out the library will have to repurchase the title. Currently a part of the OverDrive budget is used to repurchase expired Metered Access titles that either have a hold request or are titles that are always in demand, for example the Harry Potter series. The collection has continued to show an increased growth of Unique Users. Below is a chart depicting this growth from 2018 to 2019.

	Sept. 2018	Sept. 2019	Oct. 2018	Oct. 2019
Unique Users	532	602	556	613

## **Programs:**

**September**— Hispanic Heritage Month Kick Off; Books and Chocolate

**October**— Biography Book Club; Forever Young Book Club

## **Meeting Room:**

**September**— Baby Read – 2 times; Family Matters of the Pee Dee; National Youth Advocate Program

**October**— Baby Read – 3 times; DSS; Nan Jones

**Study Rooms:**

**September— 13 uses**

**October—17 uses**

**Facilities:**

**September 26, 2019:** The door to the Staff Women's Restroom is sticking. From what I can see it appears that the door is rubbing against the door frame. Also it appears that this has been happening for long period of time, for the paint has been worn off of the frame. It was also mentioned that there is an issue with the door lock and handle. Resolved.

**October 8, 2019:** There is a light fixture flickering in the hallway that leads to the staff office area. I did change the light bulbs, and this appeared to resolve the issue. However, the light fixture has started to flicker again and I am unable to determine the cause. Resolved.

**October 10, 2019:** A light fixture is out in Aisle 23. I did try switching out the light bulbs, but there was no response. I assume that the ballast has gone out. Resolved. Also Facilities replaced multiple fixtures that had a bad ballast.

**October 25, 2019:** The toilet in the last stall is leaking. It was noticed that there was some water on the floor. We did lay some paper towel down, and flushed the toilet. While doing this it was noticed that some water droplets had fallen onto the paper towel. An out of order sign has been placed on the stall door. Resolved.

**Statistics:**

Category	September 2019	October 2019
Visits to library	5,159	5,418
New Cards Issued	67	65
ILL	23	12

**Literacy Kits:**

The work of Kayla Hamilton, former Youth Services Librarian, Leah Kelley, Christie Johnson, Helaina Lefler, Abigail White, DJ Roach, Bethany Owens, Claire Giordano, Sue Andrus, Evelyn Lee, and Phil Bergen has made the Literacy Kits a great success. To meet the demand more kits are being made.

**Westminster Branch Narrative  
September and October 2019**

**Programs**

Potato Party	17	FMN: Harry and the Hendersons	2
Bigfoot Scavenger Hunt	33	Foothills Christian School Ancestry Visit	13
Toy Story Movie and Craft	25		

**Manger's Projects and Staffing**

Fishing equipment has been purchased for the new lending program. The next step will be for the Technical Services Department to add them to the system for checkout.

Leah is working with other library systems in the upstate area to create a master list of makerspace supplies that are available for use by the public.

Leah was fortunate enough to win a scholarship and attend the Association of Rural and Small Libraries conference in Burlington, Vermont. These sessions were very beneficial and relatable for libraries such as ours who serve rural areas with small amounts of staff. Leah hopes to implement several ideas from the conference.

Westminster continues to be without their 22.5 hour part time employee. Several people have applied but it has not worked out.

**Community Involvement**

The library hosted several planning sessions for the Bigfoot Festival held on October 26 in Westminster, SC. The library joined in the fun by hosting a week-long Bigfoot scavenger hunt for kids and hosted a family movie night. The library even provided books for story time during the festival.

Thirteen students from Foothills Christian School visited the library to access and use the library's free version of Ancestry. Two of the girls found out their ancestors came to America on the same ship.

**Other**

The staff at Westminster are very happy to be able to offer the Literacy Kits that Leah Kelley, Bethany, and the entire Walhalla staff created. This is a great tool to help those navigate the abundance of reading materials available in the library.

Because Westminster's major weeding and shifting project was completed during installation of the circulation desk in August, the Tiffany and Leah were able to join the Seneca staff to tackle a major weeding project there on the second half of in-service.

Facilities Maintenance replaced two of the three security cameras with new and improved ones. We are waiting to hear back about how to proceed with replacing the one that was ordered incorrectly. We are also waiting on Facilities to finish repairing the two places in the drywall that were cut out when the desk was installed.

IT replaced Leah's computer and removed the extra computer in the office area since its lack of use did not warrant a replacement.

The public computers continue to be a hassle for both staff and users. Having to enter a password before entering a password is confusing for some. We are also having issues with users losing items when their time runs out and we have no way to extend the time unless we call another branch, which does not always work in time.

**Social Media**

Instagram Followers	734
Facebook Likes	2761

**Youth Services Dept.**  
**September/October 2019**  
**Darcy Arnall, Youth Services Librarian**

**Staff Development:** The previous Youth Services Librarian left OCPL in August. Darcy Arnall assumed departmental responsibilities on October 21<sup>st</sup>. Since beginning work, she has spent the majority of her time learning the responsibilities of the position, connecting with media specialists and literacy coaches in the school system, organizing the youth services office space, preparing storytimes for late October and November, and booking entertainers for Summer Reading 2020.

**Collection Development:** Collection development is on budget thus far for the year. The Literacy Kits that Leah Kelley and Kayla Hamilton developed were put into circulation on October 21<sup>st</sup>. The Literacy Kits are a grab-and-go type of kit that parents can select by reading level and take home to practice reading with their children. Each kit has 3-6 books in it as well as discussion questions and a literacy-based game. The kits are designed to help children reach the goals set by the state through the Read to Succeed legislation. The kits have been enormously popular, and Leah is already ordering materials for more Red, Orange, and Yellow level kits to meet their high demand. Also, Leah and Darcy are working on developing Spanish/Bilingual Literacy Kits and storytime kits for parents to share with their preschool children. We are hoping to get a grant to fund the storytime kits.

**Collaboration:** Darcy has met most of the employees of OCPL and travelled to each branch library. She has also emailed all of the media specialists and literacy coaches in the Oconee County School District to introduce herself and lay the groundwork for future collaborative relationships. As a result of making those preliminary contacts, she has been invited to attend several parent meetings and literacy nights over the next couple of months.

**Programs:** Because OCPL was without a Youth Services Librarian for a couple of months, DJ temporarily took over storytimes at the Walhalla, Westminster, and Seneca branches in September. She maintained the weekly storytime schedule for all of September and most of October. Darcy officially took responsibility for storytimes at Walhalla, Westminster, and Seneca on October 28<sup>th</sup>. Attendance was down somewhat in both September and October with 129 children and 96 caregivers for a total of 225 participants. The slight drop in attendance was to be expected since storytime had taken a break in August and the Youth Services Department was in transition.

**Community Outreach:** In September, DJ went to St. John's Lutheran Preschool for storytime serving 66 people. In October, St. John's Pre-K visited the Walhalla Library, and DJ did storytime for 68 people.

**Overview:** In September, Youth Services managed 10 programs serving 135 people. In October, Youth Services presented 13 programs serving 90 people.