

OCPL Director's Report

January, 2022

- 1. Programs and Services:** Youth Services department has been having regular in-person story times at three of the branches, Seneca, Walhalla, and Westminster, and we will continue to have limited in-person programming as long as it is safe to do so. For other YS events such as teen crafts or escape rooms we are requiring advanced registration to have an idea of the numbers of attendees. In addition to the new Senior Kits, we have completed cataloging of the sporting equipment provided by Empower Oconee, and will launch that in January, 2022.
- 2. Usage Statistics and Narratives:** Usage statistics for November and December and individual branch/department narratives are attached.
- 3. Finance and Budget:** OCPL budget figures for FY22 year-to-date are attached.
- 4. Personnel and Training:** We are pleased to report that the County Administrator made it possible for us to get raises for our part time employees, so that our rate of pay is now more competitive. We are also pleased to report that long time library employee Jonathan Hunter was promoted to Assistant Branch Manager at our Seneca Branch. His promotion left a vacancy for a full time Circulation Assistant, which was filled by promoting another Seneca employee, Cedric Dawkins, who had been a Staffmark PT employee.
- 5. Building and Grounds:** New Red Maple trees were planted by the Lake and Hills Garden Club at the Seneca location. The new circulation desk for the Walhalla Library was installed in December.
- 6. Technology:** We are continuing to check out Mi-Fi hotspots. We also are working with the County Info Technology department to replace the Wi-Fi and switching technology in all of our branches, though that has been delayed until Spring, 2022, due to supply chain issues.
- 7. Friends of the Library:** Used book sales have continued each Thursday from 11:00 to 3:30 p.m. The Friends had an especially good month in December, 2021, with sales at M. Tannery and Sons exceeding \$2,000.00. They have expanded the sale area there as well, adding new shelving.
- 8. Oconee County:** The County IT department also recently replaced our thin client (virtual terminals) public computers with actual PCs due to an issue with Microsoft updates. An unfortunate side effect of that was that users will no longer be able to access their USB storage devices due to security concerns. We think we have a possible workaround using Chrome Boxes at several of the branches.
- 9. State Library:** We received an American Rescue Plan Act grant from the State Library for \$27,642.46 for new computer switches in our branches, and new Wi-Fi hardware. We will still be able to complete the projects within the guidelines of the grant even with delays due to supply chain issues. The anticipated date for the equipment to arrive is April, 2022.

10. Community Involvement: The Director continues to be active with the Healthy Oconee Coalition. The library will hold a vaccination clinic on January 12, 2022. The library is also applying for a grant to hire a social worker for the library. Partnering with Clemson Rural Health, we would bring this person in to assist with locating and guiding people to primary healthcare and other social agencies (making appointments, assisting with paperwork, helping to locate services, etc.)

11. Other: We are exploring an update to the library's website to make it cleaner and a little more up-to-date. Hopefully we will have a workable template soon.

OCPL Bimonthly Report
Library Usage Statistics
Director: Blair Hinson

	Nov 2020	Nov 2021	Change	Dec 2020	Dec 2021	Change
Visits to Library	8,101	9,791	20.9%	9,020	9,465	4.9%
Material Circulation - Adult	7,287	12,271	68.4%	12,690	10,933	-13.8%
Material Circulation - Youth	543	824	51.7%	881	722	-18.0%
Material Circulation - Juvenile	3,404	7,520	120.9%	6,316	6,067	-3.9%
Total Material Circulation	11,234	20,615	83.5%	19,887	17,722	-10.9%
Internet Users	647	0	-100.0%	721	0	-100.0%
Internet Hours of Use	261	0	-100.0%	287	0	-100.0%
New Cards Issued	63	92	46.0%	85	82	-3.5%
Programs - Adult	15	8	-46.7%	20	7	-65.0%
Programs Attendance - Adult	63	79	25.4%	128	69	-46.1%
Programs - Youth 12-18	0	0		0	1	
Programs Att - Youth 12-18	0	0		0	25	
Programs -Juvenile 6-11	6	6	0.0%	5	6	20.0%
Programs Att -Juv 6-11	272	74	-72.8%	129	79	-38.8%
Programs - Children 0-5						
Programs - Att - Children 0-5						
Outreach Activities	11	11	0.0%	13	12	-7.7%
Outreach Act. Attendance	164	306	86.6%	158	219	38.6%
Public Training Sessions	0	0		0	0	
Public Training Participants	3	3	0.0%	2	3	50.0%
Public Training Hours	1	1		1	1	
Staff Training Sessions	2	0	-100.0%	1	0	
Staff Training Participants	1	0		1	0	
Staff Training Hours	2	0	-100.0%	3	0	-100.0%
Number of New Volunteers	0	0		0	0	
Number of Vol Hours	40	42	5.7%	35	31	-11.4%
Meeting Room Use	6	29	383.3%	5	25	400.0%
Meeting Room Attendance	35	256	631.4%	15	267	1680.0%
Number of Web Site Hits	12,038	9,479	-21.3%	11,603	9,439	-18.7%
Wi-Fi Users	267	289	8.2%	278	245	-11.9%
Wi-Fi Sessions	1,054	2,531	140.1%	1,172	2,090	78.3%
E Book Downloads	2,403	2,881	19.9%	2,424	3,040	25.4%
Flipster Uses	103	92	-10.7%	98	103	5.1%
Kanopy Uses	1,477	1,148	-22.3%	1,513	1,668	10.2%
Ancestry.com Hits	88	142	61.4%	50	62	24.0%
Interlibrary Loans	0	34		1	18	
New Material Added	0	729		0	978	

OCPL Budget 2021-2022 12-22-21

Account Number	Description	Budgeted	Spent	Percent	Balance
Local Budget					
010-206-30024-00000	Equip. Maintenance	2,500	1,255	50%	1,245
010-206-30025-00000	Professional -Staffmark	110,000	61,271	56%	48,729
010-206-30041-00000	Telecommunications	1,000	380	38%	620
010-206-30056-00000	Data Processing	27,716	26,458	95%	1,258
010-206-30059-00000	Copier Click Charges - Xerox	10,000	2,649	26%	7,351
010-206-30080-00000	Dues	750	228	30%	522
010-206-30084-00000	School, Training, Sem.	3,300	1,014	31%	2,286
010-206-30090-00000	Honorarium	900	900	100%	0
010-206-33022-00207	Bldg Maint - Walhalla	7,000	2,481	35%	4,519
010-206-33022-00208	Bldg Maint - Seneca	3,600	1,875	52%	1,725
010-206-33022-00209	Bldg Maint - Westminster	2,500	1,427	57%	1,073
010-206-33022-00210	Bldg. Maint - Salem	2,020	2,444	121%	-424
010-206-34043-00207	Electricity - Walhalla	27,000	7,883	29%	19,117
010-206-34043-00208	Electricity - Seneca	17,000	4,981	29%	12,019
010-206-34043-00209	Electricity - Westminster	15,500	3,756	24%	11,744
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Walhalla	1,400	645	46%	755
010-206-34044-00208	Water - Seneca	1,000	683	68%	317
010-206-34044-00209	Water - Westminster	1,000	289	29%	711
010-206-40031-00000	Sm Capital Equip (Loc)	2,800	2,242	80%	558
010-206-40032-00000	Operational	6,000	4,703	78%	1,297
010-206-40032-00000-A	Youth Services	2,000	633	32%	1,367
010-206-40033-00000	Postage	1,000		0%	1,000
010-206-40034-00000	Food	500	211	42%	289
010-206-40101-00000	Books (Local)	88,000	43,059	49%	44,941
010-206-40102-00000	Periodicals (Local)	22,200	17,700	80%	4,500
010-206-40103-00000	AV (Local)	11,300	3,217	28%	8,083
010-206-80206-00000	Automobile Maint - Library	1,500	2,128	142%	-628
010-206-81206-00000	Gasoline - Library	2,500	1,696	68%	804
010-206-82206-00000	Diesel - Library	1,500	855	57%	645
TOTAL LOCAL FUNDS		376,986	201,207	53%	175,779
Misc. Funds					
013-206-60010-00000	*Gifts, Donation (Loc)	26,042		0%	26,042
013-080-00805-11001	Nettles Trust	98,940	30,612	31%	68,328
TOTAL MISC. FUNDS					94,370
State Aid Budget					
240-206-30056-00255	Data Processing (State)	\$10,000.00	7,882.24	79%	2,117.76
240-206-30080-00255	Dues (State)	\$500.00		0%	500.00
240-206-30084-00255	Schools, Training (State)				
240-206-40031-00255	Sm Capital (State)	\$9,265.33	8,772.01	95%	493.32
240-206-40032-00255	Operational (State)	\$15,000.00	4,628.21	31%	10,371.79
240-206-40045-00255	IT Equipment	\$8,300.00	8,101.32	98%	198.68
240-206-40111-00255	Books (State)	\$78,584.92	29,979.41	38%	48,605.51
240-206-40112-00255	Periodicals (State)	\$28,864.00	13,818.57	48%	15,045.43
240-206-40113-00255	AV (State)	\$16,600.00	5,893.19	36%	10,706.81
Total State Aid Funds		\$167,114.25	79,074.95	47%	88,039.30

Bookmobile and Outreach Services

November/December 2021

Brenda Lee, Manager

Continue to clean and sanitize Bookmobile and Office as needed; cleaning items as necessary.

- ❖ Sort materials on designated carts; change collection codes; shelve on Bookmobile; remove older items for relocating or deleting and discarding.
- ❖ Continue to order per schedule.
- ❖ Worked with 4 regular Volunteers and one staff.
- ❖ Coordinated with Bethany on November and December Bookmobile schedules. (Printed copies are also available for pick up)
- ❖ Attended two Zoom staff meetings.

Excel spreadsheet is up to date with 2021-2022 fiscal year statistics usually recorded at end of each stop but sometimes in the office. This shows date, route or Outreach, location of stops, time opened and closed and duration, and number of patrons.

Outreach News:

All of the Outreach stops are a pleasure, but it was so nice to be able to return to the ARC of Oconee County.

Ongoing Project:

I am working on an operational and procedural manual for Bookmobile.

Branch Services Narrative

Nov - Dec 2021

Sue Andrus

2021 Statistics

Cataloger Bethany Culp created this infographic for the library's social media accounts. These numbers and many more are submitted to the South Carolina State Library every year.



Giving Back

The library system participated in several community events and charity acts:

- The “No Shave November” toiletry drive headed by Leah Price of the Westminster Library collected more than 200 personal hygiene items such as soap, shaving cream, and toothbrushes.
- The Bookmobile was in Christmas parades in Seneca, Westminster, Walhalla, and Salem – ALL IN THE SAME WEEK.
- The Walhalla Library hosted an Angel Tree from the Salvation Army, and all of the children on it were taken care of by staff and patrons.

- There was an incident at the Walhalla Library in December involving a young lady who had suddenly become homeless. Staff were able to find her a ride to a safe place and gave her two bags of snacks, water, toiletries, clothing, and shoes.

Staffing Issues

The Media & Electronic Services Librarian position remains unfilled. This position will oversee all aspects of electronic media (such as CloudLibrary and DISCUS databases) as well as in-house media (such as OCPL's social media accounts and self-produced videos). The position was posted in August but we received few qualified applicants and have chosen to not conduct interviews. The position will either be reposted as-is, or modified to focus more on public services before posting again.

Jonathan Hunter was hired as the Assistant Branch Manager in Seneca in November. Cedric Dawkins was hired to fill the Circ Assistant II position vacated by Jonathan. Both of these staff members have been long-time library employees and will do a great job in their new positions.

Workspace Changes

After 42 years, the Walhalla Library got a new circulation desk in December! The ergonomics and layout of the new desk reflect how libraries work in the 21st century, and we don't miss the old desk AT ALL.

Salem programs

In November Kerrie Roach of the Clemson Cooperative Extensive Service put on our Houseplants 101 program. This was our first in person program since the pandemic. Gay Julian of Whitewater Products, a local nursery, donated plants for prizes and we also gave out books as prizes. For November and December, Salem continues to hand out kids and adult craft kits. Salem also offers digital programs like the Salem Recipe Club and our Zoom book club on a regular basis.

Salem Facilities Upgrade Project

Salem has started working on upgrading the Salem Library facilities. In addition to the new carpeting, Salem has received new computer tables and chairs for the library. The matching computer tables and chairs go a long way to help improve the look of our library. Our big computer table was donated for the Salem Library by Susan Ward in memory of Dan Polk's mother who died in 2019. I have also ordered a new breakroom cabinet to hold the microwave and refrigerator. This item has come, but has not been installed. The last big improvement will be to replace the countertop with a new countertop for the circulation desk.

Covid-19 Pandemic procedures:

Covid-19 virus data has started to increase again, and we have been wearing masks when patrons come into the library with their masks on. We also have been wearing masks when helping patrons at the public computers. The Salem branch will continue to monitor the Covid-19 virus and do what is necessary in the way of cleaning the computers and work areas to stay safe from the virus.

Salem Collection Development

All through the pandemic Salem was still working at ordering quality new items for our branch. During July and August, we worked hard to spend our money on the best items we could get for our patrons. We continue to order well reviewed items for the Salem branch. By having a good collection development strategy, we can keep the demand up for circulation at the Salem Library. We continue to weed our collection on and as needed basis.

Volunteers

Salem has two library volunteers. Kathy Barringer is our new library volunteer. Sally Bouwman has continued to help with our special projects, including getting new carpeting. She came in and helped moved books for three days while we were installing the carpeting. We do appreciate the work that all of our volunteers do.

Seneca Library Branch Narrative, November/December 2021

Emily Whitmire Sluder, Branch Manager

Facilities:

The Lakes and Hills Garden Club has planted three red maple trees in the yard. We are so glad they did this for us and the trees will look great as the other ones we had were destroyed in Hurricane Irma and the 2020 tornado.

Johnson Controls installed new thermostats and lighting throughout the county buildings. We have had issues with our motion detector lights but overall things went ok for our branch. One of the lights never had a cover put back on it, and Maintenance says it is unlikely that they will be able to replace it.

Same as last report: Blair was finally able to get in touch with Roads and Bridges. Kyle the department head said they would paint our parking lot lines when they have time. I do not have an estimate on when that will be.

Update: It has been over two years since we first asked them about this. I am preparing documentation and we are going to take a new strategy to get this done as I am frustrated with the lack of follow up over this period of time. It is a safety hazard.

Operations:

We continue to weed books systematically in line with industry best practices. The shelves are straight and the staff is working hard to keep them maintained. We have developed new organizational procedures (thanks to various members of the staff) and culled unneeded items from the maintenance room. We are trying to keep the staff areas organized on a more regular basis so that we do not have to do major cleanouts later.

Same as last report: We are very disappointed with the decision by the county to remove USB port access from the public computers. There are a number of things you can't do (such as scan something to a USB and email it), and we have had to direct people to the Central-Clemson Library, which has been disheartening.

Users no longer have access to Microsoft Word and other Office products due to removal of the software in preparation for everyone to migrate to Office 365. We have encouraged people to create a Google account and use Google Docs, but it is very difficult for people to do this without assistance. The staff has not yet transitioned to Office 365.

Staffing: We hired Cedric who had been working for us part time to replace Jonathan's full time position. We wish we had more positions available, as the library has several excellent candidates for future positions. Jonathan and I have been working very well together and he has developed a new shelf reading strategy for us which is working well. We have been navigating staffing shortages and everyone has stepped up to the plate to help. We have been able to utilize a part time staff member from Westminster on her days off from there.

Statistics	Nov 2021	Dec 2021
Visits to library	3275	3171
New Cards Issued	39	43
ILL	26	8

Walhalla Library

November/December 2021
Quientell Walker, Branch Manager

Narrative

Library Projects:

Helaina is working on updating the range information on the Adult Non-Fiction shelving.

On December 7th Facilities and Maintenance removed the old service desk, and on December 8th the new service desk was installed.

Job Interviews:

Christie and I have held several job interviews to fill a vacant Part-Time Position. We have offered the position to Brittney Marcengill.

Library Programs:

The Hispanic Committee held a Holiday Decoration Program, and had 24 people in attendance.

Donation:

We received a donation from the Wizard of Tamassee Chapter, National Society Daughters of the American Revolution. The books are:

The Wizard Owl by Idella Bodie

Cherokee voices: early accounts of Cherokee life in the East by Vickie Rozema

First South Carolinians by Kate Salley Palmer and Jim Palmer (Signed)

The Lady of Cofitachequi: a South Carolina Native American Folktale by Kate Salley Palmer

Indian Sign Language by William Tomkins

America's Women in the Revolutionary Era 1760-1790: a history through bibliography Volume One

America's Women in the Revolutionary Era 1760-1790: a history through bibliography Volume Two

America's Women in the Revolutionary Era 1760-1790: a history through bibliography Volume Three

New Thermostats:

County has replaced the thermostats in the Walhalla Library back in October. In November, the contractor came by and set schedules in the thermostats. These schedules are set with specific temperature ranges with Heat being set at 66°F and Cool set to 72°F. However, when the first cold night occurred we found out that the heat setting was too low. It was reported to me that the Meeting Room was at 64°F, and I noticed that other areas in the library were in the low 60s as well. In talking with Blair it was decided that a Work Order should be sent in to address this issue. At this time, we are waiting to see if the schedule temperatures can be reset to a more comfortable setting. Also I did express concern to Blair that the Cool setting is too low for our area, and that this setting could cause the A/C units to freeze up during the Summer. Blair stated that he remembered the Cool setting was at 73-74°F.

Update: We have continued to have an issue with the thermostat in the Meeting Room. Facilities determined that the issue was not the thermostat, but the unit. It was found out that the unit had ran out of Freon. This was replaced with dye, for Facilities believes that the coil has a leak. They stated that they would return in a few days to check for the leak. However, it was noticed that the temperature had dropped in the Meeting Room. During the removal and installation of the service desk Facilities checked the unit. They saw that the coil had ran out of Freon. At this time there is a plan is to replace the malfunctioning part of the unit.

Meeting Room:

November—Baby Read—4 times; Cool Waters HOA; Friends of the Library

December—Baby Read 2 times

Study Room Usage:

November—13

December— 10

Facilities:

November 15, 2021: I noticed today that the thermostat located by the sink in the back office is set to unoccupied. Blair and I checked the schedule, and it should be currently on at this time. Also Blair and I had to make an adjustment to the settings, for the they were set to 80°F for cooling and 55°F for heating. I did check the remaining thermostats in the building and noticed three with issues. First, the one located in the back mezzanine is on, but the touchpad is unresponsive. Second, the one located in the SC Room did not have a schedule set; I did attempt to set a schedule based on the other units. Third, the one located in Blair's office did not have a schedule, but he attempted to set a schedule based on the other units. **Status:** **This issue was resolved, but there is an ongoing issue with the thermostat schedules.**

November 18, 2021: I noticed that an external light, it is attached to the front of building, is currently out. I did check to see if it was plugged in, and it appears to be plugged in. See attached picture for exact location of the light. **Status: Resolved**

November 29, 2021: We have noticed an issue with the Meeting Room. The thermostat is reading 64°F with the auxiliary heat on; however, we cannot detect a change in the room temperature. Blair stated that he did check the air blowing out of the unit, and to him it just felt like air coming out. We are wondering if something is wrong with the heating element. The rest of the building is functioning normally. **Supplemental:** Christie sent in a follow up: It's also pretty chilly at the front part of the office, currently 69 degrees. **Status: Resolved**

Update: It was determined that the issue is with the unit, and that a coil needs to be replaced.

Statistics:

Category	November 2021	December 2021
Visits to library	2,872	2,724
New Cards Issued	39	30
ILL	7	10

Westminster Report for September and October 2021

Community, Staff, and Programming

- The Westminster Library gave out 12 end-of-semester survival kits and 15 ribbon bookmark craft kits.
- The Westminster library gave out 27 adult paper bag snowflake kits, 16 Grinch interactive movie kits, and 30 children's elf and reindeer kits during December.
- The staff created holiday displays including a tree made out of stacked books.
- Nicole participated in the Westminster Christmas parade with Blair in the Bookmobile to promote our services.
- In November, all locations participated in a No-Shave November collection drive where shaving supplies and other toiletries were collected. Our generous community helped us collect:
 - 1 Q-tip box
 - 2 Mouthwash
 - 6 Soaps/body washes
 - 8 Shampoos
 - 12 Toothpaste
 - 16 Toothbrushes
 - 17 Deodorants
 - 27 Shave creams
 - 203 Razors!

Building Management

- On November 5, internet service was interrupted for about 2 hours due to vandalism on wires located down the street from the library.
- The parking light timer had to be reset for the time change.
- In November, our regular cleaning person quit and was replaced by a wonderful and thorough person. Unfortunately, she only lasted a few weeks as she prefers her previous outdoor job. While Facilities will send someone around as they can, we currently do not have a regular cleaning person.
- Maintenance has done a phenomenal job of blowing the leaves during December-and there were a lot!

Resource Allocation

- Several collections were weeded.
- Technical Services/Acquisitions did a phenomenal job of quickly adding the Senior Kits. They launched on November 10 with great coverage by *The Journal*. We have received a lot of positive feedback on having these kits and several have been checked out. One senior living facility checked them out and used them with their residents.
- We received seed pack donations from two companies in December for the BBW Seed Library. We hope to launch the spring collection in February for indoor seed starting.

Table 1: Packs of seeds taken from the BBW Seed Library

Month	Packs
June	200
July	35
August	304
September	98
October	66
November	46
December	6

Youth Services Department
November - December 2021
Darcy Arnall, Youth Services Librarian

Collection Development & Maintenance

YS collection development is on budget thus far for the year. Shipping delays are still affecting the arrival of materials, but because new books and movies are being released more regularly, we are able to add more new materials to the collection than we were this time last year. In November, Darcy and DJ continued their collection maintenance project by evaluating Westminster's YS collection. We paused that project in December, but in January we will pick it back up again at Salem.

Programs

In November and December, most of our efforts went into in-person programming, and we had very successful events. Storytime is still continuing consistently, and we're seeing steady growth. We had 300 attendees at in-person storytimes in the last two months (compared to 236 in September in October). In December, we hosted two after-hours Christmas storytime sessions at Walhalla and Seneca respectively, which were attended by 49 people. Darcy is planning on making these pajama storytimes an annual holiday tradition because they are fun and seem to be popular with our patrons.

We have been very excited about the growth in our tween programs over the last two months. LEGO Club at Seneca, Walhalla, and Westminster was attended by a total of 82 people in November and December. Our other offering, Explorers Club, has also been well-received. The November program was attended by 22 people, and the December edition had 18 attendees. In November, we built structures out of cardboard boxes, and in December, we learned about the history of balloons in the Macy's Thanksgiving Day Parade and built balloon sculptures. Starting in January, we are planning to expand the Explorers Club program to include Seneca as well.

As we have come to expect, our teen programs are a more difficult sell, but we had some encouraging participation in December. We planned a fall-themed craft program in November, but it was cancelled due to lack of interest. However, our Christmas Ornament "Crafternoon" in December was attended by 25 people, which was an excellent turnout. We are continuing to explore what types of programs we can offer in the New Year that will be engaging for our teenage patrons.

We have so enjoyed offering consistent in-person activities as pandemic restrictions are lightened, and our patrons are responding well. In total, we had almost 1,000 attendees at our activities over the last two months, which is our highest post-pandemic total outside of the summer months. Some pictures from our November and December programs are attached at the end of this report.

Summer Reading 2022

Although it seems far too early, we are starting to make plans for the upcoming Summer Reading Program. Our biggest accomplishment in these months was booking our performers. We have scheduled the South Carolina Aquarium and Safe Haven Animal Rescue for one program each in Summer 2022. We will again be using the Walhalla Performing Arts Center for these events because that partnership was so successful last year. We are planning to fund these programs through the

LSTA Summer Learning Grant, but we have not yet received any information from the South Carolina State Library about applying for the 2022 grant.

Collaboration

In December, Darcy attended the First Steps Annual Meeting at their new office space in the Westminster Depot.

Community Outreach

Darcy and DJ continued their outreach visits to local preschools with nine storytimes in November and December. These visits served a total of 217 people.

Program Pictures



1: Christmas Pajama Storytime



3: November Explorers Club, building with cardboard



2: Christmas Ornament Crafternoon



4: November Explorers Club, building with cardboard



5: December Explorers Club, build parade balloons