

OCPL Director's Report

March, 2023

1. Programs and Services: Programs were well attended in January and February. Children's programming continues to be our biggest draw. (Actual attendance numbers can be found in the Youth Services report.) Kerry Leeper Brock, the Community Resource Associate, has been coordinating a program or series of programs each month based on the theme for that month (e.g., women's health, heart health, etc.). In January, the library held blood drives at each of the branches in conjunction with the Blood Connection of Seneca, with a total of 100 donors participating. The Walhalla Main Library also hosted "A Matter of Balance," a series of eight classes about preventing falls. In February, the Walhalla Main Library also hosted Biblioteca 101, a presentation aimed at trying to increase Latino community awareness and use of library services. 29 people were in attendance, and five new library cards were issued as a result.

2. Usage Statistics and Narratives: Usage statistics for January and February as well as individual branch/department narratives are attached.

3. Finance and Budget: OCPL budget figures for FY23 to date are attached.

4. Personnel and Training: All of our regular county positions are filled. We continue to experience some turnover with our Staffmark positions, in part because some staff members found full time employment, but also because of the low hourly wage. We will be working with County Administration to see whether there is an opportunity to raise the starting wage in this or the next fiscal year. We also are working to make sure that we can retain Kerry Leeper Brock once the CRPH grant has expired in May of 2024.

5. Building and Grounds: The staff will be taking on some beautification efforts in the front of the Walhalla Library during our In-Service training in April. We have also made some small improvements to the children's and teen's area at the main location in Walhalla. The Lake and Hills Garden Club continues to maintain the beds in front of the Seneca Branch. The ADA-compliant ramp at the Seneca Branch still seems to be on track for completion. Staff at the Westminster Branch have installed a couple of flower boxes at the entrance to the building.

6. Technology: The library launched the updated website on February 1, 2023. Big thanks to Cataloger Bethany Culp and YS librarian Darcy Arnall for their work in revamping the entire website for the OCPL. The library is currently working with our automation provider, The Library Corporation (TLC), to create a phone/device app for the library. We expect to launch that during the period around National Library Week in April, or right before Summer Reading in late May.

7. Friends of the Library: Used book sales have continued each Thursday from 11:00 to 3:30 p.m. The Friends had excellent sales figures in January and February.

January: Basement Sales \$1,303

Books on the Alley \$934

Lobby	\$354
Seneca	\$66
2 nd Party	\$210
Online	\$115
Total	\$2,982

February: Basement Sales

Basement Sales	\$1,775
Books on the Alley	1,398
Lobby	273
2 nd Party	144
Online	93
Seneca	30
Total	\$3,713

8. Oconee County: The county has begun working on the budget for FY24. We have requested slight increases in data processing and equipment maintenance due to inflation, and in books and periodicals due to increases in shipping and processing. We have also asked for salary to continue the Community Resource Associate position beyond the expiration of the grant later in the fiscal year, and also for improvements to the Seneca Branch (ADA-compliant accessible ramp, and an expansion to the meeting room).

9. State Library: The State Library is replacing ReadSquared with Beanstack to manage the attendance, registration, and completion numbers for Summer Reading. Youth Services staff have been busy learning the ins and outs of Beanstack and will be training all staff at our bi-annual In-Service in April.

10. Community Involvement: In addition to “A Matter of Balance” training and Biblioteca 101, the Director is also serving as the chair of the full Healthy Oconee Coalition for 2023. Kerry Leeper Brock continues to work with county Emergency Management staff to update the Resource Guide for Oconee County. Quientell Walker, Local History Associate, is also working with the Oconee History Museum on a project to celebrate the 75th anniversary of the OCPL with an electronic exhibit.

11. Other: Just some quick facts on our Community Resource Associate: She is working with Mike Carroll and Zach Smith in Emergency Management to keep the new Community Resource Guide up-to-date. She is also seeing clients directly, and also following up with them as needed. Since last summer, she has seen clients and made or enhanced a number of community partnerships for the library. She has also

done a great deal of our programming and education for adults, as well blood drives and other community events.

Since June, 2022:

- Individuals assisted directly: 32 (about 0.25% were native Spanish speakers)
- Program participants: 210 (including 100 blood donors)
- Community partnerships: 58
- Health/mental health education handouts distributed: 60
- Health displays at various branches: 6
- Trainings attended: 5
- Interagency collaborative meetings attended: 22
- Resource fairs attended: 1
- Rides to health appointments provided (via CRPH grant): 24

That last number represents people served by a mini-grant she wrote to be able to offer people rides to medical appointments. We also have a part time person on staff who is a translator that we hired with the original grant. Amy Saylor does medical translation for Prisma (as a contractor), but also works one day a week (Thursdays) for us to assist with our Spanish-speaking population.

Kerry and Amy are both also active with the local Hispanic Alliance. We will soon be offering training on diabetes prevention in Spanish.

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

	Jan 2022	Jan 2023	Change	Feb 2022	Feb 2023	Change
Visits to Library	9,808	11,948	21.8%	10,531	11,381	8.1%
Material Circulation - Adult	12,951	13,384	3.3%	11,913	11,595	-2.7%
Material Circulation - Youth	754	793	5.2%	656	706	7.6%
Material Circulation - Juvenile	7,143	8,481	18.7%	6,891	7,800	13.2%
Total Material Circulation	20,848	22,658	8.7%	19,460	20,101	3.3%
Internet Users	741	817	10.3%	739	847	14.6%
Internet Hours of Use	342	384	12.3%	331	342	3.3%
New Cards Issued	138	192	39.1%	158	192	21.5%
Programs - Adult	4	8	100.0%	5	8	60.0%
Programs Attendance - Adult	39	64	64.1%	52	21	-59.6%
Programs - Youth 12-18	3	3	0.0%	2	3	50.0%
Programs Att - Youth 12-18	32	31	-3.1%	21	20	-4.8%
Programs -Juvenile 6-11	7	11	57.1%	12	12	0.0%
Programs Att -Juv 6-11	72	123	70.8%	215	713	231.6%
Programs - Children 0-5	14	27	92.9%	19	27	42.1%
Programs - Att - Children 0-5	186	465	150.0%	268	520	94.0%
Outreach Activities	7	17	142.9%	13	21	61.5%
Outreach Act. Attendance	68	307	351.5%	253	891	252.2%
Public Training Sessions	0	0		0	0	
Public Training Participants	0	0		0	0	
Public Training Hours	0	0		0	0	
Staff Training Sessions	1	3		0	1	
Staff Training Participants	1	2		0	2	
Staff Training Hours	1	11		0	2	
Number of New Volunteers	1	0		2	4	100.0%
Number of Vol Hours	23	41	78.3%	11	50	350.0%
Meeting Room Use	30	56	86.7%	18	67	272.2%
Meeting Room Attendance	227	453	99.6%	175	637	264.0%
Number of Web Site Hits	11,553	12,672	9.7%	10,271	12,369	20.4%
Wi-Fi Users	401	245	-38.9%	108	196	81.5%
Wi-Fi Sessions	1,351	1,042	-22.9%	658	983	49.4%
E Book Downloads	3,523	3,648	3.5%	2,921	3,107	6.4%
Flipster Uses	153	118	-22.9%	153	103	-32.7%
Kanopy views	1,052	1,617	53.7%	1,194	1,188	-0.5%
Ancestry.com Hits	181	33	-81.8%	414	306	-26.1%
Interlibrary Loans	34	42	23.5%	13	25	92.3%
New Material Added	819	761	-7.1%	1,409	859	-39.0%

OCPL Budget 2022-2023 3-7-23

Account Number	Description	Budgeted	Spent	Percent	Balance
Local Budget					
010-206-30024-00000	Equip. Maintenance	2,500	2,475	99%	25
010-206-30025-00000	Professional -Staffmark	154,965	104,975	68%	49,990
010-206-30041-00000	Telecommunications	1,000	532	53%	468
010-206-30056-00000	Data Processing	28,817	27,781	96%	1,036
010-206-30059-00000	Copier Click Charges - Xerox	8,500	4,738	56%	3,762
010-206-30080-00000	Dues	750	750	100%	0
010-206-30084-00000	School, Training, Sem.	3,000	3,000	100%	0
010-206-30090-00000	Honorarium	900	900	100%	0
010-206-33022-00207	Bldg Maint - Walhalla	5,500	4,523	82%	977
010-206-33022-00208	Bldg Maint - Seneca	3,500	2,586	74%	914
010-206-33022-00209	Bldg Maint - Westminster	2,500	2,522	101%	-22
010-206-33022-00210	Bldg. Maint - Salem	2,020	2,102	104%	-82
010-206-34043-00207	Electricity - Walhalla	25,000	9,533	38%	15,467
010-206-34043-00208	Electricity - Seneca	16,000	7,695	48%	8,305
010-206-34043-00209	Electricity - Westminster	15,500	4,453	29%	11,047
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Walhalla	1,700	698	41%	1,002
010-206-34044-00208	Water - Seneca	1,200	1,180	98%	20
010-206-34044-00209	Water - Westminster	1,200	504	42%	696
010-206-40031-00000	Sm Capital Equip (Loc)	2,200	2,200	100%	0
010-206-40032-00000	Operational	6,000	5,720	95%	280
010-206-40032-00000-A	Youth Services	2,000	1,796	90%	204
010-206-40033-00000	Postage	500	48	10%	452
010-206-40034-00000	Food	500	28	6%	472
010-206-40045-00000	IT Equipment			#DIV/0!	0
010-206-40101-00000	Books (Local)	85,000	55,807	66%	29,193
010-206-40102-00000	Periodicals (Local)	22,200	22,200	100%	0
010-206-40103-00000	AV (Local)	11,300	11,253	100%	47
010-206-80206-00000	Automobile Maint - Library	1,500	977	65%	523
010-206-81206-00000	Gasoline - Library	3,000	1,492	50%	1,508
010-206-82206-00000	Diesel - Library	2,000	1,805	90%	195
TOTAL LOCAL FUNDS		415,752	289,273	70%	126,479
013-206-60010-00000	Gift's	63,399			63,399
013-080-00805-11001	Nettles Trust	68,328	568	1%	67,760
TOTAL MISC. FUNDS					131,159
State Aid Budget					
240-206-30056-00255	Data Processing (State)	\$15,773.82	15,773.82	100%	0.00
240-206-30080-00255	Dues (State)	\$500.00	330.89	66%	169.11
240-206-30084-00255	Schools, Training (State)	\$2,000.00	92.46	5%	1,907.54
240-206-40031-00255	Sm Capital (State)	5,542.21	1,043.52	19%	4,498.69
240-206-40032-00255	Operational (State)	\$15,000.00	11,517.88	77%	3,482.12
240-206-40045-00255	IT Equipment	\$8,500.00	4,207.44	49%	4,292.56
240-206-40111-00255	Books (State)	\$81,500.00	62,616.31	77%	18,883.69
240-206-40112-00255	Periodicals (State)	\$31,664.00	22,485.55	71%	9,178.45
240-206-40113-00255	AV (State)	\$16,600.00	4,069.27	25%	12,530.73
Total State Aid Funds		\$177,080.03	122,137.14	69%	54,942.89

Bookmobile and Outreach Narrative, January/February 2023

Christie Johnson, Bookmobile Manager

Operations

In January, 24 regularly scheduled stops were completed, with two stops cancelled due to weather. I was able to make up one of those stops the next week. When there is heavy rain, some of the outreach stops are tricky, since we are serving more vulnerable patrons. Five volunteers worked with me, along with two Walhalla staff members, who filled in due to volunteer issues.

In February, 24 regular stops were completed. I had 5 volunteers, and 1 Walhalla staff members to assist. I greatly appreciate the Walhalla staff for stepping in when a volunteer is unavailable, sometimes at the last minute!

Outreach

I continue my regular outreach stops to two preschool/daycare locations, as well as the Oconee County Detention Center, the Oconee Animal Shelter, and the ARC of Oconee. I added another assisted living facility in February, bringing my monthly total to five of these facilities.

Statistics

Category	January 2023	February 2023
Stops	24	24
Hours Open	24	24
Total Attendance	222	223
Outreach Stops	12	14
Outreach Visitors	163	172
New Cards	1	5
Volunteers/Hours	5/34.5	5/39.5

Branch Services Narrative

Jan-Feb 2023

Sue Andrus

Adult Programming

Adult Summer Reading program planning has started. This year the theme for Summer Reading is "Friends & Kindness", which our Youth Services Department interpreted with a "Summer Camp" emphasis.



Thanks to the excellent work by Bethany Culp, our graphics program (Canva) now has many templates we can use to create social media content and publicity materials.

Facilities

The Walhalla Library staff have decided to use gift money to landscape the area between the library entrance and parking lot. Currently this spot is two areas each about 10'x25', split by the sidewalk. The horrible overgrown and ugly privet-like bush has been dug out and most of the monkey grass is gone. Black plastic sheeting has been on the ground to kill the grass.

On In Service Day (April 7) we will rototill the dirt, mix in several bags of topsoil, and plant known pollinator plants to establish the Joe Lenderman Memorial Garden. Joe loved his birdhouses and flowers!

Publicity

The submission for the January newsletter for Oconee County employees showcased the Salem Branch Library!

IT'S ALL ABOUT THE Salem Library

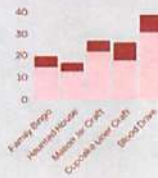
Salem is the smallest of the four library buildings in the county. The branch shares physical space with the Town of Salem, meaning the Mayor, the Water Department, and the Police are in the same building.



	#	%	\$
Adult	4,742	46	109,510
J/Y	3,825	37	71,329



Largest Collections



Program Attendance October-January

Tiny But Mighty!

Despite the library being only 1200 square feet, the Salem Library pulls in large groups for programs in the Salem Community Center building next door.

STAFF

Kayla Rucker, Branch Manager

Abi White, Circulation Assistant

5 Park Ave., Salem SC 29676



Programming, Operations, etc...

- ❖ In partnership with the Town of Salem, we hosted a blood drive on Monday, January 9th. 31 units were donated, which was a huge success.
- ❖ Unfortunately, there were no attendees for Story Time in January. If this continues to be the trend in February, we will reevaluate the need to continue the program in Salem.
- ❖ There were 0 attendees for LEGO Club in January and 2 attendees in February (4 were registered).
- ❖ Family BINGO Time was a repeat success with 12 attendees. This will continue to be a seasonal event.
- ❖ January's Snowflake STEM brought in 4 attendees. Salem STEM-themed programming will likely become a monthly event.
- ❖ Salem's Valen-Slime STEM program was a success. Half of those that registered were in attendance and were able to make their own extra batch of slime during the program.
- ❖ Page Turners, Salem's monthly book club, was attended by 2 adults in January and 3 in February.
- ❖ The library/town hall lobby was decorated for the winter months. Kerry made a display for heart health month in the town hall lobby.
- ❖ The Salem Library partnered with the Salem Town Hall to promote Talley's Valentine's Card Project. Many items were donated to accompany over 400 cards made by the community.
- ❖ The Salem Library had to close at 12 PM on January 27th, due to staff shortage.
- ❖ Kadalynn Jones with the Clemson Extension Cooperative hosted a "Know Diabetes by Heart" program on February 27th. Though there were no attendees, resources were provided to handout to patrons.

Building Management

- ❖ Salem's new storage cabinet was delivered and housed behind the circulation desk.
- ❖ In mid-February, maintenance staff members were able to install the new AED cabinet and hardware on our new storage cabinet.
- ❖ On February 14th, our internet was down. We closed after lunch as it remained unavailable for the remainder of the day.

Resource Allocation

- ❖ 12 take and make craft kits were distributed in January and 12 also in February.
- ❖ A regular weeding schedule has been established for the year. January's focus was Easy and Board Books. Many of these weeded items were donated to Baby Reads, a partner of the OCPL.
- ❖ The last of the fiscal year's FOTL wish list money was used for a new storage cabinet.

Stats	Jan	Feb
Visits	1729	1619
New Cards	9	5
ILLs	1	1

Narrative

Microfilm Machine Problems:

The ScanPro 3500 has started to crash during use. I have contacted our vendor, Palmetto Microfilm, and they are working on trying to find a solution. In essence, the machine itself is working normally; however, it appears that something has happened to the software. Patrons are able to use the machine for 10-15 minutes before the software crashes.

Digitization Project:

I have finished an overview of the OCPL Archive, and I have created a digitization priority list. In total there are 10 distinct categories, with the majority pertaining to unique OCPL items. For example, the OCPL Scrapbook Collection, OCPL Annual Reports, and the Margaret Mills Seaborn Research Papers. It is my goal to digitize these items, and to ascertain the best way for staff and patrons to view the completed scans. So far three scrapbooks and the two anniversary books have been scanned. All that remains is to edit the scans and start working on the metadata.

A few years ago OCPL provided material for the South Carolina Digital Library. This work provided access to multiple books pertaining to Oconee County. I have made contact with the local representative with the South Carolina Digital Library to see if we are able to provide more material for this digital collection. At this time, our request is currently under review. Our local representative did provide me with a contact at Clemson University to ensure the development of quality metadata for the project.

Volunteers:

Michele R. is working on the OCPL Archive Digitization Project, and has so far scanned three OCPL Scrapbooks. Also she is working on compiling the metadata for these items. Also Clarissa H. is volunteering her time to assist patrons with genealogy requests. Currently, she is working on one of the older genealogy requests and hopefully will be able to work on the other two outstanding requests later. I will still vet new requests, and will send requests to Clarissa when I am unable to work on them.

Update: Michele R. has resigned. She will be missed, and her help has moved us closer to completing the first round of digitization.

Rogers Room Training Staff Training:

I have completed Rogers Room Training for the Walhalla Staff. The training consisted of: a tour of the Rogers Room, overview of the staff training manual, and concluded with instruction on how to operate the microfilm machines. The original purpose of the training was to provide instruction on the microfilm machines. I decided it would be more beneficial to provide staff with a more inclusive training. Moreover, staff are now more equipped to provide patrons with general assistance in locating items and answer some questions. These training materials were sent to the Branch Managers.

During the preparation for the training I made several changes to the Rogers Room. Most needed was aisle numbers, and call number ranges. Also with the call numbers I added a brief listing of helpful books in the area. Also I have placed three hanging baskets that contain in around the room. For example, a folder was placed next to the Seaborn Map Collection. This folder provides patrons with information on how to locate a specific map. Likewise, a folder was placed next to the microfilm collection. At this time, this folder contains the most detailed listing of the microfilm collection.

Partnership with Oconee History Museum:

Oconee History Museum Director Leslie White Hagerty reached out to me to partner with applying for a mini-grant from the South Carolina Humanities. In 2022 she obtained a Growth Grant from the South Carolina Humanities, and this led to the creation of a digital exhibit entitled "Why We Celebrate." This exhibit showcased the three main festivals in Oconee County, and provided digital access to various festival collections. Of particular note is the Hillbilly Day Digital Exhibit. With this in mind Leslie asked about doing a digital and small physical exhibit for the library system. I stated that this would great, for this year makes the 75th Anniversary of the library system. Currently, we are working on determining what is needed to for the exhibit as well as decide how grant funds are to be used. At this time, we are planning a presentation for the digital exhibit and a special 75th Anniversary patron bookmark contest.

Rogers Room Report:

I have completed the Rogers Room Report, and it has been given to Blair Hinson for review. In short, the intention of this report is to provide a baseline for the Rogers Room Collection, and to serve as a starting point to measure progress. For example, time must be devoted to bring the collection forward to meet present and future patron needs. This can be accomplished by developing a specific collection development policy that includes donation, purchasing, and deaccessioning procedures.

Update to Fee Schedule:

I would like to propose an adjustment to the current fee assigned to Genealogy/Local History requests. The current Oconee County Public Library Policy states:

"Patrons of the Oconee County Library System conducting genealogical research will be given limited assistance.

Because OCPL lacks sufficient staff to do research, any letters, phone calls, and e-mails from persons requesting extensive research will be denied. Names and addresses of local persons who do research for a fee will be provided if such a person is known. If the information sought is easily accessible, such as a photocopy of an obituary, there will be a \$5.00 processing charge to cover paper and postage.

The OCPL does not allow any items in the genealogical collection to be loaned through ILL."

At the time, that is policy was written there was not a designated person to process Genealogy/Local History requests. During that time inquiries were limited to obituary and specific genealogy/local history requests. With these inquiries a fee of \$5.00 to cover processing, mailing, and printing/photocopying was adequate. However, as we work toward expanding our services it would be prudent to expand our fee schedule.

I have reviewed Anderson, Pickens, Greenville County Library Systems, and the Oconee History Museum. These organizations are close to us and provide similar services. In particular, the Greenville County Library System has a detailed breakdown of services. For example, Vital Record, for example obituary, request is \$5.00 per request and Newspaper Article searches are \$5.00 per request, and the search time is limited to an exact date or within a two-week period. In contrast, Anderson County charges \$1.25 per obituary request, and it is limited to 10 requests through the mail.

I experienced three requests that either asked or demanded to have their inquiry answered within 24 hours. With these cases I stated that it would take time to process the request, and that I have other requests pending. Most patrons were understanding; however, one case did not like this response and reiterated that they wanted their inquiry answered more quickly. I noticed that the Pickens County Library System states in their documentation that: "Questions are answered on a first-come, first served basis as time permits..." Implementing this procedural change, along with a revised fee schedule, would mitigate the over monopolization of our resources.

Purposed Fee Schedule:

Inquiry Requests	Example of inquiry	Fee for service	Approximate Processing Time	Delivery
Vital Records	Obituary, Birth Announcements, Marriage Announcements, Marriage License Notices, and Divorce Notices	\$1.25 or \$5.00 per request. Limit of ten at time.	24 to 48 hours (Monday-Friday)	Mail and/or Email
Newspaper Article Research	Can you find an article about the talking crow?	\$5.00 per request. Limit of one at a time, and should the exact date be unknown to provide a two-week timeframe.	24 to 72 hours (Monday-Friday)	Mail and/or Email
Genealogy/Local History Research	"Do you have information or can you assist me in finding..."	\$15.00 per hour, and additional 15 cents for print/photocopies	3-4 weeks (Monday-Friday)	Mail and/or Email

Seneca Journal-Tribune Microfilm Review:

A few years ago the library received bound copies of The Journal-Tribune, now The Journal, but was unable to determine a use for the volumes. Currently, I am reviewing the condition of The Journal-Tribune microfilm covering the 1990s. At this time, I have noticed most of the photos are dark—but it is possible to make adjustments to see the image. However, this process does not always work, leaving the image and text washed-out. Also during the course of this review I have found interesting articles pertaining to African-American History in Seneca and Oconee County. So far I am able to review one to two rolls a day, and hopefully should be finished this review by late March or early April. When the review is finished we will be able to determine which volumes should be kept to re-film at a later time.

Outside the Library:

I have been elected as President of the Oconee History Museum Board, and I have been asked to serve on the Pickens County 250 Committee. Also I have assisted the new Pickens County Museum Director in answering a few questions and providing information regarding pieces of Pickens County history. Before arriving at Oconee County, I was the Genealogy and Local History Librarian for the Pickens County Library System. In essence, I consider it my personal mandate to provide assistance to anyone. Should I be unable to provide the necessary information, I can at least provide the person with advice and suggestions to move forward in their research.

Rogers Room Statistics:

Statistics Recorded	Jan. 2023	Feb. 2023
Walk-In	17	9
Phone Call	3	4
Email/Online	0	1
Books	15	1
Microfilm	6	15
Map	1	0
ScanPro 3000 Scan Count	4	91
ScanPro 3000 Printer Count	10	101
ScanPro 3500 Scan Count	6	37
ScanPro 3500 Printer Count	4	48
Questions Completed	22	13
Outstanding Questions	3	3

Walhalla Library

January – February 2023

Tucker Brown, Circulation Manager

Staffing Updates:

The first two months of the year saw the loss of two of the part-time staff at Walhalla as they found full-time employment elsewhere. While the search for replacements has begun, the remaining staff have done a wonderful job stepping up to help fill the gap the loss has caused in additional hours and duties.

Meeting Room:

January – Baby Read, Oak Stone HOA, The Oaks HOA, A Matter of Balance, Tri-County Home Educators, Guardian ad Litum

February – A Matter of Balance, Cultural Outreach Committee, SC Thrive, Baby Read, Tri-County Home Educators, The Oaks HOA

Study Room:

January – 18 uses

February – 32 uses

Facilities:

In January, Facilities worked on the south side on the building to stop the issues we were having with mud washing onto the sidewalk during rain. Between the grass seed and the barrier erected until the root system takes hold, the recent rains have not created the same issues. This has kept the main sidewalk used to visit the Friends of the Library book sale neater and more inviting to patrons. In other changes on the exterior of the library, a new sign has been placed at the front designating a parking space for county vehicles. With the dock on the side of the building being at such severe slope, worries over the possibility of injury while loading the courier van have led to a change in procedure. Loading and unloading has been moved to the front of the building so the addition of a designated parking space helps with the flow of daily operations.

Inside the library, facilities have begun working on the inset areas near the juvenile and young adult sections to create room for the new literacy stations being installed under guidance from Youth Services. This includes the addition of a new seating area behind the study rooms. In maintenance work, they have replaced some broken light panels in the stacks and the South Carolina room and removed drop poles in the office area that were no longer needed.

Statistics:

Category	January 2023	February 2023
Visitors	3742	3594
New Cards Issued	59	62
ILL	20	8
Hours Open	196	187

Westminster Report for November and December 2022

Community, Staff, and Programming

- They system-wide Blood Drive Kerry coordinated with the Blood Connection was great! We had 30 attempts/26 donations at Westminster and look forward to hosting again.
- There were 20 attendees for the movie showing of *Lyle, Lyle, Crocodile* in January.
- Our first Indoor Snowball Fight was a blast with 21 attendees. Kids and parents got involved and spent 45 minutes playing in the library. We then held a teen snowball fight in February and had 9 attend which is really good considering the age group and activity.
- We had 2 adults (out of 10 registrants) for XOXO Valentine's craft in January.
- Leah gave a short presentation to the Lazy Daisy Garden Club on the Betty B. Watkins Seed Library and other library services on February 14th. They were kind enough to donate \$50 to the seed library.
- Megan, one of Westminster's part-time employees, began training with the Kerry, the community resource associate, in January to learn how to lead/facilitate classes on A Matter of Balance. Megan then helped lead an eight-day program in February at Walhalla.
- The library became a location for Orchard Park Elementary School's Read Across America Week campaign. Students of OPE could visit businesses in the Westminster area, tell the employees "I'm an OPE reader!," and receive a free book (provided by the school).
- There were four attendees for our movie showing of *Black Panther: Wakanda Forever* in February.
- We had several great displays during January and February. These included Staff Favorites, Kindness, Wednesday (Netflix Show) Read-a-likes, and Heart Health.
- The library began offering federal tax forms in February.
- With the beautiful weather in February, staff took down the winter decorations in the children's area and put up bright spring décor.
- Several staff met to discuss and learn about the new digital content guidelines that have been implemented. Canva has been a great tool to use for print flyers and digital content. Now that everyone is part of the OCPL team it has streamlined the process and made communication easier.

Building Management

- The Westminster Library has been experiencing a lot of power outages lately (mostly when we are closed and for short periods of time). This has caused an issue with the HVAC thermostats resetting themselves wrong dates and even years. Because these new systems run a schedule of occupied, unoccupied, holidays, and days closed this causes the thermostats to not be at the correct temperature when staff arrive because it does not recognize the date/time. Facilities has been asked to look into the situation.
- The drainage ditch at the back entrance to the library has been clogged with dirt/debris for several months. Facilities came and dug out the ditch. Hopefully this will prevent the entrance from being covered with water and debris.
- The heavy rains combined with us being downhill have caused nonstop runoff onto the parking lot of the library for almost all of January. This caused the parking lot to be icy on the morning of January 24. Facilities Maintenance was contacted and two staff quickly came and helped clear up and salt the area. The parking lot was icy again on January 27. On February 6th, upon inspection for ice, facilities maintenance determined there may be water pipe leak along the road. A call to the city of

Westminster confirmed that they knew of the leak causing the runoff in the parking lot, but had not notified us. They finally repaired the pipe on February 13th.

- The library was inspected by the fire marshal on February 10th and passed all sections.
- The IT department replaced our last outdated circulation computer.
- On February 23 some users started being unable to connect to the Wifi. We had a couple of more the following days. IT came by on the 28th but could not access the situation without currently having someone experiencing the issue. The hope is that IT can be called to come back when we have the issue and they can diagnose in real-time.
- Emergency and first aid kits were gone through with expired supplies thrown away and new supplies requested.

Resource Allocation

- The staff have been busy preparing for the March launch of the Betty B. Watkins Seed Library. They have assembled and labeled over 3,000 packs of seeds. There are about 81 varieties of vegetables, fruits, herbs, and flowers available. The Oconee History Museum received 900 of these seed packs as part of our collaboration.
- Westminster’s collection of music CDs and DVDs have been weeded. Several DVDs were replaced with new copies due to wear and popularity.

BBW Seed Library	Packs Given out Library Locations Only	All Locations OHM & Festivals
Inaugural Year 2021	755	2,000
Second Year 2022	2,644	4,212
January 2023	18	NA
February 2023	NA	NA

Youth Services Department
January - February 2023
Darcy Arnall, Youth Services Librarian

Collection Development & Maintenance

YS collection development is on budget thus far for the year. January is when the ALA announces their literary awards, so Leah purchased all of the titles that we needed from the Caldecott, Newbery, Geisel, Pura Belpre, Sibert, Printz, and various other awards. In January, I purchased four Georgia State Park Passes that Bethany cataloged to add to our circulating passes collection.

Programs

January and February can be interesting months in Youth Services. January is usually one of the slowest months of the year attendance-wise, but overall we still had good programming numbers in this period. We hosted 30 storytimes in these two months, and they were attended by 562 people. On February 22nd, we were very excited to have some special guests at our Westminster storytime. The Westminster Police Department wanted to join in on storytime as a community outreach initiative. We collaborated with them in February and hope to make that partnership a regular event. We added a second Shake, Rattle, & Roll program monthly at the Seneca Library, which has also been popular. We held four Shake, Rattle, & Roll programs in these two months, and they were attended by 91 people.

In January, we held our first Homeschool Hangout program, and it was a tremendous success. We made collage art projects inspired by the work of picture book illustrator, Lois Ehlert, and the kids all did a great job. The program was attended by 34 people. We held another Homeschool Hangout in February, in which we built model houses to see if they could withstand the Big Bad Wolf (aka the hairdryer). That program was attended by 30 people. Both programs received a lot of positive feedback from parents and kids, and we are excited to see what we can do in the future. In January, we brought back one of our most popular teen programs, Learn to Knit. Once again, registration filled up for this event, and the students caught on very quickly. In the fall, we may look into offering our knitting program at the Seneca branch. At our February teen program, the students "vandalized" some finished canvases from the thrift store, and that was also very popular. For most of this school year, we have had good attendance and participation at our teen programs, and it has been very encouraging.

Every summer, we offer a program called I Read to Animals, in which licensed therapy dogs visit each of our branches so that the children can interact with them. This program is always very popular, and we have talked for years about starting a reading dog program during the school year. When our Spanish translator, Amy Saylor, told me that she was willing to bring her therapy dog to the library for programs, that was the impetus we needed. In February, we introduced Sit, Stay, Read: an opportunity for children ages 6-11 to practice their reading skills one-on-one with a licensed therapy dog. Amy brought her corgi, Josie, and another volunteer brought Atlas, the Great Pyrenees. Kids signed up for 15-minute reading sessions with either of the dogs. The program was extremely popular, and we plan to continue offering it monthly and hopefully add a few more dogs.

Between January and February, Youth Services planned and presented a total of 64 programs, which were attended by 1,795 people. Program-specific statistics and some of our favorite pictures from the months are attached at the end of this report.

Outreach

In these two months, DJ and I did outreach storytimes for 5 different preschools and saw 290 people. On February 3rd, DJ and I visited two of the kindergarten classes at James M. Brown Elementary for their annual Pet Adoption event. The students all “adopt” a stuffed animal to be their reading buddies, and the parents are invited to participate. I did storytime for the students, and DJ talked to the parents about library resources and signed up some of the parents and children for library cards. On February 28th, DJ and I visited Blue Ridge Elementary as part of their Read Across America celebration. We did 20-30 minute sessions with all of the grade levels sharing information about the library, showing off some of our lesser-known resources, reading stories, singing, and playing games. It was a fun and chaotic afternoon, and we appreciate BRE inviting us to speak.

Collaboration

On February 25th, I participated in the Biblioteca 101 event that Janice and the Hispanic Outreach Committee organized. Amy Saylor and I did a short bilingual storytime for the children who attended, and I assisted with entertaining the children while their parents learned about some of the resources available at the library. Amy and I both enjoyed our first experiment with bilingual storytime, and we are discussing adding that program into our rotation regularly.

Marketing

Blair, Bethany, and I spent a tremendous amount of time in January building the new website, and we officially launched it on February 1st. It is such an improvement over what we had previously, and we are very excited about the usage and traffic it is already getting. On February 22nd, Bethany and I led a meeting with the other managerial staff of the library system to discuss the new goals and expectations for marketing materials. Since we have this nice, new website, we want the content that we create for the website and social media to reflect our brand as a whole.

Continuing Education

In late January, the State Library finally announced that they would be ending their contract with READsquared and switching over to Beanstack. We plan on implementing Beanstack for our staff and patrons this summer, so DJ and I have been working very hard to learn the software, build our Beanstack site, and design our reading challenges for this summer and beyond. On February 21st, DJ and I attended our first official training for Beanstack with other librarians around the state. On January 19th, I attended a Summer Reading Exchange hosted by SCSL at the Anderson Library.

Summer Reading 2023

In addition to Beanstack training, we have spent a lot of time in the last two months doing behind-the-scenes work for SRP 2023. We have a rough outline of our events calendar, and our performers are officially booked. In January, the State Library announced that this year’s Summer Reading grant award has increased to \$2,000 (previously it was \$1,000) so we had to make some adjustments to our plans for the grant application. We are still doing two performer programs at the WPAC, but we are adding the purchase of a Cricut Maker 3 to the application. In the future with this larger award, we will look at hosting more performers than we have for the last few years. But, because the State Library didn’t announce the increased grant funds until January of this year, I didn’t feel that we could make those changes this year.

We have a new partnership in SRP this year that we are extremely excited about. In January, I contacted the Greenville Drive to see what was involved in joining their Reading All-Stars initiative. Public libraries in Greenville and the surrounding counties are part of the program, and I wanted to see if they would extend it even further outward. The Drive very enthusiastically agreed to partner with us, which means that this year, every person who completes Summer Reading will receive a free ticket voucher for a Greenville Drive game!

I spent some time in January and February planning and writing the script for this year's SRP promo video. Our goal was to film on Presidents' Day, which we did. The longest part of this process is always editing, so I will spend the next several weeks distilling our roughly 40 minutes of raw footage into a video of two minutes or less. These videos are always daunting, but the result is worth the effort. Having a clear, engaging synopsis of Summer Reading to show in classrooms and on social media helps so much with getting the word out about our program in a way that is memorable to kids.

Public Spaces

In February, we received 4 new AWE computers as part of a grant from the State Library. Two of the AWEs will be available at the Walhalla Library, one went to Seneca, and the last to Salem. We have not made the Walhalla computers available yet because, in order to create space for them, we had to repurpose some of our spaces. There are three alcoves off to the side of the children's section in Walhalla, and they have been used haphazardly in recent years. The AWE computers really need to be located in the first alcove (closest to the Easy collection), but that space is currently full of Literacy Kits. The second alcove was supposed to be a teen display, but it was never very successful. With the third alcove, we tried to create a mini teen study space a couple of years ago, but that was not working either. So we decided to make some changes. Maintenance painted all three of the alcoves for us and shifted the countertop from the second alcove down to the third. They installed that countertop at bar height, moved the outlets above the height of the counter, and removed the light from the second alcove. We are planning to buy shelving for the second alcove, and it will become the new storage space for our Literacy Kits. The third alcove will be a more polished, inviting teen study space, and the first alcove will house the AWEs and possibly the LaunchPad tablets as well. Maintenance has finished their part of the project, and we now need to purchase the necessary furniture to finish the spaces.

Program Attendance

	Jan.	Feb.
Storytimes	247	315
LEGO Club	30	26
Explorers Club	16	34
Shake, Rattle, & Roll	53	38
Sensory Playtime	21	21

Program Pictures



1: Teens: Altered Art



4: Explorers Club: Bubbology



2: Sit, Stay, Read with Josie



5: Homeschool Hangout: Lois Ehlert Collage Art



3: Sit, Stay, Read with Atlas



6: Storytime, Valentines



Westminster Police Department leads library story time

BY ANDREA KELLEY
THE JOURNAL

WESTMINSTER — Children showed up at the Westminster library on Wednesday morning and sat cross-legged on colored circles around the room as they waited for story time to begin.

But this time, they were treated to special guests.

Westminster Police Chief Matt Patterson and Lt. Jon Merck — dubbed “Officer Matt” and “Officer Jon,” respectively

SEE POLICE, PAGE A5



Above: Westminster Police Chief Matt Patterson and library youth services assistant DJ Wharton lead a dance during under 5 story time at the Westminster library on Wednesday morning. Left: Lt. Jon Merck reads “Officer Buckle and Gloria” to the kids during the event.

PHOTOS BY CALEB GILBERT
| THE JOURNAL

7: Storytime with Westminster PD, featured on the front page of the Seneca Journal