

OCPL Director's Report July, 2016

1. Programs and Services: Numerous programs were presented at OCPL branches and other locations during May, June and early July. **The Land Before the Waters** series hosted **Dr. James Martin** of **Clemson University** at the Seneca Library on Thursday, June 2, 2016. **The Patchwork Players'** presentations at the Seneca Library and the Walhalla Library were well-received. The summer feeding program, in cooperation with the **School District of Oconee County**, has gone well.

2. Usage Statistics and narratives: May- June, 2016 statistics and Bimonthly Reports are attached

3. Finance and Budget: OCPL Budget expenditures for July 1, 2015 – June 30, 2016 are attached. The local budget is attached. OCPL will receive \$1.50 per capita this fiscal year in State Aid, an increase of 25 cents per capita over last fiscal year. Lottery funds for public libraries were not approved by the legislature.

4. Personnel and Training: Management Team meetings were held on Wednesday, June 9, 2016 and Wednesday, July 13, 2016. **Emily Whitmire**, Seneca Library Branch Manager, is scheduled to attend Leadership Oconee County this year as the library's representative.

5. Buildings & Grounds: The can lights in the ceiling of the Walhalla Library have been retrofitted with LED lights. Installation of new ceiling tiles has begun at the Walhalla Library, with Seneca Library and Westminster Library to follow. All fixtures and countertops in public restrooms have been replaced in the three library facilities owned by the County. In addition, the restroom in the basement of the Walhalla Library has been retrofitted and refurbished at the request of the Friends. A compressor in one of the heat pumps at the Westminster Library was replaced by Facilities Maintenance staff in June. The **EBSCO** grant for solar panels for the roof of the Walhalla Library was not approved. 78 applications were submitted to EBSCO and Austin Community College District's Highland Learning Center (HCL) Campus Library in Austin, Texas was the winner.

6. Technology: The Assistive Technology project, using a combination of LSTA funds received from the **South Carolina State Library** and library funds, is under way at the Walhalla Library. The **Fair Play Youth Association** building in Fair Play will soon serve as OCPL's third wifi site, joining the **Mountain Rest Community Club** and the **Long Creek Community Center**.

7. Friends of the Library: Wish lists from each branch have been submitted to the Friends for their consideration.

8. Oconee County: Members of the library staff have continued to work closely with **Lake Julian**, head of Facilities Maintenance, and his staff to schedule the renovation projects at the three County-owned libraries: Walhalla Library, Westminster Library and Seneca Library. An up-to-date listing of the various projects and their costs will be distributed at the July Board meeting.

9. State Library: OCPL submitted an updated **Technology Plan** to the South Carolina State Library on May 26, 2016. The next meeting of **Association of Public Library Administrators** (the organization of public library directors) is scheduled for Friday, July 15, 2016 at the **South Carolina State Library**.

10. Community Involvement: Attended **Oconee Economic Alliance** meetings on Thursday, June 9, 2016, and Thursday, July 14, 2016. Attended the Public Policy Chat at the **Greater Oconee Chamber of Commerce** on Friday, June 3, 2016. **Sheriff Mike Crenshaw** was the speaker.

11. Other: **The Land Before the Waters** series is winding down. The final program will be held Saturday, July 23, 2016 at the **Oconee Heritage Center**. I have been monitoring the progress of the **Next High School** takeover of the vacated **Tamassee-Salem School**. It appears that the school will re-open in August as a public charter school. During my vacation the week of July 4, I visited the main branch of the **Durham County (NC) Public Library** and three branches of the **Mecklenburg County(VA) Public Library** in the pursuit of family information.

OCPL Budget 2015-2016 7-7-16

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
010-206-30018-00000	Travel	150	125	84%	25
010-206-30024-00000	Equip. Maintenance	1,275	1,275	100%	0
010-206-30025-00000	Professional -Staffmark	106,000	103,628	98%	2,372
010-206-30041-00000	Telecommunications	930	836	90%	94
010-206-30056-00000	Data Processing	27,500	27,505	100%	-5
010-206-30058-00000	Copier Click Charges - Xerox	10,000	10,703	107%	-703
010-206-30068-00000	Advertising	700	699	100%	1
010-206-30080-00000	Dues	750	750	100%	0
010-206-30084-00000	School, Training, Sem.	3,300	3,299	100%	1
010-206-30090-00000	Honorarium	800	800	100%	0
010-206-33022-00207	Bldg Maint - Walhalla	10,694	10,680	100%	14
010-206-33022-00208	Bldg Maint - Seneca	13,050	12,119	93%	931
010-206-33022-00209	Bldg Maint - Westminster	2,500	2,430	97%	70
010-206-33022-00210	Bldg Maint - Salem	1,020	1,020	100%	0
010-206-34043-00207	Electricity - Walhalla	26,000	23,082	89%	2,918
010-206-34043-00208	Electricity - Seneca	16,500	14,892	90%	1,608
010-206-34043-00209	Electricity - Westminster	12,000	10,375	86%	1,625
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Walhalla	1,200	1,020	85%	180
010-206-34044-00208	Water - Seneca	950	932	98%	18
010-206-34044-00209	Water - Westminster	800	815	102%	-15
010-206-40031-00000	Sm Capital Equip (Loc)	4,120	4,112	100%	8
010-206-40032-00000	Operational	6,000	5,998	100%	2
010-206-40032-00000-A	Youth Services	2,000	1,997	100%	3
010-206-40033-00000	Postage	550	528	96%	22
010-206-40034-00000	Food	500	499	100%	1
010-206-40101-00000	Books (Local)	81,000	80,931	100%	69
010-206-40102-00000	Periodicals (Local)	18,000	18,000	100%	0
010-206-40103-00000	AV (Local)	10,500	10,499	100%	1
010-206-80206-00000	Automobile Maint - Library	3,500	965	28%	2,535
010-206-81206-00000	Gasoline - Library	2,500	1,819	73%	681
010-206-82206-00000	Diesel - Library	2,000	920	46%	1,080
TOTAL LOCAL FUNDS		369,889	356,355	96%	13,534
012-206-33022-00860	Maintenance Bldg Grounds	150,000	101,725	68%	48,275
012-206-50850-00000	Seneca Library Expense	21,514		0%	21,514
013-206-60010-00000	Gifts, Donation (Loc)	18,095		0%	18,095
TOTAL MISC. FUNDS		187,609		0%	187,609
240-206-30018-00255	Travel	500	498.53	100%	1
240-206-30056-00255	Data Processing (State)	10,225	10,224	100%	1
240-206-30080-00255	Dues	950	948	100%	2
240-206-30084-00255	Schools, Train. (State)	3,617	3,617	100%	0
240-206-40031-00255	Sm Capital (State)	1,370	1,346	98%	24
240-206-40032-00255	Operational (State)	14,436	14,428	100%	8
240-206-40045-00255	IT Equipment	1,975	1,957	99%	18
240-206-40111-00255	Books (State)	28,453	28,453	100%	0
240-206-40112-00255	Periodicals (State)	18,315	18,315	100%	0
240-206-40113-00255	AV (State)	10,000	10,000	100%	0
240-206-50870-00077	Capital Vehicle Maintenance	5,000	5,000	100%	0
TOTAL STATE AID		92,841	92,786	100%	55

LOTTERY BUDGET 2015-2016 (7-7-16)

013-206-40031-92201	Small Capital (Lottery)	6,117	6,115	100%	2
013-206-40045-92201	IT Equip. Software (Lottery)	5,847	5,843	100%	4
013-206-40101-92201	Books (Lottery)	15,960	15,960	100%	0
013-206-50845-92201	Capital IT Equip. (Lottery)	5,858	5,970	102%	-112
013-206-50870-00077	Capital Vehicle (Lottery)	15,000	15,000	100%	0
TOTAL LOTTERY		48,582	48,688	100%	-106

Georgetown County, South Carolina
Library (206)
2016-2017 Budget

Description	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	Approved FY 2016 Budget	FY 2017 Requested	FY 2017 Recommended	FY 2017 Council Approved
Salary and Wages	\$ 714,763	\$ 735,370	\$ 707,327	\$ 691,673	\$ 683,154	\$ 694,928	\$ 695,919	\$ 695,928
Overtime	82	27	-	25	-	-	-	-
Fringe	125,724	125,454	122,154	123,711	118,542	121,438	122,407	122,407
ARC - Reduce Health Plan	-	-	-	58,693	-	-	-	-
Health Insurance	172,160	141,197	143,412	152,153	175,307	160,279	151,932	151,932
Salary and Wages Total	1,014,729	1,003,018	970,893	974,259	977,003	976,644	970,266	970,266
New Positions includes Salary and Fringe								
Circulation Assistant	-	-	-	-	-	-	-	-
Courier Refills to P/T/OT	-	-	-	-	-	27,754	27,754	27,754
Branch Service Assistant?	-	-	-	-	-	-	-	-
New Position Total	-	-	-	-	-	27,754	27,754	27,754
Travel	67	144	85	-	200	250	300	300
Building/Grounds Maintenance - Wahala	6,691	3,178	6,414	4,503	7,015	5,900	6,955	6,924
Building/Grounds Maintenance - Seneca	2,725	3,852	1,542	2,379	13,650	3,000	3,000	3,620
Building/Grounds Maintenance - Westminster	2,095	2,437	2,200	2,366	2,600	2,500	2,500	2,500
Building/Grounds Maintenance - Salem	2,075	1,659	1,320	1,214	2,000	2,200	2,000	2,620
Equipment Maintenance - Professional	7,621	7,251	8,748	2,406	2,450	2,400	2,400	2,400
Equipment Maintenance - Teleservices	8,021	7,500	7,608	17,734	10,000	10,400	10,400	10,400
Equipment Maintenance - Electricity	95	484	494	801	410	480	500	500
Electricity - Wahala	25,322	27,090	26,214	26,276	26,320	31,300	31,000	31,000
Electricity - Seneca	11,624	12,388	10,927	16,217	16,500	16,500	16,500	16,500
Electricity - Westminster	18,379	13,154	13,745	14,211	13,670	11,900	14,200	14,200
Electricity - Salem	5,010	2,004	2,000	2,000	2,000	2,000	2,000	2,000
Water/Sewer/Garbage - Wahala	1,316	1,214	922	1,184	1,204	1,200	1,200	1,200
Water/Sewer/Garbage - Seneca	74	328	878	501	500	500	500	500
Water/Sewer/Garbage - Westminster	432	754	613	876	750	800	800	800
Water/Sewer/Garbage - Salem	24,435	27,404	27,520	27,500	27,500	27,500	27,500	27,500
Copy/Click Charges	-	-	2,878	7,102	10,000	10,000	10,000	10,000
Advertising	115	553	708	700	700	700	700	700
dues: Organizations	743	783	740	750	750	750	750	750
Staff Development	3,116	3,251	3,300	3,217	3,200	3,200	3,200	3,200
Commission Honoraria	300	200	500	500	500	500	500	500
Small Equipment	2,547	3,305	3,070	2,500	2,500	2,500	2,500	2,500
Operational	4,227	12,244	17,024	2,714	4,000	5,000	5,000	5,000
Postage	512	700	450	500	1,000	1,000	1,000	1,000
Food	129	500	500	300	300	300	300	300
IT Replacement Equipment/Software	-	-	21,228	-	-	-	-	-
Books	118,120	115,753	86,220	82,033	81,000	81,000	85,000	85,000
Periodicals	13,011	15,982	17,059	15,592	16,000	17,000	20,000	20,000
Audio/Visual	10,628	10,204	8,998	10,374	10,000	10,000	10,000	10,000
Buildings Capital Expenditures	-	10,260	-	-	-	-	-	-
Vehicles Capital Expenditures	-	5,795	-	-	-	-	-	-
Capital Expenditure, Paving	-	-	24,746	-	-	20,000	20,000	20,000
Capital Expenditure, Land	-	-	-	-	-	-	-	-
Vehicle Maintenance	1,225	4,180	1,050	1,743	3,200	3,000	3,000	3,500
Gasoline	2,269	3,120	3,187	2,967	2,500	1,500	1,500	1,500
Diavel	2,479	1,802	2,555	1,285	2,000	2,000	2,000	2,000
Expenditure Total	215,639	315,659	345,044	335,614	343,785	388,020	373,020	379,020
Department Total	\$ 1,304,364	\$ 1,318,677	\$ 1,325,937	\$ 1,333,873	\$ 1,300,788	\$ 1,330,724	\$ 1,302,286	\$ 1,332,020

Doonee County, South Carolina
Library (206)
2016-2017 Budget

Cost to Serve Analysis	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
Percentage of Budget	3.12%	3.28%	3.22%	3.19%	3.02%	
Departmental Total Cost	1,204,554	1,218,297	1,226,574	1,213,818	1,202,522	
Departmental Direct Revenue	43,305	42,331	45,275	58,056	42,007	
Other Revenue	161,225	117,600	175,207	146,023	165,494	
Cost in Tax Dollars	1,199,024	1,199,751	1,154,081	1,129,658	1,092,727	
Estimated Millage	2	3	3	3	3	
Total Full Time Employees	18	18	18	18	18	
Cost Per Employee	66,900	62,220	64,474	62,759	60,710	

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2016 Budget	FY 2017 Requested	FY 2017 Recommended	FY 2017 Council Approved
Maintenance of Effort	1,304,251	1,222,422	1,241,422	1,211,319	1,202,522	1,202,522	1,202,522	1,202,522

No one time capital is to be included in totals.

General Fund Land, Buildings, Improvement Request Budget 2016-2017					
Department	Address	Description	Total Request	Administrator Recommended	Council Approved
Arts	1	10 X 30 New Equine Barn	40,251	-	-
Fac Maint		Replace all leak valves in Walnut Health Building	5,000	5,000	5,000
Fac Maint		Replace roller at Gymnasium	125,000	-	-
Fac Maint		Replace Sand UVAC units at Pine Street	31,000	-	-
Fac Maint		Replace A/C and Inlet Pumps units at Pine Street	154,000	-	-
High Park Park	1	ADA Compliance Park House	214,000	-	-
Library	11	Property Acquisition for Additional Parcel at Stella Library	75,000	25,000	20,000
Maintenance		Remodel Existing Menroom in Walnut High School for ADA Compliance	25,000	-	-
River Dept	1	Wooden Boat Sand Storage Building	35,000	-	-
River Dept	1	Upgrade Offices in the Public Works Building	25,000	-	-
River Dept	1	Upgrade Public Works Parking Lot	80,000	-	-
River Dept	1	Botany Public Works Facility	10,000	-	-
Shaw	1	Expansion of Insects Land and Equipment Storage	15,000	5,000	10,000
Treasurer		Renovation of Treasurer Office	47,500	-	-
			859,700	35,000	49,000

OEPL Bimonthly Report
Library Usage Statistics

	May 2015	May 2016	Change	Jun 2015	Jun 2016	Change
Visits to Library	19,959	20,273	1.6%	26,027	26,054	0.1%
Material Circulation - Adult	18,172	16,761	-7.8%	20,836	19,945	-4.7%
Material Circulation - Youth	2,108	2,015	-4.4%	3,118	3,213	3.0%
Material Circulation - Juvenile	7,651	8,315	8.7%	13,017	13,912	6.9%
Total Material Circulation	27,931	27,091	-3.0%	37,071	37,070	0.0%
Internet Users	3,059	2,654	-13.2%	3,428	2,837	-17.2%
Internet Hours of Use	2,072	1,638	-20.9%	2,212	1,840	-16.8%
New Cards Issued	174	165	-5.2%	363	340	-6.3%
Programs - Adult	10	14	40.0%	8	23	187.5%
Programs Attendance - Adult	66	281	325.8%	38	137	260.5%
Programs - Youth 12-18	4	0	-100.0%	9	3	-66.7%
Programs Att - Youth 12-18	20	0	-100.0%	32	21	-34.4%
Programs - Juvenile 6-11	6	4	-33.3%	15	14	-6.7%
Programs Att - Juv 6-11	97	60	-38.1%	1,130	437	-61.3%
Programs - Children 0-5	12	17	41.7%	9	11	22.2%
Programs - Att - Children 0-5	188	231	24.2%	180	220	37.5%
Outreach Activities	12	16	33.3%	7	5	-28.6%
Outreach Act. Attendance	1,476	1,905	29.1%	856	1,018	19.7%
Public Training Sessions	0	3		0	0	
Public Training Participants	0	400		0	0	
Public Training Hours	0	9		0	0	
Staff Training Sessions	13	6	-53.8%	10	4	-60.0%
Staff Training Participants	26	24	-7.7%	20	21	5.0%
Staff Training Hours	204	49	-76.0%	33	49	48.5%
Number of Volunteers Added	6	4	-33.3%	7	5	-28.6%
Number of Vol Hours	199	125	-37.3%	166	127	-23.3%
Meeting Room Use	47	58	23.4%	62	98	54.8%
Meeting Room Attendance	668	429	-35.8%	1,175	943	-19.7%
Number of Web Site Hits	14,018	14,893	6.2%	18,349	16,299	-11.2%
Wi-Fi Users	1,396	1,461	4.7%	1,731	1,399	-19.2%
Wi-Fi Sessions	6,346	7,259	14.4%	7,079	7,311	3.3%
E-Book Downloads	1,169	1,315	12.5%	1,261	1,365	8.2%
Mango Adult Users	74	23	-68.9%	24	45	87.5%
Mango Children Users	1	0		1	12	
Ancestry.com Hits		887			1,667	
Interlibrary Loans	19	49	157.9%	44	48	9.1%
New Material Added	1,355	1,041	-23.2%	1,234	5,072	311.0%

**CCPL Bimonthly Report
Library Usage Statistics**

Year To Date vs total last yr	FY 14-15	FY 15-16	Change
Visits to Library	279,267	266,648	-4.5%
Material Circulation - Adult	239,039	223,900	-6.3%
Material Circulation - Youth	26,851	25,569	-4.8%
Material Circulation - Juvenile	112,181	110,950	-1.1%
Total Material Circulation	378,071	360,419	-4.7%
Internet Users	43,356	36,164	-16.6%
Internet Hours of Use	28,573	23,201	-18.8%
New Cards Issued	2,562	2,457	-4.1%
Programs - Adult	122	181	48.4%
Programs Attendance - Adult	1,306	1,694	29.7%
Programs - Youth 12-18	73	42	-42.6%
Programs Att - Youth 12-18	462	301	-34.8%
Programs - Juvenile 6-11	97	104	7.2%
Programs Att - Juv 6-11	3,246	2,382	-26.6%
Programs - Children 0-5	192	144	-25.0%
Programs - Att - Children 0-5	2,508	2,041	-18.6%
Outreach Activities	148	192	29.7%
Outreach Act. Attendance	3,387	4,971	46.8%
Public Training Sessions	16	7	-56.3%
Public Training Participants	18	432	2300.0%
Public Training Hours	21	16	-23.8%
Staff Training Sessions	123	95	-22.6%
Staff Training Participants	179	130	-27.4%
Staff Training Hours	667	696	19.6%
Number of Volunteers Added	63	54	-14.3%
Number of Vol Hours	1,971	1,441	-26.9%
Meeting Room Use	643	709	10.3%
Meeting Room Attendance	8,292	7,086	-14.6%
Number of Web Site Hits	120,439	161,583	50.8%
Wi-Fi Users	4,651	19,167	312.1%
Wi-Fi Sessions	19,428	90,792	368.9%
E-Book Downloads	12,217	16,021	31.1%
Mango Adult Users	707		-100.0%
Mango Children Users	22		-100.0%
Ancestry.com Hits	0	304	
		17	
Interlibrary Loans	524	431	-17.7%
New Material Added	13,592	16,093	53.1%

Proposed changes to Policy for OCPL Board Meeting, July 25, 2016

Material Selection Policy

Criteria for Selection

Current:

CRITERIA FOR SELECTION:

The Oconee County Library strives to maintain a balanced, current, and representative collection selected for the general cultural, informational, and recreational needs of the people of Oconee County. The collection is purchased and organized to provide access to ideas and information representing diverse views and modes of expression. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. Material will be judged as a whole rather than on isolated passages, illustrations or other individual elements. Materials may include a variety of formats, including both print and non-print.

Some of the following criteria must be met in selecting material for inclusion in the library's collection:

1. Interest of community
2. Contemporary significance or permanent value
3. Relation of work to existing collection
4. Popular demand
5. Need for balance
6. Favorable review in professionally recognized periodicals
7. Favorable review by staff
8. Appearance in bibliography or index
9. Authority of author, editor, or publisher
10. Special features (plates, index, bibliography, illustrations, etc.)
11. Cost of the item based on whether the item is a good value, is unusually expensive, is too costly for the quality/demand of the item.
12. Shelving space available.

The Library does not advocate particular beliefs or views, nor is the selection of any material equivalent to endorsement of the viewpoint of the author expressed therein.

Proposed Change:

Criteria for Selection:

The Oconee County Library strives to maintain a balanced, current, and representative collection selected for the general cultural, informational, and recreational needs of the people of Oconee County. The collection is purchased and organized to provide access to ideas and information representing diverse views and modes of expression. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. Material will be judged as a whole rather than on isolated passages, illustrations or other individual elements. Materials may include a variety of formats,

including both print and non-print. *Due to limitations of space and budget, the Library's collection will not be able to satisfy all requests for materials. Specialized materials which are beyond the scope of the collection may be obtained through interlibrary loans. The Library does not advocate particular beliefs or views, nor is the selection of any material equivalent to endorsement of the viewpoint of the author expressed therein.*

A. General Criteria

The following general criteria apply to all OCPL collections.

- *At least one favorable review in a reputable selection guide is generally required before an item is purchased.*
- *In most cases, the OCPL will not purchase self-published material unless it is reviewed in an established source. Exceptions may be made for authors with known works already in OCPL's system, or known by reputation to the manager/selector. Exceptions may be made for material of local interest.*
- *Suggestions for purchase of particular items, as well as donation, by members of the community are welcome but are subject to the same criteria.*

B. Criteria for Specific Collections

Fiction

- *Literary merit and style*
- *Popular demand*
- *Price and physical quality*
- *Quality of illustrations*
- *Relationship to existing collection*
- *Social significance*
- *Reputation and significance of author/illustrator*
- *Reputation of publisher*

Non-Fiction

- *Accuracy and authenticity of factual material presented*
- *Quality of writing*
- *Popular demand*
- *Relation of work to existing collection*
- *Reputation and significance of author*
- *Permanent or timely value*
- *Price and physical quality*
- *Reputation of publisher*
- *Quality of illustrations*

RATIONALE:

The OCPL collection policy needed updating to make sure that resources are expended wisely and that selection criteria are more explicitly stated and more closely followed.

Branch Services

May/June 2016

Blair Hinson, Branch Services Librarian

Narrative

Public Relations:

The South Carolina Humanities grant-sponsored speakers' series "The Land Before the Waters," to accompany our Oral History initiative, was almost concluded in June with the last library speaker, Dr. James R. Martin. The Oconee Heritage Center will hold a panel discussion of local authors and historians in July at OHC. We also continued to be featured monthly on WSNW's "Coffee Time" radio program. With the end of the school year, the Hamilton Career Center graphics arts students were not able to computerize their design(s) for the bookmobile wrap. The teacher, Ms. Cheryl Bennefield, is moving to Savannah, GA, for the fall, so we might not get a final design. We have talked with Diamond T about the wrap. Depending on the design, the maximum price would be around \$3,500.00 for the installation.

Staff Development:

ROCK (Reference, Online, Circulation, and Knowledge) training continues successfully. Many of the staff are finding these real-world scenarios helpful in their normal course of work.

We took a break from the ROCK in June for Summer Reading, but will resume it in August.

The Seneca Branch has lost their Palmetto Youth employee, Will, but recently hired another, Jacob, to take his place. They also are losing a StaffMark part time employee, and will be doing interviews in early July for that position.

Volunteers and Community Outreach

We continue to maintain the Little Free Libraries in Mountain Rest. They seem to be popular, especially now that the summer vacation season is upon us.

We continue to supply books to state trustees at the Oconee County Detention Center, and will be adding a route directly to the Oconee County Animal Shelter to serve a couple of the inmates who work there all day and cannot come to the Bookmobile when we run our regularly scheduled visit.

We are also in need for some new volunteers on the Bookmobile, as Brenda Lee, the Bookmobile Manager, has lost a couple of regular volunteers. This is an ongoing issue, and we might begin advertising the "position" on our Facebook page and OCPL website.

Manager's Projects:

- Oral History project: The humanities grant for our speakership series entitled "The Land Before the Waters" was approved in February, 2016. We have had six programs so far, and have one more scheduled.
- New staff training initiative: ROCK training continues and is being well received. We took a break over the summer, but are already working on August, as well as the fall in-service.
- Bookmobile: Met Diamond-T in Fair Play about the wrap installation.
- Construction and improvement to the branches: All county-owned branches received security cameras. Seneca received the remaining window blinds for the back windows.
- Two branches, Westminster and Seneca, are about to begin materials inventories. We will schedule Walhalla and Salem for the fall. The last book/material inventory was completed in 2011.

Issues:

Facilities Maintenance has been more helpful this summer in completing many of our projects. We continue to have issues with TLC over a variety of things. It is nothing major, but it is starting to show a cumulative effect, in that it seems like there is *something* almost weekly. We did complete an update to Release 41 to TLC, but are having issues with our computer time management software, Envision.

Outreach Services

May/June 2016

Brenda Lee, Bookmobile Manager

Collections: Manager deleted older B & T Youth Lease books to be sent back. For every 6 returns, one is chosen to be kept for our permanent collection. Manager orders all DVDs, adult fiction, adult nonfiction, Youth B & T Lease and adult B & T Lease each month.

Displays: The standup sign was filled in with all the May and June events that are happening at the libraries, mainly for the Summer Reading Program, but for other events such as free lunches at the Branch libraries.

Outreach and Programs: Bookmobile now has 4 Outreach stops which includes Oconee County Detention Center, The Arc of Oconee County, Lakeview Assisted Living and currently waiting to hear from another. Blair Hinson and I took the Bookmobile to the Hamilton Career Center for 16 students and a teacher to ask questions and get a visual so they would be able to draw pictures that would be voted upon for the wrap for the new Bookmobile. I took the Bookmobile to Westminster Elementary School and enjoyed 80 Kindergarteners and 8 teachers coming on board.

Manager's Projects: Getting supplies together along with registrations for each age group including adults is quite a challenge for the bookmobile due to lack of space but somehow we manage and make it doable! Keeping the collections weeded at this time is also a challenge but with limited space, it must be done.

Volunteers: We seem to be managing with the volunteers we have now since Susan Kelley has been able to get most Thursdays off from her job. Aaron Lewis continues to fill in if the regulars need to be off.

Comments: Upon several requests, it was decided we should give Mountain Rest another try for the May – August schedule to see if we are missing a good amount of patrons. This stop is being monitored for activity through August as to whether or not it will stay on the schedule. As far as publicity, Blair Hinson has it posted at the 2 Little Free Libraries and inside a restaurant in Mountain Rest. We park at Dollar General with the side of the bookmobile very visible from Highway 28.

I just have to share what a little boy at Westminster Elementary School said about a book he picked up. (it was one of the largest on the bookmobile)— “Wow, this is a ginormous and massive book!” (Seems to me that’s more than a mouthful for that age!)

There have been no maintenance issues to report.

Salem Library Branch Narrative

PROGRAMS:

Regular programs for May and June are the Knit & Crochet Circle, and for the Family Story Time. We also had our regular Family Story Time programs for May and June. For the May Time to Read Book Club where we discussed People of the Book by Geraldine Brooks, and in June we discussed My Name is Lucy Barton by Elizabeth Strout. There is also the Adult Coloring Time drop in craft where we give out adult coloring pages for patrons to take home and do on their own. For our adult programs in May we had our Land Before the Waters speaker Bill Routh talk which had a good turnout. In May for our kids special programs we had our Drop-In-Craft: Cupcake Liner Craft for Moms. In June we had the start of the Summer Reading program our signups were up over last year. For June the Summer Reading programs at Salem were the Animal Movements exercise program and the Crafty Kids: Mini Basketball Goals.

WEEDING:

For Salem's continued weeding program we have weeded the Adult non-fiction section. Kayla moved the Adult Biography section to be near the Juvenile and Young Adult Biography section. Along with weeding the other Non-Fiction books this helped to make more room for the Adult Non-Fiction section. We have also weeded the entire DVD section to make room for more movies.

VOLUNTEERS:

Melony Mack and Nicole Alexander continue to be our regular volunteers. Melony is very good at helping out on a regular basis. Nicole has been helping out during the summer reading months for at Salem. We appreciate all of the help that our volunteers give us.

ORDERING:

Salem was able to spend all of its money for Fiction and Non-Fiction books. We really appreciate the gift money that the Friends of the Library provide from the book sale. Whether enabling us to host special programs, buy needed shelves or cabinets, or had to the book and DVDs that we can add for the Salem Library the book sale money helps us to do more for our patrons at our branch.

Seneca Library Branch Narrative, May/June 2016

Emily Whitmire Sluder

Facilities: We got new security cameras and new bathroom fixtures. I wish we could get additional security cameras for the back hallway near the bathroom and the alcove near the staff room, but those would have been too expensive. We look forward to getting some of our ceiling tiles replaced soon. We would like to have money for a ramp out front, but that is a longer term project.

Collections: I would like to weed more quickly; with only one cataloging license/user in Seneca it is difficult. I send items to technical services weekly, and Megan the assistant manager deletes books daily.

Programs and attendance:

Kids' Crafternoon: 14

Land Before the Waters: 21, 25

LTAI: 25

Let's Get Crafty: 12, 22

Meeting Room: Groups using our meeting room included the Tribble Center, a church committee, the Palmetto Project, SC Legal Services, Seneca River Women's Auxiliary, Oconee Writers' Association, Safe Harbor, a book club, the Red Cross, LTAI, and tutoring groups.

Projects: We are shifting and weeding as much as possible. We have acquired a new participant through the Palmetto Youth Connection program and he has begun working with us this June. We began serving bagged lunches through the school district in June.

Staff Development: We continue doing the ROCK training. We had extensive training in the summer reading procedures and formats. We have scheduled three full time employees to go to a Paraprofessional Conference in August.

Miscellaneous:

New borrowers: We issued 84 cards in May and 156 in June.

ILL: We accepted 36 inter-library loan requests in May and 37 in June.

Volunteer: In June we have started working with two new volunteers who are working several hours a week.

Please note that public training statistics do not include the many hours we spend helping patrons with their own devices, downloading Overdrive e-books, using the public computers, and troubleshooting their issues.

TECHNICAL SERVICES

May / June 2016
Robena Barton, Librarian

Collections:

We are still working on stragglers for the Award collection, but have primarily completed this project. We are now working on the Easy Reader re-classification and spine label changes. It is a smaller collection but most of them have been waiting on carts so we have to do all of them at once. Fortunately we are between fiscal year orders at the moment so my staff has had the extra time to devote to this project.

TLC:

Our update went off with only a minor glitch which was aggravated by the fact that TLC did not assign someone to monitor the update ticket for the following day. Once we put in a new ticket the glitch was resolved and there have been no other complaints.

Manager's Projects:

My grant was approved and I have purchased all physical items. I am busy at the moment trying out different software for the computer station such as a screen reader and magnifier. Once the final decision is made I will download the software and am planning on training staff at the next Management meeting. As an offshoot plans are underway to possibly set up a similar station at Seneca if funds can be procured for it, using the set-up at Walhalla as a guide.

Staff Development:

ROCK continues to go smoothly and most of my staff has enjoyed the opportunity to discuss the topics and learn more about our services. In June we focused on summer reading and used the time to watch training videos instead of practicing the ROCK outline.

Issues:

With the expected lack of lottery funds and a decreased budget it is unlikely that this fiscal will see a change in print management vendors. I will continue to research this possibility with the expectation that if problems continue with Envisionware we could petition County for additional expenditures.

Volunteers:

Nancy Woods has been on vacation in May and Early June so we got a little backed up on repairs but I am fully expecting her to sweep through the back log in no time and have us ship shape again. We have a new volunteer with a familiar face, Mike White has returned as a volunteer here and at Westminster and completed a full inventory of the South Carolina room in just 3 days!

Walhalla Library

May/June 2016

Emily Embry
Branch Manager

Narrative

Walhalla Collections: As we finished the fiscal year, we continue to order materials based on professional reviews, patron requests, and "best sellers" lists. There have been no significant changes in this department.

Overdrive Collection: There have been no significant changes to OverDrive during the month of May and June. Our Overdrive ordering schedule was pushed back to later in the month of June as end of fiscal year spending was transferred over into the OverDrive account.

Staff Development: We continue to work on the monthly ROCK trainings that are prepared for all staff.

Volunteers: We continue to utilize our dedicated volunteers in several areas of the library and continue to look for new volunteers that we can recruit to help.

Programs: For both May and June we offered several monthly programs including our new Art Therapy program, Sandwiches & Cinema, as well as Books & Chocolate as well as the continuation of our Land Before the Waters speaker series which included a showing of O'Brother Where Art Thou at the Walhalla Library. During the month of May we also held an endangered Animals art contest in the meeting room conducted by our Youth Services Department.

Meeting Room: The month of May we had the following outside groups use the meeting room: Tri-County Home Educators Lego Club, Baby Read (twice), Real Estate Visionaries, Friends of the Library, Let's Talk About It, and a patron who used the room for two days for private conference calls. During the month of June we had Tutor Courtney Lantis – 3 times, the Oconee County Third Option Group – homeschool meeting, the Continuum of Care – state agency, and the Tribble Center.

Facilities: The month of May started with the final touches on our new sliding glass doors. The contractor came to seal in the doors with caulk. On May 13th we experienced a major sewage problem that required facilities maintenance to call in Roto Rooter Plumbing. The problem continued and grew worse the next morning as our facilities maintenance crew did their best to work on the problem while waiting for the plumber. Around 11:00am staff decided to close the library because sewage began pouring out of the drain in the lobby and flooded a good portion of the main entrance. Once we closed the doors to the public the library staff went home and facilities maintenance waited around until the plumber arrived at 3:00 pm and was able to resolve the issue by 4:30pm. While the crew did their best to do an initial cleanup of the sewage we had to remain closed that Sunday until facilities could come back early Monday morning to finish cleaning. After four separate cleanings the floors were sanitized to the standards of library staff. One of the Friends bookshelves, 10 books, and several tables had to be disposed of that were in direct contact with the Sewage and could not be salvaged.

On May 18th we asked to have someone come and check our HVAC unit as we noticed one of the thermostat displays showed a blank display. While fixing that problem, facilities noticed that the duct work above Philip's office and the Ann Rodgers Room was separated from the unit which was pulling hot air from the attic into these rooms which was the cause of the humidity problems we have experienced for many years. The system now seems to be regulating these two rooms as it was designed to. A part of fixing the problem included adding four new vents in the back of the library just above the public computers. While finalizing this project facilities also noticed that our exhaust fan in the basement was not working and we one staff person mentioned that they had never seen the unit working and that we would be in violation of fire code if we did not get the unit working. Facilities replaced the needed part and the unit now works, but they still working to hook the system up to new carbon monoxide sensors so the fan will turn on automatically when the sensor picks up fumes.

On May 20th we asked for facilities to look at our back door closer as it was no longer functioning properly. Anytime the door was closed it would slam and rock the entire door frame. Facilities secured the threshold, added a security plate, secured the doorframe, repainted, and re-caulked the door frame. Michael also re-painted the walls and floors of the bathroom in the basement as well as polishing all bathroom accessories including repairing the door to the bathroom that had a major cosmetic issue with a portion of the door bubbling and needing to be re-glued to the main door surface.

On June 1st we asked facilities to mount a donated 22 inch TV that will be used to show library program announcements for the public as well as hanging a large clock behind the front desk.

On June 6th we noticed the temperature in the meeting room was not regulating itself properly. We assumed this was another issue similar to the problem with Philip's office. It turned out to be low Freon and later in the month we found that while installing the air filters last time someone had leaned on the drip tray causing it to crack. This lead to an even

bigger problem when the unit began leaking water and the broken drip pan cause a leak in the meeting. Until Jason was able to order the new drip pan we had to keep half the lights off in the meeting room to avoid an electrical problem since the water leak was directly over a light fixture and leaked inside the light and around it dripping onto the floor. June 6th was also the day that we found another problem with the plumbing in the public restrooms. Thankfully facilities maintenance found the problem the next morning which ended up being a pair of underwear that were stuffed in one of the public restroom toilets. We did have to close around 5:30pm on one of our late night openings because of this issue, but facilities fixed the problem before we opened the next morning.

On June 26th we found rodent droppings in the kitchen. That same day we purchased victor traps and two days later we caught the mouse. After catching the mouse we reset the remaining traps and thoroughly cleaned out the entire kitchen getting rid of decades of items that were no longer being used as well as reorganizing all items remaining and putting all food in sealable containers to prevent further rodent infestations.

Westminster Library Report
Leah Price, Branch Manager
May/June 2016

Volunteers and Community Outreach

Branch manager Leah spent 8 hours over three days speaking to the entire Westminster Elementary School to promote summer reading. Leah also attended/ worked the South Carolina State Library's StoryFest at the SC State Museum in Columbia to kick off the state's summer reading program.

Programs

Cookbook Club: Aunt Bees Mealtime	11	Summer Food Program June	312
LBW: Ron Rash	112	SR Kuchen Essen	12
Star Wars Day	24	SR FMN: <i>Zootopia</i>	25
Family Movie Night: Norm of the North	2	SR Cookbook Club: Hungry Girl Clean & Hungry	9
Kindergarten Community Field Trip	30	Women's Self-defense	13
Angry Birds Party	36	SR Operation Gratitude	34
SR Kick-off Party	32	SR Family Giant Game Night	15
SR Morning Movie: <i>Hail Caesar!</i>	0	SR=Summer Reading Program	

Meeting Room

We've had a lot of tutors using our room. Private study areas are much needed.

Manager's Projects

There is a lot of organized chaos going on concerning adult summer reading as staff are finalizing programs, creating handouts and flyers, ordering supplies, receiving boxes of supplies all in preparation of the soon to be here start of summer reading. There is also a lot of effort going into spending the rest of this year's materials budget, making sure items are available and in stock, and that we do not go over while trying to spend all the money.

Facilities

So much has happened!

- Early May new toilet, urinal, and sink were installed in the men's restroom.
- A water spigot was installed in the water heater closet in the men's room that will make filling up the mop bucket much easier (before you had to fill up a bowl and then dump in the bucket).
- Early May new toilets were installed in the women's' restroom.
- Early May both restrooms received new mirrors.
- Early June new sink and counter were installed in the women's restroom
- Early May our new sliding doors were installed (yay!) Unfortunately they have to open from left to right which caused us to have to do away with our popular four-week check out shelf. Because of the layout there is no other place to put it that would make sense.
- Installation of the sliding doors led to the following;
 - The burglar alarm code panel was moved to the back entrance.
 - A locksmith replaced the entire/lock handle for the back entrance.
 - A new emergency exit sign was installed because the lights on the previous one were too big to fit beside the door.

- The local brochure display had to be returned to its owner because the doors do not allow enough space for it.
- The people counter had to be moved. This led to replacing the photo cell/light that illuminates the outdoor flags. While checking the wiring for the flag light, maintenance noticed and replaced a burnt wire that was leading from the breaker box to one of the sets of lights in the stacks.
- Another set of emergency lights and ceiling tile were replaced in the main library.
- The sidewalk, windows, lettering, and inch deep of dirt that has piled up in our "lake" area in the front were all pressure washed.
- The fire lane red curb was repainted.
- Almost all of the maintenance crew worked on repairing and repainting the fascia around the building.
- The holly bushes along the side of the building were trimmed to make room for the repairs.
- Late May the tint on the outside of the windows along the roof were removed and replaced.
- Three security cameras were installed.
- Early June the HVAC unit in the meeting room froze up and needed Freon.
- One of the other three HVAC units died and needed its compressor replaced.
- The sinks and counter in the women's restroom were replaced.
- Security camera notification signs were hung up outside.

Youth Services Dept.
May / June 2016
Stacie Powell, Librarian

Print Collections: The fiscal year came to an end on June 30th and the Youth Services department spent within their originally allotted budget without having to ask for excess funds.

Staff Development: ROCK training for the month of May/June was to watch informative videos prepared by the Youth Services department on summer reading procedures for staff. I think the videos were very helpful to staff and I will incorporate that media into future staff communications.

Collaboration/Community Outreach: After much deliberation the Youth Services Department with the approval of Philip Cheney decided to participate in the School District of Oconee County's Summer Food Program. The Youth Services Librarian had always wanted the libraries to participate but the communication from the food department at the school district was very poor and two out of four branches were not onboard with the program and Salem, though they wanted to participate, logistically could not. We finally decided in late May to be a part of the food program after the school district made guarantees that they would accommodate our needs. This eased the minds of the branches that were skeptical and we were able to finally get it worked out. So far, the food program has gone very well. There have been some minor issues with time changes, but those appear to be working out, and the school district has been reasonably responsive to my complaints. Families are coming on a regular basis to get the free food which is wonderful. This is a partnership I think we will continue next year and will hopefully run smoother as we will all know "the ropes" then. We have gotten overwhelming positive feedback from the community on the program – so, despite the bumps in the road, I think the outreach has been completely worth it. Stats for the month of June for the food program are below:

Walhalla	Seneca	Westminster
221	355	295

Volunteers: Our teen volunteer, Jillian McNally is volunteering again this summer and has been a tremendous help so far.

Story Times: We decided to not interrupt story time as much as possible during the summer reading program because it usually causes our numbers to decline. Story Times have been going great in the summer so far. We've had excellent attendance numbers at all the branches.

Special Projects: Children's Department Circulation Desk / Reference Desk – some Youth Services funding was leftover at the end of the fiscal year and we decided to use it to create a Children's Circulation/Reference desk at the main library in Walhalla. We've ordered the desk and have gotten a data drop installed. We are just waiting for some of the other construction (installation of new lights and ceiling tiles) to be completed before we implement the new desk. The Youth Services Librarian and Youth Services assistant will work the desk a couple of hours each day. The intent is to "man" the desk during peak busy hours in the library when there are usually a lot of children in the children's department. Also, the Youth Services Librarian has had a goal of offering more reader's advisory and one-on-one assistance to patrons seeking children's services, so this will allow her more opportunity to be available to the public.

Summer Reading: Summer Reading is off to a great success. We offered early registration this year and I think that helped our numbers. Our registration numbers are up significantly in each age group. Program attendance has also been very good this year. A full report of the 2016 summer reading program will be provided on the July/August bi-monthly report.