

OCPL Director's Report September, 2016

- 1. Programs and Services:** Numerous programs were presented at OCPL branches and other locations during July, August, and early September. 14 individuals successfully donated blood on the **Blood Connection's** bloodmobile at the Seneca Library on Thursday, September 1, 2016.

- 2. Usage Statistics and narratives:** July-August, 2016 statistics and Bimonthly Reports are attached

- 3. Finance and Budget:** OCPL Budget expenditures for July 1, 2016 – September 14, 2016 are attached.

- 4. Personnel and Training:** Management Team meetings were held on Wednesday, August 13, and Wednesday, September 14, 2016. Six staff members attended an event at the Southeast branch of the Richland (County) Library on Wednesday, August 24, 2016. The next In-service Day is scheduled for Wednesday, October 5, 2016.

- 5. Buildings & Grounds:** **The Walhalla Library** was closed Wednesday and Thursday, August 3 and 4 for replacement of ceiling tiles. Replacement of some of the ceiling tiles at the **Seneca Library** occurred on August 18. Facilities Maintenance construction of a maintenance building at **South Cove Park** is delaying the completion of ceiling tile replacement at the **Seneca Library** and the **Westminster Library**. **County Council** approved the expenditure of budgeted funds for the purchase of the property across from the **Walhalla Library** at its August 16, 2016 meeting.

- 6. Technology:** The **Fair Play Youth Association** building in Fair Play is OCPL's third wifi site, joining the **Mountain Rest Community Club** and the **Long Creek Community Center**.

- 7. Friends of the Library:** Items from the wish lists have been received by each branch.

- 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. We are trying to schedule replacement of the sewer line at the **Westminster Library**, which has backed up several times in the last few months. This will be a cooperative venture between **Roads and Bridges and Facilities Maintenance** since the sewer line is beneath the parking lot.

9. State Library: The next meeting of **Association of Public Library Administrators** (the organization of public library directors) is scheduled for Friday, September 16, 2016 at the **South Carolina State Library**.

10. Community Involvement: Attended the Public Policy Chat at the **Greater Oconee Chamber of Commerce** on Friday, August 12, 2016. **Julie Meredith, Safe Harbor's** director, was the speaker.

11. Other: Newly-elected Council member **Julian Davis III** plans to attend our September 26, 2016 Board meeting at the **Westminster Library**. Guest lecture on "The digital divide" to two **Clemson University** classes on Monday, September 12, 2016. This is the third time I have been invited to address classes on this topic.

The Phil Cheney Minstrels presented its fifth annual program at the **Walhalla Civic Auditorium** on Saturday, August 13, 2016: "Ballads, songs and stories of the Southern Appalachians."

OCPL Bimonthly Report
Library Usage Statistics
Director: Philip Cheney

| | July 2015 | July 2016 | Change | Aug 2015 | Aug 2016 | Change |
|-----------------------------------|---------------|---------------|--------------|---------------|---------------|--------------|
| Visits to Library | 25,817 | 23,830 | -7.7% | 25,027 | 23,769 | -5.0% |
| Material Circulation - Adult | 21,300 | 19,379 | -9.0% | 21,004 | 20,596 | -1.9% |
| Material Circulation - Youth | 2,747 | 2,722 | -0.9% | 2,559 | 2,224 | -13.1% |
| Material Circulation - Juvenile | 12,136 | 11,133 | -8.3% | 10,635 | 10,096 | -5.1% |
| Total Material Circulation | 36,183 | 33,234 | -8.2% | 34,198 | 32,916 | -3.7% |
| Internet Uses | 3,250 | 2,661 | -18.1% | 3,811 | 3,188 | -16.3% |
| Internet Hours of Use | 1,970 | 1,613 | -18.1% | 2,631 | 1,991 | -24.3% |
| New Cards Issued | 260 | 245 | -5.8% | 283 | 268 | -5.3% |
| Programs - Adult | 12 | 12 | 0.0% | 18 | 8 | -55.6% |
| Programs Attendance - Adult | 239 | 119 | -50.2% | 199 | 37 | -81.4% |
| Programs - Youth 12-18 | 25 | 5 | -80.0% | 2 | 1 | -50.0% |
| Programs Att - Youth 12-18 | 215 | 9 | -95.8% | 8 | 4 | -50.0% |
| Programs -Juvenile 6-11 | 24 | 14 | -41.7% | 8 | 6 | -25.0% |
| Programs Att -Juv 6-11 | 777 | 342 | -56.0% | 351 | 177 | -49.6% |
| Programs - Children 0-5 | 8 | 11 | 37.5% | 19 | 18 | -5.3% |
| Programs - Att - Children 0-5 | 90 | 244 | 171.1% | 209 | 312 | 49.3% |
| Outreach Activities | 53 | 5 | -90.6% | 53 | 8 | -84.9% |
| Outreach Act. Attendance | 6 | 24 | 300.0% | 53 | 747 | 1309.4% |
| Public Training Sessions | 0 | 0 | | 0 | 1 | |
| Public Training Participants | 0 | 0 | | 0 | 1 | |
| Public Training Hours | 0 | 0 | | 0 | 1 | |
| Staff Training Sessions | 4 | 8 | 100.0% | 4 | 12 | 200.0% |
| Staff Training Participants | 1 | 1 | 0.0% | 1 | 5 | 400.0% |
| Staff Training Hours | 14 | 33 | 135.7% | 21 | 53 | 150.0% |
| Number of Volunteers Added | 8 | 9 | 12.5% | 6 | 7 | 16.7% |
| Number of Vol Hours | 111 | 162 | 45.9% | 145 | 156 | 7.6% |
| Meeting Room Use | 65 | 89 | 36.9% | 58 | 61 | 5.2% |
| Meeting Room Attendance | 792 | 943 | 19.1% | 754 | 547 | -27.5% |
| Number of Web Site Hits | 17,763 | 14,249 | -19.8% | 15,580 | 14,420 | -7.4% |
| | | | | | | |
| Wi-Fi Users | 1,798 | 1,591 | -11.5% | 1,783 | 0 | -100.0% |
| Wi-Fi Sessions | 7,309 | 7,216 | -1.3% | 7,771 | | -100.0% |
| OverDrive Downloads | 1,519 | 1,494 | -1.6% | 1,462 | 1,332 | -8.9% |
| Mango Adult Users | 26 | 63 | 142.3% | 27 | 85 | 214.8% |
| Mango Children Users | 0 | 9 | | 0 | 11 | |
| Ancestry.com Hits | 3,900 | 750 | -80.8% | 3,283 | 1,262 | -61.6% |
| Interlibrary Loans | 46 | 38 | -17.4% | 27 | 60 | 122.2% |
| New Material Added | 1,030 | 928 | -9.9% | 1,176 | 1,297 | 10.3% |
| | | | | | | |

OCPL Budget 2015-2016 9-14-16

| Account Number | DESCRIPTION | Budgeted | Spent | Percent | Balance |
|--------------------------|------------------------------|----------------|----------------|------------|----------------|
| 010-206-30018-00000 | Travel | 200 | | 0% | 200 |
| 010-206-30024-00000 | Equip. Maintenance | 2,400 | | 0% | 2,400 |
| 010-206-30025-00000 | Professional -Staffmark | 92,425 | 20,033 | 22% | 72,392 |
| 010-206-30041-00000 | Telecommunications | 960 | 76 | 8% | 884 |
| 010-206-30056-00000 | Data Processing | 27,500 | 27,500 | 100% | 0 |
| 010-206-30059-00000 | Copier Click Charges - Xerox | 10,000 | 1,072 | 11% | 8,928 |
| 010-206-30068-00000 | Advertising | 700 | 70 | 10% | 630 |
| 010-206-30080-00000 | Dues | 750 | 100 | 13% | 650 |
| 010-206-30084-00000 | School, Training, Sem. | 3,300 | 55 | 2% | 3,245 |
| 010-206-30090-00000 | Honorarium | 900 | 900 | 100% | 0 |
| 010-206-33022-00207 | Bldg Maint - Walhalla | 6,965 | 2,237 | 32% | 4,728 |
| 010-206-33022-00208 | Bldg Maint - Seneca | 3,600 | 1,267 | 35% | 2,333 |
| 010-206-33022-00209 | Bldg Maint - Westminster | 2,500 | 1,080 | 43% | 1,420 |
| 010-206-33022-00210 | Bldg. Maint - Salem | 2,020 | 1,020 | 50% | 1,000 |
| 010-206-34043-00207 | Electricity - Walhalla | 31,000 | 5,434 | 18% | 25,566 |
| 010-206-34043-00208 | Electricity - Seneca | 16,500 | 3,222 | 20% | 13,278 |
| 010-206-34043-00209 | Electricity - Westminster | 14,500 | 2,913 | 20% | 11,587 |
| 010-206-34043-00210 | Electricity - Salem | 5,000 | 5,000 | 100% | 0 |
| 010-206-34044-00207 | Water - Walhalla | 1,200 | 132 | 11% | 1,068 |
| 010-206-34044-00208 | Water - Seneca | 900 | 133 | 15% | 767 |
| 010-206-34044-00209 | Water - Westminster | 900 | 134 | 15% | 766 |
| 010-206-40031-00000 | Sm Capital Equip (Loc) | 2,800 | 300 | 11% | 2,500 |
| 010-206-40032-00000 | Operational | 6,000 | 3,572 | 60% | 2,428 |
| 010-206-40032-00000-A | Youth Services | 2,000 | 392 | 20% | 1,608 |
| 010-206-40033-00000 | Postage | 1,000 | 47 | 5% | 953 |
| 010-206-40034-00000 | Food | 500 | 48 | 10% | 452 |
| 010-206-40101-00000 | Books (Local) | 85,000 | 28,149 | 33% | 56,851 |
| 010-206-40102-00000 | Periodicals (Local) | 20,000 | 11,796 | 59% | 8,204 |
| 010-206-40103-00000 | AV (Local) | 10,500 | 3,215 | 31% | 7,285 |
| 010-206-80206-00000 | Automobile Maint - Library | 3,500 | 58 | 2% | 3,442 |
| 010-206-81206-00000 | Gasoline - Library | 1,500 | 364 | 24% | 1,136 |
| 010-206-82206-00000 | Diesel - Library | 2,000 | 229 | 11% | 1,771 |
| TOTAL LOCAL FUNDS | | 359,020 | 120,547 | 34% | 238,473 |
| 012-206-33022-00860 | Maintenance Bldg Grounds | 150,000 | 136,565 | 91% | 13,435 |
| 012-206-50850-00000 | Seneca Library Expense | 21,514 | | 0% | 21,514 |
| 013-206-60010-00000 | *Gifts, Donation (Loc) | 15,412 | | 0% | 15,412 |
| TOTAL MISC. FUNDS | | 186,926 | | 0% | 186,926 |
| 240-206-30018-00255 | Travel | \$560.00 | | 0% | 560 |
| 240-206-30056-00255 | Data Processing (State) | \$10,500.00 | 228 | 2% | 10,272 |
| 240-206-30080-00255 | Dues | \$1,000.00 | | 0% | 1,000 |
| 240-206-30084-00255 | Schools, Train.. (State) | \$4,000.00 | | 0% | 4,000 |
| 240-206-40031-00255 | Sm Capital (State) | \$5,000.00 | 1,100 | 22% | 3,900 |
| 240-206-40032-00255 | Operational (State) | \$18,581.50 | 501 | 3% | 18,081 |
| 240-206-40045-00255 | IT Equipment | \$1,000.00 | 959 | 96% | 41 |
| 240-206-40111-00255 | Books (State) | \$32,453.00 | 1,797 | 6% | 30,656 |
| 240-206-40112-00255 | Periodicals (State) | \$28,315.00 | | 0% | 28,315 |
| 240-206-40113-00255 | AV (State) | \$10,000.00 | 216 | 2% | 9,784 |
| TOTAL STATE AID | | 111,410 | 4,801 | 4% | 106,608 |

Branch Services

July/August 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 concluded on July 23 with a panel discussion at the Oconee Heritage Center. 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. Because the cost is potentially over \$2,500.00, the job will have to be made available for bids.

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.

ROCK training will resume in September (we took the summer off for Summer Reading). We have scheduled our fall staff in-service day for Wednesday, October 5, 2016. The theme is "In Your Own Backyard."

The Seneca Branch lost one of their part time personnel in July. Leah Abbatiello was hired full time at the Clemson University Library in their circulation department.

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 trusties at the Oconee County Detention Center, and have added 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. The first visit was Thursday, July 28. It was very popular.

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 seven programs so far, and while the Humanities grant programming has ended, we look forward to establishing our oral history project this year. All that is left for the SC Humanities grant is the reporting.
- New staff training initiative: ROCK training continues and is being well received. We are also planning as well for the fall in-service.
- Bookmobile: Met Diamond-T in Fair Play about the wrap installation. The job will have to be bid out, so Diamond-T might not be the awardee, but they provided a cost estimate for us as a ballpark figure.
- Construction and improvement to the branches: The Director and the Branch Services Manager have been working to build a list of projects for a potential release of additional bond money from the County.
- Two branches, Westminster and Seneca, have materials inventories underway. 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

July/August 2016

Brenda Lee, Bookmobile Manager

Collections: I choose adult collections from Ingram and B&T Lease programs for ordering. I choose some of the Bookmobile's juvenile collection from B&T Children's Lease plan.

Donations: Some were added to boost the adult collections.

Displays: It felt good to wrap up the final works of the summer reading program by the first week in August. It adds a lot of extra workload for me due to lack of space on the Bookmobile. It was a great turnout for children and adults and a great way to encourage adults to participate because they are already reading anyway!

Manager's Projects: Major weeding in youth collections has been my goal so it will be much easier to actually take inventory of all the Bookmobile's collections when the time comes. This is going rather smoothly as time allows on my in-house days. I've been approved to move the Bookmobile from Plentiful Platter parking to Bi-Lo on Rochester Hwy.

Volunteers and Outreach: A new volunteer has been recruited to help out on Thursdays, the day I was having much difficulty in getting covered. Now my working girl, Susan Kelley, has her Thursdays off again and I will split the routes between them. Janis Ross will begin in September.

Issues: There were bad squeaks on the Bookmobile that Vehicle Maintenance could not locate or hear the first time. After having a mechanic ride around with me, he definitely heard it, too. They were located and repaired during my in-house days so as not to interrupt service.

Comments: The great news is we know we are getting a new Bookmobile and I don't think it will squeak for a long time! Unfortunately, I've been told our delivery date has been pushed into December rather than October as we were expecting.

PROGRAMS:

Regular programs for July and August are the Knit & Crochet Circle, and for the Family Story Time. We had our regular Family Story Time programs for July and August. For the July Time to Read Book Club, in July we discussed *The Round House* by Louise Erdrich and in August we discussed *Wish You Well* by David Baldacci. There we also had the Adult Coloring Time drop in craft where we give out adult coloring pages for patrons to take home to color pages on their own. For July we had an Olympic themed Summer Olympics Adult Coloring Contest in which we gave away Silver, Gold, and Bronze prizes for the winners. Laura Bush, Betty Galloway, and Philip Cheney were judges. Our Summer reading programs were a big hit with registrations up over last year. For our kids summer Reading programs in July we had: Ronald McDonald, Animal Yoga, Teen Gaming, fitness Style, and Love on a Leash Pawsitive Reading Friends. For August the Salem Library had their kids program Birdhouse Bonanza Craft Program. We would also like to congratulate a local Salem patron for winning the grand prize Fitbit for the adult summer reading program. Brenda Dubose was the winner for the Salem Library.

PUBLICITY:

The Salem Library received good publicity for the Olympic Coloring contest. In August we had a picture in the Keowee Courier and in September we had a picture in the Anderson Independent. The publicity is a great way to show the community and surrounding areas the programs that are being offered by the Salem Library and the Oconee County Public Library system.

WEEDING:

Kayla and I have started to weed Fiction and Children's book areas. Even though we hate to get rid of books we do need more space. We did notify the branches and were able to move some of our unwanted books to other branches, so that we could still keep them in the system.

VOLUNTEERS:

We would like to congratulate Nicole Alexander at winning the Youth Services Volunteer of the year award for the entire state of South Carolina. We are proud of Nicole and what she has accomplished as a volunteer for the Salem Library. Melony Mack has continued to be a good volunteer. Nicole has been able to help with our summer reading. We also appreciate the work that Melony does for us on a regular basis.

Seneca Library Branch Narrative, July/August 2016

Emily Whitmire Sluder

Facilities: The maintenance crew started replacing our ceiling tiles. Unfortunately since they are constructing a new building in South Cove, they were only able to finish the study alcove and the meeting room. I have asked for the equipment to be removed from the meeting room since there is no timetable for the ceiling tiles to be completed. The ceiling tiles are going to have to stay in there and in the study alcove until the crew can install them.

I have asked for all the bushes and trees to be cut back and for an exterminator to come in September.

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. We cannot do a major weed without room to store the books.

We have moved various shelving units around and created a new shelf for award-winning books.

Programs and attendance:

Blood Drive (Sept 1st): 16

Community Speaks (Blood Connection): 3

Transformers Party: 26

Pawsitive Reading Friends: 25

Ronald McDonald: 37

Summer Food Program meals served: 389 (June), 355 (July)

Let's Get Crafty: 12, 8

Meeting Room: Groups using our meeting room included the Tribble Center, a church committee, the Oconee Humane Society, DAR, Seneca River Women's Auxiliary, Anderson DSS, Oconee Writers' Association, Safe Harbor, a book club, the Red Cross, students taking tests, and tutoring groups.

Projects: We are shifting and weeding as much as possible. We have been sending in Easy Reader books to Technical Services for spine label changes and to make a nonfiction section of Easy Reader books.

Staff Development: Jonathan, Lili, and Megan attended a conference for paraprofessionals in August. We hired a new part time employee as another left for a full time job at the Clemson University library. Several of our staff members have created amazing displays in the library to go with an Olympic theme for summer reading and a "Readbox" display (play on words for Redbox).

I have begun attending this year's Leadership Oconee County class.

Miscellaneous:

New borrowers: We issued 113 cards in July and 118 in August.

ILL: We accepted 25 inter-library loan requests in July and 40 in August.

Volunteer: We had 27 volunteer hours in July. Our summer volunteers have moved on since school has started, and we do not have any volunteers as of September.

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

July / August 2016
Robena Barton, Librarian

Collections:

We have finished the Award book project and have almost completed the spine label changes and catalog updates for Easy Readers. These projects were more time intensive than we had originally thought and we will be very glad to see the end of them. No other collection level changes are planned at this time.

TLC:

We had a system repair in August that went off without a hitch. Service tickets have been answered fairly promptly and there are no major issues to report, although there are constant headaches as TLC continues to fail at finding solutions for minor issues. There is also the news that TLC will now charge for custom reports, which again is not a major concern but certainly in the headache category.

Manager's Projects:

I am still working on completing the assistive technology station and plan on presenting it at In-service in October. I will also be attending a Vocational Rehabilitation Open House in October where I hope to let more people in the community know about the computer station and other assistive tools. Also at the October in-service I will present my SCLA program on adding MARC records for Gutenberg and DISCUS items, making them directly searchable from the catalog. Future projects include record updates for children's series titles including American Girl and Diary of a Wimpy Kid.

Staff Development:

We have taken a break from ROCK training to allow more time for Summer Reading. ROCK will resume in September. Also later in the fall I will be working closely with my staff to develop the rest of the training manuals.

Issues:

The only issues of note are the continued leaks experienced after the ceiling tile replacements and the AC unit shutdowns. Both have combined to make it an unpleasant end of the summer but other than the closing for the initial tile replacement have not disrupted our work or service to the public.

Volunteers:

Between my vacation days and Nancy's it has been hard to schedule repair times, but we have worked through it and there are no backlogged items. We also had some extra help as former staff member Mike White has begun volunteering here at Walhalla and also at Westminster. Mike has been using the scanner to inventory and has completed the South Carolina Room collection as well as most sections in the Westminster branch.

Walhalla Library

July/August 2016

Emily Embry, Branch
Manager

Narrative

Walhalla Collections: We continue to order materials based on professional reviews, patron requests, and “best sellers” lists, and our newly adopted book policy. Weeding is continuing in order to withdraw items that are in poor condition and replace those that need to be updated.

Overdrive Collection: The Overdrive collection continues to grow while maintaining orders for replacement titles that the license has expired. The challenge lately is balancing the ordering on new titles while updating licenses for items that still have a high interest for patrons or have current holds listed.

Staff Development: During the two days we were closed for the ceiling tile renovation, the circulation staff were able to meet and discuss current issues, solutions, and ideas for the future as well as tackling several projects that needed to be taken care of including the cleaning and organization of our supply area, rearranging and better organization of our daily supplies and items needed at the circulation desk, and a thorough cleaning of the upstairs loft area that had become a catch all storage area. By completing these projects we have discovered items needed that we didn't know we had as well as opening up more storage space after purging large quantities of items that are no longer of use.

Volunteers: During the month of August we had several new volunteers go through orientation and hope to begin using them on a regular basis.

Programs: We finished up Summer Reading during the month of July which included Giant Family Scrabble, our monthly Art Therapy, our bi-monthly Books & Chocolate as well as a weekly program called Daily Burn that was conducted every Monday, Wednesday, and Friday. Our programs for the month of August included a Back to School Bash for Kindergarten through fifth grade, and our monthly Art Therapy and Sandwiches & Cinema. We have scaled back what we are offering and taking some time to review what we are offering our patrons to make sure we are meeting the needs and interests of the community as well as using our time wisely.

Meeting Room: Many outside groups utilize the meeting space at the Walhalla Library. Groups that used our space during July include: Pointe Harbor Property Owners Association, NEXT school, Baby Read (twice), Tribble Center, Continuum of Care, and Water's Edge HOA. The Friends of the Library and the Library Board also used our meeting room during the Month of July. During the month of August include: Baby Read (twice), Pointe Harbor Home Owners Association, Tribble Center (twice), and Healthy Living Workshop.

Facilities: As a part of the end of the fiscal year spending, each branch received a new carpet spot cleaner to help resolve the issue of stains setting in for an entire year before we are able to clean them. As a continuing maintenance request, I have asked Stephanie, our Facilities person, use this machine to shampoo the carpet once a month to prevent the set in stains and use of the bubble machine. On July 15, 2016 we requested the park bench out front be stabilized as it was not secure and could have caused injury and was resolved that same day. On July 21, 2016 we experienced problems with our garage door not functioning when it was opened it would not close without a system override being performed every time. Facilities managed to temporarily fix the problem while we waited for the door tech repairmen to come out and replace frayed cables, secure the sensor wires, and check the wheels and tracking of our garage door which was resolved early in August. On July 27, 2016 it was discovered that one of our Parking Lot Lights wasn't functioning. Facilities recommended we replace the lights with a newer LED bulb that would not require the ballast (which were the main cause of our lighting issues inside) and would also save on electricity output. These were replaced within the week and an adjustment to the timer function was created and added to the electrical panel by Michael Murphy.

At the very end of July we received word that the Facilities crew had scheduled to complete the replacement of the ceiling tile at the Walhalla library to be conducted on August 3 – 4, 2016. This gave us around a week to inform the public we would be closed and plan for what we would have staff doing during the two days we were closed. We prepared by communicating with facilities and our staff as to what our plans were for the areas that still needed new tiles as well as handing out staff assignments for projects that we planned to work on while we were unable to get to our desk area. This included hours of prep work conducted by the circulation and office staff to cover all stationary items with plastic sheeting and remove all mobile items into the main area of the library to give facilities the room they needed to work. Out of all the work accomplished, I want to foremost mention the hard work displayed by the circulation staff who cleaned and organized areas of the library that had materials outdated from the 1970s that were obsolete, but were never thrown away. These women worked tirelessly going up and down stairs hauling load after load of materials to the large

dumpster which we helped to fill rather quickly, requiring a second dumpster which was also filled with more than a third of the trash being items the library threw away while the remaining two-thirds were the tiles that were thrown away. On August 9 – 11th, 2016 it was discovered that several A/C returns within the building were leaking one in the Juvenile Fiction section, one in the basement stairwell, and a third in the Director's office. Facilities determined that the leaks were caused from condensation as a result of the new ceiling tile replacement as the new tiles aren't as thick and do not have a radiant barrier. The condensation filled up the drip pans which had to be drained. This issue will continued to present itself during the warm summer months until a solution has been reached.

Westminster Library Report
Leah Price, Branch Manager
July/August 2016

Collections

Ordering has had some hurdles as new policies have been put into place.

Staff

Part-time circulation assistant Susan Chandler worked for a few hours at the Seneca Branch for a cross-training exercise. Tiffany Tarrer created the Finding Hank Scavenger Hunt which was a really big hit among the kids. Tiffany attended a SCLA Paraprofessional training in Columbia with staff members from other libraries. It was a great experience for her to meet with other state libraries. She came back with a lot of information and excitement.

Volunteers

We are very happy to have former circulation assistant Mike White volunteering for us. His primary focus will be doing inventory for the branch which has been needed since all transactions for a day were lost back in June 2015 and inventory has not been done since 2012.

Community Outreach

Branch manager Leah Price attended a drop-in held for the new Westminster city administrator, Chris Carter.

| Programs | Number of Attendees |
|--|----------------------------|
| FMN: <i>Miracles From Heaven</i> | 20 |
| Craft it with Leah: String Art | 5 |
| Morning Movie: My Big Fat Greek Wedding 2 | 0 |
| End of Summer Reading Bingo Party | 44 |
| Summer Food Program | 295 |
| Smart Banking for Kids | 0 |
| Cookbook Club: The Cupboard to Table Cookbook | 8 |
| Finding Hank | 40 |
| <i>Finding Dory</i> Party | 80 |
| FMN: <i>Finding Nemo</i> | 13 |
| Total program attendance for two months | 505 |

Meeting Room

The meeting room continues to be very popular. It was used over 50 times in a 51 day period.

Manager's Projects

Leah is currently working with Jennifer Moss from the Oconee Heritage Center to plan the Heritage Day class for the Leadership Oconee Class. Summer reading has been completed. The proper reports and surveys have to be filed with the State Library. Another project is trying to find new and creative displays to increase physical material check outs. Along with that is trying to make sure we offer engaging programs that fill the need for the consumer.

Facilities

The women's restroom had a leaking toilet that Eddy from Facilities Maintenance was able to repair. We had the sewage pipe back up again that required maintenance to flush out which was more difficult this time according to staff. They had the city come out to run a camera down the sewer pipes and did find a break that will eventually be repaired.

**Youth Services Dept.
July / August 2016
Stacie Powell, Librarian**

Print Collections: We carried out significant weeding of our Easy books at the Walhalla and Salem Libraries. The Easy Reader collection is almost done being relabeled at all the branches.

Collaboration: The Youth Services Librarian and Kay Moxley, Media Specialist at WHS, are working on a presentation they will present together at a Public Library / School Library Summit at the State Library in September.

Community Outreach: The new NEXT School at Eagle Ridge reached out to the Youth Services librarian about providing library informational flyers for all their registration packets. We printed 170 flyers for them that provided details about our basic services, homework and research help, and specific information about the Salem branch. They were very pleased that we provided them this information. The Youth Services Librarian and the Walhalla Branch Manager participated in the first annual City of Walhalla / SDOC Back to School community bash. We had a library booth where we registered people for library cards and provided information about our services for students and families. There was a huge turn-out at the event and we plan to participate in it next year. The Youth Services Librarian serves as Chair of the First Steps board. We have been working on several literacy projects for almost a year now – a backpack campaign and the Countdown to Kindergarten program. We presented over 500 backpacks with literacy guides and two children's books in them to each 4-K student in several SDOC schools. The Youth Services Librarian attended several of the backpack giveaways at the schools. We also sponsored the Countdown to Kindergarten program where 15 "at risk" students are enrolled in a summer program geared towards getting these children ready for kindergarten. JMB Elementary was the host school for this program this year. The Youth Services Librarian attended the graduation ceremony where certificates were handed out and the families celebrated the success of their students with punch and cake.

Programs:

August - Back to School Bash at the Walhalla Library – 8 attended.

Outreach – Community-wide Back to School Bash – City of Walhalla – 600+

Summer Reading – We had a terrific summer reading program this year. Our stats were as high as they have been in the five years I have been in this position with the exception of the one year we had the HOLA program coinciding with our summer reading program. I think allowing early registration really helped amp up our registration numbers and I also think the prizes were popular this year. Next year, we will be implementing online registration for summer reading for our patrons – something the State Library has been pushing all libraries to do for several years now. We will be spending the winter months learning the operations of the online registration system and look forward to introducing it to the public next May.

Attendance (June – July):

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|---------------------------------|----|------------------------|
| Early Literacy Programs: | 22 | Attendance: 498 |
| Elementary Age Programs: | 20 | Attendance: 573 |
| Teen Programs: | 9 | Attendance: 44 |

Registration Figures:

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|------------------------|-----|-----|
| Early Literacy: | 206 | 52 |
| Elementary: | 714 | 26 |
| Teen: | 264 | 220 |