

OCPL Director's Report November, 2016

- 1. Programs and Services:** Numerous programs were presented at OCPL branches and other locations during September, October and the first part of November, 2016.
- 2. Usage Statistics and narratives:** September-October, 2016 statistics and Bimonthly Reports are attached
- 3. Finance and Budget:** OCPL Budget expenditures for July 1, 2016 – November 17, 2016 are attached.
- 4. Personnel and Training:** Management Team meetings were held on Wednesday, October 12, 2016 and Wednesday, November 2, 2016. Three staff members attended the **South Carolina Library Association** annual conference in Columbia from November 9 -11, 2016. **In-service Day** was held Wednesday, October 5, 2016. The change in FLSA regulations involving the **minimum salary** requirements for exempt employees has resulted in the reclassification of 5 of OCPL's 6 exempt employees as non-exempt employees beginning with the November 21, 2016 payroll. **Blair Hinson, Stacie Powell, Robena Barton, Emily Embry, and Emily Whitmire** will begin using the electronic timeclock system on that date. They will no longer be allowed to work extra hours for library programs and special events unless they are compensated; hours they work in excess of 40 in the work week must be compensated at time and a half. This has already affected OCPL's participation in local Christmas parades in December. In former years OCPL had a presence in as many as 5 parades.
- 5. Buildings & Grounds:** Staff members have been studying the requirements for using the property across from the **Walhalla Library** for extra parking. This will involve meeting SC Department of Transportation requirements as well as the City of Walhalla's regulations.
- 6. Technology:** The self-checkout machine at the **Seneca Library** will be replaced with an updated model in the next few months.
- 7. Friends of the Library:** The Oconee County **Solid Waste Department**

has identified a recycler of hardback books. The first large group of books discarded by the Friends was picked up by a Solid Waste Department truck on Friday, September 23. Additional loads have been picked up every several weeks since that date. The Friends were recognized at a luncheon at the Walhalla Library on Tuesday, October 11, 2016.

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. Replacement of the sewer line at the **Westminster Library** has occurred. It was a cooperative venture between **Roads and Bridges** and **Facilities Maintenance** since the sewer line was located beneath the surface of the parking lot. Replacement of the roof of the **Westminster Library** will probably use the remaining funds in the account for system improvements provided by Oconee County Council. The contract for this work is expected to be awarded in the next few weeks.

9. State Library: Attended the meeting of **Association of Public Library Administrators** (the organization of public library directors) on Friday, September 16, 2016 at the **South Carolina State Library**. The November meeting has been postponed until December. The State Library notified us that OCPL's share of unclaimed Lottery funds will be \$36,956.52. The first *quarterly* check was received the week of November 7.

10. Community Involvement: Attended the **Oconee Chamber's Business After Hours** at the Bountyland office of **Blue Ridge Bank** on Thursday, October 6, 2016. Attended the meeting of the **Oconee County Art and History Commission** at South Cove Park on Thursday evening, October 13, 2016.

11. Other: Newly-elected County Council member **James Hart** plans to attend our November 28, 2016 Board meeting at the **Salem Library**. Guest lecturer on the topic of "The digital divide" for two **Clemson University** classes on Monday, September 12, 2016. Presented "Ballads, songs and stories of the Southern Appalachians" twice during September: Friday, September 9, 2016 at a retirement home in Greenville County and Thursday evening, September 15, 2016 for a children's program at the main library in Anderson.

OCPL Budget 2016-2017 11-17-16

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	37,570	41%	54,855
010-206-30041-00000	Telecommunications	960	168	18%	792
010-206-30056-00000	Data Processing	27,500	27,500	100%	0
010-206-30059-00000	Copier Click Charges - Xerox	10,000	2,973	30%	7,027
010-206-30068-00000	Advertising	700	70	10%	630
010-206-30080-00000	Dues	750	535	71%	215
010-206-30084-00000	School, Training, Sem.	3,300	1,638	50%	1,664
010-206-30090-00000	Honorarium	900	900	100%	0
010-206-33022-00207	Bldg Maint - Walhalla	6,965	2,564	37%	4,401
010-206-33022-00208	Bldg Maint - Seneca	3,600	1,267	35%	2,333
010-206-33022-00209	Bldg Maint - Westminster	2,500	2,209	88%	291
010-206-33022-00210	Bldg Maint - Salem	2,020	1,020	50%	1,000
010-206-34043-00207	Electricity - Walhalla	31,000	9,542	31%	21,458
010-206-34043-00208	Electricity - Seneca	16,500	5,925	36%	10,575
010-206-34043-00209	Electricity - Westminster	14,500	4,213	29%	10,287
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Walhalla	1,200	263	22%	937
010-206-34044-00208	Water - Seneca	900	265	29%	635
010-206-34044-00209	Water - Westminster	900	203	23%	697
010-206-40031-00000	Sm Capital Equip (Loc)	2,800	2,365	84%	435
010-206-40032-00000	Operational	6,000	5,842	97%	158
010-206-40032-00060-A	Youth Services	2,000	633	32%	1,367
010-206-40033-00000	Postage	1,000	143	14%	857
010-206-40034-00000	Food	500	97	19%	403
010-206-40101-00000	Books (Local)	85,000	28,237	34%	56,763
010-206-40102-00000	Periodicals (Local)	20,000	17,979	90%	2,021
010-206-40103-00000	AV (Local)	10,500	3,407	32%	7,093
010-206-80206-00000	Automobile Maint - Library	3,500	58	2%	3,442
010-206-81208-00000	Gasoline - Library	1,500	684	46%	816
010-206-82208-00000	Diesel - Library	2,000	498	25%	1,501
TOTAL LOCAL FUNDS		359,020	164,766	46%	194,254
012-206-33022-00860	Maintenance Bldg Grounds	150,000	136,031	91%	13,969
012-206-50850-00000	Seneca Library Expense	21,514		0%	21,514
013-206-60010-00000	*Gifts, Donation (Loc)	16,577		0%	16,577
TOTAL MISC. FUNDS		188,091		0%	188,091
240-206-30018-00255	Travel	\$560.00		0%	560
240-206-30056-00255	Data Processing (State)	\$10,500.00	5,981	57%	4,519
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)	\$3,930.00	2,422	62%	1,508
240-206-40032-00255	Operational (State)	\$18,581.50	854	5%	17,728
240-206-40045-00255	IT Equipment	\$2,070.00	2,012	97%	58
240-206-40111-00255	Books (State)	\$32,453.00	13,173	50%	13,280
240-206-40112-00255	Periodicals (State)	\$26,315.00	1,420	5%	26,895
240-206-40113-00255	AV (State)	\$10,000.00	3,615	36%	6,385
TOTAL STATE AID		111,410	35,476	32%	75,933

**OCPL Bimonthly Report
Library Usage Statistics
Director: Philip Cheney**

	Sept 2015	Sept 2016	Change	Oct 2015	Oct 2016	Change
Visits to Library	23,605	20,828	-11.8%	22,571	20,450	-9.4%
Material Circulation - Adult	18,992	18,377	-3.2%	19,694	17,492	-11.2%
Material Circulation - Youth	2,022	1,933	-4.4%	2,008	1,885	-6.1%
Material Circulation - Juvenile	9,220	9,092	-1.4%	9,266	8,893	-4.0%
Total Material Circulation	30,234	29,402	-2.8%	30,968	28,270	-8.7%
Internet Users	3,454	2,927	-15.3%	3,465	2,777	-19.9%
Internet Hours of Use	2,284	1,827	-20.0%	2,138	1,733	-18.9%
New Cards Issued	230	227	-1.3%	176	169	-4.0%
Programs - Adult	12	13	8.3%	14	10	-28.6%
Programs Attendance - Adult	76	139	82.9%	137	124	-9.5%
Programs - Youth 12-18	6	1	-83.3%	6	3	-62.5%
Programs Att - Youth 12-18	22	8	-63.6%	26	15	-42.3%
Programs - Juvenile 6-11	9	6	-33.3%	4	10	150.0%
Programs Att - Juv 6-11	118	71	-39.8%	78	186	138.5%
Programs - Children 0-5	23	3	-87.0%	21	13	-38.1%
Programs - Att - Children 0-5	342	35	-89.8%	297	235	-20.9%
Outreach Activities	4	6	50.0%	3	4	33.3%
Outreach Act. Attendance	218	67	-69.3%	506	12	-97.6%
Public Training Sessions	1	8		1	8	
Public Training Participants	4	8	100.0%	20	8	-60.0%
Public Training Hours	4	8	100.0%	1	8	
Staff Training Sessions	10	20	100.0%	8	23	187.5%
Staff Training Participants	24	6	-75.0%	16	15	-6.3%
Staff Training Hours	188	24	-87.2%	170	135	-20.9%
Number of Volunteers	3	5	66.7%	2	5	150.0%
Number of Vol Hours	117	103	-12.0%	134	137	2.2%
Meeting Room Use	48	65	35.4%	52	89	71.2%
Meeting Room Attendance	585	603	3.1%	637	783	19.8%
Number of Web Site Hits	14,765	13,475	-8.7%	14,314	14,166	-1.0%
Wi-Fi Users	1,863	0 *	-100.0%	1,891	0 *	-100.0%
Wi-Fi Sessions	7,391	0	-100.0%	7,480	0	-100.0%
E-Book Downloads	1,295	1,273	-1.7%	1,301	1,228	-5.6%
Mango Adult Users	20	90	350.0%	36	99	175.0%
Mango Children Users	2	1	-50.0%	0	0	
Ancestry.com Hits	2,954	654	-77.9%	3,694	1,059	-71.3%
		0			0	
		0			0	
Interlibrary Loans	37	42	13.5%	59	52	-11.9%
New Material Added	1,192	989	-17.0%	949	1,281	35.0%

* CURRENTLY UNABLE TO COLLECT WI-FI DATA -
WEBSITE USED TO COLLECT STATS NOT OPERABLE

PROPOSED

OCPL Library Board Meetings

2017 Schedule

Monday, January 23, 2017

5:30 p.m. Seneca Library, 300 E. South Second St., Seneca, SC 29678

Monday, March 27, 2017

5:30 p.m. Walhalla Library, 501 W. Broad St., Walhalla, SC 29691

Monday, May 22, 2017

5:30 p.m. Westminster Library, 112 W. North Ave., Westminster, SC 29693

Monday, July 24, 2017

5:30 p.m. Salem Town Hall, 5 Park Avenue, Salem, SC 29676

Monday, September 25, 2017

5:30 p.m. Seneca Library, 300 E. South Second St., Seneca, SC 29678

Monday, November 27, 2017

5:30 p.m. Walhalla Library, 501 W. Broad St., Walhalla, SC 29691

Note: Board meetings are held in the odd months of the year on the fourth Monday. May's meeting is held on the **third Monday when Memorial Day falls on the fourth Monday**. The November meeting varies in those years **when the fourth Monday falls in the same week as Thanksgiving**. For 2017, all meetings will be held on the fourth Monday.

FOR APPROVAL

2017 OCPL Holiday Closings

- **New Year's Day - Monday, January 2, and Sunday, January 1.**
- **Martin Luther King, Jr. Day - Monday, January 16**
- **President's Day - Monday, February 20**
- *Easter Weekend - Saturday, April 15 and Sunday, April 16*
- **Confederate Memorial Day - Wednesday, May 10**
- **Memorial Day – Saturday, May 27, Sunday, May 28, and Monday, May 29(observance)**
- **Independence Day - Tuesday, July 4**
- **Labor Day - Saturday, September 2, Sunday, September 3, and Monday, September 4**
- **Veterans Day - Friday, November 10**
- **Thanksgiving Day - Thursday, November 23**
- **Day after Thanksgiving Day - Friday, November 24**
- *Saturday, November 25 and Sunday, November 26*
- **Christmas Eve - Friday, December 22 (observance)**
- *Saturday, December 23, and Sunday, December 24*
- **Christmas Day - Monday, December 25 (observance)**
- **Day after Christmas - Tuesday, December 26 (observance)**
- *Saturday, December 30, and Sunday, December 31 (this is part of the New Year's weekend for 2018; January 1, 2018 falls on Monday)*

Branch Services

September/October 2016

Blair Hinson, Branch Services Librarian

Narrative

Public Relations:

We have been working to improve signage in our libraries, as well as publicity and marketing of our programs. Social media seems to be working well. We continue to make small improvements to the OCPL website, as well. We have also begun working on a Black History month program for the end of February, 2017, at the Seneca Library with John Thomas Fowler, author of *Trotting Sally: The Roots and Legacy of a Folk Hero*.

Staff Development:

ROCK (Reference, Online, Circulation, and Knowledge) training continues successfully. We just need staff to keep coming up with scenarios. We would like to move this to an online platform in the near future.

We had a successful in-service on Wednesday, October 5, 2016. Because of flooding in Columbia, our speaker about Internet safety for kids was unable to join us. However, we got a very good report from the staff members that attended the SCLA Paraprofessional One-day Workshop in Columbia in late August.

The Seneca Branch saw one of their full time staff members, Lili Klar, be hired full time at the Clemson University Library in their circulation department. The managers at Seneca have been interviewing for full time and part time.

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 had to shutter one of them (in the Mountain Lakes Grill) due to the restaurant owner losing her lease on the building. We will be searching for a replacement location.

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.

Manager's Projects:

- Oral History project: We will be looking to see what equipment and software we can buy with lottery funds to further enhance this project.
- Bookmobile: The Bookmobile has been delayed again until mid-January, 2017, due to delays with the body company in Indiana. We believe it is finally in Farber's shop to have the upfitting completed.
- Construction and improvement to the branches: We will not be receiving additional bond money at this time, so we are finishing out our list of projects for the \$150,000.00 already received from the county. The last project will probably be a new roof for the Westminster Branch.
- Two branches, Westminster has their materials inventories nearly complete. Seneca had started, but has been delayed due to personnel changes. We will schedule Walhalla and Salem for the late fall. The last book/material inventory was completed in 2011.

Issues:

We have been trying to set up a mobile lab using Chromebooks, but are having a lot of issue with Google over licensing. We're still working on it.

Outreach Services

September/October 2016

Brenda Lee, Bookmobile Manager

Collections: Manager chooses adult collections from Ingram and B&T Leasing Program; continues to order some juvenile reading materials from B&T Children's Lease Plan.

Displays: Bulletins of events at the libraries are displayed as space allows. Friends of the Library book sale announcements are always posted.

Manager's Projects: A major weeding of the youth collection continues in preparation of inventory. Keeping up with changing collection codes and rotation of collections is challenging itself due to limited space.

Volunteers and Outreach: My new volunteer tried to make it work for her as she really wanted to help out, but the long days and heavy lifting were a bit too much at her age. Susan Kelley was very quick to take back the route, much to my appreciation. We now have four outreach stops that are utilizing the bookmobile services! I drove the bookmobile to the Fair Play Fall Festival on what I think was the hottest Saturday in September! Attendance was really poor and we didn't even get a picture in the Fair Play Times. Several patrons promised to start visiting the bookmobile on its regular route days to Fair Play. However, one of those has been true to her word. The stop at the Fair Play Presbyterian Church continues to increase and we are usually there a little longer than scheduled.

Comments: Looking forward to the arrival of a new bookmobile!

PROGRAMS:

In September and October we had our Knit & Crochet Circle and we also had our regular Family Story Time programs. For our other Children's programs in September we had the Fall Picture Frames and in October the Frankenstein Monster/Pumpkin Popsicle Stick Magnet Craft. For the September Time to Read Book Club we read *Wish You Well* by David Baldacci, and in October we read *Still Alice* by Lisa Genova. For another of our ongoing programs we had the Adult Coloring Time drop in craft where we gave out adult coloring pages for patrons to take home to color pages on their own. In September we also had part II of our Basic Computer Class. For September and October we had our special Learn How to Paint Class I and II program. Since this program went over so well, we have decided to make the painting class another regular monthly program. As another special program for October we had the Eat Right to Feel Your Best program which was presented by registered dietician and certified diabetes educator Lauren Kroeger.

WEEDING:

Kayla and I have started to weed Adult Non-Fiction 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.

Salem Collection Development

We continue to order well reviewed items for the Salem branch. At the Salem branch we constantly have a lookout for high quality items that interest our patrons. By having a good collection development strategy we can keep the demand up for circulation at the Salem Library.

Staff Development

On October 5th we had a staff in-service training in Walhalla. Robeena presented the talk that she was going to give at the State Library conference in Columbia. Stacie gave a presentation on how we can work with the area schools to help attendance at our events. The paraprofessional staff gave a presentation from the program that they attended in Columbia. This was a very good exercise at team building skills for staff.

Volunteers

Melonie Mack and Nicole Alexander continue to be our regular volunteers. We do have some volunteer applications out and hope to get a couple of more regular volunteers in the near future.

Seneca Library Branch Narrative, September/October 2016

Emily Whitmire Sluder

Facilities: The bushes and trees were cut back, and we are now back on the quarterly rotation for the exterminator. No progress has been made on the ceiling tiles since the last report, which is very frustrating as the tiles are in the way. Unfortunately, there is no timetable for completing this project. In the winter I will be asking the Roads and Bridges department to paint over the lines in our parking lot.

Collections: We have begun inventory and will most likely complete it by the end of the year.

I would like to weed more quickly; with only one cataloging license/user in Seneca it is difficult. I send items to technical services often, and Megan deletes books daily. We cannot do a major weed without room to store the books prior to discarding them.

Programs and attendance:

Let's Talk About It: 30, 25

Star Wars Reads: 2

Pokemon Go Walk (rained): 8

Family Story Time: approximately 10 weekly

Drop-In Crafts: 3-5 each week in October

Let's Get Crafty: 8, 8

Meeting Room: Groups using our meeting room included Let's Talk About It, the Tribble Center, a church committee, the Seneca Blazers track team, Seneca River Women's Auxiliary, Newcomers' Club, Oconee Writers' Association, Safe Harbor, a book club, the Red Cross, SC Legal Services, an AARP driving course, Baby Read, a charter school information presentation, Moms' Club of Clemson, insurance meetings with low-income residents, students taking tests, and tutoring groups.

Projects: The Easy Reader relabeling project is essentially complete. We weeded many old and damaged ER books during this process, so we will be shifting more books in the children's area. (The youth services department has ordered more ER books than usual to account for the weeding.) We also added two shelves worth of ER nonfiction books that were converted from the Juvenile section, increasing their circulation.

I will be taking over story time while Stacie is out on maternity leave.

We are proceeding with a grant application from the SC Humanities Council Speakers Bureau to host John Fowler, author of *Trotting Sally: the Roots and Legacy of a Folk Hero*. He will present a program on February 28th. Keep an eye out for promotional materials.

Staff Development: As of November 15, Bethany (previously part-time through Staffmark) has been hired for our full time position. We have hired another employee to fill her slot through Staffmark, and she will begin working in late November. The employee we hired part-time in mid-July left for other opportunities in September, and we hired someone to replace him at the end of October. By the end of November, we will be back to a full staff for the first time since the beginning of July.

Our employee with the Palmetto Youth Connection has left, and we will probably ask for another employee to begin after the first of the year once our new employees have been trained.

Everyone participated in the Fall In-Service at Walhalla. Our paraprofessional staff presented an excellent program on teamwork and leadership. This in-service was one of the best I have attended.

I have been participating in Leadership Oconee County. For our volunteer project, we have chosen to work on much-needed repairs and upgrades to the Lakeview Assisted Living facility.

Miscellaneous:

New borrowers: We issued 92 cards in September and 62 in October.

ILL: We accepted 22 inter-library loan requests in September and 23 in October.

Volunteers: We have not had any volunteers since August. We hope to get a new person started in late November.

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

TECHNICAL SERVICES

September / October 2016

Robena Barton, Librarian

Collections:

We are still working on a few stragglers for the Easy Reader Spine label and record updates but this project is virtually complete. Weeding continues to be an ongoing process but is proceeding very well. In this period we have deleted over 6,000 books, many of which went to the friends to make room for new materials. The new genre headings for DVD's have been successful and the creation of a Teen as well as Inspirational category has aided discovery and improved circulation.

TLC:

We currently have several tickets under review with TLC for modifications or support, which we are hoping to see resolutions for soon.

Manager's Projects:

The Vocational Rehabilitation Open House was very educational although I did not succeed in establishing any partnerships and instead now feel that this organization would not be a good fit for our needs. I am now preparing for the SCLA conference where I will be presenting my work on MARC records for open access resources, just as I did at the last in-service. When I return I plan on starting a new collections project to update children's series titles.

Staff Development:

In-service was one of the best since I started here. Letting so many staff members present their own work and research was fantastic. Additionally Tech Services did quite a few presentations of our own and each went really well. My staff did a great job of presenting our department to the staff and explaining their jobs and responsibilities. Enthusiasm was high, as was interest by the rest of the staff. For my part, I presented both my SCLA presentation on the MARC records work I have been doing and explained the new Adaptive Technology computer station and office supplies to several members of the staff. I think the ATC presentation was particularly successful and useful for the staff as a whole. ROCK has been more intermittent than we would like and now that the holidays are approaching November and December will be combined into one training session. We remain committed to keeping it going, though, and when we have the opportunity to present a session they are well received. I feel very strongly that regular training remain a priority and ROCK has been our most successful training program to date.

Issues:

Issues this time around are the new copiers. We were giving only vague notice of when the new copiers would be installed and when they did come they failed to properly adjust the new settings, leaving us without any print or copy service for four days until they managed to return and press the right button. Following the install all of the branches have seen an increase in paper jams and crashes. If this continues we will have to speak to our County Representative to speak with the company on our behalf.

Volunteers:

Nancy Woods is a treasure as always and continues to be a valuable member of our team as we complete repairs. We also still have Mike White as a volunteer. He is helping us complete an employee manual for the copy cataloger position. His assistance has been indispensable.

Walhalla Library

September/October 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: We held a staff In-Service on October 5th at the Walhalla Branch.

Volunteers: During the month of September the Friends of the Library began culling their book sale collection using stricter guidelines. This was the result of a recycling debate that started at the beginning of the month which ended with an agreement with the City of Walhalla's Waste Management who agreed to pick up our unwanted books and dispose of them through a company in Ashville, NC that can recycle the books as they come instead of us having to tear covers of or do any type of time consuming prep work to be able to recycle. During the month of October we held the Friends of the Library appreciation luncheon for the volunteer work they do for us.

Programs: Our Programs for both September and October included Sandwiches & Cinema, Tech Tuesdays and our Adult Art therapy. Tech Tuesday and Art Therapy have become our most well attended adult programs. We started Tech Tuesday with no limit on the amount of appointments and during the month of October began limiting to four appointments per day. We also recruited several staff to serve as a part of the Tech Squad which has been a helped ease the burden of the ongoing appointments. Our Adult Art Therapy began growing during the month of September once we changed the format of the class to a painting instruction class. We grew from 16 participants in September to 24 participants in October and the demand for the class continues to grow. We have capped off the maximum number at 30 people and have announced the \$2 recuperation fee for the canvases. During the month of September we also had our Bi-monthly Books & Chocolate, and National Talk like a Pirate Day. During the month of October we also passed began the system-wide, vote for books campaign and passed out candy to trick-or-treaters who stopped by the library.

Meeting Room: Many outside groups utilize the meeting space at the Walhalla Library. Groups that used our space during September include: Tri-County Home Educators Chess Club, Continuum of Care, Medical Reserve Corps (Health Department), Tri-County Home Educators Lego Club, Tribble Center - 2 times, Friends of the Library, Guardian ad Litem, Parenting Place, Walhalla High School, and DSS. Groups that used our space during the month of October include: Parenting Place, Baby Read (twice), Tri-County Home Educators Lego Club, Medicare Basics Workshop, Tri-County Home Educators Chess Club, Continuum of Care, National Youth Advocate, Protection and Advocacy, Tribble Center (twice), Teen Straight Talk, Walhalla Lion's Club, Guardian ad Litem program, and the Water's Edge Home Owner's Association.

Facilities: The start of September brought several HVAC problems including several leaks throughout the library including in the meeting room, the children's area, and the Ann Rogers Room. These leaks occurred after all of the ceiling tiles were replaced so we now have fresh stains on tiles which have not been replaced again. The back staff door began unlocking on its own during the month of September. Facilities came and recalibrated the lock and it is now functioning properly.

There have been several incidents at the library during the month of October. Many have involved unsavory patrons who we believe were using the library parking lot and side porch for nefarious purposes. There were several maintenance request made because of this behavior including the cleanup of broken glass in the parking lot, the need to pressure wash the side porch because of trash and various liquids spilled on the ground and on the glass wall. The benches on the side porch were in such bad condition that we had to throw them away. Around the same time we also discovered hypodermic needles and a bag that was assumed to have drugs in it that was discovered on the side porch. The authorities were notified of the discovery and we instructed all library staff to immediately call the police if there are

any instances of disturbances on the porch. After taking away the benches on the side porch the activity seemed to dissipate but staff are still monitoring the activities on the porch with extra vigilance.

We have also experienced several problems with the bathrooms during the month of October from the toilet paper dispensers needing to be replaced or fixed to sewage coming up from the drains again. We ended up catching the on call maintenance guy and getting the sewage problem resolved during off hours so we did not have to close the library to patrons. We also acquired the new piece of land during the month of October that is adjacent to the library and put in the work order to have the area mowed by our maintenance staff.

Westminster Library Report
Leah Price, Branch Manager
September/October

Collections

Except for a few stragglers that may be checked out all of our easy reader books have had new spine labels put on them

Volunteers

Our newest volunteer has left us for a paying job.

Community Outreach

Branch manager Leah attended the Westminster Rotary Apple Festival luncheon. Speakers included Senator Lindsey Graham and SC Superintendent of Education Molly Spearman.

Programs	Number of Attendees
Family Movie Night: <i>The Jungle Book</i>	3
Morning Movie: <i>Captain America: Civil War</i>	15
Pirate Pop-In	22
Pokémon Party	30
Star Wars Reads	2
Movie Night: <i>The Legend of Tarzan</i>	8
Cookbook Club: <i>Southern Tailgate Book</i>	4
Monster Bash	45
Westminster Elementary School 1 st Grade Field Trip	85
Total program attendance for two months	214

Passive Programs

Halloween Tricks and Treats	30
Pumpkin Contest Entrants	4
Pumpkin Contest Votes	383

Manager's Projects

As part of her Leadership Oconee County Board duties, Branch Manager Leah Price helped plan and implement the Heritage Day for the 2017 class. We were thrilled to have the entire first grade of Westminster Elementary School come for a field trip to the library. While half toured the library the other half learned about library cards and listened to some stories. With the Westminster Library it is pretty much all out in the open, but the kids did seem to enjoy the behind-the-scenes look at the storage room and book drop closet. We have had several of the kids trickle in since then and are thrilled when we recognize them. We even signed up a few for new cards. Leah attended the South Carolina State Library's summer reading wrap up in Columbia in October.

Statistics were gone over, public library outcomes were reviewed, ideas were exchanged, and a performance was given by Liz, Holly, and the Lolly Jollies.

Facilities

A few months back it was discovered the septic line leading from the library had a break in it. Facilities Maintenance along with Roads and Bridges worked together to remove sections of the parking lot to replace the damaged pipe and then replace the removed sections. We have had some issues with lettering in the entrance during afterhours. Several patrons voiced concerns since they sit in front of the outside book drop. Within the same few days we had someone chip out pieces of the brick on both sides of the entrance. The police were called and they are going to increase patrols. If they see anyone loitering in the area they will tell them to move. Security footage was reviewed but due to the location of the cameras and it being at night nothing could be seen.

Youth Services Dept.

Sep / Oct 2016

Stacie Powell, Librarian

Print Collections: Collection development is on par for the year. Spending is normal and weeding has been going very well. Former Walhalla Library employee Mike White has been volunteering at the library and has been a big help with weeding CSV (Children's Services collection).

Staff Development: Staff in-service took place on Oct. 5th. Stacie Powell attended a summit at the State Library in September (see collaboration section below).

Collaboration: Stacie Powell was invited to give a presentation along with Walhalla High School Media Specialist Kay Moxley at the State Library of South Carolina's first ever Public Library / School Library Summit – Columbia, SC September 16th. The summit was a full-day of informative break-out sessions on how to form lasting partnerships to strengthen both the public and school libraries. Stacie and Kay gave a one hour presentation on the collaborations they have had together in the past year and ones they are working on now.

Bilingual Story Time – the SDOC is offering the library their ESOL liaisons to assist with monthly bilingual story times. The story times take place at each branch and feature Stacie Powell doing the parts in English and the SDOC liaison doing the parts in Spanish or another language. The first bilingual story time of the 2016/2017 year took place at Walhalla on September 28th.

Community Outreach: Youth Services Librarian and Salem Branch Manager Dan Polk are working on ways to include the NEXT charter school in Salem in more outreach services.

Philip Cheney asked Stacie Powell to attend the Steak in Oconee dinner on Oct. 3rd. The event was an excellent opportunity to network with community leaders.

Programs:

St. John's Preschool has started back their monthly visits to the Walhalla Library for 30 minute story times. This is a great community outreach program.

- Teen Art October
- Star Wars Reads Day
- Vote for Books

Special Projects:

Stacie Powell will be going on maternity leave for 12 weeks starting sometime in early to mid-November. While she is on leave she has trained her part-time assistant DJ Roach to take over material ordering (books, audio, DVDs) so collection development can continue in her absence. Leah Kelly, library acquisitions manager, will assist DJ with the ordering of materials. Several staff have volunteered to keep story times going at Walhalla and Westminster. We are still working on finding someone to help with story time at the Seneca Library. During the month of October, staff who were going to help cover story times during Stacie's maternity leave shadowed Stacie during story time and were given extensive training. Any children's and teen programs that will take place at the library during Stacie's maternity leave will be managed by each individual branch until Stacie returns. The planning for Summer Reading usually starts in January – this will be close to Stacie's return to work but she will still be involved with the planning of summer reading even if she hasn't returned yet. She will coordinate with DJ, Leah Price (Adult Summer Reading manager) and the other branches to make sure work gets underway for summer reading in a timely manner. Stacie has taken the necessary steps to make sure the Youth Service's department runs smoothly during her absence and protocol has been established incase Stacie's input is needed while she is away.

New Children's Check-Out Desk – the new children's check-out desk is fully operational in the children's section of the Walhalla Library. We have had a couple of chances to use it during peak busy hours – right after story time dismisses and after school from 3:00 – 5:00. The children seem to love coming up to this desk and getting help on a more personal level.