

OCPL Director's Report
November, 2017

1. Programs and Services: OCPL staff hosted a number of successful programs in September and October, 2017. The Salem Library's Elephant and Piggie Party was a hit, as was the Westminster Library's Bookworm Party. Children's programming has rebounded since the lull at the end of Summer Reading. Donna Wales, the Youth Services Librarian, is experiencing good numbers for her Family Story Times, and has successful programs with LEGOs and origami. See branch managers' and Youth Services reports for details. Since October, 2017, we have also begun featuring Launchpad tablets, from Playaway. They are pre-loaded with games, brain-teasers, stories, and multi-media content for children and adults. They do not require Internet connectivity, which is great for areas of the county with poor or no Internet service. There are about 30 of them in circulation right now, even four on the Bookmobile. They seem to be very popular.

2. Usage statistics and narratives: September and October, 2017, statistics and bi-monthly reports are attached. (September figures reflect closings not only for County holiday [Labor Day], but also mid-month inclement weather closings for Hurricane Irma.)

3. Finance and Budget: OCPL budget expenditure figures for 1 July 2017 to 8 November 2017 are attached.

4. Personnel and Training: Branch Services Librarian Sue Andrus started with the OCPL on Monday, October 2. All full time positions are filled currently. The fall in-service was held on October 9, 2017. Sergeant Mike McGowan and Captain Ken Washington of the Oconee County Sheriff's Office made a presentation to the library staff about how to handle active shooter situations. Although OCPL has scheduled this training in the past, new information always comes to light as law enforcement across the country learn more about how to deal with these situations. All library staff members were also afforded an opportunity to learn or refresh their CPR and AED (defibrillator) training, thanks to the Oconee County Emergency Management department. The library also wishes to thank Allison Griffin for providing breakfast on the day of in-service.

5. Building and Grounds: Ceiling tile installation was finally completed at the Seneca Library in October, as it was the Westminster Library, also. The libraries were closed for part of the day on Monday, September 11, and all day on Tuesday, September 12, due to winds and rain from Hurricane Irma. The Walhalla Library sustained some damage to the fascia on the clerestory, and the Seneca Library lost two large oak trees in the front of the library (one fell over during the storm, and one was removed afterward because of disease and the continued threat it posed to the Seneca Branch). Oconee County Roads and Bridges did a fine job of clearing the trees and debris after the storm. The flooring in the men's room at the Westminster Library is still in need of replacement.

6. Technology: The County has won a grant from Ten at the Top to place charging stations for electric vehicles at the County administration building, several County parks, and the Walhalla Main Library.

County Facilities Maintenance personnel are examining the Walhalla Library to determine where to run electrical lines to support the station. The library has also started lending Launchpad devices (tablets— see “Programs and Services” above).

7. Friends of the Library: September and October Book Sales were well attended. The Friends’ report will detail sales figures. The branches and Youth Services department have received all of their “Wish Lists” items from the Friends. Friends president Barb Askew has moved to the Greenwood, SC, area and is no longer with the OCPL Friends group. Her replacement is Jean Mercer. The Volunteer Administrator, Janice Lovinggood, and her committee members, did an excellent job of honoring the Friends at the “Volunteers are Jazzy,” Mardi Gras/New Orleans-themed luncheon held on Tuesday, October 17, 2017, at the Walhalla Library. County Council member Paul Cain and County administrator Scott Moulder were in attendance.

8. Oconee County: We have received great cooperation from Facilities Maintenance and from Roads and Bridges for recent projects. We are still having trouble determining who will actually do the work for the men’s room at the Westminster Library (see manager’s report for more details).

9. State Library: There has been a lot of turnover at the State Library, but the director recently attended New Director’s Orientation there on October 4, 2107. There they featured presentations from most all of the departments of the State Library, and introduced many of the new staff members to the group of directors present. Several of the new staff persons are also going to try to visit county libraries soon to discuss funding, training needs, and any other concerns.

10. Community Involvement: The director continues to attending meetings of the Sesquicentennial committee. Plans are now underway for a January special proclamation by County Council, and then several events in the County throughout the year in 2018, culminating in a fundraising gala for the Oconee Heritage Center in October, 2018. The library will be having a bookmark contest for the sesquicentennial, which will start at the beginning of the calendar year in 2018, and probably result in the bookmarks being judged during National Library Week in April. New Walhalla Branch Manager Quientell Walker has been heading up the bookmark contest. The new Youth Services Librarian, Donna Wales, took Stacie Powell’s place on the First Steps Board in September, 2017, and has attended several meetings. The director was also invited to speak at the Seneca Woman’s Club on Thursday, October 19, and attended the fall reception of the Arts and Historical Commission at South Cove County Park on November 9.

11. Other: The library staff has contributed a number of ideas to incorporate into a new strategic plan for the library system. The director will discuss with the Board at the November meeting the steps the library might take to begin getting community input and developing a strategic plan, with a goal of having that in place by mid-calendar year 2018.

OEPL Bimonthly Report

Library Usage Statistics

Director: Blair Hinssen

	Sept 2016	Sept 2017	Change	Oct 2016	Oct 2017	Change
Visits to Library	23,605	17,403	-26.3%	20,450	19,195	-6.1%
Material Circulation - Adult	18,377	16,345	-11.1%	17,492	16,953	-3.1%
Material Circulation - Youth	1,933	1,621	-16.1%	1,885	1,649	-12.5%
Material Circulation - Juvenile	8,092	8,067	-11.3%	8,893	8,722	-1.9%
Total Material Circulation	29,402	26,033	-11.6%	28,270	27,324	-3.3%
Internet Users	2,927	2,016	-31.1%	2,777	2,299	-17.2%
Internet Hours of Use	1,827	1,246	-31.8%	1,733	1,460	-15.8%
New Cards Issued	227	146	-35.7%	169	133	-21.3%
Programs - Adult	13	12	-7.7%	10	12	20.0%
Programs Attendance - Adult	139	72	-48.2%	124	67	-46.0%
Programs - Youth 12-18	6	1	-83.3%	8	1	-87.5%
Programs Att - Youth 12-18	22	3	-86.4%	26	3	-88.5%
Programs - Juvenile 6-11	9	5	-44.4%	4	7	75.0%
Programs Att - Juv 6-11	116	96	-17.2%	76	70	-10.3%
Programs - Children 0-5	23	3	-87.0%	21	14	-33.3%
Programs - Att - Children 0-5	342	26	-92.4%	297	272	-8.4%
Outreach Activities	4	4	0.0%	3	4	33.3%
Outreach Act. Attendance	218	20	-90.8%	506	18	-96.4%
Public Training Sessions	8	1	-87.5%	8	0	-100.0%
Public Training Participants	8	1	-93.8%	8	0	-100.0%
Public Training Hours	8	1	-87.5%	8	0	-100.0%
Staff Training Sessions	20	10	-50.0%	23	16	-30.4%
Staff Training Participants	24	7	-70.8%	14	18	28.6%
Staff Training Hours	188	84	-55.6%	135	112	-17.0%
Number of Volunteers	5	4	-20.0%	5	5	0.0%
Number of Vol Hours	103	78	-24.5%	137	73	-47.1%
Meeting Room Use	65	66	1.5%	69	68	-23.6%
Meeting Room Attendance	603	448	-25.7%	763	504	-33.9%
Number of Web Site Hits	13,475	11,817	-12.3%	14,166	12,925	-8.8%
Wi-Fi Users	0	2,480		0	1,002	
Wi-Fi Sessions	0	4,600		0	2,256	
E Book Downloads	1,273	1,380	8.4%	1,228	1,405	14.4%
Mango Adult Users	90	74	-17.8%	99	67	-32.3%
Mango Children Users	1	0		0	0	
Ancestry.com Hits	654	863	32.0%	1,059	2,255	112.9%
		0			0	
		0			0	
Interlibrary Loans	42	38	-9.5%	69	36	-39.0%
New Material Added	989	1,275	28.9%	1,281	1,330	3.8%

OCPL Budget 2017-2018 11-8-17

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
010-206-30024-00000	Equip. Maintenance	2,450	2,450	100%	0
010-206-30025-00000	Professional -Staffmark	92,425	33,004	36%	59,421
010-206-30041-00000	Telecommunications	960	229	24%	731
010-206-30056-00000	Data Processing	27,586	27,468	100%	118
010-206-30059-00000	Copier Click Charges - Xerox	10,000	2,650	26%	7,350
010-206-30068-00000	Advertising	700	692	99%	8
010-206-30080-00000	Dues	750	410	55%	340
010-206-30084-00000	School, Training, Sem.	3,300	1,531	46%	1,769
010-206-30090-00000	Honorarium	900	900	100%	0
010-206-33022-00207	Bldg Maint - Walhalla	7,000	2,402	34%	4,598
010-206-33022-00208	Bldg Maint - Seneca	3,600	1,909	53%	1,691
010-206-33022-00209	Bldg Maint - Westminster	2,500	1,294	52%	1,206
010-206-33022-00210	Bldg. Maint - Salem	2,020	1,145	57%	875
010-206-34043-00207	Electricity - Walhalla	32,000	8,283	26%	23,717
010-206-34043-00208	Electricity - Seneca	16,700	2,647	16%	14,053
010-206-34043-00209	Electricity - Westminster	15,000	3,919	26%	11,081
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Walhalla	1,300	264	20%	1,036
010-206-34044-00208	Water - Seneca	950	200	21%	750
010-206-34044-00209	Water - Westminster	950	196	21%	754
010-206-40031-00000	Sm Capital Equip (Loc)	2,800	2,495	89%	305
010-206-40032-00000	Operational	6,000	4,249	71%	1,751
010-206-40032-00000	Youth Services	2,000	299	15%	1,701
010-206-40033-00000	Postage	1,000	95	10%	905
010-206-40034-00000	Food	500	142	28%	358
010-206-40101-00000	Books (Local)	85,000	31,825	37%	53,175
010-206-40102-00000	Periodicals (Local)	20,000	18,940	95%	1,060
010-206-40103-00000	AV (Local)	10,500	2,285	22%	8,205
010-206-80206-00000	Automobile Maint - Library	3,500	265	8%	3,235
010-206-81206-00000	Gasoline - Library	2,000	722	36%	1,278
010-206-82206-00000	Diesel - Library	2,000	529	26%	1,471
TOTAL LOCAL FUNDS		361,391	158,447	44%	202,944
013-206-60010-00000	*Gifts, Donation (Loc)	21,446		0%	21,446
TOTAL MISC. FUNDS				#DIV/0!	
240-206-30018-00255	Travel	300.00		0%	300.00
240-206-30056-00255	Data Processing (State)	\$9,000.00	4,364.45	48%	4,635.55
240-206-30080-00255	Dues	\$1,200.00		0%	1,200.00
240-206-30084-00255	Schools, Train. (State)	\$2,700.00		0%	2,700.00
240-206-40031-00255	Sm Capital (State)	\$9,207.75		0%	9,207.75
240-206-40032-00255	Operational (State)	\$17,500.00	495.36	3%	17,004.64
240-206-40045-00255	IT Equipment	\$2,070.00	231.49	11%	1,838.51
240-206-40111-00255	Books (State)	\$52,500.00	28,165.21	54%	24,334.79
240-206-40112-00255	Periodicals (State)	\$25,000.00	8,102.72	32%	16,897.28
240-206-40113-00255	AV (State)	\$10,500.00	5,105.54	49%	5,394.46
Total State Aid Funds		\$129,977.75	46,464.77	36%	83,512.98

\$8,907.77 Designated

\$2,450 - Program Budget



OCPL Library Board of Trustee Meetings

2018 Schedule

Monday, January 22, 2018, 5:30 p.m.

Westminster Library, 112 W. North Ave., Westminster, SC 29693

Monday, March 26, 2018, 5:30 p.m.

Salem Town Hall, 5 Park Avenue, Salem, SC 29676

Monday, May 21*, 2018, 5:30 p.m.

Seneca Library, 300 E. South 2nd Street, Seneca, SC 29678

Monday, July 23, 2018, 5:30 p.m.

Walhalla Library, 501 W. South Broad Street, Walhalla, SC 29691

Monday, September 24, 2018, 5:30 p.m.

Westminster Library, 112 W. North Ave., Westminster, SC 29693

Monday, November 26, 2018, 5:30 p.m.

Salem Town Hall, Salem, SC 29676

Note: Board meetings are held in the odd numbered months of the year on the fourth Monday. *The May Board meeting is held on the third Monday when Memorial Day falls on the fourth Monday (as is the case this year).



2018 OCPL Holiday Schedule

Monday, January 1, 2018 New Year's Day

Monday, January 15, 2018 Martin Luther King, Jr. holiday

Monday, February 19, 2018 Presidents Day

Sat/Sun, March 31/Apr 1, 2018 Easter weekend

Thursday, May 10, 2018 Confederate Memorial Day

Sat-Monday, May 26-28, 2018 Memorial Day weekend

Wednesday, July 4, 2018 Independence Day

Sat-Monday, September 1-3, 2018 Labor Day weekend

Sunday, November 11, 2018 Veterans Day*

Monday, November 12 Veterans Day holiday (county paid holiday)

Thurs-Sunday, November 22-25, 2018 Thanksgiving holiday

Sat-Wednesday, December 22-26 Christmas holiday

Monday, December 31, 2018 closing at 6 p.m. for New Year's Eve

*(Asking for Board approval for closing Walhalla Library on Sunday)

Branch Services

September/October 2017

Sue Andrus, Branch Services Librarian

Narrative

Public Relations:

We continue to be a guest on the "Coffee Time" program on 94.1 The Lake, WSNW, and will now be featured each second Thursday of the month for the rest of calendar year 2017 and into 2018. We are working with Phil Shirley, and County and community partners to discuss participation in the County's sesquicentennial in 2018.

Staff Development:

Sue Andrus was hired as the Branch Services Manager and her first day was October 2.

We had our Fall 2017 staff in-service on Monday, October 9. Captain Washington and Sergeant McGowan from the Oconee County Sheriff's Office conducted active shooter training for all staff and several of the Friends of the Library. Other items covered were the new strategic plan direction, a refresher course in CPR and AED use, a demo of new features in Overdrive, and review of the Launchpad lending policy and how to use the Launchpads. Breakfast from Chik-fil-A was provided by Allison Griffin of the Library Board – thank you!

Volunteers and Community Outreach

We will be continuing the Bookmobile outreach to the state trustees at the Oconee County Detention Center, and the 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, as well as outreach to Lakeview Assisted Living.

Oconee County Public Library celebrated *National Friends of the Library Week* with a luncheon for the Oconee County affiliate on Tuesday, October 17 at the Walhalla Library. "Volunteers Are Jazzy" was our theme with a Mardi Gras focus. We were privileged to have Scott Moulder, Paul Cain and several current and past OCPL Board Members in attendance along with our committed volunteers who have contributed many hours to OCPL.

Special recognition was given to Barb Askew for serving as the FOL President for the past 12 years. She has been instrumental in several community outreach programs and has always had a love for books. She is moving to Greenwood and will be greatly missed.

The four Little Free Libraries in Mountain Rest were restocked on October 6. Restocking procedures were developed and a visit schedule for the next three months was created.

Manager's Projects:

A Monthly Tracking Sheet spreadsheet was created for the Bookmobile. We are piloting the project while still keeping paper records. This will make it easier to generate circulation and use statistics.

The last system-wide book/material inventory was completed in 2011. A current inventory was completed for the bookmobile in December, 2016. Westminster's was completed in fall of 2016. The Salem Branch completed theirs in April 2017. Seneca has only the adult non-fiction to complete, and Walhalla will complete theirs soon.

As a result of the in-service day presentation by the Sheriff's Department, safety assessments at Walhalla, Seneca, & Westminster were scheduled. First Aid and AED kits were restocked & beefed up.

Issues:

Facilities Maintenance has completed the installation of ceiling tiles at Seneca and Westminster Branches. Westminster's meeting room doors were fitted with new handles with locks as well as kickstands. Additional security cameras were installed at the Walhalla Headquarters library, and are now on the county server.

The Westminster circulation desk had a power outlet malfunction on October 23. See the Westminster manager's report for more details.

The PACs at all locations are having problems connecting to the network. IT Problem Log spreadsheets were created for each branch to keep track of all IT issues.

Outreach Services

September/October 2017

Brenda Lee, Bookmobile Manager

Collections: Manager chooses adult collections from Ingram and B&T Leasing Program; requests some juvenile reading materials from B&T Children's Lease Plan. Selects adult DVDs to be ordered.

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

Manager's Projects: Maintaining shelving appearance and keeping up with the weeding. Changing collection codes and rotation of collections as needed is done as time allows. There is still a need to reduce the Adult DVD collection and in the near future to go through the children's DVDs.

New Hope Baptist Church was dropped from our Wednesday route and we added the West Union Fire Station and Keowee Towne Market on North Highway 11. We have not seen a lot of growth as of yet but it's better than what we were seeing and the potential to grow is there.

Volunteers and Outreach:

Lee Smith has assumed the Wednesday routes vacated by Jean but I still have problems filling some of the other days due to one having a job and another travelling. Fortunately, Blair and our recently hired Branch Services Librarian, Sue Andrus, have been able to help me out.

Outreach was awesome for September! Blair Hinson and I took the Bookmobile to Columbia for the Bookmobile Exchange. Of course, OCPL's was the nicest one there and we were proud to show it off.

Comments: OCPL is so fortunate to have a new bookmobile. We should all be very proud.

Programs:

For our September children's program's we had the Elephant and Piggie Party, the DIY Time Mini Camping Set and the Teen DIY Drop-in Stress Balls craft. For the October children's program we had Fire Breathing Dragon Craft, Drop-in Craftin': Tie Dye Coffee Filter Monster and Coffee Art: Painting With Coffee teen program. We had the following adult programs for September and October: Knit & Crochet Circle, Time to Read Book, Adult Coloring Time drop in craft, and Painting for Fun painting session for adults. In October, we had a special Tote Bag craft program for our adults which was well received.

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.

Weeding

Salem continues to weed in all areas of the library. For September and October Salem has weeded most heavily in the fiction section of the library. Salem also has weeded heavily in the popular, family, and children's movies.

Volunteers

The Salem library now has three active volunteers. Melony Mack, Sally Bouwman continues to volunteer on a regular basis. Pamela Tellock is now part of our regular volunteer rotation schedule. Our volunteers even help out with the programs we put on. We will continue to look for other qualified volunteers at the Salem branch. These volunteers help us so much by freeing up our time to allow Kayla and I to do the work that we need to.

Seneca Library Branch Narrative, Sept/Oct 2017

Emily Whitmire Sluder

Facilities: The maintenance staff finished installing the ceiling tiles in the entire library at the end of October.

Collections: We have completed inventory of the front half of the library, biographies, and half of the fiction collection.

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:

Flubber: 23 **Hot Chocolate Pajama Party: 20**

Let's Get Crafty: Button Craft:

Let's Get Crafty: Painting:

Halloween Bingo: 12

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

Staffing: We hired Erik toward the end of September, so we are back to full staff.

Noah started working with us in October through the Vocational Rehabilitation work program. He will be with us through mid-November. This has really helped us with the speed of doing inventory.

Statistics:

Visits to Library:

New borrowers:

ILL:

Volunteers: Our volunteer that started in August had to quit to care for a family member, but she said she will be back once her duties are complete. We do not have any volunteers at this time.

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 2017

Robena Barton, Technical Services Librarian

Collections:

Our workflow has streamlined considerably and we now have an average three day turn-around time for new materials. Orders are proceeding well and budget spreadsheets are updated regularly. Weeding continues on an ongoing basis and we discarded over 2000 items in this period. We sent several boxes of DVDs to the friends that were in reasonably good shape and hope to continue this as part of our regular weeding. Inventory is almost complete at all branches.

TLC:

We have scheduled an upgrade for Tuesday November 14th to bring us to the latest version of TLC systems. Text notifications were added as a feature but because of inconsistent service it was decided not to promote this to the public. It is available on demand if requested.

Manager's Projects:

I am hoping to have the manuals completed by the end of December. The library is looking at possible strategic goals and I am working with Branch Services and the Director to investigate system changes or additional services to enhance the library. Hopefully by the next narrative I will have a more detailed list of projects and goals that we are working to achieve.

Staff Development:

Walhalla hosted all the branches for an in-service training day in October. We reviewed safety procedures with members of the Sheriff's department and had another course in CPR and AED so that all staff could become certified or re-certified. We also introduced the new Launchpads now available for check-out at all branches. Some small problems were discovered with the processing and these were addressed the next day so that the product launch could proceed on schedule.

Issues:

We will have a security assessment at all branches in November to discuss the current known and unknown security issues system-wide. I am working with IT to address the continuing problems with getting the Assistive Technology computer online. There is also a known issue with the PAC computers not connecting to the server correctly in the morning but we are attempting to correct this by manually disconnecting them at the end of each day. Our biggest concerns at the moment are intermittent network failures and a lack of broadband at all branches. We are discussing upgrading hardware with IT to address these issues.

Volunteers:

Nancy Woods continues to do an excellent job in mending and repair.

Walhalla Library

September/October 2017
Quientell Walker, Branch Manger

Narrative

Walhalla Collections: We are continuing to order materials based on professional reviews, patron requests, "best sellers" list, and within the guidelines outlined in the OCPL book policy. I have added several new books to the Reference Collection, and I am currently working on adding new books to the Roger's Memorial Room collection. The weeding of the DVD collection is complete; this was done in accordance with OCPL's weeding policy and with advice from the Branch Managers. We did start circulating the Launchpads, and they have been a hit with our patrons.

Overdrive Collection: With assistance from the Branch Managers and the Youth Services Staff we have been able to continue adding new items to the Overdrive Collection. Our goal is to develop and maintain an e-book/e-audio collection that reflects the needs as well as the desires of our patrons. The collection has continued an increased growth of Unique Users. Below is a chart depicting this growth from 2016 to 2017.

	September 2016	September 2017	October 2016	October 2017
Unique Users	385	414	354	428

Staff Development: On October 9th In-Service was held at the Walhalla Library. During this session the OCPL staff received Active Shooter, CPR, and AED training. We are currently working on an inventory of the Juvenile Collection. Christie Johnson, Assistant Branch Manager, attended a READsquared training session at the Hampton Memorial Library in Easley.

Volunteers: We had one volunteer that worked for 8 hours in September. In October we added a new volunteer. Together both volunteers worked 11 hours in October. The Volunteer Appreciation Luncheon, Volunteers are Jazzy, was held on October 17th. At the request of the Friends it was decided that this event would also serve as a celebratory send off for Friends President Barb Askew in recognition of her years of service to the Friends and OCPL. We are continuing to have Solid Waste pick up any books that have been discarded and are sending them off to be recycled.

Programs:

September—Books and Chocolate Book Club with 5 in attendance.

October— Pumpkin Painting Class with 8 in attendance.

Meeting Room:

September—Baby Read – 4 times; Continuum of Care; Daughters of the American Revolution; Friends of the Library; National Youth Advocate Program; SC Legal Services; Tribble Center; Tri-County Home Educators Art Club; Tri-County Home Educators Chess Club

October—Baby Read – 6 times; Continuum of Care; Friends of the Library; Jane Roach – parents/teacher meetings; Let’s Talk About It; Sign Language class; Tribble Center; Tri-County Home Educators Chess Club; Tri-County Home Educators Lego Club

Facilities:

We had several maintenance requests with I have listed below.

September 14, 2017— We experienced an issue with the thermostat in the Roger’s Memorial Room. This was resolved by Facilities.

October 18, 2017—The bicycle rack in front of the library was not secured to the ground. This was resolved by Facilities.

Statistics:

Category	September 2017	October 2017
Visits to library	5,083	6,296
New Cards Issued	54	37
ILL	15	12

Westminster Library Report
Leah Price, Branch Manager
September/October 2017

Volunteers

Susan enjoyed working on the volunteer committee to plan and participate in the Volunteers are Jazzy Friends appreciation luncheon.

Community Outreach

Our Pumpkin Decorating Contest created a lot of buzz on our Facebook and Instagram accounts. This is great because it helps get the word out about our online presence to those who might not use the library or know of this way to stay informed.

Programs/Attendance

Llama Fiesta	17
Craft Night: Dot Painting	6
Morning Movie: <i>Wonder Woman</i>	1
Cookbook Club: Soups	3
Bookworm Party	28
Pumpkin Decorating Contest entries	3
Pumpkin Decorating Contest Votes	228
Family Movie Night: <i>Pirates of the Caribbean: Dead Men Tell No Tales</i>	1
Family Movie Night: <i>Guardians of the Galaxy Vol. 2</i>	canceled because of Irma

Meeting Room

Our meeting room has been very popular with Baby Reads organization and with tutoring. This is when small study rooms would be ideal for meetings such as these.

Manager's Projects

We are very appreciative of the items we received from the Friends' Wish List. Items we received include a baby changing station or the men's restroom, a teepee for the children's area, and a projection screen for the meeting room for enhanced movie experiences.

Facilities

We have a busy couple of months with facility issues. The lock on the main back entrance had to be replaced because keys kept getting stuck and the lock would not unlock. One of the toilets in the women's restroom was leaking. The seal was replaced, but it has started leaking again. While we were closed for in-service the maintenance crew came and installed all new ceiling tiles. This led to a big cleanup but was worth it. With night time coming earlier staff realized there was an issue with the parking lot lights not working. Upon inspection maintenance found one of the bulbs broken which was causing the circuit to flip. The temporary fix was to unhook that light so the others will work. Maintenance plans to replace the light, but it will require a truck with a lift to do so. We also experienced an electrical issue with the outlet at the

circulation desk. The placement of the outlet leads it to be hit. At some point the plug became bent and was causing an electrical arc. Maintenance came to make sure everything was okay and turned the outlet box so the cord was not sticking out as much. This is also a temporary solution. We really need to have a new circulation desk installed and have new wiring installed so there aren't issues like this in the future. We are still waiting on the men's restroom floor to be fixed. After two months of waiting the first person contacted to fix the floor backed out. Maintenance is trying to find another outside person to fix it.

Youth Services Dept.
September/October 2017
Donna Wales, Youth Services Librarian

Collection Development: Collection development is on budget thus far for the year. Donna and DJ, Youth Services Assistant, have begun to weed the Juvenile Non Fiction section at the Walhalla Branch. Donna also spent time with the Technical Services Librarian learning how to run reports in the TLC program. These reports will assist the Youth Services Department in both weeding and updating the collections. Approximately thirty (30) new Launchpads designed for use by preschoolers through adults were put into circulation on October 11. Thus far, these devices have been very popular with patrons.

Staff Development: Rebecca Antill, Youth Services Consultant with the SC State Library visited with Blair and Donna on September 5. Donna enjoyed getting to know her and receiving her input on all things Youth Services related. In late September, Donna attended the SC State Library's Summer Reading Wrap-up at the Lexington County Library. OCPL Staff Inservice was held in October. This particular Inservice focused on Active Shooter and CPR training along with the rollout of the new Launchpad devices. Donna was fortunate to be able to attend the South Carolina Library Association's Annual Conference October 11-13. While there, she attended a variety of sessions pertaining to Youth Services. On October 16, Donna, along with all OCPL staff responsible for ordering materials for the Library, met with the Ingram representative to learn more about the company's website and ordering options. Finally, Donna, along with Christie Johnson, attended ReadSqaured training at the Easley Branch Library in Pickens County on October 24. ReadSqaured is the database used by the SC State Library to collect data on summer reading participation. Two additional trainings are scheduled for this winter and spring.

Collaboration: The ESOL (English for Speakers of Other Languages) Coordinator with the School District of Oconee County and Donna have been working together to schedule monthly Spanish Story Times beginning in January of 2018 and continuing through April. See above section for Donna's ongoing collaboration with the SC State Library.

Programs: Donna began Preschool Story Times on September 5. She feels that attendance was excellent in both September and October with 216 children in attendance along with 191 caregivers for a total of 407 participants. St. John's Lutheran Church Preschool in Walhalla attends Story Time at the Walhalla Branch once per month and brings approximately 30 children each time. This is a wonderful community outreach program. Additionally, the Youth Services Department hosted local author and illustrator Timmi Jernigan at both the Walhalla and Seneca Branches the first week of October. A total of 24 patrons attended these programs. And, an Origami craft program was offered for children and tweens on October 25 at the Walhalla Branch.

Public Training: On September 15, Donna and DJ welcomed seven 7 high school students and one adult from the Hamilton Career Center Early Childhood Education program to the Walhalla Library for a tour and training session on how to use the online public access catalog and an introduction to both print and electronic resources pertinent to them in their studies. At the end of the visit, Donna and DJ helped students choose titles to check out in a children's book series and gave them a small gift from the Library.

Community Outreach: Being the Youth Services Librarian, Donna has been appointed to the First Steps Board as the Oconee County Public Library System's designee. This Board meets monthly. From the September and October meetings she has attended, Donna is learning about this organization and feels this is an excellent opportunity to network with community leaders.