

OCPL Director's Report
March, 2018

1. Programs and Services: OCPL staff hosted a number of successful programs in January and February, 2018. The Walhalla Branch manager, Quientell Walker, developed a bookmark contest for the County's sesquicentennial; ten people submitted designs, which were judged by the Friends of the Library. The winning design will be featured on a bookmark that will be available at all library branches. The library also held its annual Food-for-Fines campaign from January 8 through February 17, 2018. We will be calculating the amount of fines waived and amount of food collected and present that at the March Board meeting.

2. Usage statistics and narratives: January and February, 2018, statistics and bi-monthly reports are attached. (Figures reflect closings not only for County holidays [New Years, MLK Day, and Presidents Day], but also an inclement weather closing for snow in mid-January.)

3. Finance and Budget: OCPL budget expenditure figures for 1 July 2017 to March 14, 2018 are attached.

4. Personnel and Training: Sadly we report that Technical Services Librarian Robena Barton's last day with the OCPL was March 2, 2018. She is moving to Oregon, where she be doing technical services for a regional consortium made up of 18 libraries. Bethany Owens will do the cataloging of materials until we hire Robena's replacement. We are completing the planning for the March 30, 2018 spring in-service. In addition to spending a good bit of the day on the library's strategic plan, we will also have Tiffany Hayes from the State Library come to give training on dealing with difficult patrons. We will also discuss upcoming plans for Summer Reading, and have a chance for the staff to shop a special book sale that the Friends want to hold to acquaint new staff with the monthly book sale and what the Friends do for the library.

5. Building and Grounds: The flooring in the men's room at the Westminster Library has been repaired. A small alcove off the main floor near the front entrance at the Seneca Library was also closed off by Facilities Maintenance in February to provide more space for the staff at the Seneca Library.

6. Technology: Launchpads continue to be a popular item. The library will be purchasing another 20 or so of these devices, and will examine rotating the ones the library currently possesses. The library updated the TLC integrated library system to LS Solution 5.0 in January. This will mean that cataloging, which has been on a client-based terminal emulation set up, will now be web based. There have only been a few minor glitches so far, mainly dealing with on-order records, which we will not be able to use for the time being.

7. Friends of the Library: January and February Book Sales were well attended, as was the January Saturday sale. The Friends' report will detail sales figures. Friends' president Jean Mercer was also at the community planning meeting held on February 22.

8. Oconee County: The Director invited Mr. Hart and Mr. Davis to the Library Board meeting in March, 2018. The County Council will also be part of the library's strategic planning process, which we mentioned to both Mr. Cain and Ms. Cammick. Hopefully, the Board can present the finished plan to the Planning and Economic Development Committee of County Council at their meeting on June 5, 2018. Mr. Cain is chairman of that committee and mentioned to the Director in December about presenting the plan to that committee. The Director; Robena Barton, Technical Services Librarian; Quientell Walker, Walhalla Branch Head, and Emily Sluder, Seneca Branch Head, attended the State of Oconee Luncheon on February 23 at Blue Ridge Elementary School, where Rep. Bill Whitmire was the guest speaker.

9. State Library: As noted above under Personnel and Training, Tiffany Hayes is the State Library's Continuing Education Coordinator, and will be leading a session on dealing with difficult customer services scenarios at the spring in-service in March, 2018. The Director, three staff members (Leah Price, Westminster Branch Head; Quientell Walker, Walhalla Branch Head, and Emily Sluder, Seneca Branch Head), and Board vice-chair Mr. Caster attended the 2018 Legislative Day on January 17, 2018 (a snow day for the County) to thank the county delegation for their past support, and ask them to support the State Library's budget request, which will include money for DISCUS databases, Talking Book Services, \$2.00 per capita funding for State Aid to Public Libraries, and to designate a portion of the Education Lottery for libraries). The group met with Senator Thomas Alexander. The group also attended the hearing for the State Library to make its request to the Education subcommittee of the Ways and Means Committee of the House. Mr. Bill Whitmire is the chairman of that subcommittee.

10. Community Involvement: Turnout was excellent for the first community planning meeting held on February 22 at the Walhalla Library. Bob Moir of Facilitator4Hire was the moderator. There were 34 total in attendance, including all branch managers, five Board members, and a good cross section of the community. The meeting went smoothly, and a good dialog was established for not only the strategic plan, but future community collaboration. There will be another meeting on April 26. The director continues to attending meetings of the Sesquicentennial committee. As noted above, the library held a bookmark contest for the sesquicentennial, starting January 2 and ending February 2. The Friends of the Library judged the bookmark, and it should be printed in time for National Library Week in April. New Walhalla Branch Manager Quientell Walker has been heading up the bookmark contest. We will also begin promoting the 70th anniversary of the OCPL later in 2018. There will be a second bookmark contest to be held during Summer Reading.

11. Other: The staff will receive the results of the first community meeting in early March, and will begin examining "service responses" (ways the library can create or enhance a program or service in response to a need identified by the community planning committee) in March. More will also be discussed at in-service training on March 30.

OCPL Bimonthly Report
Library Usage Statistics
Director: Blair Hinson

	Jan 2017	Jan 2018	Change	Feb 2017	Feb 2018	Change
Visits to Library	20,174	17,825	-11.6%	19,432	17,247	-11.2%
Material Circulation - Adult	18,483	17,590	-4.8%	16,863	15,139	-10.2%
Material Circulation - Youth	1,758	1,538	-12.4%	1,571	1,232	-21.6%
Material Circulation - Juvenile	8,055	6,946	-13.8%	7,696	6,640	-13.7%
Total Material Circulation	28,294	26,074	-7.8%	26,130	23,011	-11.9%
Internet Users	2,820	2,073	-26.5%	2,739	2,179	-20.4%
Internet Hours of Use	1,716	1,328	-22.6%	1,715	1,353	-21.1%
New Cards Issued	202	155	-23.3%	159	150	-5.7%
Programs - Adult	14	10	-28.6%	13	9	-30.8%
Programs Attendance - Adult	106	60	-43.4%	80	66	-17.5%
Programs - Youth 12-18	1	0		1	2	
Programs Att - Youth 12-18	7	0	-100.0%	6	24	300.0%
Programs - Juvenile 8-11	7	2	-71.4%	7	5	-28.6%
Programs Att - Juv 8-11	132	33	-75.0%	118	64	-45.8%
Programs - Children 0-5	14	14	0.0%	10	16	60.0%
Programs - Att - Children 0-5	171	205	19.9%	166	219	11.7%
Outreach Activities	7	5	-28.6%	5	6	20.0%
Outreach Act. Attendance	43	28	-34.9%	18	56	211.1%
Public Training Sessions	2	0	-100.0%	3	3	0.0%
Public Training Participants	3	0	-100.0%	9	3	-66.7%
Public Training Hours	2	0	-100.0%	3	2	-33.3%
Staff Training Sessions	2	7	250.0%	6	22	266.7%
Staff Training Participants	3	3	0.0%	14	10	-28.6%
Staff Training Hours	3	28	833.3%	24	60	150.0%
Number of Volunteers Added	2	2	0.0%	1	4	
Number of Vol Hours	115	81	-29.6%	112	95	-15.2%
Meeting Room Use	81	67	-17.3%	81	74	-8.6%
Meeting Room Attendance	703	525	-25.3%	811	582	-28.2%
Number of Web Site Hits	14,833	14,230	-2.8%	12,390	15,933	28.6%
Wi-Fi Users	0	492		0	444	
Wi-Fi Sessions	0	1,484		0	1,461	
E-Book Downloads	1,363	1,634	19.9%	1,114	1,583	42.1%
Mango Adult Users	58	102	75.9%	45	91	102.2%
Mango Children Users	0	0		0	0	
Ancestry.com Hits	1,240	294	-76.3%	1,012	538	-46.8%
Interlibrary Loans	54	55	1.9%	58	41	-29.3%
New Material Added	1,150	1,179	2.5%	991	1,189	20.0%

OCPL Budget 2017-2018 3-13-18

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
Local Budget					
010-206-30024-00000	Equip. Maintenance	2,450	2,450	100%	0
010-206-30025-00000	Professional - Staffmark	92,425	69,498	75%	22,939
010-206-30041-00000	Telecommunications	960	533	56%	427
010-206-30056-00000	Data Processing	27,586	27,468	100%	118
010-206-30059-00000	Copier Click Charges - Xerox	10,000	4,993	50%	5,007
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	1,956	59%	1,344
010-206-30090-00000	Honorarium	900	900	100%	0
010-206-33022-00207	Bldg Maint - Waihalla	7,000	3,840	55%	3,160
010-206-33022-00208	Bldg Maint - Seneca	3,600	2,842	79%	758
010-206-33022-00209	Bldg Maint - Westminster	2,500	1,808	72%	692
010-206-33022-00210	Bldg. Maint - Salem	2,020	1,145	57%	875
010-206-34043-00207	Electricity - Waihalla	32,000	16,543	52%	15,457
010-206-34043-00208	Electricity - Seneca	18,700	8,829	47%	9,871
010-206-34043-00209	Electricity - Westminster	15,000	8,615	57%	6,385
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Waihalla	1,300	778	60%	522
010-206-34044-00208	Water - Seneca	950	460	48%	490
010-206-34044-00209	Water - Westminster	950	458	48%	492
010-206-40031-00000	Sm Capital Equip (Loc)	2,800	2,495	89%	305
010-206-40032-00000	Operational	6,000	5,887	98%	113
010-206-40032-00000-A	Youth Services	2,000	1,062	53%	938
010-206-40033-00000	Postage	1,000	364	36%	636
010-206-40034-00000	Food	500	299	60%	201
010-206-40101-00000	Books (Local)	86,000	55,328	65%	29,672
010-206-40102-00000	Periodicals (Local)	20,000	19,306	97%	694
010-206-40103-00000	AV (Local)	10,500	4,995	48%	5,505
010-206-80206-00000	Automobile Maint - Library	3,500	331	9%	3,169
010-206-81206-00000	Gasoline - Library	2,000	1,514	76%	486
010-206-82206-00000	Diesel - Library	2,000	1,123	56%	877
TOTAL LOCAL FUNDS		361,391	251,912	70%	109,479
Misc. Funds					
013-206-60010-00000	*Gifts, Donation (Loc)	24,553		0%	24,553
TOTAL MISC. FUNDS					24,553

State Aid Budget

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	501.00	42%	699.00
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	7,781.97	44%	9,718.03
240-206-40045-00255	IT Equipment	\$2,070.00	231.49	11%	1,838.51
240-206-40111-00255	Books (State)	\$52,500.00	49,848.01	95%	2,651.99
240-206-40112-00255	Periodicals (State)	\$25,000.00	23,721.10	95%	1,278.90
240-206-40113-00255	AV (State)	\$10,500.00	9,764.98	93%	735.02
Total State Aid Funds		\$129,977.75	96,013.00	74%	33,964.75

Lottery Budget

Account	Description	Budgeted	Spent	Percent	Balance
013-206-40031-92201	Sm Capital	11,000.00		0	11,000.00
013-206-40045-92201	IT Equipment	1,391.30		0	1,391.30
013-206-40101-92201	Books	5,000.00		0	5,000.00
Total		17,391.30		0	17,391.30

Program Budget

Salem - \$170.85

Seneca - \$416.34

Walhalla - \$357.34

Westminster - \$166.93



Agenda for Staff Training Day

Walhalla Library, Friday, March 30, 2018

- | | |
|--------------------|--|
| 8:30-9:00 | arrive, light breakfast (provided), remarks by director |
| 9:00-10:50 | Discussion of the library's strategic plan |
| 11:00- 1:00 | Dealing with difficult customers (Tiffany Hayes, SCSL) |
| 1:00-2:00 | Lunch Break |
| 2:00-3:00 | Friends of the Library sale day and book donation presentation (and special employee sale) & YS Book Fair |
| 3:00-3:30 | Summer Reading |
| 3:30-5:00 | Strategic Plan wrap up, survey, clean-up, dismissal |

Branch Services

January/February 2018

Sue Andrus, Branch Services Librarian

Narrative

Public Relations

We are working with Phil Shirley, and county and community partners to discuss participation in the County's sesquicentennial in 2018. A bookmark contest for the sesquicentennial received nine qualifying entries and was judged by the Friends of the Library. The library was included in the "Oconee County's 150 Things to Do in 2018" pamphlet and app.

Blair, Quientell, and Robena attended the "State of Oconee" luncheon at Blue Ridge Elementary School in Seneca on February 23.

Staff Development

The schedule for Spring In-Service Day on March 30 is being finalized. Sessions on customer service, user experience, juvenile non-fiction, and creation of the strategic plan are included.

Volunteers and Community Outreach

We will be continuing the Bookmobile outreach to the state trusties 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.

The four Little Free Libraries in Mountain Rest were restocked on January 19. The Friends of the Library donated their Little Free Library structure to us, and it will be installed at the Convenience Center to provide additional space for books.

The first community meeting in the strategic planning process was held at the Walhalla Library on February 22 from 6-9pm. Twenty two members of the public attended, as did seven staff and five library board members. Several excellent ideas for new library services were generated.

Manager's Projects

The bookmobile's electronic Monthly Tracking Sheet spreadsheet is being used concurrently with the paper tracking sheet for circulation and statistics and is working well. This will make it easier to generate circulation and use statistics.

As a result of the in-service day presentation by the Sheriff's Department, safety assessments at all locations were conducted by Sgt. McGowan in November. We contacted him in mid-February and are still waiting for his report.

Issues

The PACs at all locations still have intermittent problems connecting to the network. IT Problem Log spreadsheets are in use at each branch to keep track of all IT issues.

Outreach Services

January/February 2018

Brenda Lee, Bookmobile Manager

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

Displays: Bulletins of events at the libraries are displayed if the Branches send their postings to me. Friends of the Library book sale announcements are posted.

Manager's Projects: Maintaining shelving appearance and keeping up with the weeding. In January and February, I weeded the children's Easy collection and the children's DVDs that had been on for a very long time that had not been circulating. The Juvenile Nonfiction and the Young Adult sections were also weeded. In the adult sections, changing collection codes and rotating collections as needed is done when time allows. I reduced the Adult DVD collection. However, I think this will need to be done again in March.

The West Union stop did not grow as we had expected it would, so it was dropped from the schedule. However, we quickly had a replacement to fill in the vacated spot. I had received a call from Residences at Park Place requesting the Bookmobile come there. After talking it over with our Director, I confirmed with the Activities Director that we would begin coming in March.

Volunteers and Outreach: My regular volunteers were able to come in more than the previous two months. I used my sub-volunteer, Pat Pankopp also. Outreach numbers increased due to more patrons at The Arc of Oconee and a school visit with the Bookmobile. I am already working with the Youth Services Librarian for other school visits and a Literacy Night and anticipate more to come in the next few months and into the summer.

Comments: I contacted The Manager of the Dollar General on South Highway 11 to find out if there was a possibility of us using their wifi when we are parked there. However, it couldn't be done due to their internet service being on lockdown. We continue to use a word document to record check out transactions and requests of our patrons. I enter the information while at our afternoon stop as time allows.

Programs:

For Salem's January children's program's we had the Kid-gineering: Marshmallow Igloos program. For the February children's program we had our STEM: Candy Hearts and for our Teen program we had the Teen: Candy Sushi craft. Salem had the following regular adult programs for January and February: Knit & Crochet Circle, Time to Read Book, Adult Coloring Time drop in craft, and Painting for Fun painting session for adults. In February we had a special craft time for the Painting for Fun program where they made Valentine Day cards.

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 has completed the project to make more room in the library. We now have a much more open and expanded central area of the library. This past two months we have been concentrating on Weeding the non-fiction section of the library.

Volunteers

The Salem library now has three active volunteers: Melony Mack, Sally Bouwman and Pamela Tellock. They continue to volunteer on a regular basis. 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 us to do our regular work and to concentrate on helping patrons.

Seneca Library Branch Narrative, Jan/Feb 2018

Emily Whitmire Sluder, Branch Manager

Facilities: There is a large tree stump in the front yard left from when the tree fell in September. We have asked the Roads and Bridges department if they can dig it out. Blair is going to get in touch with them again as they did not respond to our first inquiry.

Officer McGowan of the Oconee County Sheriff's department came and assessed the building and grounds for safety. He recommended more security cameras and trimming the bushes down to two feet or shorter. We have cut down the bushes, but that is the only change we have made so far as he has not gotten back to us with the full assessment.

The weatherstripping seal on the window near the Juvenile Biographies has come off. Lake Julian of the Facilities Maintenance department called the Reflections glass company. Someone from the company came and looked at it, and he said it would be April before they could work on it. Anna, Megan, and I moved the shelf away from the wall and cleaned up the dirt and rocks that had come in from the gap between the window and the brick.

Facilities Maintenance has enclosed the alcove next to the staff room. This has been a very welcome change. We have finally separated the break area from the work area. This takes away our only "secluded" area of the library where some patrons work, but we are trying to accommodate them with advertising the use of the meeting room when no group is scheduled.

Collections: We have completed inventory of one half of the nonfiction collection, as well as the sections mentioned in previous reports. We are also doing a major weed of this section based on circulation reports and standard practices.

I would like to weed more quickly. We cannot do a major weed without room to store the books prior to discarding them. TLC has developed a web-based cataloging system, so we are training others to delete items which will allow a more efficient process.

Programs and attendance:

Let's Get Crafty: 2, 8

Sesquicentennial Series book discussion - 1

Let's Talk About It: 20

Bingo-23

Kids Craft time-12

Meeting Room: Groups using our meeting room included the Red Cross, a Girl Scout troop, 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: Our staff has developed into a team as we have not had to hire anyone new in the last few months. Everyone is working well together and we are pleased with the group we have now. Megan joined the new publicity committee. She has produced the monthly calendar for a few years now, and this committee will allow a group to work on it instead of just one person. This will reduce the many hours she spends developing it and allow her to work on more weeding and special projects.

We have a new employee from the Palmetto Youth Connection, Cody, who is helping shelve and do inventory. I have been working with the advocacy team from the South Carolina Library Association. I also visited the state library with others for legislative day and to listen to the budget presentation from the state librarian.

Statistics: Visits to Library: Jan-6918, Feb-6771

Total Volunteers: 2

Volunteer Hours: Jan-6.75, Feb-6

New borrowers: Jan-79, Feb-73

ILL: Jan-29, Feb-23

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

January / February 2018

Robena Barton, Technical Services Librarian

Collections:

Orders are proceeding well and budget spreadsheets are updated regularly. We are almost finished with the ECB changes which will complete the change from sticker to spine label designations for all Juvenile titles. We continue to update children's series from author to series title spine labels. We have started a new project to change Superhero E books from the author to the superhero name on the spine label.

TLC:

The update is complete and we are now on LS2 5.0. Most systems such as circulation, reports and preferences were mainly unaffected by the update and all operations are functioning normally. Cataloging was significantly affected and workflow has changed considerably. One of our major difficulties is that the databases we searched for records have been significantly reduced. Approximately 80% of our new materials have to be originally cataloged or imported from outside the system. Additionally, functionality in the new cataloging module has been severely reduced making it harder to edit existing records and making some fields completely unusable. An example is that place of publication has been removed from the module. We have been assured that future updates will restore most if not all of the functionality for the module. It is also apparent that the migration to the new module has removed many of the fields for existing records when those fields were for lesser used 500 or 300 markers. This has not affected the use of these records but has deleted much of the work previously done on older materials in the conversion to RDA. We have lost the use of our processing clerk due to the complicated workflow of importing for new materials and are now cataloging with two full time staff members. On a positive note, all branches are now able to weed materials and handle full deletions on-site. Progress has been made on adding credit machines to each branch which will require a new TLC subscription to work with our system. Set-up of the OSA module from TLC to process credit card payments is being currently scheduled and authorization for the third-party processing vendor has been established. It is hoped that this process will be complete in the next few months and we will be able to add card readers at each branch to begin accepting credit for fine transactions.

Manager's Projects:

On-order records are currently impossible with the problems associated with the new cataloging module. Importing records does not currently replace the brief On-order records with fuller records, nor is it possible to fully edit those records when the item comes in. Because of the unpredictability of merging records it is advisable not to attempt to add On-order titles into the system until future updates to the cataloging module make it more feasible. The new module has also made it impossible to add updated records to the DISCUS database titles since the deletion records do not function. Adding updates into the system will result in duplicating dead links into the system rather than remove those records entirely. It is hoped that with future updates we can again keep up with maintaining our database records. My current project is to compile a folder for my replacement that will hopefully make the transition to a new Technical Services Librarian easier for everyone. Most daily activities have been addressed either with written instructions or by training an existing staff member or volunteer. I will have all training and instructions completed by my end date of March 2nd.

Staff Development:

The public forum in February was very successful. We had a great group of around 30 members of the community to share ideas and problems. Seven library staff members attended as well and it was a really great way to connect with the community. Additionally, Quientell Walker, Blair Hinson, Emily Whitmire and I attended the State of Oconee Luncheon the next day to touch base with people who had attended the meeting and promote our next public forum in April. It is hoped that we will have compiled the public responses for staff input by the next In-service day at the end of March. The next public forum will include a rough draft of our strategic plan for further input from the community.

Issues:

In addition to the many problems we are facing in the new cataloging module and the effects of such on a whole range of tasks, we are also still experiencing problems with logging the PACs and public computers on in the mornings. Intermittent network outages and spotty coverage will continue to be a problem until the backbone is replaced. This will most likely result in no longer being able to count Wi-Fi usage. The Director is working with IT to resolve this issue.

Volunteers:

Nancy Woods has been fully trained in all aspects of mending and repair and has agreed to continue her volunteer work in the absence of a Technical Services Librarian. It is a huge relief to know that this vital part of our work in Technical Services will not pile up in the absence of my position. Nancy continues to amaze me with her dedication and service ethic.

Walhalla Library

January /February 2018
Quientell Walker, Branch Manger

Narrative

Walhalla Collections: We continue to order materials based on professional reviews, patron requests, “best sellers” list, and within the guidelines outlined in the OCPL book policy. At this time I am working on replacing well-worn and outdated materials in the collection.

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. In preparation for the announcement of the American Library Association, ALA, award winners it was decided to save Adult orders until after March. By doing this we were able to devote a portion of the budget to purchase these award winners as well as build up our Juvenile and Young Adult holdings. In February ALA announced the 2018 winners; also the 2018-2019 South Carolina Book Award nominees were announced. In total we purchased 81 of the listed titles, and to ensure that patrons would be able to find these items I created six curated lists on Overdrive. The collection has continued to show an increased growth of Unique Users. Below is a chart depicting this growth from 2017 to 2018.

	January 2017	January 2018	February 2017	February 2018
Unique Users	404	488	355	470

Volunteers: We have transitioned our Reference volunteer into working on sorting and providing better access to our map collection.

Programs:

January— Books and Chocolate with 5 in attendance.

February—Painting Class with 9 in attendance.

Meeting Room:

January—

Baby Read – 3 times; Friends of the Library; National Youth Advocate Program; Oak Stone Home Owners’ Association; Oconee County Third Option Group (Homeschool); Tri-County Home Educators Art Club; Tri-County Home Educators Chess Club; Tri-County Home Educators Graduation meeting; Tri-County Home Educators Lego Club

February—

Baby Read – 5 times; Friends of the Library; Tribble Center; Tri-County Home Educators Chess Club; Tri-County Home Educators Lego Club; Waters Edge Home Owners’ Association

Facilities:

We have had several maintenance requests in January and February.

January 8, 2018—It was reported that the heat in the lobby was not working properly. This was resolved by Facilities.

January 24, 2018— A patron reported that one of the toilets in the Men’s Restroom was clogged; I did attempt to clear the clog, but was unable to so. Facilities was contacted, and they discovered that someone had stuffed some artificial flowers into the toilet.

February 14, 2018— A patron reported an issue with the Men’s Restroom. In short, Facilities was called for an emergency clean up, and IT was contacted to review camera footage. Facilities did come and clean the Men’s Restroom and IT did confirm the patron’s account as to who may have caused the issue. We were unable to determine the identity of the patron.

February 27, 2018— Recently it was reported that the fence by the garage was damaged. Upon review it was noted that the fence did receive some minor damage, but it was able to be repaired. This prompted a check of all of the fences. When this was finished a request was sent into to Facilities on suggestions on how to improve the latches and locks for several of the fences.

Statistics:

Category	January 2018	February 2018
Visits to library	5,676	5,409
New Cards Issued	41	42
ILL	17	8

Other Issues:

January 2018—we have partnered with Palmetto Youth Services. This organization provides at risk youth the opportunity to work on obtaining educational and job skills. We were selected as a work site, for the participant has an interest in libraries.

February 2, 2018— a patron received a permanent trespass due to a reported incident on January 9, 2018. Due to the nature of the incident it was deemed necessary to expedite the trespass process, and the county attorney was consulted. The patron received the permanent trespass in accordance to the S.C. Code of Laws § 16-11-625.

Westminster Library Report
Leah Price, Branch Manager
January/February 2018

Collection

Staff were able to do a thorough weeding of the juvenile non-fiction section. This allowed us to clean up the section and to make note of very outdated materials. We have received a lot of our replacements and feel confident the collection is now at a point to meet the needs of our younger patrons.

Staff

Branch manager Leah Price, along with other OCPL staff, traveled to Columbia to visit with state representatives. We had a very good discussion with Senator Thomas Alexander.

Community Outreach

Our 10th annual (give or take a year here or there) Food for Fines campaign was successful. We were able to raise a lot of food for the local food banks. Westminster's food went to Dot's Kitchen.

Programs/Attendance

Family Movie Night: <i>The Lego Ninjago Movie</i>	9
Cocoa, Crafts, and Cozy Pajamas	24
Movie Night: <i>Marshall</i>	2
Lumber Jack and Jill Party	30
Cookbook Club	Cancelled

Meeting Room

Our meeting room continues to be very popular with small groups like Baby Reads and tutoring. We would be greatly served with several small study rooms to meet the demands of these small groups who need somewhere to meet and not disturb others.

Manager's Projects

Leah Price is busy working on the adult summer reading program. We are planning some new things this year and are creating new logs and programs. Summer reading will start the end of May and go through the end of July.

A new Publicity and Marketing group has been established that consist of staff from each branch. This group will be tasked with training staff to use libraryAware as well as creating procedures for publicizing events and programs. This group will also work on creating consistent signage in the libraries.

Branch managers Leah and Emily attending Making the Most of your Library

Collection training session in Columbia. This was a very informative session that talked about weeding, adding, and ways to keep your library materials relevant and up-to-date.

Leah was one of several staff who attending the strategic planning meeting in February. It was really good to see members of the community come together to help the library. They had some great ideas that we can take and use going forward. It was also interesting to note that even the library supporters do not know all we currently do/offer. Publicizing our services is definitely something the publicity and marketing group will focus on.

Facilities

After several months of not being able to find someone to repair the men's restroom floor, Facilities Maintenance decided to tackle the job themselves without giving us notice. Because they had to jackhammer up a large portion of the floor, it was deemed hazardous for the library to be open due to the dust in the air, the noise, and the proximity to the front entrance. They were able to repair the issue and retile the area. Unfortunately brown tiles were not available so it was patched with beige tiles. After a week of being closed we were able to reopen the men's room to the public.

On February 23rd we had an incident where the bag of soap was stolen out of the women's restroom, along with drawings on the restroom stall.

Youth Services Dept.
January/February 2018
Donna Wales, Youth Services Librarian

Collection Development: Collection development is on budget thus far for the year. Donna and Leah Kelley spent a great deal of time in February researching and working with new vendors to purchase Juvenile Non Fiction titles that were outdated and in need of replacement. Also in February, Donna ordered all of the ALA Youth Media Award Winning titles that OCPL did not already own along with the newly released 2018-2019 South Carolina Book Award Nominees. Additionally, Donna continues to redistribute Juvenile items throughout the branches that are weeded by the Bookmobile Manager. Finally, DJ weeded duplicate titles in the Juvenile Fiction section at the Walhalla Branch.

Staff Development: Donna and DJ attended the final regional READSquared training at the Easley Library on February 16. READSquared is the database used by the SC State Library to collect data on summer reading participation. They now have the software configured and ready for use this summer. Donna also attended the Youth Services Mini Conference at the Richland County Public Library hosted by the Youth Services Section of SCLA on February 23. Topics covered were tips for running book clubs for children and teenagers, using “play” in the Library, and how to successfully build a Juvenile Spanish collection and better serve the Hispanic population. With the departure of the Technical Services Librarian, Donna assumed the role of Proctor for the Walhalla Branch.

Collaboration: In an attempt to provide educational and diverse programming, Donna collaborated with two community partners during January and February. Once during each month, Bilingual Family Liaisons from the School District of Oconee County conducted Spanish Story Times. These programs will continue for the months of March and April. Second, in conjunction with National Children’s Dental Health Month, on February 8, Issaqueena Pediatric Dentistry presented an interactive program that involved puppetry to demonstrate proper brushing and flossing techniques as well as a fun read aloud book about teeth. All children in attendance received a toothbrush, sticker, and information about children’s oral health.

Programs: Donna continued weekly Preschool Story Times at the Walhalla, Seneca, and Westminster branches. She felt that attendance was excellent in both January and February with 197 children in attendance along with 194 caregivers for a total of 391 participants! St. John’s Lutheran Church Preschool in Walhalla attended Story Time at the Walhalla Branch on January 24 and brought approximately 35 children.

Other programming hosted by the Youth Services Department:

- ▶ Spanish Story Time – Seneca and Walhalla – 0 attendees
- ▶ Origami – Salem – 0 attendees
- ▶ Family Movie Night – Walhalla – 13 attendees
- ▶ Candy Sushi for Teens – Salem – 12 attendees

Public Training: Students from Seneca’s Head Start were scheduled to visit the Walhalla Branch in February for a Library tour and Story Time. However, this visit was cancelled due to teacher illness. St. John’s Preschool students were also scheduled to attend Story Time in February, but that visit was also cancelled due to staffing conflicts.

Community Outreach: Donna continues to serve as the Oconee County Public Library System's designee on the First Steps Board. She attended both the January and February Board meetings as well as a Scholarship subcommittee meeting.

Donations: The Children's Department was grateful to be the recipient of five copies of Your Favorite Seuss - Thirteen Best-Loved Stories donated by Oconee County First Steps in celebration of Dr. Seuss's birthday and Read Across America. Each branch received a copy of this popular title. Thank you First Steps for your kindness!

Summer Reading: In addition to configuring READSquared, Donna and DJ have been working very hard in preparation for Summer Reading. All funding has been secured, the majority of supplies and prizes have been ordered, and all branches have scheduled at least two programs in conjunction with Summer Reading. The calendar should be complete within two weeks. Once it is complete and copies are made, DJ will begin to assemble the registration packets. Donna also plans to make a presentation to the staff at Inservice on March 30.