

**OCPL Director's Report
July, 2018**

- 1. Programs and Services:** OCPL staff hosted a number of successful programs in May and June, 2018. The Summer Reading program for 2018 kicked off with registrations starting May 21, and programming officially starting on June 4. At last count, 256 "Listeners" (under 5) were registered, along with 543 "Readers" (elementary age), 160 Teens, and 393 Adults, for a total of 1,152 registered. The programs have been well attended, especially Chad Crews' Magic Show, and I Read to Animals.
- 2. Usage statistics and narratives:** May and June, 2018, statistics and bi-monthly reports are attached. Figures reflect closings for library holidays (Confederate Memorial Day and the federal Memorial Day holiday).
- 3. Finance and Budget:** OCPL budget expenditure figures for all of fiscal year 18 and the first few days of fiscal year 19 are attached.
- 4. Personnel and Training:** New Technical Services Librarian Phillip Bergen started in May (Monday, May 14). He comes to the OCPL from Blue Ridge Community College in Flat Rock, NC, where he did cataloging and was the evening librarian. We are sad to report that Youth Services Librarian Donna Wales decided to return to working in the School District of Oconee County, and resigned in May. Her last day was June 8. But we have hired a new Youth Services Librarian. Interviews were conducted in June, and our chosen candidate, Kayla Hamilton, accepted the position. She will start in July.
- 5. Building and Grounds:** Roads & Bridges Department removed the stump from in front of the Seneca Library in May. The railroad ties that separated the parking area from the grass at Seneca have also been removed. The library also agreed to use some of our year-end money to assist the Town of Salem by replacing the toilets and sinks in the Town Hall building and in the Community Center, since the library uses these restrooms as well, and uses the community center for library programs. Also at the Walhalla Library, we installed two small study/tutoring rooms in the non-fiction area (about 8'X8' in size). These are available on a first come, first-served basis for two hours at a time (which can be extended if there is no one waiting to use them). We also have FINALLY received information on moving forward with the lot across from the Walhalla Library. The director will present that to the Board at the July 23 meeting.
- 6. Technology:** The library is now able to take credit and debit cards for fine and fee payments. We are averaging two to four payments as day so far. We will only do this through the PAC (catalog), so patrons can pay online with their card, or we can let them sign in and do it from a public computer or iPad in the libraries. Launchpads continue to be a popular item. The library purchased another 30 or so of these devices, and will be rotating the ones the library currently possesses. They also came with newer, more rugged cases. The library ordered several Chromebox computers to supplement what we have now, and another iPad for staff use (taking credit and debit payments), and for training. The Westminster Branch now also has an iPad kiosk for the catalog.

7. Friends of the Library: May and June Book Sales were well attended. The Friends' report will detail sales figures, but the Friends raised over \$10,000.00 in the first six months of calendar year 2018. Friends' president Jean Mercer recently spoke with the director about her ideas for additional fundraising for the libraries, and will be putting some of those ideas into action once the strategic plan is complete. The Friends have also given very generously for the 2018 Summer Reading program.

8. Oconee County: County workers were given a two or three percent pay increase this fiscal year, depending on level of income. Local funds for the fiscal year 2019 remained about the same. We did fall short, however, in maintenance of effort, which calls for the library to receive no less in local funds than we did two fiscal years previously. To make up this shortfall, Ladale Price was able to add enough in the "professional" line item of the local budget that we were able to give the part time Staffmark employees a raise for the first time since the County started using temporary agency workers for part time staff in 2014.

9. State Library: The State Library is sending the director to the Research Institute for Public Libraries training conference in Atlanta, GA, at the end of July, 2018. They will be discussing how to use outcomes as a way of measuring the success of library programs and services. This dovetails well with the timing of our strategic planning effort. State Aid remained the same this fiscal year, at \$1.75 per capita, or \$129,977.75 for Oconee County. The state legislature funded Talking Book Services (\$431,000) and DISCUS (\$166,500) as requested by the State Library. There was no provision for additional per capita funding in this year's budget or for Education Lottery funds for this fiscal year. The State Library is also sending Rebecca Antill, the Youth Services Coordinator, to Oconee County to help with the End-of-Summer-Reading Bash at South Cove County Park on Friday, July 27, 2018.

10. Community Involvement: We have started distributing 70th Anniversary library cards. We will also begin promoting the 70th anniversary of the OCPL later in fall, 2018. The Seneca Branch is 50 years old this year as well, so we will be promoting that, hopefully in conjunction with the City of Seneca, since it was originally the city library. The library was also scheduled to host a "game night" during the Summer Nights on Short Street activity in Walhalla on June 21, 2018. It would have included giant Scrabble, giant checkers, Bingo, and cornhole. Sadly, the night was cut short due to thunderstorms, which forced the organizers to call off the event early. Quientell Walker, the Walhalla Branch manager, is signed up to be the OCPL representative for this year's Leadership Oconee County class.

11. Other: The Director continues to be active in SCAPLA, the SC Association of Public Library Administrators. The State Library asked the director to attend the Association of Rural and Small Libraries Conference in Springfield, IL, from September 11 to September 15, 2018, and provided a continuing education grant to reimburse much of the expense.

OCPL Budget 2018-2019 7-12-18

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
Local Budget					
010-206-30024-00000	Equip. Maintenance	2,450		0%	2,450
010-206-30025-00000	Professional -Staffmark	102,425	1,327	1%	101,098
010-206-30041-00000	Telecommunications	1,000		0%	1,000
010-206-30056-00000	Data Processing	27,716	24,512	88%	3,204
010-206-30059-00000	Copier Click Charges - Xerox	10,000		0%	10,000
010-206-30068-00000	Advertising	700		0%	700
010-206-30080-00000	Dues	750		0%	750
010-206-30084-00000	School, Training, Sem.	3,300		0%	3,300
010-206-30090-00000	Honorarium	900		0%	900
010-206-33022-00207	Bldg Maint - Walhalla	7,000	1,613	23%	5,387
010-206-33022-00208	Bldg Maint - Seneca	3,600	1,127	31%	2,473
010-206-33022-00209	Bldg Maint - Westminster	2,500	1,080	43%	1,420
010-206-33022-00210	Bldg. Maint - Salem	2,020	1,020	50%	1,000
010-206-34043-00207	Electricity - Walhalla	32,500		0%	32,500
010-206-34043-00208	Electricity - Seneca	17,000		0%	17,000
010-206-34043-00209	Electricity - Westminster	15,500		0%	15,500
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Walhalla	1,400		0%	1,400
010-206-34044-00208	Water - Seneca	1,000		0%	1,000
010-206-34044-00209	Water - Westminster	1,000		0%	1,000
010-206-40031-00000	Sm Capital Equip (Loc)	2,800		0%	2,800
010-206-40032-00000	Operational	6,000	738	12%	5,262
010-206-40032-00000-A	Youth Services	2,000		0%	2,000
010-206-40033-00000	Postage	1,000		0%	1,000
010-206-40034-00000	Food	500		0%	500
010-206-40101-00000	Books (Local)	85,000	21,718	26%	63,282
010-206-40102-00000	Periodicals (Local)	20,000	17,939	90%	2,061
010-206-40103-00000	AV (Local)	10,500	1,109	11%	9,391
010-206-80206-00000	Automobile Maint - Library	3,500		0%	3,500
010-206-81206-00000	Gasoline - Library	2,500		0%	2,500
010-206-82206-00000	Diesel - Library	2,000		0%	2,000
TOTAL LOCAL FUNDS		373,561	77,184	21%	296,377
Misc. Funds					
013-206-60010-00000	*Gifts, Donation (Loc)	30,534		0%	30,534
TOTAL MISC. FUNDS					27,126

State Aid Budget

240-206-30018-00255	Travel	300.00			
240-206-30056-00255	Data Processing (State)	\$10,650.00			
240-206-30080-00255	Dues	\$1,200.00			
240-206-30084-00255	Schools, Train.. (State)	\$2,700.00			
240-206-40031-00255	Sm Capital (State)	\$9,207.75			
240-206-40032-00255	Operational (State)	\$14,750.00			
240-206-40045-00255	IT Equipment	\$2,070.00			
240-206-40111-00255	Books (State)	\$52,500.00			
240-206-40112-00255	Periodicals (State)	\$25,000.00			
240-206-40113-00255	AV (State)	\$11,600.00			
Total State Aid Funds		\$129,977.75	0.00	0%	0.00

OCPL Budget 2017-2018 7-12-18

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	105,311	114%	-12,886
010-206-30041-00000	Telecommunications	960	761	79%	199
010-206-30056-00000	Data Processing	27,468	27,468	100%	0
010-206-30059-00000	Copier Click Charges - Xerox	10,000	7,491	75%	2,509
010-206-30068-00000	Advertising	700	692	99%	8
010-206-30080-00000	Dues	750	750	100%	0
010-206-30084-00000	School, Training, Sem.	3,238	3,237	100%	1
010-206-30090-00000	Honorarium	900	900	100%	0
010-206-33022-00207	Bldg Maint - Walhalla	5,000	4,458	89%	542
010-206-33022-00208	Bldg Maint - Seneca	3,600	3,399	94%	201
010-206-33022-00209	Bldg Maint - Westminster	2,500	1,955	78%	545
010-206-33022-00210	Bldg. Maint - Salem	2,020	1,941	96%	79
010-206-34043-00207	Electricity - Walhalla	24,500	21,498	88%	3,002
010-206-34043-00208	Electricity - Seneca	15,200	12,155	80%	3,045
010-206-34043-00209	Electricity - Westminster	15,000	12,942	86%	2,058
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Walhalla	1,300	1,152	89%	148
010-206-34044-00208	Water - Seneca	950	657	69%	293
010-206-34044-00209	Water - Westminster	950	720	76%	230
010-206-40031-00000	Sm Capital Equip (Loc)	2,800	2,800	100%	0
010-206-40032-00000	Operational	10,480	10,272	98%	208
010-206-40032-00000-A	Youth Services	2,000	1,998	100%	2
010-206-40033-00000	Postage	1,000	884	88%	116
010-206-40034-00000	Food	500	414	83%	86
010-206-40101-00000	Books (Local)	94,000	93,925	100%	75
010-206-40102-00000	Periodicals (Local)	20,000	19,999	100%	1
010-206-40103-00000	AV (Local)	10,500	10,500	100%	0
010-206-80206-00000	Automobile Maint - Library	1,200	701	58%	499
010-206-81206-00000	Gasoline - Library	2,000	2,315	116%	-315
010-206-82206-00000	Diesel - Library	2,000	1,883	94%	117
TOTAL LOCAL FUNDS		361,391	360,629	100%	762
Misc. Funds					
013-206-60010-00000	*Gifts, Donation (Loc)	26,803		0%	26,803
TOTAL MISC. FUNDS					27,126

State Aid Budget

240-206-30018-00255	Travel	62.13	62.13	100%	0.00
240-206-30056-00255	Data Processing (State)	\$8,847.49	8,847.49	100%	0.00
240-206-30080-00255	Dues	\$643.00	643.00	100%	0.00
240-206-30084-00255	Schools, Train.. (State)	\$184.68	184.68	100%	0.00
240-206-40031-00255	Sm Capital (State)	\$9,207.75	9,206.51	100%	1.24
240-206-40032-00255	Operational (State)	\$20,912.70	20,732.25	99%	180.45
240-206-40045-00255	IT Equipment	\$2,070.00	2,070.00	100%	0.00
240-206-40111-00255	Books (State)	\$52,500.00	52,500.00	100%	0.00
240-206-40112-00255	Periodicals (State)	\$25,000.00	25,000.00	100%	0.00
240-206-40113-00255	AV (State)	\$10,500.00	10,500.00	100%	0.00
Total State Aid Funds		\$129,927.75	129,746.06	100%	181.69

Lottery Budget

Account	Description	Budgeted	Spent	Percent	Balance
013-206-40031-92201	Sm Capital	9,880.97	9,880.97	100%	0.00
013-206-40045-92201	IT Equipment	1,391.30	1,391.30	100%	0.00
013-206-40101-92201	Books	6,119.03	6,119.03	100%	0.00
Total		17,391.30	17,391.30	100%	0.00

Program Budget

Salem - \$155.41

Seneca - \$374.60

Walhalla - \$303.13

Westminster - \$81.89

OCPL Bimonthly Report
Library Usage Statistics
Director: Blair Hinson

	May 2017	May 2018	Change	Jun 2017	Jun 2018	Change
Visits to Library	18,978	18,023	-5.0%	24,036	21,772	-9.4%
Material Circulation - Adult	17,679	16,348	-7.5%	18,989	17,289	-9.0%
Material Circulation - Youth	1,963	1,668	-15.0%	2,619	2,131	-18.6%
Material Circulation - Juvenile	8,797	7,100	-19.3%	12,798	10,437	-18.4%
Total Material Circulation	28,439	25,116	-11.7%	34,406	29,857	-13.2%
Internet Users	2,350	1,953	-16.9%	2,425	2,136	-11.9%
Internet Hours of Use	1,456	1,223	-16.0%	1,420	1,324	-6.8%
New Cards Issued	228	154	-32.5%	315	284	-9.8%
Programs - Adult	13	11	-15.4%	10	16	60.0%
Programs Attendance - Adult	94	102	8.5%	48	60	25.0%
Programs - Youth 12-18	1	5		8	2	-75.0%
Programs Att - Youth 12-18	10	43	330.0%	52	23	-55.8%
Programs -Juvenile 6-11	7	8	14.3%	13	9	-30.8%
Programs Att -Juv 6-11	88	82	-6.8%	371	205	-44.7%
Programs - Children 0-5	5	11	120.0%	8	3	-62.5%
Programs - Att - Children 0-5	69	173	150.7%	139	35	-74.8%
Outreach Activities	10	13	30.0%	7	7	0.0%
Outreach Act. Attendance	688	1,631	137.1%	157	454	189.2%
Public Training Sessions	9	0	-100.0%	3	1	-66.7%
Public Training Participants	420	0	-100.0%	4	1	-75.0%
Public Training Hours	9	0	-100.0%	3	1	-66.7%
Staff Training Sessions	16	9	-43.8%	16	8	-50.0%
Staff Training Participants	15	4	-73.3%	6	1	-83.3%
Staff Training Hours	44	132	200.0%	45	98	117.8%
Number of Volunteers Added	1	3		3	1	-66.7%
Number of Vol Hours	118	71	-39.8%	102	115	12.5%
Meeting Room Use	81	75	-7.4%	89	81	-9.0%
Meeting Room Attendance	679	563	-17.1%	824	1,110	34.7%
Number of Web Site Hits	13,255	18,565	40.1%	14,962	18,843	25.9%
Wi-Fi Users	0	442		0	465	
Wi-Fi Sessions	0	1,330		0	1,430	
E Book Downloads	1,312	1,728	31.7%	1,453	1,863	28.2%
Mango Adult Users	43	49	14.0%	160	51	-68.1%
Mango Children Users	0	0		0	0	
Ancestry.com Hits	597	662	10.9%	967	269	-72.2%
Interlibrary Loans	56	56	0.0%	46	50	8.7%
New Material Added	1,325	1,181	-10.9%	1,279	1,269	-0.8%



RESEARCH INSTITUTE FOR PUBLIC LIBRARIES

do you want to learn about:

- designing outcome-based evaluation of programs and services
- assessing the needs of your community
- techniques for tracking public library data and using these data for planning, management, and demonstrating the library's worth
- using data and stories to document the impact of your library

Join approximately 100 public library staff in summer 2018 to learn about these topics and more in an intensive, three-day national institute offered by the Colorado State Library and the Colorado Library Consortium. Launched in 2015, the Research Institute for Public Libraries (RIPL) meets a distinct need of public libraries in rural, suburban, and urban areas for practical evaluation skills.

Participants will walk away from RIPL with tools for evaluation, confidence in building research into their activities, and a network of colleagues for future learning and success.

vision

Our vision is to create a culture shift in public libraries to be purposeful in gathering, analyzing, and using data for decision making, strategic planning, and demonstrating impact. RIPL will educate change agents who will go back to their libraries with the tools, competencies, and commitment to lead evidence-based practice.

here's what past participants had to say about RIPL:

"The topics covered were extremely relevant and timely for my needs as a public library administrator. I loved the combination of big picture planning, identifying community needs, and measuring outcomes in addition to very specific tasks like creating a surveys and infographics."

"I have always believed in the importance of everything covered during RIPL but now I have a practical and scalable framework to use for implementing all these best practices in a small library."

"RIPL was one of the most rewarding and useful professional development opportunities that I have attended in my career."

questions

Email RIPL@LRS.ORG or visit RIPL.LRS.ORG for more information.



who

The target audience for RIPL is public librarians, administrators, and any other staff who seek to develop their skills in evaluation and data use for planning, management, and demonstrating their library's impact. State library staff interested in strengthening their knowledge of these topics are also encouraged to attend.



where

The Emory Conference Center Hotel, Atlanta, Georgia
<http://www.emoryconferencecenter.com/>



when

July 29 - August 1, 2018

Schedule:

- July 29: travel to venue, evening event
- July 30: full day of workshops
- July 31: full day of workshops
- August 1: morning and afternoon workshops, end by mid-afternoon



how

The Institute fee is \$1,200. **This is an all-inclusive fee** that covers the curriculum, three nights lodging, and most meals. Registration opens **January 17, 2018** at ripl.lrs.org.

Branch Services

May/June 2018

Sue Andrus, Branch Services Librarian

Narrative

Public Relations

The library is participating in the County's sesquicentennial celebration, and was included in the "Oconee County's 150 Things to Do in 2018" pamphlet and app.

Summer Reading Program activities are being widely promoted in local media and on social media such as Facebook and Twitter.

Staff Development

Several library staff members attended a workshop on "Mental Health First Aid" on May 2. Quientell Walker, Emily Whitmire, and Leah Price went to the new Five Forks Branch of the Greenville County Library for a day-long session.

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.

A new Bookmobile stop has been added for the summer, at Ann Hope United Methodist Church in the Utica area of Seneca. This is on route D (2nd and 4th Monday) from 10-11:30am.

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.

Our new Technical Services Librarian, Phil Bergen, started on May 14. By September he should be responsible for all aspects of database maintenance and statistics. In the meantime, the Branch Services Manager will continue to run the circulation statistics for the State Library's annual report.

Part of the yearly database maintenance was completed on July 2 when 4696 expired borrowers were deleted from the patron database. These patrons had expiration dates of July 1, 2015 or earlier and did not owe any fines. A software upgrade was performed by TLC over the Memorial Day weekend in order to provide us the borrower purge utility. The patron database dates from 1991 and includes several thousand patrons who have not used their cards in more than 20 years but aren't being purged due to fines owed.

The content generated by OCPL staff on In-Service Day was summarized and organized by topic so that specific ideas of how the library could respond to the selected Service Responses were clear. The next step in the Strategic Planning Process will be to prioritize, select, and implement our responses.

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.

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 have contacted him several times since and are still waiting for his report.

Outreach Services

May/June 2018

Brenda Lee, Bookmobile Manager

Collections: As Manager, I select adult fiction and non-fiction from Ingram and some titles from the B&T Lease Plan. I also request some titles from the juvenile B&T Lease Plan that Acquisitions, Leah Kelley, orders for me. I choose adult DVDs to be ordered from Amazon mostly rather than Midwest due to cost. I can also make suggestions for children's and/or family DVDs.

Displays: Bulletins of events happening at the various branches are posted if sent to me. There has been more than usual since we started our Summer Reading Program. Postings of Friends of the Library Book Sales are also on the entrance walls for all to view.

Volunteers and Outreach: My three regulars and my sub worked both months. Blair and Sue also filled in vacancies in June. I took the bookmobile to Tamasee-Salem Elementary School in May for 282 students and teachers. They were very excited to come on and look at what was on there. The best part for OCPL was a young girl in a wheel chair needed the lift to come aboard and I knew how to do that. She was our first patron to use it! See last page.* Blair and I attended an event in West Union, Fun in the Sun, at the request of Mayor Linda Oliver. This is in addition to my other four regularly scheduled monthly stops.

Manager's Projects: Timely reporting; Keeping up with statistics; Weeding as needed in all collections; Changing collection codes and removing 14 day stickers as necessary; Rotating collections as needed

as time allows; Maintaining shelf appearance; Routine cleaning of inside of Bookmobile

Issues: Main issue at this time is having no air conditioning in the upper front of the bookmobile. By the end of May, it had been 6 weeks and no encouragement from Parkway Campers that the air compressor was on its way. It is very hot on the Bookmobile. I face away from the sun as much as I can, but that is not always feasible. At lunch time, I leave the motor running so the air that runs off the engine can be running as well as the dash fans. That is very hard to do while waiting on patrons due to the buzzing sound because if the motor is running and the step is out, it will not stop making the buzzing sound and we cannot watch for patrons at the door and do the necessary circulation procedures. It takes 2 people.

Another issue that I've had for months, is that I'm still having to use a word document on my stop at South Highway 11 as there is no service on our Verizon Jetpack since ATT bought out all the towers in the area. This is one of my busiest stops. We only take a half hour lunchbreak and I begin to copy/paste entries onto records at the Fair Play stop, but first we have to check in the books that were returned at S Hwy 11. I hardly ever finish even though I check out some of my regulars that have "holds" before I leave the library to help me out. Some of the Fair Play patrons come very close to 1:00 and I do not get a chance to enter the barcodes to the patrons' records. I, therefore, must try my best to complete on Friday.

Notes: I attended the National Library Volunteer Library event "Volunteers are Magical" where awards are given for hours that have been donated by volunteers. My branch winner was Pat Pankopp for her dedication and excellent reader's advisory as well as keeping items orderly and neat.

I worked a half day at the Salem Branch while Dan was on vacation due to Kayla having a program in the afternoon.

Summer Reading Program for Adults and Children is going well.

Overall, it's been a good 2 months of bookmobile service despite the heat and lack of Wi-Fi Service.

*



Programs:

Salem continues to have the Family Story Time for toddlers. For Salem's May children's program's we had the Drop-in Mother's Day Craft: Sun Catcher Butterfly Wind Chimes, Lego Extravaganza and Teen Book Time programs. Salem had the following regular adult programs for May and June: Knit & Crochet Circle, Time to Read Book, Adult Coloring Time drop in craft, and Painting for Fun painting session for adults. In June for the Summer Reading program we had the Bingo Time program where we gave donated books and other items as prizes. Salem also had as part of the Summer Reading program, the following Children's programs in June: Chad Crews Magic Show and CD Art painting craft for kids and teens.

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. We will be working on being sure that our money is spent for this year's budget.

Weeding

Salem continues to weed different areas of the library to make room for new books. This past two months we have been concentrating on weeding the Juvenile non-fiction, Juvenile Biography, and Adult-biography and Adult non-fiction section.

Maintenance

Each year Salem has some money in maintenance account to replace or improve our Library/Salem Town Hall building. This year the Salem Town Hall requested that we help upgrade the restroom facilities in the Library/Salem Town Hall building. We did this by replacing the toilets in both the Community Center Building and The Library/Salem Town Hall building.

Volunteers

The Salem library now has three active volunteers: Melony Mack, Pam Tellock, and Sally Bouwman. Our Volunteers continue to volunteer on a regular basis. 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, May/June 2018

Emily Whitmire Sluder, Branch Manager

Facilities: The tree stump was removed in May. Maintenance is using the mulch for the beds around the library. They replaced the cross ties in the bed closest to the front of the library with a garden brick border. Maintenance has removed all of the cross ties along the parking lot side of the library, as they had disintegrated. The garden brick border broke as a vehicle must have hit it, so they removed the broken bricks. The rest of them will be used for the garden area in the back next to the handicapped entrance.

Update to Xerox issues: Our copiers have not had any improvements in the frequency of jamming after being repaired. We are asking Xerox to replace the copiers. Hopefully this will finally be resolved by the end of the summer.

Collections: I would like to weed more quickly. We cannot do a major weed without room to store the books prior to discarding them. TLC's web-based cataloging system is wonderful in that it allows us to delete items in the branch.

Programs and attendance:

Let's Talk About It: 40, 30

Star Wars Day – 6

Goth Day - 2

Let's Get Crafty: 2, 0

Meeting Room: Groups using our meeting room included SC Legal Services, the Red Cross, a Girl Scout troop, Safe Harbor, the Library Board, a church committee, Seneca River Women's Auxiliary, National Youth Advocacy Program, Seneca Blazers Track Team, Oconee Writers' Association, a book club, Baby Read, TCHE (Homeschool group), The Palmetto Project, and tutoring groups.

Staffing: We hired Jenna Hardy as our new assistant manager in June. She worked for OCPL through Staffmark while finishing her degree at Clemson from 2015 to summer of 2017.

Special Projects: I was fortunate to attend National Library Legislative Day in May in Washington, DC as a member of the SCLA Advocacy Committee.

Statistics: Visits to Library: May – 6753; June - 8408

Total Volunteers: 3

Volunteer Hours: May - 7; June - 9

New borrowers: May – 83; June - 126

ILL: May - 21; June - 20

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

TECHNICAL SERVICES

May / June 2018

Phillip Bergen, Technical Services Librarian

Collections:

Orders are proceeding well, and budget spreadsheets are updated regularly. The acquisitions manager has completed several large orders and has trained staff to handle her duties prior to taking leave in July and August. We are half way through a project to change fiction graphic novels in the juvenile and young adult sections to state only J/Y and the author's last name on the spine label. We have completed a project to replace cases and re-distribute Launchpads among the branches and will catalog new Launchpads in the fall.

TLC:

An upgrade to LS2 5.1.1 was completed over the Memorial Day weekend. The upgrade provides minor bug fixes and enhancements, and all operations are functioning normally. This upgrade does not address the diminished cataloging functionality introduced in the previous version. However, the ability to export records for editing outside the system has been added, and some problems with overlay of imported records appear to have been fixed.

Manager's Projects:

Management of DISCUS records in the catalog continues to present challenges. Using LS2 reports and vendor MARC record sets, we have been able to determine what records have been added and identify outdated records that need to be deleted. Updates/additions are on hold; our immediate priority is to track and delete outdated records. Long-term disposition of these records will depend on future cataloging system and workflow developments, and we hope to formulate electronic resource-specific collection development and weeding policies to address these issues.

Staff Development:

The new technical services librarian started May 14 and continues to receive training from staff in TLC system functions and OCPL policies and procedures.

Issues:

Our most pressing issue is the loss of functionality in the LS2 cataloging module and the workflow burden this has created. We are working to develop and document procedures to make increased use of external MARC tools in cataloging workflows to improve speed, ease, and quality.

Volunteers:

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

Walhalla Library

May/June 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. We are still actively engaged in replacing damaged and superseded titles in the both the Fiction and Non-Fiction collections.

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. With the assistance of Donna Wales, former Children’s Librarian, I was able to obtain the AP/Honors reading list from the local high schools. The majority of the titles were purchased for Overdrive, and a curated list was made to highlight these additions. In June Overdrive had a 25-50% sale on its audiobooks; due to this sale we were able to add nearly 80 audiobooks to the collection. The collection has continued to show an increased growth of Unique Users. Below is a chart depicting this growth from 2017 to 2018.

	May 2017	May 2018	June 2017	June 2018
Unique Users	378	487	422	545

Volunteers: Ellen Plumpe received the Sarah Mills Norton Award for her dedicated volunteer service.

Programs:

May— Books and Chocolate—5; Painting Class

June— Children’s Family Tree—21; Forever Young Book Club—6; Genealogy Basics—1; Getting Started with Ancestry; Musicals at the Library—7; Puzzle Time

Meeting Room:

May— Baby Read – 4; CERT; Friends of the Library; National Youth Advocate Program – 2; Rocky Knoll Baptist Church; Susan Ingles, legal workshop; Waters Edge Home Owner’s Association

June— Baby Read – 5; CERT – 2; DHEC; Nan Jones DAR workshop; National Youth Advocate Program; Oconee County Third Option Group (homeschool); Oconee Cultivation Project Pointe Harbor Home Owners Association; The Crossing Home Owners Association

Study Rooms:

June—3 uses

Facilities:

May 7, 2018—We are experiencing an issue with the last stall in the public female restroom. The toilet is without water. Along with this we are experiencing an issue with our water. In short, the water is coming out brown, and I have contacted to Water Department about this and someone should be here to check on the water. (Issue was resolved).

May 22, 2018—A staff member has reported seeing mouse and/or rat droppings on her desk this morning. Could facilities send over a few traps? (Update: one mouse was captured and release; the other mouse was found in the trap).

June 6, 2018—The dehumidifier in the SC Room has stopped draining. (Issue resolved by Facilities).

June 21, 2018—We need some assistance in taking down a cubicle desk unit, and moving in a new desk. (Blair was able to move the desk).

Statistics:

Category	May 2018	June 2018
Visits to library	5,511	6,910
New Cards Issued	31	101
ILL	25	23

Other Items:

May 9, 2018—911 was called at the request of a patron. The patron stated that she had passed out in the restroom. An ambulance arrived and she was taken out of the library.

May 13, 2018—Officer Juan Hernandez stopped by the library to inquire about obtaining camera footage from the side entrance. We informed him that he would have to contact the IT department for this. Officer Hernandez informed us that he had arrested an individual at the side entrance the previous day. During the arrest he found that the person was in possession of various drugs, and that amount he had was enough for distribution.

May 2018—The two couches, arm chair, and carpet were removed from the lobby. This was done due to the condition of these items as well as to open up the space. We have mostly received positive feedback from the patrons regarding this change. Our intention at this time is to use the space for the Summer Food Program by providing the participants tables and chairs.

June 12, 2018—Two study rooms were installed at the Walhalla Library. Before the study rooms were open to the public a list of procedures were created to ensure equal access and to reduce the chance of unnecessary damage. These procedures are based on the current OCPL Meeting Room Policy and from obtaining study room information from Anderson and Pickens County.

June 2018—We installed four locking bulletin boards in the lobby. At this time we intend to use one for library programs, one for information about the Friends of the Library, and two for Community Activities.

**Westminster Library Report
Leah Price, Branch Manager
May and June 2018**

Collections

June is always a hectic month with end of year spending and the start of summer reading. This year was a little more complicated due to a large order needing to be placed at the beginning of the new fiscal year. So far everything has turned out well and we will be able to supply our customers with what they want and need.

Tech Services has made our graphic novels more easily accessible by changing their call numbers. This should allow series to be together and easier to find.

Community Outreach

To promote the children's summer reading program, branch manager Leah Price spent four days reading to and speaking with every class at Westminster Elementary School. This is a great way to get the word out about our programs and to help the kids connect a face to the public library.

On June 12, Branch manager Leah Price spoke to the Westminster Rotary Club. The members were very impressed and we received a lot of good feedback. Several of those in attendance have started using some of the services Leah spoke about.

Programs and Attendance

Family Movie Night: <i>Paddington 2</i>	10	Happy Camper Party	20
Makerspace: Macramé	7	Story Stones	49
Girls' Night Out Movie: <i>Forever my Girl</i>	0	Stranger Things Fandom Night	23
T(w)een Drop-in: Post-it Note Tangles	3	I Read to Animals	50
T(w)een Make and Take Craft: Edible Books	25	Movie Night: <i>A Wrinkle in Time</i>	11

Manager's Projects

Leah wrapped up four years of participating with Leadership Oconee County, first as a class participant and then as a board member. Congratulations to Dan Polk, Salem Branch Manager for graduating with the class of 2018. The next participant from OCPL will be Quientell Walker, Walhalla Branch Manager.

Adult Summer Reading has kicked off and is going great. We've had a very positive response in signups and have had a lot of completions already. Attendance at the events is great, too. We were really happy to see the teens and tweens who attended the Stranger Things event coordinated by the Westminster staff. The Story Stones event was also put on by the Westminster staff and was a hopping event with almost 50 in attendance. There have been some learning curves in the change of format and the addition of several new items like monthly prize drawings, but all things considered (i.e. the youth services librarian leaving for the second year in a row) it is going very well.

In May the Walhalla Main Library hosted the annual Volunteer Banquet. Westminster part-time staffer Susan Chandler served on the committee and was a great help in planning and implementing the event. Leah attended to present our longtime volunteer, Marla Grant, with the Westminster Branch Volunteer award for this year.

The partnership with the school district for serving lunches has also been going well. We have had as high as 45 kids under 18 get a free lunch. They are trying to increase numbers and are making some changes that may influence the attendance in July.

We have had a lot of people take advantage of the ability to pay their fines online with credit cards and have had a lot of positive response. It did cause some changes for staff in the daily money reports, but the

**Westminster Library Report
Leah Price, Branch Manager
May and June 2018**

staff have adapted to it very well.

Facilities

Maintenance installed our new bulletin board, a couple of shelves in the office, changed several light bulbs, and cleared off several wasps' nests. In June they installed our new water fountain that includes a water bottle refill station.

On June 12th staff noticed several leaks coming from the ceiling tiles over the DVDs. Unfortunately half the collection got wet and had to be dried out or the artwork replaced. Four ceiling tiles were damaged.

Besides the new water fountain, we were able to add an iPad station that will be used as a PAC, a charging station for phones and tablets, a sidewalk sign to advertise programs and services, some play equipment for the children's area, and several items to increase staff productivity.

Publicity

The Publicity group made up of staff members Bethany Owens, Rebecca David, Anna Dubose, Kayla Rucker, and Leah Price have continued to work to create better branding and marketing for the library system. So far we have established guidelines for flyers and other promotional print materials. A new monthly event calendar will premier in August with the start of our regular monthly programming. We are still stalled on some issues until the strategic plan is complete, but we are doing everything we can to be ready. We hope to start an email newsletter soon as well as consistency in our social media presence. All of our following numbers have gone up since April so we feel we are going in the right direction. It's all about connecting with the community so they are aware of the programs, events, and services we offer. To kick off our special edition 70th Anniversary Cards we hosted a social media contest asking people to post a photo of themselves with their old library card using the tag #CelebrateOCPL for a chance to win the new card. We had seven people submit entries which is good for us. We will start using the new cards exclusively starting July 9 through October. At that time we will allow customers to choose if they want the anniversary card or the regular green card (as supplies last). We would love to replicate having different card designs in the future. More contest and activities will be planned for library card sign-up month in September and our anniversary month in October.

Instagram:	Followers	269
Facebook:	Likes	2,253
	Followers	2,203
Twitter:	Followers	292
Email:	NA	

Tumblebooks (free online eBooks)—May 47, June 19

Youth Services Dept.
May 2018
Donna Wales, Youth Services Librarian

Collection Development: Collection development is complete for the fiscal year.

Staff Development: Donna and DJ personally delivered all Summer Reading materials to each branch during the week of May 14. During these visits, they thoroughly trained staff members on carrying out the Program. Furthermore, Donna provided fourteen (14) hours of professional proctoring services during the last week of May to a student who attends Stanford Online High School.

Programs: Donna continued weekly Preschool Story Times at the Walhalla, Seneca, and Westminster branches. With only three weeks of Story Time during May, attendance remained high with 89 children along with 71 caregivers for a total of 160 participants. Approximately 40 children, staff, and parents from St. John's Lutheran Church Preschool in Walhalla attended Story Time at the Walhalla Branch on May 18. Story Time is discontinued until after Labor Day so that the Youth Services staff can concentrate on administering the Summer Reading Program.

Other programming hosted during May by the Youth Services Department:

- ▶ Candy Sushi Program - Walhalla - 10 attendees
- ▶ LEGO Program - Salem - 7 attendees

Community Outreach: Donna received several inquiries from schools requesting her attendance at literacy activities and for Summer Reading Program presentations. She and DJ attended Ravenel Elementary School's Literacy Night on May 3, where they advertised the Summer Reading Program as well as resources and opportunities available through the Library System to approximately 80 students, parents, and teachers. On May 21 Donna travelled to Keowee Elementary School where she made two presentations about the Summer Reading Program to approximately 300 students. Finally, she made two Summer Reading presentations to approximately 550 students at Northside Elementary School on May 24. Donna continued to serve as the Oconee County Public Library System's designee on the First Steps Board. She attended the May Board meeting as well as a Scholarship subcommittee meeting.

Summer Reading: Donna met with administrators from Sodexo on May 8 to finalize plans for the Walhalla, Seneca, and Westminster Branches to serve as public sites for the Summer Food Program for children. Finally, Donna and DJ's hard work and preparation has paid off. ALL Summer Reading Program planning and preparation is complete. After only two weeks of registrations, over 400 children have signed up to participate.

Note:

Donna Wales, Youth Services Librarian, formally submitted her resignation on May 23. She worked through early June. While the timing of her departure was unfortunate being during Summer Reading, she left the entire Program in order so that staff members only have to implement its administration.