

**OCPL Director's Report**  
**January, 2019**

**1. Programs and Services:** The Hispanic "committee" of volunteers formed by Volunteer Administrator Janice Lovinggood has continued to have successful programs. In December they held a poster contest with the theme "Christmas Around the World." There were fourteen entries from participants in age ranges from elementary school through adult. The winners were announced on Saturday, December 15 at a party that also included some performing of Christmas songs by a couple of the young ladies who have been serving on the committee. Story Times continue to be popular as well. The branches held some popular holiday-themed programs as well.

**2. Usage statistics and narratives:** November and December, 2018, statistics and bi-monthly reports are attached. Figures reflect closings for library holidays (Thanksgiving and Christmas holidays).

**3. Finance and Budget:** OCPL budget expenditure figures year-to-date in FY19 are attached.

**4. Personnel and Training:** Branch Services Librarian Sue Andrus has been conducting branch visits on a regular basis to allow her to see how the branches are faring, and to support and mentor the branch managers. Several of our staff will be attending more advanced CPR, AED, and first aid training in the New Year. The director also attended the *Library Journal* Directors' Summit in December in San Diego, California, thanks to a conference attendance grant from the South Carolina State Library. The topics ranged from fine-free libraries to how to increase diversity and equity in library services and library hiring and staffing practices. All staff also attended County-mandated training on prevention of sexual harassment and on diversity.

**5. Building and Grounds:** The Director received additional information from Kyle Reid with County Roads & Bridges regarding the lot in Walhalla for staff parking. An additional amount will be needed for engineering for curbs and ADA sidewalk indentions as specified by SCDOT. It is also possible the roof at the Seneca Library might have to be replaced/refurbished very soon due to continued leaks. Branch Services Librarian Sue Andrus has also been working diligently on updating the library's disaster plan, including having new evacuation plans developed, and updating emergency contacts for staff members.

**6. Technology:** The library has started circulating VOX Books, which are books with an electronic audio player attached to them. These will replace the old audio kits at the branches, which consisted of a book and audio cassette or CD.

**7. Friends of the Library:** Used Book Sales in November and December were well attended. The Friends' report will detail sales figures. In addition to the semi-annual contribution the Friends make to the library from their book sales, they have also contributed \$7,000 for a new service desk for the Westminster Library.

**8. Oconee County:** We will be working with the county on their comprehensive 2020 plan. Youth Services Librarian Kayla Hamilton and the director attended the Oconee County Service Association

meeting in December where Adam Chapman from the county planning commission was the speaker. The director also invited him or someone from the planning commission to address the Board about the county's 2020 Comprehensive Plan, and how the library can be a part of that. The library is also collecting surveys for the planning commission with suggestions for what to include in that plan.

**9. State Library:** As noted above, the State Library sent the director to the *Library Journal* Directors' Summit in San Diego, California, in early December, with the goal of allowing new directors to attend national networking and training events. The library will be applying for a Summer Reading and Learning grant with the State Library for the 2019 Summer Reading program. Kayla Hamilton attended a grant workshop in early January at the State Library to learn more about the grant process.

**10. Community Involvement:** The library has reached out to numerous community organizations as part of the initiatives in the 2020 Strategic Plan. Kayla Hamilton and the director attended the OCSA meeting in December, as noted above. Kayla is also on the board of First Steps, and is currently working with the Friends to get a grant for Reach Out and Read. The library is also working with the United Way to get the word out about VITA, the volunteer income tax program. While the library will not be a host site this year, we will be working with the United Way to promote the service. The library will also be hosting training on human trafficking awareness at the spring staff in-service, and will be cooperating with the Foothills Alliance for future programs and training. The Bookmobile was also featured in four of the county Christmas parades in December: Seneca, Westminster, Salem, and Walhalla.

**11. Other:** The Director continues to be active in SCAPLA, the SC Association of Public Library Administrators. The library's legislative day is in January again this year to coincide with the State Library's budget presentation to the House Ways and Means Public Education Subcommittee for FY2020. Representative Bill Whitmire (Oconee) is chair of that committee.

**OCPL Bimonthly Report**  
**Library Usage Statistics**  
**Director: Blair Hinson**

	Nov 2017	Nov 2018	Change	Dec 2017	Dec 2018	Change
<b>Visits to Library</b>	16,674	16,050	-3.7%	15,644	14,268	-8.8%
Material Circulation - Adult	15,474	14,892	-3.8%	13,908	14,845	6.7%
Material Circulation - Youth	1,436	1,183	-17.6%	1,327	1,121	-15.5%
Material Circulation - Juvenile	7,997	7,126	-10.9%	5,942	6,205	4.4%
<b>Total Material Circulation</b>	<b>24,907</b>	<b>23,201</b>	<b>-6.8%</b>	<b>21,177</b>	<b>22,171</b>	<b>4.7%</b>
<b>Internet Users</b>	1,931	1,708	-11.5%	1,649	1,512	-8.3%
Internet Hours of Use	1,176	1,047	-11.0%	1,005	954	-5.1%
<b>New Cards Issued</b>	168	127	-24.4%	117	119	1.7%
Programs - Adult	13	6	-53.8%	11	6	-45.5%
Programs Attendance - Adult	94	51	-45.7%	86	56	-34.9%
Programs - Youth 12-18	0	0		1	0	
Programs Att - Youth 12-18	0	0		2	0	-100.0%
Programs -Juvenile 6-11	6	9	50.0%	8	7	-12.5%
Programs Att -Juv 6-11	129	119	-7.8%	168	65	-61.3%
Programs - Children 0-5						
Programs - Att - Children 0-5						
Outreach Activities	3	4	33.3%	6	3	-50.0%
Outreach Act. Attendance	206	86	-58.3%	471	19	-96.0%
Public Training Sessions	2	0	-100.0%	0	0	
Public Training Participants	21	0	-100.0%	0	0	
Public Training Hours	3	0	-100.0%	0	0	
Staff Training Sessions	13	7	-46.2%	5	1	-80.0%
Staff Training Participants	12	10	-13.0%	10	2	-78.9%
Staff Training Hours	27	19	-31.5%	18	2	-88.6%
Number of New Volunteers	3	0	-100.0%	1	0	
Number of Vol Hours	66	103	54.7%	37	69	85.1%
Meeting Room Use	82	100	22.0%	56	86	53.6%
Meeting Room Attendance	727	727	0.0%	526	636	20.9%
Number of Web Site Hits	11,649	14,915	28.0%	10,142	14,408	42.1%
Wi-Fi Users	341	425	24.6%	342	381	11.4%
Wi-Fi Sessions	716	1,278	78.5%	1,013	1,082	6.8%
E Book Downloads	1,264	1,633	29.2%	1,307	1,766	35.1%
Mango Adult Users	24	0	-100.0%	57	0	-100.0%
Mango Children Users	0			0		
Ancestry.com Hits	1,038	275	-73.5%	791	213	-73.1%
Interlibrary Loans	35	46	31.4%	27	32	18.5%
<b>New Material Added</b>	<b>1,360</b>	<b>1,168</b>	<b>-14.1%</b>	<b>914</b>	<b>961</b>	<b>5.1%</b>

**OCPL Budget 2018-2019 1-3-19**

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
<b>Local Budget</b>					
010-206-30024-00000	Equip. Maintenance	2,450	2,470	101%	-20
010-206-30025-00000	Professional -Staffmark	102,425	51,499	50%	50,926
010-206-30041-00000	Telecommunications	1,000	304	30%	696
010-206-30056-00000	Data Processing	27,716	27,635	100%	81
010-206-30059-00000	Copier Click Charges - Xerox	10,000	3,334	33%	6,666
010-206-30068-00000	Advertising	700	300	43%	400
010-206-30080-00000	Dues	750	234	31%	516
010-206-30084-00000	School, Training, Sem.	3,300	2,916	88%	384
010-206-30090-00000	Honorarium	900	900	100%	0
010-206-33022-00207	Bldg Maint - Walhalla	7,000	4,035	58%	2,965
010-206-33022-00208	Bldg Maint - Seneca	3,600	2,371	66%	1,229
010-206-33022-00209	Bldg Maint - Westminster	2,500	1,546	62%	954
010-206-33022-00210	Bldg. Maint - Salem	2,020	1,694	84%	326
010-206-34043-00207	Electricity - Walhalla	32,500	10,464	32%	22,036
010-206-34043-00208	Electricity - Seneca	17,000	5,440	32%	11,560
010-206-34043-00209	Electricity - Westminster	15,500	4,971	32%	10,529
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Walhalla	1,400	617	44%	783
010-206-34044-00208	Water - Seneca	1,000	102	10%	898
010-206-34044-00209	Water - Westminster	1,000	189	19%	811
010-206-40031-00000	Sm Capital Equip (Loc)	2,800	658	24%	2,142
010-206-40032-00000	Operational	6,000	5,711	95%	289
010-206-40032-00000-A	Youth Services	2,000	547	27%	1,453
010-206-40033-00000	Postage	1,000	250	25%	750
010-206-40034-00000	Food	500	120	24%	380
010-206-40101-00000	Books (Local)	85,000	47,372	56%	37,628
010-206-40102-00000	Periodicals (Local)	20,000	19,210	96%	790
010-206-40103-00000	AV (Local)	10,500	4,764	45%	5,736
010-206-80206-00000	Automobile Maint - Library	3,500	923	26%	2,577
010-206-81206-00000	Gasoline - Library	2,500	1,191	48%	1,309
010-206-82206-00000	Diesel - Library	2,000	1,094	55%	906
<b>TOTAL LOCAL FUNDS</b>		<b>373,561</b>	<b>207,862</b>	<b>56%</b>	<b>165,699</b>
<b>Misc. Funds</b>					
013-206-60010-00000	*Gifts, Donation (Loc)	29,564		0%	29,564
<b>TOTAL MISC. FUNDS</b>					<b>29,564</b>
<b>(\$7,000 Wish List for Westminster)</b>					

**State Aid Budget**

240-206-30018-00255	Travel	300.00		0%	300.00
240-206-30056-00255	Data Processing (State)	\$10,650.00	1,360.30	13%	9,289.70
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)	\$14,750.00	4,905.82	33%	9,844.18
240-206-40045-00255	IT Equipment	\$2,070.00	1,857.27	90%	212.73
240-206-40111-00255	Books (State)	\$52,500.00	32,055.99	61%	20,444.01
240-206-40112-00255	Periodicals (State)	\$25,000.00	11,795.45	47%	13,204.55
240-206-40113-00255	AV (State)	\$11,600.00	6,849.05	59%	4,750.95
<b>Total State Aid Funds</b>		<b>\$129,977.75</b>	<b>58,823.88</b>	<b>45%</b>	<b>71,153.87</b>

**Program Budget**

Salem - \$293.16

Seneca - \$344.25

Walhalla - \$81.13

Westminster - \$173.71

## **Bookmobile and Outreach Services**

**November/December 2018**

**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. Adult audiobooks are ordered through Midwest Tape.

**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; Making new schedules for January through April 2019 with Outreach stops added.

**Volunteers and Outreach:** Contacted Seneca Health and Rehab to let them know I could fit them in as Outreach once per month on the schedule beginning January 3, 2019. We were eagerly accepted. Volunteer Lee Smith decided she would still try to work with Bookmobile twice per month. I'm working with Janice Lovinggood to try to recruit a new volunteer. For the time being, Sue Andrus will fill in as needed.

**Comments:** I was contacted by Julie, Bookmobile Manager, from Largo County Florida inquiring of permits for parking in public places, specifically within city limits. The Bookmobile was in 4 Christmas parades: Seneca, Westminster, Salem, and Walhalla. Fair Play was cancelled.

# Branch Services

Nov/Dec 2018

Sue Andrus, Branch Services Librarian

## Narrative

### Public Relations

The Publicity Committee has been restructured with the Branch Services Librarian in charge of publicity and marketing.

### Staff Development

Work on the New Hire Manual project has been suspended in order to update the Disaster Plan. So far, vehicle accident reporting and bomb threat procedures, maps of assembly points for each branch, and emergency contact information have been updated.

We attended the Annual Bookmobile Exchange in Columbia on November 30. Sessions included:

- Making Mobile Services a Priority–2016 Library of the Year Topeka & Shawnee Public Library
- Advocating Within–promote your goals to library administration to expand service options (Richland Library)
- Meet Them Where They Are–Chapel Hill's "not a bookmobile" library on wheels
- Outreach and Diversity–Carol Hull, State Library Inclusive Services Consultant

Chapel Hill's "not a bookmobile" is a box truck called "The Circulator"!

### Volunteers and Community Outreach

The Bookmobile stop at Ann Hope United Methodist Church in the Utica area of Seneca on Route E (2<sup>nd</sup> and 4<sup>th</sup> Wednesday) has been shortened from 1:30-3:30pm to 1:30-2:30pm.

The Bookmobile was in four Christmas parades this year: Salem, Seneca, Walhalla, and Westminster. Parade spectators are always appreciative of the candy.

### Manager's Projects

We are collaborating on how to best gather and report the statistics that record the information used by the library system and the State Library. Some modifications to the existing procedures have been made and others are under consideration. The method of collecting statistics about staff training and programming for the SCSL Annual Report is being standardized, and all procedures are being documented.

A regular schedule of branch visits has been initiated. Rather than going to a branch library only when a substitute is needed, the Branch Services Librarian now visits the Salem, Westminster, and Seneca locations once a month. It's been helpful to have one on one discussion about various issues, particularly right now while some statistical reporting procedures are being modified.

One result of the branch visits is the scheduling of a meeting in January for those who do interlibrary loan. We realized that each branch does this differently and that it would be helpful to meet in person to share ideas.

### 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 2017. We have contacted him several times since and are no longer waiting for his report to update the Disaster Plan.

The battery backup in the UPS (Uninterrupted Power Supply) in the Walhalla staff workroom began failing in mid-December. The IT Department has been notified and has responded that they will purchase a new one.

### **Programs:**

The Pre-school story time has been going good for Salem. Kayla Hamilton has also started doing a STEAM Ahead story time program in Salem once a week. Salem had the following regular adult programs for November and December: Time to Read Book Club, Painting for Fun painting session for adults, Mobile Device Help time and Computer Help Time. In November Salem had a good turnout for the Successful Indoor Succulent Gardening program. For the children's programs in November we had the Wreck-it Ralph Party and T(w)een gaming time and for December had the Grinch Ornaments and Ugly Sweater programs .

### **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.

### **Volunteers**

The Salem library now is up to three active volunteers again. Our Volunteers continue to volunteer on a regular basis. Volunteers even help out with the programs we put on. 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, November/December 2018**

**Emily Whitmire Sluder, Branch Manager**

### **Facilities:**

Our roof leaks in several places and has for a decade. Maintenance patched up as much as they could but after several days of rain, there are still leaks. In the next budget year, we will have to ask for a new roof. We also need to ask for our parking lot to be completely repaved.

We are examining what to plant along the walk leading up to the building. We need to plant grass seed on the areas where the felled tree used to provide shade. We will address this in the spring.

**Collections:** I would like to weed more quickly. We are creating a bilingual shelf for children's items written in both Spanish and English.

### **Programs and attendance:**

Let's Talk About It – 15, 20                      Let's Get Crafty – 6, 9

Tissue paper wreaths – 4                      Kids' craft - 3

Fantastic Beasts party – 12

**Meeting Room:** Groups using our meeting room included the Red Cross, the African-American Planning Commission, Safe Harbor, a church committee, Agapi, Seneca River Women's Auxiliary, DAR, a homeschoolers' club, Oconee Writers' Association, a book club, Baby Read, Oconee Republican Women, and tutoring groups.

**Staffing:** We have hired Spencer to replace Josh in a part time position.

**Statistics: Visits to Library:** November – 6234; December – 5566

**Total Volunteers:** 1

**Volunteer Hours:** Nov – 3, Dec – 2

**New borrowers:** Nov – 55, Dec – 56

**ILL:** Nov – 26, Dec – 11

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**

November / December 2018

Phillip Bergen, Technical Services Librarian

## **Collections:**

Orders are proceeding well and budget spreadsheets are updated regularly.

## **TLC:**

The library is working on a version upgrade for TLC, which will be in the first part of the New Year.

## **Manager's Projects:**

We are slowly working on creating documentation for many of our workflows and processes in cataloging and in TLC.

## **Staff Development:**

Nothing to report at this time.

## **Issues:**

No major issues at this time.

## **Volunteers:**

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

# Walhalla Library

November/December 2018

Quientell Walker, Branch Manager

## 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 titles from the Fiction collection, and replacing superseded titles in the Non-Fiction 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. The collection has continued to show an increased growth of Unique Users. Below is a chart depicting this growth from 2017 to 2018.

	November 2017	November 2018	December 2017	December 2018
Unique Users	402	522	383	536

## Programs:

**November**— Books and Chocolate 8 ; Painting Class 5; Popcorn Science 8

**December**— Snowflake Program; Forever Young Book Club 4

## Meeting Room:

**November**— Baby Read – 6; Clear Water HOA; Don Bennett; Friends of the Library – 2; Tri-Count Home Educators Lego Club; Walhalla High ROTC; Waters Edge HOA

**December**— Baby Read – 2; Dept. of Social Services; Horizon Healthcare; National Youth Advocate Program; The Crossing HOA; Tribble Center; Walhalla High School Travel Club

## Study Rooms:

**November**— 0 uses

**December**— 7 uses

**Facilities:**

**November 7, 2018:** The dehumidifier in the SC Room is not draining, and I believe that there could be a clog. If possible could the dehumidifier in the Meeting Room be checked as well? (Resolved)

**November 16, 2018:** There are three doors in the basement that are having door knob issues. The door knobs on the first and second door on the left only turn in one direction to open, but they will not turn in the other direction. Also the last door on the right has a mismatched knob and handle configuration, and it is now difficult to open the door. However, we were able to open the door and have propped it open for now. (Resolved)

**November 19, 2018:** The gutters along the back of the library are not draining well. It has been noticed that when it rains heavily that the water does not drain through the gutter; instead, it cascades and pools on the dock. This has also been observed a bit further down from the side entrance. (Resolved)

**November 28, 2018:** The exterior light attached the building is working; this was the light that was originally connected to a frayed power cord. However, we have noticed that it blinks on and off at night. Although I am not sure it appears that it could have a detection device, for when I walked passed it I noticed that the light came on. Yet, it has been observed blinking without patrons in the parking lot. (Repaired completed, but still an issue with blinking light).

**December 6, 2018:** The toilet paper dispenser in the first stall of the Female Public Restroom is broken. I spoke with Danny about this, and he stated the lock has been broken. I did check the others dispensers, including the Men's Restroom, and it appears that they are in working order. (Resolved)

**December 28, 2018:** We had our fire inspection today, and we failed the inspection due to our exit signs. The bulbs need to be replaced in the sign above the door leading to the basement. Along with this it was stressed that we needed to place signs above the following exits: employee shipping and receiving room, both exits in the foyer, and the stairwell exit in the basement. The next inspection is schedule for January 27, 2019. Attached is a copy of the inspection report. (In progress)

**Statistics:**

Category	November 2018	December 2018
Visits to library	4,667	4,292
New Cards Issued	34	32
ILL	11	16

**Westminster Library Report**  
**Leah Price, Branch Manager**  
**November and December 2018**

**Staff** Technical services librarian Phil came and worked a few hours at the Westminster branch. This is a way to help in our efforts for better communication. Tiffany, Leah, and Blair participated in the Westminster parade on November 29. This is the 5<sup>th</sup> or 6<sup>th</sup> year they have done so.

**Collection**

The Westminster Branch is testing putting the DVD and Blu-ray discs in their cases on the shelves. TV series are still kept in sleeves at the circulation desk. This is a decision based on staff time spent filing the discs, the unaffordability of security, the loss of work space, and a few other things. Staff check the DVDs several times as they are checked in, before they are shelved, and as they are checked out so that we can have assurance of our service. After one month there have been no issues. If we find there are no outstanding issues with this procedure, other branches will follow suite.

**Programs/Attendance**

Wreck-it Ralph Party (w/Salem)	20
FMN: <i>Incredibles 2</i>	15
Craft: Metal and Felt Wreath	3
Christmas Vacation Fandom Night	6
Yeti Party	16
Movie and Craft: <i>Curious George a Very Monkey Christmas</i>	14
Drop-in Craft: Sand Art Pickle ornaments	2
FMN: <i>Smallfoot</i>	14

**Manager's Projects**

We have been in talks with Demco on a circulation desk (after talks with another party fell through). We need to get a total of three quotes. We have received one from The Library Store and will have someone from BroDart visit us in January to get the other. Quientell will be taking over adult summer reading to add fresh perspective.

**Facilities**

Facilities finally replaced the bulbs in two of our parking lot lights. They also came and cleaned out the gutters.

Blair spoke Roads and Bridges to see if there is any solution to the pooling of water in the front that occurs with rain.

Some broken glass had to be cleaned up that was strewn over the parking lot.

**Youth Services Dept.**  
**November/December 2018**  
**Kayla Hamilton, Youth Services Librarian**

**Collection Development:** Collection development is on budget thus far for the year. Kayla spent several days in November and December redistributing Juvenile items throughout the branches that had been weeded by the Bookmobile and Salem. On December 4<sup>th</sup>, Kayla and Quientell meet with the World Book representative about adding new non-fiction to the Juvenile collection. A few series were purchased and distributed throughout the branches. The new Vox Books were introduced into circulation in November, 2018 have been popular. Kayla is looking into funding to add more of these to the collection.

**Staff Development:** Kayla and DJ attended mandatory Harassment Training November.

**Collaboration:** Kayla assisted Janice Lovinggood with the Day of the Dead Celebration on November 3<sup>rd</sup>. On December 5<sup>th</sup>, Kayla met with the Oconee County School District's Media Specialist to discuss leveled books and Summer Reading. The next day Kayla and Leah Kelley met with the Literacy Coaches from the school district to discuss the leveled books and Summer Reading.

**Programs:** Kayla continues weekly Preschool Story Times at the Walhalla, Seneca, and Westminster branches. Kayla also has been continuing to have the STEAM Story Time at all the branches. Considering the holidays, she feels that attendance was excellent in both November and December with 175 children in attendance along with 111 caregivers for a total of 286 participants. St. John's Lutheran Church Preschool in Walhalla attended Story Time at the Walhalla Branch on November 9 and brought approximately 40 children and 5 adults. Kayla also visits Kid's Korner in Westminster once a month for a total of 20 people served each month. The Teen Advisory Board meet November 5<sup>th</sup> (2 attendees), December 3<sup>rd</sup> (3 attendees), and December 17<sup>th</sup> (3 attendees).

**Community Outreach:** Kayla collaborated with Fredda Shaw, Media Specialist, at Ravenel Elementary to take part in the Baby Bobcat presentation at 10am and 1 pm on November 29. Baby Bobcat introduced future Ravenel students to the library and provided parents with information on local educational resources such as the library and served 28 people. On December 18, Kayla attended Tamassee Salem Elementary School's Literacy Night and signed up multiple children and their families for library cards and served 163 people. Kayla continues to serve as the Oconee County Public Library System's designee on the First Steps Board. She attended both the November and December Board.

**Summer Reading:** Kayla has been hard at work contacting performers and has a goal of having a special guest during seven weeks of summer (taking the week of July 4<sup>th</sup> off) Additionally, all materials provided by the State Library have been ordered as have medals for children who complete the program. After being ask to collaborate with the school district for Summer Reading. Kayla decided that a phone app would be the easiest way to log reading. The app cost \$1 per user therefore Kayla has been working on a sponsorship letter. Kayla plans on asking local businesses to be sponsors of the Summer Reading program. All sponsor's for the app will receive ad space within the app.

Summer Reading programming hosted by the Youth Services Department:

- o Roper Mtn. Science Center
- o SC Aquarium
- o Nancy Basket (local storyteller)
- o Joy Set Entertainment (Balloon tying story time)
- o Safe Haven Animal Rescue
- o Oconee County Emergency Services
- o To be determined.

These programs will serve ages 0-11.

We are planning on applying for the Library Science and Technology grant (\$1,000) to support our teen program. The teens will be participating in a Sci-fi Themed program. They will have the following programs:

- o Creative Writing Workshop with Local YA author, Tessa Hall
- o Escape room
- o Coding
- o Robotics
- o Book discussion
- o Galaxy art t-shirt
- o Mini-con with Storm Troopers