

OCPL Director's Report

November, 2021

- 1. Programs and Services:** Youth Services department has been having regular in-person story times at three of the branches, Seneca, Walhalla, and Westminster, and we will continue to have limited in-person programming as long as it is safe to do so. For other YS events such as teen crafts or escape rooms we are requiring advanced registration to have an idea of the numbers of attendees. We have resumed checking out fishing rods and equipment, and have also created a seed library at the Westminster Branch, as well as new Senior Kits with activities and materials to engage those with memory impairment, dementia, and so on.
- 2. Usage Statistics and Narratives:** Usage statistics for September and October and individual branch/department narratives are attached.
- 3. Finance and Budget:** OCPL budget figures for FY22 year-to-date are attached.
- 4. Personnel and Training:** We are pleased to report that the County Administrator made it possible for us to get raises for our part time employees, so that our rate of pay is now more competitive. We are sorry to report that Jenna Hardy, the assistant branch manager in Seneca, has taken a job with the Anderson County library system. The vacancy will create possible opportunities for some of our current staff as it does not require a Master's degree in Library Science. We also were able to have an all face-to-face staff In-Service in October for the first time since fall, 2019. Sheila Ford and Dan Alexander came from SC Vocational Rehabilitation to speak on what services they offer. Special thanks to Allison Addison for the breakfast treats!
- 5. Building and Grounds:** The lighting and switch upgrades for our three county-owned buildings was completed. Johnson Controls has been coming back around to make adjustments as needed. The service desk for the Walhalla Branch is being constructed. The cube walls for the office suite in Walhalla were also installed in October.
- 6. Technology:** We will continue to loan out Kajeet Mi-Fi units, at least until the Federal grant runs out next September. They are checked out regularly, though not all are usually checked out at once. We also are working with the County Info Technology department to replace the Wi-Fi and switching technology in all of our branches, though that has been delayed until Spring, 2022, due to supply chain issues.
- 7. Friends of the Library:** Used book sales have continued each Thursday from 11:00 to 3:30 p.m. The Friends have gathered many donations since they have started weekly sales. Their income has actually recovered to pre-pandemic levels, if not exceeding them in some months. We also enjoyed the Kentucky Derby-themed Volunteer Appreciation event held at Durham Hall in October. County Administrator Amanda Brock was the keynote speaker. Thanks to Janice Lovinggood and all of the staff for their good work!
- 8. Oconee County:** The County IT department also recently replaced our thin client (virtual terminals) public computers with actual PCs due to an issue with Microsoft updates. An unfortunate side effect of

that was that users will no longer be able to access their USB storage devices due to security concerns. This will prove to be a major customer service issue. We are working with our IT department to find a work around, but network security is a paramount concern for them.

9. State Library: We received an American Rescue Plan Act grant from the State Library for \$27,642.46 for new computer switches in our branches, and new Wi-Fi hardware. We will still be able to complete the projects within the guidelines of the grant even with delays due to supply chain issues.

10. Community Involvement: The Director continues to be active with the Healthy Oconee Coalition. Quientell Walker, Walhalla Branch Manager is serving on the Board of Trustees of the Oconee History Museum, and the Diversity and Inclusion committee for Walhalla. Janice Lovinggood has resumed activities with her Hispanic outreach group. The Director was also appointed to the County Government and Intergovernmental Relations steering committee of the SC Association of Counties by county councilman Paul Cain, who is president of SCAC for 2021-22.

11. Other: Several of our modernization projects have resulted in some good PR for the library, as well as indirectly creating some new fund-raising opportunities for the Friends of the Library. In addition, we are exploring an update to the library's website to make it cleaner and a little more up-to-date.

OCPL Budget 2021-2022 11-8-21

Account Number	Description	Budgeted	Spent	Percent	Balance
Local Budget					
010-206-30024-00000	Equip. Maintenance	2,500	1,255	50%	1,245
010-206-30025-00000	Professional -Staffmark	110,000	45,153	41%	64,847
010-206-30041-00000	Telecommunications	1,000	304	30%	696
010-206-30056-00000	Data Processing	27,716	26,435	95%	1,281
010-206-30059-00000	Copier Click Charges - Xerox	10,000	1,505	15%	8,495
010-206-30080-00000	Dues	750	228	30%	522
010-206-30084-00000	School, Training, Sem.	3,300	1,239	38%	2,061
010-206-30090-00000	Honorarium	900	900	100%	0
010-206-33022-00207	Bldg Maint - Walhalla	7,000	2,264	32%	4,736
010-206-33022-00208	Bldg Maint - Seneca	3,600	1,875	52%	1,725
010-206-33022-00209	Bldg Maint - Westminster	2,500	1,427	57%	1,073
010-206-33022-00210	Bldg. Maint - Salem	2,020	2,444	121%	-424
010-206-34043-00207	Electricity - Walhalla	27,000	5,367	20%	21,633
010-206-34043-00208	Electricity - Seneca	17,000	4,272	25%	12,728
010-206-34043-00209	Electricity - Westminster	15,500	2,983	19%	12,517
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Walhalla	1,400	444	32%	956
010-206-34044-00208	Water - Seneca	1,000	562	56%	438
010-206-34044-00209	Water - Westminster	1,000	266	27%	734
010-206-40031-00000	Sm Capital Equip (Loc)	2,800	2,242	80%	558
010-206-40032-00000	Operational	6,000	4,703	78%	1,297
010-206-40032-00000-A	Youth Services	2,000	528	26%	1,472
010-206-40033-00000	Postage	1,000		0%	1,000
010-206-40034-00000	Food	500	143	29%	357
010-206-40101-00000	Books (Local)	88,000	34,208	39%	53,792
010-206-40102-00000	Periodicals (Local)	22,200	17,700	80%	4,500
010-206-40103-00000	AV (Local)	11,300	3,232	29%	8,068
010-206-80206-00000	Automobile Maint - Library	1,500	2,128	142%	-628
010-206-81206-00000	Gasoline - Library	2,500	1,239	50%	1,261
010-206-82206-00000	Diesel - Library	1,500	667	44%	833
TOTAL LOCAL FUNDS		376,986	170,046	45%	206,940
Misc. Funds					
013-206-60010-00000	*Gifts, Donation (Loc)	26,540		0%	26,540
013-080-00805-11001	Nettles Trust	98,940	30,612	31%	68,328
TOTAL MISC. FUNDS					94,868
State Aid Budget					
240-206-30056-00255	Data Processing (State)	\$10,000.00	7,882.24	79%	2,117.76
240-206-30080-00255	Dues (State)	\$500.00		0%	500.00
240-206-30084-00255	Schools, Training (State)	\$500.00		0%	500.00
240-206-40031-00255	Sm Capital (State)	\$9,265.33	7,810.64	84%	1,454.69
240-206-40032-00255	Operational (State)	\$15,000.00	2,849.58	19%	12,150.42
240-206-40045-00255	IT Equipment	\$7,800.00	6,435.02	83%	1,364.98
240-206-40111-00255	Books (State)	\$78,584.92	25,080.76	32%	53,504.16
240-206-40112-00255	Periodicals (State)	\$28,864.00	10,789.66	37%	18,074.34
240-206-40113-00255	AV (State)	\$16,600.00	3,819.57	23%	12,780.43
Total State Aid Funds		\$167,114.25	64,667.47	39%	102,446.78

OCPL Bimonthly Report
Library Usage Statistics
Director: Blair Hinson

	Sept 2020	Sept 2021	Change	Oct 2020	Oct 2021	Change
Visits to Library	9,826	10,603	7.9%	9,585	10,705	11.7%
Material Circulation - Adult	13,923	12,297	-11.7%	13,584	12,048	-11.3%
Material Circulation - Youth	1,051	916	-12.8%	979	856	-12.6%
Material Circulation - Juvenile	7,010	7,827	11.7%	7,486	7,461	-0.3%
Total Material Circulation	21,984	21,040	-4.3%	22,049	20,365	-7.6%
Internet Users	670	740	10.4%	731	805	10.1%
Internet Hours of Use	249	344	38.2%	269	381	41.6%
New Cards Issued	114	158	38.6%	121	125	3.3%
Programs - Adult	10	5	-50.0%	12	11	-8.3%
Programs Attendance - Adult	117	46	-60.7%	105	114	8.6%
Programs - Youth 12-18		0			1	
Programs Att - Youth 12-18		0			10	
Programs -Juvenile 6-11		2			5	
Programs Att -Juv 6-11		20			70	
Programs - Children 0-5		0			17	
Programs - Att - Children 0-5		0			369	
Outreach Activities		6			11	
Outreach Act. Attendance		58			443	
Public Training Sessions	5	0	-100.0%	0	0	
Public Training Participants	5	0	-100.0%	3	0	-100.0%
Public Training Hours	2	0	-100.0%	3	0	-100.0%
Staff Training Sessions	2	2	0.0%	2	11	450.0%
Staff Training Participants		9		1	48	
Staff Training Hours		9		1	232	
Number of New Volunteers	0	2		1	0	
Number of Vol Hours	42	77	83.9%	40	67	68.1%
Meeting Room Use	25	24	-4.0%	8	26	225.0%
Meeting Room Attendance	151	257	70.2%	40	207	417.5%
Number of Web Site Hits	13,486	10,286	-23.7%	12,282	10,363	-15.6%
Wi-Fi Users	313	338	8.0%	244	349	43.0%
Wi-Fi Sessions	1,442	2,742	90.2%	907	2,760	204.3%
E Book Downloads	2,550	1,982	-22.3%	2,603	2,255	-13.4%
Flipster uses	93	118	26.9%	150	144	-4.0%
Kanopy uses	885	1,190	34.5%	844	1,179	39.7%
Ancestry.com Hits	335	74	-77.9%	173	75	-56.6%
		0				
		0				
Interlibrary Loans	0	19			37	
New Material Added	0	0		0	0	

Bookmobile and Outreach Services

September/October 2021

Brenda Lee, Manager

Continue to clean and sanitize Bookmobile and Office as needed; cleaning items as necessary.

- ❖ Sort materials on designated carts; change collection codes; shelve on Bookmobile; remove older items for relocating or deleting and discarding.
- ❖ Continue to order per schedule.
- ❖ Worked with 5 regular Volunteers.
- ❖ Coordinated with Bethany on September and October Bookmobile schedules. Printed copies are also available for pick up.
- ❖ Attended two Zoom staff meetings.

Excel spreadsheet is up to date with 2021-2022 fiscal year statistics; usually recorded at end of each stop or pick up. This shows date, route or Outreach, location of stops, time opened and closed and duration, and number of patrons plus stop.

Outreach News:

September was good for Assisted Living visits at Lakeview, Foothills, and Residences at Park Place. No visits in October due to quarantine.

Ongoing Project:

I am working on an operational and procedural manual for Bookmobile.

Branch Services Narrative

Sept - Oct 2021

Sue Andrus

Policy and Procedure Changes

The EPMS evaluation cycle began anew on July 1, and supervisors have the option of quarterly, semiannual, or annual performance reviews for their direct reports. I am evaluating Branch Managers on a quarterly basis, so met with all four in September to review progress in the first quarter of FY 21-22 and to set goals for the second quarter.

This new method of performance management will provide assurance that staff spend an appropriate amount of time, effort, and resources on tasks relevant to the success of the entire library system.

Providing Library Services During Pandemic

The Walhalla Library hosted a drive-up COVID vaccination event in September.

Staffing Issues

The Media & Electronic Services Librarian position remains unfilled. This position will oversee all aspects of electronic media (such as CloudLibrary and DISCUS databases) as well as in-house media (such as OCPL's social media accounts and self-produced videos). The position was posted in August but we received few qualified applicants and have chosen to not conduct interviews. The position will either be reposted as-is, or modified to focus more on public services before posting again.

Jenna Hardy resigned as the Assistant Branch Manager in Seneca in October. The position was posted and applicants were screened and contacted by the end of the month.

Kayla Rucker has returned to her position as Circ Assistant II at Salem, after taking some medical leave time.

Workspace Changes

New cubicle walls were installed in the Walhalla workroom in mid-October. The walls are basically in the same place as the previous mismatched ones, but our hallway is now wide enough that two people can pass each other!

New carpet was installed at the Salem Library at the end of September. Kayla was still on leave, so Blair and I spent all or part of several days assisting Dan with this large project. ALL of the furniture, shelves, and office equipment on the floor of the library had to be moved, including books. The City of Salem helpfully allowed us to store items in their Council Chamber room for several days during this time. The new carpet looks fantastic! The next step is to assess what new furniture might be needed.

In Service Day and Volunteer Appreciation Dinner

Our first “face to face” In Service Day in more than a year and a half was held on October 11. We followed the usual format of meeting as a large group at Walhalla in the morning, then doing projects at our branches in the afternoon. Morning sessions included an introduction to the services our local Vocational Rehab office provides, which was quite enlightening. Staff development activities focused on assessing each person’s level of personal responsibility, self-motivation, and self-management.

The Volunteer Appreciation Dinner was October 14. This event had been postponed since May 2020, and had a Kentucky Derby theme of “Volunteers Are Winners”. Janice Lovinggood is the library’s Volunteer Coordinator and always does a great job planning an event that has many moving pieces. Several other Walhalla staff members devoted their entire day to setting up and hosting this event at Durham Hall on Main Street. It was a great success!

Salem programs

For September and October, Salem continues to hand out kids and adult craft kits. Salem continues to offer digital programs like the Salem Recipe Club. Salem also has been having the Zoom book club on a regular basis. Salem is planning to have an in-person House Plant 101 program in November.

Salem Facilities Upgrade Project

Salem has started working on upgrading the Salem Library facilities. This was started with the installation of new carpeting. Doing the carpeting was a bigger job than expected, because we had to take all of the books off of the shelves that we moved. In addition to installing new carpeting, the Salem branch will be adding new furniture for the library. We will add new matching computer tables and chairs for the computers. We will also be adding getting a new countertop and breakroom cabinet for the staff work area.

Covid-19 Pandemic procedures:

Covid-19 virus data seems to be on the decline, however we have been wearing masks when patrons come into the library with their masks on. We also have been wearing masks when helping patrons at the public computers. The Salem branch will continue to do what is necessary in the way of cleaning the computers and work areas to stay safe from the virus.

Salem Collection Development

All through the pandemic Salem was still working at ordering quality new items for our branch. During July and August, we worked hard to spend our money on the best items we could get for our patrons. We continue to order well reviewed items for the Salem branch. By having a good collection development strategy, we can keep the demand up for circulation at the Salem Library. We continue to weed our collection on and as needed basis.

Volunteers

Salem has added a new library volunteer. Kathy Barringer is our new library volunteer. Sally Bouwman helped a great deal with our new carpet installation project. She came in and helped moved books for three days while we were installing the carpeting. We do appreciate the work that all of our volunteers do.

Seneca Library Branch Narrative, September/October 2021

Emily Whitmire Sluder, Branch Manager

Facilities:

The Lakes and Hills Garden Club has continued to maintain our front garden bed outside. We are so happy they have done this for us. In December they will be planting three trees in the yard.

Same as last report: Blair was finally able to get in touch with Roads and Bridges. Kyle the department head said they would paint our parking lot lines when they have time. I do not have an estimate on when that will be.

Operations:

We continue to weed books systematically in line with industry best practices. The shelves are straight and the staff is working hard to keep them maintained. We have developed new organizational procedures (thanks to various members of the staff) and culled unneeded items from the maintenance room.

Same as last report:

We are very disappointed with the decision by the county to remove USB port access from the public computers. We have been logging all of the complaints and sending the numbers to the director. There are a number of things you can't do (such as scan something to a USB and email it), and we have had to direct people to the Central-Clemson Library, which has been disheartening.

Users no longer have access to Microsoft Word and other Office products due to removal of the software in preparation for everyone to migrate to Office 365. We have encouraged people to create a Google account and use Google Docs, but it is very difficult for people to do this without assistance. The staff has not yet transitioned to Office 365.

Staffing: As of the beginning of November, we have hired Jonathan Hunter as assistant manager as Jenna left to take another job. He has been with the library for over 20 years and he will be a great fit for this role.

In mid-November we will hire a full time circulation assistant to take his place.

We had a successful in-service program in October and were able to clean areas of the library that do not get cleaned. We shampooed some of the high traffic areas of the carpet. We also organized our supplies in the staff workroom.

Statistics	Sept 2021	Oct 2021
Visits to library	3571	3682
New Cards Issued	82	46
ILL	11	30

Oconee County Walhalla Branch

11/15/2021 2:54:41 PM

864-638-4133

Arrived Request

Email

JENNIFER R SPARKS

1200901394580

864-349-8061

Friends ask first! [board book] : a book about sharing / adapted by Alexandra Cassel ; poses and layouts by Jason Fruchter.

0200905251381

Date Arrived: **11/15/2021**

Walhalla Library

September/October 2021
Quientell Walker, Branch Manager

Narrative

Library Projects:

Christie led a shifting project in the Adult Fiction Section. This was completed in two days. Also she is working on shifting the Adult Non-Fiction Collection.

Programs:

We are currently working on a plan to bring back the popular library book club programs. Due to COVID-19 these book clubs have been on hiatus. Christie has volunteered to lead one of the book clubs. Also we will be taking part in the Salvation Army's Angel Tree this year.

Vaccine Clinic:

The Walhalla Branch hosted a vaccine clinic on September 8th and September 29th. On September 8th there were 39 participants, and on September 29th we had 38 participants.

Meeting Room:

September—Baby Read – two times; Friends of the Library; Vaccine Clinic – two times

October—Baby Read – 6 times; Keowee Anglers

Study Room Usage:

September—14

October—15

Facilities:

October 5, 2021: We have what appears to be a condensation leak in the lobby. The area has been mopped, a wet floor sign has been placed, and trashcans have placed underneath the leak. **Status: Resolved**

October 7, 2021: The sink in the breakroom is leaking. It looks like one of the pipes has become loose. **Status: Resolved**

October 15, 2021: The thermostat in the back of the back office is struggling to cool the area down. The thermostat has been set for 73°, and we have lowered it to 70°. However, the result is still the same that the area reaches 77-78° by the end of the day. Blair is wondering if the unit needs Freon. **Status: Resolved**

Statistics:

Category	September 2021	October 2021
Visits to library	3,029	3,168
New Cards Issued	45	46
ILL	6	6

Westminster Report for September and October 2021

Communication and Collaboration

- The Oconee Heritage Museum set up a pop-up Betty B. Watkins Seed Library display at the Heritage Fair in September.
- 96 fall-themed adult Take and Make Kits were given out for September and October at all locations.
- Interactive Halloween movie Grab & Go family kits were offered in October at all locations. These kits encouraged people to check out DVDs from the library's collection to go along with their kit for a fun night of movie watching. Over 75 of these kits were taken home.
- All locations offered Nilla Wafers Foodie Fun Kits in September with 40 given out.
- In an effort to clear out old supplies, 20 Take & Make craft kits were offered to kids to make their own foam scarecrow.
- All Westminster staff attended in-service on October 11 at the Walhalla library. Staff appreciated Dan and Sheila speaking about Voc. Rehab and all the great services they have to offer. Staff spent the rest of the day thoroughly cleaning the library including cleaning all the windows and shampooing high traffic areas.
- On October 26, Leah attended the West-Oak Middle School Literacy Night drive-thru to give out information on the library, specifically eBooks.

Supervision and Management

- Circulation assistant Tiffany created three new displays for the library which included Hispanic Heritage Month, Roald Dahl's Birthday, and Adopt a Shelter Dog.
- Part-time circulation assistant Nicole continued to work at the Seneca branch through October.
- EPMS goals have been reviewed for all staff.
- Full-time staff and legacy county part-time staff started using new payroll/time clock software in October. Leah attended training on October 13.
- The library staff conducted 4 curbside pickups in September and 5 in October.

Building Management

- The last of the new LED lighting was installed on September 20. Due to the unexpected installation, the library did not open to the public until noon for safety reasons (they were in the middle and entrance of the library with ladders/8 feet light bulbs and covers plus the cloud coverage made the library very dark).
- Johnson also installed new touch-screen controls for the four HVAC units. Coincidentally, the same day/next day both of the main units overflowed. One unit has a trigger switch that shut the unit down until the drain could be unclogged. The other unit does not have such a switch a leaked. Fortunately, it did not do any damage beyond damaging a few ceiling tiles.
- The new thermostats have been nice during these cooler mornings and warmer afternoon since it automatically changes from heat to AC unlike the previous controls that required manual changing.
- There have been a rash of computer issues. Several of the computers do not pull up the Envisionware software which allows users to access the computer without logging in with a guest pass or library card. This had posed issues only when it comes to printing.
- The main circulation desk computer has aged out and a replacement has been ordered. Staff are limping along with the use of a Chromebook with modified abilities. The IT Department allocated an unused computer to the library at the end of October because the shipping date for the new computer kept being delayed. The second circulation computer was also replaced on October 28.

- In October staff noticed the women’s restroom floor was starting to have cracked tiles, which indicated the subfloor had eroded away like the men’s restroom had done several years ago. Maintenance staff came and started the processes on October 20 to cut out the old floor and pour new subfloor down. As of October 21 they are waiting for the floor to dry before they can finish by putting in the tile. As of October 26, the tile has been placed with and the grout needs to dry before the restrooms can be cleaned and the one stale reassembled. The restroom was back open on October 27. Jonathan from Facilities Maintenance did an exceptional job in trying to make sure everything looked and functioned well.
- The Westminster Library lost their regular cleaning person in October, but Maintenance is providing a temporary staff person until the position can be filled.

Resource Allocation

- The Senior Kits have been created with all adorning labels. The final step will be for cataloging staff to add them to the catalog which will allow them to be checked out.
- The previously weeded adult/YA non-fiction section was shifted to allow room for adult/YA biographies to be housed on the last shelves. This allows the previous shelves closer to the circulation desk to house the new senior and sport kits the library will soon be offering.
- The large print collection was weeded with 8 boxes of books sent to the Friends for reselling.

Table 1: Packs of seeds taken from the BBW Seed Library

Month	Packs
June	200
July	35
August	304
September	98
October	66

SEED LIBRARY A look at the first 4 months of the Betty B. Watkins Seed Library

SINCE ITS LAUNCH,

LOCATIONS **5**
 locations hosted the seed library including the Westminster Library, the Oconee History Museum, & pop-up locations

50 **PLANTS**
 different types of plants were offered including corn, kohlrabi, lavender, onion, calendula, & butterfly weed

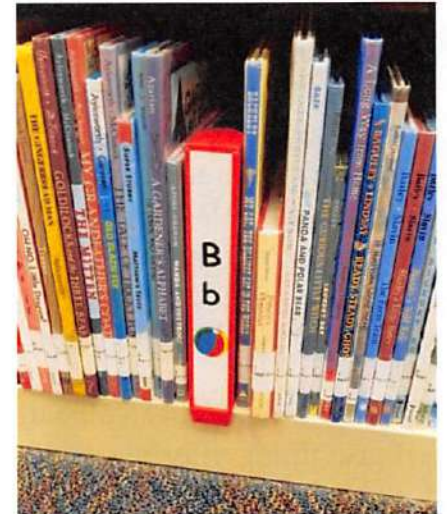
250+ **INDIVIDUALS**
 kids, teens, & adults picked up seed packets to take home and grow

PACKS GIVEN AWAY **2,000**
 FREE packs of seeds were taken for planting in a 4 month period

Youth Services Department September – October 2021 Darcy Arnall, Youth Services Librarian

Collection Development & Maintenance

YS collection development is mostly on budget thus far for the year. The current shipping delays are also affecting the print and A/V industries so Leah Kelley has been ordering new materials as far in advance as she can. In September, Darcy purchased new shelf markers for the picture book collection at Walhalla (see right). These markers are easier for patrons and staff to see, and we would like to add them to the picture book collections at the branches as well.



In October, Darcy and DJ completed the first part of their collection evaluation project by assessing Seneca's J and YA collections. We took notes on the size, shelf space, and overall condition of each individual collection so that we can determine what sections need to be weeded and/or updated most urgently. DJ compiled all of the information into a spreadsheet so that, at the end of this project, we will have a master list of all of the J and YA collections at each branch. Our other major collection maintenance project, which we completed in October, was integrating Walhalla's concept book collection into the E section. Using our free afternoon on In-Service Day, we shelved the concept books in the E section and simultaneously shifted the picture books slightly to create some space in the tighter sections.

Programs

Our post-Summer-Reading programming break ended at the beginning of September, and we were able to offer consistent in-person programming throughout September and October. We held 25 total storytime sessions at the Walhalla, Westminster, and Seneca libraries, and they were attended by 236 people. We tried adding a couple of evening storytime sessions in September, but they were not well-attended. We may experiment with evening sessions again in the future, but I think that we would need to offer them weekly to help patrons get in the habit of coming regularly. Only offering one or two a month may be more confusing for patrons to keep up with. In September, DJ and I worked on a time-consuming, behind-the-scenes project for storytime. Every week in our sessions, we use manipulatives like shaker eggs, activity scarves, and wrist ribbons. In the past, we have kept our tubs of manipulatives in the Youth Services office at Walhalla and taken them to each branch as needed. However, because we have started doing crafts and sensory play at the end of storytime again, our bag of supplies was getting extremely heavy. So DJ and I worked together to make additional manipulatives, and now Westminster and Seneca have their own in-house storytime supplies. It was a lengthy project for some of the instruments, but it has made our jobs so much easier. Darcy has also introduced another storytime-related treat. A few years ago, the library purchased several hundred birthday-themed board books as a part of a project with Oconee County First Steps. That project never really took off, and the books have just been sitting in the basement at Walhalla. Darcy checked with First Steps to find out if they would approve us giving the books away as we see fit. They were happy with that idea, so Darcy made a birthday calendar for storytime. She hopes to keep a record of the birthdays of every child who attends storytime regularly, and when the

birthday comes, the child will receive a free book. She has started using the calendar at Walhalla, and she will be making two more for Westminster and Seneca respectively.

In September, we restarted LEGO Club at Walhalla, Westminster, and Seneca, and the response has been very positive. All five LEGO club sessions over the last two months were attended by 59 people. At the moment, we are still requiring pre-registration for LEGO Club.

In October, we brought back the elementary-age educational program that we call Explorers Club. During October's program, we performed several science experiments related to bubbles, and everyone had a wonderful time (see page 3 for some pictures)! This program was attended by 20 people, and we are excited to add it back to our monthly rotation. In September and October, we hosted two themed craft nights for tweens and teens that were relatively successful. In September, we made three 90s-themed crafts, and in October, we focused on Harry Potter. We had lots of sign-ups for both programs, but many of the people on our registration lists did not show up to the programs. We are trying to brainstorm some solutions to this problem because no-shows have been an issue with almost all of our programs recently. The craft programs were attended by 16 people.

Because we have been able to maintain in-person programming in recent months, our virtual programming offerings have decreased dramatically. Darcy posts two song videos to the library Facebook page and YouTube channel every month, and while our Facebook audience is marginally interested, the YouTube channel is still doing very well. It now has 51 subscribers, and the videos from the last two months received about 242 views.

Staff Development

On October 26th, Darcy attended the virtual Summer Reading Wrap-Up hosted by the State Library. She was able to compare notes with children's librarians around the state on the results of their Summer Reading Programs and get some ideas and advice for SRP 2022. On October 11th, Darcy and DJ attended OCPL's in-service day along with the rest of the library staff.

Collaboration

Darcy attended the virtual First Steps meetings in both September and October.

Community Outreach

In September, Darcy and DJ started making monthly outreach visits to local preschools. We started with St. John's Lutheran Pre-K, the Pennsylvania Children's Center, Golden Corner Preschool, and Kids' Korner. In October, we added Homestead Academy as well. These visits have been very fun and rewarding, and so far we have served about 235 children and adults with these storytimes.

Statistics by Program Type

	September	October
Song/Rhyme Videos	2	2
Song/Rhyme Views	134	108
In-Person Storytimes	15	10
Walhalla Storytime Attendance	43	31
Westminster Storytime Attendance	40	44
Seneca Storytime Attendance	28	50
Total Storytime Attendance	111	125

Bubblology Pictures



BOARD OF TRUSTEES OF THE OCONEE COUNTY PUBLIC LIBRARY

The Oconee County Library Board of Trustees (the “Library Board” or “Board”) is created by law to act as the governing body of the Oconee County library system (the “Library”).

BY-LAWS OF THE BOARD OF TRUSTEES

ARTICLE I

AUTHORITY

The Board of Trustees of the Oconee County Library was created by Ordinance #79-8 passed by the Oconee County Council on the 19th day of June, 1979, consistent with S.C. Code 4-9-35, et seq. The Board derives its authority from said ordinance and state law, and it is vested with the powers enumerated therein.

ARTICLE II

BOARD MEMBERSHIP

The Board shall consist of nine community members representing a variety of library users, recommended to County Council by the Nominating Committee, and appointed by County Council. Each Board member will be appointed for a 4-year term and can be re-appointed to serve for a total 2-consecutive, 4-year terms. Board members accept a responsibility to act as the public trustees of the Library. The community entrusts the Library’s wellbeing to the Board. The Board is expected to keep the Library running correctly and ensure that the best possible services are provided. Board responsibilities generally include, but are not limited to:

- Administration: maintaining indirect responsibility through adoption of a strategic plan, Library policies and an annual budget.
- Human Resources: hiring, monitoring, and evaluating the Director.
- Strategic Planning: considering all aspects of the community’s Library needs and planning accordingly.
- Policymaking: adopting appropriate written policies and keeping them up to date.
- Finance: reviewing the annual budget and making necessary changes and exploring ways to increase the Library’s income from other sources.
- Advocacy: serving as the connecting link between the Library and the community Library services and helping to shape the public opinion of the Library.
- Continuing Education: studying topics of concern to the Library.

Board members are considered public officials for purposes of dual office holding restrictions.

ARTICLE III

OFFICERS

The Board shall elect officers from its membership, and the officers shall be Chair, Vice-Chair, and Secretary/Treasurer. These officers shall be elected by the Board for a term of one year and can be re-elected for an additional 1-year term. An ad-hoc nomination committee will recommend officer candidates. Elections shall be held at the meeting designated as the “Annual Meeting” of the year.

The Chair shall preside at all meetings of the Board. The Chair is the planner, facilitator, delegator, liaison, and team builder. In the absence of the Chair, this duty shall be discharged by the Vice-Chair.

The Secretary/Treasurer shall review and assist with minutes of all meetings and be responsible for their distribution to all members of the Board. The Secretary/Treasurer shall be responsible for notifying members of each meeting, such notice to be sent at least a week in advance of the meeting. In addition, the Secretary/Treasurer is responsible for presenting the financial report to the full Board and moving for its acceptance. The Secretary/Treasurer may serve as the Chair of the Board’s Finance Committee.

ARTICLE IV

COMMITTEES

Committees shall be appointed by the Board Chair who shall name one member of each committee as its chairperson.

Standing Committees shall be:

1. Finance Committee: Procurement of funds adequate for a forward-thinking Library program, explore ways to increase income from other sources.
2. Building and Grounds Committee: General facility management, evaluation of equipment needs, assist with capital project coordination.
3. Policy and Library Personnel Committee: Human Resources management including Director and staff relations, assist in formulating policies in coordination with Director.
4. Public Relations Committee: Promotion of Library programs, coordination with other agencies to support community goals, social media guidance, community outreach including engagement with a variety of community organizations and constituents in support of an inclusive library experience.

The Library Board Chair shall act as an ex-officio member of each committee and shall establish other committees of a temporary nature when necessary.

ARTICLE V
ATTENDANCE

Board members are expected to attend bi-monthly regular meetings. If a Board member misses two (2) consecutive board meetings without an adequate excuse, the Board will consider terminating the Board member. If termination is required, the Board will present the issue to County Council along with a slate of potential nominees for County Council's consideration in appointing a successor.

ARTICLE VI
MEETINGS

The regular meetings of the Board shall be bi-monthly in January, March, May, July, September, and November at 5:30 PM EST at the Oconee County Council Chambers, 415 S. Pine Street, Walhalla, South Carolina.

The January meeting shall be designated as the annual meeting at which officers are elected. The budget for the coming year shall be formally adopted within the time frame approved by County Council based on the County's fiscal year calendar.

Special meetings may be called by the Chair or Vice-Chair . Notice shall be given to each Board member by the Secretary/Treasurer at least 24 hours prior to the called meeting.

In the absence of the Chair at a regular or special meeting, the Vice-Chair shall preside. In the absence of the Chair and Vice-Chair, Board members present shall choose a temporary Chair.

A simple majority of the members of the Board (at minimum, five of nine members) shall constitute a quorum, and the usual order of business shall be:

1. Call to Order.
2. Approval of the minutes of the last meeting and action thereon.
3. Public Comment.
4. Report of the Director.
5. Report of the Chair.
6. Report of the Standing Committees and/or Special Committees.
7. Old Business
8. New Business
9. Adjournment

An agenda for Board meetings should be prepared by the Chair in cooperation with the Director. Members of the public who wish to address the Board should request a place on the agenda not later than 24 hours in advance of the meeting. The request may be directed to the Board Chair, Secretary/Treasurer, or Director. The Agenda shall be posted publicly at least 72 hours prior to the meeting at each Library Branch and the County's administrative offices located

at 415 South Pine Street, Walhalla, South Carolina. Robert's Rules of Order, 12th Edition, shall govern parliamentary procedure at all Board and committee meetings. The Board is governed by the South Carolina Freedom of Information Act, which sets forth requirements related to public meetings and public records.

ARTICLE VII FINANCIAL MATTERS

The fiscal year of the Oconee County Library shall be July 1 – June 30.

No committee, Board member, or employee of the Library shall have any authority to make a contract or incur any indebtedness or liability in the name of, or on behalf of, the Board without the Board's authority and approval.

No member of the Board shall receive external compensation for the performance of their duties.

No employee of the Library shall be a Board member, nor can any close relative of a Board member be employed by the library.

ARTICLE VIII GIFTS

All gifts to the library of property, money or securities shall be held or disposed of as may be directed by the Board. Such direction shall be upon decisions made by a simple majority of the Board members which in their judgment will be most beneficial to the country library system, based on the recommendation of members of the Finance Committee.

ARTICLE IX AMENDMENTS

These by-laws may be amended at any regular bi-monthly meeting of the Board by a simple majority vote of the members present, provided notice of the proposed amendment and of the language thereof has been included in the Secretary/Treasurer's written notice of the meeting.

Approved by the Board of Trustees

June 5, 1997, August 25, 1997, December 20, 2005, July 28, 2008, and November 23, 2021



2022 Library Board Meeting Dates

(All meetings held in Oconee County Council chambers, 415 S. Pine St., Walhalla, SC, at 5:30 p.m.)

January

Tuesday, January 25, 2022

March

Tuesday, March 22, 2022

May

Tuesday, May 24, 2022

July

Tuesday, July 26, 2022

September

Tuesday, September 27, 2022

November

Tuesday, November 22, 2022