

OCPL Director's Report May, 2015

- 1. Programs and Services:** Numerous programs were presented at OCPL branches during March and April. Of special interest was the talk on the Holocaust by Mrs. Trude Heller at the Westminster Library on Monday, April 13, 2015.
- 2. Usage Statistics and narratives:** March – April, 2015 statistics and Bimonthly Reports are attached.
- 3. Finance and Budget:** OCPL Budget expenditures for July 1, 2014 – May 5, 2015 are attached. This document reflects recent transfers from State Aid line items to allow the purchase of a new ScanPro 3000 microfilm scanner for the South Carolina Room.
- 4. Personnel and Training:** Management Team meetings on Wednesday, March 11, 2015; Wednesday, April 8, 2015; and Thursday, May 7, 2015. In-Service Day was held on Wednesday, March 4, 2015.
- 5. Buildings & Grounds:** The parking lot at the Westminster Library was totally reworked and repaved the week of April 6 – 10. The Westminster Library was closed to the public during the week. A re-roofing project at the Walhalla Library took place April 22- 24, 2015, with final touches on Monday, April 27, 2015. The Walhalla Library remained open despite the noise.
- 6. Technology:** The final switch over to VOIP telephones occurred on Thursday, April 23, 2015. OCPL placed an order for a new ScanPro 3000 microfilm reader at the end of April. This will replace one of the Canon microfilm readers in the South Carolina Room at the Walhalla Library.
- 7. Friends of the Library:** There have been more shipments to **Better World Books** by the Friends.

8. Oconee County: WiFi access to the Internet became available at the Long Creek Community Building and the Mountain Rest Community Club at the end of March.

9. State Library: Attended the meeting of public library directors at the State Library on Friday, March 20, 2015. Books digitized using the State Library's digitization equipment were made available the week of April 20 on two websites: <http://digital.tcl.sc.edu/cdm/landingpage/collection/oconee>

<http://scmemory.org/institutions/oconee-county-public-library/>

10. Community Involvement: Attended Oconee Economic Alliance meetings on Thursday, April 9, 2015; the Greater Walhalla Area Chamber's annual membership and awards banquet on Thursday, April 30, 2015; and the Greater Oconee County Chamber's Public Policy Chat on Friday morning, May 1, 2015. Attended the funeral for Austin Smith, son of retired OCPL employee Lee Smith, on Friday, May 1, 2015 at the Davenport Funeral Home.

11. Other: OCPL was visited by librarians from Greenwood County Library who came to tour our Little Free Libraries in Mountain Rest. The director made contact with staff of the new Salem radio station, WFBS, FM 107.9, at the Mayberry Days Festival on Friday, May 1, 2015.

OCPL Budget 2014-2015 5-5-15

| Account Number | DESCRIPTION | Budgeted | Spent | Percent | Balance |
|--------------------------|-------------------------------|----------------|----------------|------------|---------------|
| 010-206-30018-00000 | Travel | 200 | | 0% | 200 |
| 010-206-30024-00000 | Equip. Maintenance | 2,400 | 2,400 | 100% | 0 |
| 010-206-30025-00000 | Professional -Staffmark | 75,045 | 62,789 | 84% | 12,256 |
| 010-206-30041-00000 | Telecommunications | 480 | 304 | 63% | 176 |
| 010-206-30056-00000 | Data Processing | 27,500 | 27,500 | 100% | 0 |
| 010-206-30059-00000 | Copier Click Charges - Xerox | 6,500 | 6,500 | 100% | 0 |
| 010-206-30068-00000 | Advertising | 700 | 700 | 100% | 0 |
| 010-206-30080-00000 | Dues | 750 | 750 | 100% | 0 |
| 010-206-30084-00000 | School, Training, Sem. | 3,300 | 3,177 | 96% | 123 |
| 010-206-30090-00000 | Honorarium | 900 | 900 | 100% | 0 |
| 010-206-33022-00207 | Bldg Maint - Walhalla | 6,965 | 4,471 | 64% | 2,494 |
| 010-206-33022-00208 | Bldg Maint - Seneca | 3,600 | 2,200 | 61% | 1,400 |
| 010-206-33022-00209 | Bldg Maint - Westminster | 2,500 | 2,418 | 97% | 82 |
| 010-206-33022-00210 | Bldg. Maint - Salem | 2,020 | 1,314 | 65% | 706 |
| 010-206-34043-00207 | Electricity - Walhalla | 26,000 | 23,925 | 92% | 2,075 |
| 010-206-34043-00208 | Electricity - Seneca | 16,500 | 15,261 | 92% | 1,239 |
| 010-206-34043-00209 | Electricity - Westminster | 12,000 | 11,406 | 95% | 594 |
| 010-206-34043-00210 | Electricity - Salem | 5,000 | 5,000 | 100% | 0 |
| 010-206-34044-00207 | Water - Walhalla | 1,200 | 1,010 | 84% | 190 |
| 010-206-34044-00208 | Water - Seneca | 900 | 701 | 78% | 199 |
| 010-206-34044-00209 | Water - Westminster | 750 | 670 | 89% | 80 |
| 010-206-40031-00000 | Sm Capital Equip (Loc) | 2,800 | 2,800 | 100% | 0 |
| 010-206-40032-00000 | Operational | 6,000 | 5,978 | 100% | 22 |
| 010-206-40032-00000-A | Youth Services | 2,000 | 1,489 | 74% | 511 |
| 010-206-40033-00000 | Postage | 1,000 | 631 | 63% | 369 |
| 010-206-40034-00000 | Food | 500 | 294 | 59% | 206 |
| 010-206-40101-00000 | Books (Local) | 91,000 | 68,842 | 76% | 22,158 |
| 010-206-40102-00000 | Periodicals (Local) | 16,000 | 12,361 | 77% | 3,639 |
| 010-206-40103-00000 | AV (Local) | 10,500 | 7,177 | 68% | 3,323 |
| 010-206-80206-00000 | Automobile Maint - Library | 3,500 | 1,579 | 45% | 1,921 |
| 010-206-81206-00000 | Gasoline - Library | 2,500 | 2,086 | 83% | 414 |
| 010-206-82206-00000 | Diesel - Library | 2,000 | 1,144 | 57% | 856 |
| TOTAL LOCAL FUNDS | | 333,010 | 277,776 | 83% | 55,234 |
| 012-206-50850-00000 | Seneca Library Expense | 21,514 | | 0% | 21,514 |
| 013-80-85-50206 | Lib Const(Seneca) | 1,021 | | 0% | 1,021 |
| 013-206-60010-00000 | *Gifts, Donation (Loc) | 20,768 | | 0% | 20,768 |
| TOTAL MISC. FUNDS | | 43,303 | | 0% | 43,303 |
| 240-206-30024-00255 | Equipment Maintenance (State) | 1,000 | 1,000 | 100% | 0 |
| 240-206-30056-00255 | Data Processing (State) | 9,430 | 9,127 | 97% | 303 |
| 240-206-30059-00255 | Copier Click Charges - Xerox | 5,000 | 2,202 | 44% | 2,798 |
| 240-206-30080-00255 | Dues | 1,000 | 1,000 | 100% | 0 |
| 240-206-30084-00255 | Schools, Train.. (State) | 3,837 | 3,837 | 100% | 0 |
| 240-206-40031-00255 | Sm Capital (State) | 2,000 | 2,000 | 100% | 0 |
| 240-206-40032-00255 | Operational (State) | 10,236 | 6,942 | 68% | 3,294 |
| 240-206-40045-00255 | IT Equipment | 4,570 | 4,564 | 100% | 6 |
| 240-206-40111-00255 | Books (State) | 25,453 | 25,453 | 100% | 0 |
| 240-206-40112-00255 | Periodicals (State) | 18,315 | 18,315 | 100% | 0 |
| 240-206-40113-00255 | AV (State) | 10,000 | 10,000 | 100% | 0 |
| 240-206-80206-00255 | Vehicle Maintenance | 2,000 | 2,000 | 100% | 0 |
| TOTAL STATE AID | | 92,841 | 85,439 | 92% | 7,402 |

| | Mar 2014 | Mar 2015 | Change | Apr 2014 | Apr 2015 | Change |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------|--------------|
| Visits to Library | 23,792 | 23,959 | 0.7% | 22,890 | 22,625 | -1.2% |
| Material Circulation - Adult | 20,075 | 20,266 | 1.0% | 19,407 | 18,807 | -3.1% |
| Material Circulation - Youth | 2,039 | 2,405 | 17.9% | 2,097 | 1,976 | -5.8% |
| Material Circulation - Juvenile | 8,391 | 9,343 | 11.3% | 8,223 | 8,404 | 2.2% |
| Total Material Circulation | 30,505 | 32,014 | 4.9% | 29,727 | 29,187 | -1.8% |
| Internet Users | 0 | 3,557 | | 0 | 3,265 | |
| Internet Hours of Use | 0 | 2,272 | | 0 | 2,089 | |
| New Cards Issued | 225 | 162 | -28.0% | 186 | 206 | 10.8% |
| Programs - Adult | 12 | 16 | 33.3% | 13 | 12 | -7.7% |
| Programs Attendance - Adult | 155 | 175 | 12.9% | 97 | 194 | 100.0% |
| Programs - Youth 12-18 | 1 | 6 | 600.0% | 2 | 6 | 200.0% |
| Programs Att - Youth 12-18 | 2 | 45 | 2150.0% | 16 | 42 | 162.5% |
| Programs - Juvenile 6-11 | 7 | 11 | 57.1% | 8 | 7 | -12.5% |
| Programs Att - Juv 6-11 | 191 | 189 | -1.0% | 125 | 152 | 21.6% |
| Programs - Children 0-5 | 26 | 20 | -23.1% | 22 | 17 | -22.7% |
| Programs - Att - Children 0-5 | 353 | 223 | -36.8% | 391 | 17 | -95.7% |
| Outreach Activities | 1 | 2 | 100.0% | 3 | 6 | 100.0% |
| Outreach Act. Attendance | 100 | 5 | -95.0% | 119 | 51 | -57.1% |
| Public Training Sessions | 3 | 1 | -66.7% | 2 | 4 | 100.0% |
| Public Training Participants | 11 | 4 | -63.6% | 5 | 46 | 820.0% |
| Public Training Hours | 11 | 4 | -63.6% | 7 | 10 | 42.9% |
| Staff Training Sessions | 7 | 10 | 42.9% | 9 | 7 | -22.2% |
| Staff Training Participants | 6 | 17 | 183.3% | 16 | 13 | -18.8% |
| Staff Training Hours | 77 | 101 | 30.5% | 122 | 46 | -62.3% |
| Number of Volunteers Added | 6 | 9 | 50.0% | 7 | 7 | 0.0% |
| Number of Vol Hours | 179 | 191 | 6.7% | 152 | 57 | -62.5% |
| Meeting Room Use | 54 | 69 | 27.8% | 52 | 726 | 1296.2% |
| Meeting Room Attendance | 601 | 859 | 42.9% | 784 | 726 | -7.4% |
| Number of Web Site Hits | 14,261 | 14,970 | 5.0% | 8,958 | 15,415 | 72.1% |
| Number of online PAC Hits | | | | | | |
| Wi-Fi Users | 0 | 1,528 | | | 1,534 | |
| Wi-Fi Sessions | | 7,009 | | | 7,226 | |

| | | | | | | |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| E Book Downloads | 1,260 | 1,224 | -2.9% | 1,269 | 1,176 | -7.3% |
| Mango Adult Users | 118 | 32 | -72.9% | 69 | 187 | 171.0% |
| Mango Children Users | 1 | 1 | | 2 | 0 | -100.0% |
| One Click Digital Downloads | | | | | | |
| Interlibrary Loans | 53 | 45 | -15.1% | 35 | 45 | 28.6% |
| New Material Added | 1,451 | 1,326 | -8.6% | 1,349 | 1,277 | -5.3% |

Branch Services

March/April 2015

Blair Hinson, Branch Services Librarian

Narrative

Public Relations:

The Branch Services Librarian is coordinating with the Library Board of Trustees' Community Relations committee to begin refocusing the library message and engage community leaders for their support of the capital campaign. We developed some lists of prominent people to contact and get to spread the word. We also came up with a new comment card for use in all of the libraries to capture some of the nice comments we hear about our service and what we've done to help patrons.

Staff Development:

The Branch Services Librarian has begun working on a new version of the Improved Staff Training program that was started using an LSTA grant in 2013. This program will still focus on competencies, such as computer competencies and customer service competencies, and will be based largely on using the Ephrata Public Library's model of staff competencies. See link: <http://ephratapubliclibrary.libguides.com/competencies>

We also had a staff in-service training day with all staff on March 4. Mr. Bryan Oliver, the Head of Safety and Security for Richland Library, was the guest. He gave us some great information about dealing with difficult patrons and situations.

Volunteers and Community Outreach

Our outreach program to the Oconee County Detention Center continues to do well. The Branch Services Librarian and a volunteer have made nine monthly visits with the bookmobile (visits occur on a Tuesday, usually, and the trustees will be able to check out materials using the detention center's institutional card). If the program proves to be successful, it could potentially be expanded to serve actual county inmates, particularly once the new OCDC facility is complete later this year. No violent or sex offenders will take part of it.

We also showed off the Little Free Libraries in Mountain Rest to the Director and staff of the Greenwood County Library system back in March. They are interested in starting a LFL programs, and came to look at what we had installed at the five locations throughout the Mountain Rest area, and how we selected and processed books for the LFLs.

Manager's Projects:

The Branch Services Librarian will be working closely with Walhalla Branch Manager Emily Embry, along with Leslie White and Jennifer Moss of the Oconee Heritage Center, to establish an oral history collection for the OCPL.

We have also started working on a new staff training program that will be tied to our marketing and outreach efforts. We will be starting this at the May, 2015 staff in-service.

The Branch Services Librarian has also been working with the Library Director to produce a spotlight article for the South Carolina Library Association's journal *South Carolina Libraries*, which will highlight the unique services and programs of the OCPL in a state-wide journal.

The Branch Services Librarian also recently updated the Disaster Plan for the OCPL.

Issues:

Read the various branch managers' reports for information about repairs and other things going on at their branches, e.g. the repairs to the parking lot at Westminster. No other issues to report at this time.

Outreach Services

March/April 2015

Brenda Lee, Bookmobile Manager

Collections: I continue to evaluate juvenile collection to bring it more up to date and along with Stacie's selections and ordering Youth selections from B&T Lease much progress is being made. This is going more smoothly now since I've devoted a good bit of time to getting more familiar with their site. I order large print, adult fiction, and nonfiction from Ingram and B&T. DVD orders are based upon patrons' likes with costs and requests in mind from Amazon and Midwest. Ingram non-fiction budget has been completed early!

Displays: Displays have been limited to keep the bookmobile looking cleaner. Postings include individual library events and a calendar of events, Friends of the Library book sale dates, Ancestry.com poster, Code of Conduct, etc. Several patrons who do not have access to a computer had mentioned they really miss the assortment of DVD covers being posted. (See solution below.)

Manager's Projects: I coordinated with volunteer Jean Snellings to continue to cut out DVD covers and put on 2 large book rings. We plan to improve on this idea by separating genres and putting them on smaller book rings once they arrive. I tracked statistics for State Library during Reference Week. I assigned volunteer Brenda Thomson the task of making individual schedules of dates and times of each stop on the May through August schedule. These were saved to a flash drive making them much easier to copy now, and to make changes in the future. Upon reviewing statistics of patrons for the past year, it was determined that Bayshore Subdivision needed to be dropped. When telling the patrons that showed up for the last visit in April, they wanted to know where to meet the Bookmobile because they were heartbroken that I would have to discontinue coming to them. I was very happy to give that information and hopefully will see some of them again. I weed my collections as time allows. Melissa Farmer from Westminster Elementary School has asked that I bring the Bookmobile to their school in May so their younger grades can come aboard. We are coordinating a date that works for all of us. I am also planning to work out a date to visit Brentwood Apartments since both of their scheduled Mondays cannot happen due to county holidays.

Outreach: The bookmobile continues its Outreach Program with Oconee County Detention Center. Aaron Lewis, volunteer, and Blair Hinson go there and have reported the number of participants are lower than when this program was first started May 2014. However, if we can only serve one patron, then it is worth it

because they do not have access to a public library. With the expansion of the facility, we are expecting an increase.

Volunteers: I attended the Volunteer Appreciation Event along with other staff, volunteers, and guests. Susan Kelley was recognized as Bookmobile Volunteer of the Year. Aaron Lewis, a very dedicated Bookmobile Volunteer, was very surprised when he was honored as Volunteer of the Year for 2015 by the Library Board. I call him my "go-to volunteer"! Much appreciation for all he does and to all the ones who recognized his outstanding qualities! I have no [paid] staff and fully rely on limited resources. All my volunteers are treasures to me! Due to Susan Kelley's employment, she reluctantly had to give up her Thursday routes in mid-April. However, she does want to continue to volunteer when she can, and has already come in one day while I was in-house to help out. I am down to four faithful volunteers, and realize they do have other obligations from time to time. Janice and I are hoping for some new recruits to help out soon. (*See Comments section below.*)

Comments: Walhalla Branch Manager Emily Embry has agreed to allow two of her part time staff to accompany me in May. Library Director Philip Cheney filled in on a Long Creek route. Branch Services Librarian Blair Hinson, aka my supervisor, has been a tremendous help in filling in the routes when he could. Of course, it's good for him to see firsthand the diverse patrons the Bookmobile serves.

Due to a rain leak, the bookmobile was taken to Vehicle Maintenance. This happened at a time where no routes were hindered. Blair accompanied me to pick up (my!) bookmobile and return the loaner. We were then able to stop by a scheduled Preschool stop without any delay.

The Bookmobile was returned to Vehicle Maintenance after the last run in April due to lack of air conditioning and a broken lever on the driver's seat.

One of the most interesting situations occurred when a patron received a phone call while she was on the bookmobile. The mother needed to fill out an online form giving permission for her child to go on a field trip. She did not have enough time to go back home; the bus was leaving soon with the children. What was almost a panic moment for her was prevented as I was able to help by using the bookmobile's laptop.

I participated in our staff training day March 4th at the Walhalla Library.

Almost forgot – had another one of those random county drug screenings since I do drive county vehicles. ☺ I love my job!

Salem Library

March/April 2015

Dan Polk, Manager

Narrative

Collection Development:

The Salem Library has been busy working on being sure that our money is spent in every category by the end of the year. Kayla is big help with ordering books, DVDs, and audiobooks. Since we do not get has much money in the DVD budget as we would have liked this year, it helped that we were able to move some money from our audiobooks budget to DVD.

Programs at the Salem Branch for March and April:

| | |
|---------------------------|-----|
| Family Story Time | 136 |
| Dr. Seuss Party | 18 |
| Stuffed Animal Sleepover | 16 |
| St. Patrick's Day Craft | 18 |
| Teen Do It Yourself Craft | 5 |
| Teen Book Club | 6 |
| Basic Computing Class | 4 |
| Time to Read Book Club | 13 |
| Knit and Crochet | 16 |
| Earth Day Craft | 5 |
| Blue Grass Concert | 58 |
| Total: | 295 |

We had a great Blue Grass Concert on Thursday April 16th. Fifty-eight people came to the show. Persons came from Anderson, Northeast Georgia and all over Oconee County. It was a great way to also let non library users hear about our library services.

Volunteers:

Kayla has been helping with the Volunteer dinner. Carol Eubanks has won Volunteer of the year for our branch, and Nicole Alexander has been awarded the Teen volunteer of the year award. We are pleased to be able to recognize all the work the volunteers do for our branch

Seneca Library Branch Narrative

March/April 2015

Emily Whitmire Sluder

Facilities: As Spring has arrived, Facilities Maintenance let us know that some of the tree branches are too low to get under with the lawn mower. I met with someone from Roads and Bridges who told us they would take care of the branches. I pointed out several branches that are touching the power lines, and Philip is going to address trimming those with the city of Seneca.

I attended a meeting at Seneca City Hall with some members of different city departments. Riley Johnson, the events coordinator for the city, had contacted me to let me know the Seneca Fest over Memorial Day weekend will use the city's part of the library property. They will be installing a small ferris wheel and a sort of swing for kids to ride. I explained to those present that our only concern would be the parking on Friday, as we would need our parking lot for library patrons. The rides will begin at 5 PM, and the library closes at 6 PM. The other city officials said this would not be an issue, as most people attending will be parking closer to downtown, but they assured me we would have full access to the lot and they would direct people to park elsewhere. I will confirm with Riley Johnson before the event what the exact plan for parking will be and if we need to put up temporary signs at the parking lot entrance. We will be closed on Saturday, May 23 so the parking lot issue should not be a concern for that day. I may set up the library's tent on Friday evening for two hours to have a booth to promote summer reading.

Facilities Maintenance replaced a broken fan/vent in the staff restroom. They purchased a new floor sweeper for us at my request. They cut back the very large bush next to the sidewalk, and I am going to ask them to go ahead and cut the other one as well.

Programs and Attendance (conducted by Seneca staff):

Minecraft Party: 50+

Can You Haiku?: 10

Spring Bookmarks drop-in craft: 4

BINGO: 33

LTAI: approx. 25 and 25

Let's Get Crafty: 8 and 10

Peter Pan: 45+

Meeting Room: Groups using our meeting room included the Oconee Writers' Association, Safe Harbor, Boy Scouts, the Seneca River Women's Auxilliary, the Seneca Blazers track team, St. Paul Baptist Church, the Tribble Center, a couple of tutoring groups, and a local book club.

Stacie Powell (Youth Services Librarian) used the room to work with several teachers and members of Spanish-speaking families to create library cards for them, help them set up Mango accounts, and access library services through school-provided tablets.

Projects: In April we instituted a new shelf reading initiative. (Shelf reading involves “reading” each spine label on the books of a shelf to make sure the books are in the correct order. It is a tedious task but an integral part of shelf maintenance.) Instead of assigning staff individual shelves, we have assigned everyone the same section. We estimate what we can tackle that week, and Megan LaVere created a spreadsheet where we record where we stopped and started and how much time we spent. We finished the nonfiction in less than two weeks. The goal-oriented nature of the project has increased our morale as a team.

At our May in service day we hope to rearrange some of the shelving around the desk/children’s area to allow for more visibility. We will also move the display case that once held the train set and the shelving that is in the study alcove.

IT: We are glad to have the phones transferred over to the VoIP system. Unfortunately we do not have a “busy signal” option so if we are on the phone it transfers an incoming call to the manager’s office. If no one answers, it transfers the call back to the regular phone which plays the message. I have revised the message to say that the person should call back in a few moments if they have called during operating hours, as we are on the line with another patron.

We have intermittent issues with the computers and printing but overall there are no major problems at this time.

Staff Development:

We have acquired a new staff member, Erica, through the Palmetto Youth Connection program that provides a stipend for work experiences for students who are finishing their high school equivalency program. She has been a valuable team member, helping out at special events, shelving, and shelf reading. In May I hope to train her to check in items from the courier route. Since Joe (our courier) comes to Seneca at lunchtime, it can be hectic getting everything done. We continue to encourage staff to plan programs reflecting their own interests and have different people lead projects. We had a helpful staff meeting and will have another one May 12 at In Service.

I was able to send three employees to the CPR training. They have greater confidence in themselves and their ability to help someone in distress.

Miscellaneous:

Our volunteers logged 47 hours. We added 156 new borrowers. We took 59 interlibrary loan requests. 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

March / April 2015

Robena Barton, Librarian

Narrative:

Collections:

Regular orders are proceeding normally and budgets have only needed minor adjustments as we approach the end of the fiscal year. Weeding continues to be ongoing and it is still hoped that July will see the implementation of a regular schedule for all branches.

TLC:

We have noticed problems with items not displaying in LS2 even though they are listed in the PAC. We are working with TLC to diagnose the problem. Additionally there continue to be issues with modules not loading correctly, leading to a loss of service and the need for the entire system to be re-started. TLC is continuing to monitor our system in the morning to make sure everything has loaded correctly and our main problem time now seems to be the weekend.

Manager's Projects:

My main focus for the next two months will be taking over a portion of the responsibilities of our acquisitions manager when she starts maternity leave two weeks from now. In between my regular duties and keeping track of orders and shipments I also hope to continue work on backlogged items in between the two fiscal budgets.

Staff Development:

March saw a wonderful staff training day with guest speaker Bryan Oliver from Richland Library coming to discuss security issues with us and go over the new banning procedures recently signed into state law. I participated in CPR training in April along with several other staff members from 3 of the branches. I also anticipate re-starting the training program I developed for my staff after the May In-service with changes being made to address the lack of focus and attention thus far.

Volunteers:

Nancy Woods continues to be a valuable asset as we repair and discard items. We also have seen a couple of new volunteers added and if they continue to show an interest in the library I hope to use one or both of them in the SC room on several projects.

Issues:

Other than the issues with TLC and anticipated problems with absorbing acquisition duties, there are no major problems to report.

Other:

On a positive note, the State Library asked me to write a short piece on my experience with the digitization project which will be appearing in the May newsletter.

Walhalla Library

March/April 2015

Emily Embry

Branch Manager

Narrative

Walhalla Collections: As we draw near to the end of the fiscal year, we are beginning to work with our Acquisitions Manager to better plan our orders in preparation for end of year spending with budgeted money and Friends of the Library gift money. We continue to order materials based on professional reviews, patron requests, and "best sellers" lists. Weeding is continuing in order to withdraw items that are in poor condition and replace those that need to be updated.

Overdrive Collection: Overdrive continues to make improvements to its shared site the help better serve patrons and the library. One of the most recent changes include updates to the renewal process which keeps a patron from renewing a title on Overdrive if there are other patrons on hold for the same item. We are still working towards adding digital content owned by the Library and are waiting on getting more information from South Carolina State Library on recommendations for best procedures on this matter so we can ensure the preservation of our items.

Staff Development: Staff members were encouraged to continue personal development and to continue updating their training records to reflect the amount of hours they have participated in training. In March we completed our latest All-Staff In-service at the Walhalla Library which focused on Security, Safety, and Communication. The communication portion of the training was conducted by Emily Embry, Branch Manager at Walhalla, on Inter-generational communication.

Volunteers: We continue to have several regular volunteers that help us with various tasks, freeing up valuable staff time. The Walhalla library hosted the annual Volunteer Appreciation event. The theme for this year was "Volunteers make a World of Difference". Senator Alexander attended along with a German Folk band which made the event a huge success and made our volunteers feel valued and appreciated for all the hard work they have put in to helping us achieve our goals over this past year.

Programs: We continue to provide *Tech Tuesday*, offering assistance to people needing help with their eReaders. In March we held several well attended programs including a Road Warriors Program celebrating the life and career of truck driving which received several mentions in local papers. In April we hosted a Easter Egg Hunt, a Pinterest Party for dummies, a screening of the movie *Boy in the Striped Pajamas* in honor of Holocaust Remembrance Day. We also celebrated Earth day by creating T-shirt totes as a creative way to up-cycle t-shirts. We coordinated with the Youth Services department to host our second annual drop-in Shamrock Scavenger hunt which helped both children and adults learn more about the types of services we offer at the Library as well as host a children's Easter Egg Hunt in our children's section of the library.

Meeting Room: Many outside groups utilize the meeting space at the Walhalla Library. Groups that used our space during March and April include the Beaver Lake Property Owners' Association, Tri-County Home Educators Student Council and Lego Club, Let's Talk About It, Carolina Family Services, Pointe Harbor Home Owners' Association, Friends of the Library, Oconee County Procurement, Lion's Club of Walhalla, Baby Read, Tri-County Home Educators Graduation Meeting, EF Tours, and the South Oak Pointe Home Owners' Association.

Facilities: During the Month of March the county accepted bids to replace the shingles on the roof and the company began the roofing project on April 22, 2015 and finished on April 27, 2015. We have also had several small repairs through the two months including new door knobs and locks for the Manager's office and the main sale room for the Friends of the Library. We are also attempting to have the plaques honoring our volunteers added to the Library Lobby underneath the Sarah Mills Norton sign.

Other Issues:

Narrative

Collections: The majority of DVD budget money is spent on the newest releases. There is some money left to buy items such as seasons of TV shows, replacement of popular items, or just items we think will check out. Since this is such an in-demand collection, a new suggestion box has been added to allow patrons to voice their opinion on what movies we do purchase. Hopefully this will allow for a more precise purchasing of items.

Staff: Tiffany along with other staff of the OCPL was trained to use the AED and perform CPR. This is a great tool for staff in being able to be prepared for emergencies. The remaining staff will need to be trained in the future.

Volunteers: Volunteer luncheon Leah has been helping with printing certificates, searching for decorations and more for the Volunteer luncheon on April 17th. We are excited to be able to recognize the volunteer who stands out from our branch this year. Marla is a great person who loves to help out with our programs.

Programs (hosted by Westminster Staff):

| | |
|----------------------------------|------------|
| Dr. Seuss Party | 50 |
| FMN: Big Hero 6 | 25 |
| Internet Basics | 0 |
| Craft with Leah: Frames | 3 |
| April Showers Party | 29 |
| Bingo | 24 |
| Teen/Tween Bookmarks | 8 |
| School Field Trip | 12 |
| Teen/Tween Nail art | 5 |
| Movie—Annie | 6 |
| Mrs. Heller | 40 |
| School Field Trip—Kindergarten | 25 |
| Craft with Leah: Burlap Planters | 2 |
| Sensory Friendly Film | 2 |
| Leah did two FST | 8 and 10 |
| Total 16 Programs | 249 |

Meeting Room: Groups that used the meeting room these months included several library programs, We Can Do Group, a Girl Scout group, a library board meeting, a school group, the Tribble Center and a group who met to work on their high school reunion.

Manager's Projects:

We had the special needs class from Westminster Middle school come for a field trip. We read stories, colored a bookmark and went on a tour. We also had 21 kindergarteners from Westminster stop by on their community field trip to listen to some stories.

Leah attended her last meeting for Leadership Oconee County. Graduation for this year's participants is set for May 7th. Leah was also asked to join the Leadership Oconee County Board of Directors. This is a great opportunity to join with other business leaders in helping the leaders of Oconee County and for the library system to be a part of something like this.

Other: Over the course of a three week period we had a 17 year old patron who continued to loiter behind the library, ignore staff instruction and eventually led to cursing at staff and other customers. Incident after incident led to us following the new banning procedures that just went into law for SC to ban him, with notification for his mother, from the library for 90 days. We will welcome him back at that time as long as he is willing to follow the rules set by the library's code of conduct.

Paving—The Oconee County Roads and Bridges Department started the process to pave the parking area of the library on April 6th and finally finished the last project on May 1st. Paving included taking out two of the islands creating additional parking spaces, moving the handicap parking spot adjacent to the library creating a level and safe pathway for handicap users, and reconfigure to allow better drainage of the parking area. Several unexpected things occurred, like installing new cement drain pipes in the ditch, which caused them to miss their deadline of being 100% finished the first week. Then the rain made it impossible for the next several days for them to do anything. One thing the rain did point out was there were still drainage issues at the front entrance of the library. The Roads department did fix that as well as replanted grass, installed new curbs, reinstalled the streetlight, and painted lines for the parking areas. The results are amazing! We went from 18 parking spaces and one handicap space to 23 parking spots plus two brand new handicap spots. They even painted the two employee spaces so people would know not to park there. We have gotten wonderful comments about this new upgrade.

We also had sewage back up into the bathrooms through the drain pipes. This was fixed by replacing the pipe while the parking lot was under construction.

While the library was closed to the public the library staff (minus one) worked in the library Monday through Thursday on projects inside the library. The first day was spent almost like a typical day with checking in the weekend's book drop, the increased amount from courier, pulling messages and shelving. There were also several instances of having to deal with the public who ventured down to the book drop or the library because the parking crew was working in the back. During this period they looked for 60 pages of missing, lost, and in transit items.

Considering we were closed for 7 days, had a closed off parking lot for many days after, and continued to have big machines all around, the patron count was not as bad as expected to be with only 800 less than last April.

**Youth Services Dept.
Jan/Feb 2015
Stacie Powell, Librarian**

Collection Development: The Youth Services Department is on schedule with spending the allotted funds for acquisitions for the fiscal year.

Staff Development: The Youth Services Librarian accompanied Philip Cheney to the bi-monthly library director's meetings at the State Library in March. She gave a presentation on our STEAM grant to the library directors in attendance. Many offered positive feedback and have since been in touch with the Youth Services Librarian on ways they can replicate similar programs at their libraries. In March, both staff members of the Youth Services department attended OCPL In-service at the Walhalla Library which focused on Security, Safety, and Communication. In April, the Youth Services Librarian and her assistant attended a Summer Reading training course at the Anderson Public Library.

Community Outreach: The Youth Services Librarian collaborated with the School District of Oconee County the week of April 6th in helping ESL (English as a Second Language) get library cards and sign-up for our Mango language program. She went to schools that week and met with each ESL family in the district and signed them up for library cards if they did not already have one and demonstrated how to use Mango so they could work on improving their English skills. The program was a huge success and we have seen a large spike in activity in our Mango usage.

Programs:

Story Times: Weekly story time programs for babies and toddlers are going strong. Attendance at Westminster has historically been small but it has picked up over the past several months.

Read Across America Week: The Youth Services Librarian visited several schools during Read Across America week and read Dr. Seuss books to classrooms.

Science Saturdays: We had great turn-outs for Science Saturdays in March and April. March was conducted by Clemson University and April was coordinated by a local teacher. April's was Star Wars-themed and we had our biggest attendance since summer – over 40!

American Girl Club: The Youth Services Librarian held her annual four week American Girl Club at the Westminster Library this year. This year we learned about the WWII character named Molly. We learned about what it was like to live on the home front during the War. Unfortunately, a couple of the sessions were canceled due to inclement weather and sickness but overall the program was a success.

Career Day: The Youth Service's Librarian visited James M. Brown Elementary for their Career Day.

Chess Club: Chess Club was originally started as a teen program but has evolved into multi-age. It has caused some issues which were recently addressed with a survey and guidelines being administered to attendees. From the survey we have determined to try a teen-only chess club at the Seneca Library for the summer and have a multi-age club at the Walhalla Library. We are hoping this solution will work out well for everyone. The program has been popular and there is obviously a demand to offer opportunities for all ages (even adults) the chance to hone their chess skills.

Manager's Projects: Both Summer Reading and the LSTA grant has our complete focus at this time. The STEAM summer camp planning stages has gone well and I believe we are going to have a great program in place for the children attending. We have partnered with Borg Warner who has offered to provide an entire half-day session at their factory. The kids will be able to tour the plant, the test track, and their robotics lab. They have also offered to provide lunch for free for the kids. We have reached out to Duke Energy and Clemson University's computer engineering departments to assist with the camp as well. Clemson has already agreed to let us come to their DNA lab for one day of the camp.