

OCPL BUDGET FY12 - May 11, 2012

| Account Number | Line Item | Budgeted | Spent | Percent | Balance |
|---------------------|----------------------------|----------------|----------------|---------------|---------------|
| 10-206-30018 | Travel | 200 | \$67 | 33% | 133 |
| 10-206-30022-81 | Bldg Maint - Walhalla | 9,988 | 4,981 | 50% | 5,007 |
| 10-206-30022-82 | Bldg Maint - Seneca | 5,177 | 3,753 | 50% | 1,424 |
| 10-206-30022-83 | Bldg Maint - Westminster | 4,115 | 3,373 | 82% | 742 |
| 10-206-30022-84 | Bldg. Maint - Salem | 1,000 | 995 | 99% | 5 |
| 10-206-30024 | Equip. Maintenance | 8,556 | 7,402 | 87% | 1,154 |
| 10-206-30037 | Equipment Leased | 10,020 | 7,958 | 79% | 2,062 |
| 10-206-30041 | Telecommunications | 6,295 | 6,217 | 99% | 78 |
| 10-206-30043-81 | Electricity - Walhalla | 25,000 | 20,395 | 82% | 4,605 |
| 10-206-30043.82 | Electricity - Seneca | 20,000 | 16,629 | 83% | 3,371 |
| 10-206-30043-83 | Electricity - Westminster | 13,000 | 11,190 | 86% | 1,810 |
| 10-206-30043-84 | Electricity - Salem | 5,000 | 5,000 | 100% | 0 |
| 10-206-30044-81 | Water - Walhalla | 1,200 | 990 | 82% | 210 |
| 10-206-30044-82 | Water - Seneca | 900 | 633 | 70% | 267 |
| 10-206-30044-83 | Water - Westminster | 500 | 337 | 67% | 163 |
| 10-206-30056 | Data Processing | 29,208 | 29,118 | 100% | 90 |
| 10-206-30068 | Advertising | 995 | 210 | 21% | 785 |
| 10-206-30080 | Dues | 750 | 743 | 99% | 7 |
| 10-206-30084 | School, Training, Sem. | 3,300 | 3,266 | 99% | 34 |
| 10-206-30090 | Honorarium | 900 | 900 | 100% | 0 |
| 10-206-40031 | Sm Capital Equip (Loc) | 3,000 | 2,947 | 98% | 53 |
| 10-206-40032 | Operational | 12,916 | 12,844 | 99% | 72 |
| 10-206-40032A | Youth Services | 2,000 | 1,527 | 76% | 473 |
| 10-206-40033 | Postage | 2,500 | 2,241 | 109% | 259 |
| 10-206-40034 | Food | 125 | 109 | 88% | 16 |
| 10-206-40101 | Books (Local) | 120,275 | 92,739 | 77% | 27,536 |
| 10-206-40102 | Periodicals (Local) | 16,950 | 14,481 | 85% | 2,469 |
| 10-206-40103 | AV (Local) | 10,100 | 9,904 | 98% | 196 |
| 10-206-50870 | Cap. Expenditure Vehicles | 9,198 | 9,198 | 100% | 0 |
| 10-206-80206 | Automobile Maint - Library | 1,600 | 1,384 | 14% | 217 |
| 10-206-81206 | Gasoline - Library | 2,300 | 1,872 | 81% | 428 |
| 10-206-82206 | Diesel - Library | 2,500 | 2,168 | 87% | 332 |
| TOTAL | | 329,568 | 275,571 | 83.62% | 53,998 |
| 12-206-50850-00000 | Seneca Library Expense | 42,674 | 21,160 | 50% | 21,514 |
| 013-080-00805-50206 | Lib Const(Seneca)Donations | 1,201 | 0 | 0% | 1,201 |
| 13-206-00805-90800 | Dale Ayres (Westminster) | 656 | 555 | 85% | 101 |
| 13-206-60010 | *Gifts, Donation (Loc) | 36,440 | | 0% | 36,440 |
| 13-206-60206 | Lottery | 10,059 | 10059 | 100% | 0 |
| 240-206-30056-255 | Data Processing (State) | 25,797 | 23,442 | 91% | 2,355 |
| 240-206-30084-255 | Schools, Train.. (State) | 1,807 | 1,556 | 86% | 251 |
| 240-206-40031-255 | Sm Capital (State) | 1,000 | 925 | 93% | 75 |
| 240-206-40032-255 | Operational (State) | 3,389 | 1,660 | 49% | 1,729 |
| 240-206-40033-255 | Postage | 2,000 | 2,000 | 100% | 0 |
| 240-206-40111-255 | Books (State) | 12,700 | 12,671 | 100% | 29 |
| 240-206-40111-255 | Periodicals (State) | 4,500 | 4,500 | 100% | 0 |
| 240-206-40113-255 | AV (State) | 8,807 | 8,807 | 100% | 0 |
| 240-206-50870-00255 | Cap. Exp. Vehicles | 2,000 | 2,000 | 100% | 0 |
| TOTAL | | 62,000 | 57,560 | 93% | 4,440 |

| | Mar 2011 | Mar 2012 | Change | Apr 2011 | Apr 2012 | Change |
|---------------------------------|----------|----------|---------|----------|----------|---------|
| Visits to Library | 24,273 | 24,603 | 1.43% | 20,085 | 21,073 | 4.9% |
| Material Circulation - Adult | 20,006 | 19,162 | -4.2% | 16,831 | 17,889 | 6.2% |
| Material Circulation - Youth | 2,846 | 2,612 | -2.7% | 2,028 | 2,243 | 10.6% |
| Material Circulation - Juvenile | 10,887 | 9,843 | -9.6% | 8,905 | 8,949 | -2.3% |
| Total Material Circulation | 33,239 | 31,418 | -5.5% | 27,764 | 28,761 | 3.6% |
| Internet Users | 5,620 | 4,691 | -16.5% | 4,453 | 4,285 | -3.8% |
| Internet Hours of Use | 3,925 | 3,446 | -4.9% | 2,956 | 3,033 | 2.6% |
| New Cards Issued | 515 | 270 | -44.6% | 242 | 219 | -9.5% |
| Programs - Adult | 5 | 5 | 0.0% | 6 | 6 | -25.0% |
| Programs Attendance - Adult | 80 | 176 | 123.3% | 52 | 49 | -46.7% |
| Programs - Youth 12-18 | 2 | 4 | 100.0% | 2 | 1 | -50.0% |
| Programs Att - Youth 12-18 | 14 | 80 | 326.6% | 14 | 14 | 0.0% |
| Programs - Juvenile 6-11 | 27 | 10 | -63.0% | 7 | 11 | 57.1% |
| Programs Att - Juv 6-11 | 325 | 180 | -71.2% | 89 | 167 | 87.6% |
| Programs - Children 0-5 | | | | | | |
| Programs - Att - Children 0-5 | | | | | | |
| Outreach Activities | 1 | 12 | 1100.0% | 2 | 15 | 650.0% |
| Outreach Act. Attendance | 15 | 57 | 280.0% | 102 | 832 | 715.7% |
| Public Training Sessions | 10 | 5 | -50.0% | 8 | 2 | -75.0% |
| Public Training Participants | 214 | 15 | -91.5% | 120 | 5 | -93.3% |
| Public Training Hours | 49 | 14 | -71.4% | 27 | 24 | -11.1% |
| Staff Training Sessions | 35 | 18 | -48.6% | 60 | 25 | -50.0% |
| Staff Training Participants | 24 | 35 | 37.5% | 40 | 26 | -35.0% |
| Staff Training Hours | 172 | 71 | -58.6% | 334 | 197 | -40.9% |
| Number of Volunteers Added | 40 | 32 | -20.0% | 40 | 32 | -20.0% |
| Number of Vol Hours | 608 | 453 | -26.2% | 522 | 572 | 9.4% |
| Meeting Room Use | 58 | 62 | 53.2% | 33 | 51 | 54.5% |
| Meeting Room Attendance | 449 | 385 | 97.1% | 303 | 441 | 45.5% |
| Number of Web Site Hits | 17,201 | | -100.0% | 12,817 | | -100.0% |
| Number of online PAC Hits | 5,062 | | -100.0% | 6,896 | | -100.0% |
| Wi-Fi Users | | 2,718 | #DIV/0! | | 2,779 | #DIV/0! |
| Wi-Fi Hours of Use | | | #DIV/0! | | | #DIV/0! |
| E Book Downloads | | 820 | #DIV/0! | | 729 | #DIV/0! |

OCPL Director's Report

May 11, 2012

1-Programs and Services: Numerous programs presented at our libraries during March and April. We began offering **One Click Audio** downloadable audiobooks in April. For additional information about programs and services, we invite you to visit the OCPL website: www.oconeelibrary.sc.us .

2-Usage Statistics and narratives: March – April, 2012 Bimonthly Reports are attached.

3-Finance and Budget: OCPL Budget FY12 – May 11, 2012 attached.

4-Policies and Procedures: The P&P Committee continues to work on updating the library manual. In your attached documents is an **Internet Safety Policy** we need to adopt at the Board meeting to comply with new requirements of the Children's Internet Safety Protection Act (CIPA).

5-Personnel and Training: In-Service Day was held on Friday, April 13 attended by OCPL employees. Presentations by Blair Hinson, Stacie Powell, Brenda Lee, Janice Lovinggood and Tracy Pechthalt from the staff and Amber Conger and Ruth Thompson from the Richland County Public Library and the South Carolina State Library, respectively. Management Team Meetings were held on Wednesday, March 14; Wednesday, April 11; and Wednesday, May 9. May's main topic was the upcoming Summer Reading Program. Stacie Powell presented plans for the Children's and Teen's programs and Leah Price presented plans for the Adult Summer Reading Program. Fran Bost, new staff member at Walhalla Library beginning Monday, May 7, 2012, 25 hours a week funded by AARP. Tony Moore, Seneca Branch manager, has tendered his letter of resignation effective July 6, 2012. The position was advertised in-house. Four library staff members are being interviewed the week of May 14.

6-Buildings & Grounds: Fencing of HVAC units at Westminster, Walhalla and Seneca is still pending.

7-Technology: TLC Hosted Solution contract has been signed. We are aiming for August 12 or August 19 as the date to migrate from the County server to TLC's server. The State Library is digitizing six publications copyright by the Oconee County Library. They have requested to upload these ebooks to the State Library's site and we also would like to upload them to our Overdrive account. I am seeking Board approval to allow these uploads since this is the library's intellectual property.

8- County Administrator: attended planning meetings with Mr. Moulder and School District personnel planning joint courier service on three separate occasions. Final meeting was Thursday, April 26 and the service began Monday, April 30.

9. State Library: Attended State Library orientation session on Thursday, March 29. Blair Hinson and I attended Library Legislative Day in Columbia on Wednesday, April 25 representing OCPL.

David Goble will attend our meeting May 21. Blair Hinson, K'Lani Green and I have been working on a LSTA grant application to submit to the State Library. It will be presented for consideration at the May Board meeting.

10. Friends of the Library: My wife and I attended the Saturday Book Sale in Walhalla on April 21.

11. Community Involvement: Attended State of Oconee luncheon on Thursday, March 16; Oconee Alliance meetings on Thursday, March 8, April 12 and May 10; Business-Education Partnership meetings on March 20 and April 17. Attended Mayberry Days in Westminster on Saturday, April 21 and Outdoor Living Expo in Seneca on Saturday, May 5.

12. Seneca study by Providence Associates: Blair Hinson and Debbie Kaniaris provided data to Providence Associates. Blair Hinson set up interviews and two group sessions for David Warren. Staff member Meredith Wickham was the recorder for the two group sessions. A survey was developed by Laura Isenstein with input from staff and Board members Biff Kennedy and John Adams. The survey was publicized by radio spots on WGOG and WSNW. David Warren's presentation of the draft of the study to the Board is scheduled for a special called meeting on Monday, June 18. The meeting will be held at 5:30 in the Walhalla Library's meeting room.

13. Library Board membership. Sally Long was appointed to the Library Board on Tuesday, May 1 by County Council. She replaces Lee Barrett, who had resigned.

K'Lani Green

Branch Services Librarian Report

March and April 2012

April 30, 2012

Training

March 5: New employee orientation at HR with Kay Olbon.

March 9: Bookmobile training with Brenda. We went to D-Sign to have them correct the website lettering.

March 15: Went out on bookmobile due to volunteer unable to come in (Route C).

March 29: Went out on courier route with Joe.

March 30: Attended the Bookmobile Librarians Exchange in Columbia with Brenda. Summary is attached to report.

April 4: WebJunction webinar "Skills for the Everyday Leader." Didn't attend live session but can view archived recording.

April 13: Staff in-service at Walhalla.

April 19: Employee performance evaluation process at County Council chamber, afternoon session.

April 25: Ingram training with Lee.

Branch Visits

March 21: Visited Westminster with Philip to evaluate Leah Price.

March 23: Visited Salem. Met with Tony re: in-service planning and other topics.

April 4: Visited Seneca. Met one-on-one with Blair and staff.

Subbing

March 22, April 5, and April 9 on bookmobile

April 12, April 17, and April 19 at Westminster

Brief highlight of branch events

Titanic programs at Westminster (March 12 & 26) were well-attended by the community, e.g. 55 people attended on the 12th. Response was positive and enthusiastic. The speaker, Bill Willard, received kudos and people enjoyed the programs very much.

Bookmobile held an open house on April 10 during National Library Week at Walhalla. 46 people, a good mix of adults and children, visited and many commented that this was the first time they had ever been on the bookmobile. Brenda and I held a raffle drawing for stuffed animal prizes for those who attended and all the prizes had been picked up by the winners.

Food for Fines. \$46.45 in fines waived and 80 food items collected at Westminster. \$35.80 waived and 49 food items collected at Seneca. \$2.00 waived and 2 items collected at Bookmobile.

Seneca community meetings with consultant David Warren April 23 and 24.

Community meetings

March 20: Attended Oconee County education-business partnership meeting with Philip.

Maintenance at branches

Bookmobile in shop for A/C repair. Completed and picked up March 29. Bookmobile went back to Motor Pool for general maintenance a week or so later.

Bookmobile back in shop April 19. Sent to Spartanburg for repair. Generator wiring was the issue. Repair completed and Brenda and Joe picked it up from Motor Pool April 30.

Staffing

Tony Moore tendered his official resignation April 27; his last day is July 6. HR posted the job opening for the Salem branch manager position April 30 and it is open to library employees only until May 4.

Technical Services

March/April 2012

Debbie Kanlaris, Librarian

Narrative:

Collections: Inventory started in full force at Seneca the week of April 16th. All technical services' staff from Walhalla spent the week there working on inventory. Seneca's part time staff is pitching in and continuing with inventory. The goal is to have as much of the collection inventoried before beginning hosting with TLC in mid-August.

Donations: Materials continue to arrive on a daily basis. These are divided between adding them to the collection, the Friends' Book Sale and the dump. We continue to receive old moldy books which are immediately tossed.

Staff Development: Friday, the 13th of April was Staff In-Service Day. I participated in a training session on how to complete staff evaluation forms on April 19th. This session was led by a staff member from the Appalachian Council of Government.

Volunteers & Community Outreach: On March 8th, I attended the Oconee Alliance Meeting with Philip. I attended the Oconee Business Education Partnership Meeting with Philip on April 17th. Blair, Heidi and I are preparing for our first outreach Geek Your Library community event the first weekend in May. The Gates Foundation has supplied us with bags, book marks, and posters. All participating staff members receive a "What do you Geek" t-shirt.

Manager's Projects: April 16th was World Book Night. I distributed 30 copies of Lovely Bones by Alice Sebold. I handed them out to non-readers at the Corner Bagel Shop and Hospital in Anderson. I spent hours working with Blair compiling the statistics for the consultant group concerning the new Seneca library.

Issues:

Youth Services

March/April 2012

Stacie Powell, Librarian

Narrative

Collections: We have been extremely busy ordering young adult and children's books for all the branches. When I started in this new position I had an overwhelming climb ahead of me in terms of spending down the allotted book money for the youth services dept. I am pleased that we have made great strides and it appears that we will spend all of our money by the end of the fiscal year on June 30th. The collection development has taken up a great deal of time but luckily I have had tremendous help from Caela Haney and Kayla Fultz.

Donations: I haven't noticed a lot of children's or youth book donations come across my way. However, if any children's and/or youth materials are donated that could be added to our collection we will most certainly add them.

Displays: We created a cute display for the national Drop Everything and Read day in April. We had parents take pictures of their children dropping everything and reading. We gave away the book *Ramona Quimby Age 8* to the best picture winners.

Public Relations: The Youth Services Department has heavily promoted our programs and services via our Facebook page, website, radio, and local newspapers. I am presently working on radio and newspaper ads to promote our summer reading programs.

Staff Development: I had the opportunity to attend my first ever Public Library Association national conference in Philadelphia in March. I received a grant from the State Library that allowed me to attend. I am so thankful I had this wonderful opportunity as I learned a great deal of new and innovative ideas from the conference sessions and many of them I am already trying out at OCPL. For example, I am working on implementing the national program Every Child Ready to Read at all of our library branches. I'm not able to concentrate on it like I would like to because of Summer Reading, but coming this Fall I plan to work steadfastly on incorporating this early literacy program into our library's services. One thing we are doing right away is offering more information about ECRR in our library. We are also doing OCPL's very first ever summer reading program geared directly to 0 to 3 year olds and their caretakers.

Volunteers & Community Outreach: The Youth Services Librarian serves on the Oconee County First Steps Board, Leadership Oconee, and the Oconee County Employee Relations Committee. I have attended monthly board meetings for all of these organizations. I have also attended the monthly School Library Media Specialist meetings and have made excellent contacts in the schools. Philip Cheney invited me to attend an Oconee Alliance meeting in April that was about child abuse.

Programs: Our weekly Mother Goose on the Loose and Toddler Time programs continue to be huge successes. Attendance is steady at all of the branch locations. We just started the MGOL program in Westminster in March and attendance has started to pick-up and we plan to continue doing the program there. We have also held multiple programs for children and teens throughout March and April. We had a huge Hunger Games movie release party at both the Walhalla and Seneca branches that was a hit with the community and the staff. We have monthly craft programs for "tweens." In April we had an "Anything Craft Night" and in March we had a Shamrock Scavenger Hunt in the library that taught children library skills. Both were well-received by participants. We also helped plan and coordinate Dr. Seuss birthday celebrations at the Westminster and Seneca branches. In April, OCPL, with the assistance of the State Library, hosted our first ever Literacy Training at Oconee County DSS. This training was geared towards childcare providers and social workers. It was a wonderful outreach service and is something I hope to continue to do more of in the future. The focus of the training was the Every Child Ready to Read campaign I learned about at PLA. The Youth Services department helped Tracy Petchalt staff the community-wide Dia de los libros/ninos event at JMB Elementary on April 28th. They had more than 700 people come to this event and the Youth Services department/HOLA was there promoting our Mango language learning program and our storytime programs. Tracy did a phenomenal job with helping plan this event in conjunction with the schools. OCPL really got its name out there during the month of April.

Manager's Projects: Summer reading! Summer reading! I am working strenuously on summer reading *right now* and have little time for much else but we are still maintaining our regular MGOL and TT programs. I think we have a great summer reading program planned and I am excited about managing it for the first time.

Issues: None

Narrative

Welcome to K'Lani Green, Branch Services Manager! You've already been a great help to me.

Collections: Brenda Lee, Manager, along with volunteers, worked on decreasing all collections of inventory. Ordered popular fiction, large print and DVDs. The revamping of the nonfiction collections seems to be a good move to help increase circulation and utilize the bookmobile shelf space wisely.

Donations: Bookmobile accepted donated magazines to take to Lakeview Assisted Living.

Displays: Thursday Book Sales and April Saturday Dates, Family Night movies, Shamrock Scavenger Hunt, Anything Art Night, Teen Advisory Board handouts, Teen Newsletter, Tech Tuesday, Hunger Games party, Drop Everything And Read, National Library Week, Food For Fines, Bookmobile Open House, Board Meeting Agenda, NY Times best seller weekly list [These are actual postings and not necessarily a "display" due to space and set-up of the bookmobile shelves.]

Public Relations: Jean Snellings, volunteer, headed up a special program with live tadpoles for two of the preschools we visit. The OCPL website lettering is now in place on the back and both sides of the bookmobile. A new picture was placed on the May through August schedules. K'Lani Green went out on several of the routes and became a little more familiar with Oconee County!

Staff Development: K'Lani Green drove the bookmobile back from Fair Play! K'Lani and I attended the Bookmobile Librarians Exchange in Columbia. Attended In-Service day at Walhalla and gave presentations to library staff as they came on board the bookmobile. The whole day was one of the best ever! K'Lani worked with me during Open House of the bookmobile which took place in the Walhalla Library parking lot.

Volunteers & Community Outreach: One outreach patron dropped out, but by the end of April the vacancy had been filled. Molly Wempe continues to deliver to shut-ins. I was invited to attend a volunteer social at The Inn at Seneca but declined so that I was able to attend the special "Hats off to Volunteers" luncheon hosted here at Walhalla. At Open House, we had patrons to put their name in for a stuffed animal drawing. A Walhalla volunteer pulled the names of 3 adults and 3 children.

Manager's Projects: Adding to and removing books from collections. Weeded collections are sent to Tech Services for relocation. Keeping up with patrons' requests.

Comments: Motor Pool put in a buzzer that indicates if the lights are left on when the motor is not running. The bookmobile was taken to Motor Pool for generator repairs. Four route days were missed. Acquired wireless mouse for use with laptop on bookmobile.

SALEM LIBRARY

March-April, 2012

Tony Moore, Manager

Collection Development: In an effort to be good stewards of our shrinking budget, we continue to satisfy patron demand for the familiar, while introducing new, diverse authors. We gladly accept donations and cull through them, adding titles as appropriate.

Displays: Proudly displaying a new painting by local artist and Salem patron, Jean Orr; Quilt Trail block; and event promotions. The display case features Salem histories, including framed "Then-and-Now" (1953-2011) uniform patches from the Salem Police Department.

Staff News: Tony submitted his Letter of Notice effective Friday, July 6. He will be moving to Owosso, Michigan, to join his wife. This move will eventually qualify his son, Lyle, for in-state tuition at Michigan State University where he'll begin pursuing a Doctor of Veterinary Medicine degree in the Fall.

Staff Development: Spring Staff In-Service Day was held Friday, April 13. Staff gave the new format consistently high marks as being more practical and professionally useful.

Programs: Monthly Story Hours are taking a temporary hiatus. Attendance over the last three months was insufficient to justify the planning, preparation, and set-up time. Those who were coming have actually "aged out" so it's time to recruit a new generation. Movie Nights continue to do well, with attendance averaging in the upper 20s. Salem United Methodist Church has partnered with us by assisting with promotion, but also by supplying refreshments in addition to the popcorn.

Volunteers: Frances Tucker, our crackerjack volunteer, took a temporary vacation-leave of absence during April to be a full-time Grandma. It's great to have her back on duty!

General News: Our wiring safety issue has been resolved! Drop cords and over-the-floor wiring have been eliminated. Total wiring was overhauled when it was discovered there was no ground.

Seneca Library

March/April 2012

Blair Hinson, Manager

Narrative

Collection: Inventory of all items at the Seneca Library was started in April. Unfortunately there was a glitch in the real-time inventory with TLC, and all of the fiction collection mysteriously disappeared, at least as far as the catalog was concerned. While the situation was eventually fixed, the fiction section will have to be re-scanned. The part time staffers are earning extra hours scanning for inventory. We weeded out more of the reference collection, and moved our audio cassettes to those shelves. That allowed us to move DVDs back onto the floor on Aisle 13.

Donations: Our magazine and paperback exchanges are popular as always. We continue to receive a steady stream of books, magazines and even some DVDs as donations. Some of these we have added right away, and continue to use them as replacements for worn copies. Some have also been collected to be used as prizes for our trivia night and Adult Summer Reading contests and also other contests, like our Mother's Day drawing.

Displays: Our displays for the period included a Dr. Seuss's birthday/Read Across America Day display, a couple of Hunger Games displays to support the movie release parties at Seneca and Walhalla, displays for the Titanic's 100th anniversary, and cowboys displays for the Cowboy Party held in Seneca in April.

Public Relations: We continue to field questions about the new Seneca Library (and get A LOT of opinions on that, too.) We also hosted two days of public and official comment about the location of the new library with David Warren, a consultant with Providence Associates. We have improved our delivery of information to the press, and have gotten good coverage of our events, which has led to a positive response from the public. We resumed computer classes in April, but it is difficult to do them without a properly equipped computer lab.

Staff Development: All Seneca staff participated in the most successful in-service yet (in the opinion of the current branch manager) on April 13. We need to work on day-to-day tasks and making sure that little things are attended to. Emily Whitmire is participating in the ACG leadership training held in Westminster. Branch manager Blair Hinson attended Library Legislative Day with Philip Cheney in Columbia in April.

Volunteers & Community Outreach: Tina Jones helps us with calling holds and shelf-reading. Michael McDonald, a newer volunteer, is helping shelve, shelf-read, and straighten. Pearlee Lee (Seneca volunteer) was the speaker at a very successful VIP Volunteer Luncheon. We also have decided to

Programs: We continue to host Let's Talk About, though the Jewish Literature topics are not quite as popular as past series. We had successful kids' programs for Dr. Seuss's birthday, and a Cowboy Party, as well as program in conjunction with Walhalla to coincide with the release of the *Hunger Games* movie.

Manager's Projects: We have been working on updating policies and procedures, including a new CIPA internet use policy. We have also been working to find all of the necessary data for Laura Isenstein and David Warren of Providence Associates for the Seneca update study. We also preliminarily applied for, and have received clearance to make a full application for, an LSTA grant from the South Carolina State Library for improved staff training.

Issues: We REALLY need *new carpet* in Seneca, for which measurements have supposedly already been taken. We are having some IT issues mainly related to network speed and bandwidth issues, which will hopefully be fixed with the installation of the county-wide fiber-optic network this summer.

Notes:

Waihalia Library

Mar / Apr 2012

Heidi Holmes, Manager

Narrative

Collections: The Waihalia library continued to order materials based on professional reviews, patron requests, and "best sellers" lists. The Waihalia Branch Manager is in charge of purchasing e-Books for OverDrive. Biographies were shifted and new shelving was added to create more space. The library was already in possession of these shelves so no additional expense was incurred. Joe Lendeman and staff assisted in the maintenance of putting them together. Several other shelves were moved to create a future YA area for the Youth Services Department. The inspirational fiction was also relocated so that the large print fiction collection could expand.

Donations: The Waihalia Branch still receives a steady amount of donated materials from the public. The ones that are not selected to be added to the collection are sent to the Friends for their book sales.

Displays: In March, Part-Time Circulation Assistant Tiffany Tarrer created a display of books honoring celebrities and individuals of notoriety who were deaf or experienced hearing loss during their life, to bring awareness to this important topic. April was National Poetry Month and Tiffany created a book display showcasing our many poetry books. Staff also made a display recognizing writers of South Carolina.

Public Relations: Any programs or events that the Waihalia Library has had planned over the past two months have been advertised in the local papers and on WGOG radio station. We have received a great amount of publicity for the library with articles on the new personnel change regarding K'Lani Green as our new Branch Services Librarian. We have also begun a new, "Geek Your Library" marketing campaign which was granted to OCP through a Bill and Melinda Gates Foundation grant.

Staff Development: All staff attended an all-day in-service training on April 13. Several relevant topics were discussed including Ebooks, DISCUS, The OCP Bookmobile, internet research tools, summer reading, volunteers, Geek the Library, collection inventory, Mother Goose on the Loose and The HOLA program. Both Heidi Holmes and Christie Johnson are attending a seven-week session, ICMA Supervisory Training Program.

Volunteers & Community Outreach: Several new volunteers through the VIP program started serving the Waihalia Branch. On April 19, National Volunteer Week was celebrated throughout OCP including our annual volunteer luncheon with the theme, "Hats Off to Volunteers".

Programs: The Master Gardening class in March was about Gardening in the Upstate and in April was about orchids. An average of 10 people attended each session. We continue to provide *Tech Tuesday*, offering assistance to people needing help with their Ereaders but there doesn't seem to be as great of a need as there was right after the holidays. We had an Earth Day Program and screened the movie, "Butterflies and Bulldozers" in partnership with The Natural Choice Vision Partners. Nine individuals were in attendance.

Manager's Projects: Heidi is heading up the Geek Your Library campaign, planning several outreach/community events in the next several months as well as distributing materials throughout the various branches and communities to promote this campaign and the library as a whole. She assisted Janice Lovingsgood with the planning of the annual VIP luncheon.

Facilities: Basic upkeep and maintenance has taken place at the Waihalia branch library during the months of March and April. There have been no additional projects or complications.

Issues: There are no serious issues to report at this time.

Narrative

Collections: Spending money is of the utmost importance. I have been going through the collection seeing areas we need to replenish and what other items will be of interest to our patrons. I am struggling with the amount of AV money available and hope that more money can be allotted for the next year.

Donations: We continue to receive processed music CDs that are part of the 750 donation we received. As soon as we get a large bulk we will work on a press release to notify the public of these new additions.

Displays: Staff has created a New Juvenile and Young Adult display to highlight new items in those areas. We are also displaying new music CDs. Gerald Smith's chess display continues to be popular. For April and our Titanic programs he specially created a Titanic model that is on display with other objects from the time. Other seasonal or program related displays have included: Dr. Seuss, Titanic, Tax Forms, Easter, LOL for April Fool's Day, Mayberry Days, Gardening, Carl Hiaasen, and the children's area has been decorated as a reading garden.

Public Relations: Staff continues to help patrons with tax forms, both those we have available for free and ones we need to print. 75 kindergarteners from Westminster Elementary School came as part of a walking field trip to hear some stories and learn about library jobs.

Staff Development: We are working on areas that need to be addressed for in-service day. Staff attended in-service day and felt they learned a lot that will better them for their job.

Volunteers & Community Outreach: Many staff have expressed interest in nominating a volunteer for the Lucille Bellotte Moore award. I am refraining from nominating one at this time because I feel I have not worked with them very long and all three of our volunteers do an excellent job and are very reliable. I visited Westminster Elementary to talk to some 5th graders. I showed them OverDrive, Mango, how to request books online, and some new items that might interest them. They really enjoyed the Pirate language on Mango.

Programs: We started March off with a bang and hope to continue the momentum as long as we can. On March 2nd we partnered with the Seneca Library to host a Read Across America Day Dr. Seuss Birthday Party. We had 100 adults and children attend the program. Then on the 5th we showed Puss in Boots for our Family Movie Night and had 38 in attendance. We had a great turn out for the Titanic programs. There were 55 in attendance for the first night and 71 for the second night. A BIG thank you goes to Bill Willard for doing these programs free of charge. We also had a Family Bingo Night that was a lot of fun.

Manager's Projects: I am continuously looking for ways to improve the flow and accessibility of the library. Different collections have been moved around which patrons have complimented. For in-service day I am identifying areas in circulation that need to be addressed and gone over as a group so that each individual branch is still a part of the whole. I am also finalizing parts of adult summer reading. I am also attending a management class that is teaching me how to recognize different ways to manage staff. I also attended an evaluation training class to go learn how to use the new evaluation forms.

Issues: Computers seem to be an issue. We did receive a new monitor for one our PACs that has improved visibility for the patrons. The computer at my desk is very outdated and will not permit me to use DVDs such as the Adult Summer Reading disc which makes things a little complicated. We are running out of room for our large print books. Something will have to be eliminated in order to create space for this section that is popular. We continue to struggle to make patrons understand the importance of having their library card with them every time they come to the library.

Use of Internet in OCPL Libraries

1. SERVICE OBJECTIVES

The Mission Statement of OCPL is "The Oconee County Public Library connects our diverse communities with information resources that enrich, enlighten, and entertain."

In order to fulfill that mission, OCPL provides access to an extensive range of informational, educational, and recreational resources through its public computers and wireless Internet connection.

2. RIGHTS AND RESPONSIBILITIES OF USERS OF OCPL PUBLIC COMPUTERS AND THE INTERNET

The following Computer Acceptable Use Agreement must be accepted electronically by anyone using OCPL public computers.

Oconee County Public Library (OCPL) Computer Acceptable use Agreement

I understand and accept that:

1. in order to use OCPL computers I must present my own valid OCPL library card, owe no more than \$5.00 in fines, and have no long overdue books/items.
2. I will abide by the policies and rules stated below.
3. if I do not abide by the policies and rules, I may be barred from using OCPL computers and may be subject to legal action.
4. OCPL staff can help me with a specific computer/Internet problem but OCPL staff cannot spend excessive time providing me with help.
5. as a parent or legal guardian of a minor child, my child may use the OCPL computers and that I am responsible to see that my child abides by the policies and rules stated below.
 - I understand that some material on the Internet may be objectionable, but I accept the responsibility and agree to allow my child, aged 12 through 17 to use OCPL computers. I agree to allow my child under age 12 to use OCPL computers only if I or another adult accompanies them. I understand that if my child does not abide by the policies and rules he/she may be barred from using the OCPL computers.
6. information on the Internet may be current and accurate, or it may be out-of-date, unreliable, or unavailable at times. I understand that materials on the Internet may contain items that are illegal, inaccurate, defamatory, and potentially offensive and/or disturbing to some people. I understand that OCPL cannot be held liable for the content of any Internet site.
7. OCPL cannot be held liable for equipment failures.

Internet Safety Policy:

While the OCPL reaffirms the right of youths and adults to access information, in order to comply with CIPA (the Children's Internet Protection Act) [Pub. L. No. 106-554 and 47 USC 254(h)], the Oconee County Public Library employs technological protective measures (commonly known as "Internet filters") to filter incoming Internet access on both public wired terminals AND our wireless (WI-FI) network.

- To the extent practical, "filters" will be used to block access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- To the extent practical, steps shall be taken to promote the safety and security of users of the OCPL online computer network when using electronic mail, chat rooms, instant messages, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes (a) unauthorized access, including so-called "hacking," and other unlawful activities, and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Policies:

- Users will have a daily maximum of three (3) 45 minute sessions on OCPL computers. The only exception is for users who are taking a test or filling out a job application and the institution will not allow for interruptions in the process.
- Users who do not abide by the policies and rules will be warned twice. At the third offense, they will be barred from using OCPL computers for three months.
 - First offense – verbal warning and note placed on user's record.
 - Second offense – verbal warning and note placed on user's record. If user is under age 18, their parent/guardian will be notified.
 - Third offense – user will be blocked from using OCPL computers. If user is under age 18, their parent/guardian will be notified.
- Computers in Children's areas are to be used by children under age 12 only.
- Users may not establish email or other accounts which are stored on OCPL computers.
- Non-residents of Oconee County may be issued a daily guest pass upon presentation of a valid photo identity card.
- OCPL computer system uses filtering software as required by the South Carolina Legislature in Budget Proviso 72.95. According to the Proviso a patron may request an unfiltered library computer. The request must be made one business day in advance in order for the IT Department to disable the filtering software. (See "Internet Safety Policy" above.)
- All computers will be shut down ½ hour before closing time (15 minutes before closing time at the Salem Branch Library).
- Black and white printing is 10 cents a page and color printing is 50 cents a page.

Rules:

- The following actions will not be allowed:
 - Sending or displaying obscene or disruptive messages, files, or images
 - Using obscene language
 - Changing or adding files to the OCPL computer system
 - Harassing, insulting, or attacking others
 - Violating copyright laws, or software license agreements
 - Using personal software or downloading or installing software on OCPL computer system.
 - Bypassing or demonstrating to others how to bypass filtering software.
- No more than two users may use one computer at the same time.

3. RIGHTS AND RESPONSIBILITIES OF USERS OF OCPL WIRELESS INTERNET NETWORK

Use of OCPL's Wireless Network specifically, but without limitation, constitutes the users agreement to the following Policy:

OCPL WIRELESS INTERNET ACCESS ACCEPTABLE USE POLICY

The Oconee County Public Library ("OCPL") offers unfiltered wireless access (Wi-Fi) for library patrons to use with their own personal notebooks, laptops, and other mobile devices. Handouts are available at the circulation desk with basic information about the service.

Wireless access is available to both library patrons and visitors. A library card is not currently required. There are no age requirements or restrictions: however, parents or guardians of children under 18 years of age should take responsibility in supervising their children's proper and safe use of the Internet.

- Wireless users are subject to existing library policies concerning computer/Internet use and public behavior where applicable. Use of OCPL's public wireless networks constitutes the user's agreement to and acceptance of all such policies, including these. The OCPL reserves the right to restrict or terminate access of any user to any OCPL network at any time for any reason, or no reason. OCPL will not be liable for any risk or liability for any such termination. Use of OCPL's Networks specifically, but without limitation, constitutes the users agreement to such policies.
- All OCPL wireless access points are accessible only during normal library hours.
- OCPL's public wireless networks are filtered according to state and Federal regulations (See "Internet Safety Policy" above). However, users are responsible for

safeguarding their own personal devices. Use of the wireless connection is done at the patron's own risk. The Library is not responsible for ensuring your privacy or the safety of your data or hardware while connected to our wireless network.

- Access to the wireless network is on a first-come, first-served basis. During high-use periods, access may be slow or unavailable. There are a limited number of electrical outlets available within the Library branches. Patrons are encouraged to bring back-up batteries for mobile device use.
- The Library accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed while patrons are on the wireless internet connection. Patron specifically agrees to release the County of Oconee and the Oconee County Public Library from all liabilities associated with the viewing of, use of, or exposure to any information while using the wireless network, or associated with the use of the wireless network, generally.
- Library staff are available to provide general information or handouts for connecting your device to the wireless network, but **cannot** troubleshoot problems related to your wireless device or assist in setting up wireless internet on your computer. Nor can Library staff make any changes to your device's network settings and/or hardware configuration. The Library cannot guarantee that your device will work with the Library's wireless access points.
- Printing access is **not available** via the wireless connection. If you need to print, please save your work to a USB flash drive, or email files to yourself, then login to a wired library workstation and send jobs to the public printer (printing costs \$0.10 a page for black ink, and \$0.50 per page for color prints).
- Parents or guardians, not the Library or its staff, are solely responsible for the internet information selected and /or accessed by their children. The OCPL and its staff will not monitor nor enforce such access.
- The Library does not actively monitor your connection; however, users who are discovered, by staff or other patrons, to be viewing inappropriate content or performing illegal activities, may be asked to cease using the wireless network or leave the building, and may be reported to the proper authorities.

Project Budget

7.a. Budget Table

Enter anticipated expenditures of LSTA and local dollars. Round all amounts to the nearest whole dollar; calculate totals. Explain all budget items in Section 7.b., the Budget Narrative. *LSTA funds may not be used to supplant local funds or for administrative overhead.*

| BUDGET ITEM | LSTA GRANT FUNDS | LOCAL CONTRIBUTION | PROJECT TOTAL |
|--|------------------|--------------------|---------------|
| Personnel | | | |
| <i>Salary/wages</i> | 0 | \$5,000.00 | \$5,000.00 |
| <i>Benefits</i> | 0 | | |
| Total Personnel | 0 | \$5,000.00 | \$5,000.00 |
| Library Materials | | | |
| <i>Library books</i> | 0 | \$3,000.00 | \$3,000.00 |
| <i>Other library materials (describe)</i> | | | |
| | | | |
| Total library materials | 0 | \$3,000.00 | \$3,000.00 |
| Other expenditures; Fees for services | | | |
| <i>Professional fees</i> | \$15,000.00 | | \$15,000.00 |
| <i>Communication, transportation</i> | 0 | | 0 |
| <i>Printing, advertising</i> | 0 | | 0 |
| <i>Technology services, fees</i> | 0 | | 0 |
| <i>Other fees</i> | 0 | | 0 |
| <i>Other expenditures (describe)</i> | | | |
| | | | |
| Total other expenditures, fees | \$15,000.00 | | \$15,000.00 |
| Equipment and Supplies | | | |
| <i>Technology equipment</i> | 0 | | 0 |
| <i>Office supplies</i> | 0 | | 0 |
| <i>Operating supplies</i> | 0 | | 0 |
| <i>Other supplies (describe)</i> | | | |
| | | | |
| Total other equipment, supplies | 0 | | 0 |
| BUDGET TOTALS | \$15,000.00 | \$8,000.00 | \$23,000.00 |

The total Local Contribution represents your local match, which must be at least 34% of the total project cost. Adjust either your LSTA funds requested or your local contribution as necessary to reach the required match amount.

Read the handout "Calculating the LSTA Match and Managing your Grant Funds" provided with your application for more information and instructions for match calculation.

Skills Definitions

The IMLS Project team and Task Force considered the list of skills commonly referred to as “21st Century Skills” and modified it slightly to better align with library and museum priorities.²

The resulting list includes the following additions: Basic Literacy, Scientific & Numerical Literacy, Visual Literacy, Cross-Disciplinary Skills, and Environmental Literacy.

Not every skill on this list will be aligned with every institution’s vision and mission. Further, not every community will prioritize the same skills. Library and museum leaders should consider this list as a starting point beyond which it should be customized to fit the unique character, requirements, and priorities of the institution and its audiences.

Learning and Innovation Skills

CRITICAL THINKING AND PROBLEM SOLVING

Reason Effectively

- Use various types of reasoning (e.g., inductive, deductive, etc.) as appropriate to the situation

Use Systems Thinking

- Analyze how parts of a whole interact with each other to produce overall outcomes in complex systems

Make Judgments and Decisions

- Effectively analyze and evaluate evidence, arguments, claims and beliefs
- Analyze and evaluate major alternative points of view
- Synthesize and make connections between information and arguments
- Interpret information and draw conclusions based on the best analysis
- Reflect critically on learning experiences and processes

Solve Problems

- Solve different kinds of non-familiar problems in both conventional and innovative ways
- Identify and ask significant questions that clarify various points of view and lead to better solutions

CREATIVITY AND INNOVATION

Think Creatively

- Use a wide range of idea creation techniques (such as brainstorming)
- Create new and worthwhile ideas (both incremental and radical concepts)
- Elaborate, refine, analyze, and evaluate ideas in order to improve and maximize creative efforts
- Demonstrate imagination and curiosity

Work Creatively with Others

- Develop, implement, and communicate new ideas to others effectively
- Be open and responsive to new and diverse perspectives; incorporate group input and feedback into the work
- Demonstrate originality and inventiveness in work and understand the real world limits to adopting new ideas
- View failure as an opportunity to learn, understanding that creativity and innovation is a long-term, cyclical process of small successes and frequent missteps

² Except as otherwise noted, the skills definitions are derived from the Partnership for 21st Century Skills Framework (www.21centuryskills.org).

Learning and Innovation Skills (continued)

Implement Innovations

- Act on creative ideas to make a tangible and useful contribution to the field in which the innovation will occur

COMMUNICATION AND COLLABORATION

Communicate Clearly

- Articulate thoughts and ideas effectively using oral, written, and nonverbal communication skills in a variety of times and contexts
- Listen effectively to decipher meaning, including knowledge, values, attitudes, and intentions
- Use communication for a range of purposes (e.g., to inform, instruct, motivate, and persuade) and in diverse environments (including multi-cultural)
- Utilize multiple media and technologies, and know how to judge their effectiveness a priori as well as assess their impact

Collaborate with Others

- Demonstrate ability to work effectively and respectfully with diverse teams
- Exercise flexibility and willingness to be helpful in making necessary compromises to accomplish a common goal
- Assume shared responsibility for collaborative work, and value the individual contributions made by each team member

VISUAL LITERACY

- Demonstrate the ability to interpret, recognize, appreciate, and understand information presented through visible actions, objects, and symbols, natural or man-made²

SCIENTIFIC AND NUMERICAL LITERACY

- Demonstrate the ability to evaluate the quality of scientific and numerical information on the basis of its sources and the methods used to generate it
- Demonstrate the capacity to pose and evaluate scientific arguments based on evidence, and to apply conclusions from such arguments appropriately
- Demonstrate ability to reason with numbers and other mathematical concepts

CROSS-DISCIPLINARY THINKING

- Apply knowledge, attitudes, behaviors, and skills across disciplines in appropriate and effective ways

BASIC LITERACY

- Demonstrate the ability to use language to read, write, listen, and speak

² Derived from citation attributed to John Debes, for the International Visual Literacy Association (www.ila.org/ila_what_is_il.htm).

Information, Media and Technology Skills

INFORMATION LITERACY

Access and Evaluate Information

- Access information efficiently (time) and effectively (sources)
- Evaluate information critically and competently

Use and Manage Information

- Use information accurately and creatively for the issue or problem at hand
- Manage the flow of information from a wide variety of sources
- Apply a fundamental understanding of the ethical/legal issues surrounding the access and use of information

MEDIA LITERACY

Analyze Media

- Understand both how and why media messages are constructed and for what purposes
- Examine how individuals interpret messages differently, how values and points of view are included or excluded, and how media can influence beliefs and behaviors
- Apply a fundamental understanding of the ethical/legal issues surrounding the access and use of media

Create Media Products

- Understand and utilize the most appropriate media creation tools, characteristics, and conventions
- Understand and effectively utilize the most appropriate expressions and interpretations in diverse, multi-cultural environments

ICT (INFORMATION, COMMUNICATIONS AND TECHNOLOGY) LITERACY

Apply Technology Effectively

- Use technology as a tool to research, organize, evaluate, and communicate information
- Use digital technologies (e.g., computers, PCs, media players, GPS, etc.)/communication/networking tools, and social networks appropriately to access, manage, integrate, evaluate, and create information to successfully function in a knowledge economy
- Apply a fundamental understanding of the ethical/legal issues surrounding the access and use of information technologies

21st Century Themes

GLOBAL AWARENESS

- Use 21st century skills to understand and address global issues
- Learn from and work collaboratively with individuals representing diverse cultures, religions, and lifestyles in a spirit of mutual respect and open dialogue in personal, work, and community contexts
- Understand other nations and cultures, including the use of non-English languages

FINANCIAL, ECONOMIC, BUSINESS, AND ENTREPRENEURIAL LITERACY

- Demonstrate the ability to make appropriate personal economic choices
- Understand the role of the economy in society
- Apply entrepreneurial skills to enhance workplace productivity and career options

CIVIC LITERACY

- Participate effectively in civic life through knowing how to stay informed and understanding governmental processes
- Exercise the rights and obligations of citizenship at local, state, national, and global levels
- Understand the local and global implications of civic decisions

HEALTH LITERACY

- Obtain, interpret, and understand basic health information and services and use such information and services in ways that enhance health
- Understand preventive physical and mental health measures, including proper diet, nutrition, exercise, risk avoidance, and stress reduction
- Use available information to make appropriate health-related decisions
- Establish and monitor personal and family health goals
- Understand national and international public health and safety issues

ENVIRONMENTAL LITERACY

- Demonstrate ecological knowledge and understanding of how natural systems work, as well as knowledge and understanding of how natural systems interface with social systems
- Demonstrate understanding of the relationship between beliefs, political systems, and environmental values of various cultures
- Demonstrate understanding of environmental issues caused as the result of human interaction with the environment, and knowledge related to alternative solutions to issues
- Demonstrate active and considered participation aimed at solving problems and resolving issues²

² Adapted from the Environmental Literacy Council Framework

Life and Career Skills

FLEXIBILITY AND ADAPTABILITY

Adapt to Change

- Adapt to varied roles, job responsibilities, schedules, and contexts
- Work effectively in a climate of ambiguity and changing priorities

Be Flexible

- Incorporate feedback effectively
- Deal positively with praise, setbacks, and criticism
- Understand, negotiate, and balance diverse views and beliefs to reach workable solutions, particularly in multi-cultural environments

INITIATIVE AND SELF-DIRECTION

Manage Goals and Time

- Set goals with tangible and measurable success criteria
- Balance tactical (short-term) and strategic (long-term) goals
- Utilize time and manage workload efficiently

Work Independently

- Monitor, define, prioritize, and complete tasks without direct oversight

Be Self-directed Learner

- Go beyond basic mastery of skills and/or curriculum to explore and expand one's own learning and opportunities to gain expertise
- Demonstrate initiative to advance skill levels towards a professional level
- Demonstrate commitment to learning as a lifelong process
- Reflect critically on past experiences in order to inform future progress

SOCIAL AND CROSS-CULTURAL SKILLS

Interact Effectively with Others

- Know when it is appropriate to listen and when to speak
- Conduct oneself in a respectable, professional manner

Work Effectively in Diverse Teams

- Respect cultural differences and work effectively with people from a range of social and cultural backgrounds
- Respond open-mindedly to different ideas and values
- Leverage social and cultural differences to create new ideas and increase both innovation and quality of work

PRODUCTIVITY AND ACCOUNTABILITY

Manage Projects

- Set and meet goals, even in the face of obstacles and competing pressures
- Prioritize, plan, and manage work to achieve the intended result

Produce Results

- Demonstrate additional attributes associated with producing high quality products including the abilities to:
 - Work positively and sincerely
 - Manage time and projects effectively
 - Multi-task
 - Participate actively, as well as be reliable and punctual
 - Present oneself professionally and with proper etiquette
 - Collaborate and cooperate effectively with teams
 - Respect and appreciate team diversity
 - Be accountable for results

LEADERSHIP AND RESPONSIBILITY

Guide and Lead Others

- Use interpersonal and problem-solving skills to influence and guide others toward a goal
- Leverage strengths of others to accomplish a common goal
- Inspire others to reach their very best via example and selflessness
- Demonstrate integrity and ethical behavior in using influence and power

Be Responsible to Others

- Act responsibly with the interests of the larger community in mind

Type of Work: Text

Registration Number / Date:
TX0000096480 / 1978-08-10

Title: Andre Michaux's journeys in Oconee County, South Carolina
in 1787 and 1788 / edited by Margaret Mills Seaborn.

Imprint: Walhalla, S. C. : Oconee County Library, c1976.

Description: 67 p.

Copyright Claimant:
Oconee County Library

Date of Creation: 1977

Date of Publication:
1977-03-01

Date in Notice: notice: 1976

Previous Registration:
Preexisting material: Sargent's Portions of the Journal of
Andre Michaux.

Basis of Claim: New Matter: translations, ill. & additions.

Names: Seaborn, Margaret Mills, 1907-
Oconee County Library (S. C.)

=====

Library of Congress Online Catalog

YOU SEARCHED: Title Keyword = benjamin hawkins's journeys

SEARCH RESULTS: Displaying 1 of 1.

◀ Previous Next ▶

Brief Record

Subjects/Content

Full Record

MARC Tags

Benjamin Hawkins's journeys through Oconee County, South Carolina, in...

Relevance: Ⓢ Ⓢ Ⓢ Ⓢ Ⓢ

LC Control No.: 74161837

LCCN Permalink: <http://lcn.loc.gov/74161837>

Type of Material: Book (Print, Microform, Electronic, etc.)

Personal Name: Seaborn, Margaret Mills.

Main Title: Benjamin Hawkins's journeys through Oconee County, South Carolina, in 1796-1797.

Published/Created: [Columbia, S.C., Printed by R. L. Bryan Co., c1973]

Description: 34 p. illus. 24 cm.

Notes: Includes bibliographical references.

Subjects: Hawkins, Benjamin, 1754-1816.

Oconee County (S.C.) --Description and travel.

LC Classification: F277.O3 S42

Dewey Class No.: 917.57/21/043

Geographic Area Code: n-us-sc

CALL NUMBER: F277.O3 S42

Copy 2

-- Request in: Jefferson or Adams Building Reading Rooms

-- Status: Not Charged

CALL NUMBER: F277.O3 S42

Copy 1

-- Request in: Jefferson or Adams Building Reading Rooms

-- Status: Not Charged

German colony protocol. [Minute book of the German Colonization Society]..

Relevance: ⓈⓈⓈⓈⓈ

LC Control No.: 60042032

LCCN Permalink: <http://lccn.loc.gov/60042032>

Type of Material: Book (Print, Microform, Electronic, etc.)

Corporate Name: German Colonization Society, Charleston, S.C.

Main Title: German colony protocol. [Minute book of the German Colonization Society]
Translated [from German] by B. E. Schaeffer.

Published/Created: Walhalla, S.C., 1960.

Related Names: Schaeffer, B. E., tr.

Oconee County (S.C.), Library, Walhalla.

Description: 1 v. (unpaged) 3 fold. plans (in pocket) 22 cm.

Notes: "Sponsored by Oconee County Library."

Subjects: Germans --South Carolina --Oconee County.
Walhalla (S.C.)

LC Classification: F277.O3 G42

Dewey Class No.: 975.721

Other System No.: (OCoLC)6233016

Quality Code: premarc

CALL NUMBER: F277.O3 G42

Copy 1

-- Request in: Jefferson or Adams Building Reading Rooms

-- Status: Not Charged

CALL NUMBER: F277.O3 G42 FT MEADE

Copy 2

-- Request in: Jefferson or Adams Building Reading Rooms - STORED OFFSITE

-- Status: Not Charged

Type of Work: Text

Registration Number / Date:
TXu000051415 / 1980-09-04

Title: John Lyon's journal : in re Oconee County, South Carolina /
by Margaret Mills Seaborn.

Description: 1 v.

Copyright Claimant:
Oconee County Library

Date of Creation: 1980

Previous Registration:
Appl. states some material taken from John Lyon ... and his
journal, 1799-1814, edited by J. & N. Ewan.

Other Title: John Lyon... and his journal, 1799-1814

Names:
Seaborn, Margaret Mills
Lyon, John
Oconee County Library (S. C.)

Type of Work: Text

Registration Number / Date:
TXu000020049 / 1979-04-27

Title: Travels of William Bartram / William Bartram ; annotated in
re Oconee County, South Carolina by Margaret Mills
Seaborn.

Description: 1 v.

Copyright Claimant:
Oconee County Library

Date of Creation: 1978

Basis of Claim: New Matter: compilation, selection & additional text & ill.

Names: Bartram, William
Seaborn, Margaret Mills, 1907-
Oconee County Library (S. C.)

As we discussed the other day, here are the hours I propose starting the week of June 4, 2012:

Monday through Thursday, 9 a.m. to 8 p.m.

Friday, 9 a.m. to 6 p.m.

Saturday, 9 a.m. to 4 p.m.

Rationale:

1. To meet the anticipated State Library mandate of at least one branch being open 20 hours after 5 p.m. on weekdays, and on weekends, this schedule provides exactly that.
2. This schedule will eliminate the lunch hour difficulties we have on Saturdays (the branch is currently scheduled at 8.25 hours, but since we cannot leave someone by themselves at Seneca, no one may leave for their off-the-clock lunch break.)
3. This will give us more hours open to the public in the evenings. We have had complaints that people can't get to us, and especially use our computers, after they get off work at 5. Instead of 11 hours distributed unevenly over two longer nights, and then three shorter nights, this will distribute the evening hours over four nights (5 p.m. to 8 p.m. Monday through Thursday) and on Friday, for a total of 13 hours.
4. This will distribute the workload for evening hours more fairly among all full time staff. Currently, two male staffers work ALL hours on Mondays and Thursdays. By closing a little earlier, we should alleviate many of our security concerns and align our hours more with the other branches in the system (like Westminster.)

Blair Hinson, Branch Manager
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Seneca, SC 29678
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<http://www.facebook.com/OconeeCountyPublicLibrary>