

STATE OF SOUTH CAROLINA

COUNTY OF Oconee County

AGREEMENT

This Agreement made by and between the Oconee County Public Library, by and through its Board of Trustees, hereinafter referred to as "Library", and, Museum of The Cherokee in South Carolina, Inc., by and through its Board of Directors, hereinafter referred to as "Museum", entered into this day of March 1, 2013.

Whereas, the Library is owner and possessor of the copyright to that document known as the map of "Cherokee Indian Towns of Oconee County" as prepared by Margaret Seaborn, and


Whereas, the Museum is desirous of revising said document/map with updated information, printing new maps and selling same at the Museum.

NOW, THEREFORE, it is agreed:

1. Library shall retain all rights to said map in its present configuration and any Revisions as may be made thereto. Museum shall have no ownership or other interest in said map, in its original version or any revision thereto, in any manner or fashion whatsoever.
2. Museum may revise said map with updated information
3. Museum may print and sell the revised map at the museum at a price it shall determine. Library will not be entitled to any proceeds of said sales at the Museum.
4. Library shall receive 10% of any printing of the revised map, without any cost to the Library. Library shall be entitled to sell copies of the revised map at Library facilities at a price it shall determine. Museum shall not be entitled to any proceeds of sales by the Library.
5. Should Museum close or cease to do business or dissolve its charter, all revised maps in possession of Museum shall revert to Library ownership.

Witness the hands and seals of the authorized officers of the Parties hereto.

Oconee County Public Library
Board of Trustees



R. Daniel Day, Chairman

William A. Caster

William A. Caster, Secretary

Museum of The Cherokee in
South Carolina, Inc.



Luther Lyle, Chairman of the
Board

DVD circulation

Current policy

2. **LOAN PERIODS:**
3 - Day Loans – Videocassettes and DVDs (see Outreach Policy for exception)
3. **VIDEOCASSETTES AND DVDs:**
Borrowers of videocassettes and DVDs must be at least 18 years of age, or have signed parental permission from ages 12 through 17. These materials circulate for a maximum of three days. Patrons may check out **three (3) titles per adult card**. A fine of \$1.00 per day up to a maximum of \$6.00 will be charged for each cassette or DVD that is overdue. They may be renewed following the same policy as other materials.

The library reserves the right to discontinue lending videos and/or DVDs to any patron who carelessly handles or fails to return them promptly.

Proposed policy

2. **LOAN PERIODS:**
7 - Day Loans – Videocassettes and DVDs (see Outreach Policy for exception)
3. **VIDEOCASSETTES AND DVDs:**
Borrowers of videocassettes and DVDs must be at least 18 years of age, or have signed parental permission from ages 12 through 17. These materials circulate for a maximum of seven days. Patrons may check out **six (6) titles per one library card per person**. A fine of \$1.00 per day up to a maximum of \$6.00 will be charged for each cassette or DVD that is overdue. They may be renewed **once for another seven days if there are no requests for them**.

The library reserves the right to discontinue lending videos and/or DVDs to any patron who carelessly handles or fails to return them promptly.

OCPL Social Media and Social Networking Policy

Recognizing that social networking sites like blogs, Twitter, and Facebook are effective tools to promote the Oconee County Public Library, this policy establishes guidelines for the implementation and use of social media and applies to any library-related social networking activities whether during or outside of library time, and whether on a library computer or an employee's personal computer or electronic communication device. The absence of, or lack of explicit reference to, a specific site does not limit the extent of the application of this policy.

1. The OCPL approved social networking strategies may not extend to unrelated conversation or links, including but not limited to staff personal conversations and/or personal links by staff not associated with the core business of the function of the Library.
2. The Youth Services Librarian, Branch Services Librarian, branch managers, or other designee will be responsible for maintaining the social networking site(s). The social networking site(s) should be updated in a timely manner whenever there is new programming to promote, new materials are received, notices regarding library closures, or an update is needed concerning things outside the library, such as State Library programs, new databases for homework, etc.
3. The site(s) must be moderated at all times. Comments, if applicable, should be carefully screened *before* they are published to the web. A screening process must be used. Instant posting of comments should be disabled if possible, such as with blogs. Reviews of books may be candid, but must be in good taste with no profanity allowed. Again, these should be screened *before* they are published if possible. It will be the responsibility of the site's/sites' "owner" to make sure this is done properly.
4. The site(s) will be linked to the OCPL website so it may be viewed by all patrons (except in the case of Facebook or Twitter, etc., that require additional passwords or individual accounts). Recognizing that such site(s) will be less formal and more conversational, care should still be taken to maintain a professional tone. Harassment, discrimination, profanity, and other disruptive behavior will not be tolerated. Employees are prohibited from publishing, revealing, or otherwise disclosing any confidential or proprietary information to which they may be privy. Nothing in this policy is meant to supersede OCPL general policies concerning staff internet usage or Oconee County policies concerning computer use by staff.
5. Employees should consult with their supervisor, department head, or the Director if they are uncertain whether an activity is permissible. Failure to abide by this policy may result in discipline, up to and including termination without prior notice or discipline.

OCPL Director's Report

March, 2013

1-Programs and Services: Numerous programs were presented at OCPL libraries during January and February. Of special note was the joint program with Veterans Affairs on the Battle of the Bulge on Sunday afternoon, January 27, 2013.

2-Usage Statistics and narratives: January - February, 2013 statistics and Bimonthly Reports are attached.

3-Finance and Budget: OCPL Budget July 1, 2012 – March 19, 2013 is attached.

4-Policies and Procedures: Twitter policy to be voted on at the March 25 meeting. Staff will also recommend a longer check out period for DVDs and increasing the number that can be checked out at one time.

5-Personnel and Training: Management Team meetings with key staff were held on Wednesday, February 13 and Wednesday, March 13, 2013. The February 13 meeting was the orientation for the Board. In-Service Day for all staff will be held on Friday, April 12, 2013, at the Walhalla Library. Laura Isenstein of Providence Associates will be attending to discuss the training program for staff.

6-Technology: We are still receiving our Internet connection through the Library's Metro E line. Laura Isenstein of Providence Associates advised us that our staff computers with Windows XP will not work with the education sites she is suggesting that we use for staff training. Mike Powell, director of the IT department met with us on Tuesday, March 19 to discuss our options.

7- Friends of the Library: Attended the Friends' annual meeting on Sunday, March 17, 2013 at the Walhalla Library. Also in attendance were Chairman Danny Day, Bruce Adelberg and Holly McPheeters.

8- State Library: Attended the APLA (Public Library Directors) meeting on Friday, March 15, 2013 at the State Library. Reminder: Oconee County has been assigned **Wednesday, April 17, 2013** as our day to visit our legislators in Columbia in support of the State Library's 2013/2014 budget.

9- Community Involvement: Attended Oconee Alliance meetings on Thursday, February 14 and Thursday, March 14, 2013; Business-Education Partnership meetings on Tuesday, February 12 and Tuesday, March 12, 2013; and the State of Oconee luncheon at West Oak Middle School on Friday, February 22, 2013. Was the speaker/singer at the Walhalla Rotary Club meeting on Monday, March 4.

10- Oconee County: Attended the County Council's all day planning session in Council Chambers on Thursday, February 7 and a session with Mr. Moulder and Beth Hulse on Monday, March 4 for all county departments with boards or commissions. New requirements for minutes and support documents.

11- Other: Strategic Planning with Janet Danforth and Bob Moir of facilitator4hire was held on Saturday, March 9, 2013 at the Walhalla Library. Two sessions of training for the Board by Denise Lyons of the South Carolina State Library will be held on Thursday, March 28 and Wednesday, April 3 at the Walhalla Library from 9:00 a.m. to 12 noon. Board members can attend either session.

	Jan 2012	Jan 2013	Change	Feb 2012	Feb 2013	Change
Visits to Library	23,736	27,071	14.1%	22,917	24,991	9.1%
Material Circulation - Adult	20,770	21,336	2.7%	18,341	19,436	6.5%
Material Circulation - Youth	2,682	2,306	-13.4%	2,502	2,319	-7.3%
Material Circulation - Juvenile	9,547	9,560	0.1%	9,540	8,970	-6.8%
Total Material Circulation	32,979	33,201	0.7%	31,683	30,725	-3.0%
Internet Users	5,074	4,776	-5.9%	4,485	2,016	-55.1%
Internet Hours of Use	3,674	3,155	-14.1%	3,230	1,322	-59.1%
New Cards Issued	327	297	-9.2%	257	256	-0.4%
Programs - Adult	9	12	33.3%	8	16	100.0%
Programs Attendance - Adult	62	167	72.6%	139	253	82.0%
Programs - Youth 12-18	1	2	-	1	0	-
Programs Att - Youth 12-18	11	6	-45.5%	30	0	-100.0%
Programs - Juvenile 6-11	9	0	-100.0%	5	3	-40.0%
Programs Att - Juv 6-11	131	0	-100.0%	123	32	-74.0%
Programs - Children 0-5	12	29	141.7%	18	21	16.7%
Programs - Att - Children 0-5	108	297	173.8%	380	406	7.6%
Outreach Activities	5	0	-100.0%	10	0	-100.0%
Outreach Act Attendance	5	0	-100.0%	299	0	-100.0%
Public Training Sessions	76	4	-94.7%	5	4	-20.0%
Public Training Participants	15	46	206.7%	12	21	75.0%
Public Training Hours	45	56	23.3%	28	25	-3.8%
Staff Training Sessions	17	2	-86.2%	7	2	-71.4%
Staff Training Participants	25	2	-82.0%	14	2	-85.7%
Staff Training Hours	50	2	-96.0%	28	8	-69.2%
Number of Volunteers Added	30	6	-80.0%	29	4	-86.2%
Number of Vol Hours	546	198	-64.1%	524	238	-54.6%
Meeting Room Use	50	35	-30.0%	43	55	30.2%
Meeting Room Attendance	358	430	20.1%	304	611	101.0%
Number of Web Site Hits	17,402	18,967	9.0%	15,033	15,223	1.3%
Number of online PAC Hits	3,461	-	-100.0%	3,442	-	-100.0%

Wi-Fi Users	2,597	3,552	18.5%	2,601	3,053	17.8%
Wi-Fi Hours of Use						
E Book Downloads	973	1,040	6.9%	887	827	-4.6%
Mango Adult Users	61	125	104.9%	36	85	138.1%
Mango Children Users	4	10	150.0%	1	3	
One Click Digital Downloads		126			126	
Interlibrary Loans	66	57	-13.6%	55	58	5.6%
New Material Added	1,513	1,141	-24.6%	1,566	1,279	-18.3%

OCPL BUDGET FY13 - March 19, 2013

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
010-206-10110-00000	Full Time Salary	603,370	410,311	68%	193,060
010-206-10120-10121	Part-Time	116,354	78,536	67%	37,818
010-206-10120-10122	Courier	11,982	8,913	74%	3,069
010-206-30018	Travel	200	141	71%	59
010-206-30022-00081	Bldg Maint - Walhalla	6,965	4,605	66%	2,360
010-206-30022-00082	Bldg Maint - Seneca	3,600	3,592	100%	8
010-206-30022-00083	Bldg Maint - Westminster	2,500	1,273	51%	1,227
010-206-30022-00084	Bldg. Maint - Salem	2,020	1,039	51%	981
010-206-30024	Equip. Maintenance	7,800	6,439	83%	1,361
010-206-30037	Equipment Leased	8,000	5,704	71%	2,296
010-206-30041	Telecommunications	480	342	71%	138
010-206-30043-00081	Electricity - Walhalla	26,100	18,600	71%	7,500
010-206-30043-00082	Electricity - Seneca	19,000	9,306	49%	9,694
010-206-30043-00083	Electricity - Westminster	14,000	8,900	64%	5,100
010-206-30043-00084	Electricity - Salem	5,000	5,000	100%	0
010-206-30044-00081	Water - Walhalla	1,400	722	52%	678
010-206-30044-00082	Water - Seneca	900	647	72%	253
010-206-30044-00083	Water - Westminster	600	526	88%	74
010-206-30056	Data Processing	27,500	27,494	100%	6
010-206-30058	Advertising	700	470	67%	230
010-206-30060	Dues	750	685	91%	65
010-206-30084	School Training, Sem	3,300	2,770	84%	530
010-206-30090	Honorarium	900	900	100%	0
010-206-40031	Sm Capital Equip (Loc)	2,600	2,467	88%	333
010-206-40032	Operational	11,200	11,175	100%	25
010-206-40032-A	Youth Services	2,000	1,776	89%	224
010-206-40033	Postage	1,000	336	34%	664
010-206-40034	Food	500	304	61%	196
010-206-40101	Books (Local)	120,115	79,907	67%	40,208
010-206-40102	Periodicals (Local)	16,000	12,009	75%	3,991
010-206-40103	AV (Local)	10,100	4,627	46%	5,473
010-206-80206	Automobile Maint - Library	1,000	921	92%	79
010-206-81206	Gasoline - Library	2,540	2,313	91%	227
010-206-82206	Diesel - Library	2,495	1,178	47%	1,317
TOTAL LOCAL FUNDS		301,465	216,170	72%	85,295
012-206-50850-00000	Seneca Library Expense	21,514	0	0%	21,514
013-80-85-50206	Lib Const(Seneca)	1,021		0%	1,021
013-206-00805-90800	Dale Ayres (Westminster)	101		0%	101
013-206-60010	*Gifts, Donation (Loc)	30,118		0%	30,118
013-206-60206	Lottery	10,147	8,057	79%	2,090
013-206-30025-91058	LSTA Grant -Staff Training	15,000	7,500	50%	7,500
TOTAL MISC. FUNDS		77,901	15,557	20%	77,901
240-206-30056-255	Data Processing (State)	23,573	9,646	41%	13,927
240-206-30084-255	Schools, Train. (State)	3,000	1,436	48%	1,564
240-206-40031-255	Sm Capital (State)	2,000		0%	2,000
240-206-40032-255	Operational (State)	4,000	2,341	59%	1,659
240-206-40111-255	Books (State)	3,885	3,885	100%	0
240-206-40112-255	Periodicals (State)	18,315	7,359	40%	10,956
240-206-40113-255	AV (State)	10,000	9,997	100%	3
240-206-80206-00000	Vehicle Maint (BKM Gen)	9,500	9,246	97%	254
TOTAL STATE AID		74,273	43,911	59%	30,362

Branch Services

Jan/Feb 2013

K'Lani Green, Branch Services Librarian

Narrative

Public Relations:

On January 3 I met with Betty Andersen, Program Manager at SC Works. She informed me of the services and programs offered at the job center and we discussed ways in how our agencies could work together more in supporting career development of the community. January 18 Philip and I attended the SCAPLA (South Carolina Association of Public Library Administrators) meeting at the State Library. On January 30 I attended the grand opening on the Goodwill Job Connection Center in Seneca. Later that afternoon, I was at the second stakeholder meeting for Oconee 9/11 memorial. The architectural firm in charge of the project presented five proposed designs and asked attendees of their opinions of each design. On February 12 I attended, along with Blair Hinson and Leah Price, Goodwill's community needs assessment meeting at the Seneca branch.

Staff Development:

On February 5 I attended an information session on AmeriCorps held at the United Way office in Columbia. The session was for organizations interested in hosting a program and it detailed how the AmeriCorps program works and what is involved with the application process.

Staffing:

Margaret McCall's last day at the Westminster branch was February 28. Leah Price and I interviewed several internal and external applicants for Margaret's replacement and Tiffany Tarrer was selected for the position. Tiffany worked as a part-time circulation assistant, first at Walhalla then Seneca, before her promotion.

Programs:

I held two programs for teens (at Walhalla and Westminster) in January and two programs during February for Black History Month. Sharon Cooper-Murray, from the SC Humanities Council's Speaker Bureau, presented on the Gullah rag quilting tradition at the Walhalla branch on February 6. On the 20th Helen Rosemond-Saunders did a presentation on the Retreat Rosenwald School at the Westminster branch.

LSTA staff development project:

Laura Isenstein was at the January management meeting on the 9th. The conversation was a positive one, as it allowed Laura and the managers to meet each other, Laura to express what we are striving to accomplish with the project and her role as consultant, the managers to share concerns, questions, and suggestions, and the project team to introduce the staff skills assessment questionnaire. The questionnaire was passed out to staff on January 10 and all were returned two weeks later. Employees submitted their questionnaires in sealed envelopes to ensure confidentiality, with Laura being the only one to review them. She analyzed the questionnaires to determine what areas we should focus on in subsequent training; results were emailed to me in a confidential report. Laura is in the process of evaluating and selecting training courses and has contacted our representative at Recorded Books about purchasing a subscription for Universal Class for Libraries, a provider of self-paced online courses.

David Warren facilitated the community needs assessment held on February 26 at Seneca, with Blair and me in attendance. Public turnout was low: we had one person at the morning session and two at the evening one. Though we didn't get the attendance we wanted, the conversations held were still insightful. A survey assessing the digital literacy needs of the community has been posted online (until March 29) and printed copies are available at the branches.

As residents of South Carolina increasingly function in a world of digital information access using a multiplicity of digital devices, the public library is the place where residents of all ages can connect at no cost to the limitless world of content. Public libraries have been serving in this role for almost two decades.

As the affordability of smartphones, eReaders, iPods/MP3 players, and tablets has decreased, more and more of these devices are present in a vast majority of homes and are used by people of all ages. Each of these devices offers a wide variety of applications and functionality. Some are easier to use than others. These devices have created a new "role" for the public library. As a trusted and objective public service resource, residents are flocking to their public library to learn how to use these devices to best meet their needs.

The Oconee County Public Library wants to know how it can better meet its community's needs in the areas of digital literacy and accessible content. Please take several minutes to complete this survey. It is designed to help the library insure that its digital services and associated staff competencies support you and your families digital service needs.

*** 1. The Oconee County Public Library offers some classes that support digital literacy throughout the county. Please rank the importance of the Library providing the following classes for you and your family.**

	Very Important	Important	Somewhat Important	Not Important	Don't Know
Basic computer skills, e.g. use of mouse, touch screens, operating system, email, connecting to Wi-Fi networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use of productivity software, e.g. word processing, spreadsheets, presentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet searching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online privacy and security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Library's digital resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social media, e.g. Facebook, Twitter, Pinterest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Multi-media, e.g. photos, video, audio	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technology classes in languages other than English	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

***2. In addition to group classes for training, please rank the importance of other types of training related to your digital literacy needs.**

	Very important	Important	Somewhat Important	Not important	Don't know
One-on-one help on demand for at least a 10 minute session	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
One-on-one help by appointment for at least a 30 minute session	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
One-on-one help with patron owned devices e.g. eReaders, iPods, tablets, smartphones	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
One-on-one help in languages other than English	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

***3. What digital devices are owned by you or someone in your home? Check all that apply.**

- iPod
- MP3 Player
- Kindle eReader
- Kindle Fire
- Nook eReader
- iPad
- Tablet (other than iPad)
- iPhone
- Smartphone (Android or Windows)
- Digital camera
- Digital camcorder

Other (please specify)

***4. Please rank the importance of the Oconee County Public Library providing training for the following digital devices.**

	Very Important	Important	Somewhat Important	Not Important	Don't Know
Kindle eReader	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kindle Fire	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nook eReader	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
iPad	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tablet (Android and Windows)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
iPhone	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Smartphone (other than iPhone)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digital Camera	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digital Camcorder	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

***5. Many residents look to the public library as the place to go to create their own digital content. Please rank the importance of the Oconee County Public Library providing resources that support personal content creation.**

	Very Important	Important	Somewhat Important	Not Important	Don't Know
Productivity software, e.g. word processing, spreadsheets, presentations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Photo editing software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Video/audio recording and editing software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Web site development software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to retrieve and store data created on library devices to portable devices, e.g. thumb drives, external hard drives, others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

***6. In addition to visiting your closest library, the Oconee County Public Library's website provides access to a variety of information resources 24/7. Please rank the importance of website access to the following resources.**

	Very Important	Important	Somewhat Important	Not Important	Don't Know
Downloadable eBooks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Downloadable Audio Books	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online technology training tutorials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online interactive foreign language learning tools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Real-time reference services, e.g. short message, instant messaging, Skype, Facetime, Twitter, texting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

7. Public libraries provide technology resources supporting patrons needing workforce development. How important is it for the Oconee County Public Library to provide the following resources?

	Very Important	Important	Somewhat Important	Not Important	Don't Know
Job seeking resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Skill building	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Certification	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Career testing tools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Group instruction in using online workforce development resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

***8. Public libraries provide technology resources supporting small business information needs. How important is it for the Oconee County Public Library to provide the following resources?**

	Very Important	Important	Somewhat Important	Not Important	Don't Know
Access to demographic and market data for the area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information on incorporating a business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Classes on starting a small business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
One-on-one counseling by members of SCORE (Senior Core of Retired Executives)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

***9. Public libraries support technology access to resources that support educational growth opportunities for persons of all ages. Please rank the importance of the Oconee County Public Library providing access to the following educational resources.**

	Very Important	Important	Somewhat Important	Not Important	Don't Know
Early Literacy games, read-along programs, electronic teaching toys or tablets available at the library or on its website	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online resources for homework help, research and developing information literacy for students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online resources about selecting colleges and educational financial aid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education testing preparation, e.g. SAT, GRE, GMAT, TOEFL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Proctoring for exams for patrons	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Group instruction on using or navigating educational resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

***10. How do you rank the importance of the Oconee County Public Library providing access to the following online health and wellness information resources?**

	Very Important	Important	Somewhat Important	Not Important	Don't Know
Resources to learn about medical conditions, procedures, prescription drugs, and health care providers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to medical databases, e.g. National Institute of Health, Center for Disease Control, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Group instruction on using and navigating health and wellness resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

***11. As more and more government services at the local, state and federal level are accessible online, how important is it for the Oconee County Public Library to provide the following resources?**

	Very Important	Important	Somewhat Important	Not Important	Don't know
Organize and provide online links to local, state and federal eGovernment resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide online access to guides and instructions for identifying, finding and using online eGovernment resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offer access to electronic legal and law-related research information and services through the library's website	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Group instruction for patrons on navigating online government resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

12. Please provide any other comments about how the Oconee County Public Library can improve its technology based resources and services to better meet the needs of county residents of all ages.

Please tell us a little bit about yourself by responding to the questions below.

***13. What is your gender**

- Male
- Female
- Refuse to answer

***14. What is your age?**

- 18 to 24
- 25 to 39
- 40 to 54
- 55 to 69
- 70 +
- Refuse to answer

***15. What is your employment status?**

- Employed full-time
- Employed part-time
- Housewife or House-husband
- Retired
- In School full-time
- In School part-time
- Unemployed

Other (please specify)

***16. Do you have Children under the age of 18 residing in your home?**

- Yes
- No
- Refuse to answer

***17. What is your postal Zip Code? Please enter in box below.**

The Oconee County Public Library thanks you for taking the time to complete this important survey.

Outreach Services

Jan/Feb 2013

**Brenda Lee,
Bookmobile Manager**

Collections: Manager continues to order materials based upon patron requests and needs. Use volunteers to help with office work and other bookmobile duties.

Displays: The bookmobile acquired a sidewalk sandwich sign allowing us to better inform the public of library events. K'Lani took care of the poster welcoming patrons to come aboard. Jean Snellings, volunteer, did a great job in making this very attractive! The first time to use it was February 4.

Public Relations: Bookmobile was able to run all routes with the exception of holidays for January and February. Talking book services fact sheets given to Activities Director at the Inn @ Seneca. Gave a short presentation about the bookmobile routes to Management Team and new Library Board members

Volunteers & Community Outreach: Lavelle Marcengill became gainfully employed and therefore resigned. Maria Macaulay returned as a volunteer. Betty Vaughn became a volunteer in January. Susan Kelley began volunteering in February. The change of location at Long Creek from the Fire Department to the Post Office parking lot has been a good move. The move from the Exxon station on South Highway 11 to the parking lot of the new Dollar General, also on S Hwy 11, has also been an excellent decision.

Manager's Projects: Getting Outreach items ready for Outreach delivery to four patrons; Downsized the children's and adult DVD collection of older items; Trying to increase the adult music CD collection. Two pending locations are in the works, hopefully by mid-March. Acquiring email list of patrons by routes for easier notification if not able to run.

Issues: Bookmobile patrons do not receive email notices. This needs to be addressed again and corrected. Due to all the heavy rains, we sprang a leak around a window but Motor Pool was able to repair it without missing any routes.

Salem Library

Jan./Feb. 2013

Meredith Wickham, Manager

General News: Salem Branch has been trying something brand new to the OCPL for the past two months. After closing on Mondays, our public access computers become a makeshift computer lab for hands-on beginning computer skill classes. Opportunities to learn these skills have been rather thin on the ground in this area of the county, and these classes have been hugely popular. There are two courses so far: *Eeek! It's a Mouse – Computer Skills 101*, for absolute beginners, many of whom have never touched a mouse or a keyboard, and *Email Made Easy*, in which every participant walks away with an established email address, having sent and received their first email messages. Next month we're adding *Internet Basics: Learning to Surf*. We have a waiting list for each course, and we've had patrons from each of the four branches attend. It is a delight to experience the joy of patrons who thought they were "too stupid for computers" or "could never learn" as they realize that they *can* do it and that this brave new digital world is now within their reach.

Collection: As Branch Manager, I continue to order materials based on reviews, best-seller lists, to satisfy patron requests, and to flesh out areas of the non-fiction collection that need attention. Lately, we have received several donations of books and DVDs that we were able to add to the collection.

Collaboration: Work has begun on Salem's Earth Day festivities to be held the evening of April 19th. The Salem Branch Library, as a sponsor, has booked popular local bluegrass band Conservation Theory to headline the event. Salem Library is also collaborating with Oconee County Adult Education and the Tamassee D.A.R.-based G.E.D. program in efforts to establish a local Adult Literacy program.

Outreach: The Geek Committee is planning a variety of outreach activities and events for the next year, using feedback and our experiences from this first year as a guide. The OCPL is now registered for the next Fourth of July event in Salem, which was such a marketing success for us in 2012.

Programs: Salem Branch Library held a variety of programs in January and February, including a presentation on the Foothills Trail by its executive director, an Old-fashioned Singalong accompanied by traditional Appalachian instruments, a Resume Writing Workshop, a Learn to Knit Socks class, and the aforementioned hands-on computer classes. Our first movie matinee proved more popular than the evening movie showings. Mother Goose on the Loose continues to be a hit with local children and their parents and grandparents; "word-of-mouth" marketing is steadily increasing the average attendance.

Displays: February displays focused around an "I Love My Library" theme. A passive program offering a "Blind Date with a Book" continued the Valentine's Day theme. We received a new-to-us selection of beautiful photographs, past winners of the KOBA (Keep Oconee Beautiful Association) contest, to replace the ones in our frames which had been hanging in the library since 2005.

Volunteers: A new volunteer joined us in January and has begun training. Frances Tucker, our regular volunteer, continues to be an integral and dependable part of our organization. As a member of the V.I.P. (Volunteers Increase Potential) Committee, I am assisting in planning the upcoming "Volunteers Rock!" dinner and awards ceremony.

Issues: The Salem Branch continues to experience a dramatic increase in circulation and an explosion of demand for technical assistance with e-readers, tablets, and laptops in accessing the OCPL's digital resources. In addition, there has been a noticeable seasonal upswing in requests for e-government assistance. With two staff members, both of whom share some of their hours with another branch or department of the system, we are struggling to keep up, and *efficiency* has become our byword. As branch manager, I am actively seeking out a variety of alternatives to help us handle the heavier workload. Our request for a dedicated Public Access Catalog (PAC) station has been approved, which should help considerably.

Seneca Library

January/February 2013

Blair Hinson, Manager

Narrative

Collection: We have added a number of new items, and have gotten a number of replacements from our donations. We have completed all but a couple of rows of non-fiction of our materials inventory, and expect to have it completed before the next report. We will be working diligently to spend remaining funds for this fiscal year, so we should be adding even more in the coming months.

Displays: Displays for the cycle included display of "Warhammer" miniatures in our display case (painted by our own Jonathan Hunter), a "Blind Date" books display by Megan LaVere, and a "Books to Movies" display by Tiffany Tarrer.

Staff Development: The branch manager and the Branch Services Librarian, K'Lani Green, have been busily developing the Improved Staff Training program. The library hosted Laura Eisenstein from Providence Associates at the January managers meeting. Sadly, at the end of February, the Seneca Branch lost Tiffany Tarrer to Westminster to replace retiring Margaret McCall. We are still working on finding her replacement at this time.

Community Outreach: We continue to improve our delivery of press releases, etc. to try to get folks into the library. We have solicited public input for our Improved Staff Training program. The survey will continue through March 22.

Programs: Our kids programs included a Dr. Seuss Birthday party and an early school dismissal matinee showing of *Hotel Transylvania*. Our adult programs included two sessions of Let's Talk About It (one held in Walhalla to accommodate all the participants), a class on Kindles and e-books and a class on iOS devices and e-books.

Issues: We are connected, but STILL not yet on, the new fiber optic broadband network. We continue to see some real slowness in our LS2 Staff, and our Public Access Catalog terminals (PACs) rarely function correctly. We also need improvements in our phone system (which is supposed to come with broadband, in the form of VoIP, or Voice over Internet Protocol).

Notes:

Technical Services

Jan/Feb 2013

Debbie Kanlaris, Librarian

Narrative:

A new computer has been purchased and installed at my desk. It is great to have a large monitor and a new computer that works.

Collections: Lee and I continue to purchase books with the Chastain funds.

TLC: Hours are being spent talking with TLC trying to resolve problems. At one point, there were 57 support tickets TLC was working on. I am finding that some of our issues are also problems for other library systems. One remaining issue is what browser works best with the TLC system – Internet Explorer, Firefox or Goggle Chrome. There are problems with all of them including our IT Department doesn't support Google Chrome.

SSL integration is in the test environment at TLC. This process will be completed in March. This will make the PACs more secure.

eBiblioFile: MARC records have been downloaded from OverDrive. All records from our first purchase with OverDrive have been added to our system.

Manager's Projects: My ongoing project that should soon end is getting LS2Staff running smoothly. Once that is accomplished, Annie Kirkland will transition us to the TLC Support staff for any future problems. We are still having biweekly conference calls to continue to address issues on the "action item list." We hope to transition to Support in March.

Issues: We are still waiting for the fiber installation to be completed. Our PACs are not functioning correctly due to this. It takes 3-4 times to bring them up in the morning so we get something besides a blank white screen. LS2 Mobile is still not working. Apparently this will no longer be an issue as TLC has gone back to the drawing board with this.

Cataloging statistics have decreased for January and February. We have cataloged less audio materials because fewer materials are being purchased. Video cataloging has increased with wonderful donations. Book cataloging has decreased. This is due to staff attendance. My full time staff member was out on FMLA for most of January. My part time staff member has been out in February and will be out on FMLA in March and April. My part time cataloger in Salem is finding it difficult to catalog with the tremendous increase in patron attendance and circulation statistics. We are working on finding a way to work around these issues.

Walhalla Library

Jan./Feb. 2013

Heidi Holmes, Manager

Narrative

Print Collections: The Walhalla library branch manager continues to order materials based on professional reviews, patron requests, and "best sellers" lists.

Overdrive Collection: New Overdrive Patrons continued to increase and are up 23% from the previous period (November/December 2012) with 129 new registrations. Overdrive circulation increased 20% with 1,876 check-outs for January and February. A total of 30 new titles were purchased and added to the OCPL Overdrive collection during this period. Overdrive books can now be located in our library catalog.

DVD Collection: We received over 200 donated DVDs in January and February which Tech Services is adding to our collection. They have been a wonderful addition.

Donations: The Walhalla 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.

Public Relations: Several press releases sent out by Blair Hinson regarding upcoming programs at the Walhalla Branch were picked-up by local media.

Staff Development: We are in the process of interviewing for a part-time circulation assistant. This is a position that was left vacant when Jennifer Addis resigned.

Volunteers: Both Aubrey Sawyer and Christy Doherty are long-time volunteers who continue to volunteer on a weekly basis. A VIP committee has been created and met several times regarding the upcoming volunteer appreciation event that will be held at the Walhalla Library on April 23rd. This committee is lead by Janice Lovinggood and consists of Heidi Holmes (Branch Manager, Walhalla), Meredith Wickham (Branch Manager, Salem), Megan LaVere (Circulation Assistant II, Seneca) and Caela Haney (Youth Services/Circulation Assistant, Walhalla)

Community Outreach: The Geek committee has begun to look at the upcoming festivals and will be making a decision on which festivals to have OCPL representation at.

Collaboration: In January and February, we collaborated with the Goodwill Job Connection of Seneca. Branch managers have met individually with Gene Borzendowski and collaborated on ways to assist area job seekers. We have received a plethora of information which is being provided to patrons via our new "Job Center/Community Resources" area located in the Walhalla Library. Groups that utilized the meeting room for their events included The Lego Club, The Oconee Heritage Center, The American Board, Friends of the Library, Oconee County Third Option Group, The Tribble Center, Carolina Family, and Tri-county Home Educators.

Programs: We continue to provide *Tech Tuesday*, offering assistance to people needing help with their Ereaders. In January we had a program called, "Emergency Preparedness for Your Documents" and another program, "Chicago Botanical Program." Attendance was extremely low. We also had Carlos Luria, retired from the CIA, present a program regarding Argo with 35 in attendance. "Battle of the Bulge" was presented by Blair Hinson and has 35 in attendance. In February we held *Rag Quilting of the Lowcountry* which was organized by K'Lani Green and sponsored by the Humanities Council of SC. Walhalla has started a monthly book club called, *Books and Chocolate* where we had 6 in attendance at our first meeting in February. *Let's Talk About It* was held at the Walhalla Library because 50 attended which would have been beyond capacity for the Seneca meeting room.

Manager's Projects: Heidi has begun to plan for the upcoming festivals at which the *Geek Your Library* campaign will be at promoting OCPL. Heidi is also responsible for ordering all of the Ebooks.

Facilities: Basic upkeep and maintenance has taken place at the Walhalla branch library.

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

January

Staff Development: Margaret McCall put in her notice of retirement at the end of February. We have posted the job both for in-house employees and to the public. Interviews will start after the posting closes on February 4th. During the Reading with Ringling campaign staff were able to practice and preview what this summer's registration is going to require from the State to record statistics. I think staff took quickly to it.

Displays, Programs, and Community Outreach: Displays for January included Tax Forms, As Seen On TV, Winter themed books, and a circus display to coordinate and promote our free ticket for reading program. Programs were kept a minimal this month so I could work on other projects. Our 4th annual adult summer reading is fast approaching and I have planned a budget to submit to the Friends in March for funding for the various programs and incentives we offer. I also worked on a Twitter presentation for the Board seeking approval for the library to open and operate an account.

Issues/Facilities: When it rains, which it has done for most of January, patrons have to cross what I call the Westminster River; all the water flows down the hill into the middle of our parking lot and flows from the top down to the bottom.

February

Staff Development: Margaret McCall's last day was February 28th. We wish her the best with her retirement. She dedicated a lot of years to OCP and is greatly appreciated. Tiffany Tarrer, who has worked part time at both the Waihalla and Seneca Branches, will take Margaret's place starting on March 4th.



Programs, Displays, and community Outreach: During this month we tried to highlight our new materials in the large print, audio, young adult, and juvenile. We are also trying to bring focus and education about MP3 cds. These are typically cheaper, take up less space, and come in longer lasting packaging. Most current cd players will play these and the public just needs educated about them. Gerald Smith has created us another wonderful display this time featuring Civil War miniatures. Also depicted is the Battle of Gettysburg featuring miniatures. Mr. Smith hand painted himself. Other displays have included Valentine's Day, St. Patrick's Day, Dr. Seuss, President's Day, and still ongoing tax forms. Several programs included a successful Craft it with Leah: Quilled Valentines, Family Movie Night: TMNT (Teenage Mutant Ninja Turtles), and a very good presentation on the Retreat Rosenwald School by Ms. Helen Rosemond-Saunders for Black History Month (coordinated by K/Lani Green). We finished with a great retirement party for Margaret. She greatly appreciated all the gifts and well wishes she received from friends and coworkers. We also had 120 guesses in our Valentine's Day candy game. One winner took home 450 conversation hearts.

Issues/Facilities:

Youth Services

Jan / Feb 2013

Stacie Powell, Youth Services Librarian

Collection: A recent update on my collection development budget from Acquisitions Clerk Lee Smith estimates I am doing well and should have no problem spending our allotted money by the end of the fiscal year (June 30th). The Walhalla Library weeded some the young adult section to rid it of out-of-date books to make room for new ones.

Displays: We had a Young Adult display featuring authors who were from South Carolina.

Staff Development: Stacie Powell and her assistant Caela Haney attended a 75th Anniversary Caldecott workshop at the Richland County Public Library in February. This was a very informative workshop about the history of the Caldecott, how the panel selects the winners, and how to incorporate Caldecott books into story times and children's programs.

Community Outreach: The Youth Services department continues to provide literacy materials via the State Library and OCPL program flyers for the Friends of the Library's "Read to Me" bags that are given to all newborn babies on Oconee Medical Center.

Programs: A Valentine's Day craft for children and tweens was held at the Walhalla Library in February. The Youth Services department has started an American Girl Club at the Walhalla Library. This club will meet for six weeks and learn about the American Girl character Felicity and the time period she grew up in (the Colonial Era). The members of the club participate in weekly read-a-louds from the book, do historical crafts and projects and we will end the club with a grand tea party at the end of March. If the program turns out to be a success then we will expand the club to the other branches.

Projects: The months of February and March are busy times for the Youth Services department. This is when we dive into the planning of the library's Summer Reading program. I have been booking performers and finalizing the schedule for the summer and hope to have it ready for our patrons and the media by mid-April. The Youth Services department also created the proposed Summer Reading budget and has submitted it to the Friends of the Library for approval at their March annual meeting.

Issues: