

## **OCPL Director's Report September, 2013**

- 1. Programs and Services:** Numerous programs were presented at OCPL Libraries during July and August. Chairman Day and the director were part of the seven-person troupe that performed at the Walhalla Civic Auditorium on Saturday, August 24, 2013. Radio interviews were conducted on WGOG and WSNW prior to the event.
- 2. Usage Statistics and narratives:** July- August, 2013 statistics and Bimonthly Reports are attached.
- 3. Finance and Budget:** OCPL Budget for July 1, 2013 – September 16 30, 2013 is attached.
- 4. Personnel and Training:** Two new staff members began work since the last Board Meeting: **Cayce Wilkinson** is the new part-time Circulation Assistant at the Seneca Library and **Abby Galloway** is **Stacie Powell's** new assistant at the Walhalla Library. **Lee Smith's** last day as Acquisitions Manager was September 16 and she is succeeded by former part-time Circulation Assistant, **Leah Kelley**. The selection of Ms. Smith's successor involved educational sessions conducted by Ms. Smith with each of the five in-house candidates. The five candidates were then jointly interviewed by the director and **Robena Barton**, Technical Services Librarian. Once **Leah Kelley** was selected, she trained daily with Lee Smith for two weeks. The Management Team met on Wednesday, August 14, 2013 and Wednesday, September 11, 2013.
- 5. Buildings & Grounds:** The Walhalla Library's parking lot will be repaved this fall as an add-on to a County contract for road repaving. The annual inspection of the sprinkler system in the basement of the Walhalla Library revealed that there were no smoke detectors there and no connection to the library's alarm system. This will be remedied in the next couple of weeks.
- 6. Technology:** Replacement staff computers and circulation desk computers have been received and will be installed by IT soon.

**7. Friends of the Library:** Submitted a letter in support of the Friends' request for funding for their *Read to Me* project to the South Carolina Humanities Council on August 29, 2013.

**8. Oconee County:** The county's new **NEOGOV** human resources' system has been used by library staff in filling vacancies caused by resignation and promotion. We have worked with County staff to educate ourselves in the use of the system as well as to resolve problems. **K'Lani Green, Janice Lovinggood** and the **director** attended an educational meeting with other department heads on Wednesday, September 11, 2013 to discuss the impact of the Affordable Care Act and forthcoming changes.

**9. State Library:** Vinyl letter signs on the bookmobile to encourage use of the bookmobile have been installed under an LSTA grant from the State Library. Attended the APLA meeting at the South Carolina State Library on Friday, July 19, 2013.

**10. Community Involvement:** Attended Oconee Alliance meetings on Thursday, August 8, 2013 and September 12, 2013. Participated in Westminster's Apple festival: set up OCPL's booth on Friday morning, attended the Westminster Rotary Club luncheon Friday at 1:00, and staffed the booth with Westminster Library staffer **Patsy Smith** from 12:30 to 3:00 on Saturday afternoon.

**11. Other:** Proctored several online tests for Limestone College students in August and September. Attended Birchwood's annual Author Fair at Table Rock State Park on Sunday, August 11, 2013. On a vacation trip to Seattle to see my son in July, I visited the Seattle Public Library's headquarters' library and the Redmond Library to gather ideas for OCPL's proposed library projects.

|                                 | July 2012 | July 2013 | Change | Aug 2012 | Aug 2013 | Change  |
|---------------------------------|-----------|-----------|--------|----------|----------|---------|
| Visits to Library               | 28,248    | 29,687    | 5.1%   | 29,107   | 28,518   | -8.9%   |
| Material Circulation - Adult    | 23,149    | 24,970    | 7.9%   | 22,938   | 23,266   | 1.4%    |
| Material Circulation - Youth    | 8,372     | 3,258     | -3.4%  | 2,984    | 2,595    | -13.0%  |
| Material Circulation - Juvenile | 13,210    | 14,319    | 8.4%   | 11,127   | 10,232   | -8.0%   |
| Total Material Circulation      | 39,731    | 42,547    | 7.1%   | 37,049   | 36,093   | -2.6%   |
| Internet Uses                   | 4,784     | 4,806     | 0.9%   | 5,428    | 4,691    | -13.6%  |
| Internet Hours of Use           | 3,439     | 3,231     | -5.8%  | 3,901    | 3,128    | -19.8%  |
| New Cards Issued                | 354       | 284       | -19.8% | 265      | 228      | -22.7%  |
| Programs - Adult                | 6         | 11        | 83.3%  | 8        | 8        | 0.0%    |
| Programs Attendance - Adult     | 486       | 109       | -77.6% | 145      | 163      | 12.4%   |
| Programs - Youth 12-18          | 0         | 0         |        | 0        | 0        |         |
| Programs Att - Youth 12-18      | 0         | 0         |        | 0        | 0        |         |
| Programs - Juvenile 6-11        | 2         | 6         | 200.0% | 5        | 2        | -60.0%  |
| Programs Att - Juv 6-11         | 54        | 34        | -37.0% | 207      | 30       | -85.5%  |
| Programs - Children 0-5         | 0         | 3         |        | 0        | 0        |         |
| Programs - Att - Children 0-5   | 0         | 37        |        | 0        | 0        |         |
| Outreach Activities             | 1         | 0         | 100.0% | 0        | 0        |         |
| Outreach Act. Attendance        | 350       | 0         | 100.0% | 0        | 0        |         |
| Public Training Sessions        | 0         | 2         |        | 3        | 2        | -33.3%  |
| Public Training Participants    | 0         | 6         |        | 14       | 8        | -57.1%  |
| Public Training Hours           | 0         | 2         |        | 4        | 9        | 125.0%  |
| Staff Training Sessions         | 7         | 6         | -14.3% | 6        | 9        | 50.0%   |
| Staff Training Participants     | 5         | 9         | 80.0%  | 5        | 21       | 310.0%  |
| Staff Training Hours            | 43        | 37        | -14.5% | 20       | 47       | 141.0%  |
| Number of Volunteers Added      | 11        | 5         | -54.5% | 6        | 3        | -40.0%  |
| Number of Vol Hours             | 244       | 137       | -43.9% | 292      | 131      | -55.3%  |
| Meeting Room Use                | 70        | 65        | -7.1%  | 69       | 40       | -42.0%  |
| Meeting Room Attendance         | 722       | 1,125     | 55.8%  | 639      | 571      | -10.8%  |
| Number of Web Site Hits         | 15,757    | 14,772    | -6.3%  | 16,521   | 14,469   | -12.4%  |
| Number of online PAC Hits       | 3,741     |           | 100.0% | 3,828    |          | -100.0% |
| Wi-Fi Users                     | 2,449     |           | 100.0% | 2,769    |          | -100.0% |

|                             |              |              |             |              |              |               |
|-----------------------------|--------------|--------------|-------------|--------------|--------------|---------------|
| Wi-Fi Hours of Use          |              |              |             |              |              |               |
| OverDrive Downloads         | 876          |              | -100.0%     | 928          |              | -100.0%       |
| Mango Adult Users           | 71           | 57           | -19.7%      | 83           | 126          | 51.8%         |
| Mango Children Users        | 6            | 3            | -50.0%      | 3            | 2            | -33.3%        |
| One Click Digital Downloads | 83           |              | -100.0%     | 117          |              | -100.0%       |
| Interlibrary Loans          | 43           | 35           | -18.6%      | 58           | 38           | -44.1%        |
| <b>New Material Added</b>   | <b>1,246</b> | <b>1,286</b> | <b>3.0%</b> | <b>1,519</b> | <b>1,332</b> | <b>-14.2%</b> |

## OCPL BUDGET FY14 - September 16, 2013

| Account Number           | DESCRIPTION                   | Budgeted       | Spent          | Percent    | Balance        |
|--------------------------|-------------------------------|----------------|----------------|------------|----------------|
| 010-206-10110-00000      | Full Time Salary              | 606,322        | 100,787        | 17%        | 504,535        |
| 010-206-10120-00000      | Part-Time:                    | 120,422        | 21,815         | 18%        | 98,607         |
| 010-206-10121-00000      | Courier                       | 13,500         | 2,809          | 21%        | 10,691         |
| <b>TOTAL SALARIES</b>    |                               | <b>739,244</b> | <b>125,411</b> | <b>17%</b> | <b>613,833</b> |
| 010-206-30016            | Travel                        | 200            | 43             | 22%        | 157            |
| 010-206-30022-00081      | Bldg Maint - Walhalla         | 6,965          | 2,182          | 31%        | 4,803          |
| 010-206-30022-00082      | Bldg Maint - Seneca           | 3,600          | 1,127          | 31%        | 2,473          |
| 010-206-30022-00083      | Bldg Maint - Westminster      | 2,500          | 1,080          | 43%        | 1,420          |
| 010-206-30022-00084      | Bldg. Maint - Salem           | 2,020          | 1,020          | 50%        | 1,000          |
| 010-206-30024            | Equip. Maintenance            | 6,800          | 3,450          | 51%        | 3,350          |
| 010-206-30037            | Equipment Leased              | 8,000          | 1,901          | 24%        | 6,099          |
| 010-206-30041            | Telecommunications            | 480            | 38             | 8%         | 442            |
| 010-206-30043-00081      | Electricity - Walhalla        | 26,000         | 4,540          | 17%        | 21,460         |
| 010-206-30043-00082      | Electricity - Seneca          | 16,500         | 2,831          | 17%        | 13,669         |
| 010-206-30043-00083      | Electricity - Westminster     | 14,000         | 2,228          | 16%        | 11,772         |
| 010-206-30043-00084      | Electricity - Salem           | 5,000          | 5,000          | 100%       | 0              |
| 010-206-30044-00081      | Water - Walhalla              | 1,400          | 205            | 15%        | 1,195          |
| 010-206-30044-00082      | Water - Seneca                | 900            | 170            | 19%        | 730            |
| 010-206-30044-00083      | Water - Westminster           | 800            | 154            | 20%        | 646            |
| 010-206-30056            | Data Processing               | 27,500         | 27,500         | 100%       | 0              |
| 010-206-30066            | Advertising                   | 700            | 69             | 10%        | 631            |
| 010-206-30080            | Dues                          | 750            | 497            | 66%        | 253            |
| 010-206-30084            | School, Training, Sem.        | 3,300          | 2,398          | 73%        | 902            |
| 010-206-30090            | Honorarium                    | 900            | 900            | 100%       | 0              |
| 010-206-40031            | Sm Capital Equip (Loc)        | 2,800          | 1,546          | 55%        | 1,254          |
| 010-206-40032            | Operational                   | 11,200         | 4,107          | 37%        | 7,093          |
| 010-206-40032-A          | Youth Services                | 2,000          | 11             | 1%         | 1,989          |
| 010-206-40033            | Postage                       | 1,000          | 53             | 5%         | 947            |
| 010-206-40034            | Food                          | 500            | 58             | 12%        | 442            |
| 010-206-40045            | IT Equipment                  | 28,357         | 18,236         | 64%        | 10,121         |
| 010-206-40101            | Books (Local)                 | 91,768         | 28,726         | 31%        | 63,034         |
| 010-206-40102            | Periodicals (Local)           | 16,000         | 10,918         | 68%        | 5,082          |
| 010-206-40103            | AV (Local)                    | 10,000         | 2,688          | 27%        | 7,312          |
| 010-206-50061            | Capital Expenditure, Paving   | 35,000         |                | 0%         | 35,000         |
| 010-206-80206            | Automobile Maint - Library    | 1,000          | 256            | 26%        | 744            |
| 010-206-81208            | Gasoline - Library            | 2,540          | 635            | 25%        | 1,905          |
| 010-206-82208            | Diesel - Library              | 2,495          | 447            | 18%        | 2,048          |
| <b>TOTAL LOCAL FUNDS</b> |                               | <b>332,766</b> | <b>124,904</b> | <b>38%</b> | <b>207,861</b> |
| 012-206-50850-00000      | Seneca Library Expense        | 21,514         |                | 0%         | 21,514         |
| 013-80-55-50206          | Lib Const(Seneca)             | 1,021          |                | 0%         | 1,021          |
| 013-206-00805-90800      | Dale Ayres (Westminster)      | 101            |                | 0%         | 101            |
| 013-206-60010            | *Gifts, Donation (Loc)        | 26,737         |                | 0%         | 26,737         |
| <b>TOTAL MISC. FUNDS</b> |                               |                |                |            |                |
| 240-206-30024-00255      | Equipment Maintenance (State) | 1,000          |                | 0%         | 1,000          |
| 240-206-30056-00255      | Data Processing (State)       | 25,073         | 4,982          | 18%        | 20,091         |
| 240-206-30080-00255      | Dues                          | 1,000          |                | 0%         | 1,000          |
| 240-206-30084-00255      | Schools, Train. (State)       | 3,000          |                | 0%         | 3,000          |
| 240-206-40031-00255      | Sm Capita (State)             | 2,000          | 1,465          | 73%        | 535            |
| 240-206-40032-00255      | Operational (State)           | 4,000          |                | 0%         | 4,000          |
| 240-206-40111-00255      | Books (State)                 | 25,453         |                | 0%         | 25,453         |
| 240-206-40112-00255      | Periodicals (State)           | 18,315         |                | 0%         | 18,315         |
| 240-206-40113-00255      | AV (State)                    | 10,000         |                | 0%         | 10,000         |
| <b>TOTAL STATE AID</b>   |                               | <b>92,841</b>  | <b>6,447</b>   | <b>7%</b>  | <b>86,394</b>  |

**Narrative**

**Professional Development:**

I started Leadership Oconee County in August. The Friends of the Library paid for half of my tuition. My classmates come from the private and public sectors, working at such organizations as the school district, United Way, nursing home, and other agencies. Orientation was August 2 and we met at the Westminster Depot. That day included introduction of participants and the program, review of our DiSC personal assessment profiles, and several team-building exercises. Subsequent classes will meet the first Friday of the month through May.

Brenda and I attended the Bookmobile Exchange on August 30 at Richland Library Northeast Branch. This was the most attended exchange I've been to and the best overall. Various SC State Library staff conducted sessions on promoting Talking Book Services, using social networking to advocate for bookmobile services, and other topics. Discussion among bookmobile and outreach staff from across the state was robust and many ideas were shared.

**Programs:**

On July 11 Stacie and I held a gaming night at Seneca for teens as a part of the summer reading program. I also helped along with other employees at the Library Con event for teens on July 19. In August I attended two programs at Westminster and Seneca. August 12 was the Duck Dynast Family Night at Westminster. Over 70 people showed up and we had to turn away some due to space and safety restrictions of the meeting room. August 27 saw a program commemorating the 50<sup>th</sup> anniversary of the March on Washington at the Seneca branch. Local people shared their experiences of being active in the Civil Rights movement and growing up during that era in the Seneca area. One attendee thanked the library for holding the program and expressed her wish to see more programs that continue the dialogue of race relations in the community and the country.

**Manager's Projects:**

Training developed under the staff development grant continued throughout July and August. Staff has been assigned Windows 7, Computer Basics 101, and Internet Fundamentals 101 courses under Universal Class. Quizzes highlighting particular resources such DISCUS databases were also emailed to employees and participants were entered into raffle drawing for small prizes. The grant period ended on August 31; the last activity to accomplish for the grant is evaluation and the final report to submit to the SC State Library. Though the grant project is over, training will continue during the year. The objective of the project was to establish a foundation for a continuing education program for staff and this was achieved.

Universal Class, the primary vehicle for staff training, was rolled out to the public in August 5. At the end of the month there were 47 registered users enrolled in a total of 62 classes with 214 lessons completed. The word is steadily spreading among patrons about the service.

# Outreach Services

July/August 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. Westminster Branch transferred much of their music CD collection to the bookmobile and are well circulated.

**Donations:** Several DVDs and books were put into circulation.

**Displays:** Bookmobile made excellent use of the sidewalk sign at the various stops announcing the various library events and happenings of Summer Reading 2013!

**Public Relations:** Found out that we are announced in the Long Creek Newsletter! Unfortunately, attending Salemfest with the Bookmobile fell through due to the weather. Future plans are to participate in the Apple Festival parade in Westminster and the Fall Festival at Fair Play. I joined ABOS for the first time in my five years of being in this capacity. I attended the Bookmobile Librarians Exchange in Columbia with K'Lani Green on August 30. I applied for a grant to help with travel expense to the National Bookmobile Conference in Baton Rouge, Louisiana. K'Lani Green and I will be attending this event in October! However, no word on the grant was received.

**PROGRAMS:** Manager made a special attempt in honoring the Pennsylvania Children's Center Daycare (on the Tamassee DAR campus). Eleven of the sixteen that completed were in attendance. It was a very special time for the teachers and director as well! Look out for the yard signs in the Salem area!

**Volunteers & Community Outreach:** Josh Martin, son of Walhalla employee, Lois Martin, volunteered nineteen and one half hours while on summer break from college. Wesley Ramey volunteered on one route after his temporary employment was terminated. These guys were great to work with! Molly Wempe continues Outreach delivery to our two homebound patrons once a month.

**Manager's Projects:** Expanding Outreach with presentations to Assisted Living Facilities is being considered during late fall or mid-December. Bookmobile schedules for the remainder of the year is a work in progress. A daycare and a private school dropped from the schedule, allowing Springbrook Apartments to be added to the route. With the director's guidance, we obtained a \$250 mini grant from the State Library specific to promoting the bookmobile. Additional lettering promoting our library mission is in the works. With the leftover funds and gift money from the library, I was able to order 100 printed bags sporting the OCPL logo *and* Bookmobile.

**Comments:** Taking pictures of Summer Reading signs in patron's yards was a fun assignment. The first picture put on OCPL's Facebook page was spotted by the bookmobile!

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I was pleased to give a library card to a newborn! The Friends of the Library sponsor a program called READ TO ME and this was the first one for the bookmobile since this has been in place. How exciting!



**General News:** We have had a big increase in adult summer reading signups over last year, which has helped our circulation here at Salem. We were still very busy during the kids summer reading program. Here are the comparisons between Summer Reading in 2012 and 2013: Early Literacy: 26 (last year: 4), Teen: 41 (last year: 3), Elementary: 65 (last year: 38), Adult: 122 (last year: 5)

**COMPUTER ISSUES:** We now have two new computers, a new circulation computer along with a new internet computer. The new circulation computer came with a wide screen monitor and a new printer.

**MANAGER'S PROJECTS:** Our goal was to get Kayla trained at doing her job this month. Kayla also worked on putting up three new displays for the library, and she learned how to do interlibrary loan requests and add magazines to the system.

**PROGRAMS:** The summer reading programs were a great success in July. On the 9<sup>th</sup> we had 11 people for Mother Goose on the Loose and 22 people for Ronald McDonald. Then on the 16<sup>th</sup> we had 26 for Mother Goose on the Loose and 34 people for I read to animals. We also had good attendance at the knit and Crochet circle. The final movie night for the summer was held on July 31<sup>st</sup>. We further had a back to school guessing contest with a bottle of candy, the winner got the candy and a backpack filled with back to school supplies. We had 30 students enter this contest and the winner was put on Facebook. Summer reading program has greatly increased our circulation during the summer months. We did an Eeek it's a mouse computer class at the end of the month. The students really liked the basic lessons in that were taught in the class. We had the better Than Therapy book club which met on Thursday August 29<sup>th</sup> we discussed the book The Beautiful Forevers by Katherine Boo.

**PUBLIC RELATIONS:** We had two winners on the Facebook page for library events from our branch; Corbin Burgess, a Salem patron won a Kindle for the Teen Summer Reading program, and four year old Madison Scroggs won the Salem Library back to school contest.

**OUTREACH:** Due to rain delay we were unable to participate in the Salem 4<sup>th</sup> of July celebration.

**VOLUNTEERS:** We've keenly felt the absence of our single volunteer since the beginning of July and are thrilled to have her back with us again as of August 26th. The time she contributes to doing routine shelving, straightening, and calling arrived holds, allows us more time to help patrons and work behind the desk.

**STAFF DEVELOPMENT:** Dan Polk has been promoted to branch manager because of Meredith Wickham's move to Mississippi. Kayla Rucker began as the new library assistant on August 5<sup>th</sup> when Dan Polk became branch manager.

# **Seneca Library**

## **July/August 2013**

### **Blair Hinson, Manager**

#### **Narrative**

**Collection:** We added far more items than we deleted over the last several months and are in desperate need of a more systematic weeding. We still need to complete weeding of our reference section as well. We need to come up with a schedule, perhaps, so that Technical Services is not overwhelmed, but so that we don't end up with a backlog.

**Displays:** Displays for the cycle included one for our 50<sup>th</sup> Anniversary of the March on Washington program, one of bird books for promoting/supporting OCPL's Twitter page, and one for fantasy books.

**Staff Development:** Kayla Fultz was hired in July to fill Dan Polk's position as Library Assistant. We will miss Kayla, but have hired Cayce Wilkinson, a recent Clemson graduate, as her replacement. Cayce is very bright and outgoing and will make a great addition to the Seneca staff. We have complete the grant cycle for our training, but will continue the training program with online training and an in-service in September.

**Community Outreach:** We are doing a much better job with press releases and getting information out, but probably need to look for some new outlets, as many people no longer read the local paper or listen to local radio stations. OCPL will be participating in outreach events this fall again, such as the Apple Festival in Westminster and Oktoberfest in Walhalla. Seneca branch members will be participating there, as well.

**Programs:** Summer Reading programs were well attended here in Seneca. We hosted a 50<sup>th</sup> Anniversary of the March on Washington program in August.

**Issues:** Ken Boone with IT recently (at least temporarily) fixed a problem we were having with the county IT network by increasing our bandwidth, but IT is concerned with leaving our capacity too high (while we're concerned about not going backwards). We continue to have numerous issues with TLC's LS2Staff and PAC. Robena Barton took over for the Seneca manager as the contact person for TLC issues in August.

We're also seeing increasing problems with vandalism in our restrooms. We have inquired about getting security cameras, but that must go through IT, who is already shorthanded, and we will need additional funds for these cameras as well.

**Notes:**

# Technical Services

July/August 2013

Robena Barton, Librarian

## Narrative:

Collections: Lee Smith is leaving us this month but we are very excited to welcome Leah Kelley to Collections and Acquisitions on the 18<sup>th</sup>. Of course, the circulation desk will be just as sad to lose Leah as we are to see Lee retire. Leah brings a lot of energy, a wealth of experience, and some great ideas to the position and I can't wait to report on her progress in the next narrative.

TLC: TLC is currently in the process of updating our reports module. The upgrade will streamline the layout of the module, hopefully making it easier to locate the reports we run and getting rid of reports we don't need. Support continues to be good and chronic problems with connectivity and speed are being addressed in conjunction with IT and ATT. These will hopefully be resolved in the next two to three months.

Manager's Projects: The holding codes in the cataloging module continue to be updated and deleted where applicable. This is a slow process as many items must first be located to determine if they can and should be deleted. Once this process is complete my next priority is to create new check-out rules for all items. The holding code changes will speed up the cataloging process by providing fewer selections to choose from that are a better fit for our current collection; removing the guess work that in the past has led to a lack of consistency in records. Creating a new set of rules should speed up check-out and will certainly remove the errors and system bugs that are currently causing issues in circulation.

I am pleased to report that my processing staff member has gotten through the entire backlog of deletions and we have come a long way in all other areas to address similar backlogs of items. Mending is entirely caught up, as is our collection of DVD's in need of repair, due in no small part to my wonderful volunteer staff. I am also hard at work on original cataloging for hard to locate items and though this is time-consuming have made great progress so far.

I attended an online course last month on RDA and though it was not as helpful as I had hoped I did receive a textbook and several sample policies that will be enormously beneficial in helping me craft an implementation plan to incorporate the training and new manual that this change to cataloging rules will entail.

Issues: As always, there continue to be records that need to be changed or improved because they were not done correctly in the first place. Although this disrupts the workflow of the department I consider it a high priority and try to address such issues as soon as I become aware of them.

# Walhalla Library

**July/August 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 increased slightly and are up 15% from the previous period (July/August 2013) with 120 new registrations. Overdrive circulation increased 14 ½ % with 2,291 check-outs for July and August. A total of 59 new titles were purchased and added to the OCPL Overdrive collection during this period. The cost for this period was \$3,022.87 which means that the average item was \$51.24 each.

**DVD Collection:** DVDs continue to be a very popular part of our collection with our "Who needs Redbox?" campaign as we promote the latest and greatest DVDs available. Long holds lists have become an issue with regards to DVDs but we discussed this at the last manager's meeting with possible solutions.

**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.

**Staff Development:** Staff received training in order to properly accommodate our patrons for the summer reading program. We have also begun the Universal Class program which provides staff with access to training for a large quantity of computer applications and programs.

**Volunteers:** The VIP Committee has begun planning the Friends of the Library annual appreciation event. This year's event will have a mystery dinner theme.

**Community Outreach:** The Geek Committee as well as other staff presented an OCPL booth at the Apple Festival in Westminster. It was a success as we interacted with the public.

**Collaboration:** We have received a variety of Groups that utilized the meeting room for their events. The Walhalla meeting room was utilized by 527 (greatly due to the children's summer reading programs) individuals in July and by 103 participants in August.

**Programs:** We continue to provide *Tech Tuesday*, offering assistance to people needing help with their Ereaders. Our July Programs included the computer class "*Eek, It's a Mouse!*" with 7 in attendance, and Walhalla's bi-monthly book club *Books and Chocolate* with 6 in attendance. Our August Programs included a Cherokee program with 6 in attendance, a computer class with 2 in attendance and a Holocaust program with 25 in attendance.

**Manager's Projects:** Heidi planned and organized the details of the Apple Festival and has begun the planning for the upcoming Oktoberfest in Walhalla. Heidi is also responsible for ordering all of the Ebooks for OCPL.

**Facilities:** Quotes have been received and the planning has begun to install smoke detectors in the basement at the Walhalla Branch.

**Issues:** We are currently short staffed as we interview to fill our open Part-time Circulation Assistant position. It was left vacant by Leah Kelley who was promoted to Acquisitions Manager for OCPL.

# July



July was a busy month for the Westminster Library. We had a ton of summer reading activities with lots of kids and adults attending programs and checking out lots of books for reading.

**Programs:** We had lots of children's' summer reading programs which included the SC Aquarium, Ronald McDonald, Dino Dig, I Read to Animals, kids terrarium craft and a movie matinee. For adults we had 20 people attend and make their own terrariums. To go with the theme of adult summer reading, Groundbreaking, we had Sandifer Funeral Home present a program on Planning Your Groundbreaking that had a lot of useful information on the options, requirements, and dos and don'ts of funerals. We also presented a program on Mango languages but only had one person attend. We finished the summer reading program with a grand finale bingo party at the Seneca Library. We had over 28 people attend to play rounds of bingo to win free books.



# August

August didn't slow down any just because summer reading was over. We have added 2 new volunteers plus one of our "retired" ones has come back giving us a total of 4 volunteers now (ranging in age from 15 to 85!). We were also happy to welcome Kayla as part of our Saturday crew as she starts working at the Salem Library. Kayla spent a day with us getting to know the layout of this library so she wouldn't be too lost when she worked. Our current staff has also been steadily working on training using the Universal Class. Tiffany is working with the others on the Volunteer committee to plan a Friends appreciation dinner in October.

We had several good programs for the month of August. We started out with a kid's Gnome Party which was a lot of fun with treats and mushrooms. We showed a kids movie matinee and had 18 people attend. Playing off of current hit TV shows and the fact that two of the cast have written biographies (that are very popular) we decided to have a Duck Dynasty Family Fun Night, Jack. The first part of the program began at 6:00pm. By 5:15 we had a line. By 5:50 we, unfortunately, had to turn people away because no more bodies could safely fit into the meeting room. We had three donut eating competitions that were hilariously funny. The winners of each group won a homemade donut trophy and a dozen donuts. We then had some themed food and played rounds of trivia. The winning family took home a \$50 gift card to Academy. With a small program budget that has to cover all programs and last the rest of the fiscal year, this would not have been possible without Dunkin' Donuts donating 5 dozen donuts, Academy donating \$75 in gift cards, and Tri-County Ace donating over \$50 worth of Duck Dynasty prizes. This was a great community effort and everyone really had fun. The Westminster staff, plus help from K'Lani and Blair, were exhausted.



**Youth Services Dept.**  
**July / Aug 2013**  
**Stacie Powell, Librarian**

**Print Collections:** Continuing on track with ordering Young Adult and Juvenile materials for all of the branches. We've done some shifting at Walhalla in those areas and it's time to probably start weeding at the other branches as well just to make room for the new materials. Tech Services developed a system for separating graphic novels from manga and I believe this will help those genres circulate better. I know it will help the staff shelve them better!

**Digital Collection:** I'm trying to order more young adult and juvenile materials on Overdrive. I made sure to order any digital copies that were available of high school and middle school required summer reading books.

**Staff Development:** Youth Services Assistant Caela Haney left employment with OCPL at the end of July. A replacement was hired for her position and she started work in September. Her name is Abby Galloway. Abby is a Clemson student and has experience volunteering at the library at Walhalla High School. She has ambitions of pursuing a degree in library science after graduating from Clemson. I am making myself familiar with the Universal Classroom service that we now offer. I also took two webinars in August – one on ipad apps for children and another on DISCUS Britannica / Common Core for K-12. Both of these were offered online via the State Library.

**Community Outreach:** I had a meeting with several ladies from the Walhalla Women's Club. We are planning an event at the library for families who receive parenting assistance through such organizations as POPS (Planning Organization for Parenting Success), Ripple of One, and Oconee County First Steps. Our intent is to offer an open house for these families focusing on both the parents and the children. We will show the parents the resources we offer for free (job services help, access to internet and computers, books, DVDs, etc) and provide the children with a story time session. Our hope is that we can get these families to use the library more often.

**Collaboration:** Planning a collaboration with the Walhalla Women's Club on the event listed under the Community Outreach section above.

**Programs:** Summer Reading was a huge success this year. We saw major increases in participation from early literacy ages (birth to 5 years) and our teens. I think the prizes (the yard signs and t-shirts) were well-received this year and we had many parents share their pictures with us of their children with their sign in their yards. Stats for summer reading follow:

Early Literacy: 212 registrants  
Elementary Age: 765 registrants  
Teens: 256 registrants  
Attendance for Summer Reading programs: 1750

Manager's Projects: Training new employee Abby Galloway.  
Issues: None.

## VII. TECHNOLOGY POLICY

The Oconee County Library is committed to its patrons' right to access information. Because of this commitment the Library wishes to make available to our public information resources of all formats. The Library recognizes the impact of technology, specifically electronic communication and information, upon the lives of the residents of Oconee County. The Library strives to provide access to, provide instruction in the use of, identify, retrieve, and organize technology in its various formats.

To that end and within the confines of its budget, the Library strives to make available electronic information resources that will meet our public's need. It is not possible to meet all requests or to grant access to everyone.

Public-use computers are available in each of the County Library's fixed service points. Use is limited to library-supplied software. Internet access to our catalog and other selected resources is available as well.

Information regarding home access to any licensed databases made available to the public will be given to any library cardholder, preferably in person. Delivery of the access and password information by telephone is acceptable, so long as the person's status as a library cardholder can be confirmed. We will not give this information to patrons without a library card, nor will we deliver this information via Internet e-mail or other public lists. Only basic search assistance and connection troubleshooting will be given by library staff over the telephone, and must be during normal hours of library operation.

### A. TECHNOLOGY STRATEGIC PLAN

The technology strategy for the Oconee County Library System is to meet the following objectives.

- Use technology to provide the most appropriate information delivery system.
- Use technology to control cost and improve the efficiency of library operations.
- Maintain flexibility to adapt new and changing technology to meet the public's needs.
- Evaluate emerging technology for effective responsiveness to the public's needs.
- Use technology to connect to relevant sources outside the library.
- Train staff and educate the public on how to use technology to retrieve the information needed.
- Provide equitable access to electronic information databases.



## **B. 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(k)], 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. User will also receive a written warning, according to OCPL, banning procedures. If user is under age 18, their parent/guardian will be notified.
  - Third offense – user will be blocked from using OCPL computers, and will, according to the Code of Conduct and OCPL, banning procedures, be barred from all library locations at the discretion of the Director for a period of three months. 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.

#### **4. USE OF COMPUTER RESOURCES BY STAFF**

Access to computer resources provided by the Oconee County Library imposes certain responsibilities and obligations on employees and is subject to local, state, and federal laws. Acceptable use is always ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

The following guidelines apply to hardware, software, and network access.

1. Employees will use only legal, library-supplied software.
2. Personal use will be on the employee's own time.
3. Personal use will not interfere with the work-related activity of the employee or of other staff;
4. Employees may not use the library's resources for any monetary gain or commercial venture;
5. Employees may not allow family or friends to use library computer resources that are not available to the public;
6. Employees will not use resources for any illegal activities, and will honor copyright restrictions;
7. Employees will pay for any personal copies or printouts;
8. Employees will maintain and secure appropriate passwords;
9. Employees acknowledge that the library retains ownership of all hardware and software associated with use of computer resources;
10. The use of computer games for personal interest is not permitted on library time.
11. Employees may not listen to Internet radio stations on county computers.
12. Employees must also abide by the Oconee County Computer/ Internet/E-mail Policy.

Because computer resources contribute to the efficiency and effectiveness of our work, the Library provides access and training in use to the staff.

Employees who abuse computer facilities are subject to disciplinary action up to and including dismissal.