

## Narrative

### Public Relations:

The September meeting of my Leadership Oconee County class focused on community services. We met at United Way in Seneca in the morning. Representatives from United Way and Ripple of One spoke to us about their organizations. Following their presentations, we visited Collin's Children Home and its director took us on a tour of the facility. At Collin's, the director of Safe Harbor came and spoke about the progress of building and fundraising for the shelter and also about their efforts to reduce domestic violence in the county. Lunch was afterwards and then a trip to Our Daily Rest shelter for a tour with its director. We then returned to United Way and representatives from Goodwill Industries and Heath's Haven talked to us.

I did not attend the meeting in October.

### Staff Development:

A book mending workshop was held on September 10 at Seneca. Christine Vissage, Collections Manager at Pickens County Library, and her staff came in and showed staff how to repair books in order that more mending could be done at the branches, relieving Technical Services of some the burden of doing so.

September 18 was the first quarterly in-service day for the year. Staff met at their respective branches and worked on assigned computer courses under Universal Class. Some employees attended an Overdrive Media (e-books) class taught by Blair Hinson with assistance from Heidi Holmes at Walhalla; later that day, an impromptu OneClick Digital Audio class was held.

Tentative dates for future quarterly in-services are February 18 (meet at individual branches) and April 18 (all staff at Walhalla).

Brenda Lee and I attended the Association of Bookmobile and Outreach Services annual conference October 8-11. The conference was in Baton Rouge, LA and it brought people from across the country to discuss the state of bookmobiles and outreach services at their libraries and in general. Several libraries drove their bookmobiles to the conference and we were able to tour them. I met many librarians passionate about the jobs and reconnected with a colleague from Spartanburg County Public Library.

### Community Outreach:

The library had a booth at the Apple Festival. I worked it on September 7. We also were at Oktoberfest; I worked the booth on October 19. I attended the Fair Play Fall Festival with Brenda on September 21. 38 people came on the bookmobile. Many had never been on the bookmobile before. Attending the community festivals continues to be good way for OCPL to promote itself among the public. Advocacy has always been important and is becoming more urgent and so the festivals are a great marketing avenue.

### Programs:

On October 15 I held a program at Walhalla on the TV program *The Walking Dead*. Three teenagers showed up (one came with her father) and we played trivia and other games.

### Manager's Projects:

The final report for the Library Services and Technology Act grant dedicated to staff development was submitted October 31. Overall, the project was a success though I would do some things differently as project manager if I could again. It certainly accomplished its goal of setting up a foundation for a sustainable training program. Feedback solicited through a staff survey will be used to tweak the program even more. Blair and I will be presenting about the project during the poster session at the South Carolina Library Association annual conference in November.

I have taken over selecting materials for the George Chastain memorial fund since Lee Smith's retirement. The George Chastain memorial fund was established in July 2011 by Lemuel Chastain to build a timeless collection for the Walhalla branch. Mr. Chastain has donated another \$10,000 towards a memorial fund for his mother, Helen Chastain. After much correspondence between Mr. Chastain, Philip, and I on the intent of the donation, we have settled on an idea of establishing "pop-up libraries" in the Mountain Rest area. Two articles about the concept of pop-up libraries are included with my report.

## Pop-Up Libraries Blossom in Philadelphia and Beyond

By Stephen Lee | <http://www.slj.com/2013/09/18/article-services/pop-up-libraries-blossom-in-philadelphia-and-beyond>

Imani Barack

The books come by the hundreds almost daily. Boxes dropped off from yoga clubs, suburban book drives, and schools to be handed out at the Night Writers Stage Libraries—pop-up libraries recently launched in Philadelphia to offer books to the city's students and parents who watch as their access to books diminishes.

"Over time we've been hearing of school libraries closing and school librarians laid off," says Tim Whitaker, the founder and executive director of the non-profit Night Writers, an after-school writing and tutoring center in Philadelphia, and the former editor of the *Philadelphia Weekly*. "But after we read a story that Central High School and Masterman, two premiere schools in the city, had lost their libraries, that was a jolt to see what we could do here things out."

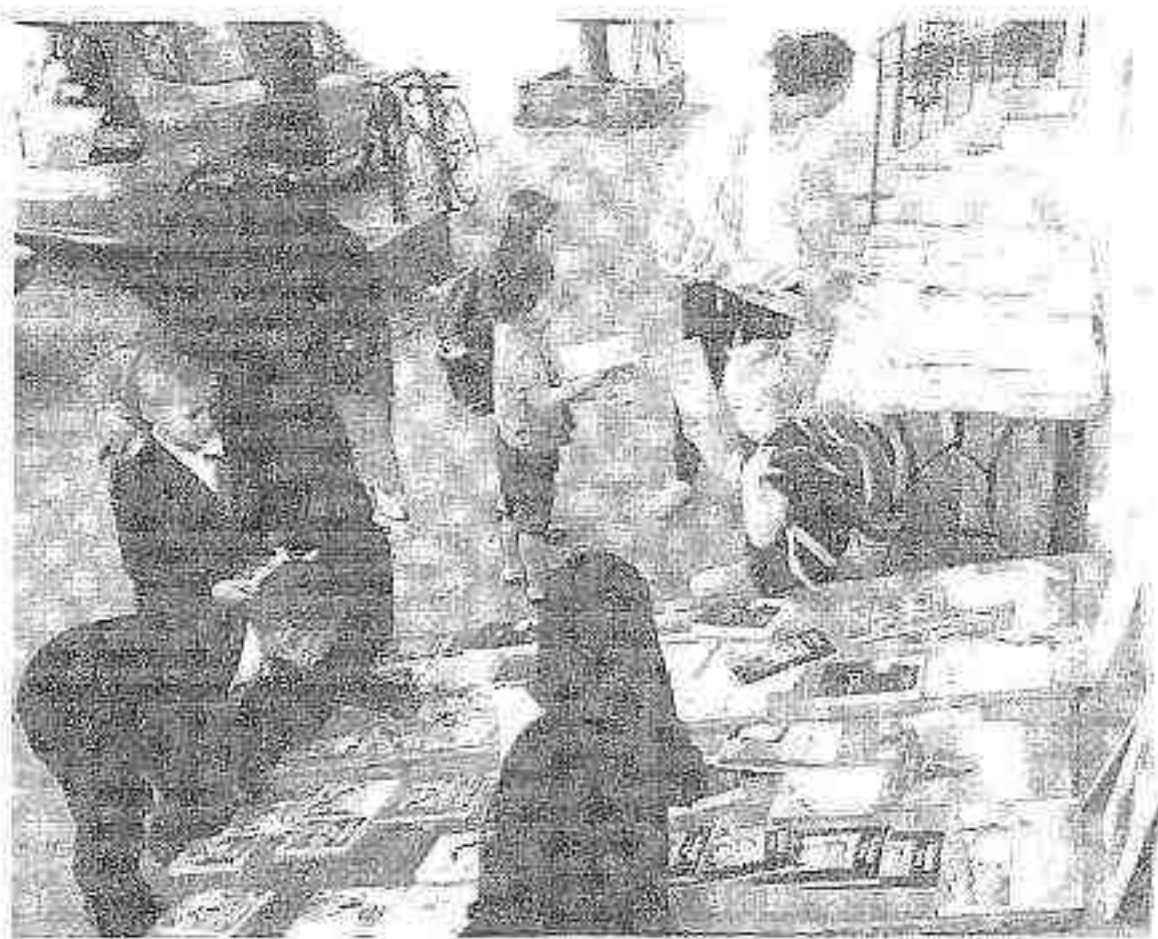
Helping out has meant watching 13 to 15 boxes of books a day get poroled over by the 7- to 17-year-old students—and disappear within a couple of hours. While Whitaker is emphatic that the three pop-up libraries can in no way replace a school library, he feels just as emphatic that getting books in the hands of children is an absolute must.

"This gets kids books in front of them and then they build their own library at home," he says.

As public and school libraries continue to wobble with budget cuts, reducing staff, shrinking hours, and sometimes even closing branches and outlets in schools, the public has started to react. While budgets aren't going up, interest in getting books into the hands of adults and children has. The result? A movement to build libraries independent of the systems and schools that have long housed them.

Call them Little Free Libraries, Pop-up Libraries, or Street Libraries, these tiny stand-alone centers—some no bigger than a shoe box—are giving communities a way to help supplement what they feel they're losing: books.





Take Izzy Munn. The 17-year-old senior at Steamboat Springs High School in Steamboat Springs, CO, spent last summer volunteering at her local library, Bud Werner Memorial Library. Her memory of the branch is intertwined with summer larks.

"We'd swim in the river, and then go to the library to check out books," she says.

A month ago, Munn decided to bring books closer to her neighborhood (Bud Werner is about four miles away). So she asked her father, Ed, to build a small lending library she could put in the community. With an old trunk and half of a 50-gallon oil tank, her Little Free Library launched in mid-September, about two blocks from Soda Creek Elementary School in Steamboat Springs.

Titles from *Ella Enchanted* to *A Prayer for Owen Meany* have all appeared in the box. Munn keeps track as the self-appointed steward. Checking weekly, Munn makes sure the box doesn't need refilling. Although she imagines her pop-up library as a lending library—hoping people take one and then leave another—she is also prepared to respect from donated titles and from her own home library as well.

"We have so many books at home, we can refill it," she says.

Pop-up libraries have grown so popular that The Architectural League of New York jointly-led a design competition with PEN World Voices Festival this year encouraging top designers and architects to build community lending libraries as well.

They dotted Manhattan with small pop-up libraries offering readers a chance to love some modern architectural nooks or with their reading materials. And for those inspired by the projects, designs are available online for any to use for to build their own Little Free Library.

Mighty Writers uses a simpler design—a table outside one of their store centers. And unlike a lending library, the group just hopes children (and adults) will feel comfortable taking home a title or three, and hopes to keep the books coming indefinitely. As long as there are homes, families should keep loaning and taking them home, Whitaker says.



"We encourage them to take a book at one of our centers," he adds. "They let their siblings read it, and come back and tell us about their home libraries. They're lining up the books, putting them in alphabetical order, by author, by title. They're really proud of the books they're getting."

INTERNATIONAL LIBRARY AND ONLINE EVENTS

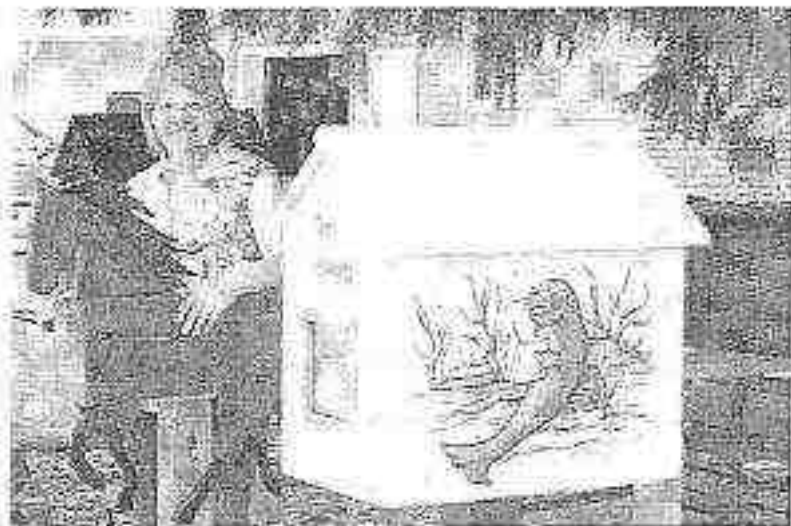
## The Digital Shift

REINVENTING LIBRARIES

The Digital Shift: Reinventing Libraries online event is back for 2013 with a dynamic new format, featuring programming designed to help libraries of all shapes and sizes learn from each other, and position themselves to better serve their community's evolving needs, now and in the future. Visit [www.thedigitalsift.com/ReinventingLibraries](http://www.thedigitalsift.com/ReinventingLibraries) for the full program and to sign up for free.

REGISTER TODAY >

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**Little lending libraries**  
 By Cary Black  
 WORLD-MERALD STAFF WRITER



#### LAVEN R. BURNETT/THE WORLD-MERALD

Charlotte Enders started a Little Free Library at her home in Hadar, Neb., but soon it has grown from one box to seven. She gives books outside in boxes resembling an old and rustic a bench someone put there.

Hadar, Neb., had no public library, a fact that distressed resident writer and pro-life reader Charlotte Enders.

"I'm an author," she said. "How can I be an author in a town with no library?"

Luckily, she found a solution, the Little Free Library.

These libraries in waterproof boxes are erected in people's yards, along country roads, in public places. They range from plain wooden boxes to structures that look like elaborate castles to reproductions of first English phone booths.

The boxes hold books collected by or donated to a steward, whose job is to tend the little library—making sure it's clean, not leaking and that it contains books. The books inside are free for the taking. The borrower is asked to replace the book he or she takes with another — strictly on the honor system — or to bring the book back after it has been read.

It's a simple idea that has caught on. In the three years since the first one went up in Madison, Wis., the idea has spread far and wide. More than 200 exist in the United States, Mexico, Canada and Europe. Africa has had two; India and Australia each have one.

Among those 200 are four in Nebraska: two in Omaha, one in Lincoln and Enders's in Hadar, a community of about 300 near Norfolk; Iowa appears to have several in the eastern half of the state.

The Little Free Library idea was the brainchild of Wisconsiners Todd Bol and Rick Bragg. The first was set up in 2009 as a memorial to Bol's mother. It caught on with neighborhood groups and families, retirees and young people. A website was set up to keep track of where in the world new libraries pop up. It has photos and information on all that are registered, and instructions for building one of the library boxes or ordering one already put together. It also offers a blog.

Enders's husband, Kevin, put up her first box for Valentine's Day this year. "He won't admit it, but he's pretty proud," she said.

Word spread quickly. Her one library box has grown to seven. Another is being built but that's it.

"Eight is enough," she said.

Omaha's Pat and Bruce Little put their box up about a month ago. Pat Little said they got the idea from a story she read earlier this year.

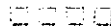
Her godson-in-law, Ronnie Henderson of Russell, Kan., built the box for her. He made up his own design, after seeing photos on the website and an example by putting old lawn chairs on the roof. The wife, Nancy, also photos of the shelves at Books-a-biter local library and fired the choice of the box.

with laminated copies of them.

Little said people warned her not to put up the box, that it would be vandalized or torn down. She didn't listen and she urges others who want to build a Little Free Library to not be afraid to do it. No one has trashed her box.

In fact, their home is near Methodist Hospital, where construction is forcing cars to park on her street. So far, everyone has been respectful of the library box and no one has blocked it from view, she said.

Her first customer was her across-the-street neighbor's granddaughter, who took the book on Dewey the library cat, Little said. She also got a thank-you note from a neighbor she has never met.



Little hasn't gone out to talk to the people who stop and look at the books, but she loves to watch their faces. "I see them stop and look at the books, and I want to say, 'Just take them!' You can't steal something that is free."

Endorf said her visitors come from all over northeast Nebraska. She has seen people come by at night with flashlights. Someone donated a bench and a shrub to make the area more user-friendly.

She added a section of books on tape for people like her mother-in-law, Mary Endorf, who is visually impaired. Father-in-law Donald made her first cedar box. Her friend Dallas Niederklein of Tobias, Neb., made two more of cedar. "People think they smell so good."

Another Little Free Library is on a busy street in midtown Omaha, at the "trugs" planters and benches arrangement on Leavenworth Street near 26th Street. This box is a joint project of the Midtown Neighborhood Alliance and the Omaha Public Library.

One of the questions that has come up is, said Amy Mather, adult services and programming manager at the Omaha Public Library: Won't these little libraries take business away from big libraries?

"Not at all," she said.

In fact, Mather thinks the Little Free Libraries promote literacy awareness. "They can open up a whole new world," she said, describing the boxes as tiny appetizers for the treasures to be found in the public library branches.

Little said she constantly changes what is on the shelves in her box so the regulars will find "new stock."

The Little Free Library movement "isn't earth-shattering. It's a way to pay it forward," she said. "It's sharing the love of books. That's the fun."

Endorf said founders Bol and Brooks want to build more libraries than Andrew Carnegie. That's more than 2,500, but she thinks it's doable.

She travels around the state for the Nebraska Humanities Council, and she's spreading the word about the Little Free Libraries. People in the communities of Crawford and Unadilla are planning to build boxes, and a person in Long Pine is thinking about it.

Her spirit is unbroken but she's clearly not a fan of rocks, but she doesn't regret working on the project.

"It's insane!" she says, laughing. "It's exciting!"

Contact Geowater:

(402-444-1067, [corni.bienk@owb.com](mailto:corni.bienk@owb.com))

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## Outreach Services

September/October 2013

Brenda Lee, Bookmobile Manager

**Collections:** Manager continues to order materials based upon patron requests and needs.

**Donations:** Send donations to Tech Services for inventory if needed.

**Displays:** Sidewalk sign of events happening at the various libraries is put out at the stops if weather permits. Bookmobile is highly decorated for Fall.

**Manager's Projects:** I worked closely with Mrs. Terri Corbett, a teacher from Walhalla Elementary School to be sure the students and parents that did not have library cards would be able to do so. I plan to take the Bookmobile to a Family Literacy Program at Code Center (which is part of the Oconee County School District) in Seneca in November. Plans are in the works for a Holiday Bazaar in Long Creek, and at least four of the county Christmas parades.

**Public Relations:** I began a stop at Springbrook Apartments in Seneca. The Bookmobile participated in the Apple Festival Parade in Westminster.

**Programs:** K'lani Green and I took the Bookmobile to the Fair Play Fall Festival. Unfortunately, it began to rain heavily, but we still had 38 people to come on, most of which had never been on before. Leah Kelly and I took the Bookmobile to the Walhalla Elementary School with 100 fourth grade students and 4 teachers coming on board!

**Volunteers & Community Outreach:** Aaron Lewis who also volunteers at Walhalla has gone out on a few stops with me. Molly Wempe continues to deliver to our two homebound patrons.



Comments: K’lani and I joined ABOS (Association of Bookmobile and Outreach Services). I attended the Management Team meeting in September. K’Lani Green and I attended the National ABOS (Association of Bookmobile and Outreach Services) Conference in Baton Rouge, Louisiana. It was most enjoyable with the weather being so nice, activities to participate in, and classes we chose to attend. It was a wonderful opportunity that I had never had before.

With the money received from a state grant, extra lettering was added to the Bookmobile. The library added to the remaining amount and I ordered bright red canvas bags with Bookmobile and the OCPL logo on them.

I appreciate Philip Cheney, Director.

**Salem Library**  
**September/October 2013**  
**Daniel Polk**  
**Branch Manager**

**General News:** We have received our new DVD spinner, camera, and shelf displays that the Friends had purchased for us. Thanks to Dave Plumpe, who came and helped set up the DVD spinner. We really appreciate the items the friends were able to purchase for the library, and they will be put to good use. We had a good turnout in our Civil War Songs of 1863 program featuring the Phil Cheney Minstrels. When our Refrigerator went down, we were able to replace it with the old refrigerator from the Westminster library.

**COMPUTER ISSUES:** IT was quick at getting our new circulation computer to work when we had problems.

**MANAGER PROJECTS:** Kayla has worked at getting the fiction weeded and shelves shifted so that it looks a lot neater. The new DVD spinner also helps to free up more shelf space and allow for a display area for new young adult and juvenile books.

**PROGRAMS:** We had 47 in September and 61 in October for Family Story Time. We also had good attendance at the knit and Crochet circle. We did an Eeek it's a mouse computer class at the end of September. The adult students really liked the basic lessons in that were taught in the class. Kayla did a Family Craft story time. We had the Better Than Therapy book club which met on Thursday October 24 we had one person show up to discuss the book. On October 25<sup>th</sup> 25 people showed up for the Civil War Songs of 1863 program featuring the Phil Cheney Minstrels. The program had good audience participation and someone came in dressed in full Civil War Regalia.

**PUBLIC RELATIONS:** We had good public relations response from the newspapers for the Civil War Songs of 1863 program.

**OUTREACH:** Kayla and Dan helped out in covering the event at the Westminster Apple Festival in September. Dan participated in the outreach for the Octoberfest in Walhalla.

**VOLUNTEERS:** Francis, our volunteer has come back and helped in September and October. Kayla helped plan for the VIP dinner for the friends at Walhalla. Dave Plumpe helped set up our new DVD spinner.

**STAFF DEVELOPMENT:** Kayla took two of the online computer classes during the September in-service day. Kayla has been helping with deleting books from cataloging during a weeding project for the fiction books. This has freed up a lot of space on the shelf and also made them look a lot neater. Kayla has also been planning several kids programs.

# **Seneca Library**

## **September/October 2013**

### **Blair Hinson, Manager**

#### **Narrative**

**Collection:** We're on-pace with our spending so far for this fiscal year. Megan LaVere is trained to assist with cataloging, so she has been able to delete a few things, alleviating a bit of our weeding backlog. We still need to do some massive weeding in our reference and audiocassette collections, however.

**Displays:** Displays for the cycle included one for Halloween and one for Frightfully Good Reads, one to support the Teens Read Week and one to support the Westminster Program for Talk Like A Pirate Day, one for Constitution week, and one for Banned Books Week.

**Staff Development:** September In-Service was very successful. Many of the staff completed their Universal Class training. The Branch Manager also taught a class at the Main Library about using OverDrive. We also held a staff meeting that day, which we usually cannot do due to the number of hours we're open.

**Community Outreach:** Seneca staff attended both the Apple Festival and Oktoberfest in support of our outreach. We will need to really ramp up our outreach in the coming months for the one-cent sales tax referendum for the new library and renovations at the other branches. The Branch Manager and Branch Services Librarian will be coordinating some of this for the spring in-service. The Branch Manager has also been attending *Turning the Page 2.0*, and advocacy program sponsored by Public Library Association and the South Carolina State Library.

**Programs:** We held several Let's Talk About It programs in September and October. The theme this fall is "Muslim Journeys." We have also had a couple of training sessions for the public on e-readers and OverDrive, and have started having a representative from SC Works coming to the Seneca Branch each Monday to further assist job seekers.

**Issues:** We are looking into getting a new website for the OCPL. The one we're currently using is somewhat limited in what it can do for us, and ours needs an update, fresher look.

We're still seeing 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.

We also still have no information on our new computers, which were ordered in this fiscal year, nor VOIP, or Voice Over Internet Protocol, which was supposed to replace our phone system one broadband was in place.

#### **Notes:**

# Technical Services

September/October 2013

Robena Barton, Librarian

## Narrative:

Collections: Leah Kelley is doing a fantastic job with collections and acquisitions. She has created several spreadsheets that list what each branch has ordered in a particular collection so that managers can make better decisions regarding which titles to order and in what quantity based on what will be available in the system as a whole. She is also in the process of updating our request system, again with the goal of allowing staff to see all requests in the system and making it easier and faster to enter, order, and process new requests. There also seems to be an improvement in the exchange rate of Baker and Taylor titles. Branch managers are regularly weeding these titles so that they can be sent back and exchanged for newer leases.

TLC: TLC continues to be problematic. The upgrades caused significant issues for the two days following, and we are still attempting to iron out problems with the reports system. On the other hand, TLC also continues to provide prompt and knowledgeable customer service to fix problems as they are discovered.

Manager's Projects: At the end of October, most of the DVD collection has been put into new genre categories that will make titles easier to find, highlight areas of the collection that are being overlooked, and hopefully improve all around circulation. This was a project that I, the branch services manager, and the branch managers all felt was long overdue, and I am happy to report the process went much faster and smoother than anticipated.

The next project I hope to work on is creating a new manual for weeding to help ensure that this is being done at all branches consistently and regularly. I am currently in the research stage and hope to have a rough outline prepared by December to go over with the managers, allowing them to contribute their own suggestions and improvements.

Staff Development: RDA standards and MARC format continue to be the focus of training for my two copy catalogers. In addition, two staff members at other branches have also asked for training to help improve their skills. A program is being developed, but most training right now is occurring on an individual record basis as questions come up.

We also are continuing to make progress on the LSTA grant training for basic computer skills, a much needed area for the staff in my department. In September we had an in-service day in which my staff improved their knowledge and skills of Overdrive for audio and e-books. They did not, unfortunately, get enough time to work on the actual Universal class training during the day, but they are working on those at their own pace.

Issues: I was very sorry to lose Anne Alman, the volunteer that was helping me with mending, when she moved away at the end of October. Fortunately, because of the excellent work she did in the last few months, I have the time to train a new volunteer and keep up with repairs in the meantime. In addition, a mending workshop was held in Seneca in September with the gracious assistance of staff at the Pickens County Library. Several branches were trained in basic mending skills and I supplied them with the materials they need to perform most repairs. Because of this, fewer items are arriving from other branches.

Broken records continue to be a problem, and so far I have not found a way to identify them other than through happenstance. These records cannot be saved or deleted, and the items in them cannot be transferred to a new record. Dealing with these records on an individual basis can be slow and frustrating and I am hoping to find or create a report in the coming months that will aid in at least identifying them.

# Walhalla Library

September/October

2013

Heidi Holmes, Manager

## Narrative

**Walhalla 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 decreased 20% from the previous period (July/August 2013) with 93 new registrations. Overdrive circulation decreased 9 ½ % with 2,049 check-outs for September and October. A total of 78 new titles were purchased and added to the OCPL Overdrive collection during this period. The cost for this period was \$3,919.47 which means that the average item was \$50.25 each.

**Staff Development:** The September in-service was a great time for staff to receive further training of Overdrive. We had several new staff members as well as long-time employees who benefited from a review. The Universal Class program which provides staff with access to training for a large quantity of computer applications and programs was utilized by each staff member on in-service day. Mike White, Part-time Circulation Assistant received more in-depth training on eBooks and has been appointed to assist with upcoming Tech Tuesdays at the Walhalla Library.

After a tedious search we have hired Emily Stokes as Walhalla's newest Part-time Circulation Assistant. This position became vacant when Leah Kelley was promoted to Acquisitions Manager.

**Volunteers:** The VIP Committee successfully presented a volunteer appreciation event for National Friends of the Library Week. This event was held at the Walhalla Library on October 24<sup>th</sup> with XX in attendance.

**Community Outreach:** The Geek Committee as well as other staff presented an OCPL booth at the Oktoberfest in Walhalla. Staff interacted with festival attendees by inviting them to play PLINKO and win library related prizes. This gave staff a chance to share about OCPL and its services as well as answer questions. The Walhalla Chamber estimated that about 15,000 people were in attendance although official numbers will be released later this month. It is important that we continue to do these events in order to give back to the community and interact with people who may not be regular library users.

**Collaboration:** The Walhalla meeting room was utilized by 192 individuals in September and by 245 participants in October. Community groups that utilized the meeting room include Tri-County Home Educators, The Lego Club, The Walhalla Garden Club, Guardian, The Institute of Metaphysics, and SC State Government.

**Programs:** We continue to provide *Tech Tuesday*, offering assistance to people needing help with their Ereaders. Other adult programs held at Walhalla included A New Direction to Health.

**Manager's Projects:** Heidi planned and organized the details of the Oktoberfest and co-chaired the volunteer event for the Friends of the Library. Heidi is also responsible for ordering all of the Ebooks for OCPL.

**Facilities:** Smoke detectors have been installed in the basement at the Walhalla Branch. A fire drill was conducted on October 31<sup>st</sup>, with the assistance of the Walhalla Fire Chief. Plans to pave the parking lot of the Walhalla Library continue to be postponed due to inclement weather.

**Issues:** The phones at Walhalla are quite outdated. We look forward to having IT implement the VOIP system which was originally scheduled to take place at least a year ago. If this does not take place shortly we will need to at least purchase and install a phone for the Walhalla Assistant Branch Manager who does not currently have a phone at her desk and has been without one for at least six months.

Our most recent opening for a Part-time Circulation Assistant was a challenge to fill with the new system that the county has implemented. In the past we have received anywhere from 40 to 80 applications of interested candidates. Part-time positions are no longer posted on the county website and therefore our prime marketing tool has been eliminated.

# Westminster Branch Library Report

## September

**Staff:** Tiffany continues to work on the VIP committee planning the Friends Luncheon coming up in October. We had our first TNT book club with 3 in attendance. I allowed two nursing students to interview me about the libraries role in the community for a project they are working on. During Staff training day, we were able to accomplish a lot of work on our universal class training. Patsy and Beverly also had a training session on OverDrive that went very well.

**Outreach:** Tiffany, Patsy, and Leah all helped at the Apple Festival in the OCPL tent. Leah attended the Literacy night at Oakway Intermediate School to promote the OCPL to parents and students there.

**Programs:** We had 15 kids come and make pirate themed pearl beads for Talk Like a Pirate Day.

We also attempted an adult book club but unfortunately could not garner any interest. A different book has been chosen and we will give it one more shot.

We had a great turn out for our first After Hours Movie showing of Iron Man III with 40 people in attendance. Because the library only stays open past 6 on Monday nights, finding a time to show a movie can be challenging. With staff and volunteers, we are able to show a night time movie on a night when people typically want to go to a movie. Movies are ridiculously expensive and a lot of families cannot afford to go. This is just a fun way we can entertain the community. We will replicate it again in November with the showing of Grown Ups 2.

We also had another successful Craft it with Leah. In keeping with the Apple Festival theme, this month's craft used apples as stamps to decorate book bags and other items.

## October

**Outreach:** Leah attended more outreach programs including a presentation during a Lazy Daisy Garden Club meeting in Westminster. They were thrilled to learn of new services and to be reminded of some tried and true things we offer. I also mentioned that we want to be a capital project for the tax referendum and we could use their support. I explained that it's not all just about a new building in Seneca and that the Westminster branch would benefit greatly, too.

Leah also attended West Oak Middle School's Literacy Night. Parents and students were able to play Plinko to receive an OCPL prize and pick up pertinent information about the library and upcoming events.



**Programs:** Tiffany had another attempt at the TNT book club with no attendance. We had one person attend our book discussion of *One Foot in Eden*. It's disheartening to work on the programs and have little to no attendance. We will go back to the drawing board and see what else we can do to serve the teens and twenties of the area.

We had a great time during our Mad Hatter Party. We had a ball playing queen of raths.



Mad Hatter Party. Twenty-one Kids hearts croquet and making mome

We also had a Zombie Family Fun Night which included a zombie costume contest, themed food, and playing bingo for books and prizes. We had a total of 54 in attendance ranging from age 8 months to 70 plus.



We had 10 join us for craft it with Leah. This month we used Mason jars to create unique soap dispensers, sewing kits, storage jars, and drink cups.

**Facilities:** We had a hole develop in the men's restroom in the stall area. Maintenance poured cement in the hole, smoothed it off, and hopes it works. Two of our public internet computers stopped working. George from IT came out and found we needed several new drops to allow direct access. Prestige came and installed the drops, Kyle reconnected us and we even received a new circ computer. This all was complete within a week so that was great service from the IT department.

**Visits:** A class from West-Oak came for an informational presentation and tour of the library. They received library cards, a tour, background information on librarians, and just general information about what we have and what we do.

**Other:** The County also implemented a new online time clock system. Before, we would just submit time sheets. Now we have to go to a website and clock in and out. This has not been without its issues and concerns. We are still just in the first week of use, so hopefully things will smooth out the farther we go.



# **Youth Services Dept.**

## **Sep / Oct 2013**

### **Stacie Powell, Librarian**

#### **Narrative**

**Collections Development:** I am trying to make sure I divvy up the book and DVD orders as fairly as possible to all the branches and the bookmobile. I am working on developing a budget for each branch that takes into account factors such as circulation and population of the town served. I also realize that smaller branches and the bookmobile, while serving a smaller population, have to have newer materials on a regular basis in order to keep their collection "fresh." I am trying to take all of these matters into consideration when ordering materials for the branches. I'm hoping we can find another vendor to order DVDs from. Acquisitions Manager Leah Kelly is working on that now. All the branches and the bookmobile usually want the YS dept. to order them the newest, hottest children's DVDs but our supplier now (Amazon) won't let us order more than one or two copies of these popular titles. Hopefully we will find a solution to this problem.

#### **Staff Development:**

- Abby Galloway started at the beginning of September as the new Youth Services circulation assistant. While she has been learning the ropes of the organization we scaled back on some of our Youth Services programs. However, she is settled in now and activities and programs are mostly back to normal. Abby has helped the circulation staff at Walhalla a good bit while they were in transition between new employees for their part-time circulation assistant position. Abby participated in the staff in-service training day and completed several online courses.
- The Youth Services Librarian attended several training / conference sessions during the months of September and October. She attended the State Library's Summer Reading wrap-up workshop and a Youth Services staff development day in September.
- In October, she attended the Early Childhood Research Symposium at the Kroc Center in Greenville where she learned about new methods for reaching preschool children and helping these kids get ready for school and learning to read. The Youth Services department plans to hold more literacy programs for pre-school children in the coming months to help children in our community be equally ready for school. Next year's summer reading theme focuses on "STEM" which stands for science, technology, engineering, and math. Studies show that American children are falling behind other developed nations in these areas of learning. She is excited that the national summer reading campaign is focusing on ways to help our kids improve and ultimately excel in these areas. The YS dept. has already started ordering new materials that deal with "STEM" subject matter and am planning to hold "Bedtime Math Parties" in the spring.

#### **Community Outreach:**

- The Youth Services Librarian was invited to speak at the Walhalla Women's Club September meeting to talk about our services. She informed them of all the wonderful assets our libraries provide our community and also told them about the 1 cent sales tax referendum coming up next year and how we need to improve our facilities so we can better serve our community. They were all in agreement and offered to help get our message out to the community.
- A special needs class from the Hamilton Career Center visited the Walhalla Library in early September. The Youth Services Librarian gave them a tour and told them about the homework help they can get at the library.
- The Youth Services Librarian worked a shift at the Apple Festival in Westminster in September.
- The Youth Services Librarian and her assistant were invited to attend an author visit at Walhalla High School in October. The popular Young Adult author Lish McBride spoke to the students about being a writer of fantasy fiction. Attending the event gave the Youth Services department an opportunity to co-mingle with high school teens, teachers, and the school librarians.



**Collaboration:**

- Working with the Walhalla Women's Club on possibly hosting a literacy event at the library for DSS families.
- The Youth Services Librarian was asked and accepted to serve on the Walhalla Middle School's School Improvement Council as a community liaison.

**Programs:**

- The YS department resumed regular story times at all the branches in September after taking the month of August off.
- Homework help – in an effort to provide educational assistance to the children of our area the YS department has started to offer designated homework help sessions at the Walhalla Library every month. During these sessions students can get one-on-one help with the Librarian and we will also waive photocopy and printing fees during the help sessions. Walhalla circulation assistant Mike White has offered his assistance to help students with Spanish homework. Mike is fluent in Spanish.
- Pumpkin art night – the YS department held a pumpkin art decorating night in October. We had a great turn-out at this event.

**Manager's Projects:** Believe it or not but it's time to start planning for next year's summer reading program. The Summer Reading materials order is due by December 1<sup>st</sup> and should arrive in March. In the meantime, the YS department will be planning the programs and booking performers for next year's "Fizz, Book, Read!" program.

# **OCPL Board of Trustees' Meetings**

## **2014 Schedule**

**Monday, January 27, 2014**

5:30 p.m. Westminster Library 112 W. North Ave.  
Westminster, SC 29693

**Monday, March 24, 2014**

5:30 p.m. Salem Town Hall 5 Park Avenue Salem, SC  
29676

**Monday, May 19, 2014**

5:30 p.m. Seneca Library 300 E. South Second St. Seneca,  
SC 29678

**Monday, July 28, 2014**

5:30 p.m. Walhalla Library 501 W. South Broad St.  
Walhalla, SC 29691

**Monday, September 22, 2014**

5:30 p.m. Westminster Library 112 W. North Ave.  
Westminster, SC 29693

**Monday, November 24, 2014**

5:30 p.m. Salem Town Hall 5 Park Avenue Salem, SC  
29676

Note: Board meetings occur in the odd months of the year on the fourth Monday, except for May, when the meeting is on the third Monday due to the Memorial Day holiday.

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

- 1. Programs and Services:** Numerous programs were presented at OCPL Libraries during September and October. Along with members of my troupe, presented a library program on Civil war music at the **Salem Community Center** on Friday evening, October 25, 2013.
  
- 2. Usage Statistics and narratives:** September- October, 2013 statistics are not available due to a TLC programming problem, but will be sent out when they become available. Bimonthly Reports are attached.
  
- 3. Finance and Budget:** OCPL Budget for July 1 – November 19, 2013 is attached.
  
- 4. Personnel and Training:** One new staff member began work since the last Board Meeting: **Emily Stokes** is the new part-time Circulation Assistant at the Walhalla Library. Several staff members attended the SCLA Conference in Greenville, SC last week: **Blair Hinson, K'Lani Green, Heidi Holmes, Robena Barton, Leah Price, Christie Johnson** and the director. Board members **Bill Caster** and **Becky Hetherington** attended a session on Library Advocacy on Wednesday, November 13 at the Hughes Main Library in Greenville, SC. The Management Team met on Wednesday, October 9, 2013 and will meet Wednesday, November 20, 2013.
  
- 5. Buildings & Grounds:** The Walhalla Library's parking lot was repaved November 7 and 8 and new lines painted on Saturday, November 9. Smoke detectors have been installed in the Walhalla Library's basement as well as a connection to the library's alarm system. Westminister Library had new wiring for the computers installed, which has increased the speed.
  
- 6. Technology:** Replacement staff computers and circulation desk computers have been installed by the IT Department at each library.
  
- 7. Vehicles:** The bookmobile and the 2012 Minivan now have backup cameras.

**8. Friends of the Library:** The Friends of the Library were recognized with a special "Killing for the Crown" mystery dinner theater on Thursday, October 24, 2013. Board members **Priscilla Taylor** and **Bruce Adelberg** attended this event, which was held at the Walhalla Library.

**9. Oconee County:** The County's new online time clock system has been installed and library staff are learning to use it.

**10. State Library:** Submitted OCPL's annual report to the South Carolina State Library on Monday, October 28, 2013. Attended the SCAPLA (public library directors from South Carolina) meeting at the Hughes Main Library of the Greenville County Library system on Wednesday, November 13, 2013 and met the new State Librarian **Hulen Bivins**.

**11. Community Involvement:** At the invitation of **Thelma Miller**, presented a program on the library to the Walhalla Lion's Club on Tuesday evening, September 24, 2013, at the Kountry Kupboard restaurant. Attended the Oconee County Chamber of Commerce *Steak in Oconee* supper on Monday, September 30, 2013 at the Foothills Heritage Fair. Attended the **Oconee Alliance** meeting on Thursday, October 10, 2013. Attended the annual meeting at **Retreat Presbyterian Church** near Westminster on Sunday afternoon, October 13, 2013. Staffed OCPL's booth at Walhalla's **Oktoberfest** on Sunday afternoon, October 20, 2013. Attended the **Oconee Heritage Center's** annual gala at the Blue Ridge Shrine Club on Saturday evening, November 2, 2013. Participated in the Oconee Christian Academy's **Lockup for Learning**, which was held on Thursday, November 7, 2013 in the O'Reilly Auto Parts parking lot in Seneca.

**12. Other:** Proctored several online tests for Limestone College students in October and November. Presented a session on "Jack's Management Techniques" at the SCLA Conference on Thursday morning, November 14, 2013. This was based on one of the **Jack Tales** in which Jack recruits a team of specialists to accomplish a project. 27 were in attendance, including the new State Librarian. Made application to the Humanities Council SC to host the **Smithsonian's Hometown Teams** exhibit in 2015. \*\*\*\*\*Mark your calendars for the upcoming **bus tour of libraries**, which will take place on Wednesday, December 11, 2013.\*\*\*\*\*

## OCPL BUDGET FY14 - November 19, 2013

| Account Number           | DESCRIPTION                   | Budgeted       | Spent          | Percent    | Balance        |
|--------------------------|-------------------------------|----------------|----------------|------------|----------------|
| 010-206-10110-00000      | Full Time Salary              | 605,322        | 214,741        | 35%        | 390,581        |
| 010-206-10120-00000      | Part-Time                     | 101,985        | 41,787         | 41%        | 60,199         |
| 010-206-10121-00000      | Courier                       | 13,500         | 5,339          | 40%        | 8,161          |
| 010-206-30025-00000      | Staffmark                     | 21,485         | 1,714          | 8%         | 19,772         |
| <b>TOTAL SALARIES</b>    |                               | <b>742,293</b> | <b>263,579</b> | <b>36%</b> | <b>458,941</b> |
| 010-206-30016            | Travel                        | 200            | 43             | 22%        | 157            |
| 010-206-30022-00081      | Bldg Maint - Walthalla        | 6,965          | 4,852          | 67%        | 2,313          |
| 010-206-30022-00082      | Bldg Maint - Seneca           | 3,600          | 1,183          | 33%        | 2,417          |
| 010-206-30022-00083      | Bldg Maint - Westminster      | 2,500          | 1,090          | 44%        | 1,410          |
| 010-206-30022-00084      | Bldg. Maint - Salem           | 2,020          | 1,020          | 50%        | 1,000          |
| 010-206-30024            | Equip. Maintenance            | 6,800          | 4,216          | 62%        | 2,584          |
| 010-206-30037            | Equipment Leased              | 8,000          | 3,169          | 40%        | 4,831          |
| 010-206-30041            | Telecommunications            | 480            | 152            | 32%        | 328            |
| 010-206-30043-00081      | Electricity - Walthalla       | 26,000         | 8,510          | 34%        | 17,190         |
| 010-206-30043-00082      | Electricity - Seneca          | 16,500         | 5,375          | 33%        | 11,125         |
| 010-206-30043-00083      | Electricity - Westminster     | 14,000         | 4,120          | 29%        | 9,880          |
| 010-206-30043-00084      | Electricity - Salem           | 5,000          | 5,000          | 100%       | 0              |
| 010-206-30044-00081      | Water - Walthalla             | 1,400          | 382            | 27%        | 1,018          |
| 010-206-30044-00082      | Water - Seneca                | 900            | 331            | 37%        | 569            |
| 010-206-30044-00083      | Water - Westminster           | 600            | 313            | 52%        | 287            |
| 010-206-30056            | Data Processing               | 27,500         | 27,500         | 100%       | 0              |
| 010-206-30068            | Advertising                   | 700            | 463            | 66%        | 237            |
| 010-206-30080            | Dues                          | 750            | 472            | 63%        | 278            |
| 010-206-30084            | School, Training, Sem.        | 3,300          | 3,236          | 98%        | 64             |
| 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         | 9,240          | 82%        | 1,960          |
| 010-206-40032-A          | Youth Services                | 2,000          | 536            | 27%        | 1,464          |
| 010-206-40033            | Postage                       | 1,000          | 123            | 12%        | 877            |
| 010-206-40034            | Food                          | 500            | 112            | 22%        | 388            |
| 010-206-40045            | IT Equipment                  | 28,357         | 18,236         | 64%        | 10,121         |
| 010-206-40101            | Books (Local)                 | 91,758         | 46,015         | 50%        | 45,743         |
| 010-206-40102            | Periodicals (Local)           | 16,000         | 14,832         | 93%        | 1,068          |
| 010-206-40103            | AV (Local)                    | 10,000         | 7,017          | 70%        | 2,983          |
| 010-206-50851            | Capital Expenditure, Paving   | 35,000         |                | 0%         | 35,000         |
| 010-206-80206            | Automobile Maint - Library    | 1,000          | 271            | 27%        | 729            |
| 010-206-81206            | Gasoline - Library            | 2,540          | 1,288          | 51%        | 1,251          |
| 010-206-82206            | Diesel - Library              | 2,495          | 694            | 28%        | 1,801          |
| <b>TOTAL LOCAL FUNDS</b> |                               | <b>332,765</b> | <b>172,537</b> | <b>52%</b> | <b>160,228</b> |
| 012-206-50850-00000      | Seneca Library Expense        | 21,514         |                | 0%         | 21,514         |
| 013-80-85-50206          | Lib Const(Seneca)             | 1,021          |                | 0%         | 1,021          |
| 013-206-00805-90900      | Dale Ayres (Westminster)      | 101            |                | 0%         | 101            |
| 013-206-80010            | *Gifts, Donation (Loc)        | 24,388         |                | 0%         | 24,388         |
| <b>TOTAL MISC. FUNDS</b> |                               |                |                |            |                |
| 240-206-30024-00255      | Equipment Maintenance (State) | 1,000          |                | 0%         | 1,000          |
| 240-206-30056-00255      | Data Processing (State)       | 25,837         | 8,073          | 31%        | 17,764         |
| 240-206-30080-00255      | Dues                          | 1,000          |                | 0%         | 1,000          |
| 240-206-30084-00255      | Schools Train. (State)        | 3,000          | 1,930          | 64%        | 1,070          |
| 240-206-40031-00255      | Sm Capital (State)            | 2,000          | 1,478          | 74%        | 522            |
| 240-206-40032-00255      | Operational (State)           | 4,000          |                | 0%         | 4,000          |
| 240-206-40111-00255      | Books (State)                 | 25,453         | 950            | 4%         | 24,503         |
| 240-206-40112-00255      | Periodicals (State)           | 18,315         |                | 0%         | 18,315         |
| 240-206-40113-00255      | AV (State)                    | 10,000         |                | 0%         | 10,000         |
| 240-206-80206-00255      | Vehicle Maintenance           | 2,236          | 2,236          | 100%       | 0              |
| <b>TOTAL STATE AID</b>   |                               | <b>92,841</b>  | <b>12,431</b>  | <b>13%</b> | <b>78,174</b>  |