

## **OCPL Director's Report May, 2014**

**1. Programs and Services:** Numerous programs were presented at OCPL Libraries during March and April. Special recognition was given to OCPL volunteers at the 2014 VIP Awards Dinner held in Council Chambers on Thursday evening, April 10. **Nancy Ann Woods** received the Lucile Bellotte Moore Award, **Jean Snellings** received the Sarah Mills Norton Award and **Ann Rogers** received special recognition for volunteering for more than 1,000 hours during 2013. The **Senior Follies To Go** group from Anderson provided the entertainment.

**2. Usage Statistics and narratives:** Statistical reports and Bimonthly Reports are attached.

**3. Finance and Budget:** OCPL Budget for July 1, 2013 – April 29, 2014 is attached.

**4. Personnel and Training:** **K'Lani Green** has submitted her resignation as Branch Services Librarian to accept a library position with the Nashville Public Library. Her last day is Friday, May 23. Two new staff members began work since the last Board Meeting: **Karen Peterson** is the new part-time Circulation Assistant at the Walhalla Library and **Bethany Owens** is the new part-time Circulation Assistant at the Seneca Library. In-Service Day was held on Friday, April 18 at the Walhalla Library. The Management Team met on Wednesday, March 19, 2014 and Wednesday, April 9, 2014.

**5. Buildings & Grounds:** New computer drops were installed at Westminster Library, Seneca Library, and Walhalla Library to accommodate the new Xerox photocopiers, which must be connected to the County's network. A new electrical outlet was installed at the Walhalla Library for one of the new photocopiers.

**6. Technology:** Thin clients were installed to replace the 33 public computers at the four libraries. New Xerox photocopiers have been installed at all locations. A print management module that works with our Envisionware system will be installed in the next six weeks.

**7. Vehicles:** OCPL's bookmobile needed front-end repair in April, which took it off the road for three weeks. The bookmobile was originally put in service in early 1998.

**8. Friends of the Library:** **Nancy Ann Woods** received the Lucile Bellotte Moore award given by the Friends of the Library at the VIP Awards Dinner on April 10, 2014. Book stock for the 5 **Little Free Libraries** in Mountain Rest has been acquired from the Friends of the Library.

**9. Oconee County:** Attended **Capital Project Sales Tax Commission** meetings on Monday, March 10; Thursday, March 13 and Monday, March 17, 2014. Attended SC Association of Counties' webcast in Council chambers on Friday, March 21, 2014 along with **Robena Barton** and **Heidi Holmes**. Attended the groundbreaking ceremony for the new Oconee County Detention Center on Friday, April 11, 2014.

**10. State Library:** Submitted OCPL's Technology Plan for FY2015-2016 to the State Library on April 30, 2014. Attended the SCAPLA (public library directors from South Carolina) meeting at the State Library on Friday, March 21, 2014. Two staff members from the State Library, **Kristi Sligh** and **Jason Broughton** were presenters at OCPL's In-Service Day on April 18. State Librarian **Hulen Bivins** has resigned with an effective date of May 15, 2014.

**11. Community Involvement:** Attended the **Oconee Alliance** meetings on Thursday, March 13, 2014 and Thursday, April 10, 2014. Participated in the Foothill Alliance-sponsored "Walk A Mile in Her Shoes" event on Thursday, April 24 on Ram Cat Alley. Attended the graduation ceremony for the **Leadership Oconee County** class on Thursday evening, May 1, 2014 at Magnolia Manor in Westminster.

**12. Other:** Proctored several online tests for Limestone College students in March and April. Attended the OCPL-sponsored author event with **Katherine Scott Crawford** in Mountain Rest on Sunday, March 30, 2014. Attended Saint Luke United Methodist Church on Sunday morning, May 4, 2014 for the Native American service at the invitation of **Ms. Maxie Duke**. **Little Free Libraries** have been established in five Mountain Rest locations; assisted **K'Lani Green** in transporting units and books to the locations. Saturday, May 17, 2014 is the date for the dedication ceremony.

Clemson University's digitization office has almost finished digitizing four books of local interest. The titles will be uploaded to OCPL's **Overdrive** account for downloading as e-books. The four titles are The Old Stone Church by Richard Bracket; General John A. Wagener by George Shealy; Walhalla, Garden of the Gods by George Shealy; and Richland Community, SC 1800-1950 by Peter Boos and Rudy Nothdurft. The first title is in the public domain and written permission was secured for the other three titles.



## OCPL Budget 2013-2014 4-29-14

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
010-206-10110-00000	Full Time Salary	605,322	504,273	83%	101,049
010-206-10120-00000	Part-Time	101,985		0%	
010-206-10121-00000	Courier	13,500		0%	
010-206-30025-00000	Staffmark	21,485	12,592	59%	8,894
<b>TOTAL SALARIES</b>		<b>742,293</b>	<b>516,865</b>	<b>70%</b>	<b>109,942</b>
010-206-30018	Travel	200	86	43%	115
010-206-30022-00081	Bldg Maint - Waihalla	6,985	6,568	94%	399
010-206-30022-00082	Bldg Maint - Seneca	3,600	1,582	44%	2,018
010-206-30022-00083	Bldg Maint - Westminster	2,500	1,869	76%	811
010-206-30022-00084	Bldg. Maint - Salem	2,020	1,020	50%	1,000
010-206-30024	Equip. Maintenance	6,800	6,331	93%	469
010-206-30037	Equipment Leased	8,000	6,341	79%	1,659
010-206-30041	Telecommunications	480	342	71%	138
010-206-30043-00081	Electricity - Waihalla	26,000	21,953	83%	4,447
010-206-30043-00082	Electricity - Seneca	16,500	11,967	73%	4,533
010-206-30043-00083	Electricity - Westminster	14,000	10,702	76%	3,298
010-206-30043-00084	Electricity - Salem	5,000	5,000	100%	0
010-206-30044-00081	Water - Waihalla	1,400	900	64%	500
010-206-30044-00082	Water - Seneca	900	696	77%	204
010-206-30044-00083	Water - Westminster	600	666	111%	-66
010-206-30056	Data Processing	27,600	27,600	100%	0
010-206-30059	Copier Click Charges - Xerox	3,000		0%	3,000
010-206-30068	Advertising	700	603	86%	97
010-206-30080	Dues	750	740	99%	10
010-206-30084	School, Training, Sem.	3,300	3,293	100%	7
010-206-30090	Honorarium	900	900	100%	0
010-206-40031	Sm Capital Equip (Loc)	3,800	3,800	100%	0
010-206-40032	Operational	13,200	11,792	89%	1,408
010-206-40032-A	Youth Services	2,000	1,909	95%	91
010-206-40033	Postage	700	351	50%	349
010-206-40034	Food	500	338	68%	162
010-206-40045	IT Equipment	22,357	21,583	97%	774
010-206-40101	Books (Local)	91,758	64,962	71%	26,796
010-206-40102	Periodicals (Local)	16,000	15,754	98%	246
010-206-40103	AV (Local)	10,000	9,999	100%	1
010-206-50881	Capital Expenditure, Paving	35,000	21,821	62%	13,179
010-206-80206	Automobile Maint - Library	1,300	1,251	96%	49
010-206-81206	Gasoline - Library	2,540	2,537	100%	3
010-206-82206	Diesel - Library	2,495	1,573	63%	922
<b>TOTAL LOCAL FUNDS</b>		<b>332,765</b>	<b>266,345</b>	<b>80%</b>	<b>66,420</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
013-206-60010	*Gifts, Donation (Loc)	25,576		0%	25,576
<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	20,996	81%	4,841
240-206-30080-00255	Dues	1,000	481	48%	519
240-206-30084-00255	Schools, Train. (State)	3,000	2,578	86%	422
240-206-40031-00255	Sm Capital (State)	2,000	1,997	100%	3
240-206-40032-00255	Operational (State)	4,000	3,850	96%	150
240-206-40111-00255	Books (State)	25,453	25,402	100%	51
240-206-40112-00255	Periodicals (State)	18,315	13,635	74%	4,680
240-206-40113-00255	AV (State)	10,000	10,000	100%	0
240-206-80206-00255	Vehicle Maintenance	2,236	2,236	100%	0
<b>TOTAL STATE AID</b>		<b>92,841</b>	<b>78,939</b>	<b>85%</b>	<b>11,666</b>



	Mar 2013	Mar 2014	Change	Apr 2013	Apr 2014	Change
Visits to Library	24,817	23,792	-4.1%	24,539	22,089	-10.0%
Material Circulation - Adult	20,086	20,075	0.3%	19,237	19,407	0.9%
Material Circulation - Youth	2,262	2,039	-9.9%	2,365	2,097	-11.3%
Material Circulation - Juvenile	9,172	8,391	-8.5%	9,531	8,223	-13.7%
Total Material Circulation	31,440	30,505	-3.0%	31,133	29,727	-4.5%
Internet Users	4,413	0	100.0%	4,371	0	-100.0%
			-			
New Cards Issued	243	225	-7.4%	180	188	3.3%
Programs - Adult	11	12	9.1%	14	13	-7.1%
Programs Attendance - Adult	114	155	36.0%	322	97	-69.9%
Programs - Youth 12-18	0	1		1	2	
Programs Att - Youth 12-18	0	2		3	16	433.3%
Programs - Juvenile 6-11	12	7	-41.7%	9	8	-11.1%
Programs Att - Juv 6-11	225	191	-15.1%	80	125	56.3%
Programs - Children 0-5						
Programs - Att - Children 0-5						
Outreach Activities	2	1	-50.0%	6	3	-50.0%
Outreach Act. Attendance	20	100	244.8%	697	119	-82.9%
Public Training Sessions	6	3	-50.0%	4	2	-50.0%
Public Training Participants	44	11	-75.0%	16	5	-68.8%
Public Training Hours	26	11	-57.7%	8	7	-12.5%
Staff Training Sessions	8	7	-12.5%	11	9	-18.2%
Staff Training Participants	6	6	0.0%	32	16	-50.0%
Staff Training Hours	109	77	-29.8%	257	122	-52.5%
Number of Volunteers Added	5	6	20.0%	5	6	0.0%
Number of Vol Hours	505	179	-64.6%	464	152	-67.2%
Meeting Room Use	60	54	-10.0%	53	52	-1.9%
Meeting Room Attendance	615	601	-2.3%	605	784	29.6%
Number of Web Site Hits		14,261			8,958	
Number of online PAC Hits						
			-			

E Book Downloads	880	1,260	43.2%		1,269	
Mango Adult Users		118			69	
Mango Children Users		1			2	
Interlibrary Loans	41	53	29.3%	32	35	9.4%
New Material Added	593	1,451	144.7%	1,108	1,349	21.8%

# Branch Services

March / April 2014

K'Lani Green, Branch Services Librarian

## Narrative

### Public Relations:

Leadership Oconee class visited the Statehouse in March with Youth Leadership Oconee. We met with Sen. Thomas Alexander, Reps. Bill Sandifer and Bill Whitmire, and Lt. Gov. Glen McConnell. We had lunch at the Palmetto Club with Sandifer, Whitmire, and SC Department of Commerce Deputy Secretary George Patrick. In March also, the class completed its service project. We chose Collin's Children's Home as the focus for the project and we did much needed yard work of the grounds and repainted the bedrooms, the hallway, and the playroom in the girls' house (I was part of the painting crew.) Students from Seneca High School and Tamasee-Salem Middle/High School helped us during each day of service. Our last regular class meeting was a tour of the Oconee Nuclear Station. Graduation was held May 1 at Magnolia Manor in Westminster. Philip Cheney attended the dinner as my guest. Rep. Whitmire was the keynote speaker at the ceremony. Also in attendance were Sen. Alexander, Council Member Paul Corbeil, and Chairman of the School Board Andy Inabinett along with other dignitaries.

### Staff Development:

Staff in-service was April 18. All staff met at Walhalla for a day of training. Kristi Sligh and Jason Broughton from the SC State Library were guest speakers and they held a session on how to better communicate across Myers-Briggs personality types and how to deal with difficult patrons. I commend Leah Price, Blair Hinson, and Dan Polk for planning and organizing the day. The circulation procedure manual was unveiled at in-service after much work by the branch managers and assistant managers.

### Programs:

Five teens attended in the anime club in March and seven attended in April.

### Manager's Projects:

I worked on revising policies regarding the institutional card, interlibrary loan, gifts/donation, and outreach. They will be presented at the Library Board meeting in May for final approval.

All five little free libraries in Mountain Rest were set up by the end of March and Philip and I visited them late April to check if the collections needed replenishing. I noticed new material at each location, which shows people are participating in donating books. A patron reported the books at the walking trail library had gotten wet due to the rain but no damage was noted when we visited the spot. Still we placed the books there in storage bags to guard against potential damage. Kim Wald at Mountain Rest Café reported to me the library there is doing very well. Half of the books were taken and she requested more children's books as she has a lot of children frequenting her restaurant. All of the locations except for one have been registered officially with the Little Free Library organization. The locations, with a photo of each, are listed on their official map.

The library is starting a new outreach program to the Oconee County Detention Center. Outreach will only serve initially state trustees who are at the detention center on work assignment. The Branch Services Librarian and a volunteer will make monthly visits with the bookmobile on a Tuesday or Friday and the trustees will be able to check out materials using the detention center's institutional card. If the program proves to be successful, it could potentially be expanded to serve actual county inmates. No violent or sex offenders will take part of it.

## **Existing policy**

### **GIFTS/DONATIONS:**

Donated materials must meet the same general standards of merit and relevance that apply to all materials selection. It is understood that all gifts are given freely without conditions attached, and all donated materials will be kept or disposed of as seen fit by Library Staff, including giving the items to the Friends of the Library for sale in their book sales.

When the Library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor as much as possible. Selection of specific titles, however, will be made by the library staff in accordance with the needs and selection policies of the Library.

Special collections and memorial collections will normally not be shelved as separate physical entities. Such collections will be accepted only with the understanding that they will be integrated into the general collection. A gift plate may be placed in/on the item as a memorial identification.

## **Revision**

### **GIFTS/DONATIONS:**

In general, the Oconee County Public Library welcomes gifts of money, books, materials, equipment, artwork, documents, photographs, or property of any kind, which promotes the mission of the Library. The Library reserves the right to refuse any gift that the Board of Library Trustees or Library Director, in their sole discretion, deems to not be in the best interests of the Library to accept. If a gift is accepted by the Library, the gift shall be final and no restrictions on the Library's ownership, possession, use or disposition of the gift shall be effective other than restrictions approved by the express vote of the Board of Library Trustees. The Board of Trustees must approve acceptance of gifts \$10,000 and over. Donated materials must meet the same general standards of merit and relevance that apply to all materials selection. A future foundation for the Library may be established under the Foothills Community Foundation. Donors may utilize for gifts if established and if in adherence to this policy and other regulations.

## **Guidelines**

**Monetary gifts:** The Library welcomes gifts of cash or stock. If the gift is used to purchase library materials, library staff will try to accommodate the donor's subject or title preferences. The Library reserve the right to refuse accommodating preferences if doing so is not in accordance with the needs and selections policies of the Library or of Oconee County. A plate with the donor's name will be affixed to the item purchased, if so desired.

**Materials:** Gifts of miscellaneous books or other materials in good condition are accepted with the understanding that items which are not added to collections will be disposed of at the discretion of the Library. These items may be given to the Friends of the Library for sale, given to other libraries, or discarded. Gift materials not added to the collection cannot be returned to the donor. Donors should check with Library staff for any specific restrictions.

**Collections:** Gift collections will be accepted only by the Director in consultation with the Board of Trustees, and with the understanding that the collection may not be kept intact.



**Recognition gifts:** The Library welcomes monetary gifts for purchase of materials for the collections given in recognition of individuals or organizations. The library staff will choose items which accommodate the donor's subject or title preferences, whenever possible. The Library reserve the right to refuse accommodating preferences if doing so is not in accordance with the needs and selections policies of the Library or of Oconee County. The names of the donor(s) and those recognized by the gift will be listed on a bookplate affixed to the material, if so desired.

**Real estate or other personal property:** The Library will accept gifts of real property that either support or could be sold to support the mission of the Library. Such offers will be handled by the Director, who in consultation with the Board of Trustees will determine the suitability of the gift and the terms of acceptance compatible with the Library's mission and policies, the donor's intent, and applicable laws.

**Art & decoration objects:** In general, gifts of art objects shall be of local interest to the community, of a professional quality, well executed and in good condition. As with all other gifts, art objects will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interests of the institution. Because of the Library's limited display and storage areas and focus on its primary mission as a Library and not a museum, potential donors of art & decorative objects are requested to discuss any possible gifts with the Director and Board of Trustees. No gifts posing a danger or threat to patrons will be accepted (e. g. metal sculpture with sharp, moving parts). No gifts that require extensive, regular special care or conservation will be accepted.

**Valuation:** The Library will provide a timely, written acknowledgment of the receipt of gifts to the donor and, if desired, to a recognized individual or organization. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts done for income tax purposes should do so prior to donation.

**Future disposition of gifts:** Libraries used extensively by their patrons sustain losses through theft, mutilation and ordinary wear. Resources with obsolete and/or misleading information may be discarded with time. The Library therefore cannot guarantee that any gift will be part of the collection or furnishings permanently and therefore will dispose of items as it sees fit.

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### **Existing Policy**

***INSTITUTIONAL CARDS:*** If an Oconee County business owner or supervisor of an institution which is not a public or private school wishes to have an institutional card, he/she must present a current business license and complete an application form. The institution will be responsible for all items checked out on the card.

### **Revision**

***INSTITUTIONAL CARDS:*** If a day care, senior citizens home, assisted living facility, or correctional facility in Oconee County wishes to have an institutional card, the owner, director, or supervisor must present a current business license if applicable and complete an institutional card application form. The institutional card is valid for one year and can be renewed if it is in good standing and account information is verified as being current. The owner, director, or supervisor will be the only person allowed to use the card unless he or she designates another employee to have access to the account. The owner, director, or supervisor of the institution is responsible for ensuring the proper use of his or her institution's library card.

The institution will be responsible for all items checked out on its card. The Oconee County Public Library reserves the right to seek legal recourse if an institution refuses to return library materials or pay for damaged or lost materials.

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## Oconee County Public Library Institutional Card Application

### OCPL Institutional Card Policy

**INSTITUTIONAL CARDS:** If a day care, senior citizens home, assisted living facility, or correctional facility in Oconee County wishes to have an institutional card, the owner, director, or supervisor must present a current business license if applicable and complete an institutional card application form. The institutional card is valid for one year and can be renewed if it is in good standing and account information is verified as being current. The owner, director, or supervisor will be the only person allowed to use the card unless he or she designates another employee to have access to the account. The owner, director, or supervisor of the institution is responsible for ensuring the proper use of his or her institution's library card.

The institution will be responsible for all items checked out on its card. The Oconee County Public Library reserves the right to seek legal recourse if an institution refuses to return library materials or pay for damaged or lost materials.

Institution Name: \_\_\_\_\_

Business License # (if applicable): \_\_\_\_\_

Mailing address: \_\_\_\_\_  
(Street)

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Physical address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: (primary) \_\_\_\_\_ (alternate) \_\_\_\_\_

I have read the OCPL institutional card policy (above). I acknowledge I have the authority to apply for this institutional account. I agree the institution will abide by the rules and regulations of the Oconee County Public Library. The institution will pay fines and damages charged to this account and be responsible for replacement costs for any lost or damaged items. I will be the only person permitted to use the card unless I designate another employee to have access to the account (see back of form to do so.)

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Title \_\_\_\_\_

### FOR OFFICE USE ONLY:

LIBRARY CARD # : \_\_\_\_\_

Staff person completing initial: \_\_\_\_\_ Date: \_\_\_\_\_ Borrower type: \_\_\_\_\_

The following person(s) are permitted to use this institutional card and are employees of the institution.  
The institution will be responsible for monitoring the proper use of this account.

Print name \_\_\_\_\_

Title \_\_\_\_\_

Print name \_\_\_\_\_

Title \_\_\_\_\_

Print name \_\_\_\_\_

Title \_\_\_\_\_



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## Existing Policy

### D. OUTREACH POLICY

#### 1. PURPOSE:

The purpose of OCPL Outreach Services is to provide minimum library services to Oconee County residents for whom traditional library service isn't appropriate. The Outreach Program will serve residents whose physical disabilities, distance from the library, socioeconomic status, institutionalization, limited literacy in English, and/or educational deprivation may preclude their benefitting from public library services to the same extent as other members of the community benefit from these services.

#### 2. OUTREACH SERVICES WILL PROVIDE:

1. Bookmobile Services through a series of regularly scheduled stops throughout the County. Stops will be no closer than 1.5 miles to the main or any branch library.
2. Assistance to persons who meet the requirements of the South Carolina State Library's Talking Book Program to enroll and receive large print and audiobooks, recorded magazines, Braille materials and assistive equipment from the South Carolina State Library.
3. Home delivery of materials on a regular basis to residents who can receive library services in no other way.

NOTE: Borrowing privileges and responsibilities, and additional services, provided to patrons by Outreach Services will be the same as for patrons at other branches except as defined in this section.

#### 3. TYPES OF BOOKMOBILE STOPS:

1. Community stops: Stops in a public location, such as a fire station or business parking lot where the public can see the Bookmobile from the road and can access the Bookmobile easily.
2. Institutional stops: Stops not generally open to the public, such as a day care, senior citizens, or assisted living facility. Persons checking out material at an institutional stop must use their own library card or the institution must obtain a library card and be responsible for all items checked out on its card.
3. Apartment stops: Stops in an apartment complex.

Bookmobile stops will be publicized and any changes in schedules (barring unforeseen mechanical or personnel issues) will be publicized one month in advance of a change.

Bookmobile stops will be monitored for activity (use). If activity remains at or slips to a low level, a replacement stop will be substituted. All stops must be approved by the Library Director.

#### 4. COLLECTION:

Outreach Services will own and maintain a collection of items. Outreach Services may rotate its collection with other branches on a regular basis to keep a fresh selection for Bookmobile and Home Delivery patrons.

Items checked out by Outreach Services will follow the same checkout policies as other branches with the exception that Bookmobile video material may be checked out for two (2) weeks with no renewals and Home delivery items will be checked out for four (4) weeks.

#### 5. STAFFING:

1. The Bookmobile will be staffed by two persons when making stops. One of the persons may be a volunteer.
  2. Home Delivery will be staffed by two persons, both of whom may be volunteers. Exceptions may include partner agencies as opportunities for expanding or altering the program of service develop.
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## Revised Policy

### **D. OUTREACH POLICY**

#### **1. PURPOSE:**

The OCPL Outreach Services seeks to serve residents whose physical disabilities, distance from the library, socioeconomic status, institutionalization, limited literacy in English, and/or educational deprivation may preclude their benefitting from traditional public library services to the same extent as other members in the community. Outreach also strives to increase the visibility and impact of the OCPL in advocating the significance of the library's role in its community.

#### **2. OUTREACH SERVICES INCLUDES:**

##### **1. Mobile Library Services**

- a. Bookmobile Services through a series of regularly scheduled stops throughout the County. Stops will be no closer than 1.5 miles to a library branch.
- b. Homebound Services through home delivery of materials on a regular basis to residents who cannot receive library services traditionally due to age and/or physical disabilities and other medical conditions lasting six months or longer.

2. Programming and activities conducted by library personnel away from library facilities in the library's service communities.

3. Assistance to persons who meet the requirements of the South Carolina State Library's Talking Book Services to enroll and receive large print and audiobooks, recorded magazines, Braille materials and assistive equipment from the South Carolina State Library.

#### **3. TYPES OF BOOKMOBILE STOPS:**

1. Community stops: Stops in a public location where the public can see the Bookmobile from the road and can access the Bookmobile easily.

2. Institutional stops: Stops not generally open to the public, such as day cares, senior citizens homes, or assisted living facilities. Persons checking out material at an institutional stop may use their own library card or the institution may obtain and use a library card according to the institutional card policy.

Bookmobile stops will be publicized and any changes in schedules (barring unforeseen mechanical or other issues) will be publicized in advance.

Bookmobile stops will be monitored for activity, typically for several months. Stops with low participation will be dropped from the schedule. A replacement stop may be substituted. All stops must be approved by the Library Director or Branch Services Librarian.

#### **4. COLLECTION:**

Borrowing privileges and responsibilities, and additional services, provided to patrons by Mobile Library Services will be the same as for patrons at other branches except as defined in this section.

Mobile Library Services will own and maintain a collection of items. Items checked out by Mobile Library Services will follow the same checkout policies as other branches with the exception that Bookmobile video material may be checked out for two (2) weeks with no renewals and Homebound items will be checked out for four (4) weeks.

#### **5. STAFFING:**

The Bookmobile will be staffed by two persons when making stops. One of the persons may be a volunteer. If two persons are not available to work, the Bookmobile will not go out on the route.

2. Home delivery will be staffed by two persons, both of whom may be volunteers. Exceptions may include partner agencies as opportunities for expanding or altering the program of service develop.

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## **Existing Policy**

### **H. INTERLIBRARY LOAN POLICY**

An InterLibrary Loan is a transaction in which materials or photocopies of materials are made available by one library to another upon request. This service is a means of greatly expanding the range of library materials available to Library patrons without allocating large sums of limited book funds for seldom requested items.

#### **A. POLICY**

The Oconee County Library System will borrow books and other library materials through InterLibrary Loan (ILL) for registered borrowers subject to the following:

1. Any fees over normal postage costs will be passed on to the borrower, including census records rental and any extra charges of lending institutions.
  2. All lost, damaged, or overdue material costs will be the responsibility of the borrower.
  3. Overdue ILL materials will be charged 50 cents per item per day, plus any late charges levied by the lending institution.
  4. The number of requests will be limited to 3 titles per patron at a time, and these must be returned before more will be ordered. The patron may not have more than 3 ILL items checked out at one time.
  5. Patrons must be in good standing with the library system and owe NO fines.
  6. No books published or copyrighted in the past 12 months will be ordered.
  7. No current best sellers will be ordered.
  8. OCPL collections (including DISCUS, the Internet, digital resources, etc.) must be thoroughly searched before items are ordered through ILL.
  9. The first search will be the State Library. After that, no more than 5 other sources will be searched, and those should be from those institutions in nearest proximity to OCPL.
  10. In general, OCPL will lend only non-reference books on which there is not a request or reserve.
  11. Videos that have been purchased with DHEC funds may be loaned for 28 days.
  12. ILL services will be available only to adult library card holders.
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## Revised Policy

### **H. INTERLIBRARY LOAN POLICY**

An Interlibrary loan is a transaction in which materials or photocopies of materials are made available by one library to another upon request. This service is a means of greatly expanding the range of library materials available to library patrons without allocating large sums of limited book funds for seldom requested items.

#### **A. POLICY**

The Oconee County Library System will borrow books and other library materials through Interlibrary Loan (ILL) for registered borrowers subject to the following:

1. Any fees over normal postage costs will be passed on to the borrower, including census records rental and any extra charges of lending institutions.
  2. All lost, damaged, or overdue material costs will be the responsibility of the borrower.
  3. Overdue ILL materials will be charged 50 cents per item per day, plus any late charges levied by the lending institution.
  4. The number of requests will be limited to 3 titles per patron at a time, and these must be returned before more will be ordered. The patron may not have more than 3 ILL items checked out at one time.
  5. Patrons must be in good standing with the library system and owe NO fines.
  6. No books published or copyrighted in the past 12 months will be ordered.
  7. No current best sellers will be ordered.
  8. DVDs and audiobooks will not be requested from other libraries nor will OCPL lend out such items through interlibrary loan. Special exceptions may be made strictly in the case of educational or research purposes at the discretion of the Library Director.
  9. OCPL collections must be thoroughly searched before items are ordered through ILL.
  10. In general, OCPL will lend only non-reference books on which there is not a request or reserve.
  11. ILL services will be available only to adult library card holders.
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## **Outreach Services**

**March/April 2014**

**Brenda Lee, Bookmobile Manager**

**Collections:** Continue to evaluate juvenile collection to bring it more up to date; Stacie has done very well with bookmobile selections.

**Displays:** Bookmobile was decorated with spring flowers and Easter things on board. The sidewalk sign boasted of events at the branches.

**Manager's Projects:** Spoke to potential volunteers at a Volunteer Recruit Meeting in Walhalla April 8<sup>th</sup>. In honor of National Bookmobile Day, Philip Cheney, Director, and I held Bookmobile Open House for two hours at Pine Street. I attended the Volunteer Appreciation Program along with other staff, volunteers, and some of our spouses, including mine! Thank you, Chris Lee, for your support! K'Lani Green and I went to a lovely luncheon hosted by Belvedere Commons in appreciation for our dedicated Bookmobile Services to their Assisted Living Facility. Jean Snellings and I took the Bookmobile to Long Creek for their Third Annual Spring Sale on Saturday, April 26. It was a beautiful day and so many other community events were taking place, we did not get participation as I had expected.

The Bookmobile began serving The Learning Center at Open Door Baptist Church on March 10. It just so happened that the second time I returned, K'Lani was with me and approved for me to go on a weekly basis through May 12. ☺

Completed May through August Bookmobile Schedule.

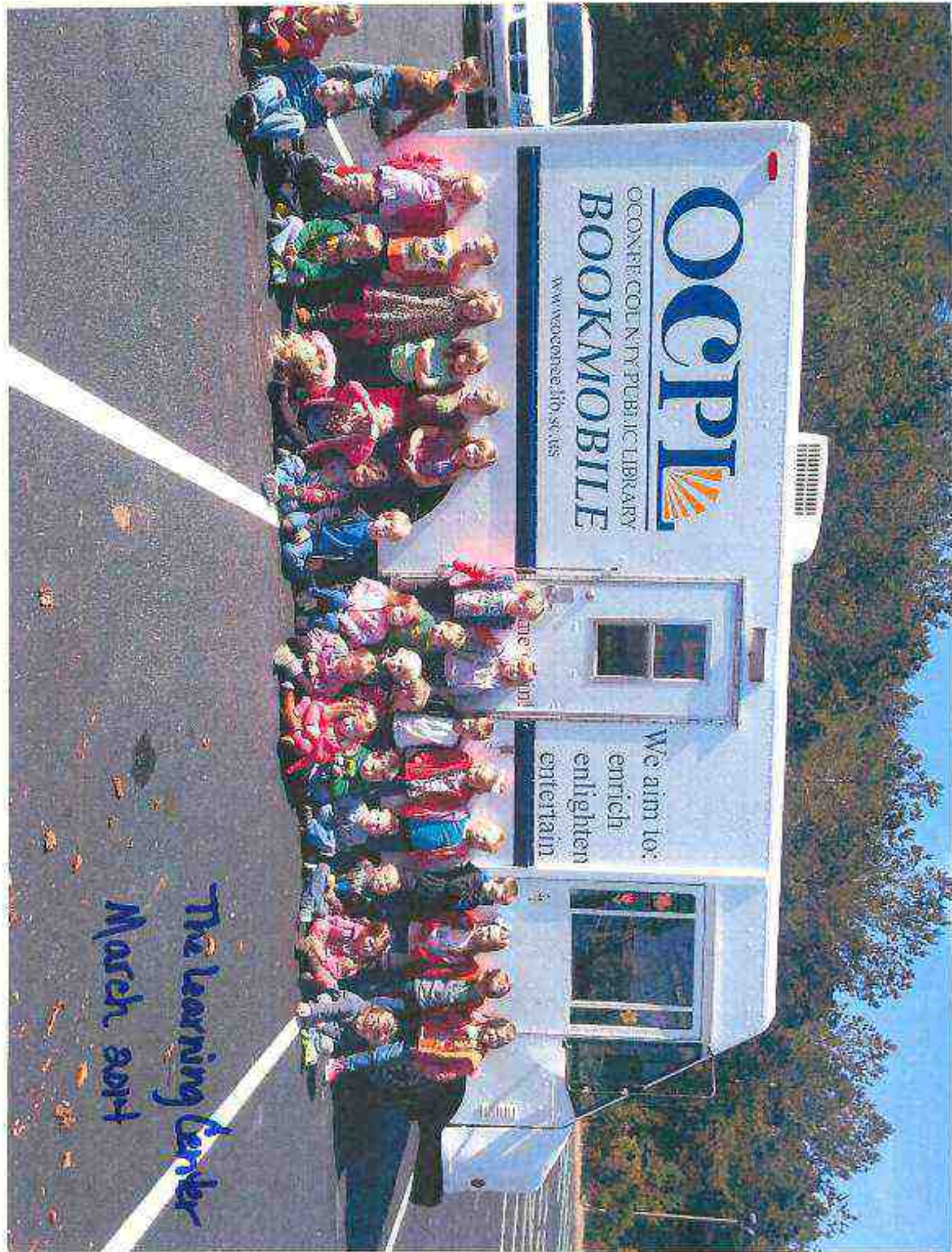
**Comments:** The bookmobile was off the road for three weeks in April due to needed repair of steering components and alignment. It is still scheduled for another maintenance issue the end of May, but should not interfere with running the routes.

Attended County Health Fair; Attended mandatory insurance meeting.

I participated in our staff training day on Friday, April 18<sup>th</sup>.

Jean Snellings, dedicated bookmobile volunteer, received the Volunteer Award for 2014! Much appreciation for all she does and to all the ones who recognized her outstanding qualities! Other branches can do without volunteers (if they had to) because they have staff. I have no [paid] staff and fully rely on limited resources. I treasure all my volunteers!





**OCPPL**

OCCONNEC COLLEGE LIBRARY

**BOOKMOBILE**

www.wccconline.edu/services

We aim to:  
enrich  
enlighten  
entertain

*The Learning Center  
March 2014*



What printed over

the cover



# OCCPTL

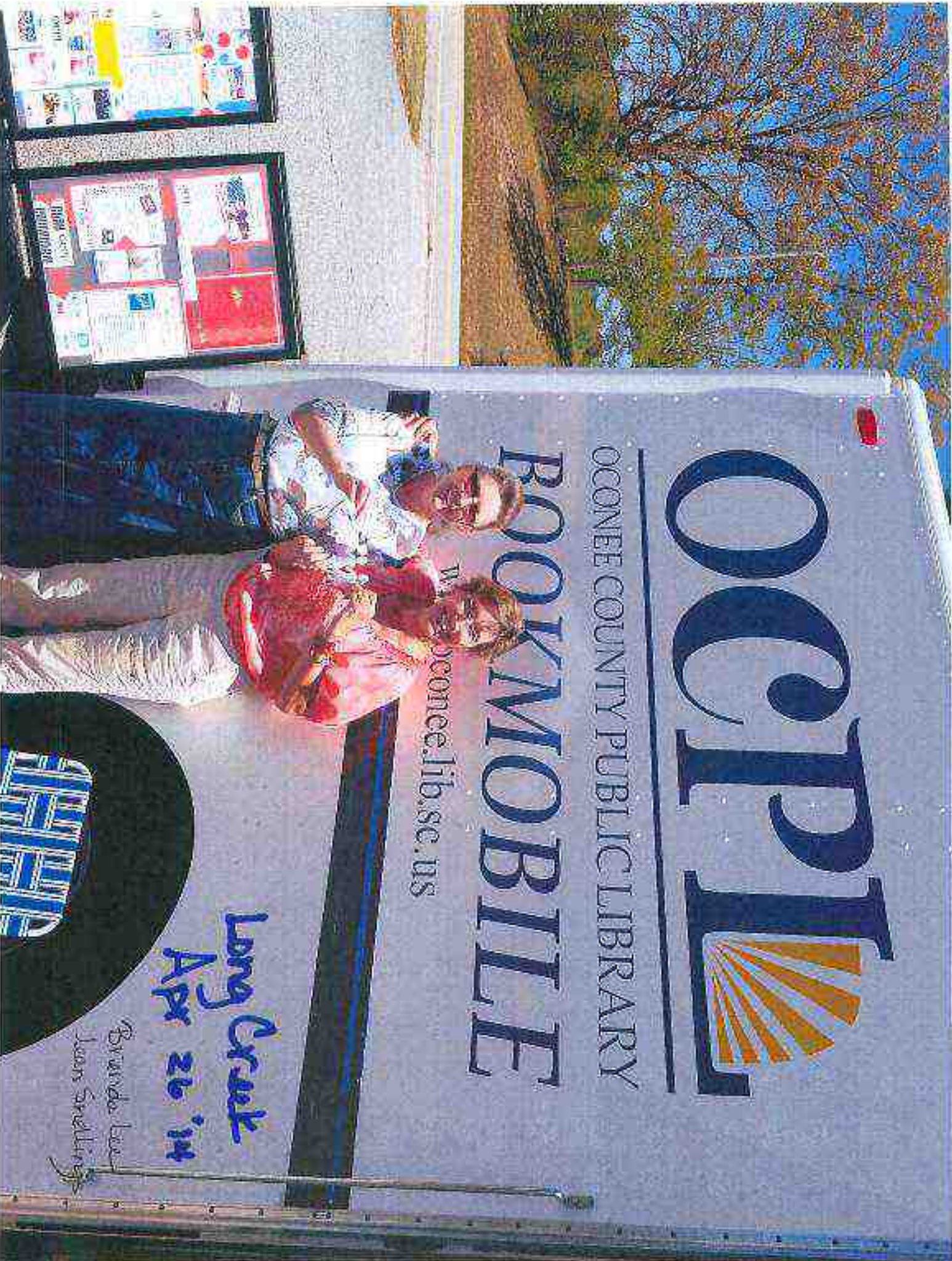
OCCONEE COUNTY PUBLIC LIBRARY

## BOOKMOBILE

www.occonee.lib.sc.us

Long Creek  
Apr 26 '14

Brenda Lee  
Joan Swelling





Yba sp. in  
found creek

## BOOKMOBILE SCHEDULE

May - August 2014

**NOTE: TIMES ARE APPROXIMATE**

Route A -- 1st & 3rd Mondays	Long Creek Area // Walhalla
The Learning Center at Open Door Baptist Church	10:00 - 11:30 May only**
Post Office @ Long Creek	1:30 - 3:30

Route B -- 1st & 3rd Wednesdays	Tamassee// Seneca Area
Pennsylvania Children's Center	10:00 - 11:00

Route C -- 1st & 3rd Thursdays	South County// Seneca Area
Dollar General South Highway 11	10:30 - 11:30
Dollar General East Fair Play Boulevard	1:00 - 2:00



Call 638-4134 or email [blee@oconeesc.com](mailto:blee@oconeesc.com) for more information.

Route D -- 2nd & 4th Mondays	Walhalla // Bountiful Area
The Learning Center at Open Door Baptist Church	10:00 - 11:30 May only**
Upstate Children's Center	1:00 - 2:00
Brentwood Apartments	3:00 - 4:00

Route E -- 2nd & 4th Wednesdays	Seneca // Bountiful Area
The Crossing	12:30 - 2:00
Belvedere Commons	2:15 - 3:30

Route F -- 2nd & 4th Thursdays	Seneca Area
Inn At Seneca	10:15 - 10:45
Bayshore Subdivision	11:00 - 11:45
Plentiful Platter	1:30 - 2:00
Seneca Residential	2:15 - 3:00

**Salem Library  
March/April 2014  
Daniel Polk  
Branch Manager**

## **Narrative**

**Computer and Technology:** We received our new copier in April. Salem also received 5 new internet computers and 1 new PAC computer. The new bigger monitors are a big improvement, and since there is no computer sitting on the desktop the computer area looks a lot cleaner.

**MANAGER PROJECTS:** The April in-service day was a success at the Walhalla library. The customer service training for libraries. The Salem library is almost complete on the weeding

**PROGRAMS:** For the Family story time, 24 attended in January and 8 in December. There was good attendance at the knit and Crochet circle. There were 10 kids who showed up for the teen gaming night in February. 8 people attended the Better Than Therapy book club which met in January And February.

**VOLUNTEERS:** Francis Tucker received the President's award for volunteers. The volunteers have greatly helped with our shelving duties, which frees us up to spend more time helping patrons and working on our planning of programs for the library. Joe Watkins was a community service volunteer that we had during the month of April.

**STAFF DEVELOPMENT:** On April 18<sup>th</sup> the library had an in-service training day that we did at the Walhalla Library. The training involved Customer Service and looking at the library staffs different personality traits. This was very good to learn different ways of dealing with staff and customers and how we can better work with each other. We also went over some of the major technology changes with the new internet computers. It was also discussed how we could talk about the One Cent Sales tax project with our patrons.

# **Seneca Library**

## **March/April 2014**

### **Blair Hinson, Manager**

#### **Narrative**

**Collection:** We have been adding a lot of new materials due to the approaching end of the fiscal year. We have continued to “spot” weed dirty, worn out, or out-of-date books as we’ve straightened and re-aligned our shelves, and have proceeded slowly with weeding and realigning our reference and eliminating our audiocassettes.

**Staff Development:** We completed a very successful staff training in-service in April, with two staff persons from the State Library, Kristi Sligh and Jason Broughton, delivering very timely information about personalities and dealing with difficult patrons. The in-service was organized by the Seneca and Westminster Branch managers, with assistance from the Salem manager. We also hired a replacement for Sarai Espino. Her name is Bethany Owens. She is working out very well so far, and seems to fit in nicely, despite some minor hiccups with Staffmark.

**Community Outreach:** The Seneca manager is now appearing regularly on the WSNW “Coffee Time” program, although WSNW, the host station, has undergone some changes. We’re also in the midst of really ramping up our campaign to spread the word/information about the Capital Projects Sales Tax project, especially now that the Committee has handed it off to County Council to craft the referendum.

**Programs:** Let’s Talk About It programs for spring, 2014 are centered detailed portraits of a strong influential woman, a woman capable of changing the course of history, art, culture or politics. The theme this fall is “Isabella’s Sisters.” We have also had a couple of training sessions for the public on e-readers and OverDrive (specifically the Kindle Fire). We have also had very successful children’s programs lately, with a big one for Dr. Suess’s birthday in March (over 90 in attendance) and a big one for the 75<sup>th</sup> anniversary of the book *Madeline* in April.

**Issues:** New thin-client computer were installed at all branches in April for our public Internet terminals. While they are more up-to-date and have eliminated a number of complaints about compatibility issues with Windows XP and IE 8, we are still working with IT on a number of print problems.

We have decided to use Boundless, a TLC product, and have already acquired a new URL: [www.oconeelibrary.org](http://www.oconeelibrary.org) for the OCPL website. But we are looking at the costs involved, and weighing that against the pricing for new computers, copiers and print release stations that came, or will have to come, with the County contract for new Xerox machines county-wide.

We would still consider security cameras at the Seneca Library a top priority and have looked into getting IT to price and install them for us.

We still are sort of in the dark about when the VOIP, or Internet-based phones, will be installed.

We will soon be receiving quarterly pest control visits.

**Notes:**

# Technical Services

March/April 2014

Robena Barton, Librarian

## **Narrative:**

### Collections:

Budgets are starting to run thin this close to the end of the fiscal year, but the last two months have seen steady additions. It is expected that ordering will start to taper off for May and June as several accounts reach the end of their allowance for this year. We have now ordered all materials for the Chastain account and added them to Walhalla's collection. Weeding is going very well and in the last four months more than 6,000 damaged or non-circulating items have been removed. One area that is still in need of review is the DVD collection for all branches.

### TLC:

TLC has been remarkably trouble free with only minor problems in the last two months that were either caused by system glitches or user error. No outages occurred.

### Manager's Projects:

The start of the next fiscal year will also hopefully begin a large project as the DVD collection is moved into locking cases, preventing the need for separate disc sleeves and additional storage space. This project is expected to move slowly as time and budgets are, as always, limited. Initially the project will involve all new movies being purchased from a vendor who will provide the cases to us. We will also replace all damaged cases with a locking case. As our supply of locking cases grows, we will start a retro-conversion of the existing collection, starting with fiction movies and progressing until all but large multi-disc sets are changed over.

It is also expected that this summer the updates to the circulation rules and holding codes will finally be completed.

### Staff Development:

Staff in-service was on April 18<sup>th</sup> and focused on customer service, personality types and dealing with difficult patrons. Two members of the State library led discussions and group exercises that proved both entertaining and informative. In addition, recognition was given to all staff for length of employment, pictures were taken and upcoming project information was shared including facts about the Capital Projects Sales Tax.

Weekly training has become somewhat irregular but is still progressing as much as time allows.

### Volunteers:

Nancy Woods was recognized in April at the VIP awards dinner. Much credit goes to her for the valuable work she does for Technical Services in addition to the library as a whole.

### Issues:

Printing continues to be an unresolved issue after the new copiers failed to accommodate our system reasonably. Most patrons' printing continues to be done on the old laser printers and Walhalla has no patron access to color copying. It is hoped that print-release stations will be installed soon to allow our patrons to again print normally at all branches.

# Walhalla Library

March/April 2014

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. A major weeding project has begun in order to withdraw items that are in poor condition. Walhalla continues to benefit from collection development funds that were donated by Mr. Chastain as well as a recent donation by Mr. Stroether.

**Overdrive Collection:** New Overdrive patrons decreased 28% from the previous period (January/February 2014) with 96 new registrations. Overdrive circulation decreased 1% with 2,529 check-outs for March and April. A total of 139 new titles were purchased and added to the OCPL Overdrive collection during this period. The cost for this period was \$4,938.71 which means that the average item was \$35.53 each. Mr. Chastain has recently made a separate donation to assist in the purchase of eBooks.

**Staff Development:** Staff continues to work on their personalized training plans. The April 18<sup>th</sup> in-service was an opportunity for staff to hear informative speakers and increase their knowledge base on a variety of topics.

Walhalla's newest Part-time Circulation Assistant, Karen Peterson, began working at OCPL on March 31<sup>st</sup>. She participated in the in-service and is acquiring additional training to become an active staff member of OCPL.

**Volunteers:** The VIP Committee (Janice Lovinggood, Leah Kelley and Heidi Holmes) planned several events in honor of National Volunteer Week that took place in April. A volunteer informational session was held at the Walhalla Library and the annual volunteer recognition event was held at the Oconee County offices.

**Programs:** We continue to provide *Tech Tuesday*, offering assistance to people needing help with their eReaders. Other adult programs held at Walhalla during March and April were *Caroline McIntyre Presents Chautauqua: Mary Draper Ingles*, an ongoing monthly support group-*Caring Shoulders*, and a six-part series U.S. citizenship class. An all ages, Earth Day celebration-tree tagging program was also held as well as Walhalla's bi-monthly book club, *Books and Chocolate*.

**Meeting Room:** Many outside groups utilize the meeting space at the Walhalla Library. This month included: Carolina Family Services, Tri-County Home Educators Lego Club, Tri-County Home Educators High School Graduation Committee and South Oak Point Home Owners Association.

**Facilities:** A new electrical outlet was installed to accommodate a new photo copier. New copiers and new public computers were installed.



# Westminster Library

## March/April 2014

### Leah Price



## March

### Outreach and Programs

- March at the Westminster library was very busy. We started off the month with a television appearance by Leah Price on WYFF4 on Sunday, March 2<sup>nd</sup>. Leah went on the news to promote the three Dr. Seuss parties that were happening at the Westminster, Seneca, and Salem Libraries (planned and coordinated by Leah, Kayla Rucker, and Emily Whitmire). The Westminster Branch alone had over 85 people in attendance for a total of over 230 people at all three parties. Dr. Seuss' books are just a fun way to get kids interested in reading.
- We had two Big Bang Theory events during the month. The first was Craft it with Leah: Big Bang Theory Sharpie Mugs. This is where you take inexpensive coffee cups, draw on them with Sharpie permanent markers, bake them, and they are as good as any you buy in a store. We made them Big Bang by using sayings from the characters to make them our own. There were 11 in attendance for this. The next program we had was a Big Bang Theory Trivia Night. We had 10 people ranging in age from 10 and up test their skills. Everyone took home a prize with the winners take home a bag of themed goodies. We finished the program by singing Soft Kitty (can be seen on OCPL FB).
- We had 12 attend a special Luck O' the Irish movie showing of Darby O'Gill and the Little People. There were green drinks, green mustache straws, Lucky Charm Treats, and cupcakes.
- Our Family Movie Night was the Oscar winning Frozen. We had hot chocolate brownies and over 30 people in attendance.
- Casual Reads once again had no one attend.

### Staff Training

- We had another class to learn how to navigate the OCPL's PAC and various online databases. Part time staff, Patsy and Beverly, were able to attend to understand better so they can help the customers.

# April

## Staff Training

- The staff had a great in-service training at the Walhalla Library. Kristi Sligh and Jason Braughnam from the SC State Library came and discussed personality differences between the staff and how we can communicate better and therefore with the public. We also had training on upcoming technology changes for the branches including new print management for the public computers, locking cases for the DVDs, and new virtual computers. Stacie and Leah discussed the upcoming summer reading programs and how they work. We also had a time of staff recognition for years of service to the OCPL. It is nice to see the time people have put into our organization.
- We are also saddened to learn our boss, branch services librarian, K'Lani Green, has accepted a new job and will be leaving us in May.
- After many years of getting put on the back burner, the circulation procedure manual is finished. This will be something that will grow and change as we add new processes to our routines.

## Outreach and Programs

- Branch manager Leah is still working on coordinating the branches summer reading programs. The Friends have agreed to give us \$1400 to buy the materials and program fees. We should have a schedule mid-May.

During the week of Spring break for the kids in public schools we had one event each day.

- The movie, *Hobbit: Desolation of Smaug*, had 12 in attendance.
- Eighteen were in attendance for making Shrinky Dink bracelets (magic plastic that shrinks and hardens when heated).
- The movie, *The Nut Job*, had 21 in attendance.
- Eleven kids came to create their own unique silhouette canvas paintings.
- This month's craft it with Leah entailed taking toilet paper rolls, cutting them, and gluing into patterns to create wreaths and other decorative accents. There were a total of 8 who attended.

Spring cleaning program had one person in attendance.

## Collection

We are diligently weeding and clearing out items that are in bad condition or have not circulated. We are also rearranging some items to make room to install a new bigger and, hopefully, better copier and printer with a print management computer. While this is great and will help with a lot of problems, it is also causing problems in that we just don't have space without doing away with something important.



# **Youth Services Dept.**

## **March / April 2014**

### **Stacie Powell, Librarian**

**Print Collections:** The Youth Services Department did a good job of spending budgeted money for the fiscal year for both print and non-print materials. Book money has almost all been spent and DVD and Audio money has been spent. No extra money was requested. In order to spend the last of the book money branches were asked to evaluate their non-fiction juvenile collections and new and replacement books have been ordered to help make these sections more current. Weeding is also continuing to take place of E, J, and YA sections to make room for new materials.

**Staff Development:** The Youth Services Librarian attended two trainings in Columbia – one in March and one in April. The first training was for summer reading and the second was facilitator training. The Youth Services department participated in a very informative staff development day at OCPL on April 18<sup>th</sup>. We learned a lot of new skills relating to customer service and about new things going on at the library – such as locking DVD cases, circulation procedures manual, etc.

**Community Outreach:** The Youth Services Librarian participated in the First Steps grand opening of the United Way's Born Learning trail at the Shaver Complex in Seneca on April 10<sup>th</sup>. More than 100 children were in attendance. The Youth Services Librarian conducted a story time for 33 students from St. John's Preschool in Walhalla. We also helped Volunteer Coordinator Janice Lovinggood plan a volunteer outreach program for volunteer week. The Youth Services Librarian attended the outreach program and spoke about the volunteer needs of her department. We recruited a new volunteer who is going to help decorate the children's department at Walhalla.

**Collaboration:** The Youth Services department is collaborating with several organizations and people on some upcoming programs for the library. The first is called Science Saturdays which will take place on the third Saturday of every month rotating between all of the branches. We are collaborating with area science and math teachers who will conduct the experiments and design the lesson plans. The curriculum for each Science Saturday will cover Common Core South Carolina standards. The Youth Services department is also partnering with the Walhalla Junior Women's Club on two projects with the library – a 5K / Fun Run to raise funds for next year's summer reading and an outreach program for DSS families.

#### **Programs: March:**

- Teen Tech Week (March 10-14) – provided a teen technology night on April 11<sup>th</sup> – two teens were in attendance
- Shamrock Search (March 16-22) – a passive program that ran all week at the Walhalla Library – 34 kids participated.
- American Girl Club (March 18, 25, April 1, 8) – held an American Girl club at the Salem Library for four weeks. An average of seven girls attended the program each week.

#### **April:**

- Volunteer Outreach Program (April 8) – 13 people attended.
- 75<sup>th</sup> Anniversary of the Madeline book (April 9) at the Seneca Library -36 people attended.
- "Not a Box" program (April 16) at Walhalla – 21 people attended.
- Earth Day celebration (April 22) – 4 people attended.

**Manager's Projects:** We are diligently working on getting ready for summer reading. We have a lot of exciting programs planned. Summer Reading officially kicks off on June 9<sup>th</sup> and runs until August 9<sup>th</sup>. The theme this year is "STEM" – which stands for Science, Technology, Engineering, and Math.