

OCPL Director's Report July, 2014

1. Programs and Services: Numerous programs were presented at OCPL Libraries during May and June in connection with Summer Reading. OCPL is once again providing **A summer reading champion lives here!** yard signs to children who successfully complete the reading requirement. Be on the lookout for these white signs with the OCPL logo.

2. Usage Statistics and narratives: May-June, 2014 statistics and Bimonthly Reports are attached.

3. Finance and Budget: OCPL Budget expenditures for July 1, 2013 – June 30, 2014 are attached as well as the budget for FY 2014- 2015 .

4. Personnel and Training: Management Team meetings on Wednesday, May 14, 2014 and Wednesday, June 11, 2014. After interviews with several candidates for each position, **Blair Hinson** was selected to succeed **K'Lani Green** as Branch Services Librarian and **Emily Whitmire Sluder** selected to succeed Mr. Hinson as Seneca Library Branch manager. **Heidi Holmes**, Walhalla Branch Manager, is on extended leave. **Kayla Rucker**, who ordinarily works at the Salem Library, has been temporarily assigned to the Walhalla Library to assist in covering the hours ordinarily worked by Ms. Holmes. **Karen Peterson**, a part-time employee, is assisting **Dan Polk** at the Salem Library. OCPL has continued functioning despite being short two full-time employees. Oconee County does not budget for temporary replacements.

5. Buildings & Grounds: Carpets at the Walhalla Library were cleaned on Monday, May 26, 2014(Memorial Day).

6. Technology: The Envisionware print management system was installed beginning July 1, 2014; the public computers now print to one photocopier in each location. In Seneca, Walhalla and Westminster, patrons use bills or coins to pay for their print jobs using a pay station dedicated to that purpose.

7. Friends of the Library: met with the Friends board on Tuesday,

July 15, 2014 to discuss the library's wish lists and to inform the Friends about **Better World Books**.

8. Oconee County: Working on a Continuity of Operations Plan (COOP) for the library department with **Kimberly Brock**, Project Coordinator for Oconee Emergency Management Services. County Council approved the placement of the **Capital Project Sales Tax** on the November 4, 2014 ballot at their meeting on Tuesday, July 15, 2014.

9. State Library: Attended the meeting of public library directors at the State Library on Friday, July 18, 2014. **Robena Barton**, Technical Services Librarian, and a Clemson student intern will work on a digitization project using equipment loaned to us by the State Library this fall. We are planning to digitize additional local histories and documents for use by students and scholars. OCPL is also under consideration for an LSTA grant from the State Library. **Stacie Powell**, Youth Services Librarian, is the originator of the idea for this program.

10. Community Involvement: Attended **Oconee Alliance** meetings on Thursday, June 12 and Thursday July 11, 2014. Attended Hillbilly Day in Mountain Rest on July 4, 2014. Participated in the ribbon cutting event for **Safe Harbor** at the Shaver Complex in Seneca on Tuesday, July 8, 2014.

11. Library Vehicles. Funds were expended during June for repairs to the Bookmobile and the 1999 Dodge Caravan has a new battery and four new tires. This vehicle has been used actively during the Summer Reading Program by **Stacie Powell**, Youth Services Librarian, in connection with the numerous programs at the branches.

12. Other: **Dr. Caren von Hippel** is working on forming a nonprofit organization which she calls **Baby Read**. Attached is information about the project. She is scheduled to be present at the July 28, 2014 Board meeting. **John Adams**, a former chairman of the Library Board, is also scheduled to be present at the Board meeting to discuss the role of the **Oconee County Chamber of Commerce** in supporting the Capital Project Sales Tax referendum on November 4, 2014. Proctored several online tests for Limestone College students. Re-stocked the **Little Free Libraries** in Mountain Rest on Friday, June 27, 2014. **Lemuel Chastain**, the source of funds for the project, visited the Walhalla Library on Friday, July 11, 2014 and expressed his pleasure in the project.

	May 2013	May 2014	Change	Jun 2013	Jun 2014	Change
Visits to Library	24,591	21,873	-11.9%	27,564	26,352	-4.4%
Material Circulation - Adult	20,920	18,556	-11.3%	22,176	19,866	-10.4%
Material Circulation - Youth	2,464	2,272	-7.8%	2,646	2,841	+0.2%
Material Circulation - Juvenile	8,775	7,914	-9.8%	14,065	12,988	-7.7%
Total Material Circulation	32,159	28,744	-10.6%	39,087	35,697	-8.7%
Internet Users	4,503	0	-100.0%	4,631	0	-100.0%
Internet Hours of Use	2,887	0	-100.0%	2,841	0	-100.0%
New Cards Issued	220	146	-32.7%	354	316	-10.7%
Programs - Adult	10	8	-20.0%	10	12	20.0%
Programs Attendance - Adult	127	81	-36.2%	96	117	21.9%
Programs - Youth 12-18	0	1		0	11	
Programs Att - Youth 12-18	0	7		0	73	
Programs - Juvenile 6-11	1	5		3	14	366.7%
Programs Att - Juv 6-11	10	73	630.0%	21	785	2638.1%
Programs - Children 0-5						
Programs - Att - Children 0-5						
Outreach Activities	3	7	133.3%	0	5	
Outreach Act. Attendance	502	294	-41.4%	0	1,400	
Public Training Sessions	2	3	50.0%	1	2	
Public Training Participants	8	203	2437.5%	4	6	50.0%
Public Training Hours	10	4	-60.0%	8	3	-60.0%
Staff Training Sessions	13	3	-76.9%	12	3	-75.0%
Staff Training Participants	23	5	-78.3%	13	16	23.1%
Staff Training Hours	29	8	-74.1%	37	10	-74.3%
Number of Volunteers Added	6	10	66.7%	0	7	
Number of Vol Hours	169	175	3.3%	153	159	3.6%
Meeting Room Use	52	43	-17.3%	58	56	-3.4%
Meeting Room Attendance	553	433	-21.7%	618	607	-12.1%
Number of Web Site Hits		8,001		14,272	15,029	5.3%
Number of online PAC Hits		0			0	
Wi-Fi Users						

Wi-Fi Hours of Use						
E Book Downloads						
Mango Adult Users		88		56	109	94.6%
Mango Children Users		1		2	2	0.0%
One Click Digital Downloads						
Interlibrary Loans	38	26	-31.6%	26	34	30.8%
New Material Added	1,684	1,298	-22.9%	1,269	1,118	-11.9%

Year To Date vs total last yr	FY 12-13	FY 13-14	Change
Visits to Library	304,474	282,932	-7.1%
Material Circulation - Adult	244,069	241,774	-0.9%
Material Circulation - Youth	29,421	27,976	-4.9%
Material Circulation - Juvenile	119,404	111,765	-6.4%
Total Material Circulation	392,893	381,515	-2.9%
Internet Users	64,459	13,757	-74.7%
Internet Hours of Use	37,192	9,177	-75.3%
New Cards Issued	3,184	2,612	-18.0%
Programs - Adult	141	111	-21.3%
Programs Attendance - Adult	2,278	1,357	-40.4%
Programs - Youth 12-18	10	22	120.0%
Programs Att - Youth 12-18	102	163	59.8%
Programs - Juvenile 6-11	50	59	38.0%
Programs Att - Juv 6-11	1,080	1,658	53.5%
Programs - Children 0-5	100		-100.0%
Programs - Att - Children 0-5	1,284		-100.0%
Outreach Activities	22	#VALUE!	#VALUE!
Outreach Act. Attendance	2,264	2,802	23.8%
Public Training Sessions	30	36	20.0%
Public Training Participants	191	320	67.5%
Public Training Hours	152	93	-38.9%
Staff Training Sessions	106	80	-24.5%
Staff Training Participants	148	137	-7.8%
Staff Training Hours	840	710	-15.4%
Number of Volunteers Added	92	#REF!	#REF!
Number of Vol Hours	4,437	2,227	-49.8%
Meeting Room Use	660	570	-13.6%
Meeting Room Attendance	7,338	7,441	1.4%
Number of Web Site Hits	107,379	156,511	45.8%
Number of online PAC Hits	20,355	0	-100.0%
Wi-Fi Users	18,474	0	-100.0%
Wi-Fi Hours of Use	0	0	
E Book Downloads	5,859	11,369	84.0%

Mango Adult Users	434		-100.0%
Mango Children Users	23		-100.0%
One Click Digital Downloads	200	1,235	517.5%
		29	
Interlibrary Loans	553	353	-36.2%
New Material Added	15,304	14,354	-6.2%

OCPL Budget 2013-2014 7-18-14

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
010-206-10110-00000	Full Time Salary	695,322		0%	
010-206-10120-00000	Part-Time	101,985		0%	
010-206-10121-00000	Courier	13,500		0%	
010-206-30025-00000	Staffmark	21,485		0%	
TOTAL SALARIES		742,293	0	0%	0
010-206-30018	Travel	200	86	43%	114
010-206-30022-00081	Bldg Maint - Walhalla	8,565	8,444	99%	121
010-206-30022-00082	Bldg Maint - Seneca	2,042	1,742	85%	300
010-206-30022-00083	Bldg Maint - Westminster	2,300	2,280	99%	20
010-206-30022-00084	Bldg. Maint - Salem	1,320	1,020	77%	300
010-206-30024	Equip. Maintenance	6,800	6,799	100%	1
010-206-30037	Equipment Leased	8,000	7,960	100%	40
010-206-30041	Telecommunications	480	456	95%	24
010-206-30043-00081	Electricity - Walhalla	26,000	26,294	101%	-2,294
010-206-30043-00082	Electricity - Seneca	16,120	16,107	100%	13
010-206-30043-00083	Electricity - Westminster	14,000	13,785	98%	215
010-206-30043-00084	Electricity - Salem	5,000	5,000	100%	0
010-206-30044-00081	Water - Walhalla	1,200	1,101	92%	99
010-206-30044-00082	Water - Seneca	900	928	103%	-28
010-206-30044-00083	Water - Westminster	840	813	97%	27
010-206-30056	Data Processing	27,500	27,500	100%	0
010-206-30059	Copier Click Charges - Xerox	3,000	3,342	111%	-342
010-206-30088	Advertising	700	706	101%	-6
010-206-30080	Dues	750	740	99%	10
010-206-30084	School, Training, Sem.	3,300	3,300	100%	0
010-206-30090	Honorarium	900	900	100%	0
010-206-40031	Sm Capital Equip (Loc)	4,813	4,813	100%	0
010-206-40032	Operational	15,474	15,452	100%	22
010-206-40032-A	Youth Services	2,000	1,961	98%	39
010-206-40033	Postage	451	451	100%	0
010-206-40034	Food	500	500	100%	0
010-206-40045	IT Equipment	21,583	21,583	100%	0
010-206-40101	Books (Local)	89,758	89,541	100%	217
010-206-40102	Periodicals (Local)	18,000	17,999	100%	1
010-206-40103	AV (Local)	10,000	9,999	100%	1
010-206-50881	Capital Expenditure, Paving	24,783	24,746	100%	37
010-206-80206	Automobile Maint - Library	1,800	1,800	100%	0
010-206-81206	Gasoline - Library	3,147	3,167	101%	-20
010-206-82206	Diesel - Library	2,495	2,005	80%	490
TOTAL LOCAL FUNDS		324,521	325,120	100%	-599
012-206-50850-00000	Seneca Library Expense	21,514		0%	21,514
013-80-85-50206	Lib Const (Seneca)	1,021		0%	1,021
013-206-00010	*Gifts, Donation (Loc)	21,355		0%	21,355
TOTAL MISC. FUNDS					
240-206-30056-00255	Data Processing (State)	22,996	22,996	100%	0
240-206-30080-00255	Dues	481	481	100%	0
240-206-30084-00255	Schools, Train., (State)	2,579	2,578	100%	1
240-206-40031-00255	Sm Capital (State)	2,000	1,987	100%	3
240-206-40032-00255	Operational (State)	5,126	5,120	100%	6
240-206-40045-00255	IT Equipment	2,998	2,997	100%	1
240-206-40111-00255	Books (State)	25,453	25,453	100%	0
240-206-40112-00255	Periodicals (State)	18,315	18,315	100%	0
240-206-40113-00255	AV (State)	10,000	10,000	100%	0
240-206-80206-00255	Vehicle Maintenance	2,893	2,892	100%	1
TOTAL STATE AID		92,841	92,829	100%	12

**Executive Summary: BabyRead Partnership with Oconee County Public Library System
(7.17.2014)**

- I. **MISSION STATEMENT:** BabyRead develops a love of reading in babies and their caregivers in Oconee County. The BabyRead home outreach program consists of trained volunteers that go to the homes of selected families. These volunteers model to caregivers and their babies good practices of reading, singing, and talking.
- II. **BABYREAD OVERVIEW:** As a home outreach program in Oconee County, BabyRead hopes to establish a partnership with the Oconee County Public Library System. BabyRead will incorporate and become a 501(c)(3) corporation. Considerable research has demonstrated that reading to babies has a substantial, positive impact on their cognitive development by the age of two years.

Within BabyRead, pairs of trained volunteers will visit low income, highly motivated, selected families in their homes for one hour weekly or biweekly (TBD), bringing books. Volunteers will read, talk, and sing, both modeling and motivating caregivers in these activities.

III. WHAT BABYREAD IS PROVIDING: PILOT: 2014-2015

BabyRead will (1) recruit and train volunteers to do home visits and recruit volunteers to provide management; (2) recruit other volunteers, e.g. part-time accountant; (3) recruit and work with select families; (4) work with Dolly Parton Imagination Library; (5) negotiate book rates and purchase books; (6) develop publicity; (7) hire lawyer and gain 501(c)(3) status; (8) get liability insurance for all volunteers; (9) expand Advisory Committee; (10) raise funds; (11) develop budget; (12) develop way to evaluate BabyRead; (13) identify programs to share resources; (14) identify and learn best practices from programs that are similar.

2016: ROLL OUT OF BABY READ

IV. WHAT OCPL IS BEING ASKED TO PROVIDE

BabyRead understands that OCPL 's priority is to do their jobs and we will, of course, accommodate.

Stacie Powell is being asked to: train volunteers, help select children's books, and serve on the Advisory Committee (meets every other month; works by email)

BabyRead wants to use the Walhalla library's meeting room for volunteer meetings.

Caren von Hippel, Ph.D., Director, BabyRead, cvhippel@charter.net.

BIOGRAPHY OF CAREN VON HIPPEL, PH.D., DIRECTOR OF BABYREAD (7.17.2017)

Caren von Hippel has a B.A. from Mt. Holyoke College, and a M.A. and a Ph.D. from the University of Michigan. She has a Ph.D. in philosophy. She did her Ph.D. dissertation at Massachusetts Institute of Technology on language development and early childhood.

Caren initially worked in the social sciences. She spent four years in Head Start, including evaluating Head Start and managing and writing eight books on how to mainstream young disabled children into the classroom.

She then spent thirty years in business marketing, introducing new technologies into the United States. For the last fifteen years, she ran her own, very successful business. She is well experienced in most aspects of marketing and business, from budgeting, planning, raising funds, strategy, project management, and publicity.

Caren is passionately committed to developing a love of reading and increasing the literacy of children and adults in Oconee County and South Carolina.

Caren von Hippel, cvhippel@charter.net

Branch Services

May / June 2014

Blair Hinson, Branch Services Librarian

Narrative

Public Relations:

With the succession of Branch Services Librarian, we have been working on assisting the Board and the Director with preparing to educate the public about the Capital Projects Sales Tax referendum. We will be working with the Branch Managers to help get the word out at the branches once the Board decides on a strategy to spread the word about the benefits and mechanism of the sales tax. (And do it within County guidelines about staff time and resources being used for political activity.)

Staff Development:

K'Lani Green departed the OCPL system on May 23, 2014, on her way to become a branch manager in the Nashville, Tennessee library system. Blair Hinson, the Seneca Branch manager, took her place. We are currently looking to fill the Branch Manager's job at the Seneca Branch. We will also be looking to replace part time staff as openings occur due to promotions or attrition. This task is made somewhat more difficult by the lack of support we get from the County's chosen staffing agency, Staffmark.

Programs:

The Youth Services Librarian will take over the Anime and other teen programs, but we will be working on programs aimed at self-help and digital literacy at several of the branches soon. We also will be looking to expand and enhance our employment assistance services at all of the branches as well.

Manager's Projects:

In addition to filling various open positions at the Seneca Branch that resulted from promotion, we will also be having to fill in for a while at the Seneca Branch while staffing Walhalla and the other branches as needed due to vacations, etc.

We will be continuing to monitor and replenish the Little Free Libraries, which have been recently visited and checked by the Director.

The library is continuing 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 have made three monthly visits with the bookmobile (visits occur 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.

We will also be updating and revising the Library's Emergency Operations plan as a part of a larger initiative by the County put in place so that each county department has a COOP, or Continuity of Operations Plan.

Outreach Services

May/June 2014

Brenda Lee, Bookmobile Manager

Collections: Manager continues to order dvds, adult fiction and nonfiction, chooses B & T Lease books and some large print.

Displays: Sidewalk sign showing the events and other happenings at all library locations is placed outside the bookmobile at our stops as weather permits. Volunteer, Jean Snellings, made copies of frogs and toads and placed them on the bookmobile. This program went very well. After explaining the difference between the two, the children who were 5 and under, would pick out what she asked of them.

Manager's Projects: I monitor all stops on our routes for activity, thus the changes to the website and the Bookmobile schedule almost always varies from one schedule to the next. Duration is increased at some of our stops when needed. (This summer, we've stayed longer almost everywhere! Business is great!) Rotation and weeding is done as space is needed and/or time to do so. Some materials are relocated to other branches. I visited with and signed up a homebound lady for the State Library Services. I encourage the patrons to sign up for our Summer Reading Program.

Volunteers: Coordinating with volunteer, Aaron Lewis to come in while I was on vacation proved to be very beneficial. Aaron also is our volunteer that goes to the Oconee County Detention Center with the Branch Services Librarian. This has already proven to be a great outreach. I have dedicated volunteers and they know if

I'm not in the office to go through the list of "Things to do if Brenda isn't here" and take care of what they know how to do. Mary Doran has been with me since 2010. She resigned in June to be able to spend time with her daughter and spouse and her beautiful twin granddaughters in California who were born in June. Jean Snellings took on the two vacated routes, which now makes four per month besides the extra hours and energy she already gives! Jean Snellings, the recipient of the Direct Service Award given by The Annual SC Governor's Award and the SC Association for Volunteer Administration was recognized and honored on May 22 in Columbia. Jean's husband, Richard along with K'Lani Green, Janice Lovinggood, Megan Lavere, and myself were in attendance to support this special lady. It was a beautiful day.

Comments: Three routes were missed due to Columbia trip, holiday, and maintenance issues. Fortunately, the maintenance issues only caused one route to be missed. The Learning Center visits came to a halt due to their being closed in the summer. A cute comment I heard as I was driving away for the last time: "Bye bookmobile girl!"

Summer Reading Program is going well with sign up; now to find the time to get them entered into the computer!! Adult sign up is 60, which I think is very good for those we see.

**Salem Library
May/June 2014
Daniel Polk
Branch Manager**

COMPUTER ISSUES:

Everything is working well with the new public computers and copier. IT responds quickly and well to any issues that have come up.

PROGRAMS:

22 attended the May and 55 in the June for Family Story Time. 15 people attended the Knit and Crochet Circle for May and June. There were 11 kids who showed up for the teen gaming night in May. Since Family Story Time is doing so well, we have decided to keep it going even through the summer reading months of June and July.

SUMMER READING:

Summer reading is going well. We have had 47 people for the Magic show and 23 people show up for the I Read Too Animals. We also had 7 for the Teen Minute to Win It, Gaming Night and CSI program.

VOLUNTEERS:

Our new volunteers Carol Eubanks and Nicole Alexander have been working out well. In May and June we had 4 volunteers with a total of 48 hours. We always appreciate the help that our volunteers give us.

Seneca Library

May/June 2014

Blair Hinson, Manager

Narrative

Collection: We have been in a bit of a lull adding new materials with the end of the fiscal year in June. All orders for FY 14 were completed the first week in June. 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. We will be implementing a schedule for weeding in the new fiscal year.

Staff Development: K’Lani Green left the system on May 23rd, and Seneca manager Blair Hinson was promoted to replace her as Branch Services Librarian. The search is nearly completed for the new Seneca Branch manager.

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. We will also be working with the other entities to craft a united message.

Programs: Let’s Talk About It programs for spring, 2014 were centered around detailed portraits of strong influential woman, women capable of changing the course of history, art, culture or politics. The theme this time was “Isabella’s Sisters.” The last session was held in May at the Seneca Branch. We have also had successful children’s and adult Summer Reading programs. Around 18 attended for Trivia Night.

Issues: New printer/copiers were finally installed at the end of June. So far there have been less issues than expected.

Website: While we have already acquired a new URL: www.oconeelibrary.org for the OCPL website, we weren’t able to use Boundless, a TLC product, because they no longer sell it to libraries with multiple locations. Instead, we bought from a company that sells template specifically for libraries, using Wordpress as the platform. It is called Prefab, from Influx. We hope to have the new website ready to roll out before the end of July.

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, though that is supposed to be next after the copiers.

We will soon be receiving quarterly pest control visits.

Notes:

Technical Services

May/June 2014

Robena Barton, Librarian

Narrative:

Collections:

Ordering declined but remained fairly steady for the last two months of the fiscal year. We are expecting a gap of only about a week in the middle of July when orders for the previous budget have been processed but new orders have not yet arrived. This has been alleviated somewhat by our collections/acquisitions staff member who used the last of our materials budget at the very end of June to purchase books locally. This allowed us to immediately spend the funds without having to wait on invoices and gave us material to process when we would normally have had to wait on the new budget orders to arrive.

TLC:

No major issues have been reported with the ILS system in the past two months. Surprisingly, TLC switched us to a new server in June and while there were a few minor issues, we did not experience an outage or major malfunction. Sometime in the next two months we are hoping for an upgrade for both our Public Access Catalog and our Staff website so that our newer records will display more information and be easier to search. No time frame yet on when this might happen and if the last upgrade is any indication we will probably have several glitches to contend with. The benefit should outweigh the hassle, though so I am looking forward to it.

Manager's Projects:

We have had to delay the move to locking cases, at least until the next budget year. This is disheartening to everyone who showed so much support for this project. On the positive side, this will allow me the time to start a different project with our local history collection. The state library is providing tools and training for us to digitize select materials and add the images to our electronic access collection as well as the Digital Library of America. I feel that this is a wonderful chance to improve, or in some cases provide, access to materials that showcase our local past. We are currently in the process of selecting and obtaining permissions for the materials we would like to digitize.

Staff Development:

Training is on hold at the moment as all staff members are working extra shifts at the desk and closing more frequently in addition to extra time spent on deletions as Walhalla and Westminster have undergone heavy weeding projects. It is of some benefit that orders have declined, but time has still been pressed lately. It is hoped that the branch manager will return shortly and training will be able to resume.

Volunteers:

Nancy Woods continues to be a boon to the department.

Issues:

Release stations were installed at the end of June which finally allowed patrons to use the new printers. There continue to be issues with the system but that is to be expected considering how much we are asking from it.

There is no word yet on the installation of VOIP phones, although we have been told previously that we can expect them after the printers, which we now have at all branches.

Walhalla Library

May/June 2014

Christie Johnson,
Assistant Manager

Narrative

Walhalla Collections: We continue 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 increased 12.5% from the previous period (March/April 2014) with 108 new registrations. Overdrive circulation remained the same, with 2,529 check-outs for May and June. A total of 21 new titles were purchased and added to the OCPL Overdrive collection during this period. The cost for this period was \$654.53 which means that the average item was \$31.17 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.

We have been short-handed due to the branch manager being out for an extended period. All of our part-time staff, as well as quite a few of the full-time staff that work out of the Walhalla branch, have been very helpful in handling the extra work involved.

Volunteers: We continue to have several regular volunteers that help us with various tasks, freeing up valuable staff time. We have also had a few temporary volunteers completing community service hours.

Programs: We continue to provide *Tech Tuesday*, offering assistance to people needing help with their eReaders. Other adult programs held at Walhalla during May and June were an ongoing monthly support group called *Caring Shoulders* and a six-part series U.S. citizenship class, as well as Walhalla's bi-monthly book club, *Books and Chocolate*. *The Caring Shoulders* support group will be changing to bi-monthly for now. We also had two adult offerings for our summer reading program which began in June. Clemson Extension Office presented a program on their Carolina Yards program, and the Oconee County Humane Society came to tell about volunteer opportunities with the Humane Society.

Meeting Room: Many outside groups utilize the meeting space at the Walhalla Library. Groups that used our space during this time period include Children and Family Services, Tri-County Home Educators Lego Club, Friends of the Library, Oconee County Third Option Group (homeschoolers), Al Anon, and the Department of Juvenile Justice.

Facilities: We have had an ongoing problem with bugs in the library, and have had the exterminator out to spray several times. We hope the problem will be resolved soon. We have also had some issues with the air conditioning units freezing up, and then leaking as they thaw out. We had some damage to books from one such leakage, and the county maintenance department was very helpful in trying to prevent this from happening again.

Other Issues: As mentioned earlier, the Walhalla branch manager is currently out for an extended period. Many people here at the branch are taking on extra tasks to fill in for Heidi Holmes in her absence. Ordering is being split up among several people. The assistant branch manager is handling scheduling and supervision of the part-time staff, as well as supervising volunteers. Many full-time staff members have covered extra closing shifts. Weeding of the collection is continuing, with the Tech Services manager working with the assistant branch manager. Everyone has been pitching in, and speaking as the assistant branch manager, I am very grateful for the help!

May

Staff training

Xerox representative, Nancy King, came and trained several of the staff on the workings of the new Xerox machine. We are still waiting on network connection for the black and white and full installation of the color machine which will be for public use. More training will be planned once those are finalized.

Programs

Programs for the month of May have been kept to a minimum due to the time constraint of planning for summer reading. We did have a Cinco de Mayo party on the 5th with over 30 in attendance. They had mini tacos, cupcakes, chips and dip, played pin the tail on the donkey, cactus ring toss, and heard some Spanish stories and learned a little about Cinco de Mayo.

We also had a drop in craft for kids. They made Washi tape picture frames using recycled library materials.

Outreach

On the 26th branch manager Leah Price went and spoke at Oakway Intermediate School to 200 4th and 5th graders about summer reading. They all seemed very excited about the prospect of reading and the events that are planned at the libraries. She also demonstrated on to download the libraries eBooks via Overdrive.

Volunteers

Tiffany Tarrer has been retraining our volunteers so they can better shelf read and help maintain the materials on the shelves. This has gone very well and they are making great progress. Shelf reading is a very important task that staff do not always have the time to do. Shelf reading makes sure that items are where they are supposed to be so that patrons and staff can find the materials when needed.

Summer Reading

Materials have arrived for the adult summer reading, items are bagged and ready to go to their respective branches in anticipation of the June 9th kickoff.

June

Outreach

On June 2nd and 3rd branch manager Leah Price went and spoke at Westminster Elementary School to 400 students about summer reading. They all seemed very excited about the prospect of reading and the events that are planned at the libraries.

Summer Reading

Of course June and July are months that are almost completely focused on summer reading. We have had a great turnout for a lot of the programs and have had many signups. Westminster staff Tiffany and Leah went to help at the kickoff party held at the Westminster Fire Department. Our first program of I Read to Animals was a big hit and was at max capacity. We then had over 70, yes 70, attend the showing of the Lego Movie. We had 60 for American Giants of Science and about 40 for Magic with Mr. Ray.

While we have had major successes with the children's programs, the adults have not fared as well. We had 15 attend the craft program, 1 attend the Facebook for Seniors, and had none show for the movie. Hopefully we can get the word out about the July programs and have more attend. Of course with all these extra people in the library we have been hopping which is great!

Collection

Due to the end of the fiscal year, we have spent a lot of time making sure we have spent all of our funds. We were able to acquire two new stepping stools and a desk chair for the circulation desk. We have also added a lot of items to the collection as replacements for worn but still in demand items. We have also finished weeding of the collections to get us on an even keel for the new rotation schedule that starts in July. The system has not had a regular scheduled system of weeding so this is a great opportunity for us to keep the collections current and thinned out so as to not overwhelm the stacks.

End of Year thoughts

It is disheartening to see all the negatives when looking at the percent changes in the monthly report. So why are the numbers so low? Decrease in library visits could be attributed to the fact we offer a lot of services that do not require physically entering the building. EBooks, online language tools like Mango, SC Discus, even requesting and renewing materials no longer requires a visit to the library. Many patrons also know the Wi-Fi works outside the building and chose to sit in their vehicles instead of coming inside. These all hinder the count at the doors from going higher.

Even though checkouts are down, program attendance is at a high. This proves that while people might not be coming to the library to check out materials, they are coming to the library and are thirsty for more of what we can offer them. Westminster alone had a 64% increase in adult attendance at programs, a 193% increase in youth attendance, and 16% increase in juveniles. Knowledge is more than just the ability to read.

Notes:

The Wi-Fi statistics for the year are not accurate for the yearly total due to the inability to view a report. June's statistics might be lower due to summer reading starting later because of the later school year.

Youth Services Dept.

May / June 2014

Stacie Powell, Librarian

Print Collections: The Youth Services Department finished the 2013/2014 fiscal year on budget. We did not have to ask for additional funds. We were not able to order many books or DVDS in June due to policies on invoices at the end of the year, so our department is ready to resume ordering in July. We have a backlog of requests that need to be fulfilled.

Staff Development: The months of May and June are consumed by summer reading preparations so there is little time to take on extra training; however, Youth Services Assistant Abby Galloway did participate on May 23rd in a webinar on using the Summer Reading database system – Evanced – that the State Library of South Carolina requires libraries to use.

Community Outreach: The Youth Services department made school visits at the end of May to promote Summer Reading. The Westminster Branch Manager also made school visits to Westminster area schools to help with canvassing all the schools. All schools were also sent promotional videos on our Summer Reading programs that were shown to the schools on their morning news programs. The Youth Service's Department hosted a family literacy open house at the Walhalla Library on Saturday, May 3rd. We partnered with DSS's POPS (Principles of Parenting Success) and the Walhalla Women's Club. This event was an invitation only drop-in for families participating in the DSS program. I gave the families a tour of the library, conducted story time, and the Women's Club fed them a breakfast. We also signed up families for library cards.

Collaboration: The library has partnered with Walhalla Junior Women's Club to host a 5k and family fun run at the Walhalla Library on Saturday, August 9th. All the proceeds from this event will go towards our summer reading program next year. We are hoping for a good turn-out and will repeat the event every year if this year is a success. We partnered with the Westminster Fire Department and Oconee Emergency Services to host our Summer Reading kick-off party at the fire department in Westminster. Our facilities are inadequate for such a large crowd (190 people attended) and weather is too unpredictable in the summer to have the event outside at one of the libraries. The Westminster Fire Department was a wonderful venue. The people there were very welcoming and offered us anything we needed to help make the event a success. A thank you note was sent to the Fire Chief thanking his organization for all of their generous help.

Programs: **May** – The Walhalla Library participated in National Screen Free Week May 5th- 8th. The Youth Services department provided games and activities for families to participate in at the library. Screen Free Week urges families to take a pledge to be “screen free” during that week – no TV, computers, or electronic screen devices of any types. We encouraged families to play board games, write letters, play outdoors, read books, etc.

June – Summer Reading started on June 9th with a big kick-off event. Multiple Summer Reading programs are taking place at each branch throughout each week for the months of June and July keeping the Youth Services department extremely busy.

Science Saturdays – The Youth Services department started a new monthly program called “Science Saturdays.” We had our first in May at the Walhalla Library with 9 attendees. Our second was in June at the Seneca Library and we had 75 people attend! The next ones will be held at Westminster and Salem. We are hoping for another strong turn-out. The events are taught by volunteer Science and Math teachers using South Carolina State Standards and curriculum. The Youth Services Librarian has applied for a South Carolina State Library LSTA grant that if awarded will support a two-week Science camp at the library next summer.

Manager's Projects: Revamping of story time schedule in the Fall.