

OCPL Director's Report November, 2014

1. Programs and Services: Numerous programs were presented at OCPL branches during September and October. A birthday cake celebrating the 46th anniversary of the dedication of the **Seneca Library** was cut and served to the public at the Seneca Library on Monday, October 20, 2014. The original dedication of the new Seneca Library took place on Sunday, October 20, 1968. A birthday cake celebrating the 35th anniversary of the dedication of the **Walhalla Library** was cut and served to the public on Tuesday, October 21, 2014. The original dedication of the new Walhalla Library took place on Sunday, October 21, 1979. A troupe comprised of **Chairman Day**, three other individuals and the director presented a program entitled "Songs of the South" at the Walhalla Library on Tuesday evening, November 18.

2. Usage Statistics and narratives: September – October, 2014 statistics and Bimonthly Reports are attached.

3. Finance and Budget: OCPL Budget expenditures for July 1, 2014 – November 21, 2014 are attached.

4. Personnel and Training: Management Team meetings on Wednesday, October 8, 2014 and November 12, 2014. **Blair Hinson**, Branch Services Librarian; **Christie Johnson**, Assistant Branch manager for the Walhalla Library; and the director interviewed candidates for the Walhalla Branch manager position during September. The successful applicant, **Emily Embry**, assumed the position on Monday, November 3, 2014. **Abby Galloway**, part-time Circulation Assistant at the Walhalla Library and assistant to the Youth Services Librarian, resigned to accept a comparable position at the Pickens County Library. We are interviewing candidates. The successful applicant will become our 7th third party contract worker. **Blair Hinson**, Branch Services Librarian; **Robena Barton**, Technical Services Librarian; **Emily Whitmire Sluder**, Seneca Library Branch Manager, and the director attended the annual conference of the **South Carolina Library Association**, which was held in Columbia Wednesday, October 22 through Friday, October 24, 2014. **Blair Hinson**, Branch Services Librarian, attended the *Library Information Technology Association's* annual forum in Albuquerque, NM November 5-8,

2014. A grant from the State Library provided the funds for Mr. Hinson to attend.

5. Buildings & Grounds: The Walhalla Library was struck by lightning on Saturday, August 23, 2014, and over several weeks the effects gradually manifested themselves. A sensor for the security alarm was replaced on Monday, August 25, 2014 by Carolina Burglar and Fire Alarm because we were unable to set the security system on Sunday, August 24. The receipt printer at the Circulation Desk had to be replaced because its circuits had been destroyed by the surge. A circuit in the meeting room was tripped and an electrical outlet had to be replaced by Facilities Maintenance after flames shot out of the receptacle when the circuit breaker was flipped back on. A week or so later, we realized that the circuit board in the Fire Alarm box had melted and this had to be replaced by Carolina Fire and Burglar Alarm. We think that all the affected parts of the electrical system have been repaired. Most of the wiring in the Walhalla Library is 35 years old since the building was occupied in the fall of 1979.

6. Technology: We are still awaiting the final switch over to VOIP telephones(new telephone numbers in packet). **Blair Hinson** is working with the County's IT department to discover the technology needed to count the use of OCPL's Wi-Fi. Collection of these statistics has been mandated by the State Library.

7. Friends of the Library: In celebration of "National Friends of the Library Week," OCPL recognized the Friends of the Oconee County Public Library with a special event at the Walhalla Library on Thursday evening , October 23, 2014. The theme was "Volunteers Roll." The director and his spouse attended this event.

8. Oconee County: County Council approved OCPL's application for a LSTA grant at its meeting on Tuesday, October 7, 2014. **Stacie Powell**, Youth Services Librarian and writer of the grant, and the director attended this meeting to answer any questions that Council might ask. On Wednesday, November 12, the director and Branch Services Librarian **Blair Hinson** consulted with the County HR manager, **Sheila Wald** and **Wanda Tompkins** of Staffmark to determine a more efficient method of recruitment of part-time staff. Six of OCPL's 14 part-time employees are employed through Staffmark and, as noted above, a seventh Staffmark employee will soon be hired. Worked with Procurement Director **Robyn**

Courtright , **Janice Lovinggood**, and **Leah Kelley** on the issuance of Procurement Cards to members of OCPL's Management Team. The County is moving toward the use of credit cards issued to designated County staff members for certain types of purchases.

9. State Library: Attended the meeting of public library directors at the State Library on Friday, November 21. **Robena Barton**, Technical Services Librarian, and a Clemson student intern have completed the digitization project using equipment loaned to us by the State Library. Staff worked on the S.C. Public Library Annual Report FY2014(in your packet) and submitted it to the State Library on Thursday, October 30, 2014.

The State Library has purchased a statewide subscription to **Mango**, the online foreign language database. As a consequence, the funds OCPL budgeted for its subscription to Mango can be used for the purchase of other library materials. See the note about **Ancestry.com** under **Other**.

10. Community Involvement: Attended **Oconee Economic Alliance** meetings on Thursday, October 9, 2014; and Thursday, November 13, 2014. The director and his spouse attended the **Steak in Oconee** banquet on Monday evening, September 29, 2014 at the West Oak Middle School in Westminster. Attended the Heritage Fair Thursday, October 2, 2014 and Saturday, October 4, 2014. Attended Oktoberfest in Walhalla on Saturday afternoon, October 18, 2014. The director and his spouse attended the **Oconee Heritage Center's** annual *Harvest Moon Gala* at the Blue Ridge Shrine Club on Saturday evening, November 8, 2014. Attended the fundraiser at Mountain Rest Baptist Church for **Mark and Jody Vissage** on Saturday afternoon, November 22, 2014.

11. Other: Proctored several online tests for Limestone College students. OCPL has purchased a subscription to **Ancestry.com**, the genealogy database. It is available at all four libraries.

At the instruction of the County Administrator, the McNair law firm attorney who originally drew up OCPL's banning policy is updating it to meet the requirements of the new trespass law.

OCPL Statistics

	Sept 2013	Sept 2014	Change	Oct 2013	Oct 2014	Change
Visits to Library	23,304	23,515	0.9%	25,910	24,452	-5.6%
Material Circulation - Adult	19,504	19,917	2.1%	20,990	20,338	-3.1%
Material Circulation - Youth	2,074	2,086	0.6%	2,319	2,222	-4.2%
Material Circulation - Juvenile	8,944	9,416	5.3%	8,844	9,567	2.8%
Total Material Circulation	30,522	31,419	2.9%	33,153	32,127	-3.1%
Internet Users	4,260	3,388	-20.5%	0	4,227	
Internet Hours of Use	2,817	1,674	-40.6%	0	2,823	
New Cards Issued	271	218	-19.6%	259	234	-9.7%
Programs - Adult	9	60	566.7%	8	10	25.0%
Programs Attendance - Adult	108	89	-17.6%	195	70	-64.1%
Programs - Youth 12-18	1	8		2	8	300.0%
Programs Att - Youth 12-18	3	21	600.0%	34	26	-23.5%
Programs - Juvenile 6-11	1	44		2	4	100.0%
Programs Att - Juv 6-11	15	79	426.7%	27	78	188.9%
Programs - Children 0-5	4	23	475.0%	24	22	-8.3%
Programs - Att - Children 0-5	47	342	627.7%	275	297	8.0%
Outreach Activities	3	2	-33.3%	5	3	-40.0%
Outreach Act. Attendance	265	107	-59.6%	337	506	50.1%
Public Training Sessions	2	1	-50.0%	7	0	-100.0%
Public Training Participants	8	5	-37.5%	18	0	-100.0%
Public Training Hours	6	10	66.7%	7	0	-100.0%
Staff Training Sessions	9	2	-77.8%	10	5	-50.0%
Staff Training Participants	14	2	-85.7%	11	7	-36.4%
Staff Training Hours	118	4	-96.6%	44	16	-63.6%
Number of Volunteers Added	15	47	213.3%	13	14	7.7%
Number of Vol Hours	210	150	-28.7%	333	179	-46.4%
Meeting Room Use	41	209	409.8%	60	61	1.7%
Meeting Room Attendance	468	426	-9.0%	680	671	-1.3%
Number of Web Site Hits	13,495	11,912	-11.7%	14,977	11,670	-20.5%
Number of online PAC Hits						
Wi-Fi Users						

OCPL Statistics

Wi-Fi Hours of Use						
E Book Downloads	1,045	1,217	16.5%	1,004	1,303	29.8%
Mango Adult Users	72	82	13.9%	78	63	-19.2%
Mango Children Users	8	6	-25.0%	2	0	
One Click Digital Downloads	97	0		92		
Subscription cancelled						
Interlibrary Loans	21	7	-66.7%	13	44	238.5%
New Material Added	1,157	1,006	-13.1%	1,460	1,199	-17.9%

OCPL Budget 2014-2015 11-21-14

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
010-206-30018	Travel	200		0%	200
010-206-30022-00081	Bldg Maint - Walhalla	6,985	3,095	44%	3,870
010-206-30022-00082	Bldg Maint - Seneca	3,600	1,331	37%	2,269
010-206-30022-00083	Bldg Maint - Westminster	2,500	1,863	75%	637
010-206-30022-00084	Bldg. Maint - Salem	2,020	1,020	50%	1,000
010-206-30024	Equip. Maintenance	2,400	2,400	100%	0
010-206-30025-00000	Professional - Staffmark	75,045	25,344	34%	49,701
010-206-30041	Telecommunications	480	114	24%	366
010-206-30043-00081	Electricity - Walhalla	26,000	9,484	38%	16,516
010-206-30043-00082	Electricity - Seneca	18,500	5,941	36%	10,559
010-206-30043-00083	Electricity - Westminster	12,000	5,027	42%	6,973
010-206-30043-00084	Electricity - Salem	5,000	5,000	100%	0
010-206-30044-00081	Water - Walhalla	1,200	267	22%	933
010-206-30044-00082	Water - Seneca	900	241	27%	659
010-206-30044-00083	Water - Westminster	750	★	0%	750
010-206-30056	Data Processing	27,500	26,571	97%	929
010-206-30059	Copier Click Charges - Xerox	6,500	3,710	57%	2,790
010-206-30068	Advertising	700		0%	700
010-206-30080	Dues	760	609	81%	141
010-206-30084	School Training Sem.	3,300	2,094	63%	1,206
010-206-30090	Honorarium	900	800	89%	100
010-206-40031	Sm Capital Equip (Loc)	2,800	1,170	42%	1,630
010-206-40032	Operational	6,000	4,010	67%	1,990
010-206-40032-A	Youth Services	2,000	284	14%	1,716
010-206-40033	Postage	1,000	212	21%	788
010-206-40034	Food	500	68	13%	434
010-206-40101	Books (Local)	91,000	29,777	35%	61,223
010-206-40102	Periodicals (Local)	16,000	11,835	74%	4,165
010-206-40103	AV (Local)	10,500	3,948	38%	6,554
010-206-80206	Automobile Maint - Library	3,500	1,182	34%	2,318
010-206-81206	Gasoline - Library	2,500	1,288	52%	1,212
010-206-82206	Diesel - Library	2,000	697	35%	1,303
TOTAL LOCAL FUNDS		333,010	149,377	45%	183,633
012-206-50856-00000	Seneca Library Expense	21,514		0%	21,514
013-80-85-50206	Lib Const (Seneca)	1,021		0%	1,021
013-206-80018	*Gifts, Donation (Loc)	20,691		0%	20,691
TOTAL MISC. FUNDS		43,226		0%	43,226
240-206-30024-00255	Equipment Maintenance (State)	1,000		0%	1,000
240-206-30056-00255	Data Processing (State)	10,000	6,072	61%	3,928
240-206-30080-00255	Dues	1,000		0%	1,000
240-206-30084-00255	Schools, Train. (State)	3,837		0%	3,837
240-206-40031-00255	Sm Capital (State)	2,000		0%	2,000
240-206-40032-00255	Operational (State)	18,236		0%	18,236
240-206-40045-00255	IT Equipment	1,000	455	46%	545
240-206-40111-00255	Books (State)	25,453	15,343	60%	10,110
240-206-40112-00255	Periodicals (State)	18,315	6,093	33%	12,222
240-206-40113-00255	AV (State)	10,900	1,674	17%	8,326
240-206-80206-00255	Vehicle Maintenance	2,000		0%	2,000
TOTAL STATE AID		92,841	6,027	6%	86,814

★ WATER BILL COMBINED WITH ELECTRICITY BILL

**Oconee County Library System
S. C. Public Library Annual Report FY2014**

CURRENT YEAR PREVIOUS YEAR

Section A: GENERAL INFORMATION

GENERAL INFORMATION

Enter/edit information for the library system and the headquarters library in Section A. Outlet (branch library and Bookmobile) data is reported and edited in Section J of this survey. Some fields are locked in the survey and cannot be changed by the user; call the state library to revise these fields if needed.

	Name of Survey Respondent	Philip Cheney	<i>Philip Cheney</i>
	Respondent Phone Number	(864) 364-5700	<i>(864) 638-4133</i>
	Email of Respondent	pcheney@oconeesc.com	<i>pcheney@oconeesc.com</i>
A1	Legal Name of Library System	Oconee County Public Library	<i>Oconee County Public Library</i>
A2	Street Address of Headquarters Library	501 W S Broad St	<i>501 W S Broad St</i>
A3	City	Walhalla	<i>Walhalla</i>
A4	Zip Code	29691-2105	<i>29691-2105</i>
A5	Mailing Address	501 W S Broad St	<i>501 W S Broad St</i>
A6	City	Walhalla	<i>Walhalla</i>
A7	Zip Code	29691-2105	<i>29691-2105</i>
A8	Telephone	(864) 638-4133	<i>(864) 638-4133</i>
A9	Fax	(864) 638-4132	<i>(864) 638-4132</i>
A10	URL for the Library System's website	www.oconeelibrary.org	<i>www.oconee.lib.sc.us</i>
A11	County	OCONEE	<i>OCONEE</i>
A12	Name of Library Director	Philip Cheney	<i>Philip Cheney</i>
A13	E-mail of Director	pcheney@oconeesc.com	<i>pcheney@oconeesc.com</i>
A14	Date director appointed (mm/yyyy)	01/2012	<i>01/2012</i>
A15	Square footage of <u>Headquarters Library</u> (Enter as a whole number; enter -1 if unknown)	22,500	<i>22,500</i>

NUMBER OF SERVICE OUTLETS

A16	Number of Central (Headquarters) Libraries	1	<i>1</i>
A17	Number of Branch Libraries	3	<i>3</i>
A18	Number of Bookmobiles	1	<i>1</i>

PUBLIC SERVICE HOURS

Service hours (regular hours and weekend/evening hours) are reported in Section J of this survey. System-wide totals are automatically calculated and are entered for you in A19 and A20.

A19	SYSTEM TOTAL Annual weekend and evening public service hours (HQ library, Branches, and Bookmobile) - Survey calculates this total.	2,366.50	<i>2,365.50</i>
A20	SYSTEM TOTAL Annual service hours - Survey calculates this total.	10,039.00	<i>10,303.00</i>

Section B: LIBRARY BOARD, PERSONNEL AND FRIENDS G

LIBRARY BOARD

B1	Number of Trustees Constituting a Full Board	9	<i>9</i>
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B2	Number of Regular Board Meetings Held in FY2014	6	6
FRIENDS OF THE LIBRARY			
B3	Is There a System-Wide Friends Organization?	Yes	Yes
B4	Enter the <u>total number of Friends groups</u> existing, including the system-wide group if there is one, the group for the central library facility if there is one, and each individual branch group.	1	1
B5	How many Friends members in ALL groups? (system-wide <u>plus</u> any other groups)	302	308
B6	OPTIONAL: Please enter current contact information for your Friends. Preferred: Name and email address of FOL President and mailing address as available.		

LIBRARY PERSONNEL

Note: Enter number of library staff as of the last day (June 30) of the fiscal year covered by the survey. Enter the number of full time and part time staff, and calculate the number of FTE paid staff positions in each category. Refer to survey instructions for how to calculate FTE.

Librarians with ALA-MLS Degrees

B7	Full Time	7	6
B8	Part Time	0	0
B9	FTE MLS LIBRARIANS	7	6

Staff designated as Librarians who have a Masters Degree other than an MLS

B10	Full Time	0	0
B11	Part Time	0	0
B12	FTE OTHER MA LIBRARIANS	0	0

Staff designated as Librarians who have a BA/BS Degree

B13	Full Time	1	2
B14	Part Time	0	0
B15	FTE BA/BS LIBRARIANS	1	2

Staff designated as Librarians who have less than BA/BS Degree

B16	Full Time	0	0
B17	Part Time	0	0
B18	FTE NON-DEGREED LIBRARIANS	0	0
B19	TOTAL LIBRARIANS (B9 + B12 + B15 + B18)	8.00	8.00

All other staff

B20	Full Time	10	10
B21	Part Time	14	14
B22	FTE Other Staff	16	16

Total Staff

B23	Full Time (B7 + B10 + B13 + B16 + B20)	18	18
B24	Part Time (B8 + B11 + B14 + B17 + B21)	14	14
B25	TOTAL FTE Staff (B9 + B12 + B15 + B18 + B22)	24.00	24.00
B26	Annual Gross Salary for Beginning Librarian (as of July 1, 2014)	\$37,318	\$37,318
B27	Annual Gross Salary for Library Director (as of July 1, 2014)	\$53,560	\$53,560

Section C: LIBRARY REVENUE BY SOURCES**REVENUE: LOCAL GOVERNMENT SOURCES**

County Government

C1	Millage (Enter in this format: 9.99; or enter 0)	0	0
C2	County Operating Revenue	\$1,309,098	\$1,338,692
C3	County Capital Revenue	\$24,746	\$0

Municipal Government / Other Local Jurisdiction

C4	Municipal or Other Jurisdiction - Operating Revenue	\$0	\$0
C5	Municipal or Other Jurisdiction - Capital Revenue	\$0	\$0
C6	TOTAL LOCAL REVENUE FOR OPERATING (C2 + C4)	\$1,309,098	\$1,338,692
C7	TOTAL LOCAL CAPITAL REVENUE (C3 + C5)	\$24,746	\$0

REVENUE: STATE GOVERNMENT SOURCES

C8	State Aid	\$92,841	\$74,237
C9	Lottery	\$0	\$0
C10	Other State Operating	\$0	\$0
C11	TOTAL STATE REVENUE FOR OPERATING (C8 + C9 + C10)	\$92,841	\$74,237
C12	State Capital Revenue	\$0	\$0

REVENUE: FEDERAL GOVERNMENT SOURCES

C13	LSTA Funds (total of all sub-grants to library)	\$5,121	\$22,588
C14	Other Federal Funds for Operating	\$0	\$0
C15	TOTAL FEDERAL REVENUE FOR OPERATING (C13 + C14)	\$5,121	\$22,588
C16	Federal Capital Revenue	\$0	\$0

REVENUE: OTHER SOURCES

C17	Other Revenue for Operating	\$22,749	\$22,548
C18	Other Revenue for Capital	\$0	\$0

TOTALS

C19	Total Revenue for Operating (C6 + C11 + C15 + C17)	\$1,429,809	\$1,458,065
C20	Total Revenue for Capital Outlay (C7 + C12 + C16 + C18)	\$24,746	\$0
C21	TOTAL Operating and Capital Revenue (C19 + C20)	\$1,454,555	\$1,458,065

Section D: OPERATING EXPENDITURES**OPERATING EXPENDITURES**

Staff Expenditures

D1	Salary and Wages	\$725,517	\$725,370
D2	Employee Benefits	\$277,609	\$327,708
D3	Total Staff Expenditures (D1 + D2)	\$1,003,126	\$1,053,078

Collection Expenditures

D4	Print Materials	\$136,593	\$131,933
D5	Electronic Materials	\$29,096	\$27,738
D6	Audiovisual Materials	\$24,188	\$20,398

D7	Other Materials	\$0	\$0
D8	Total Collection Expenditures (D4 + D5 + D6 + D7)	\$189,877	\$180,069
Other Operating Expenditures			
D9	Digitization (Support, fees, supplies, equipment for digitization activities)	\$0	\$0
D10	Furniture and Equipment, including Electronic Equipment	\$34,832	\$18,979
D11	Plant Operation and Maintenance	\$79,102	\$81,563
D12	All Other Operating Expenses	\$147,618	\$42,234
D13	Total Other Expenditures (D9 + D10 + D11 + D12)	\$261,552	\$142,776
D14	Total Operating Expenditures (D3 + D8 + D13)	\$1,454,555	\$1,375,923

Section E: CAPITAL EXPENDITURES

Capital Expenditures

E1	Building(s)	\$0	\$0
E2	Bookmobile / Vehicles	\$0	\$0
E3	Furniture and Other Equipment	\$0	\$0
E4	Other Capital Expenditures	\$24,746	\$0
E5	Total Capital Expenditures (E1 + E2 + E3 + E4)	\$24,746	\$0
TOTAL OPERATING AND CAPITAL EXPENDITURES			
E6	Grand Total Operating and Capital Expenditures (D14 + E5)	\$1,479,301	\$1,375,923

Section F: LIBRARY COLLECTIONS

Library Collections (Materials for Public Use) - Total inventory held as of 6/30/2013

Books/Serials/Volumes - Physical print format

F1	Number added to the library's collection	10,022	13,057
F2	Number removed (discarded) from the library's collection	13,770	14,916
F3	TOTAL: Subtract your new F2 data from last year's total and add your new F1 data to calculate the total for 2014.	178,342	182,090

Current Print Serial Subscriptions (physical format, newspaper and periodicals)

F4	Number added to the library's collection	3	14
F5	Number removed (discarded) from the library's collection	3	14
F6	TOTAL: Subtract your new F5 data from last year's total and add your new F4 data to calculate the total for 2014.	220	220

Audio materials (physical units containing music, spoken word, etc. on CD, cassette tape, etc.)

F7	Number added to the library's collection	414	723
F8	Number removed (discarded) from the library's collection	574	881
F9	TOTAL: Subtract your new F8 data from last year's total and add your new F7 data to calculate the total for 2014.	5,432	5,592

Video materials (physical units containing movies, TV shows, etc. on film, DVD, etc.)

F10	Number added to the library's collection	1,830	1,916
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F11	Number removed (discarded) from the library's collection	391	806
F12	TOTAL: Subtract your new F11 data from last year's total and add your new F10 data to calculate the total for 2014.	7,991	6,552

ELECTRONIC DOWNLOADABLE MATERIALS, F13 - F17.

See Survey Instructions for definitions and examples.

F13 - F16 Downloadable Materials

F13	Downloadable audio units for electronic playback (listening)	238	3,459
F14	Downloadable video units for electronic playback (watching)	0	0
F15	Electronic books (E-books) for reading on computer or e-reader	1,545	1,371
F16	Downloadable periodical titles	0	
F17	TOTAL downloadable units available (F13 + F14 + F15 + F16)	1,783	4,830

DATABASES, F18 - F21

Note: Do not include DISCUS databases in your responses to F18 - F19.

F18	Current number of subscriptions/contracts/licensing arrangements for databases of electronic materials purchased or subscribed to by the library alone.	4	1
F19	Current number of subscriptions/contracts/licensing arrangements for databases of electronic materials (such as periodical article databases) subscribed to or purchased AS PART OF A CONSORTIAL ARRANGEMENT	0	0
F20	Number of DISCUS databases licensed by the State Library (Total supplied: 49)	49	36
F21	Total Licensed databases (F18 + F20)	53	37

Section G: LIBRARY USERS, VISITS, COMPUTER AND INTERNET

Registered Users

G1	Adult	47,471	37,285
G2	Juvenile	6,299	7,355
G3	TOTAL (G1 + G2)	53,770	44,640

Library Visits

G4	Annual Physical Library Visits (gate count)	282,932	308,260
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Population

G5	Population of the Legal Service Area (2010 Census figure supplied for you)	74,273	74,273
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Computers and Internet Usage

G6	Number of uses (sessions) of Public Internet Computers Per Year	47,655	54,459
G7	Number of Internet Computers Used by General Public	33	33
G8	Staff Computers (Total number in use)	29	29

G9 Annual number of wireless sessions 00,000

Section H: REFERENCE, CIRCULATION

Reference

H1 TOTAL Annual Reference Transactions 17,732 16,432

Circulation Transactions and Interlibrary Loan H2 - H11 (In all sections, if no circulation to report, enter 0)

Juvenile Circulation (may include Teen/YA circulation per library policy)

H2 Print 126,885 123,751

H3 Non-Print (not books or electronic/downloadable items) 27,126 25,036

H4 TOTAL JUVENILE CIRCULATION (H2 + H3) 154,011 148,787

Adult Circulation (may include Teen/YA circulation per library policy)

H5 Print 148,723 156,442

H6 Non-Print (not books or electronic/downloadable items) 89,370 69,205

H7 TOTAL (H5 + H6) 238,093 225,647

Electronic Materials Circulation (Downloads)

H8 Circulation of E-books 11,530

H9 Circulation of Electronic Audio Materials 2,380

H10 Circulation of Electronic Video Materials 0

H11 Circulation of Electronic Periodicals 0

H12 TOTAL Circulation of electronic/downloadable materials (not physical books or audio-visual materials) 13,910

Total Circulation

H13 TOTAL Circulation (all ages) (H4 + H7 + H12) 406,014 379,264

Interlibrary Loans

H14 Provided to another library 2 0

H15 Received from another library 353 553

Section I: PROGRAMS, TRAINING, AND OUTREACH

Programs for the public, I1 - I12, at the library or at external locations. See the table of examples in the instructions for Section I for how to report specific types of programs. The survey will automatically calculate some totals.

NOTE: If your library does not keep counts of programs or attendance by age group, enter aggregate totals in the questions that refer to "mixed ages" (i.e., I13, I14, I23, and I29.)

Programs by Age groups

I1 How many training sessions for age 0-5? 0

I2 How many programs that were not training for age 0 - 5? 163

I3 Total of all programs for age 0-5 (I1 + I2) 163

I4 How many training sessions for age 6-11? 0

I5 How many programs that were not training for age 6-11? 38

I6 Total of all programs for age 6-11? (I4 + I5) 38

I7 How many training sessions for teenagers (age 12-18)? 0

I8	How many programs that were not training for teenagers (age 12-18)?	18
I9	Total of all programs for teenagers (I7 + I8)	18
I10	How many training sessions for adults?	36
I11	How many programs that were not training for adults?	111
I12	Total of all programs for adults (I10 + I11)	147
I13	How many training sessions for mixed audiences of any age? (Or, enter your total sessions if you do not break out by age group.)	0
I14	How many non-training programs for mixed audiences of any age? (Or, enter here your total non-training programs if you do not break out by age group.)	0
I15	Total of all programs for mixed ages (I13 + I14)	0
I16	SUBTOTAL: Number of training sessions, all age groups (I1 + I4 + I7 + I10 + I13)	36
I17	SUBTOTAL: Number of non-training programs, all age groups (I2 + I5 + I8 + I11 + I14)	330
I18	GRAND TOTAL of all programs including training, for all age groups (I16 + I17)	366
I19	How many children age 0-5 attended training sessions?	0
I20	How many children age 6-11 attended training sessions?	0
I21	How many teenagers (age 12-18) attended training sessions?	0
I22	How many adults attended training sessions?	320
I23	How many persons attended mixed-age training sessions? (Or, enter your total attendees if you do not break out by age group.)	0
I24	Total number of attendees at all training sessions (I19 - I23)	320
I25	How many children age 0-5 attended non-training programs?	2,593
I26	How many children age 6-11 attended non-training programs?	1,776
I27	How many teenagers (age 12-18) attended non-training programs?	185
I28	How many adults attended programs that were not training?	1,357
I29	How many persons attended mixed-age non-training programs? (Or, enter your total attendees if you do not break out by age group.)	0
I30	Total number of attendees at programs that were not training (I25 - I29)	5,911
I31	How many children age 0-5 attended programs of all kinds? (I19 + I25)	2,593
I32	How many children age 6-11 attended programs of all kinds?	1,776

I33	How many teenagers (age 12-18) attended programs of all kinds? (I21 + I27)	185	
I34	How many adults attended programs of all kinds? (I22 + I28)	1,677	
I35	How many persons attended mixed-age programs? (I23 + I29)	0	
I36	GRAND TOTAL of all attendees at all kinds of programs, all age groups (I24 + I30)	6,231	
Outreach Activities			
I37	Outreach Activities (services/programs/training sessions/library participation in community events) provided away from the library)	31	35
Staff Training			
I38	Number of staff trained	340	316
I39	Number of hours of training attended by staff	1,013	1,247

Section J: OUTLET DATA

Information has been entered for each library outlet, including the Headquarters library. Review and revise if needed. Some fields are locked and you cannot change them; call the State Library to revise locked fields. The address for the Bookmobile (which is considered an outlet) is the location where it resides when not in operation.

J1	*Outlet Name	SALEM BRANCH LIBRARY	<i>SALEM BRANCH LIBRARY</i>
J2	*Street Address	5 PARK AVENUE	<i>5 PARK AVENUE</i>
J3	*City	SALEM	<i>SALEM</i>
J4	*Zip	29676	<i>29676</i>
J5	*County	OCONEE	<i>OCONEE</i>
J6	*Phone Number (including area code)	(864) 944-0912	<i>(864) 944-0912</i>
J7	*Outlet Type	BR	<i>BR</i>
J8	*Size (Square Footage) of Outlet	1,025	<i>1,025</i>
J9	Name of Outlet Manager	Daniel Polk	<i>Daniel Polk</i>
J10	*Public service hours a library is open	1762.00	<i>2056.00</i>
J11	Weekend and Evening Hours of Service	46.00	<i>46.00</i>
J12	*Number of Weeks Library is Open	51	<i>51</i>
J1	*Outlet Name	SENECA BRANCH LIBRARY	<i>SENECA BRANCH LIBRARY</i>
J2	*Street Address	300 EAST SOUTH SECOND STREET	<i>300 EAST SOUTH SECOND STREET</i>
J3	*City	SENECA	<i>SENECA</i>
J4	*Zip	29678	<i>29678</i>
J5	*County	OCONEE	<i>OCONEE</i>
J6	*Phone Number (including area code)	(864) 882-4855	<i>(864) 882-4855</i>
J7	*Outlet Type	BR	<i>BR</i>
J8	*Size (Square Footage) of Outlet	9,000	<i>9,000</i>
J9	Name of Outlet Manager	Emily Whitmire	<i>Blair Hinson</i>
J10	*Public service hours a library is open	2922.00	<i>2920.00</i>
J11	Weekend and Evening Hours of Service	960.00	<i>960.00</i>
J12	*Number of Weeks Library is Open	51	<i>51</i>
J1	*Outlet Name	WESTMINSTER BRANCH LIBRARY	<i>WESTMINSTER BRANCH LIBRARY</i>

J2	*Street Address	112 WEST NORTH AVENUE	<i>112 WEST NORTH AVENUE</i>
J3	*City	WESTMINSTER	<i>WESTMINSTER</i>
J4	*Zip	29693	<i>29693</i>
J5	*County	OCONEE	<i>OCONEE</i>
J6	*Phone Number (including area code)	(864) 647-3215	<i>(864) 647-3215</i>
J7	*Outlet Type	BR	<i>BR</i>
J8	*Size (Square Footage) of Outlet	5,050	<i>5,050</i>
J9	Name of Outlet Manager	Leah Price	<i>Leah Price</i>
J10	*Public service hours a library is open	2236.00	<i>2268.50</i>
J11	Weekend and Evening Hours of Service	523.00	<i>522.00</i>
J12	*Number of Weeks Library is Open	51	<i>51</i>
J1	*Outlet Name	Oconee County Public Library Bookmobile	<i>Oconee County Public Library Bookmobile</i>
J2	*Street Address	501 W. South Broad St.	<i>501 W. South Broad St.</i>
J3	*City	Walhalla	<i>Walhalla</i>
J4	*Zip	29691	<i>29691</i>
J5	*County	OCONEE	<i>OCONEE</i>
J6	*Phone Number (including area code)	(864) 638-4133	<i>(864) 638-4133</i>
J7	*Outlet Type	BS	<i>BS</i>
J8	*Size (Square Footage) of Outlet	136.5	<i>136.5</i>
J9	Name of Outlet Manager	Brenda Lee	<i>Brenda Lee</i>
J10	*Public service hours a library is open	285.00	<i>261.00</i>
J11	Weekend and Evening Hours of Service	.0	<i>.0</i>
J12	*Number of Weeks Library is Open	38	<i>35</i>
J1	*Outlet Name	OCONEE COUNTY PUBLIC LIBRARY	<i>OCONEE COUNTY PUBLIC LIBRARY</i>
J2	*Street Address	501 W S BROAD ST	<i>501 W S BROAD ST</i>
J3	*City	Walhalla	<i>Walhalla</i>
J4	*Zip	29691	<i>29691</i>
J5	*County	OCONEE	<i>OCONEE</i>
J6	*Phone Number (including area code)	(864) 638-4133	<i>(864) 638-4133</i>
J7	*Outlet Type	CE	<i>CE</i>
J8	*Size (Square Footage) of Outlet	22500	<i>22500</i>
J9	Name of Outlet Manager	Heidi Holmes	<i>Heidi Holmes</i>
J10	*Public service hours a library is open	2834.00	<i>2797.50</i>
J11	Weekend and Evening Hours of Service	837.50	<i>837.50</i>
J12	*Number of Weeks Library is Open	51	<i>51</i>

Proposed OCPL Board of Trustees' Meetings 2015 Schedule

Monday, January 26, 2015

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

Monday, March 23, 2015

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

Monday, May 18, 2015

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

Monday, July 27, 2015

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

Monday, September 28, 2015

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

Monday, November 23, 2015

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

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

OCPL staff and branch directory (prefix=364)

Salem Library

Salem Library Circulation Desk & Wireless x5770

Seneca Library

Seneca Circulation Desk - Wireless x5745

Emily Whitmire x5740

Jonathan Hunter x5743

Lili Klar x5744

Megan LaVere x5742

Seneca Library Shipping Rm x5741

Walhalla Library

Walhalla Library Circulation Desk & Wireless x5711

Abbigail Galloway x5714

Blair Hinson x5705

Brenda Lee x5707

Christie Johnson x5708

Claire Giordano x5706

Diane Whitmire x5704

Emily Embry x5701

Janice Lovinggood x5703

Leah Kelley x5709

Philip Cheney x5700

Robena Barton x5702

Stacie Powell x5713

Walhalla Library Basement x5717

Walhalla Library Staff Lounge x5716

Walhalla Library Work Rm x5710

Westminster Library

Westminster Library Circulation Desk – Wireless x5760

Leah Price x5762

Branch Services

September / October 2014

Blair Hinson, Branch Services Librarian

Narrative

Public Relations:

We have been working on assisting the Board and the Director with preparing to educate the public about the Capital Projects Sales Tax referendum. The Branch Services Librarian has attended a several of the strategy sessions held at the Public Defender's conference room all of the project participants. We also coordinated having the Bookmobile at the Fairplay Fall Festival on September 20, and at Oakway Intermediate School in Fairplay for their Book Fair Night.

Staff Development:

The Fall Staff In-Service was held September 10. Curtis Rogers from the South Carolina State Library was invited to speak about library signage. We fully expect a more robust and official marketing and branding signage policy to result from his talk, and will be working on that diligently after our in-service. We also took the opportunity to go over some other policies and procedures.

Programs:

The Branch Services Librarian spoke with Russ Warmath from the county's Community Emergency Response Team at the first fall Oconee Newcomer's meeting in Seneca. He would like to have programs at all of the branches about community preparedness, and we will be coordinating that with him for later this year or the first of next year. We have since met again and have scheduled one first at the Walhalla Main Branch in January, 2015

Manager's Projects:

We will be continuing to monitor and replenish the Little Free Libraries, which have been recently visited and checked by the Director. We have purchased a few more books from the Friends of the Library, but have also noticed that almost as many books have been left as have been taken.

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. The Branch Services Librarian has now visited the OCDC on four occasions, and while one inmate was released in the time between two of the visits, the five or so that remain are VERY appreciative of our outreach, and are very conscientious with caring for and returning materials. The September visit was nearly rained out, but they came, and were very grateful.

Along with the Technical Services Librarian, Library Director, and Seneca Branch manager, we attended the South Carolina Library Association's annual conference. It was a success this year, with much more information available that pertained to public libraries. We will also be attending the Library Information Technology Assoc (part of ALA) annual forum in Albuquerque, NM in November.

Issues:

The situation created by the resignation of Heidi Holmes, Walhalla Branch Manager, means that our swap of Karen Peterson, part time from Walhalla, and Kayla Rucker, the library assistant in Salem, will have to continue for the time being. While this has really helped to alleviate shortages at the main branch, I am hoping it does not take too big of a toll on the Salem Branch, and am working with Branch Manager Dan Polk, and Kayla, to make sure that doesn't happen. UPDATE: We will be switching them back on November 3, 2014.

MANAGER'S PROJECTS:

We will soon have Kayla back on a full-time basis. Thanks to Karen for filling in and helping to staff the Salem Library. I have looked at what other area libraries charge for fines for DVD's. I will report my findings to the next managers meeting.

PROGRAMS:

For September we had 52 kids for Family Story Time, 20 In September and October we had 11 people for the Knit & Crochet Circle. For August we had a back to school prize, the winner got a backpack filled with back to school. In September we also had a painting class in which 8 people attended. The 5 people attended the Time to Read book and 4 people attended in October.

In October we worked with the Salem Fire Department and put on a Fire Safety Day event which was well attended.

PUBLIC RELATIONS Kayla did a passive welcome back to school and we had 20 people sign up for it. Kayla's picture along with the winner was placed in the Daily Journal.

DISPLAYS:

Kayla has decorated the library with Fall displays in the display case and the bulletin board in the children's area. We have a display which promotes the services that the Salem library offers.

VOLUNTEERS:

We now have three volunteers that have been working out well, it's nice to have someone to shelve materials when Karen Petersen does not start until 12:00 on most days. We have had a total of 13 volunteer hours for the month of September and a total of 15 volunteer hours for the month of October. We do appreciate the work that our volunteers provide.

STAFF DEVELOPMENT:

Karen Petersen has been filling in since July, just covering the afternoons except on Tuesday when Kayla works all day. Kayla still does the Family Story time on Tuesdays, which has been well attended. It will be nice when Kayla gets back to Salem on a full-time basis. We had an in-service day at Walhalla library.

OUTREACH:

In September, I participated in the Library outreach for the Westminster Apple Festival. It was well attended. Our October outreach was the Salem Fire Safety Day. We had two boys win the Firefighter For a Day prize.

Seneca Library
September/October 2014
Emily Whitmire, Manager

Narrative

Collection: Stacie is planning to weed some of the children's books on our in service day in December. Right now we are weeding what we can. Without storage it is hard to delete more than a little at a time. We have moved a bookshelf from the staff room to go next to the desk to make more room for DVDs. We have repurposed a table that was used for the print release station and are now using it in the staff room as a small workstation. We have now set the print release station on a cart that takes up less space, so we can walk around the desk on that side more easily.

Staff Development: Our new staff is doing very well. Everyone is very flexible and eager to help. We have differentiated duties to suit staff skills and interests.

Community Outreach: We had the sCATenger hunt program Sat Nov 1. Megan and Emily met several times with Ed Halbig (city of Seneca), Suzette Cross (BRAC), and Mollie Smith (city of Seneca) to plan the event. It was the first very cold day of the season so turnout was less than we'd hoped, but we did get 25 people to hunt for cats around town.

Programs: We have begun a new chapter for Seneca with programming. In September we hosted a Grandparents Day drop-in craft, a fire safety presentation from the Seneca Fire Dept, and a program about Thor and Norse mythology.

In October we hosted a "stuffed animal sleepover," a Jeopardy night, and a "Scaredy Cat's Tale" where they made Halloween crafts and read stories. Lili has been instrumental in coordinating Jeopardy and Bingo. We are going to try to alternate them month to month.

Issues: IT does not have a solution for the default printer being color or changing the homepage. They have been very busy with the VOIP phone system. We are enjoying the convenience of having phones at our desks.

We continue to face the problem of people stealing our dvd cases off the shelf despite signage stating the cases are empty, but there is no workable solution. (One employee suggested we have some kind of system to browse selections, where you take a card to the desk like the old days at Blockbuster.)

I had hoped if we installed security cameras that we could have one pointed at the dvds, but cameras would have to go through IT, and I don't think they thought it would be possible at the time we spoke with them about it. We would need to bring it up again.

Facilities: The maintenance staff cut back the holly bushes out front further than they had in the past, so that next summer they will not overgrow. Blair and I discussed contacting the Seneca Light and Water to get a fence or some sort of barrier around our light pole in the parking lot. The person told me that the county would have to do that, so I am in the process of investigating this with Blair.

One day we saw smoke billowing out of the cigarette receptacle next to the bench. I called the fire department, and they said someone probably put paper down the pipe along with their cigarette. They turned the receptacle on its side and we saw that the rust on the bottom had eaten through the metal, causing the ashes to spill out the bottom. We have asked about making the entire property smoke-free and Blair is talking with Philip about this possibility. It will be difficult to enforce at first, but I believe it would be best for fire safety and health of patrons walking nearby.

Notes: We have had so many people tell us that they voted Yes on the referendum and that they support the libraries, so that has been encouraging.

Technical Services

September / October 2014

Robena Barton, Librarian

Narrative:

Collections:

The database system for requests is working well and minor glitches as the system was released have been quickly addressed and repaired. Credit goes to the Walhalla circulation assistant, Mike White, for designing and running maintenance on this new system. We are still waiting to see if the new leasing arrangement with the Bookmobile will be manageable and so far have only seen one order placed. Regular orders are proceeding normally. Weeding continues to be ongoing and it is hoped that July will see the implementation of a regular schedule for all branches.

TLC:

TLC has finally addressed two issues for us, the ability to search patrons by their date of birth, and the ability to re-print hold slips. This has helped us significantly at the circulation desk. We have several issues still under review which we hope to have resolved in a shorter time frame.

Manager's Projects:

The digitization project is nearing completion, with all items scanned and currently undergoing metadata analysis and editing. We have scheduled the final delivery of the digital product and the return of the equipment to the State Library for December 10th. We hope to be able to provide access to the collection by the New Year. Other projects currently underway are the figures for the State Library budget report and maintenance of the Library's inter-library loan system.

Staff Development:

Several staff members, including myself, will be attending the SCLA conference in Columbia, SC in November. We have also completed a quiz on County budget information which all staff members participated in.

Volunteers:

Nancy Woods continues to be a valuable asset as we repair and discard items. The Friends of the Library organization have also been a tremendous help as we implement a new partnership with Better World Books to handle donations and discards. The arrangement allows us to send unneeded donations or discards to a distribution center where they are recycled or placed for online sale. Any items that are subsequently sold then can have 10% of the sale price returned to the library. The system is working well and all parties seem to be very satisfied with it so far.

Issues:

We will be very happy to welcome Emily Embry as the new branch manager at Walhalla on November 3rd. I hope to have no issues to report with staffing or personnel changes in January.

Walhalla Library

September/October 2014

Christie Johnson, Assistant Manager

Narrative

Walhalla Collections: We continue to order materials based on professional reviews, patron requests, and "best sellers" lists. Weeding is continuing in order to withdraw items that are in poor condition and replace those that need to be updated. Walhalla continues to benefit from collection development funds that were donated by Mr. Stroether.

Overdrive Collection: The Overdrive collection has been handled by Blair Hinson recently, as the Walhalla Branch was without a manager temporarily.

Staff Development:

OCPL held an in-service training day for all staff at the Walhalla Branch in September. All of our Walhalla circulation staff attended. 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.

Programs: We continue to provide *Tech Tuesday*, offering assistance to people needing help with their eReaders. Other adult programs held at Walhalla during September and October were an ongoing bi-monthly support group called *Caring Shoulders* as well as Walhalla's bi-monthly book club, *Books and Chocolate*. *Caring Shoulders* is on hold for now, due to low attendance. We hosted a Bone Marrow Registry sign-up drive in September. We coordinated with the Youth Services department to host a family game day on a public school early release day. In October the Oconee Heritage Center held a program for us to discuss Walhalla's German background, in honor of Oktoberfest. We held a passive program for two weeks in October to guess the weight of our decorated pumpkin. We had 105 entries. We also had a very successful program by Safe Harbor, who spoke about domestic violence in our county. The Walhalla Branch hosted the Friends of the Library dinner, *Volunteers Roll*, in October as well.

Meeting Room: Many outside groups utilize the meeting space at the Walhalla Library. Groups that used our space during September and October include Children and Family Services (multiple times), the Guardian ad Litem program, Tri-County Home Educators, the Tribble Center, Oconee Writer's Association, Lion's Club, and the South Carolina Governor's School.

Facilities: On October 21 we held a birthday party for the Walhalla Library building, which was built in 1979. Patrons enjoyed birthday cake to celebrate.

Other Issues: We have been without a branch manager in Walhalla since September 4. I am very glad to welcome our new branch manager, Emily Embry. We are all looking forward to working with her.

September

Outreach

Oakway Intermediate School Literacy Night

This is the third year that branch manager Leah has been asked to attend the OIS Literacy Night. Leah had a table set up in the media center with the book fair. The most popular topic was eBooks and the libraries' ability to provide free eBooks via the OverDrive app.

Programs

Edible History

We were very excited to have Leslie White from the Oconee Heritage Center come and present a program on the history of the Apple Festival and apple agriculture in the Westminster area.

Kindle Class

Leah was asked to provide eBook training for the members of a local non-library book club. There were five ladies who had three different kinds of Kindles, an Ipad and a smart device. They learned the different ways to download library books either via the app or through the website.

Roald Dahl Film Festival

September has been deemed Roald Dahl month. To celebrate, the Westminster Library hosted a Roald Dahl Film Festival by showing a popular movies based on his books each Monday night in September (and the first two in October). While this was not a very well attended event, it was a good way to get the word out about this author.

After Hours Movie: *Captain America The Winter Soldier*

This was a very well attended movie with about 25 attending.

Pirate Party

To celebrate Talk Like a Pirate Day, the library hosted a Pirate Party on a day when the schools had early dismissal. We had about 40 kids and adults attend who listened to pirate stories, sang If You're a Pirate and You Know It, made I Spy Treasure Booty Bottles filled with sand and treasures, had a cupcake, and played Pin the Patch on the Pirate and Captain Hook's Hook Toss.

Teen Tuesday: Candy Sushi

Unfortunately no one showed specifically for this program but we were able to let three kids in the library make their own candy sushi.

Manager's Projects

Leadership Oconee County

During this class we visited community services such as the United Way, Vocational Rehabilitation, The Tribble Center, Collin's Children's Home, and the Safe Harbor House. While I had known these facilities existed, I did not know to just what extent they serve Oconee County.

Volunteer Committee

Leah has been meeting with others at the Walhalla Library to plan the upcoming Friends of the Library celebration event.

October

Outreach

Branch manager Leah spent two nights attending Westoak Middle School Westminster Elementary School literacy nights see about 500 kids and parents.

Programs

Charlie and the Chocolate factory

This was a well-attended program with about 40 attendees.

Craft it with Leah: Owl Wreaths

Using vine wreaths, flowers, felt, and a lot of glue 9 people (including a little girl) attended and created a unique wreath to take home.

Teen Tuesday: Dia masks

Tiffany led this craft session of 6 teens while they created Dia de los Muertos/Day of the Dead Masks. Six teens at an event is really great because, even though they are always in the library, they don't really come to organized events.

Family Movie Night: Million Dollar Arm

We only had 4 attendees for this movie night.

Foothills Christian School Tour and Stories

We had 20 1st and 2nd graders from Foothills Christian school come. Leah read them a few stories and then gave them a tour and "behind the scenes" look at the library.

Collections

We are super excited that we now have call numbers specific for the Inspirational and Western books.

Walhalla Library

September/October 2014

Christie Johnson, Assistant Manager

Narrative

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Other Issues: We have been without a branch manager in Walhalla since September 4. I am very glad to welcome our new branch manager, Emily Embry. We are all looking forward to working with her.

Youth Services Dept.
Sep / Oct 2014
Stacie Powell, Librarian

Collection Development: We continue to order materials based on professional reviews, patron requests, what's popular, and keep our core collection current. Weeding is continuing in order to withdraw items that are in poor condition and replace those that need to be updated. We've successfully weeded the Easy Reader section at the Walhalla Library and plan to move onto Juvenile soon. Once weeding is complete at Walhalla we will move onto the other branches and assist them with any weeding that needs done in their Youth Services sections. All branches and Walhalla were asked to weed their holiday books of any old copies or materials that don't circulate. This time of year is a popular time for ordering holiday books so room has to be made on our shelves.

Staff Development: Unfortunately, Youth Service's part-time assistant Abby Galloway left employment with OCPL in early November. This position is currently open and interviews are being conducted. Hopefully, a replacement will be hired within the next couple of weeks. Until then, things may move a little slower in the Youth Services department and all non-essential duties may be put on hold. In-service day held in September was very helpful for my department – especially the phone training and the training about signage since we do make a lot of signs for our programs. The Youth Services Librarian attended a very worthwhile conference in Oakland, CA back in September. She was awarded a grant by the State Library and was one of only two from our state that got to attend this conference. The conference was the ALSC (Association for Library Services to Children) conference that is held bi-annually. The workshops attended, networking opportunities, and knowledge gained was extremely helpful to this department in terms of setting goals and making sure we are providing services to children that are in-line with ALA standards and meet the needs of the citizens of Oconee County.

Community Outreach: The Youth Services Librarian started back attending Walhalla Middle School's SIC (School Improvement Council) meetings for this school year. Service on this committee offers a wonderful opportunity to market our library and form partnerships with the public school community. Several worthwhile collaborations are already in the works – including a homework help center, bilingual assistance through our Mango program for WMS Spanish-speaking families, and a STEAM science camp coming up next summer.

Collaboration: As mentioned above, collaboration is underway with the Walhalla Middle School on the library hosting an extensive STEAM camp this summer for 7th grade students. More information will follow in the coming months. The Youth Services department has collaborated with Clemson University's Life Science Outreach center to help with our monthly Science Saturdays.

Programs: Regular story times at all the branches have been doing wonderful. The kids and caretakers are very loyal to attending. Science Saturdays have continued and attendance averages about 20 kids. Our October Science Saturday was poorly attended with only three kids showing up but it was a home Clemson game and we feel this may have contributed greatly to that drop in attendance. Programs for teens as

usual have been low in turn-out. That is a very hard group to reach even for much larger library systems. Teen Chess Club has a consistent following of regular attendees but we still only average about 4 per week. The Edgar Allan Poe poetry event for teens was heavily marketed and shared with the schools but we still only had one teen show up. He informed us that he heard about it at his school and thought more of his friends were coming but you just never know with that age group. He did share with us some beautiful poetry that he wrote himself. However, connecting with just this one teen and learning about his poetry talent was worth it.

Manager's Projects: Summer Reading, Science Saturdays, STEAM Camp, LSTA grant.

Issues: Hiring a new Youth Services Assistant. Developing Youth Services Programming Guidelines for the system.