

OCPL Director's Report March, 2015

- 1. Programs and Services:** Numerous programs were presented at OCPL branches during January, February and the first part of March. Of special interest was the "Road Warriors" program at the Walhalla Library on Saturday morning, March 7, which featured **Ben Lovinggood** and his rig. How to study for the Commercial Driver's License using online sources and the life of a trucker were emphases. Ben is the spouse of **Janice Lovinggood**, Library Secretary and Volunteer Coordinator.

- 2. Usage Statistics and narratives:** January – February, 2014 statistics and Bimonthly Reports are attached.

- 3. Finance and Budget:** OCPL Budget expenditures for July 1, 2014 – March 13, 2015 are attached.

- 4. Personnel and Training:** Management Team meetings on Wednesday, February 18, 2015 and Wednesday, March 11, 2015. An In-Service Day was conducted on Wednesday, March 4, 2015. As a part of the training, **Bryan Oliver**, Head of Security for the Richland Library system in Columbia made a presentation on library security.

- 5. Buildings & Grounds:** Library staff, including Westminster Library Branch manager **Leah Price**, are working with Public Works Director **Mack Kelly** to rework and repave the parking lot at the **Westminster Library**. Procurement has begun the process for accepting bids for re-roofing the **Walhalla Library**.

- 6. Technology:** We are still awaiting the final switch over to VOIP telephones. A.T. & T. is the holdup. WiFi installation at the Long Creek Community Center and the Mountain Rest Community Club should soon be a reality according to **Mike Powell**, head of the County Broadband office.

- 7. Friends of the Library:** Shipments to **Better World Books** by the Friends are continuing.

- 8. Oconee County:** The counting of wi-fi usage in the four branch libraries has begun. County Council appointed **Kelly Holleman** to the

Library Board of Trustees on Tuesday, February 3, 2015 to replace **Priscilla Taylor**. Attended County Council's Planning Session on Wednesday, February 25, 2015. Four trustees and the director attended the March 9, 2015 meeting of the Planning Commission to encourage inclusion of library projects in their Capital Projects list to be submitted to Council. Library staff took part in the County Health Fair on Wednesday, March 4, 2015 as a part of the Library's In-Service Day.

9. State Library: Attended the meeting of public library directors at the State Library on Friday, January 16, 2015. Attended Oconee County's assigned **Legislative Day** with library trustees and staff on Wednesday, February 11, 2015 to support the State Library's budget which includes State Aid to public libraries.

10. Community Involvement: Attended **Oconee Economic Alliance** meetings on Thursday, January 8, 2015 and Thursday, February 12, 2015. Made a presentation on the Digital Divide to two Clemson University classes on January 28, 2015. Presented a program to Osher Lifelong Learning Institute at Patrick Square on the year **1865** on February 24, 2015. Attended the **State of Oconee Luncheon** sponsored by the three Chambers of Commerce at the Seneca High School on Friday, February 20, 2015.

11. Other: Participated with the trustees and Branch Services Librarian **Blair Hinson** in a Strategic Planning session for the Library Board of Trustees on Saturday, March 7, 2015. OCPL was **not** a finalist for the *StoryCorps @ your library* grant. This was an extremely competitive application process, with over 300 proposals submitted for only 10 spots. Walhalla Branch Library manager **Emily Embry** and Branch Services Librarian **Blair Hinson** are working on plans to proceed without Story Corps funding.

OCPL Budget 2014-2015 3-13-15

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
010-206-30018-00000	Travel	200		0%	200
010-206-30024-00000	Equip. Maintenance	2,400	2,400	100%	0
010-206-30025-00000	Professional - Staffmark	75,045	49,936	67%	25,109
010-206-30041-00000	Telecommunications	480	228	48%	252
010-206-30056-00000	Data Processing	27,500	27,500	100%	0
010-206-30059-00000	Copier Click Charges - Xerox	6,500	6,378	98%	122
010-206-30068-00000	Advertising	700		0%	700
010-206-30080-00000	Dues	750	644	86%	106
010-206-30084-00000	School, Training, Sem.	3,300	2,597	79%	703
010-206-30090-00000	Honorarium	900	800	89%	100
010-206-33022-00207	Bldg Maint - Walhalla	6,965	4,039	58%	2,926
010-206-33022-00208	Bldg Maint - Seneca	3,600	2,053	57%	1,547
010-206-33022-00209	Bldg Maint - Westminster	2,500	1,849	74%	651
010-206-33022-00210	Bldg. Maint - Salem	2,020	1,314	65%	706
010-206-34043-00207	Electricity - Walhalla	26,900	23,879	91%	2,321
010-206-34043-00208	Electricity - Seneca	16,500	11,146	68%	5,354
010-206-34043-00209	Electricity - Westminster	12,000	10,545	88%	1,455
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Walhalla	1,200	694	58%	506
010-206-34044-00208	Water - Seneca	900	549	61%	351
010-206-34044-00209	Water - Westminster	750	459	61%	291
010-206-40031-00000	Sm Capital Equip (Loc)	2,800	2,530	90%	270
010-206-40032-00000	Operational	6,500	5,978	100%	22
010-206-40032-00000-A	Youth Services	2,000	1,038	52%	962
010-206-40033-00000	Postage	1,000	536	54%	464
010-206-40034-00000	Food	500	230	46%	271
010-206-40101-00000	Books (Local)	91,000	51,736	57%	39,264
010-206-40102-00000	Periodicals (Local)	16,000	12,376	77%	3,624
010-206-40103-00000	AV (Local)	10,500	3,897	37%	6,603
010-206-80206-00000	Automobile Maint - Library	3,500	1,336	38%	2,164
010-206-81206-00000	Gasoline - Library	2,500	1,811	72%	689
010-206-82206-00000	Diesel - Library	2,000	878	44%	1,122
TOTAL LOCAL FUNDS		333,010	234,156	70%	98,854
012-206-50850-00000	Seneca Library Expense	21,514		0%	21,514
013-80-85-50206	Lib Const(Seneca)	1,021		0%	1,021
013-206-60010-00000	*Gifts, Donation (Loc)	24,657		0%	24,657
TOTAL MISC. FUNDS		47,192		0%	47,192
240-206-30024-00255	Equipment Maintenance (State)	1,000		0%	1,000
240-206-30056-00255	Data Processing (State)	9,430	7,227	77%	2,203
240-206-30059-00255	Copier Click Charges - Xerox	5,000	724	14%	4,276
240-206-30060-00255	Dues	1,000	401	40%	599
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)	10,236	632	6%	9,604
240-206-40045-00255	IT Equipment	4,570	3,428	75%	1,142
240-206-40111-00255	Books (State)	25,453	24,637	97%	816
240-206-40112-00255	Periodicals (State)	18,315	14,819	81%	3,496
240-206-40113-00255	AV (State)	10,000	9,216	92%	784
240-206-80206-00255	Vehicle Maintenance	2,000		0%	2,000
TOTAL STATE AID		92,841	61,083	66%	31,758

	Jan 2014	Jan 2015	Change	Feb 2014	Feb 2015	Change
Visits to Library	23,578	24,309	3.1%	19,221	19,487	1.4%
Material Circulation - Adult	20,718	18,276	-11.8%	18,003	18,276	1.5%
Material Circulation - Youth	2,324	1,841	-20.8%	1,832	1,841	0.5%
Material Circulation - Juvenile	8,564	7,626	-11.0%	7,094	7,626	7.5%
Total Material Circulation	31,606	27,743	-12.2%	26,929	27,743	3.0%
Internet Users	0	3,828		0	2,977	
Internet Hours of Use	0	2,500		0	1,865	
New Cards Issued	206	233	13.1%	158	140	-11.4%
Programs - Adult	9	11	22.2%	11	7	-36.4%
Programs Attendance - Adult	14	73	421.4%	107	25	-76.6%
Programs - Youth 12-18	1	1		1	1	
Programs Att - Youth 12-18	8	3	-62.5%	7	3	-57.1%
Programs - Juvenile 6-11	1	3		14	5	-64.3%
Programs Att - Juv 6-11	30	199	563.3%	141	115	-18.4%
Programs - Children 0-5	20	2	-90.0%	11	2	-81.8%
Programs - Att - Children 0-5	231	24	-89.6%	423	34	-92.0%
Outreach Activities	0	1		2	1	-50.0%
Outreach Act. Attendance	0	4		77	4	-94.8%
Public Training Sessions	1	2		3	0	-100.0%
Public Training Participants	6	5	-16.7%	31	1	-96.8%
Public Training Hours	12	1	-91.7%	11	4	-63.6%
Staff Training Sessions	6	5	-16.7%	4	2	-50.0%
Staff Training Participants	9	13	44.4%	12	11	-8.3%
Staff Training Hours	15	19	23.3%	98	84	-14.0%
Number of Volunteers Added	6	9	50.0%	6	8	33.3%
Number of Vol Hours	126	142	12.7%	160	141	-11.7%
Meeting Room Use	53	67	26.4%	42	48	14.3%
Meeting Room Attendance	556	985	77.2%	559	493	-11.8%
Number of Web Site Hits	14,952	12,420	-16.9%	12,951	11,666	-9.9%
Number of online PAC Hits	0			0		
Wi-Fi Users	0			0	1,524	
Wi-Fi Sessions					6,003	

E Book Downloads	1,333	1,292	-3.1%	1,228	1,148	-6.5%
Mango Adult Users	121	48	-60.3%	111	31	-72.1%
Mango Children Users	0	1		4	0	-100.0%
One Click Digital Downloads	67		-	85		-100.0%
Interlibrary Loans	34	57	67.6%	29	53	82.8%
New Material Added	931	1,066	14.5%	956	927	-3.0%

Branch Services

January/February 2015

Blair Hinson, Branch Services Librarian

Narrative

Public Relations:

We have begun to refocus on the basics in terms of customer service, marketing, and social media with our staff training, policies, and procedures. Since we have to rebuild trust with our stakeholders and the public in the wake of the failed November, 2014, Capital Projects Sales Tax referendum, we really need to focus on our planning and making the public aware of what the library does and how it is important to the whole community. We focused on that in several of our managers meetings, and our spring, 2015, staff in-service training day on Wednesday, March 4.

Staff Development:

We lost our first part time Staffmark employee from the Seneca Branch. Justina Oliva found full time employment outside of the OCPL. We replaced her with Jenna Whitt, a Tri-County student and local resident. Counting all four Seneca Branch part time staff persons, and two Walhalla Main Branch part time staff persons (one in circulation and one in youth services), nearly half of our part time staff persons are from Staffmark. While the quality of employees we have hired lately has been excellent, that has more to do with how involved our hiring managers must be in all phases of recruitment, hiring, and training, than it does with any expertise Staffmark is lending to our hiring process.

Volunteers and Community Outreach

Our outreach program to the Oconee County Detention Center continues to do well. The Branch Services Librarian and a volunteer have made seven monthly visits with the bookmobile (visits occur on a Tuesday, usually, 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, particularly once the new OCDC facility is complete. No violent or sex offenders will take part of it. The Branch Services Librarian has now visited the OCDC on seven 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. Another inmate left to actually become a County employee, but the OCDC is looking for a couple of others to bring in from the state.

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. This continues to be a good outreach for Mountain Rest. We are also going to be showcasing the Little Free Libraries to neighboring library officials who are considering starting their own LFLs.

We have also started working on a new staff training program that will be tied to our marketing and outreach efforts. We have a good baseline with what K'Lani Green started two years ago with an LSTA grant for improved staff training. But we really want to make sure that we come up with a program that is useful, agile, and sustainable, rather than just something that fulfilled the requirements of a grant.

Issues:

Read the various branch managers' reports for information about repairs and other things going on at their branches, e.g. the repairs to the parking lot at Westminster or the repairs to the doors at the Seneca Branch. We also need to update our emergency, evacuation, and disaster planning, which we are currently doing. Staff will be undergoing AED/CPR training with the county in March and April, and we will be updating our emergency plans with current staff names, etc.

Outreach Services

January/February 2015

Brenda Lee, Bookmobile Manager

Narrative

Collections: The majority of items ordered are my selections based on Bookmobile patrons' requests and interests. Stacie purchases youth selections, including DVDs. I also order youth books from the B&T Lease account set up specifically for Bookmobile; I order adult books from Bookmobile's Lease account with patrons' choices in mind. I peruse catalogs and websites that help in making my decisions for the patrons in mind. Donations are added based on need and preference.

Staff Development: I read emails sent by Director, Branch Services Librarian, Branch Managers, Assistant Branch Managers and other staff as time allows. I peruse catalogs and websites for informative ideas of what to order fulfilling patron needs. I continue to train my volunteers in any areas of bookmobile operations that deal with circulation and TLC in my office and while out on routes, with the exception of driving.

Displays: I continue to post flyers of events in the four branches.

Public Relations: I have been invited to bring the Bookmobile Services to James M. Brown Elementary in April. I am seeing an increase of patronage at Long Creek and South Highway 11 in Fair Play, and Bayshore Subdivision in Seneca. However, the patrons who show up are consistently changing. I can only hope they took their cards to another library. One patron who lives in Chickasaw Point just "happened to ride

by and recognized the Bookmobile" and stopped in. She asked for 55 of my Route C schedules to hand out at her clubs she attends.

Volunteers: I still have my 4 faithful volunteers. Aaron Lewis, Brenda Thomson, Jean Snellings, and Susan Kelly are very dependable and great to work with! *Community Outreach note—we have no homebound patrons.

Manager's Projects: I am consistently removing inventory as time allows, or even just a few to free some space on the Bookmobile. I plan to create a list of patrons' names for some of the stops that have 8-12 coming on at once! It gets crowded and sometimes hard to remember to count everyone. I try to keep the contacts updated in my email.

Comments: The Bookmobile stayed on the road during January and February without having to go to Vehicle Maintenance! Thank you OCPL for allowing me to serve the public in this way.

COLLECTION DEVELOPMENT

We have been ordering books for requests and also that would fit the needs of Salem patrons. We also have been weeding and now have enough space for some new books (for a little while). We also strive to keep our collection as up-to-date as we can.

PROGRAMS:

The whole library system did a Frozen program in January. Salem had 83 people show up for our Frozen party. In February we had a Valentines Craft that 18 people attended. For February Salem had an adult Basic Computing class. Here are the numbers for all of our programs:

Programs at Salem	January/February:
Family Story Time	24/57
Frozen party	83
Valentines craft	18
Knit & Crochet	17/5
Time to Read Book Club	4
Basic Computing Class	4
Teen Book Club	3/3

DISPLAYS:

Kayla has decorated the library with Winter display for the children's area. She also did a valentines display for the valentine program. 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. Our adult volunteers have been busy during the holidays for November and December. Nicole has been able to make up the time by putting in more hours. We have had a total of 12 volunteer hours for the month of January and a total of 23 volunteer hours for the month of February. We would like to welcome Rhiannah Garza has our new volunteer. We do appreciate the work that our volunteers provide.

Maintenance:

The Maintenance Department has come over to fix the lights in January. Maintenance was quick to get the lights replaced. Everything they do for the library is greatly appreciated.

Seneca Library Branch Narrative

January/February 2015

Emily Whitmire Sluder

Facilities: Maintenance has repaired the following: 2 toilets, an electrical outlet, the circuit breaker, and installed 2 No Smoking signs near the front entrance. A broadband technician installed a second data port at our copier. (At Christmastime we moved the self-checkout station next to the copier temporarily to make room for the Christmas tree, so we decided if we do this again we will need another port there.) A brick came off of the row next to the book drop and stairs, so I moved it.

Programs and Attendance: People really enjoyed the free bingo night (all ages). We intend to have it every 2 months or so. Let's Get Crafty (Megan and Bethany's project) had very enthusiastic attendees so we hope to increase our base of "regulars" and branch out. This is a monthly adult program with a different craft each time, based on "Craft it with Leah" at Westminster.

Bingo: 12

Let's Get Crafty: 8, 6

Lego Party: 36

Frozen Party: 125

Meeting Room: Groups using our meeting room included the Oconee Writers' Association, Safe Harbor, Boy Scouts, Senator Tim Scott's office, the Seneca Blazers track team, AARP, Garden Club, Camp Ghigau, the Tribble Center, and a local book club. We let people meet for study sessions in the room as walk-ins if there is no one else scheduled. A regional representative from Little Caesar's conducts interviews in the public alcove next to our staff room several times a month (we do not schedule these as it is for business). The organizations utilizing library meeting space represent a broad range of community services and groups. They reflect the need for more library space as a community center and quiet areas for tutoring and meetings.

Projects: We are weeding as fast as we can in hopes that we can be ready for the scheduled rotation of weeding by July. There is simply no room to weed many at one time. Books in good shape are sent to the Friends book sale, and worn out or damaged items are discarded. I spent a lot of time working with the leaders of the Let's Talk About It book club (sponsored by the state library and the Humanities Council) to pick a series that included movies based on the books. The group has read most of the available sets of books, so they decided to go in a different direction this time. We had many discussions about movie licensing and logistics. This continues to be a successful program.

The management team and some members of the library board visited the Statehouse, the Richland Library, and the State Library to meet with our representatives and take tours. It was helpful to

reconnect with some of the staff I had met before at these libraries. Our meeting with Senator Alexander was very positive.

IT: John Michael Cox (IT Director) was able to rebuild the virtual machine that wasn't printing, and now it prints. We still have problems with the computer updates which end the active sessions on the public machines, but we do let IT know every time it happens. There is nothing they can do to resolve this at this time. I placed bright colored signs on each machine instructing patrons to change the printer from Color to Black and White if they want black and white printouts for the lower cost of 10 cents per page. Although we encourage patrons to read the directions on the print release station, error messages appear occasionally and the staff must help. It is still better than having people print many copies that they do not need.

Staff Development: I had all staff read (and in 2 cases, re-read) the book "The Black Belt Librarian" which was written by a former security manager at the Charlotte-Mecklenburg Library. I thought this would be helpful as we approached our March 4th in-service program with Mr. Oliver, the Richland Library security manager. Without any security presence or surveillance equipment on our premises, it is especially important to know techniques for dealing with difficult and/or unsafe situations.

In relation to this topic, we have had 2 patrons report feeling unsafe about using the book drop after operating hours and on Sundays. People sit in their cars after hours using the Wi-Fi on their own devices. I have informed staff to waive any fines that may accrue if the patron reports that they felt uncomfortable in the parking lot. Since the book drop is not handicapped-accessible, we will also waive fines if people express that they were unable to climb the stairs to return books after hours (on a case-by-case basis, and within a couple of days). We have not had to do this yet.

We have a new part-time employee, Jenna Whitt, who is a student at Tri-County Tech. She has learned very quickly, and we enjoy having her here. She took the place of Justina Oliva, who left to take a full-time job.

Miscellaneous:

Tax season began, and many patrons are frustrated that we did not receive instruction books or any forms besides the federal 1040, 1040A, and 1040EZ. We explain that Congress did not approve funding for the national tax form program, and we offer alternative options for acquiring paper forms. I have found that many people use the paper forms for personal reference and calculations, even if they eventually e-file or use a professional tax preparer. I created a bulletin board with information on how to request free forms and posted information on the AARP and the IRS-sponsored free tax preparation sessions. We print forms for people at 10 cents per page.

Please note that public training statistics do not include the many hours we spend helping patrons with their own devices, downloading Overdrive e-books, using the public computers, and troubleshooting their issues.

January and February statistics are affected by the inclement weather days, delay, and early closing.

Technical Services

January / February 2015

Robena Barton, Librarian

Narrative:

Collections:

Regular orders are proceeding normally. Weeding continues to be ongoing and it is still hoped that July will see the implementation of a regular schedule for all branches.

TLC:

There have been server errors with TLC lately which has caused our modules to fail in the mornings. TLC is checking in the early mornings to make sure that everything is running properly before we come in and this seems to be working.

Manager's Projects:

The digitization project has been uploaded to the State Digital Library website. Catalog records for the additional materials have been started which will allow patrons to access the electronic images directly from our catalog. In addition, records for Gutenberg e-books have been found which will allow us to add thousands of electronic books to our catalog. Both the historic local collection and the Gutenberg additions are exciting developments and I hope to write a media piece covering both in the next few months.

Staff Development:

Several staff and board members attended Legislative day at the State House in Columbia on February 11. It was a great opportunity to get to know our state leaders and I found it both informative and empowering. We also toured the State and Richland libraries, which is always worth the trip. In addition, Emily Embry, Blair Hinson and I attended several sessions of an online conference offered by the Association for Rural and Small Libraries. Last, I attended the SCLA leadership retreat at the end of February to discuss the upcoming Centennial anniversary conference. Unfortunately, none of the other members of my section were in attendance to discuss plans, but it was still an opportunity to network and become more involved in the SCLA structure and governance.

Volunteers:

Nancy Woods continues to be a valuable asset as we repair and discard items.

Issues:

Our collections and acquisitions manager will be leaving around the end of May for maternity leave. She is currently hard at work developing a training manual and procedure guide to get us through until she returns. I will begin training with her in April to take over the majority of her responsibilities for the duration of her leave.

Walhalla Library

January/February 2015

Emily Embry
Branch 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 is also continuing to benefit from collection development funds that were donated as a Christmas gift by Mr. Krysinel for the purchase of books.

Overdrive Collection: We are still in the process of adding OCPL local content to our Overdrive account. The local content includes four books that OCPL either owns or has the permission to produce in Ebook format. We are currently looking for software that will properly convert the current TIFF format of each page to a conclusive EPUB format that is smaller in file size and is easier to convert among several platforms (i.e. iPad, Kindle, Nook, etc...).

Staff Development: Staff members were encouraged to continue personal development and to continue updating their training records to reflect the amount of hours they have participated in training. In February Walhalla welcomed its newest Staffmark (part-time) employee, Lyndsay Clark, who is filling the open position of Part-time Circulation Assistant I

Volunteers: We continue to have several regular volunteers that help us with various tasks, freeing up valuable staff time. The Walhalla library began using the movie license provided by the Friends of the Library for programs in January and February. These programs included our monthly Sandwiches & Cinema and our Hat Day Program. Several staff from all branches met at Walhalla for the volunteer committee meeting to begin planning this year's "Volunteers Make the World of Difference" appreciation program.

Programs: We continue to provide *Tech Tuesday*, offering assistance to people needing help with their eReaders. In January we held a very successful and well attended County-wide Frozen Party with over seventy – five children just at the Walhalla branch. Other adult programs held at Walhalla during January and February include Walhalla's bi-monthly book club, *Books and Chocolate*, National Hat Day, Share Your Dreams Day (for MLK Day), our monthly Sandwiches & Cinema, an Ancestry.com Workshop, an Men's Valentine Ideas Workshop, and the weekly chess club. We coordinated with the Youth Services department to host a Drop-In Kids' Craft for Valentine's Day, Family Story Time, and Mother Goose on the Loose.

Meeting Room: Many outside groups utilize the meeting space at the Walhalla Library. Groups that used our space during January and February include the Guardian ad Litem program, Tri- County Home Educators Student Council and Lego Club and Graduation planning committee, Cub Scouts, Walhalla Lion's Club, Oconee County Third Option Group, Walhalla Garden Club, Friends of the Library, Baby Read, Whetstone Academy, Oak Stone Shores HOA, Senator Tim Scott's Office, and SC Governor's Office.

Facilities: New "No Skating" signs were installed near the entrance and loading dock of the library which are high traffic areas for patrons both parking and walking into the library. The library experienced damage to the roof from one storm that came through during the month of February. The storm knocked off over 25 shingles. The County is currently working on a solution to find funding and to determine the extent of the work needing to be done to fix the roof.

Other Issues:

Westminster Library

January/February 2015

Leah Price, Manager

Narrative

Collections: Our music cd collection is growing through contributions from less circulated items from other branches and the addition of donated items. We have gone and reorganized those shelves for better use by patrons since that is a popular collection.

Staff: Staff have reread the policy manual to keep up-to-date with the new changes.

Volunteers: One of our volunteers has been out with a serious sickness. Our other longtime volunteer has received a temporary job and will not be working doing January. We are pleased to have Reece join us as our newest volunteer. Work has begun on the April Volunteer appreciation dinner with committee members from each branch working on projects.

Community Outreach:

Programs (hosted by Westminster Staff):

Frozen Sing Along Movie	6 attendees
Frozen Party	110 attendees
eReader Help	zero
Book box craft	4 attendees
Box Trolls Movie	12 attendees
Valentine Drop-in Craft	16 attendees
Panda Party	28 attendees
Total	176

Meeting Room: Besides our normal library program use, we a private school and public school group use the room this month.

Facilities: The lights in the back have been repaired. The outlet has been taken out and covered. New signs have been posted to make people aware they should not be in the back area of the library building. The brush and small trees have been cleared by facilities maintenance for better visibility of the back of the library by passersby on the North Avenue. A permanent security light has been put in place to keep that area well lit and the city power has cut down all the trees from there to the back. It is a dramatic difference. Alan from maintenance has also pruned the surrounding crape myrtle trees getting them ready for spring.

We were also super excited to learn the parking lot of the library will be paved, possibly by the end of March. This will mean much better accessibility for the patrons and will improve the look of the library.

Manager's Projects: The numbers are in for the Food for Fines Campaign. While only \$372.55 in fines was waived for patrons we were able to collect over 900 items for We Care and Golden Corner food banks. Participation in Leadership Oconee lead to a tour and luncheon with WYFF 4's Geoff Hart that was very interesting. Our class project is to completely renovate the We Care food pantry and more located in Westminster. During the three day MLK weekend, the class along with other members of the community were able to clean out, rip out carpet, build shelves paint, and reorganize four of the main service areas of the facility. Two great articles were in the Westminster News and Daily Journal about our efforts and mentioned the library's part in collecting food for FFF.

Inventory of physical and technological items of the library has been completed by staff.

Manager Leah joined with other OCPL staff and Board members to travel to Columbia to meet with legislators about the upcoming state aid support.

Other:

Fulltime staff participated in the county's Know Your Numbers health screening to be aware of their health issues.

We were delighted that new council member Edda Cammick joined us for a tour and discussion of the Westminster Library.

Holidays and inclement weather meant rescheduling or postponing several programs and put a dent in our monthly circulation and visitation statistics.

Youth Services Dept.
Jan/Feb 2015
Stacie Powell, Librarian

Collection Development: The Youth Services Department is on schedule with spending the allotted funds for acquisitions for the fiscal year. Weeding of Walhalla's Easy section has almost been completed - we will move on to Juvenile next. The other branches have had most of their YS sections weeded - spot weeding continues at all branches.

Staff Development: The new youth services part-time assistant DJ Roach has transitioned well and is providing quality assistance to library patrons and support for this department. She is still learning the ropes though but is picking up things quickly.

Community Outreach: The Youth Services Librarian is working closely with the School District of Oconee County to host a library user training class for SDOC families that speak English as a Second Language. The training will take place in early April. The Youth Services Department is also working closely with Walhalla Middle School on the STEAM Driven summer camp that will be held at the library this summer. Clemson University is still working with us on the Science Saturdays - their expertise is providing real quality to the programming. Stacie Powell provided a two-day literacy training class to the Baby Read organization in January.

Programs: Summer reading is being planned out. We held a meeting with representatives from all the branches so we can better coordinate the program this year and utilize the talents that employees at all the branches can provide. We also agreed to have a kick-off event at each branch simultaneously. In the past, we've held only one kick-off event. We think having one at each branch will draw more attention to the program.

Manager's Projects: Things are moving right along schedule for the LSTA Steam grant received from the State Library. The Science Saturday events and the summer camp planning are all going well. The fund, used to purchase the telescopes, has also been a success - the telescopes have been popular and have opened up conversations with the public about how libraries can provide unique opportunities to our public that may not be available otherwise. The Youth Services Librarian has used grant money to purchase some iPads and computer programming kits to provide a small 'maker space' at the library. These items will be used for in-house use only and for future library programs.

Issues: None