

## **OCPL Director's Report July, 2015**

- 1. Programs and Services:** Numerous programs were presented at OCPL branches during May and June. The genealogy database [Ancestry.com](http://Ancestry.com) is being well-received and we are publicizing the new **Flipster** magazine service. (See below under **Technology**.)
- 2. Usage Statistics and narratives:** May-June, 2015 statistics and Bimonthly Reports are attached.
- 3. Finance and Budget:** OCPL Budget expenditures for July 1, 2014 – June 30, 2015 are attached. OCPL received an unexpected allocation of lottery funds from the State Treasurer at the end of June. The funds may be used for the same purposes as State Aid funds.
- 4. Personnel and Training:** Management Team meetings on Thursday, May 7, 2015; Wednesday, June 10, 2015; and Wednesday, July 15, 2015. **Michael White**, Walhalla Library part-time staff member, has resigned to accept a teaching position at Daniel High School. His last day is Friday, July 24, 2015. **Emily Embry**, Walhalla branch manager, has been interviewing applicants for his position. His successor will be a **Staffmark** employee. Two OCPL staff, **Emily Embry** and **Jonathan Hunter**, have joined the newly formed Walhalla **Toastmasters'** group, which meets at the Oconee Heritage Center on the first and third Wednesdays from 11:30 a.m. to 12:30 p.m. **Leah Price**, Westminster Branch manager, completed the Leadership Oconee County program in May. **Robena Barton**, Technical Services Librarian, will begin her participation in Leadership Oconee County in August. The Friends contributed \$250 of the \$500 tuition fee.
- 5. Buildings & Grounds:** Final wiring for the middle light pole in the Westminster Library's parking lot has been completed. This pole was relocated during the paving process to create an additional parking space. The Westminster Library will soon have controls installed on its heat pumps to provide Demand Side Management(DSM): "DSM works by limiting the use of heating and air conditioning during peak use periods to about twenty minutes per half-hour. These periods last four hours or less (usually 2:00 to 6:00 p.m.), and occur less than ten times a year."

**6. Technology:** **Flipster**, EBSCO's digital periodical service, was offered to our patrons on Monday, June 8, 2015. Eleven(11) popular magazine titles are available, including *Southern Living*, *Car and Driver* and *Seventeen*.

The new Scan Pro 3000 /computer for reading microfilm was installed in the South Carolina Room at Walhalla Library on June 10, 2015.

In response to a patron request, **Blair Hinson** and the director are working with County IT staff to research the different types of **Assistive Technology** provided to visually handicapped patrons by other public libraries.

A car collided with a power pole in West Virginia and took out the Internet cable that serves **The Library Corporation (TLC)**, the host for our integrated library system on Friday, June 12, 2015. Because we connect via the Internet, this prevented access to our library catalog, patron database and circulation files. As a consequence, no renewals or requests were possible nor were we able to sign up individuals for library cards. And, since downloads of e-books from Overdrive require authentication of patrons by the TLC server, Overdrive was not available. Another malfunction prevented the backing up of OCPL's transactions for Thursday, June 11, 2015, so we lost all the transactions for this date.

The Long Creek Wifi was disabled by a lightning strike. Apparently, Mountain Rest's Wifi was struck by lightning as well. New equipment will be installed.

**7. Friends of the Library:** Two (2) **Little Free Libraries** for the Fair Play area of the county are being constructed by **Glen McPheeters** and will soon be installed, with book stock provided by the Friends.

**8. Oconee County:** Harrassment training was presented to library staff by Oconee County in May. The new budget contains \$185,000 for a replacement bookmobile. Our existing bookmobile was put in service in early 1998. Library staff has been researching the various companies that build bookmobiles and talking to staff of public libraries in South Carolina that have purchased bookmobiles the last five years. Staff will work with

**Robyn Courtright**, Oconee County Procurement Director, in preparing a request for proposals.

**9. State Library:** Attended the meeting of public library directors at the State Library on Friday, July 17, 2015. **Scott Murphy and Pamela Hoppock** from the State Library visited OCPL on Monday, June 22, 2015.

**10. Community Involvement:** Attended **Oconee Economic Alliance** meetings on Thursday, May 14, 2015; Thursday, June 11, 2015; and Thursday, July 9, 2015. Participated in the **United Way's** Day of Caring in downtown Seneca on Friday morning, June 19, 2015. Gave a "Lunch and Learn" presentation on OCPL at the **Oconee Heritage Center** on Wednesday, June 24, 2015 from 12:30 p.m. to 1:15 p.m. Attended the **Greater Oconee Chamber of Commerce** Public Policy Chat on Friday, June 5, 2015 at the Chamber offices in Seneca. Seneca City Council member **Denise Rozman** was the featured speaker.

**11. Other:** Rode the bookmobile with **Brenda Lee**, Bookmobile manager, on Thursday, May 14, 2015 and Thursday, June 18, 2015.

Proctored a test for a library patron on Wednesday, May 27, 2015.

Interviewed by Dick Mangrum at WGOG about our new Wifi at the Long Creek Community Center and the Mountain Rest Community Club. Segment aired on Sunday, June 14, 2015 .

Presented four (4) library programs under the auspices of the Humanities Council SC : On Saturday, June 6, 2015 at the Main Library of the Charleston County Library: "General Stephen D. Lee." On Tuesday, July 7, 2015 and Wednesday, July 8, 2015 in the Darlington County Library headquarters' library and The Lamar Library: 3 programs featuring "The Jack Tales." Vacation leave was taken for the two days in July.

Toured the palatial headquarters of the **Florence County Library** system on Wednesday morning, July 8, 2015. The Doctors Bruce and Lee Foundation, a local foundation, contributed a large part of the funds for the construction of this facility.

	May 2014	May 2015	Change	Jun 2014	Jun 2015	Change
Visits to Library	21,673	19,713	-8.0%	26,352	28,027	+1.2%
Material Circulation - Adult	16,558	16,172	-2.1%	19,868	20,836	5.4%
Material Circulation - Youth	2,272	2,188	-7.2%	2,841	3,118	9.8%
Material Circulation - Juvenile	7,914	7,661	-3.9%	12,968	13,917	7.2%
<b>Total Material Circulation</b>	<b>26,744</b>	<b>27,995</b>	<b>2.8%</b>	<b>35,697</b>	<b>37,871</b>	<b>3.8%</b>
Internet Users	0	3,058		0	3,428	
Internet Hours of Use	0	2,012		0	2,212	
New Cards Issued	148	174	17.6%	316	363	14.9%
Programs - Adult	8	10	25.0%	12	8	-33.3%
Programs Attendance - Adult	81	86	18.5%	117	38	-67.5%
Programs - Youth 12-18	1	4		11	9	-18.2%
Programs Att - Youth 12-18	7	20	185.7%	73	32	-56.2%
Programs - Juvenile 6-11	5	8	20.0%	14	15	7.1%
Programs Att - Juv 6-11	73	97	32.9%	785	1,130	43.9%
Programs - Children 0-5		12			9	
Programs - Att - Children 0-5		186			160	
Outreach Activities	7	12	71.4%	5	5	0.0%
Outreach Act. Attendance	294	1,476	402.0%	1,400	458	-67.9%
Public Training Sessions	3	0	-100.0%	2	0	-100.0%
Public Training Participants	203	0	-100.0%	6	0	-100.0%
Public Training Hours	4	0	-100.0%	3	0	-100.0%
Staff Training Sessions	3	6	100.0%	3	5	66.7%
Staff Training Participants	5	22	340.0%	16	18	12.5%
Staff Training Hours	8	180	1800.0%	10	17	70.0%
Number of Volunteers Added	10	9	-10.0%	7	11	57.1%
Number of Vol Hours	175	198	12.0%	158	168	4.2%
Meeting Room Use	43	47	9.3%	56	62	10.7%
Meeting Room Attendance	433	668	54.3%	807	1,175	46.8%
Number of Web Site Hits	8,001	14,018	75.2%	15,029	18,349	22.1%
Number of online PAC Hits	0	0		0	0	
Wi-Fi Users		1,398			1,731	

Wi-Fi Hours of Use		6,346			7,079	
E Book Downloads		1,169			1,261	
Mango Adult Users	88	74	-15.9%	109	24	-78.0%
Mango Children Users	1	1		2	1	-50.0%
One Click Digital Downloads						
Interlibrary Loans	26	19	-28.9%	34	44	29.4%
<b>New Material Added</b>	<b>1,298</b>	<b>1,365</b>	<b>4.4%</b>	<b>1,118</b>	<b>1,234</b>	<b>10.4%</b>

**OCPL Budget 2014-2015 7-16-15**

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	74,295	99%	749
010-206-30041-00000	Telecommunications	460	449	98%	11
010-206-30056-00000	Data Processing	27,500	27,500	100%	0
010-206-30059-00000	Copier Click Charges - Xerox	6,500	6,937	107%	-437
010-206-30068-00000	Advertising	700	700	100%	0
010-206-30080-00000	Dues	750	750	100%	0
010-206-30084-00000	School, Training, Sem.	3,300	3,277	99%	23
010-206-30090-00000	Honorarium	900	900	100%	0
010-206-33022-00207	Bldg Maint - Walhalla	6,965	9,063	130%	-2,098
010-206-33022-00208	Bldg Maint - Seneca	3,600	2,279	63%	1,321
010-206-33022-00209	Bldg Maint - Westminster	2,500	2,366	95%	134
010-206-33022-00210	Bldg. Maint - Salem	2,020	1,314	65%	706
010-206-34043-00207	Electricity - Walhalla	26,000	25,909	100%	91
010-206-34043-00208	Electricity - Seneca	16,500	14,900	90%	1,600
010-206-34043-00209	Electricity - Westminster	12,000	12,351	103%	-351
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Walhalla	1,200	1,010	84%	190
010-206-34044-00208	Water - Seneca	900	701	78%	199
010-206-34044-00209	Water - Westminster	750	738	98%	12
010-206-40031-00000	Sm Capital Equip (Loc)	2,800	2,800	100%	0
010-206-40032-00000	Operational	6,000	6,126	102%	-126
010-206-40032-00000-A	Youth Services	2,000	1,769	88%	231
010-206-40033-00000	Postage	1,000	854	85%	146
010-206-40034-00000	Food	500	308	62%	192
010-206-40101-00000	Books (Local)	91,000	90,715	100%	285
010-206-40102-00000	Periodicals (Local)	16,000	16,000	100%	0
010-206-40103-00000	AV (Local)	10,500	10,492	100%	8
010-206-80206-00000	Automobile Maint - Library	3,500	1,640	47%	1,860
010-206-81206-00000	Gasoline - Library	2,500	2,437	97%	63
010-206-82206-00000	Diesel - Library	2,000	1,306	65%	694
<b>TOTAL LOCAL FUNDS</b>		<b>333,010</b>	<b>327,285</b>	<b>98%</b>	<b>5,725</b>
012-206-50850-00000	Seneca Library Expense	21,514		0%	21,514
013-80-85-50206	Lib Const(Seneca)	1,021		0%	1,021
013-206-60010-00000	*Gifts, Donation (Loc)	19,091		0%	19,091
<b>TOTAL MISC. FUNDS</b>		<b>41,626</b>		<b>0%</b>	<b>41,626</b>
240-206-30024-00255	Equipment Maintenance (State)	1,000	1,000	100%	0
240-206-30056-00255	Data Processing (State)	9,430	9,427	100%	3
240-206-30059-00255	Copier Click Charges - Xerox	5,000	4,974	99%	26
240-206-30080-00255	Dues	1,000	1,000	100%	0
240-206-30084-00255	Schools, Train. (State)	3,837	3,837	100%	0
240-206-40031-00255	Sm Capital (State)	2,000	1,956	98%	44
240-206-40032-00255	Operational (State)	10,236	10,246	100%	-9
240-206-40045-00255	IT Equipment	4,570	4,564	100%	6
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	2,000	2,000	100%	0
<b>TOTAL STATE AID</b>		<b>92,841</b>	<b>91,769</b>	<b>99%</b>	<b>72</b>

## Proposed Changes to OCPL Policy Manual

1. Change to policy concerning requests/reservation of materials.

### CURRENT POLICY

#### REQUESTS/HOLDS:

If the material the patron wishes is not on the shelf, the patron may place a reserve on that item. When the item becomes available, the patron will be notified by phone or email. If the material needed is available in another branch location, the item will be transferred from that location to the most convenient location for the patron. We cannot guarantee when an item may arrive at the receiving branch, or whether the item will be available, even if it shows as "available" in the catalog. After notification, the item will be held for *3 days*. If the item on reserve has not been picked up within the 3 day period, it will be returned into circulation.

**There is no limit to the number of reserves/holds an individual may file, however the Branch Manager may limit the number that may be requested at any one time.** Reserves are accepted in person or by phone. Patrons may also place requests from their home computer by using their library barcode number and a pin number.

### PROPOSED NEW POLICY

#### REQUESTS/HOLDS:

If the material the patron wishes is not on the shelf, the patron may place a reserve on that item. When the item becomes available, the patron will be notified by phone or email. If the material needed is available in another branch location, the item will be transferred from that location to the most convenient location for the patron. We cannot guarantee when an item may arrive at the receiving branch, or whether the item will be available, even if it shows as "available" in the catalog. After notification, the item will be held for *3 days*. If the item on reserve has not been picked up within the 3 day period, it will be returned into circulation.

**Twenty five (25) items may be reserved on a Library card at any one time. The Branch Manager may place additional limits to the number that may be requested at any one time.** Reserves are accepted in person or by phone. Patrons may also place requests from their home computer by using their library barcode number and a pin number.

**RATIONALE:** Availability of home access to the PAC (public access catalog) through the OCPL website has enabled more people to place holds on items from home. While we welcome this, and instances of "abuse" of the system are not too common, we are seeing an increase in the number of cases that a patron creates a list of more than 50 or 60 items, and then places the hold list "on hold." In other cases, patrons place a large number (30, 40, or more) of holds on one format, like DVDs. But the number of DVDs that can be checked out at one time is only six.

In order to make sure that a minority of web-savvy patrons are not using the holds system to monopolize materials, we feel that 25 items on hold at any one time on each card is reasonable. For reference, the Pickens County Library System limits patrons to 20 holds at a time, and the Greenville County Library limits users to ten holds at a time.

## 2. Creation of Policy for Proctoring

### **PROPOSED POLICY:**

#### Library Proctoring Services

##### **What we can do:**

- Provide a place to take exam
- Be available during regular business hours, including evenings and weekends (exams must be completed 30 minutes prior to closing)
- Check student ID
- Sign appropriate paperwork
- Distribute exams received in hard copy
- Print exams that have been emailed
- Return pre-stamped and addressed envelopes using the Library's postal service.

##### **What we cannot do:**

- Provide constant one-on-one monitoring
- Provide troubleshooting for tests or testing software
- Download tests or testing software, or alter any library Internet computer software
- Provide extra peripherals, like headphones
- Provide postage or supplies or provide postage services outside of the Library's regular mail service (Federal Express, USPS Express Mail, UPS, etc.)
- Help students find answers to test questions
- Contact students to make test arrangements
- Provide proctor's personal information, such as Social Security number
- Be responsible for mailed, faxed, or emailed exams not received by the college or institution



**Other issues to consider:**

**Incidental fees include: printing costs (\$0.15 per B/W page, \$0.50 per color page), and photocopies (\$0.15 per page per B/W page). Computer access for online exams may vary per location. If computer access is available at a location, proctors are subject to the Library's policies regarding Internet usage (this includes NOT downloading or modifying any software on the library's Internet computers). Any student testing online who requires use of a library Internet PC will need an OCPL library card. For those who don't reside in Oconee County, there is a photo ID will be needed for Internet guest pass. Internet PCs are generally limited to 45 minute sessions. The Library also provides free Wi-Fi at most locations. Students may choose to bring their own personal laptop if their institution allows. You should contact your branch ahead of time if you have any questions regarding public PC use for proctored exams.**

**Fax service is not available at all Library locations.**

**Please schedule all exams one week prior to the exam. You may schedule multiple exams at once if possible. Missed appointments will be handled on a case by case basis. But the availability of proctors may vary per location. Please contact your library location regarding any changes for scheduled exams.**

**These are the locations where proctoring is offered:**

**Seneca Branch Library (contact: Emily Whitmire, Branch Manager)**

**Walhalla Main Library (contact: Robena Barton, Technical Services Librarian)**

# Branch Services

May/June 2015

Blair Hinson, Branch Services Librarian

## Narrative

### Public Relations:

The Branch Services Librarian wrote a spotlight article about the Oconee County Public Library system for *South Carolina Libraries*, Volume 1: Issue 2, which is the journal of the South Carolina Library Association. A copy of the article is included with this packet.

The Branch Services Librarian attended a day-long Fundraising Summit in Charlotte, NC, on Friday, May 15. The summit was sponsored by the Charlotte-Mecklenburg Public Library Foundation. Board secretary Bill Caster also attended.

### Staff Development:

The Branch Services Librarian has begun working on a new version of the Improved Staff Training program that was started using an LSTA grant in 2013. This program will still focus on competencies, such as computer competencies and customer service competencies, and will be based largely on using the Ephrata Public Library's model of staff competencies. See link: <http://ephratapubliclibrary.libguides.com/competencies>. We began rolling this out at our May 12, 2015, Staff In-Service. We will continue to refine the competencies that we feel the staff of the OCPL should be able to master, getting input from the Board, staff, and the public. We will begin working in earnest on training by the time of our fall in-service.

We also were able to persuade the County Emergency Management department to hold another CPR/AED class for library and County employees. Nine people participated in the class, held in the meeting room at the Walhalla Library. All branches but Salem now have at least a couple of trained personnel.

The Bookmobile Manager, Brenda Lee, and the Branch Services Librarian also attended a Bookmobile Exchange in Lexington, SC, on Friday, May 29, which was sponsored by the South Carolina State Library.

### Volunteers and Community Outreach

Our outreach program to the Oconee County Detention Center continues to do well. If the program proves to be successful, it could potentially be expanded to serve actual county inmates, particularly once the new OCDC facility is completed (may be open by August, 2015). No violent or sex offenders will take part of it.

The Friends of the Library have expressed interest in putting up some Little Free Libraries in Fair Play and Long Creek. We have offered them some of the information collected by the previous Branch Services Librarian, K'Lani Green.

### Manager's Projects:

In continuing to prepare for a new program of collecting oral histories, the Branch Services Librarian, and Walhalla Branch Manager Emily Embry, along with Oconee Heritage Center assistant Jennifer Moss, attended "Giving Voice: Interpreting & Preserving Oral Histories," a workshop held at the Atlanta History Center. The workshop, held on Tuesday, May 19, covered some of the following:

- Best practices for collecting stories
- Basic principles for managing oral histories within your repository
- Strategies for preserving audiovisual materials
- Access
- Outreach and exhibition
- Reaching and documenting underrepresented groups

### Issues:

Read the various branch managers' reports for information about repairs and other things going on at their branches, e.g. the repairs to ceiling in Seneca after storms. There were also outages of the Wi-Fi at the Long Creek and Mountain Rest locations, probably due to storms. The Oconee FOCUS department is currently installing surge protecting and power supply equipment.

# South Carolina Libraries

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Article 4

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## SC Library Spotlight - Oconee County Public Library

Blair Hinson

*Oconee County Public Library*

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## SC Library Spotlight - Oconee County Public Library

### **Abstract**

Spotlight article on the Oconee County Public Library system.

### **Keywords**

Oconee County Public Library



# SC LIBRARY SPOTLIGHT

## Oconee County Public Library

"I'm Philip Cheney, from Oconee County, the wild and wooly west of South Carolina." That's the usual way our director introduces himself at the bi-monthly meetings of the South Carolina Association of Public Library Administrators. Oconee County is, in fact, the western-most county in South Carolina, located in the northwest corner of the state, and the northern half of the county is wooly, with mountainous terrain, waterfalls, and the Sumter National Forest. Founded in 1948, the Oconee County Public Library serves over 75,000 residents of Oconee County via four library facilities (Walhalla, Seneca, Westminster and Salem), one bookmobile, five Little Free Libraries in the Mountain Rest community, and since March of this year, two Wi-Fi hotspots, one located in the Mountain Rest Community Club and the other in the Long Creek Community Building.

Close proximity to Clemson University, which is located just across the county line in Pickens County, provides access to excellent employees. OCPL not only recruits part-time employees for its Seneca branch from Clemson University, but two of its seven professional employees, Blair Hinson, Branch Services Librarian, and Stacie Powell, Youth Services Librarian, have undergraduate degrees from Clemson. Tri-County Technical College, with campuses in Pickens County and Anderson County, also furnishes employees for the library. Natural

resources like the lakes and mountains also attract talented retirees to the area as well. The

OCPL's Board of Trustees reflects that, boasting a public defender, a retired captain in

the U.S. Coast Guard, a retired Coca-Cola worldwide marketing executive, a banker, a retired pediatric nurse, a retired guidance counselor from the public schools, a media specialist in one of the local high schools, a retiree from a local insurance agency, and a former CIA employee.

The mountains and remote areas of Oconee County also present challenges. The library is often the ONLY outlet for reliable Internet access in Oconee County. Even for those with means, Internet access is often hard to come by, or is prohibitively expensive. In order to create a more stable Internet backbone, the county undertook a project to build a fiber optic network for "middle mile" Internet access using a Federal ARRA grant (Stimulus). The library system became a key player in helping to lessen the "digital divide," not only by providing truly high speed Internet access at all library branches using the newly created fiber optic network, but also by partnering with Oconee

FOCUS (the agency in charge of the fiber optic network) to provide Wi-Fi access to previously unserved areas of the county at two community centers, one in Long Creek, and the other in Mountain Rest.

Like many counties in South Carolina, Oconee County appreciates its history. The OCPL owns the copyrights to several valuable sources

on local history, such as *German Colony Protocol: minutes of the German Colonization Society*, and had those digitized and made



Trude Heller, widow of former Greenville Mayor Max Heller, discussing the Holocaust at the Westminster Library

available at the South Carolina Digital Library. The OCPL was also the first library in the state to take advantage of the State Library's Digitization in a Box Initiative, an equipment loan program, to digitize books, pamphlets and other documents which deal with some aspect of the history of Oconee County. Most were works by local authors which were originally published in very small editions and are no longer available for sale in a print version. See <http://digital.tcl.sc.edu/cdm/landingpage/collec tion/oconee> and <http://scmemory.org/institutions/oconee-county-public-library/>.

In a small county like Oconee, with a limited staff and budget, maintaining four branches and a bookmobile would be a real challenge without our volunteers. For the last two years in a row, the VIP (or "Volunteers Increase Potential") program has won the Governor's Volunteer Award for Direct Service Volunteers. In 2013, the award went to Ann Rogers for her work with genealogy in the South Carolina room, and in 2014, the award went to Jean Snellings for her work with the bookmobile. Without our volunteers, having genealogy



OCPL's bookmobile with Bookmobile manager Brenda Lee and students at the Walhalla Elementary School

information available for patrons, such as newspaper and cemetery indexes, or running the bookmobile, wouldn't even be possible.

The OCPL has also undertaken some special projects in recent years that expanded our reach beyond the walls of our building. In spring, 2011, the OCPL played host to a national Smithsonian Institution Museum on Main Street traveling exhibit entitled "New



Science Saturday in the lobby of the Walhalla Library with library volunteer Cohleen Vassey and students

Harmonies: Celebrating American Roots Music." That exhibit also led to a partnership with the Oconee Heritage Center for a companion exhibit on local radio. In 2011, the OCPL applied for and was awarded an LSTA grant from the State Library for "HOLA: Hispanic Outreach for Library Awareness," a program designed to introduce the library to the large Hispanic community in Oconee County. In 2012, the OCPL was again awarded an LSTA grant for an "Improved Staff Training Program," the results of which were presented in a poster session at the South Carolina Library Association annual conference in Greenville, SC in 2013. In 2014, Youth Services Librarian Stacie Powell applied for and was awarded an LSTA grant for a STEAM (science, technology, engineering, arts and math) summer camp, to be held in summer, 2015, at the Walhalla Library. The grant also provided for two telescopes that the library loans out for patron use. Ms. Powell has also created a "Science

Saturdays" program, partnering with the  
Clemson University Life Sciences Outreach  
Center.

The OCPL is definitely in the "wild and woolly"  
west of the state, but our programs and  
services are really keeping us in touch with our  
rural community, and making the library  
relevant for many years to come.

*Blair Hinson*, Branch Services Librarian, Oconee  
County Public Library

## **Outreach Services**

**May/June 2015**

### **Brenda Lee, Bookmobile Manager**

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

**Displays:** The sidewalk sandwich sign proudly boasted of all the events going on in the libraries. A poster about Ancestry.com is now on the Bookmobile.

**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. Rotation and weeding is done as space is needed and/or time to do so. I encourage the patrons to sign up for our Summer Reading Program. Bookmobile has many more adults than children.

**Volunteers:** Aaron Lewis, Bookmobile volunteer goes to the Oconee County Detention Center with the Branch Services Librarian, Blair Hinson. Unfortunately, Susan Kelley's full time job is now interfering with her volunteering every Thursday. However, she has used vacation days to be able to go out. She truly loves helping out. Mostly staff, Blair Hinson, Philip Cheney, and Mike White have filled in while Janice Lovinggood, Volunteer Coordinator, continues to help recruit new volunteers for the bookmobile. I cannot operate without their help.

**Staff Development:** I attended a Sexual Harrassment class at Pine Street. The Branch Services Librarian, Blair Hinson, and Bookmobile Manager, Brenda Lee, also attended a Bookmobile



Exchange in Lexington, SC, on Friday, May 29, which was sponsored by the South Carolina State Library.

**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. Summer Reading Program is going well with sign up, and the numbers for that will be available later in the summer; Adult sign up is 60, which I think is very good for those we see.

# Salem Library

May/June 2015

Dan Polk, Manager

## Narrative

### Collection Development:

The Salem Library has been busy working on being sure that our money is spent in every category by the end of the year. Kayla is big help with ordering books, DVDs, and audiobooks. Since we do not get has much money in the DVD budget as we would have liked this year, it helped that we were able to move some money from our audiobooks budget to DVD.

### Programs at the Salem Branch for May and June:

Family Story Time	71
Kickoff Party-Summer Reading	61
Mother's Day Craft	9
May Flowers Craft	7
I Read to Animals	28
Drop in Bracelet Craft	11
Teen Light Switch Craft	12
Teen Book Club	6
Time to Read Book Club	10
Knit and Crochet	10
Total:	225

June has been the start of the Summer Reading Program. We had a great attendance for the Summer Reading programs, including the kickoff party and sc aquarium show. This has helped to make June a really busy month at the Salem Library.

### Volunteers:

Nicole Alexander has been doing a good job as one of our teen volunteers. Dakota Davis has started working one day a week for the summer months. We would like to welcome Melony Mack has our new volunteer for the Salem Library. Melony also wants to help Brenda some on the bookmobile. For the months of May and June Salem has had a total of 48.5 volunteer hours.

## **Seneca Library Branch Narrative**

**May/June 2015**

**Emily Whitmire Sluder**

**Facilities:** Some of our trees have been trimmed, but the city of Seneca will need to trim the ones closest to the power lines. I am contacting them about this and hope to have it completed by the end of the summer.

One evening during a heavy rain the ceiling started leaking over a shelf. The two staff members present covered the shelf with plastic and put a bucket under the leak. Facilities Maintenance determined it was because of a drain pipe that is directly over that shelf. Despite further rain in the following two weeks, it never leaked again and the tile was put back on.

**Programs:** The Let's Get Crafty monthly program has gained a core group of regulars. Megan and Bethany have worked very hard developing a craft each month. Let's Talk About It finished their series and will start again in September. Summer reading program favorites Ronald McDonald and the SC Aquarium were well attended. We had over 100 people for our Kick Off Party.

**Meeting Room:** Groups using our meeting room included the Oconee Writers' Association, Safe Harbor, the Guardian ad Litem program, the Seneca River Women's Auxiliary, two different groups of SDOC teachers earning continuing education credits, the Tribble Center, a couple of tutoring groups, LTAI, and a local book club. .

### **Projects:**

At our May in service day we rearranged some of the children's section, creating a more restricted "play area" and allowing a larger walkway between the children's section and dvd areas.

We continue to weed every day.

**IT:** The VoIP phone connection lacks clarity, and sometimes we cannot hear the caller well. Staff at other branches also report this issue. Unfortunately, there is nothing we can do about it.

We have intermittent issues with the computers and printing but overall there are no major problems at this time.

**Staff Development:** Full-time staff member Jonathan has started attending meetings of the Toastmasters group that meets at the Oconee Heritage Center.

### **Miscellaneous:**

Our volunteers logged 33.5 hours. We added 263 new borrowers. We took 43 interlibrary loan requests. 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.

The Westminster report details the events of June 11, 2015, causing the loss of 2 days of transactions. These include new library cards issued, checkouts, checkins, requests, renewals, fee payments, etc. It is a very difficult situation because people lose faith in the system. We hear about it. It was also the same week we had two other local power outages. Thankfully TLC will be moving its servers to a different location that would be able to withstand such an outage in the future. However, I have been disheartened by their apparent lack of concern. Our staff is doing well as they deal with each case.

Our circulation and visit statistics for June are less than usual because of multiple power outages in Seneca and the TLC outage.

#### **Outreach:**

The Senecafest rides were behind the library during Memorial Day weekend. I had set up a table next to the rides but they started later than anticipated, and most people just wanted to be in line for the rides, so I probably won't try to do this again.

Philip Cheney and I manned a booth at the Day of Caring event hosted by the United Way. Several community organizations set up tables under the shelter at the bus depot in downtown Seneca. We signed up 3 people for library cards via our MiFi connection and talked to many people about what we have to offer. Philip encouraged people to try out our new Flipster subscription and Ancestry.com and I talked about summer reading activities.

# Walhalla Library

May/June 2015

Emily Embry

Branch Manager

## Narrative

**Walhalla Collections:** As the fiscal year came to an end, we were able to work with Robena Barton who served as our interim Acquisitions while Leah Kelley started her maternity leave. We were able to successfully spend our end of year budgeted money along with the Friends of the Library gift money. 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. We have also implemented a better shelf reading system that has assisted in keeping our shelves in order. We did have several system-wide LS2 glitches during the month of June which did cause a few problems with patron's accounts. Despite our best efforts it will take several months to recover from the majority of these errors. In order to help ease patron concerns we have waived fines for items that have shown up in the system as overdue as a result of the computer errors and will continue to do our best to resolve all issues that were a result of this.

**Overdrive Collection:** Overdrive continues to make improvements to its shared site the help better serve patrons and the library. One of the most recent changes include allowing libraries to place items on pre-order which in turn allows patrons to place request on the pre-order titles early. We have only added a few Pre-Order titles for items we know will be very popular and have already had patrons taking advantage of the service. We are still working towards adding digital content owned by the Library and are waiting on getting more information from South Carolina State Library on recommendations for best procedures on this matter so we can ensure the preservation of our items.

**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 May we completed our latest training as all county staff were required to Sexual Harassment & Diversification Training. The county also allowed for a CPR/AED Training to be conducted at the Walhalla Library in which many of our employees across the library system participated.

**Volunteers:** We continue to have several regular volunteers that help us with various tasks, freeing up valuable staff time. This has been especially helpful during our busy schedules with Summer Reading.

**Programs:** We continue to provide *Tech Tuesday*, offering assistance to people needing help with their eReaders. During the month of May Walhalla hosted several programs including a May the 4<sup>th</sup> Be with you party that all branches participated in, a Cinco de Mayo party where we taught patrons how to make guacamole, a screening on the Movie Midway in honor of Armed Forces day, a How to make an Origami Crane in honor of May being Asian Heritage Month, and we had our monthly Sandwiches & Cinema Program. The month of June kicked off our Summer Reading program which has been the best attended Summer Reading to date. The kick-off party was a success and we are slowly gaining more participants for our weekly teen program called Fandom Friday. All of our anticipated large events like the South Carolina Aquarium, I Read to Animals, and Ronald McDonald were all very well attended as well as our final event for the month with was our Super Hero Boot Camp with fun activities for ages K-5<sup>th</sup> grade.

**Meeting Room:** Many outside groups utilize the meeting space at the Walhalla Library. Groups that used our space during May and June include the Tri-County Home Educators Student Council and Lego Club, Let's Talk About It, Friends of the Library, Lion's Club of Walhalla, Baby Read, Children and Family Services, Tribble Center, James M. Brown Elementary School, Toastmaster of Walhalla, the Oconee Heritage Center, Oconee Count Emergency Services CPR Training, Oconee County Third Option Groups, Camp Ghigau, Jensen Powell Europe Tour Group, Walhalla Middle School Parents Meeting, SC Commission for the Blind, Guardian ad Litem Program.

**Facilities:** During the month of May we worked hard to prepare the facilities for summer reading which included getting our meeting room carpet cleaned before the influx of large events. Some of our other maintenance issues have included fixing the handle of the door leading to the basement, checking the thermostats in preparation of warmer temperatures, adjusting one of the front doors, a light in the lobby area, and a leaking drip pan in the meeting room. During the month of June we had issues with ants in the kitchen area, and a few other minor repairs for a broken electrical plate, tacking down of a piece of the new roof flashing, as well as having a new breaker contact installed for our stacks area which had not been replaced since the building was built.

## Other Issues:

We did have a few technical issues at the beginning of June and are working on sorting out patron records as best we can. Many of the immediate issues have been resolved but there will be several months of recovery.

**Narrative**

**Collections:** Every effort is being made to not only spend the money for the end of the fiscal year, but to make sure we are taking advantage of these funds to add items that are needed and in high demand. We are also taking advantage of the weeding rotation to tackle the juvenile and youth sections of the library. Many items have not been checked out for over 4 years and need to be cleaned out to make way for new items to fit on the shelves in our limited space. While we haven't been able to order items, requests for those items that came out the last few weeks of June are still pouring in. Hopefully once ordering gets back into full swing in July we will even back out.

**Staff:** Leah and Tiffany were the last staff to complete the mandatory harassment training at the county offices. Salem staff joined Westminster staff to have a day of training at the Westminster Library. Core competencies and customer service were the training topics of the day.

**Volunteers:** Congratulations are wished to our volunteer, Jared, for graduating from Foothills school. Unfortunately since his graduation he has not been back, leaving us with one volunteer.

**Programs (hosted by Westminster Staff):**

<b>Comic Book Day</b>	<b>28</b>
<b>Star Wars Party</b>	<b>11</b>
<b>Summer Reading Kick off</b>	<b>100</b>
<b>SpongeBob Movie</b>	<b>25</b>
<b>50 to1 Movie</b>	<b>1</b>
<b>Bracelets</b>	<b>21</b>
<b>Cookbook Club</b>	<b>3</b>
<b>Geocaching</b>	<b>0</b>
<b>The Duff Movie</b>	<b>0</b>
<b>Superhero Light Switch Covers</b>	<b>0</b>

Plus Aquarium 80, 3 FST 30 Youth Services led programs

We definitely had some high and low numbers for our program participation for June. It is very hard to know if the program itself just didn't appeal to people, if vacations got in the way, or if people just were not aware of the program.

**Meeting Room:** Military recruiter, Tribble Center, Board Meeting, family story times, and a family care group are some who used our meeting room these two months.

**Community Outreach: 3 Events with over 600 kids/teachers/parents**

Branch Manager Leah participated with Orchard Park Elementary to promote summer reading during their literacy night on May 5<sup>th</sup>. She and the bookmobile manager, Brenda, went to Westminster Elementary on May 19<sup>th</sup> to promote summer reading to prek-1<sup>st</sup> graders. Leah then visited Westminster again to tell 3<sup>rd</sup> through 4<sup>th</sup> graders about the elementary program and the 5<sup>th</sup> graders about the teen program.

**Manager's Projects:** Leah graduated from the LOC class and attended her first board meeting. She is also working on finalizing summer reading details for the adult program and is working on getting local heroes to attend the big summer reading kickoff party on June 8<sup>th</sup>. It was very nice to have the State Library director come for a visit. She had great ideas to help us further our goals. Pamela Hoppock from the SC State Library visited the libraries and spoke with Leah about future participation with the State on summer reading coordination.

**Other:** June 11, 2015 is a day which will live on in the history of the OCPL for many years to come. It was a typical day like any other with many check outs, check ins, requests, fines paid and everything that is included in a typical work day. Unbeknownst to us a simple cut of a network line the next morning caused everything to be erased as if it never happened. The first few days after the incident were awful with items showing as checked out, items that had been checked in and sent to other branches were showing as if they were at the current branch. Requests that had been cleared were showing up as if they had not been. But we meddled through and took care of the obvious problems. Three weeks later and we are still finding items that should have been checked in but there is no way to know unless someone tries to check it out (the computer lets us know it is currently checked out to another borrower) or the borrower states they had already turned it in. It makes the customers lose faith in us because they don't understand. They just want to know that when they return items or request items they can trust us to make sure they don't get accused of wrong. The staff have done an excellent job of searching for items and making sure that when problems do arise they are taken care of in a timely and friendly manor.

# Technical Services

May / June 2015

Robena Barton, Librarian

## **Narrative:**

### Collections:

All branches remained on budget for each category of material and we ended the fiscal with the allocated money spent. There seems to be a discrepancy between the allotted budget and our actual resources however, and we ended up with a remaining balance of several thousand dollars. This money was fortunately able to be placed into our Overdrive account for electronic books and audiobooks. As this is a subscription service the money was spent before the end of our fiscal year, but the materials will be added over the next several months. This was a great solution and will benefit us, but we are still trying to find the accounting error that caused the discrepancy. Weeding is proceeding at a steady pace. Orders slowed down in June of course and requests are starting to pile up, but the first fiction order was placed on July 1<sup>st</sup> and it is hoped that we will be back on a normal schedule by mid-month.

### TLC:

The previous report noted a problem with items not displaying in LS2, after consultation it appears that prolific authors overextend the system and only the first 250 items will be displayed. This includes all manifestations including ebook, audiobook, and graphic novels, so really only about fifty titles will show for any given author. The other issue with TLC occurred in early June and has been covered by several branch managers who are understandably upset. One issue that has not been addressed concerns items with multiple requests. These items were being held for the patron that checked it out on the day of the outage, as well as the next patron on the holds list. This issue was at least addressed promptly by TLC. Most of our issues were not able to be solved on TLC's end and we are left to deal with extra work and angry patrons on our own.

### Manager's Projects:

Taking over orders and budget spreadsheets has spread me a little thin the last two months, and my desire to tackle more training projects remains unfulfilled. I am hoping that when the Acquisitions manager returns next month more time can be spent on training and project work.

### Staff Development:

Everyone on staff completed the Sexual Harassment and Diversification training in May. In addition, my staff also spent time on the training we discussed at the last in-service, learning more about the VOIP phone system, summer reading programs, and our Ancestry.com subscription.

### Volunteers:

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

### Issues:

We continue to try and expand our digital collection but have not worked out quite how to use our own files. Training in digitization is ongoing and we are constantly working on ideas for an exciting and robust digital collection. VOIP has a less than ideal sound quality, but nothing can be done about this.

### Other:

We were very happy to host the State Library director Leesa Benggio. We talked about several ideas for expanding services and got some great feedback for continued involvement from the State Library.



**Youth Services Dept.  
May / June 2015  
Stacie Powell, Librarian**

**Print Collections:** The Youth Services Department finished the 2014/2015 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 Youth Services Librarian and her assistant attending the mandatory harassment training held for all Oconee County government employees in May.

**Community Outreach:** The Youth Services department made school visits at the end of May and first week of school to promote Summer Reading. James M. Brown's 5<sup>th</sup> Graders took a tour of the Walhalla Library and we promoted Summer Reading to them. 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. New this year, the Youth Services Librarian got the schools to send home a letter to the parents of all SDOC students at the end of the year inviting their whole families to participate in Summer Reading this year. That letter is attached to this file. We got positive feedback that many had received this letter and we are seeing a bump in summer reading registration already.

**Collaboration:** The library has partnered with Walhalla Junior Women's Club to host our second annual 5k and family fun run at the Walhalla Library on Saturday, August 8<sup>th</sup>. All the proceeds from this event will go towards our summer reading program next year. The Friends of the Library are also generously sponsoring our summer reading programs again this year. The programs would not be possible or near as wonderful without their monetary support.

**Programs:**

**May – Star Wars “May the 4<sup>th</sup> be with you” parties – Westminster, Walhalla, and Seneca each had a Star Wars themed party on this date. We had great turnouts.**

**June – Summer Reading started on June 9<sup>th</sup> with kick-off events at all libraries. This was the first year we have done a kick-off at each branch. Some branches did up the kick-offs big and some stayed small – which was okay and each worked well for their branches. We had great attendance at all branches. 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. Stats on these programs will be reported in the next bi-monthly report when all the data is collected at the end of Summer Reading in August.**

**STEAM Grant: Work on the LSTA grant received by the Youth Services Librarian to host a two week summer STEAM camp and monthly Science Saturdays is on task. Monthly Science Saturdays have been very successful with attendance averaging around 25 per month. The STEAM camp will take place the week of July 13-17 and July 20-24<sup>th</sup>. Everything is prepared for the camp.**

# EVERY HERO HAS A STORY



## Summer Reading 2015 is almost here!

The Oconee County Public Library has programs for all ages. The whole family can participate!

Everyone is invited to sign-up starting on June 8th. All OCPL libraries will be hosting a kick-off party from 3:30 pm—5:30 pm. If you can't make it on June 8th you can still register anytime during the summer.

We will have exciting programs taking place all summer.

- Our feature programs for kids are a visit from the South Carolina Aquarium, Magic with Chad Crews, Ronald McDonald, crafts, a superhero boot camp, and more!
- For teens we will have "Fandom Fridays", crafts just for teens, maker-space clubs, and lots more.
- Adults can join us for book clubs, craft programs, and other adult-interest programs.



## BE A HERO READ!

We are asking participants to be **hometown heroes** this summer by collecting pet supplies that the library will donate to the Oconee County Humane Society. You can also be a library hero by participating in our Library Hero 5K / Fun Run taking place at the end of summer reading on August 8th. We will be collecting non-perishable food items at the 5K/Fun Run to be donated to local food banks. More information will be available when you register for summer reading.

All of our summer reading programs will feature an opportunity to win great prizes! When you register you will receive a calendar of events and more information. You can also view our calendar online at [www.oconeelibrary.org](http://www.oconeelibrary.org).



## Summer Reading starts June 8<sup>th</sup> and runs through August 8<sup>th</sup>!



OCONEE COUNTY PUBLIC LIBRARY

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Dear Parents,

Your child is invited to join Oconee County Public Library's Summer Reading program and attend the fun programs and free events taking place at the libraries all summer long. This summer's theme, Every Hero Has a Story, explores all kinds of topics from superheroes to hometown heroes and more. The programs are always free and open to children of all abilities.

The public library cares about your children and has planned programs to keep them reading and learning all summer. Children who join the summer library program can help offset the "summer slide" by keeping their minds active and enter school in the fall ready to learn and ready to succeed.

And remember, you are your child's first teacher. OCPL wants the entire family to participate in summer reading together. What better way to set an example for your child than for him or her to see you reading and participating in summer reading yourself. That is why we are offering summer reading programs geared for all ages. We have programs for babies/toddlers, elementary-aged children, teens, and adults. Sign-up the whole family and participate together. We hope that you and your family will enjoy reading and that you discover the treasures of your public library.

See the attached flyer for information about registering for our summer reading programs. We hope to see your whole family at the Oconee County Public Library this summer!

Sincerely,

Stacie Powell  
Youth Services Librarian  
Oconee County Public Library



Cada Héroe Tiene Su Historia

## Lectura de Verano 2015

¡Ya casi está aquí! La biblioteca Pública del Condado de Oconee tendrá programas para todas las edades.

¡Toda la familia puede participar! Todos están invitados a inscribirse a partir del 8 junio. Todas las bibliotecas de OCPL serán los anfitriones de 1:30 a 5:30. Si usted no puede venir el 8 junio aun puede registrarse en cualquier momento durante el verano.

**Tendremos programas excitantes llevando a cabo todo el verano.**

- Nuestros programas para niños, una visita del Acuario de South Carolina; magia con Chad Crews, Ronald McDonald, artesanía, un campo de superhéroes, y mucho más!
- Para los adolescentes tendremos "Escribeme Viernes", artesanía solo para adolescentes, creador de clubes, y mucho mas.
- Los adultos pueden unirse para clubes de libros, programas de artesanía, y otros programas de interés para adultos.

Estamos solicitando participantes para ser Ciudad Natal de Héroes este verano recogiendo alimentos para mascotas que se donara a la Sociedad Humana del Contado de Oconee. También puede ser un héroe de la biblioteca participando en nuestra carrera de Héroe 5K que se tomara lugar al final del la lectura de verano el 8 de agosto. Vamos a recoger alimentos perecederos en la diversión para donar a los bancos de comida locales. Más información estará disponible cuando usted se registre para la lectura de verano.



# BE A HERO READ!

¡Sea un Héroe LEE!



¡Todos nuestros programas de lectura de verano contarán con la oportunidad de ganar grandes premios! Cuando se registre recibirá un calendario de eventos y más información. También puede ver nuestro calendario en línea en [www.oconeelibrary.org](http://www.oconeelibrary.org)

**Lectura de Verano Comienza el 8 Junio  
y Corre Hasta el 8 de Agosto.**

Estimados Padres,

Su niño está invitado a unirse al programa de lectura durante el verano en la Biblioteca Pública del Condado de Oconee y asistir programas divertidos y eventos gratuitos que se celebraran en las bibliotecas durante todo el verano. El tema de este verano será Cada Héroe Tiene Su Historia, explora todo tipo de temas, desde su ciudad natal de superhéroes y mucho más. Los programas son siempre libres y abiertos para los niños de todas las capacidades.

La biblioteca pública se preocupa por sus hijos y ha previsto programas para que mantenga a leer y aprender todo el verano. Los niños que se incorporan al programa de las bibliotecas durante el verano pueden ayudar a compensar el "retrase de verano" por mantener su mente activa y entrar a la escuela en el otoño listos para aprender y listos para tener éxito.

Y recuerde, usted es la primera maestra de su hijo. OCPL quiere que toda la familia participe juntos en la lectura de verano. ¿Qué mejor manera de dar el ejemplo a su hijo que lo vea leyendo y participando durante el verano? Es por eso que estamos ofreciendo programas de lectura durante el verano para todas las edades. Tenemos programas para los bebés/niño pequeños, de la escuela primaria, adolescentes y adultos. Registre toda la familia y participen juntos. Esperamos que usted y su familia podrán disfrutar de la lectura y que usted descubra los tesoros de la biblioteca pública.

Consulte el folleto adjunto para obtener información sobre la inscripción para nuestros programas de lectura durante los meses de verano. Esperamos ver a su familia en las Bibliotecas Públicas del Condado de Oconee este verano.

Sinceramente,

Stacie Powell  
Bibliotecaria de Servicios de Juventud  
Biblioteca Pública del Condado de Oconee