

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

- 1. Programs and Services:** Numerous programs were presented at OCPL branches during September and October, 2015. Of special interest was the Friends of the Library Volunteer Appreciation Event held at lunch time on Tuesday, October 27.
- 2. Usage Statistics and narratives:** September – October, 2015 statistics and Bimonthly Reports are attached.
- 3. Finance and Budget:** OCPL Budget expenditures for July 1, 2015 – November 6, 2015 are attached.
- 4. Personnel and Training:** Management Team meetings on Wednesday, October 14, 2015 and Wednesday, November 4, 2015. An **In-Service Day** for the entire staff was conducted on **Wednesday, October 7**. The meeting was held at the Walhalla Library and all libraries in the system were closed to the public. There will be another In-Service day on **Wednesday, December 9**.
- 5. Buildings & Grounds:** Facilities Maintenance staff has shut down the overhead can lights in the ceiling of the **Walhalla Library** that have been causing problems over the last few years, including the one that caused us to call the fire department on Sunday, October 5. Since the smoke detectors did not function, we have had new smoke detectors installed. On October 21 the electric motor that operates the garage door at the **Walhalla Library** failed. The door was stuck in the down position. The electric motor was replaced on Thursday, in time for the Friends' Saturday book sale on October 24. The **Seneca Library** should have new sliding doors by the end of November. Blair and I are working on a list of repair projects at the libraries. The \$150,000 allocated to the library system by County Council on October 20 will be available after the first of the year. All our facilities are in need of repairs and upgrades. We will present a list of proposed repairs to the Board at the November meeting for approval. There will be a discussion of a proposed property acquisition, in Executive Session, at the November Board meeting.

**6. Technology:** Staff members **Blair Hinson** and **Robena Barton** attended the workshop on **Analytics On Demand** software at the Spartanburg County Library on Friday, October 30.

**Leah Price** attended a session at the Biblioboard headquarters in Charleston on November 3 and 4. Biblioboard is the producer of SELF-e, a self-publishing site(see discussion under the State Library section below).

**7. Friends of the Library:** As noted above, library staff recognized the work of the Friends at a luncheon on Tuesday, October 27. The theme was "Much Obligated" and the attendees came dressed in their finest Southern attire. The director provided a short program of popular music from the 19<sup>th</sup> century.

**8. Oconee County:** **Mike Powell** has informed us that the third Wifi location, in the old cafeteria building on the old **Fair Play** school campus, will be installed sometime this month, depending on the weather.

Council, at its October 20, 2015 meeting, approved the allocation of \$150,000 to the library system for projects at the three library branches that are county property. Council member **Edda Cammick** made the motion.

**9. State Library:** The director attended the meeting of the **Association of Public Library Administrators** at the State Library on Friday, September 18, 2015. The State Library has purchased access to **Analytics on Demand** and **SELF-e** self-publishing for all the public libraries in South Carolina. **Blair Hinson** attended the **Association of Bookmobile and Outreach Services** (ABOS) conference outside Chicago October 14, 15 and 16. Most costs were covered by an LSTA grant from the State Library. **Stacie Powell** attended the **Young Adult Library Services Association**(YALSA) conference in Portland, Oregon November 6 - 8. An LSTA grant from the State Library will pay most of the costs of her attendance.

**10. Community Involvement:** **Stacie Powell** and the director attended Manufacturing Day at **Itron** on Friday, October 2, 2015. The director attended the **Oconee Economic Alliance** meeting on Thursday, October 10, 2015.

**Janice Lovinggood**, **Emily Embry** and the director represented the library at the funeral for Library volunteer **Ann Rogers** on Saturday, October 24,

2015. The funeral was held at the **Brown-Oglesby Funeral Home** in Seneca.

**11. Vehicles:** **Blair Hinson** and the director, in conjunction with **Robyn Courtright**, County Procurement Director, have completed the Request for Proposals' document for the new bookmobile. It was posted on the County's website on Thursday, November 5 and also sent out via email to bookmobile manufacturers. Responses are due back by 2:00 p.m. EST Wednesday, December 9, 2015.

**12. Other:** 5 OCPL staff members attended the South Carolina Library Association's annual conference in Columbia, SC on October 21, 22, and 23, 2015. Both **Emily Embry** and **Leah Price** made presentations at the conference. **Blair Hinson**, **Emily Whitmire-Sluder**, and the director also attended.

**Emily Embry**, **Blair Hinson** and the director are working on a **Humanities Council** grant application for a series of programs about the coming of the lakes. We discussed the project with **T.J. Wallace** of the Humanities Council by telephone and have researched costs of the programs. The Library Board will be asked to approve the grant application at the November meeting.

On Tuesday, October 13, the director participated as a lecturer at **Anderson University's** "Lifelong Learning Institute." My topic was the history of the city of Anderson, SC.

The library staff is continuing to work with County GIS professional **Lisa Simmering** on an interactive map of Oconee County which will show changes to Oconee County, specifically the inundation of areas of the county by the creation of Lakes Hartwell, Keowee and Jocassee.

**OCPL Budget 2015-2016 11-6-15**

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
010-206-30018-00000	Travel	200	66	33%	134
010-206-30024-00000	Equip. Maintenance	2,400	1,275	53%	1,125
010-206-30025-00000	Professional -Staffmark	80,000	30,953	39%	49,047
010-206-30041-00000	Telecommunications	480	228	48%	252
010-206-30056-00000	Data Processing	27,500	27,017	98%	483
010-206-30059-00000	Copier Click Charges - Xerox	10,000	3,199	32%	6,801
010-206-30068-00000	Advertising	700		0%	700
010-206-30080-00000	Dues	750	453	60%	297
010-206-30084-00000	School, Training, Sem:	3,300	3,297	100%	3
010-206-30090-00000	Honorarium	900	900	100%	0
010-206-33022-00207	Bldg Maint - Walhalla	6,965	6,157	88%	808
010-206-33022-00208	Bldg Maint - Seneca	13,600	1,502	11%	12,098
010-206-33022-00209	Bldg Maint - Westminster	2,500	1,549	62%	951
010-206-33022-00210	Bldg Maint - Salem	2,020	1,020	50%	1,000
010-206-34043-00207	Electricity - Walhalla	26,000	5,778	22%	20,222
010-206-34043-00208	Electricity - Seneca	16,500	5,475	33%	11,025
010-206-34043-00209	Electricity - Westminster	12,000	4,049	34%	7,951
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Walhalla	1,200	210	17%	990
010-206-34044-00208	Water - Seneca	900	317	35%	583
010-206-34044-00209	Water - Westminster	750	229	31%	521
010-206-40031-00000	Sm Capital Equip (Loc)	2,800	286	10%	2,514
010-206-40032-00000	Operational	6,000	5,797	97%	203
010-206-40032-00000-A	Youth Services	2,000	427	21%	1,573
010-206-40033-00000	Postage	1,000	176	18%	824
010-206-40034-00000	Food	500	102	20%	398
010-206-40101-00000	Books (Local)	81,000	24,918	31%	56,082
010-206-40102-00000	Periodicals (Local)	16,000	14,234	89%	1,766
010-206-40103-00000	AV (Local)	10,500	2,833	27%	7,667
010-206-80206-00000	Automobile Maint - Library	3,500	71	2%	3,429
010-206-81206-00000	Gasoline - Library	2,500	716	29%	1,784
010-206-82206-00000	Diesel - Library	2,000	368	18%	1,632
<b>TOTAL LOCAL FUNDS</b>		<b>341,465</b>	<b>148,602</b>	<b>44%</b>	<b>192,863</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)	18,840		0%	18,840
<b>TOTAL MISC. FUNDS</b>		<b>41,375</b>		<b>0%</b>	<b>41,375</b>
240-206-30018-00255	Travel	560	498.53	89%	61
240-206-30024-00255	Equipment Maintenance (State)	1,000		0%	1,000
240-206-30056-00255	Data Processing (State)	10,000	6,176	62%	3,824
240-206-30080-00255	Dues	1,000		0%	1,000
240-206-30084-00255	Schools, Train.: (State)	3,837	2,195	57%	1,642
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		0%	1,000
240-206-40111-00255	Books (State)	25,453	16,544	65%	8,909
240-206-40112-00255	Periodicals (State)	18,315	6,371	35%	11,944
240-206-40113-00255	AV (State)	10,000	3,194	32%	6,806
240-206-80206-00255	Vehicle Maintenance	2,000		0%	2,000
<b>TOTAL STATE AID</b>		<b>92,841</b>	<b>34,480</b>	<b>37%</b>	<b>58,361</b>

	Sept 2014	Sept 2015	Change	Oct 2014	Oct 2015	Change
<b>Visits to Library</b>	<b>23,606</b>	<b>22,578</b>	<b>-4.4%</b>	<b>25,286</b>	<b>22,571</b>	<b>-10.7%</b>
Material Circulation - Adult	19,917	18,992	-4.6%	20,338	19,694	-3.2%
Material Circulation - Youth	2,086	2,022	-3.1%	2,222	2,008	-9.6%
Material Circulation - Juvenile	9,416	9,220	-2.1%	9,567	9,266	-3.1%
<b>Total Material Circulation</b>	<b>31,419</b>	<b>30,234</b>	<b>-3.8%</b>	<b>32,127</b>	<b>30,968</b>	<b>-3.6%</b>
<b>Internet Users</b>	<b>3,941</b>	<b>3,454</b>	<b>-12.4%</b>	<b>4,227</b>	<b>3,465</b>	<b>-18.0%</b>
Internet Hours of Use	2,639	2,284	-13.5%	2,823	2,136	-24.3%
<b>New Cards Issued</b>	<b>218</b>	<b>230</b>	<b>5.5%</b>	<b>234</b>	<b>176</b>	<b>-24.8%</b>
Programs - Adult	12	12	0.0%	10	14	40.0%
Programs Attendance - Adult	138	76	-44.9%	70	137	95.7%
Programs - Youth 12-18	6	2	-66.7%	8	0	-100.0%
Programs Att - Youth 12-18	22	8	-63.6%	26	0	-100.0%
Programs - Juvenile 6-11	9	5	-44.4%	4	7	75.0%
Programs Att -Juv 6-11	116	72	-37.9%	78	150	92.3%
Programs - Children 0-5	23	4	-82.6%	21	17	-19.0%
Programs - Att - Children 0-5	342	45	-86.8%	297	189	-36.4%
Outreach Activities	4	1	-75.0%	3	6	100.0%
Outreach Act. Attendance	218	4	-98.2%	506	183	-63.8%
Public Training Sessions	1	1		0	1	
Public Training Participants	5	4	-20.0%	0	20	
Public Training Hours	10	4	-60.0%	0	1	
Staff Training Sessions	5	9	80.0%	20	7	-65.0%
Staff Training Participants	24	9	-62.5%	17	15	-11.8%
Staff Training Hours	188	34	-82.0%	37	124	235.1%
Number of Volunteers	0	3		1	2	
Number of Vol Hours	164	116	-29.4%	179	134	-25.2%
Meeting Room Use	58	48	-17.2%	61	52	-14.8%
Meeting Room Attendance	597	585	-2.0%	671	637	-5.1%
Number of Web Site Hits	11,912	14,765	24.0%	11,670	14,314	22.7%
Wi-Fi Users		1,653			1,591	
Wi-Fi Sessions		7,391			7,480	

E Book Downloads	1,217	1,295	6.4%	1,004	1,301	29.6%
Mango Adult Users	82	20	-75.6%	78	36	-53.8%
Mango Children Users	6	2	-66.7%	2	0	-100.0%
Ancestry.com Hits		2,954			3,694	
		0			154	
		0			52	
Interlibrary Loans	43	37	-14.0%	59	34	-42.4%
<b>New Material Added</b>	<b>1,006</b>	<b>1,192</b>	<b>18.5%</b>	<b>1,199</b>	<b>949</b>	<b>-20.9%</b>

## **3D PRINTER POLICY & PROCEDURES**

The Oconee County Public Library is committed to offering community access to emerging technologies, such as 3D printing, to inspire a new interest in creation and collaboration at your library. We wish to help the community bring their creations to life. This policy establishes how and under what circumstances the public may use the library's 3D printer.

### **Policy**

The Oconee County Public Library's 3D printer is available to OCPL card-holders to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

- I. The library's 3D printer may be used for lawful purposes only. Patrons will not be permitted to use the library's 3D printer to create material that is:
  - a. Prohibited by local, state or federal law.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
  - c. Obscene or otherwise inappropriate for the library environment.
  - d. In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material that is subject to copyright, patent or trademark protection.
- II. **The library reserves the right to refuse any 3D print request.**
- III. Cost: 3D printing at the library will cost \$1.00 per print job and \$.50 per hour to offset the cost of the filament.
- IV. Items printed from the 3D printer that are not picked up within 7 days will become the property of the library. Items must be picked up by the individual who printed them.
- V. Patrons may only use the printer alongside designated library staff or volunteer coaches.
- VI. Patrons wishing to use the 3D printer must have a library card in good standing.
- VII. Supervision of the use of the 3D printer by library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D product, and the library specifically disclaims any knowledge thereof.

### **Procedures**

The procedure for printing from the Library's 3D printer is as follows:

- I. Design creation:
  - a. The 3D printer can be used with basic knowledge of Computer Assisted Drawing (CAD). Creating a new design requires an advanced knowledge of 3D modeling software products. Video tutorials that accompany CAD programs can be of assistance.
  - b. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl file format.
  - c. The Library has one computer with Cura 3D design software and Photoshop software that may be used to create a design. A reservation is required to access this computer.
  - d. Digital designs also are available from various file-sharing databases such as Thingiverse.com.
- II. Submitting a design for printing:
  - a. Persons wanting to use the 3D printer shall bring their file (in .stl file format) (no larger than 25MB) to the Walhalla Library during open hours and fill out a 3D print request form. Staff will add the model to the printing queue.
  - b. The files will be readied for printing in Cura or other authorized software. The Library will view all files in Cura or other authorized software before printing.

- c. **Wait/pickup time:** Items may be picked up at the Walhalla Library. It is sometimes difficult to estimate exact print times. Library staff will make an educated guess about the length of a job upon request.
- III. Please note that procedures governing the use of the Library's 3D printers are subject to change.

**Definitions**

- **3D printing:** the process of making a physical object from a digital model.
- **3D Printer:** A 3D printer uses melted plastic to produce objects designed on a computer.
- **CAD:** Computer Assisted Drawing



Staff use only:

\_\_\_\_\_ \$1.00 Deposit received upon application

\$ .50 X \_\_\_\_\_ hours = \$ \_\_\_\_\_ collected at pickup

### 3D Printer Request Form Oconee County Public Library

By signing this statement, I am indicating that I understand the terms of OCPL's 3D Printer Policy and Procedures and agree to abide by its stipulations. I relinquish any responsibility on behalf of the Oconee County Public Library's liability in the printing process or the use of the printed object.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Parent/Guardian Name (if applicable)

\_\_\_\_\_  
Library card #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Parent/Guardian Signature (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email for acknowledgment of printing project/details. **Estimated costs and time-frame for printed project will be emailed to this address.**

Description of Object to be printed:

**Please leave a flash drive with print job saved in .stl format. The flash drive will be returned when print job is ready to be picked up. OCPL is not responsible for any lost files or damage to flash drive. If you need access to software to create 3D print-job please email [spowell@oconeesc.com](mailto:spowell@oconeesc.com) to make a reservation.**

# **OCPL Library Board Meetings 2016 Schedule**

## **Monday, January 25, 2016**

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

## **Monday, March 28, 2016**

5:30 p.m. Salem Town Hall 5 Park Avenue Salem,  
SC 29776

## **Monday, May 23, 2016**

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

## **Monday, July 25, 2016**

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

## **Monday, September 26, 2016**

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

## **Monday, November 28, 2016**

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


Note: Board meetings are held in the odd months of the year on the fourth Monday. May's meetings are held on the third Monday when Memorial Day falls on the fourth Monday. The November meeting varies in those years when the fourth Monday falls in the same week as Thanksgiving. For 2016, all meetings will be held on the fourth Monday.

OCPL: Days closed for Holidays in 2016. Actual holidays are in bold print. Days in italics are by Board policy(IV D).

- **New Year's Day - Friday, January 1, and Saturday, January 2 and Sunday, January 3**
- **Martin Luther King, Jr. Day - Monday, January 18**
- **President's Day - Monday, February 15**
- *Easter Weekend - Saturday, March 26 and Sunday, March 27*
- **Confederate Memorial Day - Tuesday, May 10**
- **Memorial Day – Saturday, May 28, Sunday, May 29, and Monday, May 30(observance)**
- **Independence Day - Monday, July 4**
- **Labor Day - Saturday, September 3, Sunday, September 4, and Monday, September 5**
- **Veterans Day - Friday, November 11**
- **Thanksgiving Day - Thursday, November 24**
- **Day after Thanksgiving Day - Friday, November 25**
- *Saturday, November 26 and Sunday, November 27*
- **Christmas Eve - Friday, December 23 (observance)**
- *Saturday, December 24, and Sunday, December 25*
- **Christmas Day - Monday, December 26 (observance)**
- **Day after Christmas - Tuesday, December 27 (observance)**
- *Saturday, December 31 (this is part of the New Year's weekend for 2017; January 1, 2017 falls on Sunday and therefore the County will observe Monday, January 2, 2017)*



**Oconee County  
Human Resources**



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**2016 Holiday Schedule**

- New Year's Day - Friday, January 1
- Martin Luther King, Jr. Day - Monday, January 18 (3rd Monday in January)
- President's Day - Monday, February 15 (3rd Monday in February)
- Confederate Memorial Day - Tuesday, May 10
- Memorial Day - Monday, May 30 (Last Monday in May)
- Independence Day - Monday, July 4
- Labor Day - Monday, September 5 (First Monday in September)
- Veterans Day - Friday, November 11
- Thanksgiving Day - Thursday, November 24 (Fourth Thursday in November)
- Day after Thanksgiving Day - Friday, November 25
- Christmas Eve - Friday, December 23 (observance)
- Christmas Day - Monday, December 26 (observance)
- Day after Christmas - Tuesday, December 27 (observance)



# Branch Services

September/October 2015

Blair Hinson, Branch Services Librarian

## Narrative

### Public Relations:

Along with the library director and several other OCPL staff, the Branch Services Librarian attended the South Carolina Library Association's 100<sup>th</sup> annual conference. In several sessions at the conference, there were discussions of marketing, publicity, and branding. We will be using some of those ideas to, in the coming months, update our signage, and our calendar of events, as well using some new tools, like Constant Contact email marketing, to reach the public and get them to further engage with the library. We are also looking at creating several focus groups in the community, especially asking about the services and features they would like to see on a new bookmobile. We will also be looking to increase our interactions and partnerships with other community organizations.

### Staff Development:

The Branch Services Librarian attended the 2015 ABOS (Association of Outreach and Bookmobile Services) conference in St. Charles, Illinois from October 14 through 16. This was a crucial part of being able to complete the RFPs, or requests for proposal, that will outline the type of vehicle and features we want on the new bookmobile. Information gained from the ABOS conference influenced the decision about the type of body style, Wi-Fi, and shelving features we want to include.

We held the first fall staff training day on October 7, 2015. We featured Evie Hughes from the School District of Oconee County, who is also a trainer from CERT, the county's emergency response team, to talk about disaster planning in and outside of the library, and also featured our own Westminster Branch manager, Leah Price, who previewed a presentation on planning an adult summer reading program. This program she would later present at the South Carolina Library Association's 100<sup>th</sup> Annual Conference (October 21-23). We also wanted to feature a trainer from the University of South Carolina police department for personal safety training, but due to the flooding emergency in Columbia, SC, she was unable to attend. We will attempt to reschedule her training (on self-defense, dealing with difficult patrons, and "verbal judo") at our December in-service.

### Volunteers and Community Outreach

Our outreach program to the Oconee County Detention Center continues to hang in there, though we are seeing less people than when we first started visiting there. Once the new OCDC facility is completed (delayed until late fall, 2015), we might be able to add to those numbers and increase circulation there.

We continue to maintain the Little Free Libraries in Mountain Rest. They seem to be popular. We purchased a new LFL for the Mountain Rest Community Club (to replace the bench) in September, and will recover the bench to use, possibly at Hospice. The Friends of the Library installed two new LFLs in Fair Play.

We are also in need for some new volunteers on the Bookmobile, as Brenda Lee, the Bookmobile Manager, has lost a couple of regular volunteers.

### Manager's Projects:

- Oral History project: still developing the legal documents, like releases, necessary to move forward. We're also working with the Director to develop a "Common Good" lectureship program using a grant from the Humanities Council SC.
- New staff training initiative: We're in the final stages of developing a self-directed, on-going staff training program based on competencies and using web-based resources for on-your-own (but directed) training that the staff can do as part of their regular work routine.
- Bookmobile: we have met with Robyn Courtright, the Procurement Director for the County, to finalize the RFPs, or request for proposals, that outline what we want on the new bookmobile, and that will be sent out to vendors. We hope those will be sent out by late November, 2015, and that will have proposals back by the first of 2016.

### Issues:

We will be working with Facilities Maintenance to identify repairs and upgrades that can be made to the various branches in the coming months. We will hopefully have access to \$150,000.00 in bond money after the first of the year.

## **Outreach Services**

**Sept/Oct 2015**

**Brenda Lee, Bookmobile Manager**

**Collections:** Manager continues to order materials in various formats. Adult B&T Lease books that were ordered for the Bookmobile now belong to us. I collect a few at a time to send to Tech Services to be changed to belong to OCPL. Ordering youth books from B&T has become easier the more it's done.

**Displays:** A small banner above the patron door shows upcoming events at the branches in chronological order.

**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. Without a staff person, it is impossible to keep my office area in order. I do hope the cutback of the routes in November and December will allow some visible results! The last months of the 2015 Bookmobile schedule was posted on the website the first week of September.

**Volunteers:** I am still in need of a couple of new volunteers. I sent an email to the branch managers and their assistants inquiring if they may have any suggestions or know of someone. I have acknowledged to Volunteer Coordinator Janice, Supervisor Blair, and Director Philip of my situation. Thursdays are the hardest day to have coverage. Both of the routes are almost all day long. I am very grateful for Blair Hinson and Philip Cheney helping me out as they could.

**Comments:** When one stop realized they could (and most likely would) be dropped, they got the word out and we saw a good increase on the next visit. On a personal note, I have not felt very well due to allergies and migraines so I did not attend the Bookmobile conference in St. Charles, Illinois in October. Blair Hinson came back very excited seeing the bookmobiles that were on display and had great ideas.

### **MANAGER'S PROJECTS:**

In August Salem received the new manager's desk in preparation for getting the new 3 shelf unit for the library. Now with the increase in storage space the library is more efficient and we have more storage space. The library is more efficient because we have moved the video storage sleeves and holds items to be on the new shelf unit. The new shelf unit is now placed directly behind the circulation computer. This enables us to more quickly have access to holds and videos that we are getting for checkout. The library has added more space because we can now use the bigger shelf unit that we got earlier for storage. We greatly appreciate everything the friends do for us at the Salem Library.

### **PROGRAMS:**

For September and October the Knit & Crochet Circle we had 10, the Time to Read book club had 6, and for the Family Story Time we had 72. In September we had 4 people attend the basic computer class part two and 3 attend the Teen Book Club. For the kids programs in September 11 people attended the Maze Daze Craft, 9 people attended the Scarecrow Craft and 4 people attended the Clothespin Craft program. In October we had 20 people attend the Drovers Old Time Medicine Show Bluegrass Band concert and 6 the Adult Coloring Time programs. For the kids programs in October 12 people attended Bracelet Craft, 11 people attended the Construction Party, and 6 attended the Paper Owls Craft Program.

### **OUTREACH:**

We had the Drovers Old Time Medicine Show Band concert in October. People that attended the show mentioned that they appreciated everything that the Salem Library does for the community. We also appreciate the Friends of the Library for sponsoring the show.

### **STAFF DEVELOPMENT:**

In October we had a Staff In-Service training day that was headed up by Blair. A person came to talk about how to be prepared for any emergency that might happen around your home or work place. They also presented a video on how to protect yourself if you ever were involved in mass shooting situation where your life might be endangered. Leah Price gave a presentation that she was going to present at the South Carolina State Library Conference in Columbia. Megan went over some of the changes that were being made to the Library Calendar and we were able to vote on the option we liked best. Stacie went over the potential 3d printer policy and she also provided a demonstration on how the 3d printer worked.

### **VOLUNTEERS:**

We have been appreciative of our new volunteer Melony Mack. She comes in and works one day a week. Nicole still helps out on a regular basis. Nicole also helps Kayla with some of her programs. We had a total of 40 volunteer hours for September and October.

## Seneca Library Branch Narrative, September/October 2015

### Emily Whitmire Sluder

**Facilities:** The toilet in women's restroom was loose and fixed. The bushes in front were cut back enough so that the sidewalk is visible. Over Halloween weekend it rained into the book drop, so we are exploring our options for a solution. The years of wet carpet has created staff health concerns. The book drop was not installed properly (it is a busted hole in the concrete) and there is no sealing or filling that can be done that has not already been attempted. Jason from county maintenance says that there is nothing he can do.

Philip, Michael from county maintenance, and I met with Richard Wallace of Absolute Door Services who said they can get automatic doors installed by the end of November or beginning of December.

**Collections:** I would like to weed more quickly; with only one cataloging license/user in Seneca it is difficult. I send items to technical services weekly.

### Programs and attendance:

We will be doing fewer programs in November and December due to staff time constraints. Chess has never had any attendees so we will be discontinuing it at this time.

Roald Dahl – 14	Bingo-35	Let's Get Crafty – 12, 17	LTAI- 30, 23, 25
Masquerade-5	Back to the Future-11	In the Lines – 12	Chess-0

**Meeting Room:** Groups using our meeting room included the Oconee Writers' Association, Safe Harbor, a book club, SC Legal Services, the Tribble Center, tutoring groups, a family reunion committee, and the Library Board.

**Projects:** We continue to examine ways of moving things around to create more space. We have reorganized supplies in the staff room and will hopefully get rid of one of the filing cabinets as a result.

Stacie Powell, Ed Halbig (city of Seneca), Dwight and Stephen Johnson and I met to formulate ideas about a chess park at the Seneca branch. This would be Stephen's Eagle Scout project. He will hopefully present to the board in January if the Scouts approve his idea.

**Staff Development:** We participated in in-service at Walhalla on October 7. I went to the GA COMO conference on October 8. It is the Georgia Library Association conference in Athens, GA. I also attended the South Carolina Library Association Conference in Columbia on Oct 22 and 23.

**Miscellaneous:** Our volunteers logged 22 hours. We added 183 new borrowers. We took 51 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.



# TECHNICAL SERVICES

September / October 2015

Robena Barton, Librarian

## **Narrative:**

### **Collections:**

Collections are proceeding normally. Weeding is continuing on a normal schedule now for all branches and new material is being added at a steady rate.

### **TLC:**

We are currently waiting on release 40 to fix a bug in the system that is causing LS2 Staff to need to be manually loaded on the server every morning. This work-around fix has solved most of our problems with crashes, failures to load, and slow responses we were experiencing. I am not aware of when the new version will be released so I don't know how long TLC will need to monitor our system to keep us running smoothly. On a more positive note, we had great response on a couple of new reports we needed for our new analytics module and state report.

### **Manager's Projects:**

We are still gathering legal documents and equipment specifications for the oral history project in collaboration with Oconee Heritage center. I am also working with Branch Services to access our Discus and Ebsco databases as an administrator and add electronic titles available through the databases directly into our catalog. It is hoped that this will improve access to these resources, and perhaps by extension increase our circulation numbers.

### **Staff Development:**

The director and three other staff members joined me at the SCLA convention in October. Two of our staff members presented and were very well received. Several sessions offered ideas for web design, training, and collection management that were very helpful. In addition, my staff attended an In-service day at the beginning of October that discussed emergency preparedness and new policies such as 3d printing. I also attended the state library sponsored Technical Services Exchange and learned more about the new Self-E system the state is providing to our website, as well as new ways to display e-book titles in Discus and Ebsco directly from our catalog.

### **Volunteers:**

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

### **Issues:**

We have had several building maintenance issues, one of which caused an entire shelf of nonfiction to be removed to the back for repair or discard. A drip pan in the ceiling and several days of rain caused a leak over the shelf. Most of the books were salvaged, and several items were weeded at no loss. For other titles, replacement copies were ordered.

# Walhalla Library

## September/October 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. An entire section of Non-fiction was removed due to water damage from an overflowing drip pan for one of the HVAC units above the stacks. We were able to salvage a few books from the section and tried to replace as many of the titles as we could. There were several titles that are no longer in print so we tried to find similar titles that would work as a substitute.

**Overdrive Collection:** We began experiencing difficulties with OverDrive titles that are a part of our local content section on all Overdrive platforms. The current six titles that have been on OverDrive for a while were uploaded as PDFs and are no longer accessible to the public without Adobe Digital Editions. When trying to resolve the issue, library staff were unable to download Adobe Digital Editions and OverDrive's technical assistance lacked a practical solution to the problem of accessing these six titles. We believe that a part of the migration to the new format that OverDrive is currently undertaking has corrupted the original files. Our current solution is to take down the six titles from OverDrive and have the catalog link to these titles through the State Library who originally digitized the titles and have a stable platform to make these titles accessible again to our patrons. OverDrive is also currently rolling out the new website format for our library. This will include an easier to navigate website with quicker download times for titles and less navigation for the end user to access titles as well as a more seamless usability across platforms for things like audio books that will be able to stop and save your place and playback on a different device.

**Staff Development:** In October Walhalla hosted an All-Staff In-Service which Blair prepared for. With the floods in Columbia, one of our guest speakers was unable to attend, but we were able to meet as an entire staff to discuss upcoming changes and what each branch is doing. At the beginning of August, we welcomed back Abigail Galloway, who formerly worked for Stacie as our Youth Services Assistant, as a part-time circulation assistant. She replaced Lyndsay Clark.

**Volunteers:** During the month of October we lost one of our longest serving volunteers. Mrs. Ann Rogers. On October 14, 2015 we received a call from her son Lee Rogers that she had suffered a massive stroke that left her paralyzed and that the doctors were not optimistic about her recovery. The following Monday he came by the library to let us know that Mr. Rogers had passed away and her funeral was scheduled for Saturday, Oct. 24, 2015 at 4:00pm. Several members of the Walhalla staff were in attendance. The family has requested that we have someone from the library come by to help sort through her office and find what items of microfilm and other items Mrs. Rogers was working on that need to be returned to the library. We do hope that the board will consider re-naming the South Carolina Room in memory of Mrs. Ann Rogers.

**Programs:** We continue to provide *Tech Tuesday*, offering assistance to people needing help with their eReaders.

**Meeting Room:** For the month of September we had the Tri-County Home Educators Student Council, Boy Scouts/Cub Scouts, Friends of the Library, Camp Ghigau, and Water's Edge Home Owners Association. For the month of October we had the Friends of the Library, Lego Club, Baby Read, Boy Scouts/Cub Scouts, and the SC Governor's School for the Arts use the meeting room. Several of these groups used the meeting room more than once during each month.

**Facilities:** Blair and Philip installed the new Whisper Room which will be used for the new Oral History Project. During the month of September we had several major problems including a light ballast that began smoking and a massive leak over the Non-fiction section from an overflowing drip pan. The ballast malfunction required that we disconnect all of the recessed lighting for the library to be turned off indefinitely and also brought attention to the need for new smoke detectors as the detector near the smoking ballast never indicated to the alarm company that we were having an issue. It was only after Christie our Assistant Manager smelled the smoke and located the origin of the smoke that we were able to call the fire department to let them know of the issue.

**Narrative**

**Collections:** Going by the weeding rotation schedule, staff are going through and weeding out a lot of long unused and outdated materials in the non-fiction section. This is one section that needs constant purging to keep information up to date and current.

**Staff:** We were sad to lose Beverly Edwards, who left September 16<sup>th</sup> for a full time job in another city. Beverly had been one of the last part-time county employees. Working with StaffMark we were able to do several interviews, finally deciding upon Susan Chandler. Susan started working on October 5<sup>th</sup>. We also had a great presentation on safety and emergency by Evie Hughes from the school district during staff in-service on October 7<sup>th</sup>.

**Volunteers:** Leah has been working on the volunteer committee to plan the Friends of the Library luncheon which was held on October 27<sup>th</sup>.

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

<b>Drop-craft: Apple Stamped Bags</b>	<b>22</b>
<b>Burlap Football Door Décor</b>	<b>4</b>
<b>Neon Glow Party</b>	<b>16</b>
<b>FMN: Cinderella</b>	<b>0</b>
<b>Sensory Friendly Film: The land before Time</b>	<b>0</b>
<b>Get Caught Reading a Banned Book (passive)</b>	<b>8</b>
<b>Literary Pumpkin Decorating Contest Participants</b>	<b>4</b>
<b>Literary Pumpkin Decorating Contest Votes</b>	<b>238</b>
<b>FMN- Back to the Future</b>	<b>0</b>
<b>Back to the Future Trivia Night</b>	<b>4</b>
<b>Cookbook Club: <i>Autumn In a Jiffy</i></b>	<b>7</b>
<b>Disney Villains Party</b>	<b>60</b>

Programs are still kind of hit and miss. I think we are in competition with a lot of fall sports that happen right after school plus all the other events that are taking place. The cookbook club continues to grow and people really like.

Literary Pumpkin Decorating Contest—Even though we only had four pumpkins turned in for the contest, we feel this was a good amount for a first time event. What has blown us away is the number of online participants. We posted pictures of the entries on the OCPL Facebook, Pinterest, and Instagram accounts. By doing this we were able to increase participation on all three of these accounts. The biggest influence was on Facebook. We gained at least 17 followers and had over 154 likes!

**Meeting Room:** The meeting room continues to be popular with groups from the community as well as weekly library events.

**Community Outreach:** Leah participated in West-Oak Middle School's Tailgate Literacy Night on October 27<sup>th</sup>.

**Manager's Projects:** Leah attended the State's summer reading wrap up meeting in Columbia on the 28<sup>th</sup>. There was lots discussed about collecting data and using statistics. The State

Library's new winter reading program was also announced as well as a summer food program they hope to increase. Leah also attended and presented at the 100<sup>th</sup> South Carolina Library Association Conference held in Columbia on the 22<sup>nd</sup>.

**Facilities:** The staff is excited to see how the library will use the money allocated to us for renovations.

**Other Issues:** One patron had to be banned from the library due to multiple instances of viewing inappropriate material on the public computer.

**Youth Services Dept.**  
**Sep / Oct 2015**  
**Stacie Powell, Librarian**

**Print Collections:** Eight Hundred dollars was donated to the Youth Services Department by Mr. Chastain to go towards the purchase of juvenile non-fiction books for Walhalla. Collection development has been moving along smoothly. We have started to pick back-up on weeding. We are finishing Walhalla's JUV-NF and will move on the Westminster's Easy books next.

**Staff Development:** Staff development day was held this past October. It was a very informative day and a lot was learned about emergency preparedness and other library projects. The Youth Services Librarian attended a grant workshop at the Laurens County Public Library in September.

**Collaboration/Community Outreach:** The collaboration the Youth Services Department created with the Walhalla Junior Women's Club to host the 5K and Fun Run resulted in \$900 being raised for the department. Zero library funds are put towards this event and minimal extra staff time. It is a great fundraiser and an even better way to partner with local organizations and help get the word out to the community about all the great stuff we do. We hope to continue the event next year. The Youth Services Librarian was just recently asked to serve as Chair of the Oconee First Steps board. Stacie Powell has served as a legislative appointee member since 2011. Oconee First Steps is part of a statewide public-private partnership to increase school readiness outcomes for children. South Carolina First Steps to School Readiness was created by law in 1999, as leaders recognized an alarming gap in students' preparedness for school success - <http://scfirststeps.com/>. The Chair has a term of two years and will make periodic visits to the South Carolina First Steps State Board meetings in Columbia. The Oconee board meets the third Thursday every month at the United Way in Seneca. Having a representative from the library on the board has tremendously strengthened ties between the library and worthwhile organizations such as DSS, Nurse Family Partnership and 'Reach out and Read' in the area. They are helping promote our literacy services to families with children under the age of six in the home. The Youth Services Librarian attended Trinity Baptist Preschool's Community Helpers Day. She passed out information about the library and presented a story time. She also attended a Parenting Principals of Success meeting where she put on a story-time for the kids of the impoverished families who participate in this outreach program funded by First Steps. It was a great event and she has been asked to return for their Christmas program.

**Programs:**

**September Science Saturday** – the theme was 3D printing. A video presentation was given and then a demonstration of the 3D printer. Twenty-four were in attendance.

**Story Times** – story times at all branches continue to run smoothly and are well attended.

**Fall Craft** – to celebrate fall we held a drop-in craft. We had eight kids and five adults attend.

**Teen Hair-Styling** - only three showed for this event. It is still very hard to get teens to come to the library. Collaborating with the high school will hopefully help remedy this problem.

**Special Projects:** Stacie Powell just recently partnered with Walhalla High School media specialist Kay Moxley to apply for the South Carolina State Library's School and Public Library Partnership Mini-Grant. Stacie and Kay were awarded the grant which pays up to \$1500 for each to attend the 2015 YALSA (Young Adult Library Services Association) Symposium. The Symposium has programs that will cover the entire spectrum of topics related to providing services for and with young adults, including programming and maintaining young adult collections. The symposium will take place November 6–8, 2015 in Portland, Oregon with a theme of: Bringing it All Together: Connecting Libraries, Teens & Communities. The grant was highly competitive and only two partnerships in the entire state were selected for the award.

Stacie and Kay will put into action what they learn at the symposium to create a strong partnership between their two libraries, better serving the needs and reading interests of WHS students and area teens.

**STEAM story time** – The Youth Services Department desires to spread STEM/STEAM into early literacy and will be introducing a STEAM story-time starting the month of December. The program will rotate between the branches once a month.

**3D-Printing** – We are excited to be able to unroll the 3D printer to the public soon after the policy and procedures are approved. This will be a big step in moving the library towards the 'maker-space' movement and hopefully, open more doors for similar services to our library patrons.