

## **OCPL Director's Report January, 2016**

**1. Programs and Services:** Numerous programs were presented at OCPL branches during November and December, 2015. Library staff continue to promote **Flipster, Overdrive, Ancestry.com, Valueline, and the New York Times.**

**2. Usage Statistics and narratives:** November-December, 2015 statistics and Bimonthly Reports are attached.

**3. Finance and Budget:** OCPL Budget expenditures for July 1, 2015 – January 14, 2016 are attached.

**4. Personnel and Training:** Management Team meetings on Wednesday, October 14, 2015 ; Wednesday, November 4, 2015; and Wednesday, December 2, 2015.

An **In-Service Day** for the entire staff was conducted on **Wednesday, December 9.** The meeting was held at the Walhalla Library in the morning and in the branches after lunch, and all libraries in the system were closed to the public.

5 OCPL staff members lost loved ones during the last few months. Two lost parents, one lost a mother-in-law, one lost a husband and the fifth individual lost a grandmother. We extend our sympathies to each of these individuals in their time of mourning.

### **5. Buildings & Grounds**

The **Seneca Library** has new sliding doors and a new Book Return. The staff is researching upgrades to the three branches owned by Oconee County, including the costs of installing solar power at the **Walhalla Library** and additional handicapped parking at the **Seneca Library**, in addition to the projects already selected. Replacement compressors were installed in two heat pumps at the Walhalla Library in January. The cost of the compressors was covered under the units' five-year warranty.

### **6. Technology:**

SELF-e, a self-publishing site (see discussion under the State Library section below).

**7. Friends of the Library:** The Friends' book sales continue to attract book lovers to the basement of the Walhalla Library on the second Thursday of each month and one Saturday morning every quarter.

**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 in January. Heavy rainfall has delayed installation. Next fiscal year's budget request for the library is due Friday, January 29, 2016.

**9. State Library:** The director attended the meeting of the **Association of Public Library Administrators** at the State Library on Friday, November 20, 2015. SELF-e digital publishing:

Indie authors and aspiring writers can now get published! You now have a chance to get your work published electronically through a free system called SELF-e and have it included in a special collection of South Carolina authors called "IndieSC".

The South Carolina State Library is the first state library in the country to make the SELF-e digital self-publishing platform available to all libraries and their customers in the state for free. Authors can upload their works for free to a SELF-e's online e-book collection called IndieSC. Once the collection reaches forty books, the IndieSC collection will go live, allowing the Library's customers to read the e-books on any device at any time. The works of some IndieSC and other "indie" project authors will be selected by Library Journal to become part of a unique library of indie published books available to libraries across the country.

**10. Community Involvement:** The director attended the **Oconee Economic Alliance** meetings on Thursday, December 10, 2015 and Thursday, January 14, 2016.

**11. Vehicles:** **Blair Hinson, Holly McPheeters** and the director attended two committee meetings in December and January to select the vendor for the new bookmobile. Negotiations with the selected vendor are continuing.

**12. Other:** OCPL staff is still waiting to hear about the Humanities Council SC grant. We expect to hear something in early February and, if we are funded, the first program will be scheduled after March 15. The director has been experimenting with blogging. See [oconeeintelligenceagency.wordpress.com](http://oconeeintelligenceagency.wordpress.com).

**OCPL Budget 2015-2016 1-14-16**

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	51,100	64%	28,900
010-206-30041-00000	Telecommunications	180	380	79%	100
010-206-30056-00000	Data Processing	27,500	27,017	98%	483
010-206-30059-00000	Copier Click Charges - Xerox	10,000	4,977	50%	5,023
010-206-30068-00000	Advertising	700		0%	700
010-206-30080-00000	Dues	750	628	84%	122
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	10,694	2,666	25%	8,028
010-206-33022-00208	Bldg Maint - Seneca	13,050	10,393	80%	2,657
010-206-33022-00209	Bldg Maint - Westminster	2,500	1,611	64%	889
010-206-33022-00210	Bldg Maint - Salem	2,020	1,020	50%	1,000
010-206-34043-00207	Electricity - Walhalla	26,000	11,054	43%	14,946
010-206-34043-00208	Electricity - Seneca	16,500	7,492	45%	9,008
010-206-34043-00209	Electricity - Westminster	12,000	6,787	57%	5,213
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Walhalla	1,200	522	44%	678
010-206-34044-00208	Water - Seneca	900	469	52%	431
010-206-34044-00209	Water - Westminster	750	449	60%	301
010-206-40031-00000	Sm Capital Equip (Loc)	2,800	915	33%	1,885
010-206-40032-00000	Operational	6,000	5,797	97%	203
010-206-40032-00000-A	Youth Services	2,000	703	35%	1,297
010-206-40033-00000	Postage	1,000	251	25%	749
010-206-40034-00000	Food	500	156	31%	344
010-206-40101-00000	Books (Local)	81,000	25,361	31%	55,639
010-206-40102-00000	Periodicals (Local)	16,000	15,395	96%	605
010-206-40103-00000	AV (Local)	10,500	2,818	27%	7,682
010-206-80206-00000	Automobile Maint - Library	3,500	231	7%	3,270
010-206-81206-00000	Gasoline - Library	2,500	1,026	41%	1,474
010-206-82206-00000	Diesel - Library	2,000	445	22%	1,555
<b>TOTAL LOCAL FUNDS</b>		<b>344,644</b>	<b>190,198</b>	<b>55%</b>	<b>154,446</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)	22,004		0%	22,004
<b>TOTAL MISC. FUNDS</b>		<b>44,539</b>		<b>0%</b>	<b>44,539</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	501	50%	499
240-206-30084-00255	Schools, Train. (State)	3,837	2,647	69%	1,190
240-206-40031-00255	Sm Capital (State)	2,000		0%	2,000
240-206-40032-00255	Operational (State)	17,678	3,362	19%	14,316
240-206-40045-00255	IT Equipment	1,000		0%	1,000
240-206-40111-00255	Books (State)	25,453	22,963	90%	2,490
240-206-40112-00255	Periodicals (State)	18,315	8,830	48%	9,485
240-206-40113-00255	AV (State)	10,000	6,985	70%	3,015
240-206-80206-00255	Vehicle Maintenance	2,000		0%	2,000
<b>TOTAL STATE AID</b>		<b>92,841</b>	<b>51,963</b>	<b>56%</b>	<b>40,878</b>

**LOTTERY BUDGET 205-2016 (1-14-16)**

013-206-30058-92201	Data Processing (Lottery)	5,569		0%	5,569
013-206-40031-92201	Small Capital (Lottery)	7,509	6,115	81%	1,454
013-206-40045-92201	IT Equip. Software (Lottery)	14,445		0%	14,445
013-206-40101-92201	Books (Lottery)	15,000	15,000	100%	0
013-206-50845-92201	Capital IT Equip. (Lottery)	6,000	5,868	98%	142
<b>TOTAL LOTTERY</b>		<b>48,582</b>	<b>26,973</b>	<b>56%</b>	<b>21,609</b>

**GCPL Bimonthly Report**  
**Library Usage Statistics**

	Nov 2014	Nov 2015	Change	Dec 2014	Dec 2015	Change
Visits to Library	20,756	19,552	-5.8%	20,988	19,619	-6.5%
Material Circulation - Adult	17,668	17,000	-3.8%	20,444	17,287	-15.4%
Material Circulation - Youth	1,806	1,784	-1.3%	1,948	1,643	-15.7%
Material Circulation - Juvenile	8,241	8,039	-2.5%	7,981	7,626	-4.4%
Total Material Circulation	27,717	26,823	-3.2%	30,373	26,556	-12.6%
Internet Users	3,309	2,692	-18.6%	3,296	2,602	-21.1%
Internet Hours of Use	2,264	1,846	-18.5%	2,236	1,739	-22.2%
New Cards Issued	146	141	-3.4%	155	141	-9.0%
Programs - Adult	9	16	77.8%	7	13	85.7%
Programs Attendance - Adult	100	83	-17.0%	143	88	-39.9%
Programs - Youth 12-18	4	2	-50.0%	5	1	-80.0%
Programs Att. - Youth 12-18	15	7	-53.3%	19	2	-89.5%
Programs - Juvenile 6-11	6	6	0.0%	11	8	-27.3%
Programs Att. - Juv 6-11	130	97	-25.4%	318	138	-56.6%
Programs - Children 0-5						
Programs - Att. - Children 0-5						
Outreach Activities	2	3	50.0%	2	7	250.0%
Outreach Act. Attendance	34	338	894.1%	207	1,056	410.1%
Public Training Sessions	0	0		0	0	
Public Training Participants	0	0		0	0	
Public Training Hours	0	0		0	0	
Staff Training Sessions	4	7	75.0%	8	12	50.0%
Staff Training Participants	3	1	-66.7%	20	15	-25.0%
Staff Training Hours	6	17	183.3%	48	123	156.3%
Number of Volunteers Added	6	2	-66.7%	10	5	-50.0%
Number of Vol Hours	106	85	-19.8%	142	103	-27.6%
Meeting Room Use	49	50	2.0%	36	35	-2.8%
Meeting Room Attendance	650	386	-40.6%	499	386	-22.6%
Number of Web Site Hits	10,505	13,637	28.9%	9,903	14,809	47.6%
Wi-Fi Users		1,459			1,499	
Wi-Fi Sessions		6,968			7,732	
E Book Downloads	1,307	1,027	-21.4%	1,210	1,154	-4.6%
Mango Adult Users	90	24	-73.3%	75	18	-76.0%
Mango Children Users		0		1	0	
Ancestry.com Hits		1,303			1,863	
Interlibrary Loans	38	24	-36.8%	49	31	-36.7%
New Material Added	945	2,111	123.4%	946	1,047	10.7%

# Branch Services

November/December 2015

Blair Hinson, Branch Services Librarian

## Narrative

### Public Relations:

We have been making steady improvements to the website and social media since October. We have also begun to get the word out to selected individuals about our oral history initiative concerning the coming of the lakes to Oconee County. We will be rolling out a new marketing initiative to improve signage and usability in the libraries after the first of the year. We have also continued to be featured monthly on WSNW's "Coffee Time" radio program. The Bookmobile appeared in four of the local Christmas parades in December as well, hopefully increasing its public visibility.

### Staff Development:

We have developed a new training program called ROCK (Reference, Online, Circulation, and Knowledge) that will be rolled out in January, 2016. This will be an ongoing, sustainable training program that all staff will be required to do that will focus on real-world scenarios and how library resources, materials, and policies and procedures could help answer or play out the scenario.

We also completed our second fall staff in-service in December. Normally, this second in-service would have been conducted at the branches only, but since we held a program over from October, we met at Walhalla together in the morning, and concluded at the branches individually in the afternoon. The program was self-defense and Verbal Judo, put on by Teena Golding and Jessica Velders from the University of South Carolina Public Safety department.

### 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. We are also exploring an outreach to Safe Harbor.

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 it was installed in January of 2016.

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. This is an ongoing issue.

### Manager's Projects:

- Oral History project: still developing the legal documents, like releases, necessary to move forward. We will know about our grant application for a speakership series entitled "The Land Before the Waters" by February, 2016.
- New staff training initiative: ROCK, to be rolled out January, 2016.
- Bookmobile: the Committee that was formed to review the proposals received met in December to receive their proposals and review them to meet in January, 2016 to make a final decision. Five vendors submitted proposals.

### 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, 2016. One MAJOR issue with that will be the ongoing construction work done by Facilities Maintenance at the county's South Cove Park. While they are tied up there building a new park office and HQ, other work is being done on a priority and as needed basis.

## **Outreach Services**

**Nov/Dec 2015**

**Brenda Lee, Bookmobile Manager**

**Collections:** Manager continues to order materials in various formats. Ordering youth books leased from B&T still creates time challenges for me.

**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. One of the main requests from the Long Creek patrons was to change their route day because of so many Monday holidays. This has been a work in progress since mid-December. 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. Cutbacks of the routes in November and December still create a lot of work for me. As the Best Sellers and DVD requests come in, I must always use good judgment in deciding whether to let it go or hold onto item. New schedules and route date bookmarks are almost complete.

**Volunteers:** I have needed new volunteers to cover on Thursdays for quite some time now. One of the Long Creek patrons has let me know she would love to go out on Thursdays and will get in touch with Janice Lovinggood. I am very grateful for Blair Hinson and Philip Cheney helping out so many times when there was not a volunteer.

**Comments:** (On a sad note, I lost my father November 28<sup>th</sup>.) I'm very excited about the coming of the new Bookmobile! I'm looking into making a few changes to our current schedule. The Friends of the Library purchased another short shelf matching the one I already have to help organize and make the office a little neater. The Bookmobile was well enough to be in the Christmas parades this year! I drove in Walhalla and Salem and Branch Services Librarian, Blair Hinson, drove in Seneca and Westminster.

### **PROGRAMS:**

For November and December the Knit & Crochet Circle we had 18, the Time to Read book club had 6, and for the Family Story Time we had 78. In November for the teens programs we had 4 attend Washi Tape Journal Craft and 3 attend the Teen Book Club. For the kids programs in November 11 people attended the Turkey Craft. For the kids programs in December 9 people attended the Wreath Craft, and 2 teens attended the Snowman Tea Light Craft program. For the December Time to Read Book Club, we had a holiday meal together. During this program we also discussed our favorite holiday recipes from Pat Conroy's Cookbook.

### **OUTREACH:**

Brenda and I were in the Salem Christmas Parade. The Town of Salem had between 75 and 100 entries in the parade. It was great to give out candy and see the library patrons that were at the parade. It also was a good way for us to get more exposure for the Salem Library.

### **STAFF DEVELOPMENT:**

In December we had a Staff In-Service training day that was headed up by Blair. A Jessica Velders and Teena Gooding from The University of South Carolina Campus Police came to talk about how to be prepared to protect yourself in life and workplace situations. They also did mention that it's best to ask question when you want a person to comply with your requests for them to comply with your library policy. I have since put this technique in practice and it works really well in real life situations. Asking questions does help to diffuse difficult situations. Blair mentioned the progress that he was having in getting the new bookmobile. Stacie went over the new 3D printer policy. Next Stacie and Leah Price talked about the kids and adult summer reading program. After lunch we went back to our branches where Kayla and I went over some online library related webinars.

### **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 20 volunteer hours for November and December.



## **Seneca Library Branch Narrative, November/December 2015**

### **Emily Whitmire Sluder**

**Facilities:** We have new automatic doors! Everyone really enjoys them and we are still waiting on a scratch in the glass to be fixed. We have also acquired a new book drop, and we made the decision to keep it closed during the day (as they do at Salem) because the process to empty it is much more involved.

**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 have had average attendance at our programs during November and December.

**Meeting Room:** Groups using our meeting room included the Oconee Writers' Association, Safe Harbor, a book club, the Palmetto Project, LTAI, and tutoring groups.

**Projects:** We continue to examine ways of moving things around to create more space. We have reorganized supplies in the staff room and have sent a filing cabinet to another county department that needed one. We will arrange the desks slightly differently next to make a larger workspace.

**Staff Development:** We participated in in-service at Walhalla and Seneca in December.

### **Miscellaneous:**

We have a new employee from the Palmetto Youth Connection who is working out well. We also just acquired two new volunteers. 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**

November / December 2015

Robena Barton, Librarian

## **Narrative:**

### **Collections:**

**We are creating two new collections and expanding a third to increase circulation and assist staff with hard to shelve items. Our easy reader collection will now have spine labels to reflect the holding code and will be shelved next to the new easy reader non-fiction collection. The non-fiction titles are currently in the Juvenile collection and the fiction books are consistently misplaced in the Easy section. The second new collection is an Awards group to highlight Caldecott, Newberry, and Coretta Scott King award titles that are currently only designated with stickers on the items.**

### **TLC:**

**Release 40 saw a lot of much needed changes to LS2 Staff. Our hold functions are greatly improved and patron accounts are easier to work with, including an option to copy account information for Juvenile cards. We also no longer need to be manually loaded every morning and have had fewer crashes since the update. Slow speeds are still occasionally an issue, but this could also be a bandwidth issue. We are currently up to date on our database and system.**

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

**We are still gathering legal documents and equipment specifications for the oral history project in collaboration with Oconee Heritage center. I have had some luck with adding Gale records to our catalog and managed to load over 400 Opposing Viewpoint subjects and over 4000 Biography in Context databases that are directly linked from our catalog. I am waiting on access to the OCLC server for the Ebsco resources and should be able to start adding records by April at the latest.**

### **Staff Development:**

**Staff training was held in December. Because of the cancellation in October of our main speakers from Columbia, this training was held at Walhalla so all branches could attend a presentation by Teena Golding and Jessica Velders from the University of South Carolina Public Safety department. We learned a lot about staff safety, got to watch the 3D-printer in action, and still had time to go over several issues with Technical Services staff. Branch Services is also developing a new training program titled R.O.C.K for Reference, Online, Circulation and Knowledge to increase competency and proficiency in these areas for all staff. It is hoped that along with ongoing cataloging training this will be a great benefit to Technical Services and the library as a whole.**

### **Volunteers:**

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

# Walhalla Library

## November/ December 2015

### Emily Embry Branch Manager

#### Narrative

**Walhalla Collections:** We continue to order materials based on professional reviews, patron requests, and "best sellers" lists. Over the month of November and December we were able to order many of the replacements Non-fiction section that was damaged earlier in the fall.

**Overdrive Collection:** OverDrive has kept us updated on the roll out of the new website format for our library. They showcased a trial version of this in November and then recalled it once they found a few more bugs and fixes that needed to be made. They plan to release the final version in the early spring of 2016.

**Staff Development:** In December Walhalla hosted an All-Staff In-Service for a half day we had two guest speakers that were supposed to come to our last in-service that were able to present on verbal judo and some easy techniques to help de-escalate a situation as well as ways to better equip ourselves for safety and security within the workplace.

**Volunteers:** We have several new volunteers that have been training here at Walhalla during the month of December and will hopefully be great additions to our team of volunteers. We have not moved forward yet with the re-naming of the South Carolina Room in memory of Mrs. Ann Rogers, but would like to get a sign made in the next month or two pending board approval.

**Programs:** We continue to provide *Tech Tuesday*, offering assistance to people needing help with their eReaders. During the month of November we provided several programs under the title of Thankful Thursdays. Each Thursday we would have a different activity to focus on ways we could remind ourselves to be thankful and to share those that we are thankful for. Walhalla also hosted our first Art Therapy night featuring Adult Coloring. We plan to make Art Therapy a monthly event much like the Chess club, and Sandwiches & Cinema and our bi-monthly Books and Chocolate book club. Our other programs for the month of November and December were the all branch program, Letters to Vets and our last event for 2016 was our Cookie Exchange.

**Meeting Room:** For the month of November we had the Tri-County Home Educators Lego Club, Friends of the Library, Walhalla Lion's Club, and Pointe Harbor Property Owners Association. For the month of December we had the South Carolina Commission for the Blind and the Lego club again.

**Facilities:** During the month of November the garage door broke and it took several days and adjustments in order to get the garage door fixed and operational. We also have a light in the parking lot that is out. A work order was put in but we need to follow-up with facilities and maintenance to get a timeline on when they will be able to fix this. A repair was made on the railing leading to the basement as it was originally unanchored behind the sheetrock. The facilities crew came in and created an anchor within the wall and patched the area with the damaged sheetrock. The Friends also requested a "No concealed weapons" sign for the basement which was installed just before Thanksgiving. During the month of December facilities fixed several loose soffits around the building. We also replaced one of the really badly damaged couches from the lobby with the one from the staff lounge. Both couches are original to the building. Our hope is that the replacement couch will last a few years before we have to replace it as well. We did receive word from facilities that we received credit back for the cost of the HVAC compressors located in front of the building which means we could begin the process of repairing the two broken units that have been out since the beginning of the summer.

**Narrative**

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

<b>Family Movie Night: Max</b>	<b>14</b>
<b>Letters to Veterans (all branches)</b>	<b>11</b>
<b>Movie Matinee: Inside Out</b>	<b>30</b>
<b>Craft it: DIY Boot Socks</b>	<b>4</b>
<b>Fall Harvest Party</b>	<b>15</b>
<b>North Pole Breakfast</b>	<b>30</b>
<b>Craft it: Milk Bottle Gifts</b>	<b>7</b>
<b>Cookbook Club: Cookie Swap</b>	<b>8</b>
<b>4<sup>th</sup> Annual Noon Year's Eve Party</b>	<b>30</b>

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

**Community Outreach:** Once again the OCPL has decorated a tree for the World of Energy's Festival of Trees. The theme for this year celebrates the world of Peter Pan. A big thank you goes to Christie Johnson, Emily Embry, Megan LaVere, and Tiffany Tarrer for coordinating and making the decorations for the tree.

Blair, Tiffany, Leah, Patsy, and her grandson Zack participated in the Westminster Christmas parade by walking or riding in the bookmobile. Everyone had a really good time and it was nice to hear the reactions from the kids and adults when they say the bookmobile.

**Manager's Projects:** Leah attended a half day conference at the Biblio Labs in Charleston, SC. This is a yearly meeting they put on to coincide with another huge conference that happens at the same time. They are trying to better the interaction between vendors like themselves and the libraries they serve. While the presentations ended up not being much I could bring and make changes here, it was very useful information and allowed me to have a better understanding of how things work and what some future things are going to look like with the library world.

**Facilities:** We had an issue with tagging/graffiti on the side and front of the building where someone had written with marker. Danny was able to clean it off. We also had another issue of the sewer lines clogging but Jason and Eddie were able to unclog them.

**Other:** The Westminster Library participated with the other branches in collecting canned food items in exchange for fine forgiveness. As a system, the OCPL waived \$450 and collected over 500 canned items. The Westminster Branch alone collected 100 items that will be given to We Care of Westminster.

**Youth Services Dept.**  
**Nov/Dec 2015**  
**Stacie Powell, Librarian**

**Print Collections:** Weeding was completed at the Westminster Branch of the Easy section with the assistance of Westminster Branch employee Tiffany Tarrer. Weeding of the Juvenile Non-Fiction collection has been completed at Walhalla and shifting is currently taking place. The Youth Services department with the help of other staff is also undertaking the creation of a new collection that will house Easy Non-Fiction materials. This has been a long-time-goal of Youth Services Librarian Stacie Powell. There are many books that fit in this category and would be better suited shelved in the same area as the other Easy/Picture Books but have been shelved instead with the Juvenile Non-Fiction because we had no separate collection code for them. We are hoping the new collection will increase circulation of these materials. We have had positive feed-back from all the branches. This is a big undertaking and will take some effort to get it in place at all branches. A time-line for April 2016 has been set to get the collection established at all branches and Bookmobile.

**Staff Development:** Staff development day was held this past December. It was a very informative day and a lot was learned about emergency preparedness and other library projects. The Youth Services Librarian attended the annual YALSA (Young Adult Library Services Association) conference in Portland, Oregon Nov. 6-8<sup>th</sup>. Stacie received a competitive grant to attend this conference along with a school media specialist from the area. Walhalla High School media specialist Kay Moxley was chosen to attend with the conference with Stacie. They will form a partnership to help the public and school libraries collaborate more openly together. They are already working on several projects together. One of which is bringing a very popular Young Adult author to the school and OCPL in late spring.

**Collaboration/Community Outreach:** The Youth Services Librarian gave an outreach program for Parenting Principals of Success where she put on a story-time for the kids of the impoverished families who participate in this outreach program funded by First Steps. A special needs class from West-Oak Middle School visited the Walhalla Library in November. The Youth Services Dept. gave them a tour of the library and then read a few books and did a Thanksgiving craft with the students.

**Programs:**

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

**STEAM Ahead** – the first installment of this new monthly program focusing on STEAM and literacy was held at Walhalla in December. We had a good turn-out for the first event and very positive feedback from those who attended. The subject was building and architecture. The next program will be held in January at the Westminster Library.

**Special Projects:** Summer Reading will be here before we know it. I have formed a Summer Reading committee comprised of staff from all the branches that will assist in the planning this year. We want it to be our best year yet!