

OCPL Director's Report May, 2016

1. Programs and Services: Numerous programs were presented at OCPL branches and other locations during March, April and early May. Especially noteworthy were the presentations by **Dr. Chris Manganiello** on April 21 at the Walhalla Library, **Dr. Mike Coggeshall** on April 26 at the World of Energy, **Ron Rash** on May 5 at the Westminster Music Hall, and **Dr. Robert Carey** on May 12 at the Seneca Library. All four speakers were part of the ongoing **Land Before the Waters** series, sponsored by **South Carolina Humanities**.

2. Usage Statistics and narratives: March-April, 2016 statistics and Bimonthly Reports are attached.

3. Finance and Budget: OCPL Budget expenditures for July 1, 2015 – May 12, 2016 are attached.

4. Personnel and Training: Management Team meetings were held on Wednesday, March 9, 2016; Wednesday, April 13, 2016; and Wednesday, May 11, 2016. A committee of library staff members, led by **Janice Lovinggood**, planned and coordinated the annual Volunteer Recognition event at the Walhalla Library on Thursday, April 14, 2016.

5. Buildings & Grounds: New doors were installed at the Walhalla Library on April 27 and the Westminster Library on May 2. Restroom fixtures are being replaced in the Walhalla Library, the Westminster Library and the Seneca Library. Additional shades were installed on the windows at the Seneca Library so that all the back windows now have shades. Staff are working with Facilities Maintenance staff to update the ceiling lights at the Walhalla Library. Security cameras were installed at the Westminster Library, the Walhalla Library and the Seneca Library on May 11 and 12.

6. Technology: We are expecting to hear from the **South Carolina State Library** about the status of our application for funds for the Assistive Technology project approved at the March Board meeting.

7. Friends of the Library: At OCPL's Volunteer Recognition Dinner on Thursday, April 14, **Libby Dunlap** and **Karen Graves** were joint recipients

of the **Lucile Bellotte Moore** award, awarded to members of the Friends who have been selected for their volunteer service during the preceding calendar year.

8. Oconee County: Members of the library staff have been working closely with **Lake Julian**, head of Facilities Maintenance, and his staff to schedule the renovation projects at the three County-owned libraries: Walhalla Library, Westminster Library and Seneca Library.

9. State Library: The next meeting of **Association of Public Library Administrators** (the organization of public library directors) is scheduled for Friday, May 20, 2016 at the **South Carolina State Library**. Next year's budget for the State Library, which includes State Aid for the Oconee County Public Library, is close to approval in the state legislature.

10. Community Involvement: Attended **Oconee Economic Alliance** meetings on Thursday, April 14, 2016 and Thursday, May 12, 2016. Presented a program on Wednesday, March 23 at the **Oconee Heritage Center** on the use of blogs for family history. Attended the ribbon cutting for **Christ Central Ministries'** thrift store in Walhalla on Friday, April 4, 2016. Attended Mike Coggeshall's lecture at the **World of Energy** on Tuesday, April 26, 2016 and Ron Rash's presentation at the **Westminster Music Hall** on Thursday, May 5. On May 3, I attended a presentation by **David Goble**, head librarian at the Citadel, on "The Return of Colonel Charles Courtenay Tew's Sword" at **St. John's Lutheran Church** in Walhalla. I attended the **Oconee Chamber of Commerce's** "Public Policy Chat" on Friday, May 6 at the Chamber Office in Seneca. On Saturday, May 7, 2016 I attended the Confederate Memorial Day observance at the **St. John's Lutheran Church** cemetery in Walhalla. After the observance, I drove to Westminster and visited the **Mayberry Days'** event.

11. Other: At the request of **Luther Lyle**, Director and Curator of the **Museum of the Cherokee in South Carolina**, I wrote a letter of support for the acquisition of the 53 acres adjoining the **Oconee Station State Historic Site**. If negotiations are successful, the acreage, which contains the site of Oconee Town, will become part of the Oconee Station property, which is administered by the State Park Service.

	Mar 2015	Mar 2016	Change	Apr 2015	Apr 2016	Change
Visits to Library	23,959	21,814	-9.0%	22,625	21,468	-5.1%
Material Circulation - Adult	20,266	18,058	-10.9%	18,887	17,245	-8.3%
Material Circulation - Youth	2,405	1,953	-18.8%	1,976	1,977	0.1%
Material Circulation - Juvenile	9,343	8,378	-10.3%	8,404	7,351	-12.5%
Total Material Circulation	32,014	28,389	-11.3%	29,167	26,573	-9.0%
Internet Users	3,957	2,659	-32.2%	3,265	2,809	-14.0%
Internet Hours of Use	2,272	1,571	-30.9%	2,089	1,768	-15.4%
New Cards Issued	186	176	6.0%	206	133	-35.4%
Programs - Adult	15	16	6.7%	12	16	33.3%
Programs Attendance - Adult	153	94	-38.6%	194	239	23.2%
Programs - Youth 12-18	6	2	-66.7%	6	3	-50.0%
Programs Att - Youth 12-18	45	4	-91.1%	42	27	-35.7%
Programs - Juvenile 6-11	11	9	-18.2%	7	7	0.0%
Programs Att - Juv 6-11	189	127	-32.8%	152	59	-61.2%
Programs - Children 0-5	20	18	-20.0%	17	14	-17.6%
Programs - Att - Children 0-5	223	278	24.7%	321	229	-28.7%
Outreach Activities	2	5	150.0%	6	3	-50.0%
Outreach Act. Attendance	5	320	6300.0%	51	58	13.7%
Public Training Sessions	1	2		10	0	-100.0%
Public Training Participants	4	6	50.0%	3	2	-33.3%
Public Training Hours	4	2	-50.0%	2	0	-100.0%
Staff Training Sessions	13	14	7.7%	15	8	-46.7%
Staff Training Participants	22	8	-63.6%	7	4	-42.9%
Staff Training Hours	147	81	-44.9%	35	18	-48.6%
Number of Volunteers Added	1	8		0	4	
Number of Vol Hours	192	125	-34.8%	158	95	-40.0%
Meeting Room Use	69	56	-18.8%	57	69	21.1%
Meeting Room Attendance	859	502	-41.6%	726	710	-2.2%
Number of Web Site Hits	12,420	14,874	19.8%	11,666	13,560	18.8%
Wi-Fi Users		1,579		1,524	1,557	2.2%
Wi-Fi Sessions		7,660		6,003	8,407	40.0%

E Book Downloads	1,292	1,283	-0.7%	1,148	1,187	3.4%
Mango Adult Users	48	24	-50.0%	31	17	-45.2%
Mango Children Users	1	1		0	1	
Ancestry.com Hits		555			1,181	
Interlibrary Loans	45	36	-20.0%	45	28	-42.2%
New Material Added	1,326	1,411	6.4%	1,277	1,155	-9.6%

OCPL Budget 2015-2016 5-12-16

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
010-206-30018-00000	Travel	200	125	63%	75
010-206-30024-00000	Equip. Maintenance	2,400	1,275	53%	1,125
010-206-30025-00000	Professional -Staffmark	106,000	86,388	81%	19,612
010-206-30041-00000	Telecommunications	930	684	74%	246
010-206-30056-00000	Data Processing	27,500	27,505	100%	-5
010-206-30059-00000	Copier Click Charges - Xerox	10,000	8,561	86%	1,439
010-206-30068-00000	Advertising	700	33	5%	667
010-206-30080-00000	Dues	750	750	100%	0
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 - Waihalla	10,694	10,770	101%	-76
010-206-33022-00208	Bldg Maint - Seneca	13,050	10,734	82%	2,316
010-206-33022-00209	Bldg Maint - Westminster	2,500	2,016	81%	484
010-206-33022-00210	Bldg. Maint - Salem	2,020	1,020	50%	1,000
010-206-34043-00207	Electricity - Waihalla	26,000	19,824	76%	6,176
010-206-34043-00208	Electricity - Seneca	16,500	12,079	73%	4,421
010-206-34043-00209	Electricity - Westminster	12,000	11,943	100%	57
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Waihalla	1,200	928	77%	272
010-206-34044-00208	Water - Seneca	900	785	87%	115
010-206-34044-00209	Water - Westminster	750	744	99%	6
010-206-40031-00000	Sm Capital Equip (Loc)	2,800	2,799	100%	2
010-206-40032-00000	Operational	6,000	5,990	100%	10
010-206-40032-00000-A	Youth Services	2,000	1,085	54%	915
010-206-40033-00000	Postage	1,000	887	89%	113
010-206-40034-00000	Food	500	499	100%	1
010-206-40101-00000	Books (Local)	81,000	58,688	72%	22,312
010-206-40102-00000	Periodicals (Local)	16,000	15,885	99%	115
010-206-40103-00000	AV (Local)	10,500	6,973	66%	3,527
010-206-80206-00000	Automobile Maint - Library	3,500	965	28%	2,535
010-206-81206-00000	Gasoline - Library	2,500	1,435	57%	1,065
010-206-82206-00000	Diesel - Library	2,000	714	36%	1,286
TOTAL LOCAL FUNDS		371,094	301,282	81%	69,813
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)	17,407		0%	17,407
TOTAL MISC. FUNDS		39,942		0%	39,942
240-206-30018-00255	Travel	560	498.53	89%	61
240-206-30056-00255	Data Processing (State)	10,000	9,846	98%	154
240-206-30080-00255	Dues	1,000	688	67%	332
240-206-30084-00255	Schools, Train. (State)	3,837	3,517	92%	320
240-206-40031-00255	Sm Capital (State)	2,000	2,000	100%	0
240-206-40032-00255	Operational (State)	17,676	11,646	66%	6,030
240-206-40045-00255	IT Equipment	1,000	1,080	100%	0
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
TOTAL STATE AID		91,841	84,943	92%	6,898

LOTTERY BUDGET 205-2016 (5-6-16)

013-208-30056-92201	Data Processing (Lottery)	5,569	5000.32	90%	568
013-206-40031-92201	Small Capital (Lottery)	7,569	6,115	81%	1,453
013-208-40045-92201	IT Equip. Software (Lottery)	14,445	14,253	99%	192
013-206-40101-92201	Beaks (Lottery)	15,000	15,000	100%	0
013-208-50845-92201	Capital IT Equip. (Lottery)	6,000	5,858	98%	142
TOTAL LOTTERY		48,582	41,226	85%	2,356

Proposed changes to Policy for OCPL Board Meeting, May 23, 2016

Material Selection Policy

Criteria for Selection

Current:

CRITERIA FOR SELECTION:

The Oconee County Library strives to maintain a balanced, current, and representative collection selected for the general cultural, informational, and recreational needs of the people of Oconee County. The collection is purchased and organized to provide access to ideas and information representing diverse views and modes of expression. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. Material will be judged as a whole rather than on isolated passages, illustrations or other individual elements. Materials may include a variety of formats, including both print and non-print.

Some of the following criteria must be met in selecting material for inclusion in the library's collection:

1. Interest of community
2. Contemporary significance or permanent value
3. Relation of work to existing collection
4. Popular demand
5. Need for balance
6. Favorable review in professionally recognized periodicals
7. Favorable review by staff
8. Appearance in bibliography or index
9. Authority of author, editor, or publisher
10. Special features (plates, index, bibliography, illustrations, etc.)
11. Cost of the item based on whether the item is a good value, is unusually expensive, is too costly for the quality/demand of the item.
12. Shelving space available.

The Library does not advocate particular beliefs or views, nor is the selection of any material equivalent to endorsement of the viewpoint of the author expressed therein.

Proposed Change:

Criteria for Selection:

The Oconee County Library strives to maintain a balanced, current, and representative collection selected for the general cultural, informational, and recreational needs of the people of Oconee County. The collection is purchased and organized to provide access to ideas and information representing diverse views and modes of expression. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. Material will be judged as a whole rather than on isolated passages, illustrations or other individual elements. Materials may include a variety of formats,

including both print and non-print. Due to limitations of space and budget, the Library's collection will not be able to satisfy all requests for materials. Specialized materials which are beyond the scope of the collection may be obtained through interlibrary loans. The Library does not advocate particular beliefs or views, nor is the selection of any material equivalent to endorsement of the viewpoint of the author expressed therein.

A. General Criteria

The following general criteria apply to all OCPL collections.

- At least one favorable review in a reputable selection guide is generally required before an item is purchased.
- In most cases, the OCPL will not purchase self-published material unless it is reviewed in an established source. Exceptions may be made for material of local interest.
- Suggestions for purchase of particular items, as well as donation, by members of the community are welcome but are subject to the same criteria.

B. Criteria for Specific Collections

Fiction

- Literary merit and style
- Popular demand
- Price and physical quality
- Quality of illustrations
- Relationship to existing collection
- Social significance
- Reputation and significance of author/illustrator
- Reputation of publisher

Non-Fiction

- Accuracy and authenticity of factual material presented
- Quality of writing
- Popular demand
- Relation of work to existing collection
- Reputation and significance of author
- Permanent or timely value
- Price and physical quality
- Reputation of publisher
- Quality of illustrations

3. Criteria and Scopes for Media Materials

The Library's goal is to provide a broad collection of digital video discs (hereafter called videos) that meets community demand while supporting the library's mission and key objectives. Appropriateness and expected long-term use and value to the collection are deciding factors in selection of adult and children's videos. Emphasis is placed on acquiring videos of contemporary significance and permanent value. Particular attention will be paid to acquiring materials related to literature.

An acceptable level of quality is determined in one or more of the following ways:

- *By the opinions of critics in authoritative review sources*
- *Through recognition by awards given by critical or artistic organizations, institutes or associations*
- *In-house review evaluation by professional staff*

Items that may be in high demand, but have received poor reviews in general may not be selected.

RATIONALE:

The OCPL collection policy needed updating to make sure that resources are expended wisely and that selection criteria are more explicitly stated and more closely followed.

Oconee County Public Library



QUIDDITCH PERMISSION SLIP

Today's Date: _____

I, as Parent or Guardian, give permission for _____
(Child's first and last name)

To participate in:

Muggle Quidditch

Based on the beloved game featured in the *Harry Potter* book series, muggle quidditch will involve running (on brooms), throwing balls, and dodging lightweight inflatable balls. This program will take place in the library's grassy area outdoors.

Staff in charge: Stacie Powell – Youth Services Librarian

Parental Approval

YES

NO

Participant has permission to play muggle quidditch.

Participant has permission to be outdoors in the sun.

I understand that my child/ward will be obliged to abide by the Library Rules of Conduct while participating in this program.

I understand that if my child/ward is under the age of twelve (12), I must remain in the observable area of this program as per the library's Code of Conduct policy. No one under the age of 12 is permitted to be left unattended. For children over the age of 12 that are left unattended, in the event of serious illness or injury, I expressly consent to the administration of emergency medical care, if in the opinion of attending medical personnel, such action is advisable.

Turn over page for more information and signature.

I have read the permission slip and understand the terms. I sign it voluntarily and with full knowledge of its significance.

Parent's/Guardian's Signature _____

Parent's/Guardian's Printed Name _____

Relationship to Minor _____

Address _____

City _____ State _____ Zip Code _____

Home Telephone # _____

Cell Phone # _____

Email _____

Emergency Contact Name and Telephone Number (other than yourself – **you will be contacted first**):

Participants will need:

- Appropriate clothing and protection for running, hot temperatures, sun exposure, and possible stings from insects. T-shirts, tennis shoes, sun screen, sun glasses, hats, and any medications that may be needed by child, etc.
- To be responsible for all their own belongings.

The library will provide all other necessary equipment for the Quidditch game and water / Gatorade.

Branch Services

March/April 2016

Blair Hinson, Branch Services Librarian

Narrative

Public Relations:

The South Carolina Humanities grant-sponsored speakers' series "The Land Before the Waters," to accompany our Oral History initiative, has already featured two of the six speakers scheduled so far. We began advertising in April in print and on radio, with the Branch Services Librarian going to WGOG to record six ads for the series, to run on local stations WGOG and The Lake, WSNW. We also continued to be featured monthly on WSNW's "Coffee Time" radio program. We have also met with the graphic arts department at the Hamilton Career Center about designing a "wrap" or graphics for the exterior of the new Bookmobile. They are excited about the project.

Staff Development:

ROCK (Reference, Online, Circulation, and Knowledge) training continues successfully. Many of the staff are finding these real-world scenarios helpful in their normal course of work.

We travelled to Spartanburg to see their main library and Boiling Springs branch for our first spring, 2016, in-service day in March. We got a lot of good ideas that we can bring back and translate to our own programs and services, and we got some ideas for our own spaces as the County makes money available to the libraries for continued upgrades and improvements.

Volunteers and Community Outreach

We continue to maintain the Little Free Libraries in Mountain Rest. They seem to be popular, especially now that the spring and summer vacation season is upon us.

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, and we might begin advertising the "position" on our Facebook page and OCPL website.

Manager's Projects:

- Oral History project: The humanities grant for our speakership series entitled "The Land Before the Waters" was approved in February, 2016. We have had two programs so far, and have four more scheduled.
- New staff training initiative: ROCK training continues and is being well received.
- Bookmobile: Met with Cheryl Bennfield from the Hamilton Career Center to discuss her classes designing the wrap for the bookmobile, and have started discussions with Diamond-T in Fair Play about the wrap installation.
- Construction and improvement to the branches: Westminster Library and Seneca Library have received new carpet, and the Walhalla and Westminster branches have gotten new bathroom fixtures. Westminster and Walhalla have also received their automatic sliding doors.

Issues:

Facilities Maintenance has been more responsive since they finished the park HQ at South Cove. We continue to have issues with TLC over a variety of things. It is nothing major, but it is starting to show a cumulative effect, in that it seems like there is *something* almost weekly.

Outreach Services

March/April 2016

Brenda Lee, Bookmobile Manager

Collections: All Youth collections are more up to date now than ever thanks to efforts with Stacie's selections and my being able to order Youth selections from B&T Lease. I order large print, adult fiction, and nonfiction from Ingram and B&T. DVD orders are based upon patrons' likes with costs and requests in mind from Amazon and Midwest. Ingram non-fiction budget has almost been completed.

Displays: Displays are limited due to space. Postings include individual library events and a current monthly calendar of events, OCPL Code of Conduct brochure, Friends of Library's next book sale date, etc. DVD covers that come in sleeves are sorted by genre and put onto small ring binders that hang onto their designated space on the wall. One of my favorites is 3 little monkeys showing off our new green OCPL Library Card.

Manager's Projects: I tracked statistics for the State Library during Reference Week. Arc of Oconee County, a daycare for challenged adults 21 and older, were added as an Outreach Program in March. Blair and I worked together on the May through August schedule. Upon reviewing statistics of patrons for the past schedule, it was determined no stop needed to be dropped. I change collection codes, and weed my collections as time allows.

Outreach: The bookmobile continues its Outreach Program with Oconee County Detention Center. Aaron Lewis, volunteer, and Blair Hinson go there and have reported the number of participants are lower than when this program was first started May 2014. However, if we can only serve one patron, then it is worth it because they do not have access to a public library. Arc of Oconee County, a daycare for challenged adults 21 and older, were added as an Outreach Program in March.

Volunteers: I attended the Volunteer Appreciation Event along with other staff, volunteers, and guests. Jean Snellings was recognized as Bookmobile Volunteer of the Year. Barbara Askew, President of the Friends, began volunteering in-house for this department a few hours a week to work on assigned projects in mid-March. I am in need of at least one or two more volunteers who are able to go out on all day routes, possibly even a few for half days. We are expecting to increase routes for May through August and this is a viable need. All my volunteers are treasures to me! Since giving up her regular Thursday routes due to her employment, Susan

Kelley has been able to persuade her supervisor to allow her to have some Thursdays off so she can volunteer on the bookmobile. She is very dedicated and reliable.

Comments: Library Director Philip Cheney went with me to a preschool. Blair filled in during my absence and with the regular volunteer ran a morning stop. Travelling to the Spartanburg County Library and its Branch was a really good day. I didn't get to see the Bookmobile since it was out on route, but it was a very interesting day. Seeing the blogs for the Oconee Intelligence Agency has been enlightening, enriching, and entertaining!

I love my job!

PROGRAMS:

Regular programs for March and April are the Knit & Crochet Circle, and for the Family Story Time. We had our regular Family Story Time programs for March and April. For the March Time to Read Book Club where we discussed *One Foot in Eden* by Ron Rash, and in April we discussed the book *Inside the O'Brien's* by Lisa Genova. There is also the Adult Coloring Time drop in craft where we give out adult coloring pages for patrons to take home and do on their own. We had our first book signing by Lynne Martin with her book "I See the Moon" was well attended. In March Morris Warner from the Clemson Extension Service gave a Basics of Gardening presentation that was well attended. In April during our Computer Basics Part II class, I showed the patron how to setup and use their own Facebook page. In March for our kids special programs we had our Easter Drop-In-Craft: Popsicle Chicks and the St. Patrick's Day Craft Time: Leprechaun Hats programs. In April for our kids programs we had, a poetry creation station all month, Earth Day Craft: water bottle fish, and an Engineering with Kids: Jellybean Structures.

WEEDING:

Kayla and I have started to weed the dvd's. Even though we hate to get rid of any movies we needed space. We did notify the branches and were able to move some of our unwanted movies to other branches, so that we could still keep them in the system. Salem has also added another shelf to help provide more space for movies.

STAFF DEVELOPMENT:

For our March In-service day training the staff visited the Spartanburg County Public Library System main branch in Spartanburg and their Boiling Springs Branch. We first toured the whole Main Branch together than we broke off in groups and toured two different departments. This was good training for both Kayla and I to get a look at how things are done in a different library. Next we went on to the Boiling Springs branch and toured that library. It was good to see how different branch operates that is more similar in size to our main library branches. Overall the day was a very good learning experience for the entire library staff.

VOLUNTEERS:

We are thrilled that one of our volunteers Nicole Alexander won the Sara Mills Norton Award for the library. Our volunteers mean so much here at Salem because there are only two of us at this branch. Nicole has been there whenever Kayla needed help with a kids program or any other special project that we had going on. Melony Mack won the volunteer of the year for the branch award. We also appreciate the work that Melony does for us on a regular basis.

Seneca Library Branch Narrative, March/April 2016

Emily Whitmire Sluder

Facilities: In March we got new carpet which is a huge improvement. Unfortunately, the carpet installers used carpet from a previous dye lot (that was left over from other installations at the county a few years ago) along with new carpet from a new dye lot. Therefore we have the same type of carpet, but some of it is lighter. There is a place where the seam glue is visible and other places with ripples, so I have taken pictures of those and sent them to Jim in maintenance who will send them to the carpet installer for follow up. We look forward to getting some of our ceiling tiles replaced, security cameras, and a ramp, but those are longer term projects.

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, and Megan the assistant manager deletes books daily.

Programs and attendance:

Steam Ahead: 25

CERT disaster preparedness: 21

LTAI: 25

Bingo: 28

Kids' Crafternoon: 3, 3

Let's Get Crafty: 11, 8

Matt de la Peña: 25

Meeting Room: Groups using our meeting room included the Tribble Center, a church committee, Seneca Blazers track team, Seneca River Women's Auxiliary, Oconee Writers' Association, Safe Harbor, a book club, CERT, LTAI, and tutoring groups.

Projects: In May we are getting new bathroom fixtures, and the maintenance staff is painting the meeting room, the alcove, and part of the staff room where the previous baseboard was. We have shifted a lot in the nonfiction and fiction.

Staff Development: We have begun the ROCK training which has been beneficial to all the staff. Everyone enjoyed visiting Spartanburg in March. Our student with the Palmetto Youth Connection has earned his GED and his employment will end in mid-May. We hope to interview someone else to take his place in preparation for summer reading. I was invited to participate in Leadership Oconee this year.

Miscellaneous:

New borrowers: We issued 69 cards in March and 56 in April.

ILL: We accepted 20 inter-library loan requests in March and 20 in April.

Volunteer: Bethany served as our branch representative on the volunteer committee. Since I had a previously scheduled conflict, she also represented us at the volunteer event. Donna received the volunteer award this year as she is our only active volunteer. We have a student who will begin in May a few hours a week.

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.

We were closed 2 days for carpet installation and 1 day for in service. We were also closed the last Saturday in March for Easter.

TECHNICAL SERVICES

March / April 2016
Robena Barton, Librarian

Collections:

We are still working on the Award collection. We have completed Newberry and Coretta Scott King Award books and are currently working on Caldecott winners. This is the largest number of items since the award has been given since 1938.

TLC:

We are due for another update for our staff page and public catalog. We have scheduled the release for Sunday, June 26th. This is mostly a maintenance release with a few minor enhancements. I do not anticipate any major problems.

Manager's Projects:

I attended an inclusivity summit in March to learn more about adaptive technologies which I reported on at the board meeting on the 28th. This resulted in my applying for an assistive technology grant which I plan to use to establish an accessible computer station at the Walhalla branch. I have been notified my application was successful and I am awaiting final word on the total grant award. After final acceptance I will be quite busy purchasing the items on my list and meeting the obligations of the grant which include a partnership with Senior Solutions, a promotion campaign, survey statistics, and a conference presentation.

Staff Development:

ROCK continues to go smoothly and most of my staff has enjoyed the opportunity to discuss the topics and learn more about our services. In March we travelled to Spartanburg and visited both the main branch and Boiling Springs library for our in-service. The trip gave everyone some great ideas on ways we can adjust and improve and for that month our ROCK training was a group discussion on what we learned and how it can be applied to our operations here. There was a lot of enthusiasm and I think it was a successful training opportunity.

Issues:

There have been minor glitches with TLC, but our main issues lately have been with the Envisionware reservation system. The vendor does not handle updates and our system is being increasingly problematic, leading at times to entire branches shutting down the computer work stations. It is to the point that we are actively investigating an alternative vendor. The good news is that since they are no longer tied to TLC it will make the transition easier.

Volunteers:

Nancy Woods has been so efficient we temporarily ran out of repairs. Fortunately in the time she has been on vacation we managed to find some more. I look forward to having her back next week. In April we had our Volunteer Appreciation Dinner which was well attended and by all accounts a successful endeavor. During the dinner Emily Embry held a dedication of the South Carolina Room to the late Ann Rogers.

Walhalla Library

March/April 2016

Emily Embry
Branch Manager

Narrative

Walhalla Collections: We continue to order materials based on professional reviews, patron requests, and "best sellers" lists. There have been no significant changes in this department.

Overdrive Collection: The OverDrive website did undergo a significant change in format that continues to affect our patrons. Many of the issues we have been able to resolve and the few that could not were later addressed by bug fixes that needed to take place on the end of the OverDrive Technical support staff. We have seen an increase in use and in request for materials and do our best to maintain the demand but are finding it a challenge to purchase new materials while maintaining the demand for items that need a license renewal that are popular among our e-reading patrons.

Staff Development: During the month of March we went to the Spartanburg Library for our Staff In-Service which included a tour of the main branch and the Boiling Springs branch. Overall, our staff enjoyed the visit to the main branch and wished we would have had more time to explore different departments to better understand how a larger system functions. We had several ideas that everyone believed we could implement here on a smaller scale to better meet patron and staff needs. After the installation of the new sliding doors we had a short tutorial for all staff which will count towards their training time for the year.

Volunteers: During the month of March and beginning of April we finalized plans for the Volunteer Appreciation dinner. The volunteer event took place on April 14th at 6:00 pm. During the event we dedicated the Janice Antoinette Morris Rogers Memorial Room. Mrs. Rogers oldest son was present to participate in the renaming of the room and to accept her volunteer certificate earned for the hours she completed this past year.

Programs: For both March and April we offered several monthly programs including our new Art Therapy program, Computer Basics, Sandwiches & Cinema, as well as Books & Chocolate. During the month of March we offered the following programs: Girl's Night In, Another Teen Movie, and our children's Book Madness Results party. During the month of April several of our programs were canceled due to the last minute notice of several different maintenance projects. Out of the five programs scheduled we had to cancel two of them. We were able to offer the Take a Selfie with a Librarian, Art Therapy, and the Earth Day program.

Meeting Room: For the month of March we had the Tri-County Home Educators Lego Club twice, Beaver Lake Property Owners Association, Classical Conversations (homeschool co-op), Let's Talk About It movie night, Tribble Center, Friends of the Library, Upstate Fatherhood, and Baby Read. For the month of April we had the Cub Scouts, Tri - county Home Educators Lego Club which met twice, Let's Talk About It movie night, South Oak Pointe Home Owner's Association, Beaverdam Baptist Association Kid's Meeting, Guardian ad Litem Program, and Douglas Stephens for an online video test.

Facilities: During the month of March we successfully moved the circulation desk over to the side of the front entrance across from the children's area. This change addresses the need to seal off the stair way up to Stacie Powell's office area from the public walkway as well as the entrance to the back staff area including the staff workrooms, Kitchen area, staff bathrooms etc... To save money pieces of the old desk were reconfigured to create the new desk. The pieces that were not of use any longer were hauled off to the dump for disposal. This change provides an added measure of safety for our staff and helps the public better understand what area is public and what is limited to staff only. The overall responses from patrons and staff have been positive.

Along with the change to the desk, there was a new passage way created between the wall of the workroom and the circulation desk which has proved to me one of the most entertaining and morale boosting change. The new passage way allows staff to move books that have been placed on hold for other branches into bins that are hidden in the back room as well as relay materials and information with greater efficiency from the front desk to the back work space.

While we were expecting the new fixtures to be installed in our public and staff restrooms, the day of installation was not relayed to staff so the installation was a bit of a surprise. With this change the facilities maintenance staff also decided to complete a muriatic acid wash on the brick and tile in the lobby and public restrooms. This unexpected delay in opening caused some consternation among staff and several patrons as we did not have ample time to communicate this information to our public about the closing which also affected our programs as we had to cancel our computer basics class and turn patrons away that planned on attending. After the fixtures were installed and the acid wash complete, there was a lingering chemical smell which staff covered by the purchase of several types of deodorizers to help mask the offensive odor.

The very last week of April we received less than 24 hour notice that our new sliding glass doors would be installed on Wednesday May 27th. We were told mid-March to expect our new doors sometime in April but received no confirmation on a date for installation. To prepare for that change we decided to move the alarm key pad to the back dock door which requires staff who open and close to use the back door. This also brought up the need for extra lighting on the back dock area which is currently very hard to see which causes a safety hazard and has already been added as a work order for the Facilities Maintenance staff. We managed to keep the library open the morning of the door installation but had several people walk past the caution tape and through the installer's work area. We had to cancel story time as the noise from the installation would have interrupted story time. We closed the library to the public at 12:00 pm on the recommendation of the installation crew as they were ready to begin the installation of the interior door which made it impossible for patrons to have access to the library while they were working on this portion of the installation. The crew finished installation by 3:00 pm but forgot the materials to seal in the door frame. The workers are scheduled to come back the week of May 2nd to complete the final stage of the installation.

Westminster Library Report
Leah Price, Branch Manager
March/April 2016

Collections

We are finally shifting adult non-fiction after culling that section several months ago. Once we get done shifting we can see just how many shelves are freed which will allow us to make the decision on how they are used. We need more room for large print, inspirational and a few other categories but there will probably only be enough shelves to gain space for one section. We are also striving to have the entire library read (make sure everything is in its correct location by call number) by the start of summer reading to help our busiest time of the year go smoother.

Staff

The staff enjoyed touring the Spartanburg main and Boiling Springs libraries. There are several ideas the staff garnered from this trip that we will try to replicate.

Volunteers and Community Outreach

Our one steady volunteer Marla continues to be an asset to us and was awarded with a certificate and flowers at the annual volunteer appreciation dinner in April.

Programs

Dr. Seuss Party	36
Understanding Medicare	1
CERT training	4
Family Bingo Night	20
Teen Craft: light switch covers	0
Giant Games	2
STEAM Program	0
Movie Matinee: Mockingjay P2	1
FMN: Star Wars	8

Meeting Room

The meeting room is in constant use. We really need study rooms to meet the demand of tutors who need quiet places to work one-on-one with students without distractions or feeling they are bothering other library users.

Manager's Projects

I have created a couple of training scenarios for ROCK. The Friends of the Library of approved my request for \$2000 to support programs for adult summer reading. Leah was able to attend the Collaborative Summer Reading Program in Salt Lake City, Utah during the month of April thanks to a two year grant from the South Carolina State Library. During this meeting representatives from the states and island territories discussed and voted on themes, slogans, and artwork for the next year's summer reading programs. It was a very interesting process to watch and will be exciting to attend again next year.

Facilities

Carpet installation took two days and everything went smoothly. We have had a lot of compliments from our customers. The staff are still over-the-moon happy about it. Jason and Eddy from maintenance painted what little uncarpeted walls we have and has really improved the atmosphere of the library. You can also see the hit that was taken on our circulation and visit numbers due to the three extra days we were closed in March.

**Youth Services Dept.
March/April 2016
Stacie Powell, Librarian**

Print Collections: The fiscal year is winding down and Youth Services is on schedule to expend budget funds as allotted. Weeding of Juvenile NF was completed at Walhalla in March. Tech Services has been helping tremendously with getting the Easy Reader collections relabeled. We are also working on relabeling our Award (Caldecott, Newbery, Coretta Scott-King, etc) books. Tech Services has been a tremendous help with that project and it is still on-going.

Staff Development: The Youth Services Librarian attended State Library training on the new summer reading software and attended the staff in-service tour of the Spartanburg Library in March.

Collaboration/Community Outreach: The Youth Services Librarian attended Keowee Elementary's STEAM night in March. This was a great outreach program with over 300 in attendance. We promoted our STEAM programs and services. We got a lot of people that stopped by our booth and take information. The following weeks, we saw a boost in popularity of our telescopes and our STEAM story time the following week was the best attended one yet. Barb Askew and Ellen Plumpe attended the Nurse Family Partnership Community Baby Shower on behalf of the library in April. They took information about the "Read to Me" program as well as promoted library services to families with young children. The Youth Services Librarian's partnership with Walhalla High School to bring author Matt de La Pena to their school and to the Seneca Library took place in April. It was a wonderful event. Thank you to Bill Castor for attending the program. We got overwhelming positive feedback from those that attended. A local artist gifted the author with a painted portrait and he was stunned with the generosity and promoted the gift and the library visit on his social media pages. The Seneca branch staff did a phenomenal job setting up for the program and making Matt de la Pena feel welcome. We had an attendance of 26 at the program, which was lower than we had expected, but it made for an intimate experience with the author and everyone who attended was pleased with the one-on-one conversations they got to have with him.

Volunteers: I served on the Volunteer Appreciation Committee this year and spent a good deal of time working on the volunteer event during the months of March and April. The event was a wonderful success, and it was a pleasure to help celebrate the women and men who volunteer their free time to help support our library system. Janice Lovinggood did an excellent job coordinating the event, as usual.

Story Times – Story time attendance has gone up significantly at Walhalla. We have almost doubled in attendance. Unfortunately, attendance has dropped at Westminster (where historically it has never done all that well). After summer is over we will look at other times/dates for Westminster if attendance doesn't increase. Chick-fil-a has their weekly "mommy and me" story time on Tuesdays at the same time the library has our story time at Westminster. Seneca attendance has always been great.

Special Projects:

Summer Reading – the planning for summer reading is underway. The Youth Services department has created promotional videos that were sent out to all the schools to promote summer reading. A staff training video has also been made available to OCPL staff to help them with summer reading questions.