

## OCPL BUDGET FY13 - January 16, 2013

Account Number	Line Item	Budgeted	Spent	Percent	Balance
10-206-30018	Travel	200	\$141	71%	59
10-206-30022-81	Bldg Maint - Walhalla	6,965	4,585	66%	2,380
10-206-30022-82	Bldg Maint - Seneca	3,600	3,588	100%	12
10-206-30022-83	Bldg Maint - Westminster	2,500	1,271	51%	1,229
10-206-30022-84	Bldg. Maint - Salem	2,020	1,039	51%	981
10-206-30024	Equip. Maintenance	6,800	5,461	80%	1,339
10-206-30037	Equipment Leased	8,000	4,436	55%	3,564
10-206-30041	Telecommunications	480	190	40%	290
10-206-30043-81	Electricity - Walhalla	26,100	13,698	52%	12,402
10-206-30043.82	Electricity - Seneca	20,000	7,067	35%	12,933
10-206-30043-83	Electricity - Westminster	14,000	6,208	44%	7,792
10-206-30043-84	Electricity - Salem	5,000	5,000	100%	0
10-206-30044-81	Water - Walhalla	1,400	532	38%	868
10-206-30044-82	Water - Seneca	900	453	50%	447
10-206-30044-83	Water - Westminster	600	380	63%	221
10-206-30056	Data Processing	27,500	27,494	100%	6
10-206-30068	Advertising	700	390	56%	310
10-206-30080	Dues	750	635	85%	115
10-206-30084	School, Training, Sem.	3,300	2,420	73%	880
10-206-30090	Honorarium	900	900	100%	0
10-206-40031	Sm Capital Equip (Loc)	2,800	1,680	60%	1,120
10-206-40032	Operational	11,200	10,000	89%	1,200
10-206-40032A	Youth Services	2,000	1,489	74%	511
10-206-40033	Postage	1,000	252	25%	749
10-206-40034	Food	500	234	47%	266
10-206-40101	Books (Local)	120,115	62,975	52%	57,140
10-206-40102	Periodicals (Local)	16,000	12,009	75%	3,991
10-206-40103	AV (Local)	10,100	4,357	43%	5,743
10-206-80206	Automobile Maint - Library	1,000	869	87%	131
10-206-81206	Gasoline - Library	2,540	1,712	67%	828
10-206-82206	Diesel - Library	2,495	768	31%	1,727
<b>TOTAL</b>		<b>301,465</b>	<b>182,233</b>	<b>60%</b>	<b>119,232</b>
12-206-50850-00000	Seneca Library Expense	21,514	0	0%	21,514
13-80-85-50206	Lib Const(Seneca)	1,021		0%	1,021
13-206-00805-90800	Dale Ayres (Westminster)	101		0%	101
13-206-60010	*Gifts, Donation (Loc)	31,813		0%	31,813
13-206-60206	Lottery	10,147	1466.49	14%	8,680
240-206-30056-255	Data Processing (State)	23,573	8,063	34%	15,510
240-206-30084-255	Schools, Train.. (State)	3,000	1,343	45%	1,657
240-206-40031-255	Sm Capital (State)	2,000		0%	2,000
240-206-40032-255	Operational (State)	4,000		0%	4,000
240-206-40111-255	Books (State)	3,885	3,885	100%	0
240-206-40112-255	Periodicals (State)	18,315	7,038	38%	11,277
240-206-40113-255	AV (State)	10,000	4,878	49%	5,122
240-206-80206-00000	Vehicle Maint (BKM Gen)	9,500	9,246	97%	254
<b>TOTAL</b>		<b>74,273</b>	<b>34,454</b>	<b>46%</b>	<b>39,819</b>

# OCPL Director's Report

January, 2013

**1-Programs and Services:** Numerous programs were presented at OCPL libraries during November and December. For additional information about programs and services, we invite you to visit the OCPL website: [www.oconee.library.sc.us](http://www.oconee.library.sc.us) as well as OCPL's Facebook page:

<http://www.facebook.com/OconeeCountyPublicLibrary> .

**2-Usage Statistics and narratives:** November - December, 2012 statistics and Bimonthly Reports are attached.

**3-Finance and Budget:** OCPL Budget July 1, 2012 – January 16, 2013 is attached.

**4-Policies and Procedures:** Staff will make a presentation on Twitter at the January meeting.

**5-Personnel and Training:** Management Team meetings with key staff were held on Wednesday, December 12, 2012 and Wednesday, January 9, 2013. Laura Isenstein of Providence Associates attended the January 9 meeting to discuss the LSTA-funded study. I did not attend the January 9 meeting due a death in my family.

**6-Buildings & Grounds:** New OCPL sign installed on Seneca Library in early January.

**7-Technology:** We are still receiving our Internet connection through the Library's Metro E line. Activation of the County's fiber connection is now expected in late February.

**8. Vehicles:** Headliner on the library's 1999 Dodge Caravan was replaced .

**9. State Library:** Attended the APLA(Public Library Directors) meeting on Friday, January 18, 2013 at the State Library. The legislative agenda for the 2013 session was discussed. Oconee County has been assigned **Wednesday, April 17, 2013** as our day to visit our legislators in Columbia.

**10. Community Involvement:** Attended **Oconee Alliance** meeting on Thursday, December 13, 2012. Sang Civil war- era songs at the annual meeting of **Patriots Hall** on Thursday, November 15, 2012. Met with other interested individuals to hear a presentation from **Connect South Carolina** on Monday, November 19, 2012 at the Economic Development Office. Attended the Open House at the new location of the **Veterans Affairs** office on Friday, December 14, 2012. Attended the funeral service for **Leon Smith**, husband of **Janice Lovinggood's** sister-in-law at the **Sandifer Funeral Home** in Westminster on Saturday, January 19, 2013.

**11. Seneca Library :** Sally Long and I met with Oconee Council members **Archie Barron** and **Paul Corbeil** on Monday, December 10, 2012 at the Walhalla Library and then drove to the Seneca Library.

**12. Other:** Follow-up report on digitization of books on local history: 1. Permission to digitize **Louise Bell's** book on Seneca: **James Bell**, Mrs. Bell's son, responded that they are not interested in granting digitization rights at this time. 2. Permission to digitize and upload **The History of Bethel Presbyterian Church 1805 – 2005**: Author of the book has been contacted.

# Branch Services

Nov / Dec 2012

K'Lani Green, Branch Services Librarian

## **Narrative**

### **Public Relations:**

I attended the stakeholder meeting for Oconee 9/11 meeting on November 1 at the Blue Ridge Electric Cooperative office. Various community agencies and organizations were in attendance and we met to discuss ideas for the design of the memorial. Brett McLaughlin of the 9/11 memorial committee emailed a wrap-up of the results from the brainstorming session and a second meeting may be planned for a later time.

On November 27 I attended a SC Works staff meeting in Seneca at the invitation of Matt Fields. Matt is a career coach there and he was referred to me by Leah Price when he stopped by the library booth at Oktoberfest. He expressed an interest in learning more about the library's efforts in supporting career development and job searching efforts of the community. At the staff meeting I gave a quick overview of what OCPL offers and handed out copies of the library service brochure and a job hunting resources brochure that was created by a staff member at Walhalla. This has led to more contact with SC Works in hopes of building a stronger partnership.

The bookmobile was in the Christmas parades for Walhalla, Salem, Seneca, and West Union (we did not do the Westminster parade because it conflicted with the route schedule for that day.) I drove in the Walhalla parade and rode in Salem's and West Union's.

### **Staff Development:**

On November 14 I attended a workshop on finding funders at the State Library. The State Library hosted a webinar on November 9 about the identity theft prevention service being offered by the Dept. of Revenue as a result of the security breach. The Dept. of Revenue and the Dept. of Consumer Affairs partnered together with the State Library for the webinar, which detailed the steps consumers needed to do in signing up for the service and discussed general identity prevention tips. I watched an American Management Association webinar conducted by author Daniel Goleman on how emotional intelligence propels effective leadership.

### **Community Outreach:**

Brenda Lee and I took the bookmobile to the school district office on December 17.

### **Programs:**

I held two programs during November for National Novel Writing Month.

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

The LSTA staff development project is steadily progressing. We refined our selection of targeted skills such as technology competencies to be addressed by the training and the principal consultant Laura Isenstein drafted a skills assessment for staff to do; the final version was completed at the end of December after several revisions. Laura is attending the next management meeting on January 9 to discuss the assessment and further steps of the project and the assessment will be passed out to staff after then.

This year's holiday charity campaign was a food for fines drive. It lasted for the whole month of December and donations were given to Golden Corner Food Pantry. Golden Corner Food Pantry will report to us the total weight of items donated after the final collection. Branch managers and staff were instrumental in promoting the drive to the public and it was very successful as a result. We received many positive comments from patrons.

# **Outreach Services**

**Nov/Dec 2012**

**Brenda Lee,  
Bookmobile Manager**

**Collections:** Manager continues to order materials based upon patron requests and needs; Uses volunteers to help with office work and other bookmobile duties.

**Displays:** K'Lani Green and I decorated the bookmobile for participation in the Christmas parades.

**Public Relations:** K'Lani Green, Branch Services Manager, and I held a card drive in the parking lot of the School District of Oconee County.

Jean Snellings, volunteer, and I held a presentation of library materials and touring of the bookmobile to 45 students and teachers of fourth graders at Tamassee Salem Elementary School.

K'Lani Green drove the bookmobile in the Walhalla Christmas parade; Dan Polk drove in the Salem Christmas parade; I (Brenda Lee) drove in the Seneca and West Union Christmas parades.

**Volunteers & Community Outreach:** Sarah Holmes got a part-time job with the Anderson County Library, allowing her to still volunteer with me; K'Lani went out on one route and we determined we would change locations from the Long Creek Fire Department to the Long Creek Post Office in January.

**Manager's Projects:** Getting Outreach items ready for Molly Wempe to deliver to four patrons. Met with K'Lani and revamped January through April 2013 schedules, dropping those that were inefficient. Unable to fill at this time but pending locations are in the works. Completed Real Time Inventory of Bookmobile items.

# SALEM BRANCH LIBRARY

November/December 2012

Meredith Wickham, Manager

**General News:** Salem Branch has now experienced six consecutive months of dramatic year-over-year growth in both visits and circulation. Averaging the statistics for the first half of FY 2012-13, there has been a 34.6% increase in visits and a 29.5% increase in circulation overall. Hold requests in the past two months have seen a 46% increase over last year, and we routinely struggle to find enough shelf space to accommodate all of the items when they arrive in the courier. DVD circulation was up 68% as compared to November and December of 2011, in large part thanks to the addition of a new, user-friendly, and attractive DVD rack which was donated to us by the Friends of the Library, and an improved and expanded selection of titles due to a fortuitous change in the audiovisual budget this year.

**Issues:** Our adjustment to the new operating system has been fairly swift and uneventful, although we continue to feel that LS2 is too slow and ponderous in general. This defect will likely be corrected when our broadband connection is eventually established.

**Outreach:** Dan Polk and K'Lani Green, Branch Services Librarian, rode in the Bookmobile as part of the Salem Holiday Parade, and we continue to hear positive reactions to their memorable ride. Dan and I both attended the annual Meet & Greet hosted by the Town of Salem, where citizens are invited to meet their Town Council representatives.

**Volunteers:** Our beloved volunteer Frances Tucker, who already does so much for us, got a chance to show off her creative side in December, and the results were two wonderful seasonal bulletin boards and a pair of three-dimensional, tissue-paper snowmen who graced our Winter Wonderland Party, to the delight of all present. She decorated the main bulletin board behind the circulation desk to look like a fireplace mantel with actual stockings hanging from it, and this gorgeous board became part of our branch's holiday card.

**Manager's Projects:** The Salem Library's Knit & Crochet Circle holiday project was completed on schedule. Stacie Powell, our Youth Services Librarian, presented the Circle's donation of two beautiful, handmade baby blankets to Oconee County First Steps. In an unrelated project, I've been working on establishing more effective, targeted marketing for the branch's events by (1) emailing local patrons and Town Hall staff who have established electronic mailing lists, (2) sending out notices to local churches for printing in their Sunday bulletins, (3) making regular submissions to the *Scuttlebutt* (Keowee Key's newsletter) via Ellen Plumpe, Friends of the Library Treasurer, and (4) directly contacting the local elementary school when we have programs appropriate to their students. It's all about getting the word out to the right audience.

**Programs:** During this period, we enjoyed a variety of programming, including a Vote for Books Party, Learn to Knit class, Winter Wonderland Party, Classics of American Cinema, Family Movie Nights, Knit & Crochet Circle, Better Than Therapy Book Club meetings, and Mother Goose on the Loose.

**Displays:** For Native American Heritage Month (November), we showcased a collection of Cherokee artifacts on loan from the Oconee County Heritage Center in our display case. Many patrons contributed to our "Give Thanks" board in November, sharing the things for which they feel gratitude. In December, we put up a winter-themed display entitled "Snow Better Time to Read" and a holiday-themed board. The Youth Services Department sent us new posters to replace our outdated ones. We also received the new high-density spinners for magazines and DVDs that the Friends of the Library so generously purchased for us. In combination with the bulletin board behind the circulation desk (another fantastic Friends' gift), new signage, and a variety of fluctuating marketing displays, the library looks noticeably brighter and more modern. Patrons often let us know they notice and appreciate the changes.

# Seneca Library

## November/December 2012

Blair Hinson, Manager

### Narrative

**Collection:** We are slightly behind goal on our spending for the year, but will catch up quickly in the New Year. We are really focusing on cleaning out/weeding old and worn materials, and replacing them with donations, mostly. We continue to get some really nice stuff in hardback in our donations. We will have completed a book inventory by the next bi-monthly report.

**Displays:** Displays for this cycle included a winter-themed display in the children's area by Lynn Owens, a fantasy-themed display to support our Hobbit movie release party, a giving thanks display, a winter wonderland display, and a staff favorites display.

**Staff Development:** Blair Hinson continues to collaborate with Branch Services Librarian K'Lani Green on our LSTA grant-funded "Improved Staff Training" program. The manager would like to see a possible day each quarter where we could close early or open late to the public for staff improvement and training.

**Community Outreach:** Staff again participated in the Seneca Christmas parade. The Bookmobile is always a hit in the parade. We are continuing to explore new ways to reach out to job seekers and computer users. A mobile computer lab of some kind that we could use for public training would be a high priority item.

**Programs:** Kids programs included a Hobbit movie release party, Decorate your Holiday craft, and an Owl Craft party for Halloween. Adult programs included Let's Talk About It (Making Sense of the Civil War), with our own Board Chair Danny Day and Director Philip Cheney making a musical appearance at the penultimate session in November.

**Issues:** We are connected, but not yet on, the new fiber optic broadband network. This has created some real slowness in our new LS2 Staff and other computer operations. LS2 PAC will usually not display on all machines. Our broken window was finally repaired. We also got a new sign to replace the banner that was in place over the "The Seneca Library" sign on the front façade for so long. (See attached pictures below.)



Notes:

# Technical Services

Nov/Dec 2012

Debbie Kaniaris, Librarian

## Narrative:

Collections: Most of the audiocassettes have been weeded from Walhalla. Videocassettes that were not "Disney" have also been removed from the shelves.

TLC: The LS2PACs went live for the public on November 8<sup>th</sup>. We now have an adult Pac and a kids' PAC. Three TLC staff members visited OCPL on November 14<sup>th</sup>. They visited all branches and tried to fix as many problems as they could while they were onsite.

Manager's Projects: My ongoing project that should soon end is getting LS2Staff running smoothly. Once that is accomplished, Annie Kirkland will transition us to the TLC Support staff for any future problems. We are still having biweekly conference calls to continue to address issues on the "action item list."

I am working with Heather at TLC to get MARC records for our e-resources. They will only be able to provide them for OverDrive at this time. They will be able to go back to the beginning when we first signed up with OverDrive and retrieve all titles. Once this is established and Heidi purchases new materials from OverDrive the records should be in our catalog within 48 hours. Patrons will be able to recognize them by "ebook" and "downloadable audiobook". There will be a link in our catalog that sends them to the record in OverDrive.

Issues: We are still waiting for the fiber installation to be completed. Our PACs are not functioning correctly due to this. It takes 3-4 times to bring them up in the morning so we get something besides a blank white screen. LS2 Mobile is still not working. A new release will be issued in January to fix the problems. Several modification requests have been supplied to TLC and the product owner dealing with circulation "problems".

# Walhalla Library

Nov./Dec. 2012

Heidi Holmes, Manager

## Narrative

**Print Collections:** The Walhalla library branch manager continues to order materials based on professional reviews, patron requests, and "best sellers" lists.

**Overdrive Collection:** New Overdrive Patrons increased by 63% from the previous period (September/October 2012) with 105 new registrations. Overdrive circulation remained steady with 1,559 check-outs for November and December. A total of 68 new titles were purchased and added to the OCPL Overdrive collection during this period.

**DVD Collection:** Although Shelving from the manager's office was relocated to accommodate Walhalla's growing DVD collection in October, more shelving will be needed in the near future. We have considered weeding titles that circulate less but have found that all titles are circulating quite well. A display of holiday DVDs was created for December.

**Donations:** The Walhalla Branch still receives a steady amount of donated materials from the public. The ones that are not selected to be added to the collection are sent to the Friends for their book sales.

**Displays:** In November, our book display focused on cookbooks and of course a holiday display for December. Also, a book display was created in November in honor of National Adoption Month.

**Public Relations:** Several press releases sent out by Blair Hinson regarding upcoming programs at the Walhalla Branch were picked-up by local media.

**Staff Development:** Lois Martin, who was previously a volunteer at the Walhalla Library, was selected as our newest Part-time Circulation Assistant. She started on November 26 and has been a great addition to the circulation team.

**Volunteers:** Both Aubrey Sawyer and Christy Doherty are long-time volunteers who continue to volunteer on a weekly basis. Janice Lovinggood and Heidi Holmes have begun to consider the details for April's annual volunteer appreciation event and are currently creating a committee for this upcoming event.

**Community Outreach:** Assistant Branch Manager, Christie Johnson and her family along with K'Lani Green represented the Walhalla Library in the Walhalla holiday parade. The Geek committee will be meeting soon to discuss outreach events for 2013.

**Collaboration:** In November we collaborated with the SHARE heating assistance program by advertising that they would be at the Walhalla Library and providing meeting space and other resources. Other groups that utilized the meeting room for their events included The Lego Club, The Friends of the Library, The Tri-County Home Educators, Laurel Hill Homeowners, Carolina Family Services and the Cub Scouts.

**Programs:** We continue to provide *Tech Tuesday*, offering assistance to people needing help with their Ereaders. In November we offered a program on Cherokee artifacts by presenter Dave Lindsay with 7 in attendance, a Master Gardeners program on fall preparation for spring gardens with 10 in attendance, and two movie nights with a total of 15 in attendance. We also had a Lynette Eason Book Talk in November with a follow-up, author talk and meet-and-greet by Lynette Eason in December with a total of 13 in attendance. A December movie night had 7 in attendance.

**Manager's Projects:** Heidi continues to head up the Geek Your Library campaign, planning several outreach/community events. She is also responsible for ordering all of the Ebooks.

**Facilities:** Basic upkeep and maintenance has taken place at the Walhalla branch library.

**Issues:** There are no serious issues to report at this time.



## November

**Staff Development:** Beverly Edwards transferred from the Walhalla Library to fill in the part time position. Beverly has previously worked here before and has fit right back in.

**Displays, Programs, and Community Outreach:** Displays included Twilight, Thanksgiving, Veteran's Day, Audio Books, and a Happy Fall Y'all Tree display where 30 kids colored leaves to decorate our fall tree. During November we had an Elect to Read Party, Homeschool behind the scenes tour of the library, SHARE heating signup, Twilight Trivia Contest, and showed Brave for our Family Movie Night with 30 attending.

**Issues/Facilities:** While there are many positives to our LS2 upgrade there have been many, many, many, challenges. The PAC computers take several attempts to load the new version of PAC. We spent three weeks with a dysfunctional computer that IT kept a "watch" on. Turns out I solved the problem by switching scanners.

## December

**Staff Development:** Staff continues to learn and get used to LS2. It is a hard system to work with.

**Programs, Displays, and community Outreach:** Displays for December were mostly holiday related and were popular with those patrons who wanted something to get them into the holiday spirit. We have had a great response to our food for fines campaign. The Westminster Branch collected over 300 items. A full report will be available in January. We also had our first session of Craft it With Leah. We had 11 people come and create a scarf. The next program will be quilled valentines. We also showed two movies this month with good turnout considering both days were rainy and dreary. We concluded the year with our first ever Noon Year's Eve Party. We had a great turn out and had lots of fun counting down and celebrating the New Year.

**Issues/Facilities:** I was able to completely finish inventory of Westminster's collection. Being able to physically look at each book was helpful because I was able to discard some very outdated or damaged materials. With the space created I hope to create a more welcoming and spacious area for our large print books. We will start that process after the New Year.

# **Youth Services**

## **Nov/Dec 2012**

**Stacie Powell, Youth Services Librarian**

**Collection:** The Youth Services department is continuously adding to our E, J, and Y collections on a regular basis. A book order is placed once a week and digital / audio book / DVD orders are placed once a month.

**Displays:** We had winter and holiday books on display in the children's area for December. I received a new graphic novel rack and two new rocker chairs and have set them up near the Young Adult collection with the hopes that teens will use them for reading and relaxing.

**Staff Development:** I took a webinar in November called "Tech Tools With Tine: 1 Hour of Photo Fun." It showed inventive ways to use new photo apps and technology in the library.

**Community Outreach:** The Salem Library Knit Club donated several beautiful baby blankets that they knitted for me to deliver to the First Steps Board. Each year at Christmas the First Steps board (of which I am a member) collects blankets to donate to underprivileged families who have infants and young children under their care. I have been invited to participate in the 2013 class of Oconee Medical Center Fellows. This is a six month course that involves monthly sessions to be held at the OMC. It will give me an opportunity to network with other community leaders in our area as well as learn about our community's healthcare needs.

**Programs:** In November, the Youth Services department partnered with the Salem and Westminster branches to host election parties for our "Vote for Books" campaign. The winner of our election was the popular Juvenile book *Diary of a Wimpy Kid*. At the election party we made campaign buttons, read a book about the "First Dog" of the White House, and enjoyed tasty treats. I also had an Advent Calendar craft at the Walhalla Library that was geared towards teens - we had a great turn-out. In December, the Youth Services department held a Hobbit party at the Seneca Library. This was geared towards teens and tweens and we had a great turn-out at it as well. Seneca employee Jonathan Hunter dressed as Gandalf and did a fabulous job taking the participants along a "great journey" through the library. We also had two children's programs (one at the Walhalla Library and one at the Salem Library) called "Winter Wonderland." These parties featured crafts of making snow globes and pine cone Christmas trees as well as tasty treats and reading seasonal stories. The attendance was excellent at both venues. The DAR school sent a class to the Winter Wonderland program at Salem and the kids had a wonderful time. Keep in mind that pictures from all our programs can be found on OCPL's Facebook page.

**Professional Development:** I had the pleasure of attending the YALSA (Young Adult Library Services Association) Literature Symposium in St. Louis from Nov. 2-4th. I received a grant from the State Library which allowed me to attend this unique conference. I must say that this was one of the most worth-while conferences I have ever attended. The sessions were extremely beneficial for me as a Youth Services Librarian. I gained a lot of knowledge about young adult literature... from the latest trends in teen fiction to the renaissance of old favorites. Teen literature is a huge boon for authors, book publishers, and movie corporations and that all speaks well for public libraries. WE need to have our fingers on the pulse of what teens are reading and are "in to" so we can better serve our community and reach out to our youth. I also attended the South Carolina State Library's Performer's Showcase at the Charleston County

Public Library in November. The State Library provides this showcase each year to librarians so we can better plan our Summer Reading program. We are given the opportunity at this showcase to sample performers from around the Southeast. It's a great way to see what you are getting before you book a performer.

**Issues:** I would like to see about getting a printer for the Youth Services department upstairs. It would make it easier on us when Summer Reading nears because we have to print A LOT of proofs for our Summer Reading program and being able to do it without going up and down stairs would be extremely beneficial.

	Nov 2011	Nov 2012	Change	Dec 2011	Dec 2012	Change
Visits to Library	21,049	22,668	7.7%	19,419	22,712	17.0%
Material Circulation - Adult	17,883	17,923	0.3%	17,329	17,011	-1.8%
Material Circulation - Youth	2,239	2,018	-9.9%	2,199	1,894	-13.9%
Material Circulation - Juvenile	8,737	9,343	6.9%	7,203	7,247	0.6%
Total Material Circulation	28,839	29,284	1.5%	26,731	26,152	-2.2%
Internet Users	4,462	3,952	-11.4%	4,283	3,583	-14.6%
Internet Hours of Use	3,251	2,731	-16.0%	2,952	2,537	-14.0%
New Cards Issued	296	213	-19.9%	290	249	-14.1%
Programs - Adult	5	15	220.0%	7	7	0.0%
Programs Attendance - Adult	53	138	160.4%	239	85	-64.4%
Programs - Youth 12-18	2	1	-50.0%	0	2	
Programs Att - Youth 12-18	26	12	-52.0%	0	19	
Programs - Juvenile 6-11	8	2	-76.0%	4	6	50.0%
Programs Att - Juv 6-11	238	22	-90.8%	85	169	97.6%
Programs - Children 0-5						
Programs - Att - Children 0-5						
Outreach Activities	7	1	-85.7%	29	3	-89.0%
Outreach Act. Attendance	111	2	-98.2%	337	47	-86.1%
Public Training Sessions	3	1	-66.7%	6	0	-100.0%
Public Training Participants	99	4	-96.0%	34	0	-100.0%
Public Training Hours	3	2	-33.3%	8	0	-100.0%
Staff Training Sessions	33	6	-81.8%	40	2	-95.0%
Staff Training Participants	28	5	-82.1%	33	3	-90.9%
Staff Training Hours	95	55	-42.3%	83	2	-97.6%
Number of Volunteers Added	31	12	-61.3%	25	10	-61.5%
Number of Vol Hours	271	332	22.6%	402	217	-46.0%
Meeting Room Use	31	45	45.2%	25	36	44.0%
Meeting Room Attendance	346	506	46.2%	304	406	33.6%
Number of Web Site Hits	13,611	25,430	84.1%	14,583	13,199	-9.5%
Number of online PAC Hits	3,037		100.0%	2,848		-100.0%
Wi-Fi Users	2,508	2,397	-4.4%	2,432	2,307	-5.1%

Wi-Fi Hours of Use						
E Book Downloads	569	724	27.2%	766	817	6.7%
Mango Adult Users	52	61	17.3%	75	90	20.0%
Mango Children Users	5	1	-80.0%	2	4	100.0%
One Click Digital Downloads		802			889	
Interlibrary Loans	38	47	23.7%	29	34	17.2%
New Material Added	1,310	1,242	-5.2%	1,055	1,226	15.1%

# OCPL ACCOMPLISHMENTS in 2012

## GOAL 1 Expand access to information

*One Click Audio* was made available to library patrons in spring, 2012. *One Click Audio* provides digital audiobooks that can be downloaded to a variety of electronic devices. <http://oconeecosc.oneclickdigital.com/Home/Featured.aspx>

Missing years of the Seneca Journal on microfilm were added to the collection in the South Carolina Room, **Walhalla Library**, and will continue to be added as they are received from the **South Caroliniana Library** at the **University of South Carolina**, which is microfilming bound volumes OCPL received from the Journal.

Digitization of 6 OCPL-copyright titles by the **South Carolina State Library** and upload of 6 to the **Overdrive** server in summer, 2012 made these Oconee County materials available to the public as e-books.

*The OCPL Friends of the Library* website was incorporated into the OCPL website in spring, 2012.

<http://www1.youseemore.com/oconee/contentpages.asp?loc=46>

*The TLC Hosted Solution* project, which was finished at the end of October, included two new online catalogs; the Children's catalog is especially useful for young readers. <http://www1.youseemore.com/oconee/default.asp>

## GOAL 2      Increase customer satisfaction

*A new 2012 Dodge Caravan was put into service on Monday, August 20, 2012. Since we kept the 1999 Dodge Caravan, the library now has a van to be used by library staff to serve patrons through branch programs and outreach activities.*

*An inventory of collections at **Seneca Library** and **Walhalla Library** to improve the accuracy of the catalog began in spring, 2012 using laptops with barcode scanners in real time connected via wifi to the catalog. The **bookmobile**, **Salem Library**, and **Westminster Library** completed their inventories in October, 2012.*

*Music compact discs were rearranged under genres to make them easier to find in the spring of 2012.*

*Reconfiguration of the **Walhalla Library** incorporated the lobby area and the small side porch as spaces for the public to read and use their electronic devices. Reallocation of space in the **Walhalla Library** also allowed expanded shelf area for **Walhalla's** DVD collection.*

*The **Library Board** adopted a revised edition of the **OCPL Policy Manual** at its meeting on November 26, 2012. A staff committee chaired by **Blair Hinson** had been working on this project for more than a year.*

## GOAL 3      Improve facilities

*OCPL's HVAC units were enclosed with fencing and/or gates for security and aesthetics in June, 2012 at **Seneca Library**, **Walhalla Library** and **Westminster Library**.*

***Salem** library's electrical wiring was updated for safety and to provide outlets for users of laptops and other electronic devices in spring, 2012.*

*Friends' book sale items were relocated from the floor of the garage to the Storage Room in the garage of the **Walhalla Library** to provide parking space for the second mini-van. The Storage Room is now a work room for the Friends.*

*The library's 1997 **bookmobile** had a new Generator Set (small Diesel engine and generator) installed in October, 2012 and a new mifi was purchased to improve connection between the bookmobile's laptop computer and the integrated library system via Verizon cell towers.*

*Lights were installed on Veteran's Day, November 12, 2012, in the **Walhalla Library** to improve the lighting near the Circulation Desk*

## **GOAL 4      Maintain sustainability**

### *1. Professional activities:*

***Stacie Powell** attended the **Public Library Association** conference in Philadelphia in March, 2012.*

***Heidi Holmes** and **Meredith Wickham** attended the **Association of Rural and Small Libraries'** conference in Raleigh, NC at the end of September, 2012.*

***Blair Hinson** represented OCPL at the annual **TLC (The Library Corporation) University** conference in early October, 2012. The conference was held in St. Petersburg, Florida.*

*The **South Carolina Library Association Conference** was attended by 4 OCPL staff members in October, 2012: **Debbie Kaniaris, Stacie Powell, K'Lani Green** and the **director**.*

***Stacie Powell**, Youth Services Librarian, attended a Young Adult conference in St. Louis, Missouri November 2 - 4.*



*The OCPL Director attended the meetings of the **South Carolina Association of Public Library Administrators** in 2012. This group, comprised of directors of public libraries, meets every other month.*

## *2. Staff Training;*

***Management Team** meetings have been held the second Wednesday of each month beginning January 11, 2012; 12 meetings were held January through December, 2012.*

*Four staff members completed a Supervisory Management Training class offered by **Oconee County** in spring, 2012: **Heidi Holmes, Christie Johnson, Leah Price and Emily Whitmire.***

*The Spring In-service day on April 13, 2012 provided opportunities for selected staff members to gain experience as presenters: **Leah Price, Brenda Lee, Tracy Pechthalt, Stacie Powell, Blair Hinson, Janice Lovinggood, and Debbie Kaniaris.***

*The Fall In-service training day on October 29, 2012 was devoted to training on the new **web-based integrated library system from The Library Corporation (TLC).***

## *3. Community Activities:*

*OCPL cooperated with the **Oconee County Government** in a joint **School District of Oconee County/Oconee County courier route** beginning Monday April 30, 2012. This involved the addition of four public school stops and one stop at a County Park to the library courier's existing route.*

*On Saturday, April 28, 2012, OCPL partnered with the **South Carolina State Library and Oconee County First Steps** to offer literacy training to upstate child-care providers and social services workers. PLA Trainer and Early Literacy specialist, **Susan Bard**, presented workshops called "EveryDay Literacy" using the*

*Every Child Ready to Read second edition program. Training was held at the **DSS Building in Walhalla.***

*The OCPL **Bookmobile** participated in 4 Christmas parades in December, 2012: Salem, Seneca, Walhalla, and West Union.*

*Library staff attended the monthly meetings of the **Oconee Alliance** and the School District's **Business-Education Partnership** during 2012.*

***Geek the Library** marketing materials were distributed at five community events by library staff: the **Oconee Outdoor Expo** in Seneca on Saturday, May 5, 2012; the **United Way's Day of Action** in Seneca on Thursday, June 21, 2012; Salem's **Fourth of July Celebration**; the **Apple Festival** in Westminster on September 7 and 8, 2012 ; and **Oktoberfest** in Walhalla on October 19 and 20, 2012.*

*Two library staff have participated in **Leadership Oconee County**: **Stacie Powell** completed her class in spring, 2012 and **Blair Hinson** began his class in August, 2012.*

*OCPL director and **Blair Hinson** attended **The State of Oconee Luncheon** presented by the three Oconee County chambers of commerce (**Oconee County Chamber of Commerce, Walhalla Chamber of Commerce, and Westminster Chamber of Commerce**) on March 16, 2012.*

*OCPL joined the three **chambers of commerce** in Oconee County in the fall of 2012 at the suggestion of **David Warren**, consultant with **Providence Associates**. Several chamber ribbon cuttings were attended in 2012*

#### *4. LSTA grants from the South Carolina State Library:*

*The **HOLA!(Hispanic Outreach for Library Awareness)** program for Spanish speakers was initiated in Fall, 2011 under the direction of **Tracy Pechthalt**, employed under an LSTA grant from the **South Carolina State Library**. More than 70 programs were offered both in the library and at external sites. The Saturday, April 28, 2012 **El Dia de los Ninos** program at **James M. Brown Elementary School** in **Walhalla** attracted 756 children and adults. The grant ended in August, 2012.*

*An LSTA grant application to the **South Carolina State Library** for the study of competencies needed by library staff was prepared by **Blair Hinson** and **K'Lani Green** and presented to the Library Board on May 21, 2012. The grant was approved by the State Library on June 26, 2012 and began on October 1, 2012.*

*An LSTA grant paid for most of the costs of **Stacie Powell's** attendance at the **Public Library Association** Conference in March, 2012.*

***Stacie Powell**, Youth Services Librarian, attended a Young Adult conference in St. Louis, Missouri November 2 - 4. Her expenses were reimbursed from a LSTA grant from the **South Carolina State Library**.*

#### *5. Seneca Study*

*A contract with **Providence Associates** to update the 2002 Seneca Library study was signed by **Oconee County** and the study begun by **David Warren** in spring, 2012. The draft of the study was presented to the Library Board on June 18, 2012 and the final version of the study was presented to the Oconee County Council on Tuesday, August 14, 2012.*

#### *6. Technology*

*The contract for **TLC Hosted Solution** was signed by **Oconee County** and the planning for its implementation was begun in spring, 2012. The transfer of data from the library's server in Walhalla to the **TLC (The Library Corporation)** server in West Virginia occurred on October 28, 2012 and the web-based system was implemented on Monday, October 29, 2012. **Debbie Kaniaris**, **Blair Hinson**, the OCPL director, and **Drew Browning** of the Oconee County IT department comprised the committee that worked with the TLC staff to implement this project.*