

## OCPL Director's Report July, 2013

**1. Programs and Services:** Numerous programs were presented at OCPL Libraries during May and June.

**2. Usage Statistics and narratives:** May – June, 2013 statistics and Bimonthly Reports are attached.

**3. Finance and Budget:** OCPL Budget for July 1, 2012 – June 30, 2013 is attached. Also included is the budget for the current fiscal year in two parts: the Council Approved Library FY 2014 Budget and the State Aid FY 2014 Budget.

**4. Personnel and Training:** One new staff member began work since the last Board Meeting: **Robena Barton**, Technical Services Librarian. Mrs. Barton's first day was Monday, June 3, 2013. She and **K'Lani Green** attended a workshop in Wilmington, North Carolina sponsored by The Library Corporation June 12, 13 and 14. **Stacie Powell** and **Heidi Holmes** attended the American Library Association Conference in Chicago at the end of June. **Dan Polk** has been promoted to Salem branch manager effective August 5, 2013 replacing **Meredith Wickham**, who is moving with her husband to Mississippi in early August. Management Team meetings were held on Tuesday, June 11, 2013 and Wednesday, July 10, 2013. July's meeting was a "mobile meeting," an idea picked up by **Stacie Powell** at the ALA Conference at the end of June. OCPL Management Team members **K'Lani Green, Robena Barton, Stacie Powell, Blair Hinson, Leah Price, Meredith Wickham, Brenda Lee** and the director walked from the Walhalla Library to the County Administration Building and back, taking a tour of offices in the building and meeting key County staff members, including **Mark Pulliam, Beth Hulse, Amanda Brock, Ladale Price, Kay Olbon, Sheila Wald, Lisa Simmering, and Kevin Robinson.**

**5. Buildings & Grounds:** The adhesive on the OCPL letters installed on the Seneca Library has not been up to the task. D-signs, the original

installer, will re-install the letters on a background to be fastened to the building.

**6. Technology:** Several staff computers, two replacement public computers (one for Walhalla and one for Salem) and a circulation desk computer for each branch were purchased with end of the year funds and are being gradually installed by the County IT department. There is money in the FY14 budget for purchasing additional computers. A resurfacing machine to repair damaged DVDs has been purchased. **Robena Barton** has used it successfully to repair several DVDs. A break in the fiber cable that serves the Salem Library resulted in loss of internet service to the Salem Library on Thursday afternoon and Friday, June 20 and 21, 2013.

**7. Friends of the Library:** Attended the Friends' Board meeting on Tuesday, May 21, 2013 to make a presentation about the **Leadership Oconee County** and urge the Board to fund half of the cost of **K'Lani Green's** attendance in the upcoming school year. Both **Stacie Powell** and **Blair Hinson** have completed this program, which involves attendance for a full work-day once a month. Class members learn about a variety of Oconee County institutions and services during the year-long experience.

**8. Oconee County:** Meeting rooms at Walhalla Library and Seneca Library were used for health insurance meetings scheduled by Human Resources with county employees at the end of May. Vehicle Maintenance facilitated the repair of OCPL's 2012 Dodge Caravan. The library is cooperating with the implementation of the County's use of the NEOGOV human resources' system. Applicants for County positions must use a computer to apply for jobs and the libraries will provide computers for those wishing to apply. Presentation of 5 library projects to the Capital Project Advisory Committee was made on Wednesday, May 22, 2013.

**9. State Library:** Awarded an LSTA grant to OCPL in the amount of \$250. Funds will be used for a vinyl letter sign on the bookmobile to encourage use of the bookmobile.

**10. Community Involvement:** Attended the Oconee Chamber's Business After Hours at Rendezvous in Seneca's Ramcat Alley on Tuesday, May 21, 2013. Attended ribbon cuttings sponsored by the Oconee County Chamber of Commerce at YOGO and L&Y Antiques on Friday, May 31, 2013. Attended Oconee Alliance meetings on Thursday, June 13, 2013 and July 11, 2013. Program on Civil War songs presented to the Seneca Golden Corner Rotary Club on Wednesday, May 29, 2013 and to the Westminster Rotary Club on Tuesday, June 18, 2013. Attended the Oconee Chamber's Business After Hours at the Seneca Women's Club on Tuesday, June 25, 2013. Participated in Living History Day at the Oconee Heritage Center on Tuesday, July 9, 2013.

**11. Other:** Traveled to Columbia for the award ceremony at which OCPL Volunteer **Ann Rogers** received one of the Governor's Volunteer Awards on Thursday, May 16, 2013. On Friday, May 17, 2013, I attended the Leadership Retreat and Annual Meeting of the South Carolina Association of Public Library Administrators at the Richland Library in downtown Columbia, SC.



## OCPL BUDGET FY13 - June 30, 2013

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
010-206-10110-00000	Full Time Salary	597,770	583,111	98%	14,659
010-206-10120-00000	Part-Time	119,954	116,184	97%	3,770
010-206-10121-00000	Courier	13,982	13,258	95%	726
<b>TOTAL SALARIES</b>		<b>731,706</b>	<b>712,550</b>	<b>97%</b>	<b>19,155</b>
010-206-30018	Travel	200	199	100%	1
010-206-30022-00081	Bldg Maint - Walhalla	5,605	5,170	92%	436
010-206-30022-00082	Bldg Maint - Seneca	4,400	3,862	88%	538
010-206-30022-00083	Bldg Maint - Westminster	1,900	1,437	76%	463
010-206-30022-00084	Bldg. Maint - Salem	1,220	1,039	85%	181
010-206-30024	Equip. Maintenance	7,800	7,291	93%	509
010-206-30037	Equipment Leased	8,000	7,605	95%	395
010-206-30041	Telecommunications	480	418	87%	62
010-206-30043-00081	Electricity - Walhalla	28,600	27,052	95%	1,548
010-206-30043-00082	Electricity - Seneca	14,800	14,366	97%	434
010-206-30043-00083	Ejectricity - Westminster	12,300	13,151	107%	-851
010-206-30043-00084	Electricity - Salem	5,000	5,000	100%	0
010-206-30044-00081	Water - Walhalla	1,200	1,115	93%	85
010-206-30044-00082	Water - Seneca	1,000	938	94%	62
010-206-30044-00083	Water - Westminster	800	828	104%	-28
010-206-30056	Data Processing	27,500	27,494	100%	6
010-206-30068	Advertising	1,300	1,300	100%	0
010-206-30080	Dues	850	849	100%	1
010-206-30084	School, Training, Sem:	3,789	3,789	100%	0
010-206-30090	Honorarium	900	900	100%	0
010-206-40031	Sm Capital Equip (Loc)	5,360	5,369	100%	-9
010-206-40032	Operational	11,200	11,194	100%	6
010-206-40032-A	Youth Services	2,000	1,979	99%	21
010-206-40033	Postage	700	700	100%	0
010-206-40034	Food	500	500	100%	0
010-206-40101	Books (Local)	120,115	119,758	100%	357
010-206-40102	Periodicals (Local)	16,000	15,999	100%	1
010-206-40103	AV (Local)	10,100	10,105	100%	-5
010-206-80208	Automobile Maint - Library	4,300	4,100	95%	200
010-206-81208	Gasoline - Library	3,090	3,123	101%	-33
010-206-82208	Diesel - Library	1,945	1,802	93%	143
<b>TOTAL LOCAL FUNDS</b>		<b>302,954</b>	<b>298,434</b>	<b>99%</b>	<b>4,520</b>
012-206-50850-00000	Seneca Library Expense	21,514	0	0%	21,514
013-80-85-50208	Lib Const(Seneca)	1,021		0%	1,021
013-206-00805-80800	Dale Ayres (Westminster)	101		0%	101
013-206-80010	*Gifts, Donation (Loc)	25,551		0%	25,551
013-206-80208	Lottery	10,147	10,137	100%	9
013-206-30025-81058	LSTA Grant -Staff Training	15,000	15,000	100%	0
<b>TOTAL MISC. FUNDS</b>		<b>73,333</b>	<b>25,137</b>	<b>34%</b>	<b>73,333</b>
240-206-30053-255	Data Processing (State)	9,673	9,646	100%	27
240-206-30084-255	Schools, Train. (State)	2,360	2,359	100%	1
240-206-40031-255	Sm Capital (State)	422	421	100%	1
240-206-40032-255	Operational (State)	4,179	4,181	100%	-2
240-206-40345-00255	IT Equipment	13,188	13,188	100%	0
240-206-40111-255	Books (State)	3,888	3,883	100%	5
240-206-40112-255	Periodicals (State)	21,315	21,315	100%	0
240-206-40113-255	AV (State)	10,000	9,997	100%	3
240-206-80208-00000	Vehicle Maint (BKM Gen)	9,250	9,246	100%	4
<b>TOTAL STATE AID</b>		<b>74,273</b>	<b>74,237</b>	<b>100%</b>	<b>36</b>



**Oconee County, South Carolina**  
**Library (206)**  
**2013-2014 Budget**

Description	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Budget	FY 2014 Request	FY 2014 Admin Recom	FY 2014 Council Approved
<b>Salary and Wages</b>	708,147	692,036	714,788	727,382	739,244	739,244	739,244
Overtime	-	170	82	-	-	-	-
Fringe	114,500	123,508	126,734	138,510	136,691	136,691	136,691
Health Insurance	175,402	168,315	172,750	182,057	182,057	182,057	182,057
<b>Salary and Wage Totals</b>	<b>998,049</b>	<b>982,028</b>	<b>1,014,354</b>	<b>1,046,149</b>	<b>1,059,992</b>	<b>1,059,992</b>	<b>1,059,992</b>
<b>New Positions</b>							
Part-time Hispanic Outreach Specialist	-	-	-	-	22,034	-	-
Part-time Technical Services Assistant I	-	-	-	-	14,744	-	-
Part-time Circulation Assistant I - Floater	-	-	-	-	14,744	-	-
<b>New Position Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>51,522</b>	<b>-</b>	<b>-</b>
<b>Travel</b>	<b>61</b>	<b>335</b>	<b>67</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>Building/Grounds Maintenance</b>	<b>7,201</b>	<b>4,841</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Building/Grounds Maintenance - Walhalla	-	7,932	6,861	6,985	6,965	6,965	6,965
Building/Grounds Maintenance - Seneca	-	3,665	2,728	3,600	10,230	3,600	3,600
Building/Grounds Maintenance - Westminster	-	2,469	2,079	2,500	7,739	2,500	2,500
Building/Grounds Maintenance - Salem	-	-	2,015	2,020	2,020	2,020	2,020
Equipment Maintenance	3,647	6,307	7,821	6,800	7,900	6,800	6,800
Equipment Rental	7,888	9,608	6,591	8,000	8,000	8,000	8,000
Telecommunications	1,208	1,212	453	480	480	480	480
Electricity	719	-	-	-	-	-	-
Electricity - Walhalla	-	28,179	25,232	26,100	26,000	26,000	26,000
Electricity - Seneca	-	21,471	17,504	20,000	20,000	18,500	18,500
Electricity - Westminster	-	3,825	13,279	14,000	14,000	14,000	14,000
Electricity - Salem	-	5,096	5,000	5,000	5,000	5,000	5,000
Water/Sewer/Garbage	-	152	-	-	-	-	-
Water/Sewer/Garbage - Walhalla	-	1,266	1,336	1,400	1,400	1,400	1,400
Water/Sewer/Garbage - Seneca	-	689	775	900	900	900	900
Water/Sewer/Garbage - Westminster	-	567	464	600	600	600	600
Data Processing	24,992	27,500	29,485	27,500	32,000	27,500	27,500
Advertising	983	959	449	700	700	700	700
Dues: Organizations	672	733	743	750	1,075	750	750
Staff Development	1,534	3,114	3,116	3,300	3,300	3,300	3,300
Commission Honoraria	835	900	900	900	900	900	900
Small Equipment	2,933	2,749	2,947	2,800	2,600	2,800	2,800
Operational	15,005	13,199	4,827	13,200	13,200	13,200	13,200
Postage	4,834	2,486	913	1,000	1,000	1,000	1,000
Food	124	131	109	500	500	500	500

**Oconee County, South Carolina  
Library (206)  
2013-2014 Budget**

Description	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Budget	FY 2014 Request	FY 2014 Admin Recom	FY 2014 Council Approved
IT Replacement Equipment/Software					28,357	28,357	28,357
Books	104,040	129,822	118,155	120,115	120,115	91,758	91,755
Periodicals	11,368	7,223	19,081	16,000	16,000	16,000	16,000
Audio-Visual	10,035	10,100	10,885	10,100	10,100	10,000	10,000
Capital Expenditure, Paving					35,000	35,000	35,000
Vehicle Maintenance		981	1,235	1,000	1,000	1,000	1,000
Gasoline		2,178	2,289	2,540	2,540	2,540	2,540
Diesel		2,047	2,475	2,495	2,495	2,495	2,495
<b>Expenditure Total</b>	<b>197,675</b>	<b>301,464</b>	<b>290,630</b>	<b>301,465</b>	<b>382,487</b>	<b>332,765</b>	<b>332,765</b>
<b>Department Total</b>	<b>1,195,724</b>	<b>1,283,492</b>	<b>1,304,984</b>	<b>1,347,614</b>	<b>1,493,921</b>	<b>1,392,757</b>	<b>1,392,767</b>

**Cost to Serve Analysis**

Percentage of Budget	3.55%
Departmental Total Cost	1,392,757
Departmental Direct Revenue	45,000
Other Revenue	157,234
<b>Cost in Tax Dollars</b>	<b>1,190,523</b>
<b>Estimated Millage</b>	<b>2.38</b>



## OCPL STATE AID BUDGET FY 14

240-206-30024-00255	Equipment Maintenance (State)	1,000
240-206-30056-00255	Data Processing (State)	28,073
240-206-30080-00255	Dues	1,000
240-206-30084-00255	Schools, Train.. (State)	3,000
240-206-40031-00255	Sm Capital (State)	2,000
240-206-40032-00255	Operational (State)	4,000
240-206-40111-00255	Books (State)	25,453
240-206-40112-00255	Periodicals (State)	18,315
240-206-40113-00255	AV (State)	10,000
<b>TOTAL</b>		<b>92,841</b>

Revised 7/5/13

**Narrative**

**Staffing:**

Robena Barton officially started on June 3 as Technical Services Librarian. Meredith Wickham tendered her official resignation as Salem Branch Manager in June; her last day is August 1. Dan Polk, Salem Library Assistant, has been selected as her successor.

**Policies and Procedures:**

In May, we implemented the new DVD circulation policy (allowing six DVDs out on one library card per person for seven days.) There were a few wrinkles in applying the change in the circulation system but they were quickly ironed out. From the comments I have received, this policy has been received well by patrons.

**Professional Development:**

Robena and I went to TLC (The Learning Corporation) regional conference at the New Hanover County Public Library in Wilmington, NC from June 12 to June 14. TLC provides and hosts our integrated library system and the conference allowed their clients to learn more about current products and services and upcoming ones on the horizon. TLC also offered one-on-one support sessions for attendees.

**Programs:**

On June 8 Stacie and I held a gaming night at Westminster for teens as a part of the summer reading program. Available games to play included the PlayStation 3, the Wii, Jenga, and Hedbanz. Eight teenagers attended the event. I held a teen anime night on June 19 at Walhalla also as part of the summer reading program; two were in attendance.

**Manager's Projects:**

Work on the implementation of the training developed under the LSTA (Library Services and Technology Act) grant continued during May and June. Philip and I met with Laura Isenstein via Skype to finalize the implementation plan on May 8. Initial pretesting was done at Seneca the last week of May and first week of June; Blair and Emily Whitmire oversaw its administration. Further pretesting continued at the other branches mid-June to the end of the month. Employees completed two tests: an in-person demonstrative exam administered by their supervisors and a written exam done on their own. These tests objectively assessed their level and knowledge of technology competencies and will provide a method to accurately measure and report the effectiveness of the training program at the end of its first stage.



# Outreach Services

May/June 2013

Brenda Lee,  
Bookmobile Manager

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

**Displays:** The bookmobile's sidewalk sandwich sign is allowing us to better inform the public of library events. Jean Snellings, volunteer, did another great job in making this very attractive for May and June!

**Public Relations:** Making plans to attend Fourth of July event in Salem, with the Bookmobile.

**Volunteers & Community Outreach:** Mary Doran returned as a volunteer upon completing her spring gardening job. June saw the highest count ever (25) at the Post Office parking lot in Long Creek.

**Manager's Projects:** Preparing Outreach items for Outreach delivery to four patrons in May. Manager requests an increase to the adult music CD collection. I think it would be wise to allocate towards this need in the budget. The Bookmobile began serving the subdivision of Bayshore in Seneca. The second time we saw twice as many patrons as the first! ☺

**Issues:** Bookmobile patrons do not receive email notices. This needs to be addressed again and corrected. Motor Pool was able to make necessary adjustments to the air conditioning system. They also replaced a broken step motor. We still managed to run all the stops for May and June, with the exception of Memorial Day.

**Comment:** Summer reading sign up is going well in all ages. ☺

# **Salem Library**

## **May/June 2013**

### **Meredith Wickham, Manager**

**General News:** It's been all about Summer Reading for the Salem Branch lately, with preparations beginning in May and the big kickoff starting the first week of June. We have made marketing Summer Reading to the entire community a top priority, and this focus has paid great dividends, with a more than 2,000% year-over-year increase in adult participation and significant growth in sign-ups for all the Youth Services' programs. We are especially pleased to witness the dramatic upswing in teen participation in 2013.

**Collection:** As Branch Manager, I continue to order materials based on reviews, best-seller lists, to satisfy patron requests, and to flesh out areas of the non-fiction collection that need attention.

**Collaboration:** In May and June, the Oconee Heritage Center partnered with us to present two educational programs on local history. OHC Assistant Curator Jennifer English Moss spoke to groups of adults about the highlights of Oconee County history in May and "Groundbreaking" Oconee County history in June as part of the "Groundbreaking Reads" Adult Summer Reading program. Gene Borsendowski of the Goodwill Job Connection in May presented a free Resume Writing Workshop for local job-seekers. Two participants later returned to the library to express their thanks for the excellent hands-on help.

**Outreach:** During this period, preparations were made for the library's participation in the big 4<sup>th</sup> of July celebration that takes place in Salem annually. Last year's outreach efforts were a great success for the OCPL, and the Geek committee, of which I am a member, intends to stage a repeat performance. Library staff members have been enthusiastic about volunteering to participate, and arrangements have been made with Brenda Lee, Manager of the Bookmobile, to have the vehicle present and give free tours at the event. We are looking forward to the chance to engage with the public at this popular event!

**Programs:** Youth Services Summer Reading programs included the delightful Diary of a Worm party, a family movie screening, and a magic show for young children that proved particularly popular. A hands-on herb gardening workshop given by Master Gardener Lois Gallaway and the aforementioned presentation on local "groundbreaking" history were offered as part of the Adult Summer Reading program in June. The Knit & Crochet Circle meets twice each month, and Mother Goose on the Loose continues to be a well-attended program every Tuesday morning at 10:00 a.m. In addition, a Resume Writing Workshop sponsored by the Goodwill Job Connection in Seneca was held at the Salem Library, and we continued to host regular meetings of the Better Than Therapy Book Club.

**Staff:** In early June, I gave notice that as of August 2<sup>nd</sup>, I will be leaving employment with the county. My husband will be taking up a position teaching at a university in another state at the start of the fall semester. I have thoroughly enjoyed my time at the OCPL and appreciated the opportunity to serve this community in various roles at three branches of this library system. It is my hope that I may have the opportunity to train the new Branch Manager, and I will certainly do my best to ensure a smooth transition for the benefit of the library patrons here in Salem. Unfortunately, mine will not be the only absence being felt at Salem Branch: temporary staff member Wesley Ramey was with us until June 28<sup>th</sup>, and he will be sorely missed here.

**Issues:** The compressor on the building's HVAC unit failed on June 10<sup>th</sup>, and while we waited for the repair, heat built up in the library, growing over successive days until we were forced to close for a little over four hours on the afternoon of June 13<sup>th</sup>. Fortunately, we were able to reopen on time the very next morning. We are still missing one of our public computers, and with the upswing of activity that accompanies Summer Reading, it is clear that we could use more electrical outlets to plug in all of the devices our patrons are bringing with them and using in conjunction with our free wi-fi access. When the branch's wi-fi connection was down for a day and a half in late June (due to the cutting of a cable on a construction site unrelated to the library), our patrons were vocal in complaining of the inconvenience to them.

**Manager's Projects:** Our collaboration with Oconee County Adult Education and the Tamassee-D.A.R. G.E.D. program has resulted in one-on-one tutoring sessions in literacy and mathematics for seven local adults beginning in May. The tutoring is expected to continue until the resumption of G.E.D. courses in September, and ideally will continue for longer for those students whose literacy level is below that required for the G.E.D. program. Four tutors were trained at the Salem Library by Adult Literacy Coordinator Veronica Main, and our other tutors came to us from the Tamassee-D.A.R. school's already established program.

# **Seneca Library**

## **May/June 2013**

### **Blair Hinson, Manager**

#### **Narrative**

**Collection:** We have really added new items lately due to the changeover of Technical Services Librarians and the end of the year influx of material. We are trying to weed out obsolete young adult and adult biographies. We are also catching up on our deletions now that Technical Services has caught up with their workload.

**Displays:** Displays for the cycle included a "Readbox" display by Megan LaVere, a summer books display, and a summer reading display by Lynn Owens. We also had a paper animal display in our case for summer reading 2013.

**Staff Development:** The branch manager and the Branch Services Librarian, K'Lani Green, have been busily developing the Improved Staff Training program. The Seneca staff undertook a trial run of the testing and Universal Class, our test platform. We have also completed pre-testing for the LSTA grant fulfillment. Seneca staff member Kayla Fultz was married in May, 2013, becoming Kayla Rucker. The staff gave her a gift card for Target.

**Community Outreach:** We continue to improve our delivery of press releases, etc. to try to get folks into the library. Seneca staff member Megan LaVere was recently in Columbia, and was photographed with Governor Nikki Haley for her part in nominating Ann Rogers for the Governor's Direct Service Volunteer Award. The Seneca Manager now has a monthly "slot" on Seneca radio station WSNW's "Coffee Time" program. Seneca staff also participated in coordinating our continuing outreach in place of the Geek Your Library campaign.

**Programs:** We hosted our final spring Let's Talk About It book discussion in this period, and a class taught by Jonathan Hunter on digital photography for Adult Summer Reading.

**Issues:** We are finally connected to the new fiber optic broadband network. While we have noticed better speeds at our circ terminals and on the public Internet terminals, we continue to see some real slowness in our LS2 Staff, and our Public Access Catalog terminals (PACs) function about half the time. We also need improvements in our phone system (which is supposed to come with broadband, in the form of VoIP, or Voice over Internet Protocol). Not sure when that will be implemented, but our existing phones are need of replacement. Our self-checkout station also is no longer functional. We are checking to see if we can use the existing equipment as a self-reservation station for Envisionware, but our county IT says they don't support this machine and it has been difficult to do anything with it. Also, our carpet is in terrible shape and needs replacing regardless of what happens with the new Seneca branch.

**Notes:**



# Technical Services

May/June 2013

**Robena Barton, Librarian**

## **Narrative:**

I have enjoyed my first month as the Technical Services Librarian and am continuing to improve my general knowledge of and efficiency at this position.

Collections: Lee continues to try and reduce our accumulation of points for our leasing program by ordering titles from book vendor Baker & Taylor.

TLC: I attended the TLC user's group conference on June 13-14 with K'Lani Green. This was greatly helpful in understanding common issues with the system and brought to light several areas that need improvement including the rule status for borrower types and collection codes. I plan on addressing these issues in the coming months.

Manager's Projects: My most pressing project remains learning as much as I can about my role and responsibilities here at OCPL. I am trying to talk to the branch managers and other full-time staff to identify issues that need to be addressed and generally improve communication with technical services.

In the immediate future my first priority is to address the backlog of items that need to be processed, cataloged, deleted or mended from my work area.

Further on we need to address the changes to our catalog records from the incorporation of the new cataloging rules known as RDA, or Resource Description and Access. This will be a project throughout the remainder of the year and will involve training and the creation of a new manual. By the end of the year the goal will be the full adoption of RDA for all new and edited records in the system.

Issues: We continue to experience disruptions in service from our server. IT and TLC have addressed problems in a timely manner but losing access to our circulation and cataloging utilities or the Internet entirely is causing difficulty on a weekly basis.

There also continues to be issues with consistency in records. I am working with all staff to identify problem items that need to be re-processed and improve practices for new records to avoid similar issues in the future.

# Walhalla Library

May./June. 2013

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 slightly and are up 10% from the previous period (March/April 2013) with 106 new registrations. Overdrive circulation increased 5% with 2,007 check-outs for May and June. A total of 120 new titles were purchased and added to the OCPL Overdrive collection during this period. The cost for this period was \$4,603.31 which means that the average item was \$38.36 each. Overdrive books can now be located in our library catalog.

**DVD Collection:** DVDs continue to be a very popular part of our collection with our "Who needs Redbox?" campaign as we promote the latest and greatest DVDs available. Patrons have responded very positively to our new policy of 6 DVD's for check-out for 7 days.

**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.

**Staff Development:** Staff has received basic testing to evaluate their computer skills and other areas that may need further attention. We look forward to continuing with the training that will be offered so staff can improve on these skills.

**Volunteers:** The VIP Committee will begin planning our next event in August to show appreciation to The Friends for National Friends of the Library week that takes place in October.

## **Community Outreach:**

**Collaboration:** We continue to collaborate with Gene Borzendowski of the Goodwill Job Connection of Seneca. In May he conducted a Resume Workshop at Walhalla. We have received a plethora of Groups that utilized the meeting room for their events including Waters Edge Home Owners Association, Carolina Family Services, Oconee County HR, Walhalla Women's Club, South Carolina Commission for the Deaf and Blind, Walhalla Class Reunion Committee, and Friends of the Library.

**Programs:** We continue to provide *Tech Tuesday*, offering assistance to people needing help with their Ereaders. Our May Programs included Hypertufas presented by the Master Gardeners with 8 in attendance and a Resume Workshop with 3 in attendance. June's programs were *Herbs for Medicinal and Culinary uses* with 18 participants, the movie entitled, "Dirt! The Movie" to go along with our Adult Summer Reading theme with 4 people and the bi-monthly book club, *Books and Chocolate*. We offered a family program booktalk with the movie and book both entitled, "Holes" but did not have anyone in attendance. Our most successful program for the summer thus far was *Ghost Pro* with 45 in attendance.

**Manager's Projects:** Heidi continues to plan for the upcoming community festivals at which OCPL will be represented. Upcoming festivals include Apple Festival in Westminster in September and Oktoberfest in Walhalla. Walhalla completed inventory. Heidi is also responsible for ordering all of the Ebooks for OCPL.

**Facilities:** Follow-up to issues of leaking drip pans from AC unit: The county maintenance department did come to the library and drain the drip pans in the back staff work room near technical services. I am still concerned that the unit as a whole needs to be flushed.

**Issues:** We have been experiencing issues with bugs and scheduled to have a quarterly pest control visit from an area company. We continue to have issues with our public computers because the icons are not always available and often the computers are so "locked down" that we are unable to assist patrons with what they need to accomplish.

## May

**Staff Development:** We received our new staff training computer. This will allow staff to get off the floor and focus on computer programs that will help them be better employees. Staff have also been getting trained on the four different summer reading programs that will start on June 3<sup>rd</sup>.



**Displays, Programs, and Community Outreach:** I was asked to go to Westminster Elementary School to promote our summer reading program for kids and teens (rising 5<sup>th</sup> graders). I spent about 7 hours reading stories to the kids, telling them and showing them new books the library has, services we offer like the downloadable books, and all about the upcoming reading and programs we will have. The kids are really excited about the movies, aquarium, magician, and the prizes they can attend and win.

As far as the adult summer reading program, we are all set to go. We have 500 adult summer reading bags that were provided by KOBA stuffed with information. We have already had been inquiring as to how they can get one. We have the library all decorated and have some fantastic displays, it's all part of getting the public into the library, excited about reading, and to learn about all the services the library has to offer. We are not just books anymore, we are so much more.

Displays have included a Memorial Day display, Terrariums and Gardening, Dig Into Reading, and summer reading books for juveniles and teens.



Programs were kept to a minimum in May as we prepared for our busier summer months. We had another great turnout for Craft it with Leah. This time we created dry erase boards out of picture frames. Upcoming craft programs include ceramic tile coasters and terrariums (which are already creating a buzz). We also had a Rubber Ducky Party for kids but had a smaller turnout than usual. Although the party was still geared for 3 to 12 year olds, I think a lot of people thought it was more for preschool age. We had 10 in attendance and had a great time. The people out in the main library enjoyed the benefits of a small party because they got to sample the leftover cupcakes. 😊

## June

**Staff Development:** Our new staff training program has started with staff taking a pretest. These results will help us to see the improvement after staff go through some training. Staff are also hard at work getting people to sign up for summer reading programs and events.

**Programs, Displays, and community Outreach:** June and July are always the library's busiest months. This year we have had a tremendous increase in the number of people who have signed up for our four summer reading programs. Last year for the entire two months of summer we signed up 60 adults, 175 kids, 32 teens, and 24 early literacy people. We have gone above and beyond those statistics just in the first three weeks of June. So far we have signed up 125 adults, 198 kids, 58 teens, and 39 early literacy people. We have also had a great involvement with the community through hosting a job fair. This was a great way to get the word out about jobs in the area and to promote the library itself.



Displays for June include Dig into Reading themed books, Groundbreaking adult books with terrariums, and summer reading paraphernalia. We are also receiving artwork from the teen summer reading participants that we will put on display.

We had 65 kids and adults come to our Diary of a Worm Party.

We had 10 teens for both our *Warm Bodies* movie and Teen Gaming which is a success because we have had zero attendance previously.

We had 15 attendants for Craft it with Leah: Tile Coasters.

We had 70 kids and adults for Magic with Mr. Ray.

We had 28 for *Gnomeo and Juliet*.

We had 22 for I Read to Animals, a really cute program where kids get to practice their reading skills with specially trained dogs and rabbit.

**Issues/Facilities:** Issues this month concern outlets and technology. We have a constant stream of people wanting to use our public internet computers which causes us to have waiting lists that are something 5 people long with waits up to 30 minutes. Even if we could afford to purchase more computers, we literally do not have a single place to put another computer. The three outlets we have near tables or chairs have also been overrun with laptop and tablet users who need a power supply. We have even had to allow people to go into the meeting room to sit and use their computer. This is not a solution because many times the meeting room is in use and that is not an option. I hate to see people leave because they don't have anywhere to connect or they can't wait 30 minutes to use a computer.

We also continue to have constant computer problems. Our public internet computers are not like your typical computer. They are so modified to prevent hacking, downloading, etcetera that the smallest problem is a huge problem. The Start menu does not exist on our computers. The only way to access the internet, Microsoft Office programs like Word, or to go directly to your save files on a flash drive is through icons that have been put on the desktop. These icons have been disappearing causing patrons to have to come to the desk for help. We then have to log the patron out of Envisionware, restart the computer, wait for about 2 minutes for it to reboot, then log the computer back in, log the patron back in, and hope that you don't have to do that all over again. IT is working on the problem but do not have a solution even though this has been going on for at least three weeks now. We are also having issues with circ computers being slow or doing weird random stuff. These issues are a constant strain on staff who are already overloaded with the influx of summer reading programs, job seekers, and general one-on-one help which includes copying, printing, book finding, shelving, patron checking out, requesting books, checking in courier, pulling requests, shelf straightening, and planning and conduction programs. Thankfully I have great staff who are willing to go the extra mile and persevere diligently and really do enjoy their job because the fulfillment of our jobs outweighs all the issues we have to deal with.

# **Youth Services**

## **May/June 2013**

### **Stacie Powell, Youth Services Librarian**

**Collection:** Stayed on budget for book and a/v spending for fiscal year 2012-2013

**Displays:** Summer Reading display in the meeting room.

**Staff Development:** Manager's Team meeting – May 8th

**Community Outreach:** WES career day – May 17<sup>th</sup>. School visits and promotional material sent for Summer Reading program

**Programs:** Summer Reading began on June 3<sup>rd</sup> and will run until August 3<sup>rd</sup>. We have programs for all ages again this year and have seen a dramatic increase in sign-ups for the early literacy and teen age groups. We are hoping our completion rates in all age groups goes up this year.

**Grants:** Awarded two summer reading grants – State Library LSTA grant and Dollar General Grant

**Issues:** Caela Haney, Youth Services Assistant, will be leaving OCPL at the beginning of August. Caela has been a huge asset to OCPL and the Youth Services Department and she will be greatly missed. Her job will be posted in July and hopefully interviews will be held during the last week of July. Depending on how quickly we can find a replacement for Caela, the Youth Services department may have to make some minor story time schedule changes during the month of August.

	May 2012	May 2013	Change	Jun 2012	Jun 2013	Change
Visits to Library	21,797	24,591	12.8%	26,838	27,664	3.5%
Material Circulation - Adult	18,649	20,920	12.2%	21,824	22,176	1.6%
Material Circulation - Youth	2,814	2,464	-2.9%	3,808	2,846	-21.1%
Material Circulation - Juvenile	9,515	8,775	-3.1%	14,762	14,065	-4.7%
<b>Total Material Circulation</b>	<b>29,678</b>	<b>32,159</b>	<b>8.4%</b>	<b>40,194</b>	<b>39,087</b>	<b>-2.8%</b>
Internet Users	4,889	4,503	-4.0%	4,896	4,631	-5.5%
Internet Hours of Use	3,224	2,887	-10.5%	3,475	2,841	-18.2%
New Cards Issued	255	220	-13.7%	377	354	-6.1%
Programs - Adult	3	10	233.3%	8	10	11.1%
Programs Attendance - Adult	32	127	296.9%	134	86	-28.4%
Programs - Youth 12-15	0	0		3	4	33.3%
Programs Att - Youth 12-18	0	0		30	26	-13.3%
Programs - Juvenile 8-11	5	1	-80.0%	29	16	-44.8%
Programs Att - Juv 8-11	130	10	-92.3%	954	948	-0.6%
Programs - Children 0-5	23	30	30.4%	18	16	-11.1%
Programs - Att - Children 0-5	368	455	23.6%	339	243	-28.3%
Outreach Activities	11	4	-63.6%	3	4	33.3%
Outreach Act. Attendance	1,751	1,378	-38.4%	455	1,250	-174.7%
Public Training Sessions	0	2		2	1	-50.0%
Public Training Participants	0	8		10	4	-60.0%
Public Training Hours	0	10		16	8	-62.5%
Staff Training Sessions	24	16	-33.3%	19	13	-31.6%
Staff Training Participants	25	24	-4.0%	19	14	-26.3%
Staff Training Hours	84	31	-42.1%	67	38	-44.0%
Number of Volunteers Added	15	8	-46.7%	17	0	-100.0%
Number of Vol Hours	479	459	-4.3%	527	300	-43.0%
Meeting Room Use	43	52	20.9%	49	55	18.4%
Meeting Room Attendance	450	553	22.9%	619	918	48.3%
Number of Web Site Hits	18,325	15,834	-3.0%	15,483	14,272	-7.8%
Number of online PAC Hits	3,457	0	100.0%	3,637	0	-100.0%
Wi-Fi Users	3,124		100.0%			



Wi-Fi Hours of Use						
E Book Downloads	821	914	113.3%	817	1,093	93.8%
Mango Adult Users	46	98	113.0%	67	56	-18.4%
Mango Children Users	3	2	-33.3%	2	2	0.0%
One Click Digital Downloads	180	90	-50.0%	325	79	-75.7%
Interlibrary Loans	31	30	22.6%	36	26	-27.8%
<b>New Material Added</b>	<b>2,118</b>	<b>1,784</b>	<b>-15.7%</b>	<b>1,929</b>	<b>1,327</b>	<b>-31.2%</b>

Year To Date vs total last yr	FY 11-12	FY 12-13	Change
Visits to Library	280,476	308,260	9.9%
Material Circulation - Adult	236,211	244,068	3.3%
Material Circulation - Youth	31,672	29,421	-7.1%
Material Circulation - Juvenile	122,076	116,404	-2.2%
<b>Total Material Circulation</b>	<b>389,957</b>	<b>392,693</b>	<b>0.8%</b>
Internet Users	54,284	54,469	0.3%
Internet Hours of Use	35,636	37,192	3.7%
New Cards Issued	3,492	3,164	-8.8%
Programs - Adult	90	141	56.7%
Programs Attendance - Adult	1,404	2,278	62.3%
Programs - Youth 12-16	23	19	-21.7%
Programs Att - Youth 12-19	485	162	-65.2%
Programs - Juvenile 6-11	155	86	-44.5%
Programs Att - Juv 6-11	3,685	2,747	-25.7%
Programs - Children 0-5	169	242	43.2%
Programs - Att - Children 0-5	3,059	3,053	-0.2%
Outreach Activities	97	30	-69.1%
Outreach Act. Attendance	4,840	4,097	-17.1%
Public Training Sessions	130	30	-76.9%
Public Training Participants	406	191	-53.0%
Public Training Hours	264	162	-46.6%
Staff Training Sessions	390	118	-69.7%
Staff Training Participants	483	166	-67.7%

Staff Training Hours	1,304	861	-34.0%
Number of Volunteers Added	349	103	-70.5%
Number of Vol Hours	5,984	5,277	-11.8%
Meeting Room Use	614	660	28.4%
Meeting Room Attendance	5,195	7,338	41.3%
Number of Web Site Hits	157,899	198,179	25.7%
Number of online PAC Hits	33,598	18,533	-44.8%
Wi-Fi Users	n/a	25,676	
Wi-Fi Hours of Use	n/a	0	
E Book Downloads	n/a	10,771	



**OCONEE COUNTY PUBLIC LIBRARY**  
**Library Board of Trustees**  
**MEETING AGENDA**

Monday, July 22, 2013, 5:30 p.m.

Salem Community Center, 5 Park Avenue, Salem, SC

- I. Call to Order
- II. Approval of Minutes: Meeting of May 20, 2013
- III. Public Comment: Limit of (4) minutes per person, 30 minutes total
- IV. Friends Report: Barbara Askew
- V. Committee Reports
  - A. Finance – Bruce Adelberg
  - B. Policy/Personnel – Sally Long
  - C. Building and Grounds – Bill Caster
  - D. Community Relations – Ellis Hughes
  - E. Capital Projects – Alisa Suddeth
- VI. Chairman's Report: Danny Day
- VII. Director's Report
- VIII. Old Business: Foothills Community Foundation - endowment for OCPL
- IX. New Business
- X. Adjourn

## OCPL Director's Report July, 2013

**1. Programs and Services:** Numerous programs were presented at OCPL Libraries during May and June.

**2. Usage Statistics and narratives:** May – June, 2013 statistics and Bimonthly Reports are attached.

**3. Finance and Budget:** OCPL Budget for July 1, 2012 – June 30, 2013 is attached. Also included is the budget for the current fiscal year in two parts: the Council Approved Library FY 2014 Budget and the State Aid FY 2014 Budget.

**4. Personnel and Training:** One new staff member began work since the last Board Meeting: **Robena Barton**, Technical Services Librarian. Mrs. Barton's first day was Monday, June 3, 2013. She and **K'Lani Green** attended a workshop in Wilmington, North Carolina sponsored by The Library Corporation June 12, 13 and 14. **Stacie Powell** and **Heidi Holmes** attended the American Library Association Conference in Chicago at the end of June. **Dan Polk** has been promoted to Salem branch manager effective August 5, 2013 replacing **Meredith Wickham**, who is moving with her husband to Mississippi in early August. Management Team meetings were held on Tuesday, June 11, 2013 and Wednesday, July 10, 2013. July's meeting was a "mobile meeting," an idea picked up by **Stacie Powell** at the ALA Conference at the end of June. OCPL Management Team members **K'Lani Green, Robena Barton, Stacie Powell, Blair Hinson, Leah Price, Meredith Wickham, Brenda Lee** and the director walked from the Walhalla Library to the County Administration Building and back, taking a tour of offices in the building and meeting key County staff members, including **Mark Pulliam, Beth Hulse, Amanda Brock, Ladale Price, Kay Olbon, Sheila Wald, Lisa Simmering, and Kevin Robinson.**

**5. Buildings & Grounds:** The adhesive on the OCPL letters installed on the Seneca Library has not been up to the task. D-signs, the original



installer, will re-install the letters on a background to be fastened to the building.

**6. Technology:** Several staff computers, two replacement public computers (one for Walhalla and one for Salem) and a circulation desk computer for each branch were purchased with end of the year funds and are being gradually installed by the County IT department. There is money in the FY14 budget for purchasing additional computers. A resurfacing machine to repair damaged DVDs has been purchased. **Robena Barton** has used it successfully to repair several DVDs. A break in the fiber cable that serves the Salem Library resulted in loss of internet service to the Salem Library on Thursday afternoon and Friday, June 20 and 21, 2013.

**7. Friends of the Library:** Attended the Friends' Board meeting on Tuesday, May 21, 2013 to make a presentation about the **Leadership Oconee County** and urge the Board to fund half of the cost of **K'Lani Green's** attendance in the upcoming school year. Both **Stacie Powell** and **Blair Hinson** have completed this program, which involves attendance for a full work-day once a month. Class members learn about a variety of Oconee County institutions and services during the year-long experience.

**8. Oconee County:** Meeting rooms at Walhalla Library and Seneca Library were used for health insurance meetings scheduled by Human Resources with county employees at the end of May. Vehicle Maintenance facilitated the repair of OCPL's 2012 Dodge Caravan. The library is cooperating with the implementation of the County's use of the NEOGOV human resources' system. Applicants for County positions must use a computer to apply for jobs and the libraries will provide computers for those wishing to apply. Presentation of 5 library projects to the Capital Project Advisory Committee was made on Wednesday, May 22, 2013.

**9. State Library:** Awarded an LSTA grant to OCPL in the amount of \$250. Funds will be used for a vinyl letter sign on the bookmobile to encourage use of the bookmobile.

**10. Community Involvement:** Attended the Oconee Chamber's Business After Hours at Rendezvous in Seneca's Ramcat Alley on Tuesday, May 21, 2013. Attended ribbon cuttings sponsored by the Oconee County Chamber of Commerce at YOGO and L&Y Antiques on Friday, May 31, 2013. Attended Oconee Alliance meetings on Thursday, June 13, 2013 and July 11, 2013. Program on Civil War songs presented to the Seneca Golden Corner Rotary Club on Wednesday, May 29, 2013 and to the Westminster Rotary Club on Tuesday, June 18, 2013. Attended the Oconee Chamber's Business After Hours at the Seneca Women's Club on Tuesday, June 25, 2013. Participated in Living History Day at the Oconee Heritage Center on Tuesday, July 9, 2013.

**11. Other:** Traveled to Columbia for the award ceremony at which OCPL Volunteer **Ann Rogers** received one of the Governor's Volunteer Awards on Thursday, May 16, 2013. On Friday, May 17, 2013, I attended the Leadership Retreat and Annual Meeting of the South Carolina Association of Public Library Administrators at the Richland Library in downtown Columbia, SC.



# OCPL BUDGET FY13 - June 30, 2013

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
010-206-10110-00000	Full Time Salary	597,770	583,111	98%	14,659
010-206-10120-00000	Part-Time	119,954	116,184	97%	3,770
010-206-10121-00000	Courier	13,982	13,258	95%	726
<b>TOTAL SALARIES</b>		<b>731,706</b>	<b>712,550</b>	<b>97%</b>	<b>19,155</b>
010-206-30018	Travel	200	199	100%	1
010-206-30022-00081	Bldg Maint - Walhalla	5,605	5,170	92%	436
010-206-30022-00082	Bldg Maint - Seneca	4,400	3,862	88%	538
010-206-30022-00083	Bldg Maint - Westminster	1,900	1,437	76%	463
010-206-30022-00084	Bldg. Maint - Salem	1,220	1,039	85%	181
010-206-30024	Equip. Maintenance	7,800	7,291	93%	509
010-206-30037	Equipment Leased	8,000	7,605	95%	395
010-206-30041	Telecommunications	480	418	87%	62
010-206-30043-00081	Electricity - Walhalla	28,600	27,052	95%	1,548
010-206-30043-00082	Electricity - Seneca	14,800	14,366	97%	434
010-206-30043-00083	Ejectricity - Westminster	12,300	13,151	107%	-851
010-206-30043-00084	Electricity - Salem	5,000	5,000	100%	0
010-206-30044-00081	Water - Walhalla	1,200	1,115	93%	85
010-206-30044-00082	Water - Seneca	1,000	938	94%	62
010-206-30044-00083	Water - Westminster	800	828	104%	-28
010-206-30056	Data Processing	27,500	27,494	100%	6
010-206-30068	Advertising	1,300	1,300	100%	0
010-206-30080	Dues	850	849	100%	1
010-206-30084	School, Training, Sem:	3,789	3,789	100%	0
010-206-30090	Honorarium	900	900	100%	0
010-206-40031	Sm Capital Equip (Loc)	5,360	5,369	100%	-9
010-206-40032	Operational	11,200	11,194	100%	6
010-206-40032-A	Youth Services	2,000	1,979	99%	21
010-206-40033	Postage	700	700	100%	0
010-206-40034	Food	500	500	100%	0
010-206-40101	Books (Local)	120,115	119,758	100%	357
010-206-40102	Periodicals (Local)	16,000	15,999	100%	1
010-206-40103	AV (Local)	10,100	10,105	100%	-5
010-206-80208	Automobile Maint - Library	4,300	4,100	95%	200
010-206-81208	Gasoline - Library	3,090	3,123	101%	-33
010-206-82208	Diesel - Library	1,945	1,802	93%	143
<b>TOTAL LOCAL FUNDS</b>		<b>302,954</b>	<b>298,434</b>	<b>99%</b>	<b>4,520</b>
012-206-50850-00000	Seneca Library Expense	21,514	0	0%	21,514
013-80-85-50208	Lib Const(Seneca)	1,021		0%	1,021
013-206-00805-80800	Dale Ayres (Westminster)	101		0%	101
013-206-80010	*Gifts, Donation (Loc)	25,551		0%	25,551
013-206-80208	Lottery	10,147	10,137	100%	9
013-206-30025-81058	LSTA Grant -Staff Training	15,000	15,000	100%	0
<b>TOTAL MISC. FUNDS</b>		<b>73,333</b>	<b>25,137</b>	<b>34%</b>	<b>73,333</b>
240-206-30053-255	Data Processing (State)	9,673	9,646	100%	27
240-206-30084-255	Schools, Train. (State)	2,360	2,359	100%	1
240-206-40031-255	Sm Capital (State)	422	421	100%	1
240-206-40032-255	Operational (State)	4,179	4,181	100%	-2
240-206-40345-00255	IT Equipment	13,188	13,188	100%	0
240-206-40111-255	Books (State)	3,888	3,883	100%	5
240-206-40112-255	Periodicals (State)	21,315	21,315	100%	0
240-206-40113-255	AV (State)	10,000	9,997	100%	3
240-206-80208-00000	Vehicle Maint (BKM Gen)	9,250	9,246	100%	4
<b>TOTAL STATE AID</b>		<b>74,273</b>	<b>74,237</b>	<b>100%</b>	<b>36</b>



**Oconee County, South Carolina  
Library (206)  
2013-2014 Budget**

Description	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Budget	FY 2014 Request	FY 2014 Admin Recom	FY 2014 Council Approved
<b>Salary and Wages</b>	708,147	692,036	714,788	727,382	739,244	739,244	739,244
Overtime	-	170	82	-	-	-	-
Fringe	114,500	123,508	126,734	138,510	136,691	136,691	136,691
Health Insurance	175,402	168,315	172,750	182,057	182,057	182,057	182,057
<b>Salary and Wage Totals</b>	<b>998,049</b>	<b>982,028</b>	<b>1,014,354</b>	<b>1,046,149</b>	<b>1,059,992</b>	<b>1,059,992</b>	<b>1,059,992</b>
<b>New Positions</b>							
Part-time Hispanic Outreach Specialist	-	-	-	-	22,034	-	-
Part-time Technical Services Assistant I	-	-	-	-	14,744	-	-
Part-time Circulation Assistant I - Floater	-	-	-	-	14,744	-	-
<b>New Position Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>51,522</b>	<b>-</b>	<b>-</b>
<b>Travel</b>	<b>61</b>	<b>335</b>	<b>67</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>Building/Grounds Maintenance</b>	<b>7,201</b>	<b>4,841</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Building/Grounds Maintenance - Walhalla	-	7,932	6,861	6,985	6,965	6,965	6,965
Building/Grounds Maintenance - Seneca	-	3,665	2,728	3,600	10,230	3,600	3,600
Building/Grounds Maintenance - Westminster	-	2,469	2,079	2,500	7,739	2,500	2,500
Building/Grounds Maintenance - Salem	-	-	2,015	2,020	2,020	2,020	2,020
Equipment Maintenance	3,647	6,307	7,821	6,800	7,900	6,800	6,800
Equipment Rental	7,888	9,608	6,591	8,000	8,000	8,000	8,000
Telecommunications	1,208	1,212	453	480	480	480	480
Electricity	719	-	-	-	-	-	-
Electricity - Walhalla	-	28,179	25,232	26,100	26,000	26,000	26,000
Electricity - Seneca	-	21,471	17,504	20,000	20,000	18,500	18,500
Electricity - Westminster	-	3,825	13,279	14,000	14,000	14,000	14,000
Electricity - Salem	-	5,096	5,000	5,000	5,000	5,000	5,000
Water/Sewer/Garbage	-	152	-	-	-	-	-
Water/Sewer/Garbage - Walhalla	-	1,266	1,336	1,400	1,400	1,400	1,400
Water/Sewer/Garbage - Seneca	-	689	775	900	900	900	900
Water/Sewer/Garbage - Westminster	-	567	464	600	600	600	600
Data Processing	24,992	27,500	29,485	27,500	32,000	27,500	27,500
Advertising	983	959	449	700	700	700	700
Dues: Organizations	672	733	743	750	1,075	750	750
Staff Development	1,534	3,114	3,116	3,300	3,300	3,300	3,300
Commission Honoraria	835	900	900	900	900	900	900
Small Equipment	2,933	2,749	2,947	2,800	2,600	2,800	2,800
Operational	15,005	13,199	4,827	13,200	13,200	13,200	13,200
Postage	4,834	2,486	913	1,000	1,000	1,000	1,000
Food	124	131	109	500	500	500	500



**Oconee County, South Carolina  
Library (206)  
2013-2014 Budget**

Description	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Budget	FY 2014 Request	FY 2014 Admin Recom	FY 2014 Council Approved
IT Replacement Equipment/Software					28,357	28,357	28,357
Books	104,040	129,822	118,155	120,115	120,115	91,758	91,755
Periodicals	11,368	7,223	19,081	16,000	16,000	16,000	16,000
Audio-Visual	10,035	10,100	10,885	10,100	10,100	10,000	10,000
Capital Expenditure, Paving					35,000	35,000	35,000
Vehicle Maintenance		981	1,235	1,000	1,000	1,000	1,000
Gasoline		2,178	2,289	2,540	2,540	2,540	2,540
Diesel		2,047	2,475	2,495	2,495	2,495	2,495
<b>Expenditure Total</b>	<b>197,675</b>	<b>301,464</b>	<b>290,630</b>	<b>301,465</b>	<b>382,487</b>	<b>332,765</b>	<b>332,765</b>
<b>Department Total</b>	<b>1,195,724</b>	<b>1,283,492</b>	<b>1,304,984</b>	<b>1,347,614</b>	<b>1,493,921</b>	<b>1,392,757</b>	<b>1,392,767</b>

**Cost to Serve Analysis**

Percentage of Budget	3.55%
Departmental Total Cost	1,392,757
Departmental Direct Revenue	45,000
Other Revenue	157,234
<b>Cost in Tax Dollars</b>	<b>1,190,523</b>
<b>Estimated Millage</b>	<b>2.38</b>

## OCPL STATE AID BUDGET FY 14

240-206-30024-00255	Equipment Maintenance (State)	1,000
240-206-30056-00255	Data Processing (State)	28,073
240-206-30080-00255	Dues	1,000
240-206-30084-00255	Schools, Train.. (State)	3,000
240-206-40031-00255	Sm Capital (State)	2,000
240-206-40032-00255	Operational (State)	4,000
240-206-40111-00255	Books (State)	25,453
240-206-40112-00255	Periodicals (State)	18,315
240-206-40113-00255	AV (State)	10,000
<b>TOTAL</b>		<b>92,841</b>

Revised 7/5/13

## **Narrative**

### **Staffing:**

Robena Barton officially started on June 3 as Technical Services Librarian. Meredith Wickham tendered her official resignation as Salem Branch Manager in June; her last day is August 1. Dan Polk, Salem Library Assistant, has been selected as her successor.

### **Policies and Procedures:**

In May, we implemented the new DVD circulation policy (allowing six DVDs out on one library card per person for seven days.) There were a few wrinkles in applying the change in the circulation system but they were quickly ironed out. From the comments I have received, this policy has been received well by patrons.

### **Professional Development:**

Robena and I went to TLC (The Learning Corporation) regional conference at the New Hanover County Public Library in Wilmington, NC from June 12 to June 14. TLC provides and hosts our integrated library system and the conference allowed their clients to learn more about current products and services and upcoming ones on the horizon. TLC also offered one-on-one support sessions for attendees.

### **Programs:**

On June 8 Stacie and I held a gaming night at Westminster for teens as a part of the summer reading program. Available games to play included the PlayStation 3, the Wii, Jenga, and Hedbanz. Eight teenagers attended the event. I held a teen anime night on June 19 at Walhalla also as part of the summer reading program; two were in attendance.

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

Work on the implementation of the training developed under the LSTA (Library Services and Technology Act) grant continued during May and June. Philip and I met with Laura Isenstein via Skype to finalize the implementation plan on May 8. Initial pretesting was done at Seneca the last week of May and first week of June; Blair and Emily Whitmire oversaw its administration. Further pretesting continued at the other branches mid-June to the end of the month. Employees completed two tests: an in-person demonstrative exam administered by their supervisors and a written exam done on their own. These tests objectively assessed their level and knowledge of technology competencies and will provide a method to accurately measure and report the effectiveness of the training program at the end of its first stage.

# Outreach Services

May/June 2013

Brenda Lee,  
Bookmobile Manager

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

**Displays:** The bookmobile's sidewalk sandwich sign is allowing us to better inform the public of library events. Jean Snellings, volunteer, did another great job in making this very attractive for May and June!

**Public Relations:** Making plans to attend Fourth of July event in Salem, with the Bookmobile.

**Volunteers & Community Outreach:** Mary Doran returned as a volunteer upon completing her spring gardening job. June saw the highest count ever (25) at the Post Office parking lot in Long Creek.

**Manager's Projects:** Preparing Outreach items for Outreach delivery to four patrons in May. Manager requests an increase to the adult music CD collection. I think it would be wise to allocate towards this need in the budget. The Bookmobile began serving the subdivision of Bayshore in Seneca. The second time we saw twice as many patrons as the first! ☺

**Issues:** Bookmobile patrons do not receive email notices. This needs to be addressed again and corrected. Motor Pool was able to make necessary adjustments to the air conditioning system. They also replaced a broken step motor. We still managed to run all the stops for May and June, with the exception of Memorial Day.

**Comment:** Summer reading sign up is going well in all ages. ☺



# **Salem Library**

## **May/June 2013**

### **Meredith Wickham, Manager**

**General News:** It's been all about Summer Reading for the Salem Branch lately, with preparations beginning in May and the big kickoff starting the first week of June. We have made marketing Summer Reading to the entire community a top priority, and this focus has paid great dividends, with a more than 2,000% year-over-year increase in adult participation and significant growth in sign-ups for all the Youth Services' programs. We are especially pleased to witness the dramatic upswing in teen participation in 2013.

**Collection:** As Branch Manager, I continue to order materials based on reviews, best-seller lists, to satisfy patron requests, and to flesh out areas of the non-fiction collection that need attention.

**Collaboration:** In May and June, the Oconee Heritage Center partnered with us to present two educational programs on local history. OHC Assistant Curator Jennifer English Moss spoke to groups of adults about the highlights of Oconee County history in May and "Groundbreaking" Oconee County history in June as part of the "Groundbreaking Reads" Adult Summer Reading program. Gene Borsendowski of the Goodwill Job Connection in May presented a free Resume Writing Workshop for local job-seekers. Two participants later returned to the library to express their thanks for the excellent hands-on help.

**Outreach:** During this period, preparations were made for the library's participation in the big 4<sup>th</sup> of July celebration that takes place in Salem annually. Last year's outreach efforts were a great success for the OCPL, and the Geek committee, of which I am a member, intends to stage a repeat performance. Library staff members have been enthusiastic about volunteering to participate, and arrangements have been made with Brenda Lee, Manager of the Bookmobile, to have the vehicle present and give free tours at the event. We are looking forward to the chance to engage with the public at this popular event!

**Programs:** Youth Services Summer Reading programs included the delightful Diary of a Worm party, a family movie screening, and a magic show for young children that proved particularly popular. A hands-on herb gardening workshop given by Master Gardener Lois Gallaway and the aforementioned presentation on local "groundbreaking" history were offered as part of the Adult Summer Reading program in June. The Knit & Crochet Circle meets twice each month, and Mother Goose on the Loose continues to be a well-attended program every Tuesday morning at 10:00 a.m. In addition, a Resume Writing Workshop sponsored by the Goodwill Job Connection in Seneca was held at the Salem Library, and we continued to host regular meetings of the Better Than Therapy Book Club.

**Staff:** In early June, I gave notice that as of August 2<sup>nd</sup>, I will be leaving employment with the county. My husband will be taking up a position teaching at a university in another state at the start of the fall semester. I have thoroughly enjoyed my time at the OCPL and appreciated the opportunity to serve this community in various roles at three branches of this library system. It is my hope that I may have the opportunity to train the new Branch Manager, and I will certainly do my best to ensure a smooth transition for the benefit of the library patrons here in Salem. Unfortunately, mine will not be the only absence being felt at Salem Branch: temporary staff member Wesley Ramey was with us until June 28<sup>th</sup>, and he will be sorely missed here.

**Issues:** The compressor on the building's HVAC unit failed on June 10<sup>th</sup>, and while we waited for the repair, heat built up in the library, growing over successive days until we were forced to close for a little over four hours on the afternoon of June 13<sup>th</sup>. Fortunately, we were able to reopen on time the very next morning. We are still missing one of our public computers, and with the upswing of activity that accompanies Summer Reading, it is clear that we could use more electrical outlets to plug in all of the devices our patrons are bringing with them and using in conjunction with our free wi-fi access. When the branch's wi-fi connection was down for a day and a half in late June (due to the cutting of a cable on a construction site unrelated to the library), our patrons were vocal in complaining of the inconvenience to them.

**Manager's Projects:** Our collaboration with Oconee County Adult Education and the Tamassee-D.A.R. G.E.D. program has resulted in one-on-one tutoring sessions in literacy and mathematics for seven local adults beginning in May. The tutoring is expected to continue until the resumption of G.E.D. courses in September, and ideally will continue for longer for those students whose literacy level is below that required for the G.E.D. program. Four tutors were trained at the Salem Library by Adult Literacy Coordinator Veronica Main, and our other tutors came to us from the Tamassee-D.A.R. school's already established program.

# **Seneca Library**

## **May/June 2013**

### **Blair Hinson, Manager**

#### **Narrative**

**Collection:** We have really added new items lately due to the changeover of Technical Services Librarians and the end of the year influx of material. We are trying to weed out obsolete young adult and adult biographies. We are also catching up on our deletions now that Technical Services has caught up with their workload.

**Displays:** Displays for the cycle included a "Readbox" display by Megan LaVere, a summer books display, and a summer reading display by Lynn Owens. We also had a paper animal display in our case for summer reading 2013.

**Staff Development:** The branch manager and the Branch Services Librarian, K'Lani Green, have been busily developing the Improved Staff Training program. The Seneca staff undertook a trial run of the testing and Universal Class, our test platform. We have also completed pre-testing for the LSTA grant fulfillment. Seneca staff member Kayla Fultz was married in May, 2013, becoming Kayla Rucker. The staff gave her a gift card for Target.

**Community Outreach:** We continue to improve our delivery of press releases, etc. to try to get folks into the library. Seneca staff member Megan LaVere was recently in Columbia, and was photographed with Governor Nikki Haley for her part in nominating Ann Rogers for the Governor's Direct Service Volunteer Award. The Seneca Manager now has a monthly "slot" on Seneca radio station WSNW's "Coffee Time" program. Seneca staff also participated in coordinating our continuing outreach in place of the Geek Your Library campaign.

**Programs:** We hosted our final spring Let's Talk About It book discussion in this period, and a class taught by Jonathan Hunter on digital photography for Adult Summer Reading.

**Issues:** We are finally connected to the new fiber optic broadband network. While we have noticed better speeds at our circ terminals and on the public Internet terminals, we continue to see some real slowness in our LS2 Staff, and our Public Access Catalog terminals (PACs) function about half the time. We also need improvements in our phone system (which is supposed to come with broadband, in the form of VoIP, or Voice over Internet Protocol). Not sure when that will be implemented, but our existing phones are need of replacement. Our self-checkout station also is no longer functional. We are checking to see if we can use the existing equipment as a self-reservation station for Envisionware, but our county IT says they don't support this machine and it has been difficult to do anything with it. Also, our carpet is in terrible shape and needs replacing regardless of what happens with the new Seneca branch.

**Notes:**

# Technical Services

May/June 2013

**Robena Barton, Librarian**

## **Narrative:**

I have enjoyed my first month as the Technical Services Librarian and am continuing to improve my general knowledge of and efficiency at this position.

Collections: Lee continues to try and reduce our accumulation of points for our leasing program by ordering titles from book vendor Baker & Taylor.

TLC: I attended the TLC user's group conference on June 13-14 with K'Lani Green. This was greatly helpful in understanding common issues with the system and brought to light several areas that need improvement including the rule status for borrower types and collection codes. I plan on addressing these issues in the coming months.

Manager's Projects: My most pressing project remains learning as much as I can about my role and responsibilities here at OCPL. I am trying to talk to the branch managers and other full-time staff to identify issues that need to be addressed and generally improve communication with technical services.

In the immediate future my first priority is to address the backlog of items that need to be processed, cataloged, deleted or mended from my work area.

Further on we need to address the changes to our catalog records from the incorporation of the new cataloging rules known as RDA, or Resource Description and Access. This will be a project throughout the remainder of the year and will involve training and the creation of a new manual. By the end of the year the goal will be the full adoption of RDA for all new and edited records in the system.

Issues: We continue to experience disruptions in service from our server. IT and TLC have addressed problems in a timely manner but losing access to our circulation and cataloging utilities or the Internet entirely is causing difficulty on a weekly basis.

There also continues to be issues with consistency in records. I am working with all staff to identify problem items that need to be re-processed and improve practices for new records to avoid similar issues in the future.

# Walhalla Library

May./June. 2013

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 slightly and are up 10% from the previous period (March/April 2013) with 106 new registrations. Overdrive circulation increased 5% with 2,007 check-outs for May and June. A total of 120 new titles were purchased and added to the OCPL Overdrive collection during this period. The cost for this period was \$4,603.31 which means that the average item was \$38.36 each. Overdrive books can now be located in our library catalog.

**DVD Collection:** DVDs continue to be a very popular part of our collection with our "Who needs Redbox?" campaign as we promote the latest and greatest DVDs available. Patrons have responded very positively to our new policy of 6 DVD's for check-out for 7 days.

**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.

**Staff Development:** Staff has received basic testing to evaluate their computer skills and other areas that may need further attention. We look forward to continuing with the training that will be offered so staff can improve on these skills.

**Volunteers:** The VIP Committee will begin planning our next event in August to show appreciation to The Friends for National Friends of the Library week that takes place in October.

## Community Outreach:

**Collaboration:** We continue to collaborate with Gene Borzendowski of the Goodwill Job Connection of Seneca. In May he conducted a Resume Workshop at Walhalla. We have received a plethora of Groups that utilized the meeting room for their events including Waters Edge Home Owners Association, Carolina Family Services, Oconee County HR, Walhalla Women's Club, South Carolina Commission for the Deaf and Blind, Walhalla Class Reunion Committee, and Friends of the Library.

**Programs:** We continue to provide *Tech Tuesday*, offering assistance to people needing help with their Ereaders. Our May Programs included Hypertufas presented by the Master Gardeners with 8 in attendance and a Resume Workshop with 3 in attendance. June's programs were *Herbs for Medicinal and Culinary uses* with 18 participants, the movie entitled, "Dirt! The Movie" to go along with our Adult Summer Reading theme with 4 people and the bi-monthly book club, *Books and Chocolate*. We offered a family program booktalk with the movie and book both entitled, "Holes" but did not have anyone in attendance. Our most successful program for the summer thus far was *Ghost Pro* with 45 in attendance.

**Manager's Projects:** Heidi continues to plan for the upcoming community festivals at which OCPL will be represented. Upcoming festivals include Apple Festival in Westminster in September and Oktoberfest in Walhalla. Walhalla completed inventory. Heidi is also responsible for ordering all of the Ebooks for OCPL.

**Facilities:** Follow-up to issues of leaking drip pans from AC unit: The county maintenance department did come to the library and drain the drip pans in the back staff work room near technical services. I am still concerned that the unit as a whole needs to be flushed.

**Issues:** We have been experiencing issues with bugs and scheduled to have a quarterly pest control visit from an area company. We continue to have issues with our public computers because the icons are not always available and often the computers are so "locked down" that we are unable to assist patrons with what they need to accomplish.

## May

**Staff Development:** We received our new staff training computer. This will allow staff to get off the floor and focus on computer programs that will help them be better employees. Staff have also been getting trained on the four different summer reading programs that will start on June 3<sup>rd</sup>.



**Displays, Programs, and Community Outreach:** I was asked to go to Westminster Elementary School to promote our summer reading program for kids and teens (rising 5<sup>th</sup> graders). I spent about 7 hours reading stories to the kids, telling them and showing them new books the library has, services we offer like the downloadable books, and all about the upcoming reading and programs we will have. The kids are really excited about the movies, aquarium, magician, and the prizes they can attend and win.

As far as the adult summer reading program, we are all set to go. We have 500 adult summer reading bags that were provided by KOBA stuffed with information. We have already had been inquiring as to how they can get one. We have the library all decorated and have some fantastic displays, it's all part of getting the public into the library, excited about reading, and to learn about all the services the library has to offer. We are not just books anymore, we are so much more.

Displays have included a Memorial Day display, Terrariums and Gardening, Dig Into Reading, and summer reading books for juveniles and teens.



Programs were kept to a minimum in May as we prepared for our busier summer months. We had another great turnout for Craft it with Leah. This time we created dry erase boards out of picture frames. Upcoming craft programs include ceramic tile coasters and terrariums (which are already creating a buzz). We also had a Rubber Ducky Party for kids but had a smaller turnout than usual. Although the party was still geared for 3 to 12 year olds, I think a lot of people thought it was more for preschool age. We had 10 in attendance and had a great time. The people out in the main library enjoyed the benefits of a small party because they got to sample the leftover cupcakes. 😊

## June

**Staff Development:** Our new staff training program has started with staff taking a pretest. These results will help us to see the improvement after staff go through some training. Staff are also hard at work getting people to sign up for summer reading programs and events.

**Programs, Displays, and community Outreach:** June and July are always the library's busiest months. This year we have had a tremendous increase in the number of people who have signed up for our four summer reading programs. Last year for the entire two months of summer we signed up 60 adults, 175 kids, 32 teens, and 24 early literacy people. We have gone above and beyond those statistics just in the first three weeks of June. So far we have signed up 125 adults, 198 kids, 58 teens, and 39 early literacy people. We have also had a great involvement with the community through hosting a job fair. This was a great way to get the word out about jobs in the area and to promote the library itself.



Displays for June include Dig into Reading themed books, Groundbreaking adult books with terrariums, and summer reading paraphernalia. We are also receiving artwork from the teen summer reading participants that we will put on display.

We had 65 kids and adults come to our Diary of a Worm Party.

We had 10 teens for both our *Warm Bodies* movie and Teen Gaming which is a success because we have had zero attendance previously.

We had 15 attendants for Craft it with Leah: Tile Coasters.

We had 70 kids and adults for Magic with Mr. Ray.

We had 28 for *Gnomeo and Juliet*.

We had 22 for I Read to Animals, a really cute program where kids get to practice their reading skills with specially trained dogs and rabbit.

**Issues/Facilities:** Issues this month concern outlets and technology. We have a constant stream of people wanting to use our public internet computers which causes us to have waiting lists that are something 5 people long with waits up to 30 minutes. Even if we could afford to purchase more computers, we literally do not have a single place to put another computer. The three outlets we have near tables or chairs have also been overrun with laptop and tablet users who need a power supply. We have even had to allow people to go into the meeting room to sit and use their computer. This is not a solution because many times the meeting room is in use and that is not an option. I hate to see people leave because they don't have anywhere to connect or they can't wait 30 minutes to use a computer.

We also continue to have constant computer problems. Our public internet computers are not like your typical computer. They are so modified to prevent hacking, downloading, etcetera that the smallest problem is a huge problem. The Start menu does not exist on our computers. The only way to access the internet, Microsoft Office programs like Word, or to go directly to your save files on a flash drive is through icons that have been put on the desktop. These icons have been disappearing causing patrons to have to come to the desk for help. We then have to log the patron out of Envisionware, restart the computer, wait for about 2 minutes for it to reboot, then log the computer back in, log the patron back in, and hope that you don't have to do that all over again. IT is working on the problem but do not have a solution even though this has been going on for at least three weeks now. We are also having issues with circ computers being slow or doing weird random stuff. These issues are a constant strain on staff who are already overloaded with the influx of summer reading programs, job seekers, and general one-on-one help which includes copying, printing, book finding, shelving, patron checking out, requesting books, checking in courier, pulling requests, shelf straightening, and planning and conduction programs. Thankfully I have great staff who are willing to go the extra mile and persevere diligently and really do enjoy their job because the fulfillment of our jobs outweighs all the issues we have to deal with.

# **Youth Services**

## **May/June 2013**

### **Stacie Powell, Youth Services Librarian**

**Collection:** Stayed on budget for book and a/v spending for fiscal year 2012-2013

**Displays:** Summer Reading display in the meeting room.

**Staff Development:** Manager's Team meeting – May 8th

**Community Outreach:** WES career day – May 17<sup>th</sup>. School visits and promotional material sent for Summer Reading program

**Programs:** Summer Reading began on June 3<sup>rd</sup> and will run until August 3<sup>rd</sup>. We have programs for all ages again this year and have seen a dramatic increase in sign-ups for the early literacy and teen age groups. We are hoping our completion rates in all age groups goes up this year.

**Grants:** Awarded two summer reading grants – State Library LSTA grant and Dollar General Grant

**Issues:** Caela Haney, Youth Services Assistant, will be leaving OCPL at the beginning of August. Caela has been a huge asset to OCPL and the Youth Services Department and she will be greatly missed. Her job will be posted in July and hopefully interviews will be held during the last week of July. Depending on how quickly we can find a replacement for Caela, the Youth Services department may have to make some minor story time schedule changes during the month of August.