OCONEE COUNTY PUBLIC LIBRARY

Library Board of Trustees
MEETING AGENDA

Monday, March 24, 2014, 5:30 p.m.

Salem Town Council Chambers, 5 Park Avenue, Salem, South Carolina

I. Call to Order

II. Approval of Minutes: Meetings of January 27, 2014

III. Public Comment: Limit of (4) minutes per person, 30 minutes total

IV. Friends Report: Barbara Askew

V. Committee Reports

A. Finance – Alisa Suddeth

B. Policy/Personnel – Priscilla Taylor

C. Building and Grounds – Bill Caster

D. Community Relations - Ellis Hughes

E. Capital Projects – Alisa Suddeth

VI. Chairman's Report

VII. Director's Report

VIII. Old Business

Capital Project Sales Tax

Appointment to Board committees by Chairman Day

IX. New Business

Impact of Third Party Contract employees

X. Adjourn

OCPL Director's Report
March, 2014

1. **Programs and Services:** Numerous programs were presented at OCPL Libraries during January and February. The director presented a program on the Civil War songs of **George F. Root** to the Golden Girls at Keowee Key on Tuesday, February 4, 2014.

2. **Usage Statistics and narratives:** January-February 2014 statistics and Bimonthly Reports are attached.

3. **Finance and Budget:** OCPL Budget for July 1, 2013 – March 17, 2014 is attached. Budget request for FY2015 was submitted to **Ladale Price** of the Administrative Services Department on Friday, February 28, 2014.

4. **Personnel and Training:** Management Team meetings on Wednesday, January 15, 2014 and Monday, February 24, 2014. In-Service Day for Staff Training on Tuesday, February 18, 2014. Both **Heidi Holmes** and **Emily Whitmire** are scheduled to receive their Masters in Library and Information Science degrees from the University of South Carolina this spring. **Emily Pressley**, the third **Staffmark** employee to serve as a part time employee at the Walhalla Library since last November, has left employment with the library. Seneca Library's part-time employee, **Sarai Espino**, has resigned and will be replaced by an employee hired through **Staffmark**.

5. **Buildings & Grounds:** Facilities Maintenance staff installed a dishwasher in the staff room at the Walhalla Library. Two replacement ceiling heaters for the basement in the Walhalla Library are on hand and will be installed by Facilities Maintenance staff when brackets are received.

6. **Technology:** Prestige Phone service is installing additional computer drops in the Walhalla, Westminster and Seneca Libraries to accommodate the new Xerox photocopiers, which must be networked. **John Michael Cox** is now the department head for the County IT department.

7. Friends of the Library: Director was the guest speaker/singer at the annual meeting of the Friends of the **Union Carnegie Library** in Union, SC on Sunday afternoon, February 16, 2014.

8. Oconee County: Hosted meeting with Xerox representatives and **John Michael Cox** of the County IT Department to discuss the County's replacement of RICOH copiers with Xerox copiers in the four libraries, Thursday, January 30, 2014. Involvement with preparation for Capital Project Sales Tax Commission presentation on Wednesday, January 22, 2014. Attended the **Oconee County Council's** Planning Retreat on Thursday, February 20, 2014. Attended a Xerox transition session at the County Administration building with **Janice Lovinggood** and **Blair Hinson** on Thursday, February 27, 2014. Attended the Capital Project Sales Tax Commission sessions on Monday, March 10, 2014 and Thursday, March 13, 2014.

9. State Library: Attended the presentation of the South Carolina State Library's budget, which included State Aid to public libraries, to a subcommittee of the House Ways and Means Committee on Wednesday, February 5, 2014. Attended the assigned **Legislative Day** for Oconee County on Wednesday, February 19, 2014.
OCPL has received notification of a Summer Reading Club grant of $1,000.

10. Community Involvement: Attended **Oconee Alliance** meetings on Thursday, January 8, 2014 and March 13, 2014. Attended **Oconee Chamber's** Business After Hours at Oconee Federal on Thursday, February 27, 2014.

11. Other: Proctored several online tests for Limestone College students. Did a program on the history of the "Star-Spangled Banner" for an **Osher Lifelong Learning** class at Patrick Square in Clemson, SC on Tuesday, March 4, 2014.

	Jan 2013	Jan 2014	Change	Feb 2013	Feb 2014	Change
Visits to Library	27,071	23,678	-12.9%	24,961	19,221	-23.1%
Material Circulation - Adult	21,336	20,719	-2.9%	19,432	18,003	-7.4%
Material Circulation - Youth	2,385	2,324	0.8%	2,319	1,832	-21.0%
Material Circulation - Juvenile	9,560	8,564	-10.4%	8,970	7,094	-20.9%
Total Material Circulation	33,201	31,605	-4.8%	30,725	26,929	12.4%
Internet Users	4,276	0	-100.0%	4,196	0	-100.0%
Internet Hours of Use	3,185	0	-100.0%	2,873	0	-100.0%
New Cards Issued	297	202	-32.0%	255	154	-39.8%
Programs - Adult	12	9	-25.0%	16	11	-31.3%
Programs Attendance - Adult	107	14	-86.9%	253	107	-57.7%
Programs - Youth 12-18	2	0	-100.0%	0	0	
Programs Att - Youth 12-18	6	0	-100.0%	9	0	
Programs -Juvenile 6-11	0	9		3	13	333.3%
Programs Att - Juv 6-11	0	0		32	135	321.9%
Programs - Children 0-5	29	0	-100.0%	21	0	-100.0%
Programs - Att - Children 0-5	287	24	-91.6%	409	8	-98.0%
Outreach Activities	0	0		0	1	
Outreach Act. Attendance	0	0		0	22	
Public Training Sessions	4	1	-75.0%	4	1	-75.0%
Public Training Participants	45	6	-87.0%	21	6	-71.4%
Public Training Hours	56	12	-78.4%	25	9	-64.0%
Staff Training Sessions	2	6	200.0%	2	4	100.0%
Staff Training Participants	2	9	350.0%	2	12	500.0%
Staff Training Hours	2	13	650.0%	8	98	1125.0%
Number of Volunteers Added	8	8	0.0%	8	6	-25.0%
Number of Vol Hours	385	126	-67.2%	435	160	-63.1%
Meeting Room Use	39	53	51.4%	55	42	-23.6%
Meeting Room Attendance	450	538	29.3%	611	559	-8.5%

Number of Web Site Hits	13,611	12,310	-10.3%	14,593	12,626	-13.4%
E Book Downloads	969	903	-69.6%	786	1,031	34.6%
Mango Adult Users	52	75	50.0%	75	208	177.3%
Mango Children Users	3	3	-80.0%	2	2	0.0%
One Click Digital Downloads		57			35	
Interlibrary Loans	57	34	-40.4%	68	29	-57.3%
New Material Added	1,141	931	-18.4%	1,279	955	-25.3%

Internet hours of use and Internet Users Count are no longer available

Visits to the Library and Material Circulation figures were affected by library closings.
During January and February, the libraries were closed for a total of seven (7) days.
Three(3) holidays: New Years' Day(January 1, 2014); Martin Luther King, Jr. Day(January 20, 2014); and Presidents' Day(February 17, 2014);
Three(3) inclement weather days: January 28, 2014; February 12, 2014; and February 13, 2014;
and In Service Day: February 18, 2014. The libraries also closed at 3:00 p.m. on January 28, 2014 due to inclement weather.

OCPL BUDGET FY14 - March 17, 2014					
Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
010-206-10110-00000	Full Time Salary	605,322			
010-206-10120-00000	Part-Time	101,985	THESE FIGURES		
010-206-10121-00000	Courier	13,500	ARE NOT CURRENTLY		
010-206-30025-00000	Staffmark	21,485	AVAILABLE FROM THE		
TOTAL SALARIES		742,293	FINANCE DEPARTMENT		
010-206-30018	Travel	200	86	43%	114
010-206-30022-00081	Bldg Maint - Walhalla	6,965	5,172	74%	1,793
010-206-30022-00082	Bldg Maint - Seneca	3,600	1,183	33%	2,417
010-206-30022-00083	Bldg Maint - Westminster	2,500	1,492	60%	1,008
010-206-30022-00084	Bldg. Maint - Salem	2,020	1,020	50%	1,000
010-206-30024	Equip. Maintenance	6,800	5,621	83%	1,179
010-206-30037	Equipment Leased	8,000	5,707	71%	2,293
010-206-30041	Telecommunications	480	304	63%	176
010-206-30043-00081	Electricity - Walhalla	26,000	19,327	74%	6,673
010-206-30043-00082	Electricity - Seneca	16,500	8,937	54%	7,563
010-206-30043-00083	Electricity - Westminster	14,000	9,521	68%	4,479
010-206-30043-00084	Electricity - Salem	5,000	5,000	100%	0
010-206-30044-00081	Water - Walhalla	1,400	803	57%	597
010-206-30044-00082	Water - Seneca	900	567	63%	333
010-206-30044-00083	Water - Westminster	600	597	100%	3
010-206-30056	Data Processing	27,500	27,500	100%	0
010-206-30059	Copier Click Charges	3,000			3,000
010-206-30068	Advertising	700	600	86%	100
010-206-30080	Dues	750	740	99%	10
010-206-30084	School, Training, Sem.	3,300	3,293	100%	7
010-206-30090	Honorarium	900	900	100%	0
010-206-40031	Sm Capital Equip (Loc)	2,800	2,581	92%	219
010-206-40032	Operational	11,200	11,195	100%	5
010-206-40032-A	Youth Services	2,000	1,592	80%	408
010-206-40033	Postage	1,000	623	62%	377
010-206-40034	Food	500	287	57%	213
010-206-40045	IT Equipment	28,357	24,583	87%	3,774
010-206-40101	Books (Local)	91,758	91,452	100%	306
010-206-40102	Periodicals (Local)	16,000	15,206	95%	794
010-206-40103	AV (Local)	10,000	9,863	99%	137
010-206-50881	Capital Expenditure, Paving	35,000	21,821	62%	13,179
010-206-60206	Automobile Maint - Library	1,000	765	76%	235
010-206-61206	Gasoline - Library	2,540	2,061	81%	479
010-206-62206	Diesel - Library	2,495	1,208	48%	1,287
TOTAL LOCAL FUNDS		335,765	281,608	84%	54,157
012-206-50850-00000	Seneca Library Expense	21,514		0%	21,514
013-80-85-50206	Lib Const(Seneca)	1,021		0%	1,021
013-206-00605-90800	Dale Ayres (Westminster)	101		0%	101
013-206-60010	*Gifts, Donation (Loc)	29,738		0%	29,738
TOTAL MISC. FUNDS					
240-206-30024-00255	Equipment Maintenance (State)	1,000		0%	1,000
240-206-30056-00255	Data Processing (State)	25,837	8,337	32%	17,500
240-206-30080-00255	Dues	1,000	481	48%	519
240-206-30084-00255	Schools, Train., (State)	3,000	2,493	83%	507
240-206-40031-00255	Sm Capital (State)	2,000	1,992	100%	8
240-206-40032-00255	Operational (State)	4,000	2,104	53%	1,896
240-206-40111-00255	Books (State)	25,453	13,679	54%	11,774
240-206-40112-00255	Periodicals (State)	18,315	9,270	51%	9,045
240-206-40113-00255	AV (State)	10,000	7,288	73%	2,712
240-206-60206-00255	Vehicle Maintenance	2,236	2,236	100%	0
TOTAL STATE AID		92,841	45,643	49%	44,962

Branch Services

Jan/Feb 2014

K'Lani Green, Branch Services Librarian

Narrative

Public Relations:

Leadership Oconee
Media Day 1/3: started day at Blue Ridge Co-op and managing editor from Anderson Independent presented; then visited WYFF and Erwin Penland in Greenville

Health & Human Services Day 2/7

Staff Development:

Spotlight quiz return in Feb.
Training plans due Feb. 6
Qtrly. in-Service Feb. 18

Programs:

Started anime club for teens in December (5 attended). Jan. - 8 attended; Feb. - 4

Manager's Projects:

Met with JoAnna White, Director of Oconee State Park in Jan.

Issues:

Outreach Services

January/February 2014

Brenda Lee, Bookmobile Manager

Collections: The biggest change has been to order from Midwest Tapes for DVDs. With hardly any budget left and expenses are greater, I pretty much stick with older DVDs that I can still purchase through Amazon. Leah helps me due to lack of time to peruse catalogs as needed.

Displays: Bookmobile was decorated with snowflakes, then hearts for Valentine's Day, and a whole bunch of Minions! It is very thrilling to hear the little ones talk about them! The sidewalk sign boasted of events at the branches. I would love more pictures of Bookmobile activity, but there isn't really time to take pictures (to upload and send) with the camera I have as well as make transactions.

Manager's Projects: Removing almost all of the older juvenile collection (with the exception of serial novels) to evaluate what is on. The newer items are considered to be items inventoried from December 2102-February 2014. Stacie is working to fill in the gap, but we have no idea how long this will take.

I coordinated with State Librarian, Sandy Knowles of Talking Book Services to come and demonstrate the use of the services to the three assisted living facilities that the Bookmobile visits. K'Lani Green helped by getting Josie Rabbitt from the Daily Journal to write a story which appeared in the March 1 edition! See attached.

I am currently working on an invitation to a community event in Long Creek that takes place in April as well as National Bookmobile Day/National Library Week and a Volunteer Luncheon that will be held at Belvedere Commons.

Stacie Powell, Youth Services, let me know that Saint John's Preschool was very interested in a bookmobile visit. I made time to try parking there and without being on Hwy 28 it just isn't possible; even Church Street is too much of an incline and other driveways are too narrow. I followed up with a phone call. I was contacted in person to possibly starting the Learning Center at Open Door Baptist Church to begin in March, as they work with the school district's calendar. I have been assessing *all* stops of their activity as to whether 'said' stop warrants return visits for May through August.

Outreach to homebound is almost at a standstill. We only have one and she is becoming more dependent on large print only therefore I plan to try to get her set up through the State Library.

Comments: The backup camera installed on the bookmobile is working well.

I have an upgraded phone, which is only used for business.

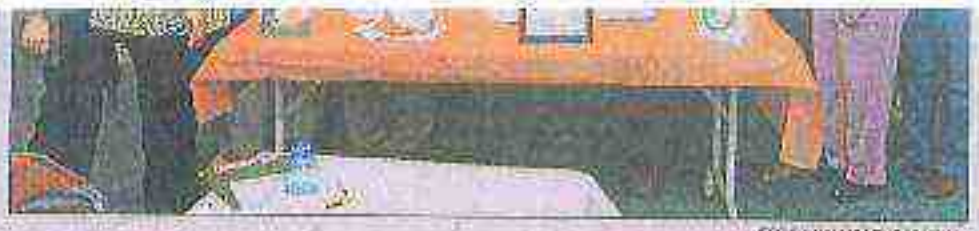
I had Jury Duty but was dismissed due to the case being settled over the weekend. ☺

K'Lani Green and I met for my annual evaluation.

I participated in our staff training day.

I went to Ronnie Smith's farewell and just casually mentioned the generator switch and how it was now firing connecting. He knew exactly what I was referring to an immediately told me to bring in so that it could be repaired.

Several statistics were lost (time spent on the road, patrons we count, and circulation numbers) due to holidays, sickness, inclement weather, and bookmobile repair.



JOSH CARRIGG | THE JOURNAL

volunteers in a proclamation declaring Monday National Read Across America Day in the three Oconee County cities. United Way volunteers took part in the annual celebration by reading to students in schools, day cares and Head Start programs.

Library officials showcase 'talking books'

BY JOSIE RABBITT
THE JOURNAL

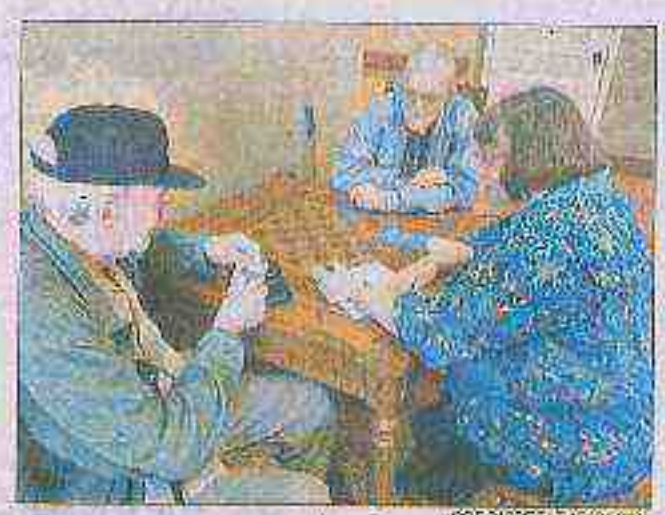
"Getting old isn't for sissies," S.C. state librarian Sandy Knowles said Friday at a morning presentation at the Residences at Parks Place in Seneca.

Knowles spent the day with Oconee Bookmobile manager Brenda Lee and Oconee branch services librarian K'Lani Green hoping to sign up seniors living in local residence homes for the free talking book services offered by the state.

"We hope to be more than a pamphlet," Seneca librarian Emily Whitmire said. "We've got pamphlets in stands near the books, but to actually have someone explain to them the program is more effective."

Green said every Oconee County public library has pamphlets available, but the very diseases and disabilities that prevent seniors from being able to read may prevent them from being able to read the pamphlets with vital information about the talking book program.

"There is a condomeration of problems with reading and getting older," Knowles said in her presentation. "Strokes can prevent holding books steady. Parkinson's Disease does the same. When I had my cataracts, I didn't know what I was going to do. What do you do when the greatest pleasure in your life is reading and it's about to be taken away?"



JOSIE RABBITT | THE JOURNAL

State librarian Sandy Knowles spent Friday morning and afternoon traveling to various homecare locations in the Oconee County area in an attempt to enlighten and sign up eligible seniors for the state's free audiobook program.

Amazon's Kindle adjusts font sizes for reading, but Knowles said South Carolina's talking books services are free — requiring nothing from seniors.

Of course, there is an application that seniors must fill out, but Knowles said caregivers could assist the seniors in filling out the simple questionnaire including telephone number, address and a signature of a certifying authority such as a doctor, or any registered medical personal as well as a librarian holding a Master's in Library Science.

"The application is more like 'What kind of books do you like?' and takes into consideration that some people don't want to read explicit scenes or only one author," Knowles said.

Knowles held up a medium-sized black machine with a few large buttons.

"This is the player, and it is free," Knowles reiterated for her senior crowd. "The services program will send you one in the mail with your first order, which is also free. The books are little white cartridges that are sent through the mail for free inside big blue containers. Just take out the book from its blue container and insert it into the player machine. Then you can play, pause or stop the book whenever you want."

Knowles pulled out two containers — one red and one blue — to show her listeners.

"The red containers are magazines," Knowles explained. "So, this program has more than just books. We have magazines that we send for free, too."

About every two months, members of the free talking books services receive a catalog of available books.

"It's a list of books, like a library," Knowles said. "The good news is there aren't any fines."

[illegible]

March 1, 2014
The Journal

Salem Library
January/February 2014
Daniel Polk
Branch Manager

Narrative

General News: Salem has had a big weeding project going on. We were able to get a lot done in January and February. We now have weeded the Adult Fiction books so that they are not on the top shelves. We have also weeded the Easy Books and Juvenile Books. We also updated the signs to reflect changes in the collection.

COMPUTER ISSUES: We hope to get a new copier in March. We will need to move things around to make room for the new machine seeing how it will be at least twice as long as the old one.

MANAGER PROJECTS: The branch managers of the Salem, and Westminster Libraries will be Planning the April in-service day. We will focus on practical training issues that staff can use on a day to day basis, and we will focus on customer service training for libraries.

PROGRAMS: For the Family story time, 24 attended in January and 8 in December. There was good attendance at the knit and Crochet circle. There were 10 kids who showed up for the teen gaming night in February. 8 people attended the Better Than Therapy book club which met in January And February.

VOLUNTEERS: Francis Tucker and Carol Eubanks have continued to help out, and we would like to welcome Nicole Alexander our newest volunteer. Nicole has been able to work three days a week and said that she is able to help out more in the afternoons.

STAFF DEVELOPMENT: On February 18th the library had an in-service training day that we did with the staff of the Westminster Library. We went over three online training sessions together. This was very good in that we also received good feedback from other staff members when we had questions.

Seneca Library
January/February 2014
Blair Hinson, Manager

Narrative

Collection: We stalled a little in weeding out much of our remaining (and quickly aging) reference collection, mainly due to staff illness and snow days, but we will pick up again soon, and will probably delete the bulk of our books on audiocassette this spring. We have continued to "spot" weed dirty, worn out, or out-of-date books as we've straightened and re-aligned our shelves.

Staff Development: Sadly, we lost one of our part time employees, Sarai Espino, as she went to work for her family's business. We are currently looking for her replacement. This will be the first time we will send an employee to Staffmark, which now completes the hiring process for all part time employees for the County. Based on the recent experiences of the Walhalla Branch manager, the manager at Seneca has some concerns about the use of Staffmark. We've expressed those concerns to the Director, who had indicated he would relay those concerns to the County Administrator. We had a successful in-service in February. All staff completed online training in customer service, conflict resolution and reference services. We were also able to have a staff meeting, which is rare.

Community Outreach: The Seneca manager is now appearing regularly on the WSNW "Coffee Time" program, usually on the third Tuesday of the month at 8:30 a.m. We're also in the midst of really ramping up our campaign to spread the word/information about the Capital Projects Sales Tax project.

Programs: Let's Talk About It programs for spring, 2014 are centered detailed portraits of a strong influential woman, a woman capable of changing the course of history, art, culture or politics. The theme this fall is "Isabella's Sisters." We have also had a couple of training sessions for the public on e-readers and OverDrive (specifically the Kindle Fire).

Issues: We are fairly close to deciding on a host for our new website, which will probably be Boundless, a TLC product, and have already acquired a new URL: www.oconeelibrary.org.

We would still consider security cameras at the Seneca Library a top priority and have looked into getting IT to price and install them for us.

We will be getting new copiers in March, 2014, and have begun preparing for that, as well. We still are sort of in the dark about when the VOIP, or Internet-based phones, will be installed.

Notes:

Technical Services
January/February 2014

Robena Barton, Librarian

Narrative:

Collections:

The new vendor for audiobooks has been working out very well, and the new cases have elicited several positive comments. Workflow has continued to improve and our part-time processor has begun training to take on more copy-cataloging responsibilities. Orders have remained steady the past two months but we have managed to handle most items in a timely fashion as well as perform a good bit of deletions and returns. It was discovered in January that our online collection of audio and e-books was not being added to the catalog due to an oversight from the vendor that provides the records. We are now adding all records to the system as they are delivered and are working on the backlog of items we had received previously. I am hoping that by the end of April all the items we have paid for will be searchable in the catalog.

TLC:

We have not had any major issues with TLC this time around. Our only outage occurred as a result of County updating the system. We have made several small improvements including correcting a setting that had prevented courtesy notices from being delivered. Patrons are now notified when they have items due in two days.

Manager's Projects:

Weeding is proceeding as planned, and the new allowance for branches with cataloging access to delete their own items has improved efficiency tremendously. There is a small backlog of items here in Walhalla due to the high volume, but this is being regularly addressed. It is hoped that the start of the new fiscal year will have all branches prepared to begin a regular annual schedule, and from the reports I have received this seems likely.

Staff Development:

Staff in-service was on February 18th and focused on customer service. I and my staff participated in several online classes and spent time discussing various issues for this area. In addition, my staff is hard at work on their individual training plans. Leah is improving her knowledge of Excel, Diane is engaged in Windows 7 training, and Claire is learning more about cataloging and the Office Word software. For myself, I am spending the weekly hour in system improvement or in webinars for staff development and training.

Volunteers:

Nancy Woods continues to be a boon to the department and her weekly time spent mending materials allow us to get materials back into circulation quickly.

Issues:

Tension mounts as the installation date for the new copiers looms near. Expectations are good, but as with any new equipment problems are bound to occur. The questions are about the severity of those problems and how much service will be affected by them.

Walhalla Library
January/February 2014
Heidi Holmes, Manager

Narrative

Walhalla Collections: The Walhalla library branch manager continues to order materials based on professional reviews, patron requests, and "best sellers" lists. A major weeding project has begun in order to withdraw items that are in poor condition. Walhalla continues to benefit from collection development funds that were donated by Mr. Chastain as well as a recent donation by Mr. Stroether.

Overdrive Collection: New Overdrive patrons increased 34% from the previous period (November/December 2013) with 134 new registrations. Overdrive circulation increased 32% with 2,561 check-outs for January and February. A total of 38 new titles were purchased and added to the OCPL Overdrive collection during this period. The cost for this period was $1,839.06 which means that the average item was $48.40 each. Mr. Chastain has recently made a separate donation to assist in the purchase of eBooks.

Staff Development: A personalized training plan was created for each member of the Walhalla Library circulation staff and training is well underway. The February 18th in-service was a day spent participating in several informative webinars as well as staff meetings and additional trainings.

Walhalla's newest Part-time Circulation Assistant, Emily Pressley, began working at OCPL on February 4th. She participated in the in-service and is acquiring additional training to become an active staff member of OCPL.

Volunteers: The VIP Committee has the annual volunteer appreciation event planned for April 10th from 6 to 8 pm. The event will be hosted at the Oconee County offices on Pine Street and are sponsored in part by Subway.

Programs: We continue to provide *Tech Tuesday*, offering assistance to people needing help with their eReaders. Other adult programs held at Walhalla during January and February were *Eating Healthy in the New Year*, *Computer Data Security*, and Walhalla's monthly book club, *Books and Chocolate*.

Facilities: A new dish washer was purchased to assist with events such as volunteer appreciation nights and monthly board meetings.

Westminster Branch Library

January

After several successful programs at the Westminster Library, it was decided to take a month "off" from programming so the staff could focus on several projects that needed to be started or finished. Branch Manager Leah Price worked on the completion of a work-in-progress rough draft of a staff circulation procedure manual. It was presented to management in early January with instructions to read and revise. A meeting will be held in February to discuss revisions. The goal is to have a complete manual by April 1st.

Full time circulation staff Tiffany has started withdrawal processes of outdated and worn materials in the youth sections of the library. The young adult fiction, nonfiction, biography, juvenile biography and fiction sections have all been processed. Next up are the juvenile nonfiction and the children's easy books. This process includes running reports to see what items have not circulated in years, making sure those items are not classics or other noteworthy works that would need to stay in the system, checking condition to see if a replacement is needed, scanning each item and deleting the correct one, packing the items into boxes (from Ingles), sending them via courier to Walhalla for tech services to vet, and then finally to the Friends to sell at their book sale. Since we have not had an official system of withdrawal, each branch has until July to weed what they need to. Starting July we will follow a system wide schedule and rotation of withdrawing materials from all the branches.

The summer reading season always starts early for the librarians. As coordinator of the adult summer reading, branch manager Leah has been in contact with the managers of the other branches to make a budget request from the Friends of the Library. This is the 5th year of having an ASR and it grows more popular every year. We want this to be the best and most successful by far to keep the momentum going.

In planning for upcoming February programs, it was decided the Westminster Library would host a Lego Contest to complement the Lego party. Out of 31 pre-registrants, 20 completed projects were turned in. Starting Feb 1st the public can vote on their favorite. Staff judging will take place on Feb 4th. More details coming in February.

Branch manager Leah went to a customer service training seminar at the State Library. Plans are in the works to get me members from the State to do a training session at the spring in-service. More will come about that as we get closer.

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fina
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results for Westminster during the Food for Fines campaign was over 350 items collected for Dot's Kitchen.

February

Having several days of snow added to scheduled state holidays and one day of staff training led to a significant decrease in our statics. Most dramatically is our door count which is down by 1000 people. We will just have to double our efforts to bring in more during the month of March.

Programs: 5 different events with 161 attendees

- We had two movies during the month of February with a total attendance of 61 people.
- We tried yet another book discussion and, although a lot of people said it was a great idea, we have zero attend. We will try it again in March before we make a discussion on canceling it.
- Our biggest event in February was our LEGO contest and Party. Children in kindergarten through 6th grade were invited to create a unique Lego block scene depicting a book or literary character. We had 20 kids total and had some very awesome creations. We have some very talented kids in our area! We had 4 staff members from various branches come in to decide the winners of the age divisions. We also allowed the public to vote on their favorite in our People's Choice Award. Not only was thins a way to highlight the event, this gave us the opportunity to get more people into the library. We concluded our Lego adventure with a Lego Party on the 14th (postponed from the 12th due to the snow) and had 70 in attendance for that. During this program we read stories, played Lego toss, made a paper Lego man, and announced the winners of our contest. We received a lot of great feedback from this event. It is our hope to continue this through the years, maybe rotating to other branches to give more kids the 9oportunity (although this was open to all kids in Oconee).
- We also had another Craft it with Leah program where teens and adults could make personalized candle holders just in time for Valentine's Day.

Issues

- The ventilation fan in the women's restroom quit working and had to be replaced.
- The news that we needed to make room for two large copier/printers was not good. Something will have to be sacrificed in order for us to fit them in safely.

Projects

- Tiffany has been working on a Big Bang Theory Trivia contest based on the hit television show to take place on Pi day (3.14.)

- Leah is diligently working on having a circulation procedure manual for staff by the spring in-service. This is something the library has never had but is desperately needed for staff consistency and accuracy.
- We kind of overwhelmed the technical services department so a hold was placed on weeding materials. We have found a better solution to expedite the handling of the discarded materials and will start back in March.

Youth Services Dept.
Jan / Feb 2014
Stacie Powell, Librarian

Narrative

Print Collections: All of the holidays and weather related closings have gotten me behind a little on collection development. I am presently catching up and hope to be back to normal spending by the beginning of March. The Tech Services Department gave each branch permission to start weeding again and provided guidelines and a schedule. I have assisted Salem in the weeding of their "Easy" collection, and plan to go to Westminster to assist them with their "Easy" collection as well. Most of the branches are able to handle weeding of their own Young Adult collections since they are significantly smaller than Juvenile and Easy. Once all the branches are done weeding these sections Abby and I will start weeding at Walhalla.

DVD Collection: We've been using the new Midwest Tapes company for ordering DVDs and audiobooks for a couple of months now, and I like it much better than our old system of ordering from Amazon. I also like the fact that the DVDs will come processed and have better cases for the audiobooks.

Staff Development: We participated in staff in-service on February 18th – I took several online courses that were recommended by K'lani that helped with customer service, dealing with difficult patrons, and reference interviews. I also went around to all of the branches and gave them a brief overview of what is to come with Summer Reading this year. Abby was not able to attend the staff training but she completed the online courses at a separate time and is presently working on other areas of training she needs improvement in.

Community Outreach: I attended the South Carolina legislature day for First Steps on Feb 5. Middle Schoolers from the Tamassee DAR School visited the Walhalla Library on Feb. 28th. They are about to start an assignment on biographies and wanted me to provide an overview of biographies and autobiographies, put together a selection of books that would be appropriate for their reading levels, and tell them about the resources the library offers. A class of special needs students visited from West-Oak Middle on January 28th – I gave them a tour of the library, read them some books, and Philip sang a couple of folk songs for them.

Collaboration: I am presently working on several collaboration projects with local organizations. The first is a library 5K and fun-run that will help raise money for the library. This event will take place on August 9th in Walhalla and will be the culmination of Summer Reading. I am collaborating with the Walhalla Women's Club on this endeavor. We are hoping to make it an annual affair for the library. All proceeds from the 5K and fun run will go directly to the library. Another collaboration I am working on with the Walhalla Women's Club is a Family Literacy event for families involved in the DSS and United Way programs "POPS" and "Family Friends" respectively. This event will be held at the Walhalla Library on Sat. April 26th in the morning. The Women's Club will provide and serve a brunch to the families and I will give a library tour, demonstrate services that we offer, and do a "Mother Goose on the Loose" story time performance for the families. Our hope is that by showing all the FREE services offered at the library we will get more of these families to visit and utilize our services. The POPS program is also considering making the library a stop on their transportation route so families who don't have a vehicle or aren't near a CAT bus route can get to our story times. This is an exciting collaboration and one I hope really makes an impact on those less fortunate in our area. I am also in the works on starting an organization called BabyRead. This organization is in the early stages of planning, but my desire is that it will become a worthwhile outreach program for the library. The initial plan is to recruit volunteers who as pairs will make home visits to families of newborn babies and educate them parents/caregivers on the value of reading books to babies. I am working on this project with Caren Von Hipple who used to run the LTAI program for the library. Caren approached me with the idea and I think it will be a wonderful program, but it is going to require a lot of hard work and dedication to get it started.

Programs: January 17th – "Snowmen at Night" - January 27th – homework help - Feb 7th – Valentine Bookmark craft -- Story times – every week.

Manager's Projects: Getting ready for summer reading is still the number one priority for our department at the time. Materials are slowly trickling in and once they all arrive we can start making the summer reading packets – we stuff over 1000 bags for the children and teens for the summer reading. Working on the several collaboration and outreach programs going on.

Issues: I'm interested to see how this new Xerox printer/copier contract affects our libraries. Not much is known about it yet so I'm keeping a positive outlook, I do hope we don't get limited on how many copies we can make because that may hurt my department significantly. I make thousands of copies each year – most for summer reading packets.