

## **OCPL Director's Report September, 2014**

- 1. Programs and Services:** Numerous programs were presented at OCPL Libraries during July and August. A birthday cake celebrating the 35<sup>th</sup> anniversary of the dedication of the **Westminster Library** was cut and served to the public at the **Westminster Library** on Monday, September 8, 2014. The original dedication of the new **Westminster Library** took place on September 7, 1979.
- 2. Usage Statistics and narratives:** July - August, 2014 statistics and Bimonthly Reports are attached.
- 3. Finance and Budget:** OCPL Budget expenditures for July 1, 2014 – September 12, 2014 are attached.
- 4. Personnel and Training:** Management Team meeting on Wednesday, August 13, 2014 . Promotions at Seneca Library: **Megan LaVere** to Library Services Coordinator and **Lili Klar** from part-time to full-time. Resignations at Seneca Library: **Amanda Childers** and **Cayce Wilkinson**. New part-time at Seneca Library: **Josh Martin**, **Leah Abbatiello**, **Justina Oliva**. All 4 part-time staff members at the Seneca Library are now contract employees, which brings the library system total to 6 contract employees. **Heidi Holmes**, Walhalla Branch Manager, has resigned and we are interviewing for her replacement. **In-service Day** was held on Wednesday, September 10 at the Walhalla Library.
- 5. Buildings & Grounds:** Two sections of the sidewalk at the **Seneca Library** have been replaced.
- 6. Technology:** The staff received instruction in the use of new VOIP telephones at the In-service Day and took their units with them at the end of the day. The transition to full usage will take several weeks as the County waits for AT&T to convert the main number for each branch. We will also retain some landlines for our fax machines.
- 7. Friends of the Library:** Along with **Robena Barton**, Technical Services Librarian, and **Blair Hinson**, Branch Services Librarian, worked with **Rene Bennet** of the Friends to set up an account with the company **Better World Books**.

**8. Oconee County:** During this time period, the library has used the services of the Human Resources staff extensively as we advertised for new employees for the Seneca Library and the Walhalla Library.

**9. State Library:** Plan to attend the meeting of public library directors at the State Library on Friday, September 19. One of the topics to be discussed will be the new Trespass Legislation, which went into effect on August 28, 2014 after the House of Representatives overrode the Governor's veto on August 27, 2014. **Robena Barton**, Technical Services Librarian, and a Clemson student intern were trained in the use of digitization equipment loaned to us by the State Library on Thursday, September 4. **Stacie Powell**, Youth Services Librarian, is attending the **ALSC National Institute** in Oakland, California September 18-20 representing South Carolina. The **Association for Library Service to Children** is a division of the American Library Association.

**10. Community Involvement:** On Tuesday morning, July 29, 2014, presented program of songs and stories to the summer day camp at the **Oconee Heritage Center**. Attended **Oconee Alliance** meeting on Thursday, August 14, 2014. Helped set up the library's booth at the **Apple Festival** in Westminster on Friday morning, September 5, and along with **Robena Barton**, Technical Services Librarian, attended the Rotary Luncheon in Westminster on that same day. Returned to Westminster on Saturday afternoon, September 6, 2014, and helped take down the library booth, transporting materials back to the Walhalla Library at the end of the event. Participated in the ribbon cutting event for **Walhalla Trigger Point & Therapeutic Massage, LLC** on Thursday, August 7, 2014.

**11. Library Vehicles.** Expenditures for OCPL's 1998 bookmobile for air conditioning repair and step repair in early September. The 2012 Dodge Caravan, our courier vehicle, received new front tires in August.

**12. Other:** Proctored several online tests for Limestone College students. On Monday, August 11, 2014, spoke to the **Walhalla Rotary Club** about Technology and the Oconee County Public Library. At the behest of **Ellis Hughes**, I was the guest speaker for a class\* at **Clemson University** on Monday, September 8, 2014 from 8:00 a.m. to 8:50 a.m. My topic was **The digital divide**.

\*MGT 3180 Management of Information Systems

	July 2013	July 2014	Change	Aug 2013	Aug 2014	Change
Visits to Library	29,687	24,708	-16.8%	26,782	18,307	-31.6%
Material Circulation - Adult	24,970	22,271	-10.8%	23,266	20,257	-12.9%
Material Circulation - Youth	3,258	2,984	-8.4%	2,595	2,300	-11.4%
Material Circulation - Juvenile	14,319	12,760	-10.9%	10,232	9,633	-5.9%
Total Material Circulation	42,547	38,015	-10.7%	36,093	32,190	-10.8%
Internet Uses	4,806	4,265	-11.3%	4,631	4,202	-10.4%
Internet Hours of Use	3,231	2,802	-13.3%	3,129	2,760	-11.8%
New Cards Issued	284	275	-3.2%	228	195	-14.5%
Programs - Adult	11	6	-45.5%	8	6	-37.5%
Programs Attendance - Adult	109	145	33.0%	163	31	-81.0%
Programs - Youth 12-18	0	12		0	5	
Programs Att - Youth 12-18	0	154		0	28	
Programs - Juvenile 6-11	6	4	-33.3%	2	4	100.0%
Programs Att - Juv 6-11	34	395	1061.8%	30	208	586.7%
Programs - Children 0-5	3	14	366.7%	0	20	
Programs - Att - Children 0-5	37	275	643.2%	0	238	
Outreach Activities	0	1		1	1	0.0%
Outreach Act. Attendance	0	7		13	7	-46.2%
Public Training Sessions	2	0	-100.0%	2	0	-100.0%
Public Training Participants	8	0	-100.0%	6	0	-100.0%
Public Training Hours	2	0	-100.0%	9	0	-100.0%
Staff Training Sessions	6	5	-16.7%	13	5	-61.5%
Staff Training Participants	9	6	-33.3%	21	3	-85.7%
Staff Training Hours	37	6	-83.8%	54	15	-73.1%
Number of Volunteers Added	5	7	40.0%	4	10	150.0%
Number of Vol Hours	137	173	26.1%	212	143	-32.8%
Meeting Room Use	65	47	-27.7%	40	42	5.0%
Meeting Room Attendance	1,125	644	-42.8%	571	487	-14.7%
Number of Web Site Hits	14,772	10,873	-26.4%	14,469	9,123	-36.9%
Number of online PAC Hits						

Wi-Fi Users						
Wi-Fi Hours of Use						
OverDrive Downloads	1,151	1,272	-10.5%	1,140	1,337	17.3%
Mango Adult Users	57	82	-43.9%	126	123	-2.4%
Mango Children Users	3	7	133.3%	2	3	50.0%
One Click Digital Downloads	85	Discontinued		104	Discontinued	
Interlibrary Loans	35	Omitted		38	Omitted	
New Material Added	1,285	Omitted		1,302	Omitted	

## OCPL Budget 2014-2015 9-12-14

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
010-206-30018	Travel	200		0%	200
010-206-30022-00081	Bldg Maint - Walhalla	6,965	1,915	27%	5,050
010-206-30022-00082	Bldg Maint - Seneca	3,600	1,127	31%	2,473
010-206-30022-00083	Bldg Maint - Westminster	2,500	1,177	47%	1,323
010-206-30022-00084	Bldg Maint - Salem	2,020	1,020	50%	1,000
010-206-30024	Equip. Maintenance	2,400	2,400	100%	0
010-206-30025-00000	Professional -Staffmark	75,045	9,348	12%	65,697
010-206-30041	Telecommunications	480		0%	480
010-206-30043-00081	Electricity - Walhalla	26,000	5,022	19%	20,978
010-206-30043-00082	Electricity - Seneca	16,500	3,263	20%	13,237
010-206-30043-00083	Electricity - Westminster	12,000	2,649	22%	9,351
010-206-30043-00084	Electricity - Salem	5,000	5,000	100%	0
010-206-30044-00081	Water - Walhalla	1,200	173	14%	1,027
010-206-30044-00082	Water - Seneca	900	82	9%	818
010-206-30044-00083	Water - Westminster	750		0%	750
010-206-30056	Data Processing	27,500	26,571	97%	929
010-206-30059	Copier Click Charges - Xerox	6,600	1,557	24%	4,943
010-206-30068	Advertising	700		0%	700
010-206-30080	Dues	750	129	17%	621
010-206-30084	School Training, Sem.	3,300	284	9%	3,016
010-206-30090	Honorarium	900	800	89%	100
010-206-40031	Sm Capital Equip (Loc)	2,800	397	14%	2,403
010-206-40032	Operational	6,000	4,010	67%	1,990
010-206-40032-A	Youth Services	2,000	30	1%	1,990
010-206-40033	Postage	1,000	133	13%	867
010-206-40034	Food	500	21	4%	479
010-206-40101	Books (Local)	91,000	28,367	31%	62,633
010-206-40102	Periodicals (Local)	18,000	10,213	57%	7,787
010-206-40103	AV (Local)	10,500	2,413	23%	8,087
010-206-80206	Automobile Maint - Library	3,500	946	27%	2,554
010-206-81206	Gasoline - Library	2,500	685	27%	1,815
010-206-82206	Diesel - Library	2,000	228	11%	1,772
<b>TOTAL LOCAL FUNDS</b>		<b>333,010</b>	<b>109,940</b>	<b>33%</b>	<b>223,070</b>
012-206-50850-00000	Seneca Library Expense	21,514		0%	21,514
013-80-85-80206	Lib Const(Seneca)	1,021		0%	1,021
013-206-60010	*Gifts, Donation (Loc)	19,494		0%	19,494
<b>TOTAL MISC. FUNDS</b>		<b>42,029</b>		<b>0%</b>	<b>42,029</b>
240-206-30024-00255	Equipment Maintenance (State)	1,000		0%	1,000
240-206-30056-00255	Data Processing (State)	10,000	5,572	56%	4,428
240-206-30080-00255	Dues	1,000		0%	1,000
240-206-30084-00255	Schools, Train. (State)	3,837		0%	3,837
240-206-40031-00255	Sm Capital (State)	2,000		0%	2,000
240-206-40032-00255	Operational (State)	18,236		0%	18,236
240-206-40045-00255	IT Equipment	1,000	455	46%	545
240-206-40111-00255	Books (State)	25,453	697	3%	24,756
240-206-40112-00255	Periodicals (State)	18,315		0%	18,315
240-206-40113-00255	AV (State)	10,000		0%	10,000
240-206-80206-00255	Vehicle Maintenance	2,000		0%	2,000
<b>TOTAL STATE AID</b>		<b>92,841</b>	<b>6,027</b>	<b>6%</b>	<b>86,814</b>

# Branch Services

July / August 2014

Blair Hinson, Branch Services Librarian

## **Narrative**

### **Public Relations:**

We have been working on assisting the Board and the Director with preparing to educate the public about the Capital Projects Sales Tax referendum. The Branch Services Librarian has attended a couple of the strategy sessions held at the Public Defender's conference room all of the project participants, and has worked to put all of the one-page information sheets on the OCPL website. We also coordinated having the Bookmobile at the Fairplay Fall Festival on September 20.

### **Staff Development:**

All the positions at the branches are currently filled. Staffmark is a bit clunky to use, but we have gotten excellent candidates on our own and then sent them to Staffmark for final processing before we hire our candidate. The Seneca Branch is fully staffed, and the manager seems happy with the staff she has hired. ALL part time at Seneca are now contract employees through Staffmark.

The Branch Services Librarian also worked to get the fall in-service ready for September 10. Curtis Rogers from the South Carolina State Library was invited to speak about library signage. We fully expect a more robust and official marketing and branding signage policy to result from his talk, and will be working on that diligently after our in-service.

### **Programs:**

The Branch Services Librarian spoke with Russ Warmath from the county's Community Emergency Response Team at the first fall Oconee Newcomer's meeting in Seneca. He would like to have programs at all of the branches about community preparedness, and we will be coordinating that with him for later this year or the first of next year.

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

We will be continuing to monitor and replenish the Little Free Libraries, which have been recently visited and checked by the Director.

The library is continuing a new outreach program to the Oconee County Detention Center. Outreach will only serve initially state trustees who are at the detention center on work assignment. The Branch Services Librarian and a volunteer have made three monthly visits with the bookmobile (visits occur on a Tuesday or Friday and the trustees will be able to check out materials using the detention center's institutional card). If the program proves to be successful, it could potentially be expanded to serve actual county inmates. No violent or sex offenders will take part of it. The Branch Services Librarian has now visited the OCDC on three occasions, and while one inmate was released in the time between two of the visits, the five or so that remain are VERY appreciative of our outreach, and are very conscientious with caring for and returning materials.

We will also be updating and revising the Library's Emergency Operations plan as a part of a larger initiative by the County put in place so that each county department has a COOP, or Continuity of Operations Plan. We have not heard back from Kim Brock with the county about changes we might need to make, but await that input.

### **Issues:**

The situation created by the resignation of Heidi Holmes, Walhalla Branch Manager, means that our swap of Karen Peterson, part time from Walhalla, and Kayla Rucker, the library assistant in Salem, will have to continue for the time being. While this has really helped to alleviate shortages at the main branch, I am hoping it does not take too big of a toll on the Salem Branch, and am working with Branch Manager Dan Polk, and Kayla, to make sure that doesn't happen.

# Outreach Services

July/August 2014

Brenda Lee, Bookmobile Manager

**Collections:** Manager continues to order materials based upon patron requests and needs. Leah, Tech Services, arranged for a B&T Lease plan set up separately for ordering for the bookmobile; adult fiction and nonfiction and also easy books. We are starting with a low amount of points for this trial to see how well it will work. Manager has not been able to utilize this service yet and has not spoken with Youth Services about duplication of ordering. Manager uses volunteers to go out on routes and other bookmobile duties. Westminster Branch transferred more of their music CD collection to the bookmobile and these are circulating well.

**Donations:** Several DVDs and music CDs were put into circulation.

**Displays:** Bookmobile was decorated to the theme of the 2014 Summer Reading Program. New DVD covers were put on display. This has been a great way to advertise DVDs that have been added to the system resulting in many requests. Toward the end of August, Jean Snellings, my creative volunteer, changed out our theme to apples and little people. **(See attached)**

**Public Relations:** Blair and I are making plans to take the bookmobile to the Fall Festival in Fair Play in September. The Bookmobile will return to the Learning Center at Open Door Baptist Church in September. I had two different patrons who told me they are so thankful for the State Library Services! One receives large print and is just thrilled that within two - three days after returning her books, she gets more! The other patron uses the digital recorded books and couldn't be happier at the way they are helping her! It is exciting to know your patrons are getting what they want.

**Volunteers & Community Outreach:** Bookmobile is basically down to only four faithful volunteers, Jean Snellings, Susan Kelley, Brenda Thomson, and Aaron Lewis. Thanks to Aaron Lewis, I now have someone who can fill in for those who cannot come on their regularly scheduled days. He has also been coming in on my vacation days to check-in the courier boxes and sort requests or any other tasks I had assigned to him. The Bookmobile goes to the Oconee County Detention Center on the second Tuesday of

each month. Aaron Lewis is our volunteer for OCDC and has been on all the visits. Philip Cheney, Library Director, drove the bookmobile in July and Blair Hinson, Branch Services Manager drove in August. I've been told by OCDC that once the addition to the building is complete, we should acquire many more patrons. Even though the attendance is only 4 or 5 now, it is a commendable thing to do.

**Manager's Projects:** Bookmobile schedules for the remainder of the year was completed and will be posted to the website first week in September. Placing orders for DVDs and books, as well as place requests for patrons who are unable to do that for themselves consumes a great deal of time.

**Comments:** Summer Reading 2014 was very successful even though I was off the road in August due to maintenance. I took the bookmobile in again on August 28<sup>th</sup> and still do not have it back. (Today's date is September 4<sup>th</sup>)



**MANAGER'S PROJECTS:** We have been adjusting to losing Kayla for 4 days a week. It means that we have been able to appreciate the work that our volunteers do and the help that we have with Karen Peterson on a part-time basis.

**PROGRAMS:** The summer reading programs were a great success in July. For July we had 55 kids for Family Story Time, 20 I Read to Animals, 23 for the Science Saturday, and 17 for the Ronald McDonald program. In July we had 11 people for the Knit & Crochet Circle. For August we had a back to school prize, the winner got a backpack filled with back to school supplies. We had 20 students enter this contest and the winner was put on Facebook and the Daily Journal. The summer reading program both for adults and kids has greatly increased our circulation during the summer months. In August we also had a painting class in which 7 people attended. The Time to Read book club met in August with 4 people attending and they discussed the Orphan Train by Christa Kline.

**PUBLIC RELATIONS** Kayla did a passive welcome back to school we had 20 people sign up for it. Kayla's picture along with the winner was placed in the Daily Journal.

**DISPLAYS:**

Kayla has decorated the library with Fall displays in the display case and the bulletin board in the children's area. We also have a display promoting that September is National Library Card Sign-up month.

**VOLUNTEERS:**

Our three new volunteers have been working out well, it's nice to have someone to shelve materials when Karen Petersen does not start until 12:00 on most days. We have had a total of 30 volunteer hours for the month of July and a total of 26 volunteer hours for the month of August. We do appreciate the work that our volunteers provide.

**STAFF DEVELOPMENT:** Karen Petersen has been filling in since July, just covering the afternoons except on Tuesday when Kayla works all day. Kayla still does the Family Story time on Tuesdays, which has been well attended. It will be nice when Kayla gets back to Salem on a full-time basis.

# Seneca Library

July/August 2014

Emily Whitmire Sluder, Manager

## Narrative

**Collection:** The shelves are overflowing despite the weeding we have done over time. This is because of not having a schedule for at least the last ten years. Stacie has said she will weed more in the childrens sections now that summer reading has ended. Megan has been very helpful in deleting items quickly from the catalog. We have moved Children and Family dvds to expand the room for the general dvd collection. We moved the Spanish book collection from the back wall to part of the reference shelves for more visibility in hopes of higher circulation. Blair weeded the reference section to one shelf and we are almost finished deleting all audiocassettes (except we will leave 2 that are on South Carolina).

**Staff Development:** We have experienced much change this summer at the Seneca branch. Blair was promoted to Branch Services Librarian and Emily was promoted to Branch Manager. Megan was promoted to Library Services Coordinator/Assistant Manager. Two part time employees left for full time jobs elsewhere, so we hired new employees. As of August 28<sup>th</sup> we have a full 8-person staff which we have not had since the beginning of June.

Emily Whitmire Sluder, Branch Manager

Megan LaVere, Library Services Coordinator

Jonathan Hunter (full time)

Lili Klar (promoted from part time to full time)

Part time employees include Bethany Owens (March 2014), Justina Oliva (July 2014), Josh Martin (July 2014), and Leah Abbatiello (Aug 2014).

Everyone has done a tremendous job throughout the summer pitching in to make up for increased library usage through summer reading with fewer staff.

Lili has taken over what I call "DVD Management" and Jonathan has taken over Book Repair. Megan is still in charge of Cataloging which includes deletion and adding items to be sent to Tech Services for processing. I have also given Bethany some extra tasks. We will give the new part time employees some as well.

I am becoming a better leader as I continue to delegate some former duties. Blair has been invaluable as he continues to advise me in my new position.

**Community Outreach:** Emily and Megan met with Suzette Cross about the Cats on the Alley downtown project, hoping that we can promote it through the library. BRAC received a grant to create the cats which are similar to the fish in Anderson and the mice in Greenville. We had planned a program to coincide with a teacher planning day on Columbus Day but a conflict arose for Suzette and we will have to do it later. We now have some brochures for the cat "sCATenger" hunt in town.

**Programs:** In addition to trivia night in June, Jonathan was scheduled to conduct a photography workshop as he has done in the past for adult summer reading. Unfortunately no one came. We have talked about more aggressive marketing of the workshop for next time.

**Issues:** Morris Business Machines/Xerox finally installed the cable that was needed to connect a change machine to the color copier. There have been challenges instructing patrons in using the new printers/copiers and print release station. Lili has made excellent signs with pictures that I believe are helping with the printout procedure. She has made new signs for the computer areas instructing patrons on changing the printer from Color to Black and White before printing. Since the computers are actually "Virtual Machines" that are controlled from IT, we have to email IT every time one has an error so that they can restart the machine. IT has told me on multiple occasions that there is no way for them to make the Black and White printer the default printer every time a machine starts up. They have also told me ever since they installed the machines that they will try to change the homepage back to the library homepage. They told me that it would be a difficult change. Currently the homepage is the library catalog. Many people get confused and think the catalog search bar is the same as the web address bar. Our regular users have become accustomed to most of the changes now.

Overall we are *extremely* grateful for the print release station because it avoids the majority of unwanted printouts and upset patrons, not to mention saving LOTS of paper. Besides shelving, checking in and out, and processing holds, dealing with the computers and printers takes up the majority of our day and it is very frustrating at times.

There has been no word from IT about security cameras. They have been busier than ever this year, but with John Michael Cox taking over as IT director we have been pleased with the changes and have enjoyed working with their staff who is always helpful to us.

During our in service day on September 10<sup>th</sup> IT is supposed to be installing our new VOIP phone system. This will be very helpful for the full time staff to have phones at their desks.

**Facilities:** A lady fell on an uneven part of the sidewalk, so we alerted Maintenance that it needed to be replaced. They promptly replaced it and it looks great. A hole in the ground was also filled in. The Maintenance staff told me that they will cut our butterfly bushes and holly bushes back as soon as the weather gets colder. A patron noted that the bushes next to the 2<sup>nd</sup> Street sidewalk look awful and asked if volunteers could maintain them. The Maintenance staff person informed her that volunteers were more than welcome to help as they have done that in the past. The person left after her conversation with the Maintenance staff so I was not able to speak with her about that possibility.

**Notes:** The column of the spreadsheet reflecting public training hours does not indicate the *many* hours we spend helping people with their e-readers, computers, tablets, printing, copying, and using the library catalog and other library services. Even though we have not had formal classes this summer, most of our public training is done out on the floor.

# **Technical Services**

**July/August 2014**

**Robena Barton, Librarian**

## **Narrative:**

### Collections:

Orders are back to normal and proceeding normally. We have begun to regulate our requests and have implemented a new policy that will prevent requests from being a holds list for titles months ahead of their release date. We are hoping this will help with collection development and will certainly improve the work flow in technical services which lately has been hampered by the volume of requests coming in. We are also hoping to release a new database format for requests being entered which it is hoped will function much more efficiently than our current spreadsheet.

### TLC:

We received a minor update to both the cataloging module and the staff system. Surprisingly this caused no problems and we have not had any issues since. The update mostly involved back-end processes and has not affected procedures or the look of the catalog.

### Manager's Projects:

We are still collecting permissions for works we would like to digitize beginning in September. Between coordinating with our new intern for this project and the changes to our request procedures I have been kept very busy.

### Staff Development:

I attended an information exchange sponsored by the State Library for Technical Services Librarians. This was a great experience and I loved the chance to discuss trends and common problems with fellow catalogers from across the state. I hope that this again becomes an annual event.

### Volunteers:

Nancy Woods has been on vacation for much of the summer but should be back to her normal schedule in September.

### Issues:

The only major issue at this time continues to be staffing as we undergo numerous changes. We are very sorry to be losing our branch manager here at Walhalla at the beginning of September and will have to find yet another replacement either in-house or from outside the library. So many open positions and staff changes are unusual and have caused disruptions at all branches as we struggle to maintain our desk coverage and same level of service. I only hope that this will be the last staff change for a while and things can settle down around here.

# Walhalla Library

July/August 2014

Christie Johnson,  
Assistant Manager

## Narrative

**Walhalla Collections:** We continue to order materials based on professional reviews, patron requests, and "best sellers" lists. A major weeding project is continuing in order to withdraw items that are in poor condition and replace those that need to be updated. Walhalla continues to benefit from collection development funds that were donated by Mr. Chastain as well as by Mr. Stroether.

**Overdrive Collection:** The Overdrive collection has been handled by Blair Hinson recently, as the Walhalla Branch Manager was on leave.

## Staff Development:

We have been short-handed due to the branch manager being out for an extended period. All of our part-time staff, as well as quite a few of the full-time staff that work out of the Walhalla branch, have been very helpful in handling the extra work involved. We were glad to offer staff a "lunch and learn" opportunity, provided by Align Life Chiropractic, in August.

**Volunteers:** We continue to have several regular volunteers that help us with various tasks, freeing up valuable staff time. The Assistant Branch Manager held a Volunteer training class in August, mainly focusing on shelving with new volunteers, and a couple of current volunteers as well. Some of these new volunteers have begun working with us since the class. We have also had a few temporary volunteers completing community service hours.

**Programs:** We continue to provide *Tech Tuesday*, offering assistance to people needing help with their eReaders. Other adult programs held at Walhalla during July and August were an ongoing bi-monthly support group called *Caring Shoulders* as well as Walhalla's bi-monthly book club, *Books and Chocolate*. We continued the summer reading theme in July with a very popular program from Ghost PRO. We also hosted a "lunch and learn" for the public in August, put on by Helping Hands Hearing Services. Walhalla also hosted the first Library 5K in August, as a wrap-up to the summer reading program and a fund raiser for next year's program. Many thanks go to Stacie Powell and the Walhalla Women's Club for organizing this event.

**Meeting Room:** Many outside groups utilize the meeting space at the Walhalla Library. Groups that used our space during July and August include Children and Family Services, the Guardian ad Litem program, Waters Edge Home Owners Association, the South Carolina Commission for the Blind, Oconee County Third Option Group (homeschoolers), the Walhalla Women's Club (in conjunction with the 5K), a local quilting group, and Clemson University EFNED (Expanded Food and Nutrition Education Program).

**Facilities:** We continue to have some issues with the air conditioning units freezing up, and then leaking as they thaw out. The county maintenance department was very helpful in trying to prevent this from happening again. We were glad to get some materials from the Friends of the Library to organize our kitchen/break room and make it a little nicer. We also received from the Friends some magazine holders to better display some of our smaller magazines. These little changes make a big difference. We had a bad lightning storm in late August that seemed to cause some damage to a couple of minor things. We replaced a receipt printer, had our alarm company replace a sensor, and had county maintenance do a check-up on an electrical breaker box. All should be well for now, we hope.

**Other Issues:** Heidi Holmes, the Walhalla branch manager, returned in a part-time capacity on August 12. Unfortunately, she resigned soon after, effective Sept. 4. I have been filling in, along with help from many others, to try to fill her shoes. They are big shoes to fill, however. I am very grateful for the help everyone has given to keep our library up and running!

## July

### Programs

July was the second month of our summer reading campaigns. We had a lot of events and kids and adults signing up to participate.

The Chief of Police of Salem put on an excellent Crime Scene Investigation program where he created a crime scene in the library and then showed how the police collect evidence to solve the crime. A lot of kids came and had fun playing Minute to Win it just like the TV show. We also had percussion drums, a chess club, story time, movie showing of Rio 2, and science Saturday. Westminster staff person Tiffany and Seneca staff person Megan joined forces to do teen nail art programs at both branches.

For the adults we had Craft it with Leah where they were able to design their own sunglasses using fingernail polish. We also offered a kindle class but only had one in attendance which allowed that person to have a personal training session.

## August

### Staff Development

Leah started Leadership Oconee County which is a program that prepares participants to become leaders and volunteers contributing to the decision making process of the public and private institutions and agencies in the county. Our first meeting was orientation at Chattooga Belle Farm where we did team building exercise and got to learn about each other. We then went did the Wild Water Zip Line and Ropes Course. Our next meeting is in September where we will visit and assess the county's needs.

A new policy for accepting and processing purchase requests was implemented for staff to help the influx of requests for new items.

### Programs

August was a slower month with programming with school starting back and summer winding down. We did offer two movie showings of *Divergent* and *Muppets Most Wanted*.

### Volunteers

We have lost two of our volunteers due to one obtaining a paying job and the other dealing with some health issues. Our current volunteer, Marla, went to shelving training at the Walhalla Library.

### **Miscellaneous**

Leah was also required to join the volunteer committee to help plan the upcoming Volunteer dinner and is busy working on invitations and other items.

The staff of the Westminster Library were happy to receive the items from the Friends of the Library. The popcorn popper has made a huge impact on the amount of time spent preparing for movies.

Leah has been coordinating with Blair Hinson to coordinate an informational booth at the Apple Festival that will take place the first week of September. We have had a really great response of support and help from the Library Board and staff.

Leah has also been asked to help with the food for staff in service and to create recognition certificates for those staff who have reached their 1 year anniversary with the OCPL since the last in-service.

### **Adult Summer Reading**

We had a very successful 5<sup>th</sup> annual adult summer reading program this year. We had 15 programs at the various branches with over 205 people attending. Each branch created their own programs and most were staff led. We had 376 adults sign up for the program. While this is down from last year several factors contributed to this decline such as staff changes. Overall it was very successful and seemed to reach a wide variety of adults to encourage reading.

**Youth Services Dept.**  
**July / Aug 2014**  
**Stacie Powell, Librarian**

**Collection Development:** Continuing on track with ordering Young Adult and Juvenile materials for all of the branches. We will start weeding E/J/YA collections at all the branches soon; starting with Walhalla. Abby has been weeding Bookmobile's overflow shelves at Walhalla.

**Staff Development:** During Summer Reading it is a busy time and staff development becomes a secondary focus. However, during the fall there are upcoming conferences and webinars the youth services department will participate in.

**Community Outreach:** The Youth Services Librarian will be serving on the Walhalla Middle School School Improvement Council as a community liaison for the library. We are already working on collaborating with the school on various projects.

**Collaboration:** The library held their first 5K and Fun Run on August 9<sup>th</sup>. This was a collaboration between the Youth Services Department and the Walhalla Women's Club. We had a wonderful turn-out for the event. Over 145 people showed up at 7:30 AM on a Saturday to participate. We are awaiting the final tabulation for the money raised for the library. The Women's Club will award us a check and we will do a press release on the event after the Women's Club meets in mid-September. We are already planning to repeat the event next year. It provided good PR for the library and was a fun and fairly easy way to raise money for our programs. We also provided information to all the participants in the 5K and Fun Run on the sales tax referendum. A big appreciation goes out to Chairman Danny Day and the Friends of the Library for supporting the event. Chairman Day made an appearance at the event for which we are very grateful, and the Friends were sponsors and purchased a Kindle as the grand prize for the fastest overall runner.

**Programs:** Summer Reading was a huge success again this year. Our numbers were slightly down from last year and after talking with some other Youth Services Librarians from around the state who experienced a similar outcome; we are thinking the reward system needs to be revamped to encourage new participation next year. We have been awarding medals for many years now (probably a decade or more), and it just doesn't seem to have the draw it used to have. However, the yard signs are a huge hit and I saw several being displayed around the county. I also received a kind email from a person who saw the signs in a yard and wanted to let us know what a wonderful thing that was. Although our registration numbers were a little down we did have more programs and our attendance at those was up. We had more teen programs than we've ever had before which meant we would have to have less children programs. This affected the children numbers slightly but improved the teen numbers. A main goal I had this summer was to get more teen involvement in the library.



**Manager's Projects:** Analyzing Summer Reading data for next year and looking on ways to improve. Working on a STEAM (Science, Technology, Engineering, Arts, and Math) grant awarded by the State Library and the LSTA. The Youth Services Manager will be attending the national Association of Library Services to Children conference in September and hopes to bring back a plethora of new ideas to implement at OCPL.

**Issues:** None