

OCPL Director's Report January, 2015

- 1. Programs and Services:** Numerous programs were presented at OCPL branches during November and December.
- 2. Usage Statistics and narratives:** November – December, 2014 statistics and Bimonthly Reports are attached.
- 3. Finance and Budget:** OCPL Budget expenditures for July 1, 2014 – January 15, 2015 are attached. Note that our annual budget for **Copier Click charges** has been insufficient to cover our actual usage of photocopiers, which also function as system printers at each library location. OCPL's original budget request for this line item was \$12,400, which was reduced to \$6,500 during the budget process last year.
- 4. Personnel and Training:** Management Team meetings on Wednesday, November 12, 2014; December 10, 2014; and January 14, 2015. **Donna Jo Roach** is the new part-time assistant for the Youth Services Librarian. An In-Service Day was conducted on Wednesday, December 10. As a part of the training, local genealogist **Nan Jones** presented an introduction to Ancestry.com for selected staff members at the Walhalla Library. Ancestry.com is available at each of the four library branches.
- 5. Buildings & Grounds:** The door closers for the front doors at the Seneca Library were replaced by Facilities Maintenance staff in December. Facilities Maintenance has received a quote for automatic doors for the Seneca Library. Met with **Tamy Sanford**, Code Compliance and Development Coordinator for the City of Westminster, to discuss off-street parking near the Westminster Library on Thursday, December 11, 2014. **No skateboarding** signs have been installed at the Walhalla Library.
- 6. Technology:** We are still awaiting the final switch over to VOIP telephones. **Blair Hinson** is working with the County's IT department to discover the technology needed to count the use of OCPL's Wi-Fi.
- 7. Friends of the Library:** There have been several shipments to **Better World Books** by the Friends.

8. Oconee County: Blair Hinson and the director met with Mike Powell and Ken Boone to discuss counting wi-fi usage and possible installation of wi-fi access points in areas of the county without library branches on November 25, 2014.

9. State Library: Attended the meeting of public library directors at the State Library on Friday, November 21, 2014 and Friday, January 16, 2015. **Digitization in a Box** equipment was picked up by staff from the State Library. The four digitized books will be hosted at the South Carolina Digital Library and searchable at the Digital Public Library of America.

10. Community Involvement: Attended Oconee Economic Alliance meetings on Thursday, December 11, 2014 and Thursday, January 8, 2015. Was a member of a three-judge panel that judged fruitcakes for the Oconee Heritage Center on Saturday, December 13, 2014.

11. Other: Attached is a document entitled OCPL Accomplishments in 2014, which is arranged by Goals.

OCPL ACCOMPLISHMENTS in 2014

GOAL 1 Expand access to information

Ancestry.com was made available to library patrons in late fall, 2014.

Ancestry.com is an online, advanced genealogy resource. It includes information about births, marriages, death notices, immigration records, complete census records (1790-1940) and much more. It is available on all of our public internet computers and on any device connected to our wireless internet.

Clemson University's digitization office digitized four(4)books of local interest during 2014: The Old Stone Church by Richard Bracket, General John A. Wagener by George Shealy, Walhalla, Garden of the Gods by George Shealy, and Richland Community, SC 1800-1950 by Peter Boos and Rudy Nothdurft. The titles will soon be available on OCPL's **Overdrive** platform.

Digitization of four(4) titles about Oconee County was completed using equipment loaned by the South Carolina State Library*:

Sanders, Jim, III. *Near the foothills of the mountains: An extraordinary metamorphosis about life experiences.* Seneca, SC: Jim Sanders, 2000.

Field, Nora Deniza Nimmons. *The High Falls Story.* Seneca, SC: Journal, 1966

Reid, Charles Sloan., Marguerite Brennecke, and Ralph Crayton Carter. *Persons, Places and Happenings in Old Walhalla.* Walhalla, SC: Walhalla Historical Society, 1960.

Gauzens, Joseph. *Salem, Twice a Town.* Salem, S.C. (18 Quail Drive Salem 29676): J. Gauzens, 1993

*The Digitization in a Box Project allows public libraries in South Carolina to borrow scanning equipment, laptop, and software from the State Library to start a new digitization project. OCPL staff was provided hands-on training from State Library staff on best practices of scanning, workflows, metadata, and promotion. The titles will be hosted at the South Carolina Digital Library and searchable at the Digital Public Library of America.

Little Free Libraries were installed at five(5) locations in the Mountain Rest area in the spring. The dedication occurred on Saturday, May 17, 2014. See <http://littlefreelibrary.org/> for information about **Little Free Libraries**.

GOAL 2 Increase customer satisfaction

New Website The Oconee County Public Library moved to a new home on the World Wide Web on August 13, 2014: www.oconeelibrary.org .

OCPL worked with the **Capital Projects Sales Tax Commission** to produce a list of five(5) library projects on the list of ten(10) projects. Two were joint projects, one with the Town of Salem and the other with the community of Fair Play. These projects would have increased customer satisfaction by providing a renovated and enlarged facility in **Westminster**, a renovated facility in **Walhalla**, and new facilities in **Salem, Fair Play** and **Seneca**, with more public space in each location. **9,013** of the **20,194** individuals who voted approved of the projects on the ballot (**11,136** voted against the sales tax).

GOAL 3 Improve facilities

At the instruction of County Council, OCPL's Board of Trustees, staff and Friends of the Library worked throughout the year to secure funding for improving existing facilities and building new library facilities, with funds to be supplied by a Capital Sales Project Sales Tax. The referendum did not pass at the General Election on November 4.

GOAL 4 Maintain sustainability

1. Professional activities:

Blair Hinson, Branch Services Librarian, represented OCPL at the annual Library Information Technology Association's forum in Albuquerque, New Mexico November 5-8, 2014.

The **South Carolina Library Association Conference** was attended by 4 OCPL staff members in October, 2014: **Robena Barton, Blair Hinson, Emily Whitmire-Sluder and the director**.

Stacie Powell, Youth Services Librarian, attended the Association of Library Services to Children conference in Oakland, California in September, 2014.

Heidi Holmes, Walhalla Library Branch Manager, attended the Public Library Association Conference in Indianapolis, Indiana from March 12-14, 2014.

The OCPL Director attended the meetings of the **South Carolina Association of Public Library Administrators** in 2014. This group, comprised of directors of public libraries, meets every other month in Columbia.

2. Staff Training;

Management Team meetings have been held monthly; 11 meetings were held January through December, 2014.

In-Service Training Days were held on April 18, 2014; September 10, 2014; and December 10, 2014.

3. Community Activities:

*OCPL continues to cooperate with the **Oconee County Government** in a joint **School District of Oconee County/Oconee County courier route**. The route includes four public school stops and one stop at a County Park as well as the four libraries.*

*Library staff attended the monthly meetings of the **Oconee Economic Alliance** during 2014.*

*Two library staff members have participated in **Leadership Oconee County in 2014: K'Lani Green** completed her class in spring, 2014 and **Leah Price** began her class in August, 2014.*

*OCPL renewed its memberships in the three **chambers of commerce** in Oconee County in 2014. Several chamber ribbon cuttings were attended in 2014*

4. LSTA grants from the South Carolina State Library:

*An LSTA grant application to the **South Carolina State Library** for the STEAM camp was approved in the fall of 2014.*

*An LSTA grant paid for most of the costs of **Blair Hinson's** attendance at the **Public LITA forum** in November, 2014.*

***Stacie Powell**, Youth Services Librarian, attended the Association of Library Services to Children conference in Oakland, California in September, 2014. Her expenses were reimbursed from a LSTA grant from the **South Carolina State Library**.*

***Heidi Holmes**, Walhalla Library Branch Manager, attended the Public Library Association Conference in Indianapolis, Indiana from March 12-14, 2014. Her expenses were reimbursed from a LSTA grant from the **South Carolina State Library**.*

5. Technology

The libraries received 33 Zero Clients in early 2014. These machines replaced the five-year-old personal computers used by the public.

New Xerox computers were installed at all the libraries in the spring, replacing older photocopiers and laser printers.

A Envisionware print management system was installed beginning July 1, 2014.

The staff received instruction in the use of new VOIP telephones at the In-Service Day on September 10, 2014.

	Nov 2013	Nov 2014	Change	Dec 2013	Dec 2014	Change
Visits to Library	20,923	20,758	-0.8%	19,641	20,986	6.8%
Material Circulation - Adult	17,510	16,703	-4.6%	16,905	19,471	3.0%
Material Circulation - Youth	2,043	1,888	-11.5%	2,282	1,948	-14.6%
Material Circulation - Juvenile	8,030	8,241	2.6%	7,222	7,981	10.5%
Total Material Circulation	27,583	26,752	-3.0%	28,409	29,400	3.5%
Internet Users	0	3,309		0	3,298	
Internet Hours of Use	0	2,264		0	2,236	
New Cards Issued	169	71	-58.0%	162	155	-4.3%
Programs - Adult	7	9	29.6%	3	7	133.3%
Programs Attendance - Adult	145	100	-31.0%	66	143	116.7%
Programs - Youth 12-18	1	4		1	5	
Programs Att - Youth 12-18	7	15	114.3%	6	19	216.7%
Programs - Juvenile 6-11	4	6	50.0%	5	11	120.0%
Programs Att -Juv 6-11	143	130	-9.1%	64	318	396.9%
Programs - Children 0-5		19			17	
Programs - Att - Children 0-5		207			187	
Outreach Activities	2	2	0.0%	3	2	-33.3%
Outreach Act. Attendance	146	30	-79.5%	51	205	302.0%
Public Training Sessions	8	0	-100.0%	1	0	
Public Training Participants	18	0	-100.0%	2	0	-100.0%
Public Training Hours	17	0	-100.0%	4	0	-100.0%
Staff Training Sessions	4	4	0.0%	6	8	33.3%
Staff Training Participants	4	2	-50.0%	14	20	42.9%
Staff Training Hours	17	6	-64.7%	114	85	-25.4%
Number of Volunteers Added	13	6	-53.8%	0	10	
Number of Vol Hours	281	106	-62.3%	104	141	35.6%
Meeting Room Use	39	40	25.6%	25	36	44.0%
Meeting Room Attendance	529	633	19.7%	328	499	52.1%
			-14.7%			-21.6%
			43.9%			17.4%

			15.4%			-63.9%
			-100.0%			-50.0%
One Click Digital Downloads	86	Discontinued	-100.0%	84	Discontinued	-100.0%
Interlibrary Loans	18	38	111.1%	17	49	188.2%
New Material Added	1,089	945	-11.6%	978	946	-3.3%

OCPL Budget 2014-2015 1-14-14

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
010-206-30018	Travel	200		0%	200
010-206-30022-00081	Bldg Maint - Walhalla	6,905	3,257	47%	3,708
010-206-30022-00082	Bldg Maint - Seneca	3,600	1,646	46%	1,954
010-206-30022-00083	Bldg Maint - Westminster	2,500	1,817	73%	683
010-206-30022-00084	Bldg. Maint - Salem	2,020	1,261	62%	759
010-206-30024	Equip. Maintenance	2,400	2,400	100%	0
010-206-30025-00000	Professional - Staffmark	75,045	35,748	48%	39,297
010-206-30041	Telecommunications	480	152	32%	328
010-206-30043-00081	Electricity - Walhalla	26,000	13,953	54%	12,047
010-206-30043-00082	Electricity - Seneca	18,500	8,292	50%	8,208
010-206-30043-00083	Electricity - Westminster	12,000	7,552	63%	4,448
010-206-30043-00084	Electricity - Salem	5,000	5,000	100%	0
010-206-30044-00081	Water - Walhalla	1,290	591	49%	609
010-206-30044-00082	Water - Seneca	980	398	44%	502
010-206-30044-00083	Water - Westminster	750	459	61%	291
010-206-30056	Data Processing	27,500	26,571	97%	929
010-206-30059	Copier Click Charges - Xerox	6,500	5,425	83%	1,075
010-206-30068	Advertising	700		0%	700
010-206-30080	Dues	750	609	81%	141
010-206-30084	School, Training, Sem.	3,300	2,171	66%	1,129
010-206-30090	Honorarium	930	800	89%	100
010-206-40031	Sm Capital Equip (Loc)	2,800	2,530	90%	270
010-206-40032	Operational	6,000	5,682	95%	318
010-206-40032-A	Youth Services	2,000	415	21%	1,585
010-206-40033	Postage	1,000	345	35%	655
010-206-40034	Food	500	117	23%	383
010-206-40101	Books (Local)	91,000	31,716	35%	59,284
010-206-40102	Periodicals (Local)	16,000	12,057	75%	3,943
010-206-40103	AV (Local)	10,500	3,943	38%	6,557
010-206-80206	Automobile Maint - Library	3,500	1,306	37%	2,194
010-206-81206	Gasoline - Library	2,500	1,447	58%	1,053
010-206-82206	Diesel - Library	2,000	760	38%	1,240
TOTAL LOCAL FUNDS		333,010	178,419	54%	154,591
012-206-50850-00000	Seneca Library Expense	21,514		0%	21,514
013-80-85-50206	Lib Const(Seneca)	1,021		0%	1,021
013-206-60010	Gifts, Donation (Loc)	24,727		0%	24,727
TOTAL MISC. FUNDS		47,262		0%	47,262
240-206-30024-00255	Equipment Maintenance (State)	1,000		0%	1,000
240-206-30056-00255	Data Processing (State)	10,000	6,372	61%	3,928
240-206-30080-00255	Dues	1,000	401	40%	598
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)	15,236		0%	15,236
240-206-40045-00255	IT Equipment	4,000	3,428	86%	572
240-206-40111-00255	Books (State)	25,453	24,805	97%	848
240-206-40112-00255	Periodicals (State)	18,315	6,093	33%	12,222
240-206-40113-00255	AV (State)	10,000	5,628	56%	4,372
240-206-80206-00255	Vehicle Maintenance	2,000		0%	2,000
TOTAL STATE AID		92,841	6,027	6%	86,814

STANLEY
Security



DURA-GLIDE 2000/3000

STANLEY Access Technologies



TECHNOLOGY, ENGINEERING & PERFORMANCE

Dura-Glide 2000 and 3000 Sliding Door Systems combine state-of-the-art microprocessor technology with advanced engineering to provide the safest, most dependable and highest performing door-systems in the industry today.

The Dura-Glide 2000 and 3000 Series is the industry standard for smooth, reliable operation in every application from high-traffic retail locations to upscale professional and institutional settings.

- Dura-Glide 2000 and 3000 are certified for Class 1 & 10 Clean Room applications.
- All components are fully tested and pre-assembled at the factory prior to shipping. Pre-assembled header components mean fast, trouble-free, installation at the job site.

Dura-Glide™ 2000 & 3000 Series Doors

- Microprocessor controller continually monitors door position.
- Proven reliability with long-lasting cast urethane load-bearing wheels provides smooth, trouble-free operation.
- Adjustable anti-riser wheels lock each door in its track.
- Fiberglass reinforced toothed drive belt prevents slippage and uneven closing.
- Advanced motion sensors, Stan-Guard® threshold sensor and doorway holding beam provide complete pedestrian protection at all times.
- Weather Wise™ switch reduces opening widths on larger door systems to save energy in cold or hot weather.
- Power-operated automatic sliding doors may be used as emergency egress doors because panels "break-out" in the direction of egress.

The Dura-Glide 2000 and 3000 Series meet the demands for use in Airports, Hotels, Hospitals, Supermarkets, Retail, Office Buildings, Public Buildings, Schools, Universities and more!





Food Service

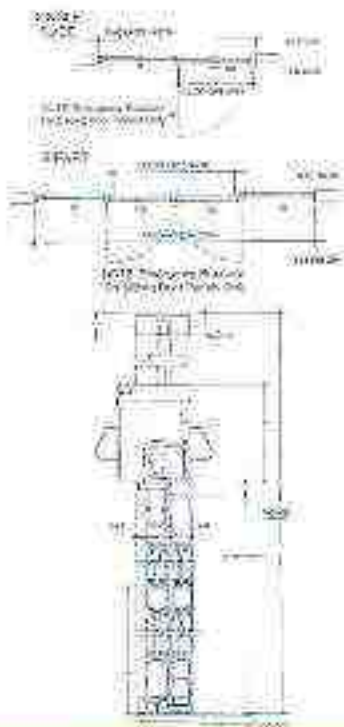


Retail

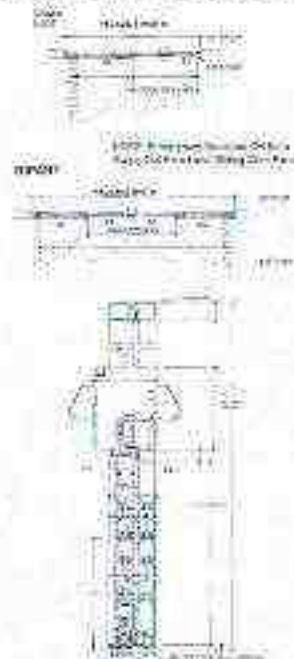


Office & Public Buildings

DURA-GLIDE™ 2000 SERIES



DURA-GLIDE™ 3000 SERIES



NOTE: Transom Package Available for both 2000 & 3000 Series

STANDARD FEATURES

STANLEY SU-100 MOTION SENSORS

STANLEY offers the SU-100 as a standard activation system. The uni-directional function only detects approaching traffic to reduce the length of time the door stays open, providing savings on loss of heat and air conditioning.

SAFETY SYSTEM

The Stan-Guard® threshold sensor and a doorway holding beam. The Stan-Guard® and doorway holding beam detect people or objects in the door area and holds the doors open until the threshold area is clear.



OPTIONAL FEATURES

UNINTERRUPTED POWER SUPPLY (UPS)

Backup power supply provides an unmatched level of emergency egress in retail, health care & commercial environments. Allows easy access for pedestrians in emergency situations and reduces potential door package damage. Continued operation of automatic doors for up to 1.5 hours in the event of power outages or main power failure.

RECESSED PANIC HARDWARE

Optimum security & easy access in emergency situations. Flush mounted panic hardware extends a minimum of half the door width. Non-ramped, single size push bar accommodates door panel widths from 16" to 54" and integrates into a 4 1/4" muntin bar.

SURFACE PANIC HARDWARE (Optional)



ALL-GLASS DOORS AND SIDELIGHTS

Added elegance and beauty for upscale architecture.



OTHER OPTIONAL FEATURES

- Class 1 and 10 Clean-Room rating for clean rooms and computer centers
- Wind Resistant Damper improves safety and reduces repair costs by withstanding wind gusts up to twice that of a standard door package
- Transom Packages
- Jamb Camera
- Solenoid Lock
- Recessed Access Control
- Muntin Bars
- Sensor Substitute



FEATURES:

All models available in bi-part (double sliding) or single slide configuration.

BREAKOUT: (System is disabled when panels breakout)

DG 2000 External Sliding Panels Only



DG 3000 Full or All Panels Breakout



- Fiberglass-Reinforced Toothed Timing Belt
- Maximum Panel Weight - Up to 400lb (with heavy duty option)
- Door Panels: Glass, Aluminum, Wood, Metal or Custom
- Speed Range: (based on size & weight of the door)
Opening Speeds — .5" - 2.5" per sec.
Closing Speeds — .5" - 3.5" per sec.
- Clear Door Opening Typical Width: 3' - 6'

Door packages are custom manufactured to fit your job requirements. For sizes greater or smaller than typical, contact your authorized Stanley Access Technologies Sales Representative.

MICROPROCESSOR CONTROLLER:

- Adjustable Opening & Closing Speed
- Adjustable Distance & Speed of Breaking
- Adjustable Reverse Opening
- Adjustable Time Delay
- Auto Reverse on Obstruction
- Slow Speed Search for Obstruction

DRIVE SYSTEM:

- 1/4 HP DC Gear Driven Motor
- Twin 1/4 HP DC Gear Driven Motors (Optional)

SPECIFICATIONS

HEADER SIZE:	8" (203mm) high x 6" (152mm) deep
TYPICAL HEIGHT:	7' 8" (2.3m), clear door opening of 6' 11" (2.1m)
TYPICAL WIDTH:	Single Slide: 7' to 9' (2.1m to 2.7m), clear door opening width of 35 1/2" to 47 1/2" (903mm to 1205mm). Bi-Part: 10' to 14' (3m to 4.2m), clear door opening width of 48" to 72" (1215mm to 1825mm)
TYPICAL DOOR PANEL WEIGHT:	Up to 220 pounds each (100kg)
DRIVE SYSTEM:	1/4 HP DC motor, gear drive, toothed belt
CONTROLLER:	microprocessor based, safety logic, watchdog I/O
SENSORS:	2 for motion (switchable between uni-directional and bidirectional) and 1 Stan-Guard® and doorway holding beam for safety.
BREAKOUT:	5X panel on the 2000, 5X and 50 panels on the 3000
POWER REQUIRED:	120 VAC, 5 amps min.
CODE COMPLIANCE:	UL, CUL, ANSI A156.10, UBC, BOCA, ICBO, NFPA 101

SERVICE & INSTALLATION

Rely on STANLEY expertise gained from thousands and thousands of installations worldwide.

Stanley Access Technologies designs, manufactures and markets automatic door systems worldwide. For more than 70 years, we have set the global standard for smooth, quiet operation, user safety, design flexibility, quality, reliability and ease of installation. Our service force is North America's largest and most comprehensive network devoted to the installation and maintenance of automatic door systems. This network combines the global resources of STANLEY with the unmatched customer responsiveness of local organizations to ensure every door we sell and install provides our customers with worry-free operation.

For Service, Call Stanley Toll Free: 1.888.DOOR.444 (1.888.368.7444)



STANLEY

Bifolding SB600 Door Series

- HEAVY DUTY PIVOTS
- LEAD EDGE FINGER GUARD
- LAMINATE LOCK / FLUSH BOLTS
- REDUNDANT SAFETY SENSORS
- ADVANCED ACTIVATION SET POINTS
- TWO- AND FOUR-PANELS
- OPENING WIDTHS FROM 4' TO 10'



DOOR PANELS FOLD IN OR OUT FOR THE MOST EFFICIENT USE OF SPACE AT ENTRANCES OR EXITS.

The SB600 Series Automatic Bifolding Door is a proven retrofit solution.

Full door automation for two-way traffic where manual swing doors reside today.

The Bifold has two-panel and four-panel configurations with a variety of opening widths from 4 to 10 feet.

The door panels fold into the vestibule and do not occupy floor space within the interior nor require safety rails on the exterior.

Stanley Automatic Door Systems - the safest, most cost-effective solutions available today

STANLEY

MAKE SOMETHING GREAT™

STANLEY[®]

Access Technologies

Attn: Jim Bryant
Oconee County Facilities
300 E S 2nd St
Seneca, SC
Tel: 864-364-5446
Fax: 864-638-6933
Email: jbryant@oconeesc.com

Chip Eubanks

Quotation #58834-2
Seneca Library

Atlanta Branch
117 Artisan Ct
Lexington, SC
USA, 29072
Tel: 843-324-5392
Fax:
Mobile:
Email: Jerry.Eubanks@sbdinc.com

January 6, 2015

Stanley Access Technologies, LLC is pleased to provide you a quotation to Furnish and Install the following:

2 ea. DURAGLIDE 3000 SS
12 ea. 1/4" Clear Tempered Glass

Net Price: \$9,751.00

Scope of Work:

REMOVE EXISTING STOREFRONT AND INSTALL (2) DURA-GLIDE 2000 AUTOMATIC SINGLE SLIDING DOOR PACKAGES WITH TRANSOM AND 1/4" CLEAR TEMPERED GLASS. FINISH TO BE CLEAR ANODIZED ALUMINUM. STANDARD LOCKING HARDWARE.

Lead Time/Warranty:

Lead Time: Current equipment lead time is 5-7 weeks from receipt of order and approved dimensions. Equipment is furnished and installed during normal business hours, (8:00AM to 4:30PM, Mon-Fri).

Warranty: 1 year parts and labor. During normal business hours Mon-Fri 8:00AM to 4:30PM.

Exclusions:

- Painting, patching & flooring work.
- 120 volts AC to inside auto door header 5 amp min.
- Back boxes & low voltage wiring from any control to inside auto door header.
- After hours premium labor.
- Delegated Design.
- Permits & inspections by others.

If you would like to pay by Credit Card, please contact us at 1(800) 722-2377 Ext. 6.

We accept the following Credit Cards:





Chip Eubanks

Atlanta Branch
117 Artisan Ct
Lexington, SC
USA, 29072
Tel: 843-324-5392
Fax:
Mobile:
Email: Jerry.Eubanks@sbdinc.com

Attn: Jim Bryant
Oconee County Facilities
300 E S 2nd St
Seneca, SC
Tel: 864-364-5446
Fax: 864-638-6933
Email: jbryant@oconeesc.com

Quotation #58834-2
Seneca Library

Conditions

Acceptance of this offer by the purchaser shall constitute an order and contract for the purchase of the items described herein. We shall not be liable for the non-performance of this contract, in whole or in part, if such non-performance is the result of any cause or causes beyond our reasonable control, including (but without limitation by reason of enumeration) the following: fires, strikes, differences with employees, casualties, delays in transportation, shortage of cars, government restrictions or other causes: nor shall these exceptions be limited or waived by any other terms of the contract, whether printed or written. Terms: net 30 days, subject to the approval of our credit department, progress billings made to meet project requirements will be invoiced when applicable and subject to the same terms. In the event it shall become necessary for Stanley Access Technologies, LLC to enforce any of the provisions of this agreement, purchaser agrees to pay all costs and expenses associated with such enforcement including without limitation, the fee of a collection agency and an attorney. Price above excludes sales tax, use tax, if applicable, and has been included in our quote.

Prepared by: Chip Eubanks

Preliminary Install Date:

This section is to be completed by customer. Please sign one of the following options:

Name (print): _____ Date: _____ Ref# _____
This is my authorization to proceed with the above stated work at the price of \$9,751.00. No contract or purchase order will be issued in addition to this accepted quote.

Signature: _____ Title: _____
Signature must be by an individual granted the authority to sign legally binding documents.

OR

Name (print): _____ Date: _____ Ref# _____
I will be issuing a contract or PO based on this quote.

If you would like to pay by Credit Card, please contact us at 1(800) 722-2377 Ext. 6.
We accept the following Credit Cards:





Chip Eubanks

Atlanta Branch
117 Artisan Ct
Lexington, SC
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Tel: 843-324-5392
Fax:
Mobile:
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Attn: Jim Bryant
Oconee County Facilities
300 E S 2nd St
Seneca, SC
Tel: 864-364-5446
Fax: 864-638-6933
Email: jlbryant@oconeesc.com

Quotation #58834-1
Seneca Library

January 6, 2015

Stanley Access Technologies, LLC is pleased to provide you a quotation to Furnish and Install the following:

2 ea. SB 640 Four-Panel Bi-Fold
10 ea. 1/4" Clear Tempered Glass

Net Price: \$14,846.00

Scope of Work:

REMOVE EXISTING DOOR PANELS AND TRANSOM AND INSTALL (2) STANLEY SB600 AUTOMATIC BI-FOLDING DOOR PACKAGES WITH TRANSOM AND 1/4" CLEAR TEMPERED GLASS. FINISH TO BE CLEAR ANODIZED ALUMINUM. STANDARD LOCKING HARDWARE.

Lead Time/Warranty:

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- Painting, patching & flooring work.
- 120 volts AC to inside auto door header 5 amp min.
- Back boxes & low voltage wiring from any control to inside auto door header.
- After hours premium labor.
- Delegated Design.
- Permits & inspections by others.
- Prevailing Wage.
- Certified Payroll.
- ALARM CONTACTS

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Fax:
Mobile:
Email: Jerry.Eubanks@sbdinc.com

Attn: Jim Bryant
Oconee County Facilities
300 E S 2nd St
Seneca, SC
Tel: 864-364-5446
Fax: 864-638-6933
Email: jrbryant@oconeesc.com

Quotation #58834-1
Seneca Library

Conditions

Acceptance of this offer by the purchaser shall constitute an order and contract for the purchase of the items described herein. We shall not be liable for the non-performance of this contract, in whole or in part, if such non-performance is the result of any cause or causes beyond our reasonable control, including (but without limitation by reason of enumeration) the following: fires, strikes, differences with employees, casualties, delays in transportation, shortage of cars, government restrictions or other causes: nor shall these exceptions be limited or waived by any other terms of the contract, whether printed or written. Terms: net 30 days, subject to the approval of our credit department, progress billings made to meet project requirements will be invoiced when applicable and subject to the same terms. In the event it shall become necessary for Stanley Access Technologies, LLC to enforce any of the provisions of this agreement, purchaser agrees to pay all costs and expenses associated with such enforcement including without limitation, the fee of a collection agency and an attorney. Price above excludes sales tax, use tax, if applicable, and has been included in our quote.

Prepared by: Chip Eubanks

Preliminary Install Date:

This section is to be completed by customer. Please sign one of the following options:

Name (print): _____ Date: _____ Ref# _____
This is my authorization to proceed with the above stated work at the price of \$14,846.00. No contract or purchase order will be issued in addition to this accepted quote.

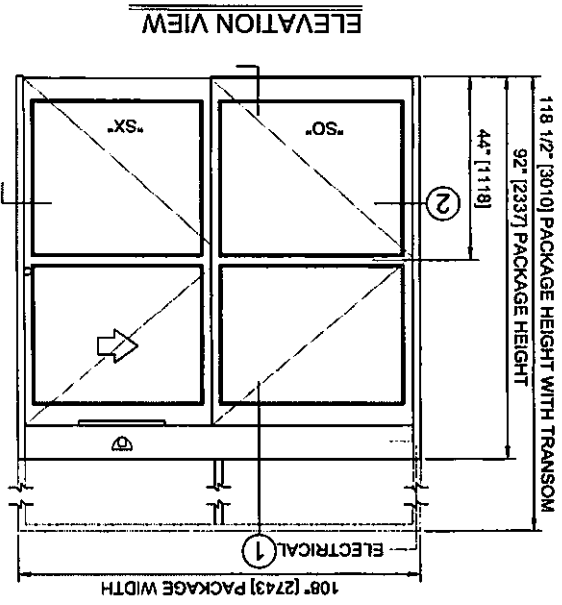
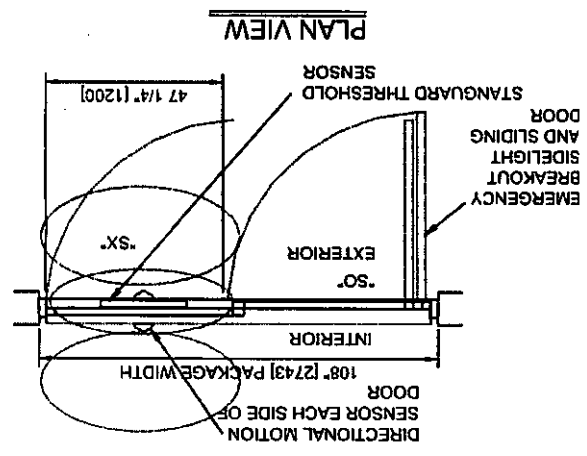
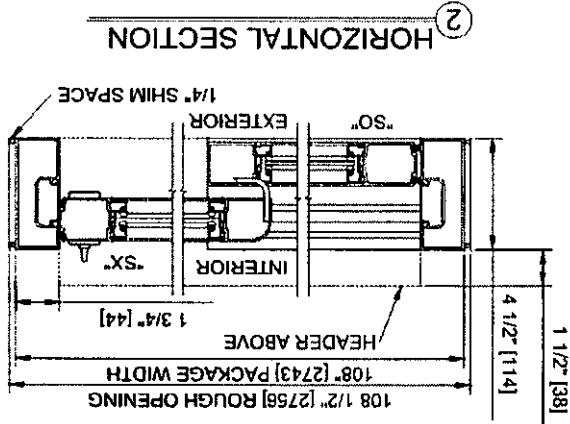
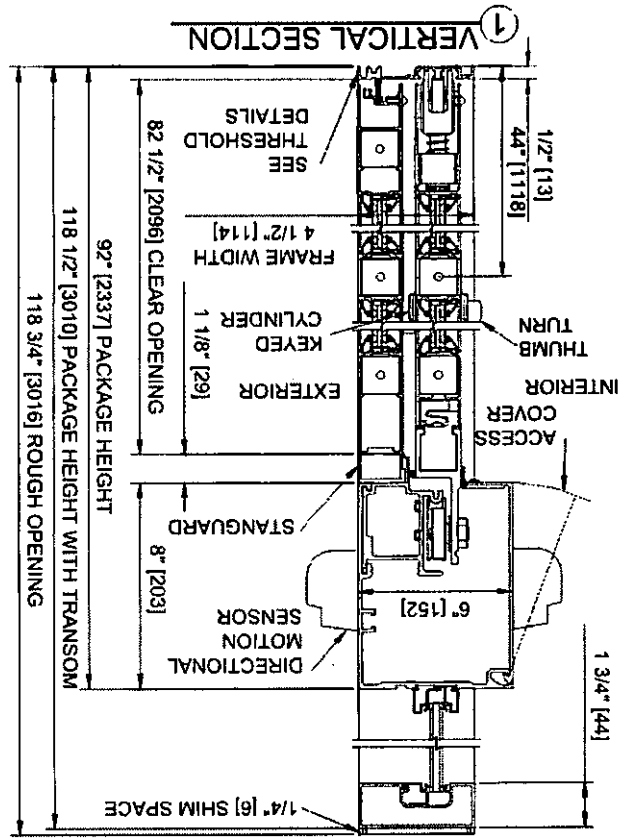
Signature: _____ Title: _____
Signature must be by an individual granted the authority to sign legally binding documents.

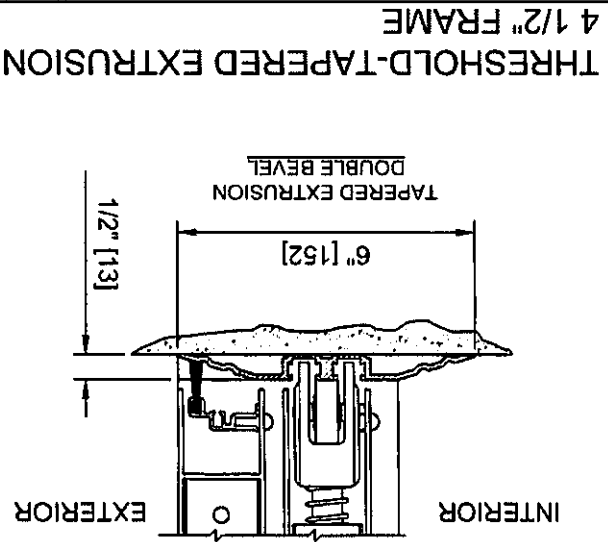
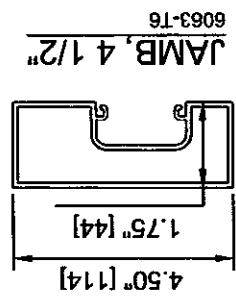
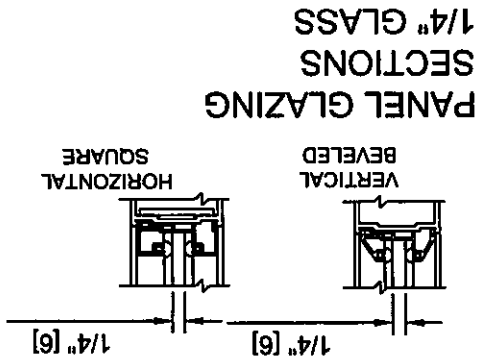
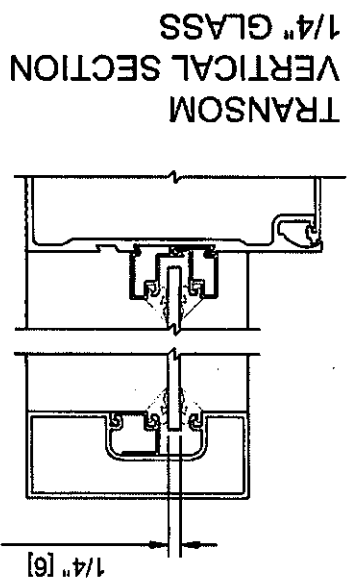
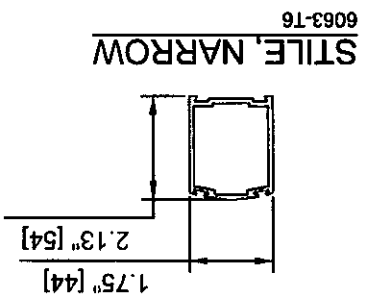
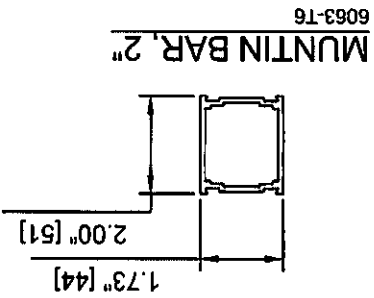
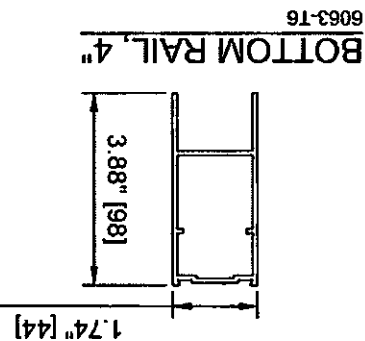
OR

Name (print): _____ Date: _____ Ref# _____
I will be issuing a contract or PO based on this quote.

If you would like to pay by Credit Card, please contact us at 1(800) 722-2377 Ext. 6.
We accept the following Credit Cards:







STANLEY.

Job Name : Seneca Library
 Location :
 Door Location : Interior/Exterior

Job# : 58834
 Product Qty : 2
 Product : DURAGLIDE 3000 SS

Date: Jan 06 2015

Door Details

Package Width	Masonry/Rough Opening Width	Clear Door Opening Width	Emergency Breakout	Package Height With Transom	Rough Opening Height With Transom
108.0000"	108.5000"	47.2800"	99.0000"	118.5000"	118.7500"

Options	Inclusions/Exclusions
<p>Finish</p> <p>Door Package Color Clear Anodized</p> <p>Locking / Access Control</p> <p>Cylinder Options Standard Lock Configuration Cylinder/Thumbturn Required Lock Config Options One Point Lock</p> <p>Options and Accessories</p> <p>Jamb Substitution No Substitution Threshold Option Double Bevel 6" (Continuous) Switch and Control Options Alarm Contacts Switch Type Rotary Switch - 4 Position</p> <p>Glass Specifications</p> <p>Transom Glass Thickness 0.2500" SX Glass Thickness 0.2500" SO Glass Thickness 0.2500"</p>	

Shop Drawing / Submittal Review

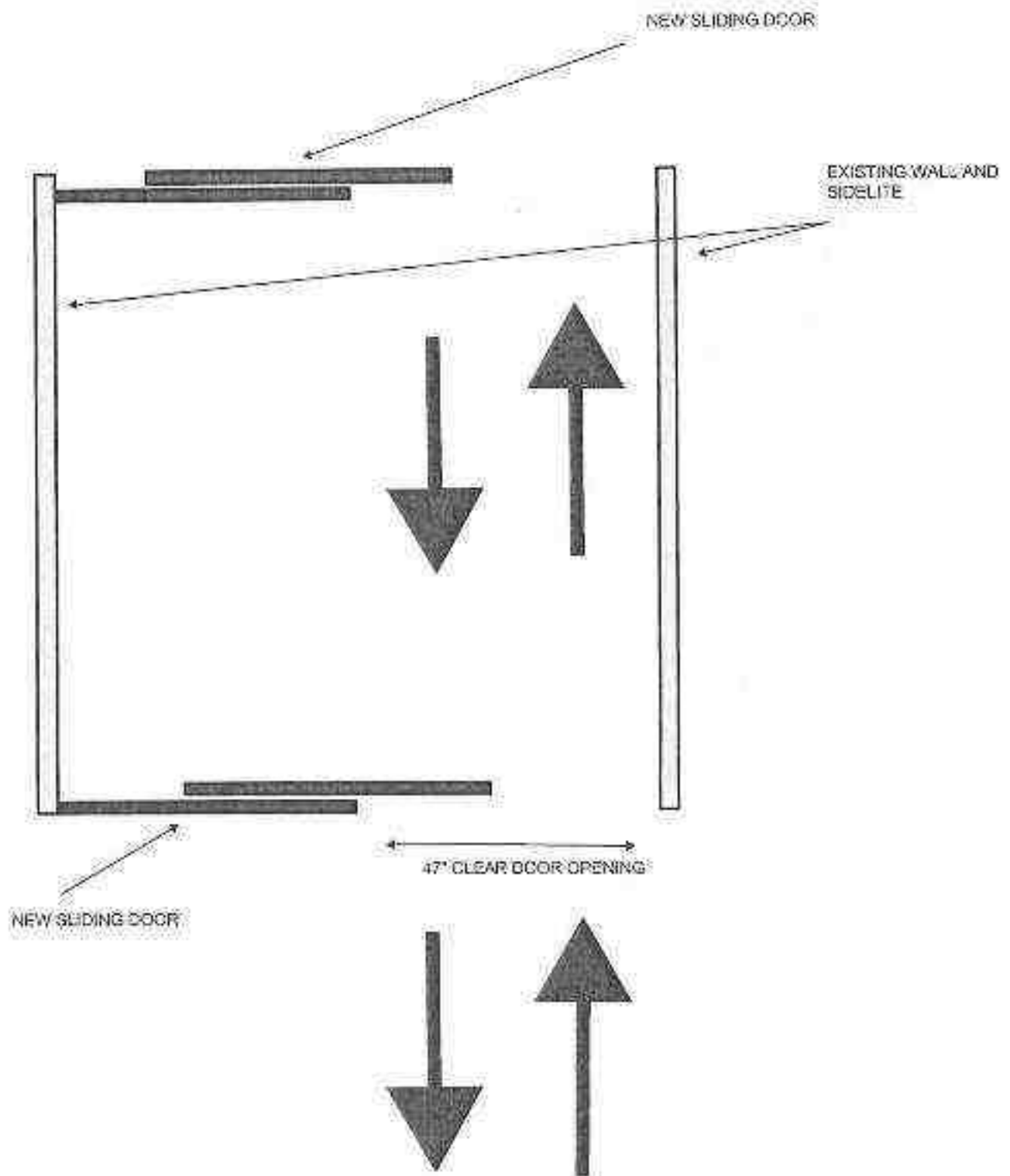
Date: _____

 No Exceptions Taken Furnish with Changes Noted Review and Resubmit Rejected

SUBMITTAL WAS REVIEWED FOR GENERAL CONFORMANCE TO THE CONTRACT DOCUMENTS. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR CONFIRMING AND CORRELATING DIMENSIONS AT JOBSITE FOR TOLERANCE, CLEARANCE, QUANTITIES, FABRICATION, TECHNIQUES OF CONSTRUCTION, COORDINATION OF THIS WORK WITH THE WORK OF OTHER TRADES, AND FULL COMPLIANCE WITH THE CONTRACT DOCUMENTS.

By: _____

Company: _____



SENECA LIBRARY
PROPOSED AUTOMATIC SLIDING DOOR CONFIGURATION

Oconee County Public Library Code of Conduct

This Oconee County Public Library Code of Conduct ("Code of Conduct") is hereby adopted by the Board of Trustees of the Oconee County Public Library system (the "Library"), pursuant to the authority granted under S.C. Code of Laws §4-9-37, 1976, as amended, to ensure effective operation, maintenance and security of the property of the Library.

The Library, as a public service organization, exists to serve all members of the community. The purpose of the Library is to meet the informational needs, to promote the enjoyment of learning, to strengthen life-long learning, and to promote reading.

In order to provide an atmosphere conducive to serving the needs of the public, the following Code of Conduct shall apply to all persons utilizing the Library or otherwise entering the Library premises:

1. All persons are expected to behave in a manner consistent with the rights of others to have a safe and studious atmosphere in the Library.

2. All persons shall refrain from inappropriate behavior, including, but not limited to, the following:

- Sleeping
- Failure to wear shoes and shirts on Library premises
- Behaving in a disorderly, loud, or disruptive manner
- Excessive and disruptive conversations
- Eating or drinking in a public area of the Library
- Monopolizing unreasonable numbers of Library materials at any given time
- Unauthorized canvassing, selling, soliciting, or engaging in any other commercial activity
 - Violating internet and computer policies (see OCPL Wireless and Access to Computer/Internet Resources Policies)
 - Bathing, shaving, or laundering clothes in public restrooms
 - Congregating or parking in unauthorized groups
 - Excessive staring at patrons or staff
 - Inappropriate actions, references, or remarks in any format which may cause offense to a person's gender, race, color, religion, sex, marital status, nationality, family status, dress, sexual orientation, beliefs, disability, age or membership in a particular community
 - Making unwanted sexual advances towards others or inappropriate touching
 - Preventing staff from normal, reasonable clean-up or reshelving activities, especially 10 minutes before closing
 - Smoking
 - Disrupting employees so as to interfere with their work
 - Photographing other users of the library without their permission
 - Bringing any animal into the Library, except properly registered working animals assisting the disabled
 - Inappropriate use of cell phones or other communication devices
 - Inappropriate use of the Children's Services sections of the Library by an adult who is not involved in appropriate use of children's library materials, including, in the

discretion of Library staff, spending an unnecessary and unusual amount of time in the Children's Services sections of the Library

- Interfering with free passage of others
- Leaving young children or vulnerable adults unsupervised or unattended
- Other activities which are inconsistent with activities such as reading, studying, use of Library materials, and other similar conduct normally associated with the use of public library facilities.

3. All persons shall refrain from illegal or otherwise highly inappropriate behavior, including, but not limited to, the following:

- Stealing, defacing or damaging Library property
- Abusive, indecent, profane or drunken conversation and/or being in a state of intoxication or under the influence of drugs on Library premises
- Physical, sexual or verbal abuse of other Library users or of Library staff
- Carrying weapons of any type unless authorized by law
- Communication of threats, physical violence, or sexual offense
- Knowingly entering non-public areas of Library or other breach of Library security, including remaining inside the Library when it is not open to the public
- Committing any misdemeanor or felony, or the violation of any federal law, state law, or municipal or county ordinances on Library premises

4. Vulnerable adults and children under twelve (12) years of age must be accompanied at all times by an older, responsible person. The child's parent or guardian will be contacted if the child is left unattended. The library reserves the right to turn over to the proper authorities vulnerable adults and minors (under age 18) left unattended for extended periods of time or left after library hours.

Any persons violating the Code of Conduct, may, in the discretion of the Library, be asked to immediately leave the Library premises. In some cases, including, but not limited to cases where persons fail to refrain from illegal or otherwise highly inappropriate behavior, the Library may immediately have a person removed from the Library premises by law enforcement. In addition, repeated inappropriate behavior, illegal behavior, or highly inappropriate behavior may result in the issuance of a trespass warning in accordance with S.C. Code of Laws §16-11-625.

Librarians and staff are in charge of the facilities and have the authority to enforce these standards of behavior. Further, this Code of Conduct cannot be all-inclusive; therefore, the librarians and staff may find it necessary on occasion to impose additional sensible requirements.

Code rev. 9/26/11, 12/__/14

Oconee County Public Library Guidelines

The Oconee County Public Library values the dignity and privacy of each individual and is committed to the fair and respectful treatment of all patrons and staff.

No person may engage in inappropriate conduct on the premises of the Oconee County Public Library or when participating in library programs.

Staff Members Actions

Any staff member who observes or receives complaints of any inappropriate or illegal behavior may:

- Handle the problem directly with the patron. Staff should use their judgment as to whether the situation requires assistance from another staff member.
- Contact the supervisor in charge if the situation is of a nature that staff member chooses not to confront patron.
- Contact law enforcement if the patron is not responding to staff requests to conform to the Code of Conduct.
- Immediately telephone law enforcement and emergency medical services if the situation is of a severe / violent or emergency medical situation.

In all cases the supervisor should be notified as soon as possible when the staff member confronts a library user who violates the Code of Conduct. The supervisor will be responsible for notifying the person in charge and the administration, if necessary.

THEFT AND VANDALISM / ILLEGAL ACTIVITIES: Law enforcement should be called when a patron attempts to steal or maliciously destroy library and/or personal property (belonging to staff and/or patrons). The Library intends to prosecute anyone who steals or maliciously destroys Library property. When other illegal activities (e.g., indecent exposure) are committed by a patron, the Library intends to prosecute.

EMERGENCY SITUATIONS: An emergency situation can be defined as any situation in which a person's actions present an imminent danger to the life or safety of him/herself, others or to Library property. Such incidents may include assault and other crimes of violence, or the threat or attempt to commit such crimes. Law enforcement should be called immediately if such behavior should occur.

INCLEMENT WEATHER: In case of inclement weather, such as tornadoes, or hurricanes, staff should alert the public and direct them to a safe area or to the basement. The Circulation/Reference Desk will close. In case of unattended children, staff assumes "in loco parentis," and directs them to shelter. A person who wishes to stay in the main library proper should not be forced to take shelter elsewhere.

FIRE: Staff will follow fire safety procedures. In case of false alarm, the person in charge will call 911 and report such activity. The Fire Department will de-activate alarm.

LOST OR STOLEN ARTICLES: The Library is not responsible for lost or stolen articles and will not assume responsibility for reporting theft of non-library owned items. The Library maintains a lost and found shelf for the convenience of patrons.

Library Staff may:

- Detain any individual who intentionally takes and carries away, transfers, conceals, or retains possession of any library material beyond the last station for borrowing
- Request identification when applying for a library card
- Restrict the length of time an individual may use library equipment when others are waiting to use it

Incident Reports

Incident reports must be filed in all cases where a person violates the Code of Conduct. Copies of all reports will be sent to administration and all branch and department managers. A log of incident reports, patrons issued Trespass Warnings, and problem patrons will be available in administration for staff and law enforcement to review in case of repeat offenders.

INAPPROPRIATE CONDUCT - MINOR OFFENSES

Inappropriate conduct includes, but is not limited to, any individual or group activity which is disruptive to other persons lawfully using library premises or otherwise inconsistent with activities such as reading, studying, proper use of library materials, and other similar conduct normally associated with a public library. Inappropriate conduct also includes the failure to observe or otherwise comply with Section 2 of the Oconee County Public Library Code of Conduct.

TREATMENT OF MINOR OFFENSES

- In the **first** instance, the Library may issue a verbal warning for a violation of the Code of Conduct. A note will be placed in the patron's record stating that he/she has a verbal warning.
- The Library may issue a written warning for a **second** violation of the Code of Conduct. Parents of children under 18 will be notified in writing by administration when their child commits a second infraction. A note will be placed in the patron's record stating that he/she has a written warning.
- After a written warning is given for a second violation of the Code of Conduct, is a third violation of the Code of Conduct occurs, the Library may, in the discretion of the Library, issue a Trespass Warning, in accordance with the below procedures and S.C. Code of Laws §16-11-625, prohibiting the offender from entering the Library premises.

INAPPROPRIATE BEHAVIOR – MAJOR OFFENSES

Illegal or otherwise highly inappropriate conduct includes the failure to observe or otherwise comply with Section 3 of the Oconee County Public Library Code of Conduct.

If a person fails to refrain from illegal or otherwise highly inappropriate behavior, the Library may immediately have that person removed from the Library premises by law enforcement and issue a Trespass Warning in accordance with the below procedures and S.C. Code of Laws §16-11-625, prohibiting the offender from re-entering the Library premises.

PROCEDURES FOR ISSUING TRESPASS WARNINGS

If, after staff consultation regarding repeat or major behavioral problems, the Library Director, the Acting Director, a Branch Manager, or Acting Manager in consultation with the Library Director may issue a Trespass Warning, substantially similar to the form provided in Appendix A. The Trespass Warning shall be given directly to the offending person, in the presence of law enforcement. The Trespass Warning shall specify the alleged criminal law violation or the alleged violation of the Library's Code of Conduct. The Trespass Warning shall also specify the duration of the prohibition to return and the procedure by which the person may appeal the warning to the Library Board of Trustees.

If the Trespass Warning is issued to a minor under the age of 18, the Trespass Warning shall also be provided to a parent or guardian of said minor, also in the presence of law enforcement.

The duration of the prohibition to return will be determined by the Library Director in consultation with the Library Board Chairman. The Library Director and the Library Board Chairman may take into account the nature and the seriousness of the offense which required removal, the extent of damage or disruption caused, any history of prior infractions of library policies and other relevant circumstances.

A copy of the Trespass Warning will be distributed to all Library branches as well as to law enforcement. A note shall be placed in the person's record stating that he/she has been issued a Trespass Warning.

The person issued a Trespass Warning may appeal this notice by submitting a request for a hearing to the Library Board of Trustees within five (5) business days of receiving this notice. The Board of Trustees will then provide a hearing within ten (10) business days of the request for an appeal.

TRESPASS WARNING

Name: _____

Date: _____

Pursuant to S.C. Code of Laws §16-11-625, you are hereby prohibited from entering any property or premises of the Oconee County Library. This includes all branches and any other library facilities or property.

This notice is being given due to the following violation of criminal law or violation of the Oconee County Library Code of Conduct:

This Trespass Warning is in effect until _____.
(date)

You may appeal this notice by submitting a request for a hearing to the Library Board of Trustees within five (5) business days of receiving this notice. The Board of Trustees will then provide a hearing within ten (10) business days of the request for an appeal. Submit appeals, in writing, to:

Library Board of Trustees
Oconee County Library

IF YOU ENTER ANY LIBRARY PROPERTY OR PREMISES WITHOUT LEGAL CAUSE OR GOOD EXCUSE, YOU ARE SUBJECT TO ARREST AND PROSECUTION.

By order of: _____

- Library Director
- Branch Manager
- Acting Branch Manager in consultation with Library Director

Notice given in the presence of _____ of the _____
Officer/Deputy Law Enforcement Agency

CHICAGO - StoryCorps, in partnership with the American Library Association (ALA) Public Programs Office, is accepting applications from public libraries and library systems interested in hosting StoryCorps @ your library programs.

Funded by a grant from the Institute of Museum and Library Services (IMLS), StoryCorps @ your library will bring StoryCorps' popular interview methods to libraries while developing a replicable model of oral history programming.

Program guidelines and the online application are available at apply.ala.org/storycorps. The application deadline is Feb. 6.

Ten selected sites will receive:

- * a \$2,500 stipend for project-related expenses;
- * portable recording equipment;
- * a two-day, in-person training on interview collection, digital recording techniques and archiving on April 8-9, 2015, led by StoryCorps staff in Brooklyn, New York (Note: Travel and lodging costs will be covered by StoryCorps.);
- * two two-hour planning meetings to develop a program and outreach strategy with StoryCorps staff in March 2015;
- * promotional materials and technical and outreach support;
- * access to and use of StoryCorps' proprietary interview database.

Each library will be expected to record at least 40 interviews during the six-month interview collection period (May-October 2015). In addition, each library must plan at least one public program inspired by the interviews they collect. Local libraries will retain copies of all interviews and preservation copies will also be deposited with the Library of Congress.

This StoryCorps @ your library grant offering represents the second phase of the StoryCorps @ your library project, following a pilot program in 2013-14. Read more about the pilot libraries at <http://www.ala.org/programming/storycorps> and <http://www.storycorps.org/your-library>.

About ALA's Public Programs Office

ALA's Public Programs Office provides leadership, resources, training and networking opportunities that help thousands of librarians nationwide develop and host cultural programs for adult, young adult and family audiences. The mission of the ALA Public Programs Office is

to promote cultural programming as an essential part of library service in all types of libraries. Projects include book and film discussion series, literary and cultural programs featuring authors and artists, professional development opportunities and traveling exhibitions. School, public, academic and special libraries nationwide benefit from the office's programming initiatives.

About StoryCorps

StoryCorps' mission is to provide people of all backgrounds and beliefs with the opportunity to record, preserve and share their stories. Each week, millions of Americans listen to StoryCorps' award-winning broadcasts on NPR's Morning Edition. StoryCorps has published three books: *Listening Is an Act of Love* and *Mom: A Celebration of Mothers* from StoryCorps, and *All There Is: Love Stories* from StoryCorps – all of which are New York Times bestsellers. For more information, or to listen to stories online, visit storycorps.org<<http://storycorps.org>>.

The Institute of Museum and Library Services

The Institute of Museum and Library Services is the primary source of federal support for the nation's 123,000 libraries<<http://www.ala.org/tools/libfactsheets/alalibraryfactsheet01>> and 35,000 museums<http://www.ims.gov/research/museum_universe_data_file.aspx>. Our mission is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. Our grant making, policy development, and research help libraries and museums deliver valuable services that make it possible for communities and individuals to thrive. To learn more, visit www.ims.gov<<http://www.ims.gov>> and follow us on Facebook<<http://www.facebook.com/USIMLS>> and Twitter<http://www.twitter.com/us_ims>.

ALA Units: Public Programs Office<<http://www.ala.org/news/taxonomy/term/624>>
PR Category:
Awards (Scholarships & Grants)<<http://www.ala.org/news/taxonomy/term/845>>

Story Corps Grant

Narrative 1 - Describe why you are interested in implementing the StoryCorps @ your library program in your community. What community issues, goals and/or thematic approach do you anticipate seeing addressed in interviews and related programming, and what specific audiences (either internal or external) do you seek to engage? How will you promote the project to reach these audiences?

The Oconee County Public Library (OCPL) in partnership with the Oconee Heritage Center, is interested in implementing the StoryCorps @ your library program to help preserve the distinct history of Oconee County. Our main focus is to collect stories that relate to county history and memories of the changes that have taken place within the county in the past century as well as the people who have impacted the area. The overarching theme for this project will be titled, *The Changing Face of Oconee County: How the people and places have changed over the past century*. Our main program to be produced from this project will be a bi-weekly podcast series titled the *Changing Faces of Oconee County*.

There are several thematic approaches that can drive the project and eventually the program would cover each topic as the program grows. Each theme would give some context to community members and would provide external engagement with the community through airing each story through a podcast format. It is anticipated that many of the interviews will show the changes within the community over the past century as the land, people, and industry have drastically changed, as well as the impact of historical events on the nation.

1. Changing Face of the Land: Creation of the county lakes and the result of lost communities

In the 1970's the county decided to create two of the three lakes currently in Oconee County. Lake Hartwell was originally constructed in the 1950s by the Army Corps of Engineers for the purpose of a reservoir. Lakes Keowee and Jocassee were formed through the construction of the Keowee Dam, the Newry Dam, and the Jocassee Dam for the purpose of the Oconee Nuclear Station by Duke Energy Company. During construction of these dams, all residents within the inundation area were displaced. In the constructing of Lake Keowee some of the homes were moved, as well as cemeteries were relocated and all timber was removed. This was not the case for Lake Jocassee which still has buildings trees and tombstones at the bottom of the lake. We want to capture any memories of this time from local residents and possibly find any who were displaced from these areas as well as people who may have worked on the construction projects and those who dive the lakes looking for remnants of the old homes and communities.

2. Changing Face of Industry: The many industries that have come and gone in Oconee County

There were many textile industries in the community that have since left the area. There are several contacts through the Oconee Heritage Center of community members that remember working on the textile looms that are currently on display in the Heritage Center. There was also a large apple industry in the county that has all but disappeared. An example would be the Courteney Mill which started the community of Newry, which is on the National Register of Historic Places, but is rapidly declining.

3. Changing Faces of Oconee County: From the Cherokee, the new Hispanic population, the recruitment of retirees, to the many trials that have faced the African-American Community in Oconee County:

The Cherokee were the original inhabitants of this area. We do have contact with local historians as well as the Museum of the Cherokee in South Carolina, which is based here in Walhalla, SC.

The new Hispanic community started moving into the area to work in the textile and agriculture industry in recent decades. We would want to focus on obtaining stories to gain Hispanic perspective of living and working in Oconee County and what first helped them make the decision to choose this area.

The community of many retirees who come to Oconee County is also an interesting perspective. As the lakes were formed, developers sought to create lakefront communities for retirees. There were advertisements created and specialized recruiting went into getting retiring executives to move to the area. We would want to focus on the stories of what made these folks decide that this was the area that they choose to retire here.

For the African-American community there are many stories we could collect from the Civil Rights movement in the county, and the memories of the old Seneca Jr. College for African-Americans in the 1920's as well as partnering with the new African-American Museum (The Bertha Lee Strickland Cultural Museum) as it tries to establish roots within the community.

Promotion of this project will be through the library Website, radio, tv, the local paper, and social media. The library has a great relationship with our local radio station, which would advertise for little to no cost. The Heritage Center also has agreed to help advertise and give use of the museum meeting room space for any shared programming or recording we would like to do as well as share contacts of local community member who would be great to interview. We also intend to print flyers that will be placed at each library branch as well as the Heritage Center, the county Chamber of Commerce, and other local partnerships. Our local partners would include the Heritage Center, the Chamber of Commerce, the local chapter of the Daughters of the American Revolution, the Bertha Lee Strickland Cultural Museum.

Narrative 2 - Describe the library program(s) and events you will develop or already have in place that will anchor your approach and interview collection.

1. Changing Faces of Oconee County Launch Party

This program would serve as our starting point for collecting oral histories. This would be a public program that allows the community a chance to meet our local partners who will share their perspective on what it would mean to collect oral histories for each area of the community/historical themes we want to address. We would also take time to share the Library's plan to collect oral histories and how we plan to produce a podcast to showcase these stories. This would also be a way for us to recruit attendees who would like to share their stories as it relates to our various topics.

2. Conversations: A discussion with our favorite Changing Faces of Oconee County Interviews

At the end of the collection period, we would ask our favorite interviewees to come and share their story in a panel discussion format. This would also serve as the launch of our Podcast program and would give the public a "teaser" for what they will be hearing in the podcasts. This event would take place off-site at the Westminster Civic Center which offers a great venue for a panel discussion as it allow the audience and panel participants a better layout to provide a more intimate atmosphere while still accommodating a large group.

Narrative 3 - Please name the project staff and/or volunteers who will attend the April 2015 StoryCorps @ your library orientation workshop in Brooklyn, NY. (Note that attendance by the StoryCorps @ your library point person is required.)

Our project staff will included Emily Embry, Branch Manager for the Walhalla Library Branch and Blair Hinson, Blair Hinson Branch Services Librarian who supervises the operations of the Salem, Seneca, and Westminster branches for the County Library system.

Narrative 4 - Describe plans for preserving oral histories collected during this project and for sustaining oral history programs in your library and community after the grant period.

Our preservation goal is to create a repository of these interview files in both MP3 and CD format. We would first want to backup each interview through transferring the original recording and saving it to a staff computer as well as an external hard drive.

Our project goal is to create a sustainable program through the creation of a bi-weekly podcast program produced by the library. The collection of the initial oral histories will allow us the opportunity to plan for a full year of podcast programs. Our podcast program would begin in the early Fall at the end of our collection period following our Conversations program. This would be a bi-weekly podcast featuring the stories we collected. The projected time-line would

produce almost two years' worth of podcasts just from the initial collection while allowing time for us to collect and produce more podcast to create a continuous program. The length of this program will also allow us to build a base audience.

The appeal of this project is that it can very easily be produced with minimal continuing costs and any small cost could be sponsored by the local community after the grant period is over. By digitally preserving these we would be able to produce the podcast as a shorter version of the original files while still maintaining the original interview file and would allow for us to create a physical file by the use of CDs that could be checked out to patrons who would not otherwise have access to the podcast or full-length interviews.

Narrative 5 - Describe the ability of your library to support the implementation of a StoryCorps program through anticipated cost-share (e.g., staff time, promotional support, speaker honoraria or other programming costs.). Include a description and the estimated value for all costs you anticipate beyond the \$2,500 stipend. If your library will seek additional funders for the project, please describe that as well.

The Walhalla Branch of OCPL serves as the main branch for our county. As such, we have a the largest number of staff with several that would be willing to assist with this project including setting aside work time to devote to this project, sending out press releases, interviewing with local media about the project, and conducting the interviews. We are also the closest in proximity to our partnering institution, the Oconee Heritage Center where we would plan our joint programming and some of our interviewing sessions.

Much of the promotional material will be of minimal cost as we have several partnerships that allow for free radio advertising as well as one free television advertisement as a part of our membership with the Chamber of Commerce.

We anticipate the funding to help with the cost of the two programs including: food, and speaker honoraria; along with the cost of storing this information in a sustainable format, as well as the cost of transportation to meet with some of the key participants that cannot make it to the Library or the Heritage Center to conduct their interviews for health reasons.

At this time we will not be seeking additional funding, but plan to reach out to local businesses after the grant period is over to help cover the cost of continuing this project as an ongoing program.

Narrative 6 - In what ways would you be willing to share your knowledge and experiences to promulgate interest and expertise among other librarians (e.g., through conference programs and pre-conferences, features on ProgrammingLibrarian.org, or other outlets)?

OCPL plans to create a presentation on the importance of intergenerational communication as it relates to sharing oral history and the preservation of local history. This will be submitted as a potential presentation for the South Carolina Library Association Conference in the fall of 2015. The presentation will include information about the grant, project results, and how the experience benefitted the local community. This will be of particular interest to many of the smaller rural libraries who are looking for ways to reach out to their communities.

Narrative 7 - If you anticipate collaborating with other organizations or groups, please list them and describe their role(s).

Oconee Heritage Center: They would be our main partner for this project offering staff support, facility space, and contacts for interviews within the community. Our main contact person would be Leslie White who serves as the Director/Curator of the museum.

The Daughters of the American Revolution: OCPL has an established relationship with Nan Jones who is a member of the local DAR chapter and has a wealth of knowledge to share about the local area, including many contacts for potential interview for the project.

Bertha Lee Strickland Cultural Museum: This is a new museum that is still in the process of establishing itself within the community. This partnership would help to contribute information that may be new or lost information of the local African-American Community.

Museum of the Cherokee in South Carolina: This museum will be a great resource for contacting member of the community who are associated with the Cherokee tribes and descendants and may offer some insight into what questions and stories we should be documenting about the Cherokee in Oconee County.

Clemson University: Clemson University is a part of our local community and would be a great resource as we have several contacts within the faculty that may be able to provide some history about the school when it was a part of Oconee County.

Narrative 8 - How do you anticipate using the StoryKit after the grant period,(e.g. continuing to record oral histories, training additional staff on interview collection, sharing the kit with other libraries)?

Our plan is to collect oral histories on a regular basis in order to continue recording the podcast as a bi-monthly outreach program to be produced by OCPL in partnership with the Oconee Heritage Center. Our hope is that the grant period will serve as our launching of the program by helping us to engage the public with our initial push to collect 40 interviews and gain the momentum we would need to establish this as an on-going program within the community.

Narrative 9 - In what ways will the program impact your library and your community?

As many of our community members are aging, the history of this area is being lost as there is no current collection method for this information. This project would help to serve as a launching pad to help us create a sustainable program that would not only collect and preserve this information, but would also serve to educate the local community about their history.



Oconee
HERITAGE
CENTER

Walhalla, South Carolina
oconeeheritagecenter.org

Dear Story Corps,

The Oconee Heritage Center (OHC) affirms our support as a partnering institution with the Oconee County Public Library (OCPL). We are confident that our partnership will aid OCPL and OHC in obtaining interviews through our contacts in the community, as well as offer our meeting space to conduct interviews for the Story Corps project. This project is of particular interest to Oconee Heritage Center as we would like to expand and enhance our current ability to collect and preserve oral histories. Our mission is to preserve and promote the cultural history and heritage of Oconee County, and we feel that this project will enable us to carry that mission even farther.

Our hope is to use this grant period as a catalyst for collecting and preserving the oral history of Oconee County. As a partnering institution we are willing to conduct and assist in the support of planned programs and the development of the podcast programming that OCPL will develop and produce.

Sincerely,

Leslie White
Director/Curator
Oconee Heritage Center

Telescope lending proposal

The Youth Services Department of OCPL received a LSTA grant to support STEAM (Science, Technology, Engineering, Arts, and Math) learning at our library. As part of this grant, the Youth Services Librarian would like to purchase two telescopes and stargazing accessories that would be available for lending to the public. There are other libraries around the nation that are doing similar lending of telescopes, and research has been conducted to find a lending agreement that would suit our patrons. **The proposed lending agreement is attached.** The telescopes will be checked out as a kit that will include a carrying case, moon map, constellation book, user manual, lens cleaner, and a headlamp. The telescope purchased is one recommended for its ease of use, portability, and outstanding quality. The cost of each kit is approximately \$300.00. LSTA funds will be used for the purchase so no library money will be spent on the kits. As part of the lending agreement, patrons agree to pay for damages or lost telescopes. Lending will take place for seven days with the opportunity to renew one time. Late fees will be \$1.00 per day. If the telescope is not returned two weeks after due date a \$300.00 charge will be placed on the patron's record. If damage or materials are lost from the telescope a charge could be added to the patron's account. A patron can only check out the telescope if he or she is 18 years or older, has an OCPL library card that is in good standing, and signs the Telescope Lending Agreement form.



Example of the Telescope Lending Kit.

Oconee County Public Library

Telescope Lending Agreement

I, _____, have read the complete Oconee County Public Library Telescope Lending Agreement and take full responsibility for the Telescope Kit I am checking out.

Signature of Patron

Patron Library Card Number

Checkout Date

STAFF USE ONLY

Checkout

Staff member name: _____ Date & Time: _____

Device: Telescope Kit # _____

- Telescope is functional with no damage
- Telescope accessories (dust caps, etc.) are fully attached via their cords
- Telescope is inside its carrying case
- All materials are included (laminated manual, Stargazing Guide, Moon Map, lens cleaner, and headlamp.)
- Copy of patron's license attached to agreement
- Patron contact info confirmed
- Copy of this completed agreement given to patron

Check In

Staff member name: _____ Time: _____

- Telescope is functional with no damage
- Telescope accessories (dust caps, etc.) are fully attached via their cords
- Telescope is inside its carrying case
- All materials are included (laminated manual, Stargazing Guide, Moon Map, lens cleaner, and headlamp.)
- Telescope returned directly to library staff member
- \$ _____ late fine recorded in LS2Staff: paid YES or NO (circle)
- \$25 unnecessary risk fee recorded in LS2Staff: paid YES or NO (circle)

Damage noted:

- \$ _____ Damage fee recorded in LS2Staff: paid YES or NO (circle)

Oconee County Public Library

Telescope Lending Policy

1. The Library's telescope kit can be checked out by an Oconee County Public Library card holder who is 18 years of age or older **AND** in good standing (no outstanding fines, fees, or overdue items). The patron must present a driver's license to confirm identification and sign the Telescope Lending Agreement each time the Telescope is borrowed. The Library will make and keep a copy of the patron's photo ID along with the signed Telescope Lending Agreement.
2. The Telescope can be checked out for seven days with one renewal if no one else is on the waiting list for the telescope.
3. The telescope must be given directly to library staff when returned. **DO NOT** leave the Telescope outside of the library or in the library's lobby, or leave it unattended at the library's circulation desk. If the Telescope is left unattended outside of the library, the patron will be charged a \$25 fee for unnecessary risk to the Telescope.
4. The overdue fine for the Telescope is \$1.00 per day.
5. If the Telescope is more than 14 days overdue the patron will be charged \$300.00 for the telescope kit. This fee will be waived if the telescope kit is returned intact, however; overdue fees will not be waived. If the telescope kit is returned with damage or missing items a fee will be assessed and could result in charges up to the total cost of the kit (\$300.00).
6. The telescope may not be loaned to anyone other than the borrower who signs the agreement on the other side of this policy. Do not allow children to play with this device without adult supervision.
7. Please treat the telescope kit with care, keeping it in a clean, dry, dust-free place and safe from liquids, extreme temperatures, and from being dropped. All covers should be kept attached to the telescope when not in use. Do not attempt to clean the telescope with any chemicals or liquid or store the telescope outdoors. Keep the dust caps on the front of the telescope and on the focuser when not in use. Make sure to turn off the range finder when not using it.
8. The telescope may be reserved by calling the main library at 864-638-4133 or visiting the library.
9. The telescope kit includes 1 Orion StarBlaster Telescope; 1 laminated manual; 1 stargazing book; 1 moon map; 1 telescope carrying case; 1 lens cleaner; 1 headlamp; and 3 cords attached to dust caps and related items.
10. The borrower is responsible for reading the instruction manual for proper care and use, and the Oconee County Public Library will not be held liable for any injuries incurred as a result of telescope use.
11. Do not look directly at the sun with the telescope. Permanent eye damage could result

**Recommended Changes to Existing OCPL Policy Manual
Submitted to OCPL Board of Trustees for Approval
January 26, 2015**

1. Change to policy concerning replacement of lost or damaged items:

EXISTING POLICY:

3. LOST MATERIALS

Any material lost or damaged beyond repair, will be charged to the patron, according to the retail price listed in the copy record of the Library's materials database (OPAC). For those materials not listed in the database, the patron will be charged per the current market prices as determined by the Technical Services department. A schedule of these charges will be available in all of the branches.

Oconee County Public Library may accept a new/other item in lieu of a lost or damaged book, as long as it is exactly the same item (format, publication date, etc.).

PROPOSED CHANGE:

3. LOST MATERIALS

Any material lost or damaged beyond repair will be charged to the patron according to the retail price listed in the copy record of the Library's materials database (OPAC). For those materials not listed in the database, the patron will be charged per the current market price as determined by the Technical Services department. No charges are assessed for damages by normal use, i.e. normal wear and tear. **The Library does not accept items from the borrower in lieu of payment of fees for lost, significantly incomplete or severely damaged items.**

4. REPLACEMENT CHARGES FOR LOST OR DAMAGED PARTS

Prices in the following schedule are subject to change as the market dictates. Replacement charges may be assessed for lost or damaged parts in the following manner:

Audiobook case/box	\$5.00
Single CD case	\$1.00
Audio CDs – replaceable single disc	\$7.00
DVD or Blu-ray case	\$2.00
DVD or Blu-ray multi-disc case	\$4.00
DVD or Blu-ray replaceable single disc*	TBD

Inserts for audiovisuals (covers, booklets, etc.) \$2.00
Lost hang-up bags \$1.00

*The fee for replacement is determined by the price charged by the DVD distributor. If an individual disc is not available for purchase to complete a multi-disc set, the borrower is responsible for the cost of the complete unit.

RATIONALE: Patrons are NOT bringing in the exact same item for replacement, forcing staff to either feel obligated to accept the item anyway, but then either have to send it in for new processing, or to simply take the item but donate it to the Friends book sale. And the item they had to replace might not be an item the library wanted to keep anymore, regardless of the situation. Other area libraries do NOT accept replacement items, and it results in an undue burden on technical services staff to process a replacement item, as well as keep up with processing new items already in their workflow.

II. Change to Policy Concerning Use of Tobacco Products in the Library

Other changes to the Code of Conduct will be addressed below, but specifically addressing the policy concerning the use of tobacco products in the library, there is a need to include language that covers new delivery methods like e-cigarettes.

Existing Policy:

Under Item # 2 in the Code of Conduct, "All persons shall refrain from inappropriate behavior, including, but not limited to, the following," the bullet item is "smoking."

Proposed Change:

"Smoking, use of any tobacco products including, but not limited to: cigarettes, cigars, chewing tobacco or use of a nicotine delivery system that produces smoke or vapor, in the buildings or within 25 feet of any library entrance."

Rationale: A patron was recently asked by the Seneca Branch manager to refrain from using an e-cigarette or "vape" while in the library. We need to update the policy to counter the changes in nicotine delivery technology.

Branch Services

November / December 2014

Blair Hinson, Branch Services Librarian

Narrative

Public Relations:

Despite a Herculean effort on the part of the Board of Trustees, the Director, and library staff, as well as a good number of supporters from other referendum participants, our efforts to secure new funding for buildings and equipment through a Capital Projects Sales Tax referendum in November failed. While it is understandable that we might become disheartened, we feel that this is an opportunity to redouble our efforts to make the staff, the patrons, and the general public aware of who we are and what we can do.

Staff Development:

The second Fall Staff In-Service was held December 10. This in-service was used to assess the aftermath of the referendum, and to address some concerns the staff had about policies, procedures, etc. In addition, this one allowed staff to stay at their branches, so each branch head was able to conduct training and have staff meetings about topics which affect their own branches most directly. At the beginning of November, 2014, Emily Embry assumed the helm as the Branch Manager at the Walhalla Library. This allowed us to move Karen Peterson, a part time staff person from Walhalla, back to Walhalla and replace Kayla Rucker, Library Assistant, back to her full time assignment at the Salem Branch.

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. We have purchased a few more books from the Friends of the Library, but have also noticed that almost as many books have been left as have been taken. This continues to be a good outreach for Mountain Rest.

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 five monthly visits with the bookmobile (visits occur on a Tuesday, usually, 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 five 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. Another inmate will be leaving soon to actually become a County employee, but the OCDC is looking for a couple of others to bring in from the state.

The Branch Services Librarian attended the Library Information Technology Assoc (part of ALA) Annual Forum in Albuquerque, NM in November (5-8). This was an especially good conference for networking with folks outside of the normal realm of public libraries, and was also useful for information about collecting our wireless (Wi-Fi) statistics, and also for future website updates.

Issues:

With the defeat of the Capital Project Sales Tax referendum, we are still left with aging buildings and an aging bookmobile. The bookmobile has not needed any major repairs in this reporting period, but we're probably on borrowed time. It is a 1998 vehicle, and it might be more difficult to find parts going forward, even if something CAN be repaired.

The Director has asked Jim Bryant (Facilities Maintenance) to price replacement doors for the Seneca Branch, which he has done and returned a couple of quotes. We have also ordered some No Trespassing signs for the Westminster Branch to try to deal with trespassing issues and some vandalism on their rear loading dock/entrance. We're also removing an outside electrical outlet there as well. We continue to have some issues with equalizing the HVAC with the other side of the building (town hall) in Salem. If we don't leave our HVAC set at a certain temperature, then the city hall side is either freezing or burning up.

Outreach Services

Nov/Dec 2014

Brenda Lee, Bookmobile Manager

Collections: Manager continues to order materials based upon patron requests and needs. I was better able to order from B&T Lease Plan with the extra time spent in the office during November and December. Holiday music was put on board and circulated well.

Donations: Some donated items were added to the Bookmobile collection.

Displays: Bookmobile was lightly decorated for the Christmas season. Stacie ordered a small activity center that has been helpful for moms. It keeps the little ones busy while the parent browses the shelves. DVD covers were put on display giving patrons a visual of what can be requested. Postings of the many events being held at the various branches each month are displayed as weather permits. I now have a clear display sign that fits on the window of the patron entrance door, allowing me to announce where the next stop is, as well as the time and duration the Bookmobile should be there. (My hope is that someone will notice it and show up at one of our stops!) A new poster advocating Ancestry.com has been laminated and ready to place on the bookmobile.

Volunteers & Community Outreach: One of my volunteers, Susan Kelley, was required to work her paying job during November and December. With the lesser operating of routes, Aaron Lewis and Jean Snellings were able to fill in as needed. Bookmobile operation had one new volunteer who unfortunately after only one route and a few hours in the office relocated to Virginia. Stacie Powell went with me to The Learning Center where her daughter attends. One of my stops to Long Creek was accompanied by Lois Martin, part time circulation assistant at Walhalla. She said she enjoyed it very much and hopes to do it again sometime. Personally as the Manager, I think it would be beneficial to all the staff to go out on a route to see how the Bookmobile operates. Another part time Walhalla circulation assistant, Mike White, has expressed an interest. Blair and Aaron went to the Oconee County Detention Center in November and December. They are allowed to request items before the Bookmobile

comes which helps tremendously with their selections. Patronage count varies but is time well spent.

Manager's Projects: Bookmobile schedules for the first quarter of 2015 were completed, approved by Blair Hinson, and then posted to the OCPL website. Order DVDs and books, place requests for patrons who are unable to do so themselves, and keep materials rotated as needed are all high priority tasks. Reduction in inventory is a must as I have no space to keep everything. Uncirculated items checked against the system data plays the largest role in deciding what to keep. Several patrons have inquired as to when will I get new country and hits music CDs. Another request is for new wrestling DVDs. Holiday books are put on and removed as needed. The outside of the bookmobile got a wash, wax, and shiny tires by Vehicle Maintenance Department. Cleanup of the interior of the bookmobile was started with volunteer, Jean Snellings, removing all postings from the walls. Blair and I went to Ingles and rented a Rug Doctor and the Oconee County Detention Center took care of shampooing the carpet. Removing all sticky residue and cleaning the shelves is something I want to have done as soon as possible.

Comments: Several patrons were disappointed the Bookmobile was not entered in any Christmas parades. Stops are constantly being monitored for activity and decisions were made to keep all the ones we now have and add a little extra time to two of them due to more activity. I attended the In-Service Day here at Walhalla Library December 10. It is a pleasure to be working with Branch Manager, Emily Embry. As always, I am thankful for my position with the Oconee County Public Library as Bookmobile and Outreach Services Manager and for those who utilize our services.

MANAGER'S PROJECTS:

We have been discussing the possibility of lowering the DVD total fine to 4.00.

PROGRAMS:

The whole library system did a Food For Fines program in December to collect food items for local charities. At Salem we sent at least three boxes of food to Seneca for the Golden Corner Food Bank. Here are the programs we had for the Salem Library for the months of November/December:

Programs at Salem	November/December:
Family Story Time	39/57
Turkey Craft	10
Christmas Craftin'	9
Knit & Crochet	5/4
Time to Read Book Club	4/7
Teen Book Club	3/3

DISPLAYS:

Kayla has decorated the library with Fall and Christmas displays in the display case and the bulletin board in the children's area. We have a display which promotes the services that the Salem library offers.

VOLUNTEERS:

We now have three volunteers that have been working out well. Our adult volunteers have been busy during the holidays for November and December. Nicole has been able to make up the time by putting in more hours. We have had a total of 13 volunteer hours for the month of November and a total of 17 volunteer hours for the month of December. We do appreciate the work that our volunteers provide.

Maintenance:

The Maintenance Department has come over to fix the lights in December. At the end of December the Town put on a new roof for the Town Hall building. Because of the construction of the roof we closed early one day. The library looks good with the new brown metal roof.

STAFF DEVELOPMENT:

Kayla is back with us on a full-time basis. Thanks to Karen for filling in and helping to staff the Salem Library. We had an in-service day at in December. We had a manager's meeting to go over the new ancestry.com website. Nan Jones gave a brief introduction to the features for using Ancestry.com. Then we went to the Westminster Library to have a joint in-service day. We ended up doing some more hands on training of Ancestry.com.

Seneca Library
November/December 2014
Emily Whitmire, Manager

Collection: We updated the Western and Inspirational books with new holdings codes. This is very helpful when we are locating books for patrons. We continue to weed as much as possible. Stacie pulled a lot of YA books for us on in service day as well.

Staff Development: We got a lot accomplished at our in-house in service day Dec 10th. We initiated a new shelf assignment system for shelf maintenance. We also practiced using Ancestry.com and Overdrive.

Programs and number of attendees:

sCATenger hunt- 25

Bingo- 11

LTAI-35

Gobble hands craft-15

Drop in craft: Christmas cards-6

LTAI- 35

Polar Express party- 50+

Bingo has been successful and we decided we will do it every other month.

Issues: I am going to stop reporting on the possibility of security cameras and the printer issues as they have no resolution. Thankfully there are no pressing issues to report on at this time.

Facilities: The Maintenance department finally found replacement parts for the front door so that it does not slam. They were about \$100 per door. Philip had someone come measure the doorway in case we changed to an automatic door system, but that would be far in the future. Repairs this time included the men's urinal and the water fountain.

Projects: Megan continues to lead our programming efforts. We are especially interested in increasing children's visits to the library (who are too old for family story time). Stacie is helping us coordinate these programs.

Other: Seneca collected between 350-400 food items for the Golden Corner pantry during Food for Fines month. (Many people donated more items than what was waived in fines, hence the high number.)

Technical Services

November / December 2014

Robena Barton, Librarian

Narrative:

Collections:

Regular orders are proceeding normally. Weeding continues to be ongoing and it is still hoped that July will see the implementation of a regular schedule for all branches.

TLC:

There have been no updates or major problems with TLC recently and response time for minor glitches or errors has been extremely good.

Manager's Projects:

The digitization project has been sent to the State Library for final editing and upload. After speaking to Amanda Stone we have decided to include the books that were previously added to the State website to the larger SCDL website. Oconee library owns the copyright to these works and the State library already has the scanned images so this should be an easy addition. This will put the total titles Oconee library is uploading to SCDL at 10. We are very excited and I will be writing several media pieces to promote this great program in the coming months. According to Ms. Stone the titles should be on the site by April. I am still working on re-working the ill system and should have improvements completed by the next report.

Staff Development:

We were very happy to welcome Emily Embry to Walhalla as the new branch manager. She has proved an excellent addition to the staff here and has great energy. All full-time staff participated in the December 11th in-service training day. The main focus was on the new Ancestry.com database that is now being offered on location through our website. This is a great resource and staff had a great time researching their own family history on it. We also talked about some of the ideas at the SCLA conference this year and are trying a new team time management system.

Volunteers:

Nancy Woods continues to be a valuable asset as we repair and discard items.

Issues:

Fortunately, there are no issues this time around. The holidays were of course a welcome rest and as January unfolds all staff are willing and eager to tackle new projects.

Walhalla Library

November/December 2014

Emily Embry Branch Manager

Narrative

Walhalla Collections: We continue to order materials based on professional reviews, patron requests, and "best sellers" lists. Weeding is continuing in order to withdraw items that are in poor condition and replace those that need to be updated. Walhalla also benefited from collection development funds that were donated as a Christmas gift by Mr. Krysinel for the purchase of books.

Overdrive Collection: The Overdrive collection has been turned over to the new Branch Manager, Emily Embry, during the month of November. We began the process of adding OCPL local content to our Overdrive account. The local content includes four books that OCPL either owns or has the permission to produce in Ebook format.

Staff Development: OCPL held in-service on December 10th at each branch. The Walhalla Branch focused on learning our new service with Ancestry.com in order to better assist patrons, discussed the referendum outcome, and practiced using the new VOIP phones as a refresher from the formal training back in September to help prepare for the eventual transfer of all numbers to the VOIP system. All of our Walhalla circulation staff attended.

Volunteers: We continue to have several regular volunteers that help us with various tasks, freeing up valuable staff time. In November the Friends of the Library help to obtain a movie licensing for the Walhalla branch to begin using for programs in January.

Programs: We continue to provide *Tech Tuesday*, offering assistance to people needing help with their eReaders. In November we held a very successful and well attended Song of the South program that featured the Philip Cheney minstrel group. Other adult programs held at Walhalla during November and December include Walhalla's bi-monthly book club, *Books and Chocolate*, You Oughta Be In Pictures activity, Adult Story time, How to Wear a Scarf Program, the Science of Baking session, an Immigration information session, and the weekly chess club. We coordinated with the Youth Services department to host a Drop-In Kids' Craft for Thanksgiving and Christmas, Family Story Time, and Mother Goose on the Loose.

Meeting Room: Many outside groups utilize the meeting space at the Walhalla Library. Groups that used our space during November and December include the Guardian ad Litem program, Carolina Family Services, Tri- County Home Educators Student Council and Lego Club, Fair Oak Elementary tour group, Cub Scouts, Clemson University, Leadership Oconee, Lion's Club, SC Commission for the Blind, and the Code Academy.

Facilities: New Cigarette receptacles were added to the front entrance and side porch to help abate the littering of cigarette butts found around both areas. New "No Skating" signs were also purchased to help prevent the use of skateboards near the entrance and in the parking lot of the library which are high traffic areas for patrons both parking and walking into the library.

Other Issues:

Westminster Library

November/December 2014

Leah Price, Manager

Narrative

Collections: We were finally able to take advantage of the new Inspirational collection code and change those books in that section. Hopefully Westerns will be done in January.

Staff: Staff were excited to spend the day at their branch for this in-service. Staff became more adept at using features on the new VOIP phones such as transferring calls, group calls, and forwarding. We also learned how to scan items for staff use. Most of the training focused on the new Ancestry edition the library now offers. This is a great new service to the community and staff seem very excited to help the public with this.

Volunteers: We are very pleased to have Lois back working with us after a brief personal absence.

Community Outreach: The OCPL has created another tree for the Duke Energy 2nd annual Festival of Trees. This year's theme is celebrating the 50th anniversary of *Charlie and the Chocolate Factory* by Roald Dahl. We recycled items left from a program to keep the tree "green."

Programs (hosted by Westminster Staff):

Kid's Day of the Dead Party:	10 attendees
Kid's Drop-in Craft:	10 attendees
<i>Maleficent</i> Movie:	14 attendees
Kid's Mickey and Minnie Party:	75 attendants
Craft it with Leah: Lip Gloss:	10 attendants
Family Fun Night:	80 attendants
<i>Guardians of the Galaxy</i> Movie:	20 attendants
Kid's Noon Year's Eve Party:	42 attendants
Total Program Attendance:	261 kids and adults for 8 programs

Meeting Room: November had 9 uses with 137 attendees. December has 8 uses with 185 attendees.

Facilities: Several lights have been replaced. A work order has been put in requesting the brush and small trees be cleared. Additional work orders were placed in December to remove the outlet and to install signage notifying people to not be in that area of the library.

Manager's Projects: Leah is still attending Leadership Oconee. November was spent touring and learning about the judicial system of the court house, sheriff's office, solicitor's office, and jail. December was spent touring and learning more about the school district. It's also time to start preparing for adult summer reading.

Other: December kicked off another Food for Fines Event. This year's proceeds will benefit We Care of Westminster (as part of this year's Leadership Oconee class project) and Golden Corner food bank.

Youth Services Dept.
Nov/Dec 2014
Stacie Powell, Librarian

Collection Development: We continue to order materials based on professional reviews, patron requests, what's popular, and keep our core collection current. The Youth Services Librarian conducted weeding of YA Fiction at the Seneca and Westminster branches during staff in-service in December. Weeding is not complete and will continue through the winter at all the branches.

Staff Development: The Youth Services Librarian and new youth services assistant participated in staff in-service training on December 10th. The Youth Services Librarian interviewed four candidates for the open assistant position and chose Donna Jo "DJ" Roach as the new assistant. DJ started work in early December and has picked up on tasks right away. DJ has previous experience volunteering at the Walhalla High School media center. She is also an avid reader of Young Adult literature. She is eager to help out with programs and collection development.

Community Outreach: The Youth Services Librarian volunteered to tutor at Walhalla Middle School's "Block 5" afterschool homework center in December. Block 5 is seeking community work-force members and professionals to volunteer to help students with homework and to serve as role models. The Youth Services Librarian will volunteer again during the spring.

Collaboration: Collaboration is still underway with the Walhalla Middle School on the library hosting an extensive STEAM camp this summer for 7th grade students. More information will follow in the coming months. The Youth Services department has collaborated with Clemson University's Life Science Outreach center to help with our monthly Science Saturdays.

Programs: Regular story times at all the branches have been doing wonderful. The kids and caretakers are very loyal to attending. Our November Science Saturday was a great success. It was our first collaboration with Clemson University's Life Science Outreach center. Clemson University sent five graduate students who taught the kids about physics using ramps and "flying eggs". It was a well-attended event. We did not have a Science Saturday in December due to the holidays. Teen Chess Club has a consistent following of regular attendees now. St. John's Preschool in Walhalla visited the library in November for a story time session. Over 50 children were in attendance. Fair Oak Elementary's second grade class visited the library in December for a tour. The Youth Services Librarian as well as Christie Johnson gave the students a tour. Philip Cheney then entertained the students with songs from the Civil War. Over 70 students participated. Holiday craft programs were held in November and December with marginal attendance.

Manager's Projects: As part of the LSTA grant received by the Youth Services Librarian to foster "STEAM" learning at the library we have purchased two telescope kits that with the library board's approval will be available for check-out from our patrons - more information to follow on this in the coming months. The Youth Services department is well underway in planning for Summer Reading 2015 and the STEAM science camp. Materials are already arriving and some programs have already been

booked. Since December is usually a slow time for this department we undertook the task of cleaning out the Youth Service loft. We have discarded a tremendous amount of junk and the place is looking refreshed and organized. We still have more work to do. Over twenty years of materials have been stored in this area and sorting through it all has taken longer than expected.

Issues: None