

OCPL Director's Report

May 2020

1. Programs and Services: Due to the shutdown of the library in response to the COVID-19 pandemic (starting March 17), there were no in-person programs in the library. The library did maintain a virtual presence through the website and social media. We recorded a fraud prevention program with Marty Cline about avoiding scams during the pandemic, and did some programs like a virtual Easter egg hunt through the Westminster Library, and a virtual Peep design contest. Darcy Arnall also continued Story Times on the library's social media every Tuesday and Thursday at 10:30 a.m.; more information will be available in the branch and Youth Services reports. The library also vastly increased our ordering of e-books and other materials for use during the time we were closed, and devised a way to allow online registration for a new card to allow new users access to our digital materials. The library's Summer Reading program will be virtual only this year. There will be no in-person programs, but the SR program will continue with online programming.

2. Usage Statistics and Narratives: Due to being closed for the majority of the reporting period, March and April, we have not included all the usual statistics, since there would be nearly no circulation, nor door counts, nor programming for the last part of March and all of April. However, the individual narratives will detail things like numbers of people that attended virtual story times, or virtual programs, and the statistics for our electronic offerings are all there as usual, showing a substantial increase as expected.

3. Finance and Budget: OCPL budget figures for FY20 year-to-date are attached. As of May 7, due to extraordinary expenses related to the pandemic and also the EF3 tornado in the Seneca area, county has frozen any non-essential spending of local funds for the rest of the fiscal year. We will continue to spend State Aid and gift funds as needed.

4. Personnel and Training: We have spoken with our Technical Services candidate, and she is still planning on coming to the OCPL. The timeline will depend on when we can complete the onboarding process and set a date for this person to start with us. Since the time of the library's closure, staff have been working either in the buildings or from home as needed, and most staff members have attended multiple webinars, Zoom meetings, and other training sessions. The numbers will be reflected in the statistical sheets and the individual narratives.

5. Building and Grounds: The most important thing to report is that the Seneca Library suffered no physical damage from the EF3 tornado that struck the Seneca area on April 12/13. There were two large white oak trees on the Walnut Street side of the grounds that were blown over. They have been stripped of branches and are awaiting pickup by county Roads & Bridges. We have also discussed some beautification efforts for the Seneca Library grounds, and Leah Price, the Westminster Branch head, has also made plans for some beautification at the Westminster Branch. The garage door at the Walhalla Branch has been replaced. There is still a plan to replace the roof at the Seneca Library, and quotes are still being sought for that.

6. Technology: We purchased two Ricoh Smart Board units for Walhalla and for Seneca. These replaced our outdated projectors and will give us a new tool for training, and might be something we can allow the public to use for PowerPoints and so on in our meeting rooms (when that can resume). We have already used the one at the Walhalla Library for staff training. We are also working with the county IT department to update our Wi-Fi antennas at all locations.

7. Friends of the Library: Used book sales have been suspended until at least July, 2020. So far, the Friends have cancelled two April sales (a regular and a Saturday sale), and the May sale. The June sale will probably also not be held. The Friends have been working on a joint project with the Thrift family foundation to install a new service desk at the Seneca Library and dedicate that to former librarian Betty DuBose, who recently passed away.

8. Oconee County: The county has taken the lead on closing and eventually reopening of county offices, services, etc. and as of the time of this report, the library does not have a timeline for reopening to the public. The library was given permission to start curbside delivery on May 18, 2020. We will be working closely with the county to establish benchmarks for reopening and how to acquire PPE (personal protective equipment) for the library.

9. State Library: We have received our 2020 Summer Reading and Learning grant with the State Library for \$1,000.00, which will be used for Story Time kits, similar to the Literacy Kits. The State Library has also opened up a grant for Summer Reading Camps (Read to Succeed), which we were awarded last year. This provided over five hundred free books for struggling readers in elementary schools in the county. We will be applying again this year, but at this time we are still trying to coordinate with the School District of Oconee County to see how they will conduct the camp (virtually?). Due to the pandemic, Macmillan Publishers ended the e-book embargo purchasing model.

10. Community Involvement: Even while the library has been closed, we have been involved with local agencies to distribute free books to the School District of Oconee County for tornado relief (a project with a teacher at Blue Ridge Elementary school where we gave 10 boxes of books to create busy bags/ready-to-go kits for students affected by the tornado), and we have been involved with the Healthy Oconee Committee. We also worked with employees at Prisma Health to use our 3-D printer to make ear loop mask relief strips for many of their employees.

11. Other: The director would just like to commend the staff of the OCPL for all of their hard work and their excellent attitude during the closure of the library from March 17. We also feel like the library has built up some good will and some good publicity even while we haven't been able to serve the public in our regular capacity. Paid ads were taken out in the Seneca *Journal* talking about what the library was doing and offering during the pandemic, and those have been well received.

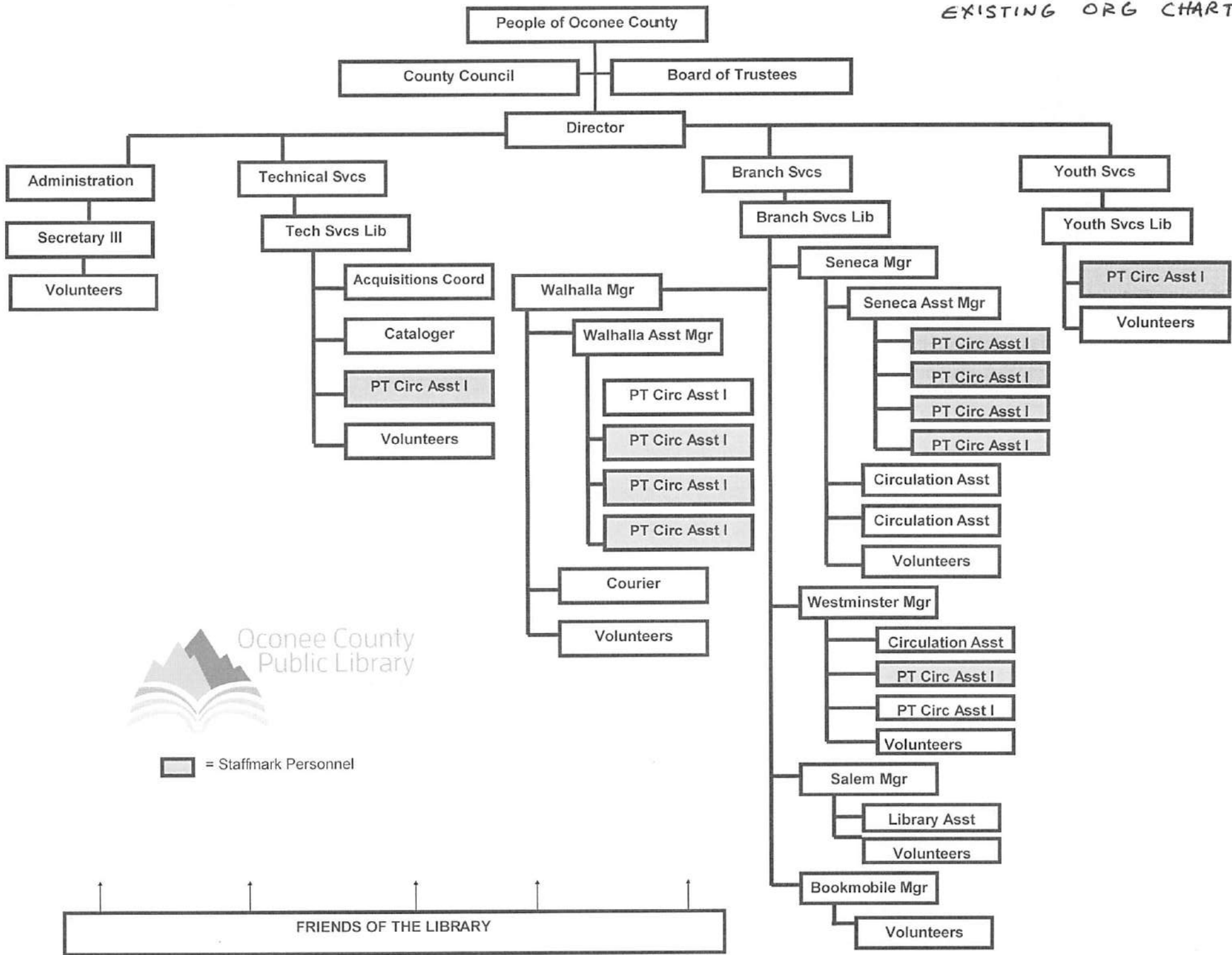
OCPL Bimonthly Report
Library Usage Statistics
Director: Blair Hinson

| | Mar 2019 | Mar 2020 | Change | Apr 2019 | Apr 2020 | Change |
|-----------------------------------|----------|----------|---------|----------|----------|---------|
| Visits to Library | 7,364 | 8,551 | 16.1% | 7,128 | 0 | -100.0% |
| Material Circulation - Adult | 6,467 | 0 | -100.0% | 6,094 | 0 | -100.0% |
| Material Circulation - Youth | 608 | 0 | -100.0% | 490 | 0 | -100.0% |
| Material Circulation - Juvenile | 2,867 | 0 | -100.0% | 2,537 | 0 | -100.0% |
| Total Material Circulation | 9,942 | 0 | -100.0% | 9,121 | 0 | -100.0% |
| Internet Users | 0 | 0 | | 0 | 0 | |
| Internet Hours of Use | 0 | 0 | | 0 | 0 | |
| New Cards Issued | 54 | 77 | 42.6% | 54 | 7 | -87.0% |
| Programs - Adult | 6 | 4 | -33.3% | 8 | 0 | -100.0% |
| Programs Attendance - Adult | 13 | 25 | 92.3% | 98 | 0 | -100.0% |
| Programs - Youth 12-18 | 1 | 1 | | 2 | 0 | -100.0% |
| Programs Att - Youth 12-18 | 2 | 3 | 50.0% | 5 | 0 | -100.0% |
| Programs -Juvenile 6-11 | 19 | 3 | -84.2% | 19 | 0 | -100.0% |
| Programs Att -Juv 6-11 | 60 | 31 | -48.3% | 68 | 0 | -100.0% |
| Programs - Children 0-5 | 14 | 9 | -35.7% | 14 | 0 | -100.0% |
| Programs - Att - Children 0-5 | 144 | 105 | -27.1% | 189 | 0 | -100.0% |
| Outreach Activities | 5 | 9 | 80.0% | 8 | 9 | 12.5% |
| Outreach Act. Attendance | 642 | 223 | -65.3% | 1,372 | 0 | -100.0% |
| Public Training Sessions | 0 | 0 | | 0 | 0 | |
| Public Training Participants | 0 | 0 | | 2 | 0 | -100.0% |
| Public Training Hours | 0 | 0 | | 1 | 0 | |
| Staff Training Sessions | 0 | 20 | | 13 | 135 | 938.5% |
| Staff Training Participants | 0 | 12 | | 10 | 15 | 50.0% |
| Staff Training Hours | 0 | 251 | | 13 | 445 | 3321.2% |
| Number of New Volunteers | 0 | 0 | | 0 | 0 | |
| Number of Vol Hours | 20 | 65 | 230.8% | 22 | 0 | -100.0% |
| Meeting Room Use | 43 | 23 | -46.5% | 37 | 0 | -100.0% |
| Meeting Room Attendance | 356 | 136 | -61.8% | 237 | 0 | -100.0% |
| Number of Web Site Hits | 15,717 | 14,356 | -8.7% | 15,770 | 6,855 | -56.5% |
| | | | | | | |
| Wi-Fi Users | 399 | 316 | -20.8% | 417 | 226 | -45.8% |
| Wi-Fi Sessions | 1,255 | 1,390 | 10.8% | 1,411 | 741 | -47.5% |
| E Book Downloads | 1,821 | 1,744 | -4.2% | 1,740 | 2,242 | 28.9% |
| Flipster Uses | | 150 | | | 147 | |
| Kanopy Uses | | 756 | | | 763 | |
| Ancestry.com Hits | 216 | 431 | 99.5% | 148 | 237 | 60.1% |
| Interlibrary Loans | 16 | 13 | -18.8% | 10 | 0 | -100.0% |
| New Material Added | 0 | 0 | | 0 | 0 | |

OCPL Budget 2019-2020, 5-7-20

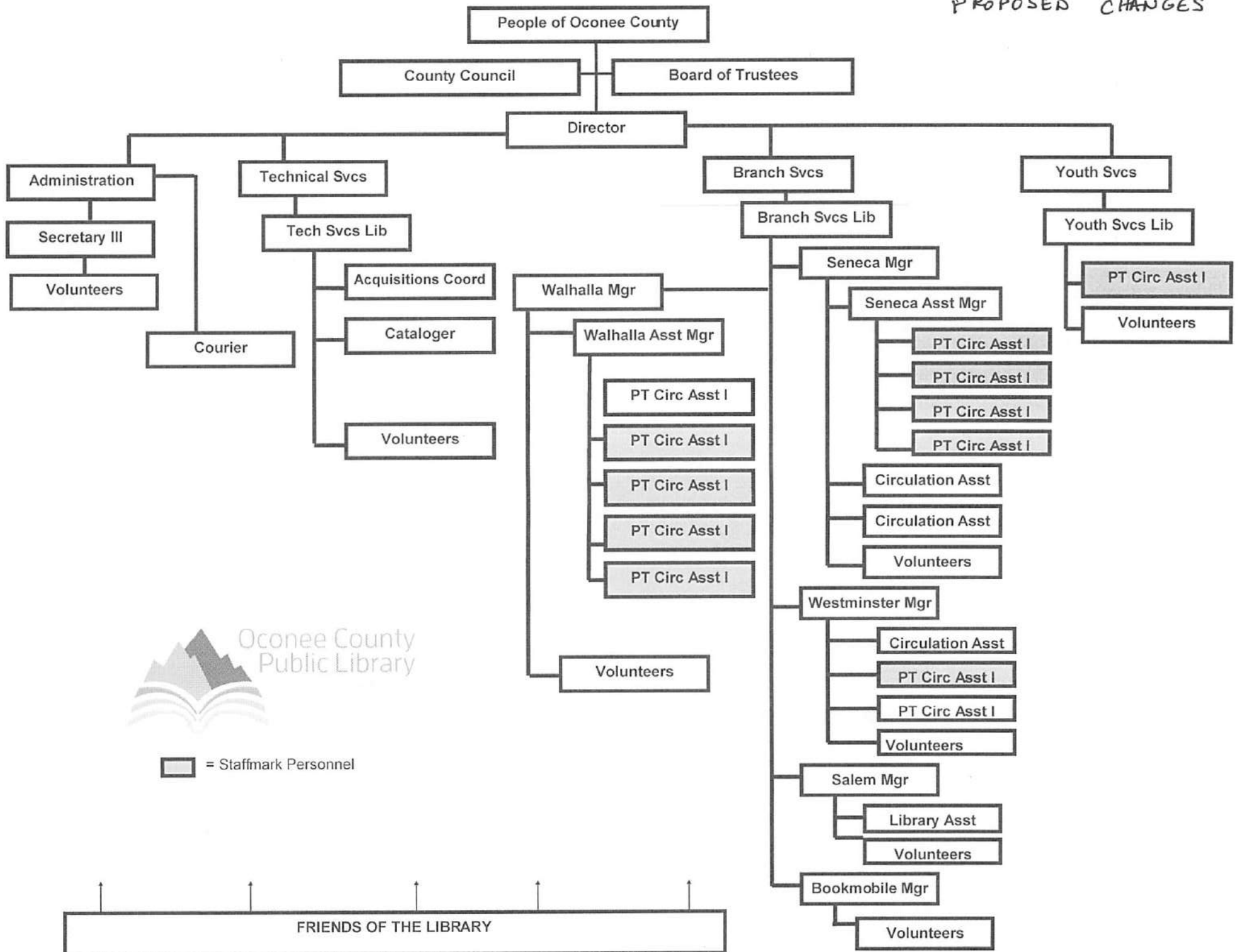
| Account Number | DESCRIPTION | Budgeted | Spent | Percent | Balance |
|--------------------------|------------------------------|-----------------|----------------|----------------|----------------|
| Local Budget | | | | | |
| 010-206-30024-00000 | Equip. Maintenance | 2,450 | 2,470 | 101% | -20 |
| 010-206-30025-00000 | Professional -Staffmark | 110,000 | 90,729 | 82% | 19,271 |
| 010-206-30041-00000 | Telecommunications | 1,000 | 760 | 76% | 240 |
| 010-206-30056-00000 | Data Processing | 26,216 | 26,216 | 100% | 0 |
| 010-206-30059-00000 | Copier Click Charges - Xerox | 10,000 | 5,583 | 56% | 4,417 |
| 010-709-30068-00206 | Advertising | 700 | 844 | 121% | -144 |
| 010-206-30080-00000 | Dues | 750 | 750 | 100% | 0 |
| 010-206-30084-00000 | School, Training, Sem. | 3,300 | 3,282 | 99% | 18 |
| 010-206-30090-00000 | Honorarium | 900 | 900 | 100% | 0 |
| 010-206-33022-00207 | Bldg Maint - Walhalla | 7,000 | 4,441 | 63% | 2,559 |
| 010-206-33022-00208 | Bldg Maint - Seneca | 3,600 | 2,910 | 81% | 690 |
| 010-206-33022-00209 | Bldg Maint - Westminster | 2,500 | 2,928 | 117% | -428 |
| 010-206-33022-00210 | Bldg. Maint - Salem | 2,020 | 4,104 | 203% | -2,084 |
| 010-206-34043-00207 | Electricity - Walhalla | 27,000 | 19,274 | 71% | 7,726 |
| 010-206-34043-00208 | Electricity - Seneca | 17,000 | 12,896 | 76% | 4,104 |
| 010-206-34043-00209 | Electricity - Westminster | 15,500 | 11,000 | 71% | 4,500 |
| 010-206-34043-00210 | Electricity - Salem | 5,000 | 5,000 | 100% | 0 |
| 010-206-34044-00207 | Water - Walhalla | 1,400 | 1,152 | 82% | 248 |
| 010-206-34044-00208 | Water - Seneca | 1,000 | 809 | 81% | 191 |
| 010-206-34044-00209 | Water - Westminster | 1,000 | 438 | 44% | 562 |
| 010-206-40031-00000 | Sm Capital Equip (Loc) | 2,894 | 2,894 | 100% | 0 |
| 010-206-40032-00000 | Operational | 7,500 | 6,865 | 92% | 635 |
| 010-206-40032-00000-A | Youth Services | 2,000 | 1,666 | 83% | 334 |
| 010-206-40033-00000 | Postage | 906 | 348 | 38% | 558 |
| 010-206-40034-00000 | Food | 500 | 155 | 31% | 346 |
| 010-206-40101-00000 | Books (Local) | 86,000 | 65,473 | 76% | 20,527 |
| 010-206-40102-00000 | Periodicals (Local) | 22,200 | 19,931 | 90% | 2,269 |
| 010-206-40103-00000 | AV (Local) | 11,300 | 7,829 | 69% | 3,471 |
| 010-206-80206-00000 | Automobile Maint - Library | 1,500 | 643 | 43% | 857 |
| 010-206-81206-00000 | Gasoline - Library | 2,500 | 1,824 | 73% | 676 |
| 010-206-82206-00000 | Diesel - Library | 2,000 | 1,443 | 72% | 557 |
| TOTAL LOCAL FUNDS | | 377,636 | 305,558 | 81% | 72,078 |
| Misc. Funds | | | | | |
| 013-206-60010-00000 | *Gifts, Donation (Loc) | 29,788 | | 0% | 29,788 |
| 013-080-00805-11001 | Nettles Trust | 105,535 | 11,660 | 11% | 93,875 |
| TOTAL MISC. FUNDS | | | | | 123,663 |

| | | | | | |
|------------------------------|---------------------------|---------------------|-------------------|------------|------------------|
| 240-206-30056-00255 | Data Processing (State) | \$6,500.00 | 6,444.95 | 99% | 55.05 |
| 240-206-30080-00255 | Dues (State) | \$500.00 | 331.89 | 66% | 168.11 |
| 240-206-30084-00255 | Staff Development (State) | \$4,000.00 | 2,186.19 | 55% | 1,813.81 |
| 240-206-40031-00255 | Sm Capital (State) | \$6,304.94 | 3,807.87 | 60% | 2,497.07 |
| 240-206-40032-00255 | Operational (State) | \$13,500.00 | 11,166.28 | 83% | 2,333.72 |
| 240-206-40045-00255 | IT Equipment | \$2,695.06 | 2,695.06 | 100% | 0.00 |
| 240-206-40111-00255 | Books (State) | \$70,816.00 | 65,721.13 | 93% | 5,094.87 |
| 240-206-40112-00255 | Periodicals (State) | \$27,630.00 | 14,226.64 | 51% | 13,403.36 |
| 240-206-40113-00255 | AV (State) | \$16,600.00 | 14,739.20 | 89% | 1,860.80 |
| Total State Aid Funds | | \$148,546.00 | 121,319.21 | 82% | 27,226.79 |



 = Staffmark Personnel

FRIENDS OF THE LIBRARY



 = Staffmark Personnel

FRIENDS OF THE LIBRARY

Bookmobile and Outreach Services

March/April 2020

Brenda Lee, Bookmobile Manager

All the OCPL libraries closed beginning March 17, 2020. Bookmobile had run to all six routes and three of its Outreach stops as of March 12, last operating day.

- Read and responded to emails daily
- Contacted all active bookmobile patrons via email, text, or phone
- Cleaned all areas of office using disinfecting wipes where applicable
- Cleaned all areas of bookmobile, including shelves and windows, as well as regular maintenance
- Continue to put items on order according to schedule
- Ran report of missing items and completed search; deleted from catalog all that were missing for more than two years
- Weeded collections and deleted from catalog
- Checked in courier bins: sorted and shelved items on bookmobile
- Attended Staff Meetings
- Completed a webinar, Workplace Stress and started Word 2016
- Checked, cleaned and reassigned Music CDs to Seneca
- Cleaned all Music CDs, checking discs for damage
- Cleaned all Audiobook covers
- Checking and cleaning of all DVDs is a Work in Progress
- Transition of Bookmobile statistics to Excel spreadsheet by fiscal year:
2019-2020 up to date; 2018-2019 completed; 2017-2018 incomplete Work in Progress
- Created May – August 2020 bookmarks for Outreach patrons
- Coordinated with Helaina @ Walhalla for May – August schedule and Route bookmarks
- Bring out Bookmobile and allow generator and engine to run at least 45 minutes, per Dwayne Peay, Vehicle Maintenance Director

I've logged daily what I've done and given to Sue Andrus once per week.

Branch Services Narrative

March/April 2020

Sue Andrus

Normal library operations were suspended on March 17, so management staff members scrambled to quickly design and deploy a "Work From Home" plan for staff in susceptible populations, prioritize and plan projects in the buildings that were better to do when no patrons would be impacted, and create processes to handle returned items, virtual programming, XXX, and patron needs during the mandated closure.

Work From Home

Within a week of closing to the public, we had a list of tasks that those who WFH could choose from. There's a collection webinars (Table of Contents):

Table of Contents:

[Get to Know DISCUS resources](#)

[Webinars for All Library Staff](#)

[Personal and Professional Development](#)

[Workplace Environment](#)

[Communication](#)

[Customer Service](#)

[Diversity and Inclusion](#)

[Webinars for Managers/Supervisors](#)

[Webinars for Adult Services Staff](#)

[Programming](#)

[Reference](#)

[Reader's Advisory](#)

[Webinars for Youth Services Staff](#)

A list of other things that are considered professional development:

Tips for Sharpening your Professional Skills:

1. *Select 2-3 webinars and activities from this [page](#) to complete every day. (NOTE: You will have to download this PDF from Beaufort County Library. The link to DISCUS goes to their online resources. You may not have access to everything there.)*
2. *Read or listen to a book from an author, style, or genre that you wouldn't normally select*
3. *Try out all of our digital media services (Kanopy, Overdrive, Flipster, and the NYT) from our [Digital Media](#) page.*
4. *Read and review library [blogs](#)*
5. *Discover the rich history of Oconee County by browsing the [Historical Society](#) page.*
6. *Review the current [State of Georgia](#) so you'll be ready to contribute ideas*
7. *Read reviews of new books soon to be published at [Amazon](#), [Midwest](#), [iBooks](#), [Goodreads](#), [Library Journal](#), and [Booklist](#).*

Tips for Staying Connected to Colleagues:

1. *Host daily and weekly virtual staff chats via Google Hangout, FaceTime, [Zoom](#), or [Jitsi](#) to check in with colleagues at your branch and share the information your learning*
2. *Call one colleague each day to check in, answer questions, and share information*
3. *Help a staff member not as tech-savvy learn how to use online tools to help them stay connected*
4. *Invite a colleague to join you for a "virtual" lunch break or daily walk by phone or video chatting (Skype, Zoom, FaceTime, Discard, etc)*
5. *Attended a conference lately? Create and share a brief video with your colleagues describing what you learned*

As we spent the next 6 weeks without having patrons in the buildings or on the bookmobile, I sent lots of links to new webinars and self-paced tutorials to the staff. The SC State Library staff, particularly, Tiffany and Carol, have been a godsend during this time with multiple suggestions every day.

Building Projects

I assisted and contributed to the following projects at Walhalla:

- Weeding, inventory, and shifting of the entire collection
- Deep cleaning of patron and staff areas, including upholstered furniture
- Deep cleaning of the new-to-us 2016 Ford passenger van, which replaced the 1999 Dodge Caravan

Providing Library Services During Shutdown

There were many discussions about how to keep the OCPL viable to patrons during the shutdown. Because we did not know how long this would last, our first efforts went to providing the local population something to read that didn't require the public library. We increased our Overdrive budget to provide more electronic audiobooks to patrons, and filled several totes with donated books from the FOL stacks downstairs for the Little Free Library boxes in Mountain Rest.

We relied on our network of SC public libraries and small community college libraries to provide guidance on best practices to quarantine and clean returned items. Bethany coordinated with TLC for guidance on changes to make to our circulation policy during the closure and how to configure things to do a phased opening in the future.

Quientell, Christie, and I created a framework for curbside pickup of items beginning in May. Each branch location (including the bookmobile) must create their own detailed and individual process due to the differences in building architecture, staffing, and schedules.

Programs:

During March and April everything changed when the library closed to the public on March 16 due to the Covid-19 pandemic. Salem was able to have one kids program, The Baby Yoda Bag Puppets program. Unfortunately, all other programs scheduled for the rest of March and April will have to be cancelled or postponed for a later date. After closing the library in March, we were able to stay in the library and work on projects such as weeding and doing inventory. The inventory also included the physical equipment in the library like chairs and cabinets etc.

During April, Kayla and I started working from home on alternate days. Kayla would be in the library one day then I would come in the next. While working from home we would do tasks like checking and responding to email, ordering material for the library, attending educational webinars, and taking computer training courses.

Salem Collection Development

We continue to order well reviewed items for the Salem branch. At the Salem branch we constantly have a lookout for high quality items that interest our patrons. By having a good collection development strategy, we can keep the demand up for circulation at the Salem Library. While being closed we have been able to have some more time to be sure that our money is spent on quality items for the Salem library.

Volunteers

Right now Sally Bouwman is our only current active volunteer. Linda Cameron is still available to participate in programs but she has not been volunteering on a regular basis. Because of the Covid-19 pandemic, we have also not had any volunteers for the library because we were closed. We will be looking for another active Volunteer for our branch. Our volunteers help us so much by freeing up our time to allow us to do our regular work and to concentrate on helping patrons.

Seneca Branch Narrative – March/April 2020

Emily Whitmire Sluder

Two major trees were uprooted during the tornado. They did not damage any property and are far away from the building, so they are low on the priority list for removal. They have been reported to the county. There is one small tree on the city side of the property that split, and it will eventually be removed as well.

The staff have been working on weeding, shifting, and completing inventory on the collection. Our goal is to shift so that one shelf can be removed to make way for at least one small study room similar to the existing ones in Walhalla.

We hope to get the roof replaced. We had county maintenance and an insurance adjuster come to examine it after the tornado. There was no real damage. We do not think any new leaks occurred after significant rainfall.

We are working on our reopening plan with the other branches and will be ready for curbside service. We are currently wording signage and working on other logistics for procedures when we reopen.

Walhalla Library

March/April 2020

Quientell Walker, Branch Manager

Narrative

COVID-19 Closure: On March 17, 2020 the Oconee County Administration in accordance with State and Federal guidelines restricted access and closed multiple county offices. Due to the amount of patron interaction it was decided that OCPL would be closed until further notice. In the initial phase of closure, we devoted time to quarantining returned library materials, working toward how to best assist and inform our patrons, and cleaning public and staff areas.

Library Projects: We have been actively working on various library projects and taking part in furthering staff education. The webinars were accessed from various entities, including, but not limited to, Public Library Association, South Carolina State Library, and Knowledge City. Below is a chart depicting the number of hours in training for March and April.

| | March 2020 | April 2020 |
|---------|---------------|---------------|
| Webinar | 10.25 hours | 19.50 hours |

Along with the webinars we have devoted time to working on major library projects. These were projects that are difficult to perform while the library is open to the public. One of the first major projects started and completed was the redistribution of the Adult Biography, Fiction, and Non-Fiction collections. This redistribution addressed several concerns; in particular, the cramp and sparse spots in these collections. Also we were able to move the Adult Biographies to the beginning of Non-Fiction, and expanded the Fiction collection. Time was also devoted toward cleaning the Children's area, carpet in high traffic areas, and the upholstery furniture. Lastly the Juvenile Collection was redistributed after it was weeded of superseded materials.

Walhalla Signage: Another project of concern was updating the signage in the Walhalla Library. While several signs were updated there was still a significant amount that had not be updated to reflect the new color scheme and shelf information. The new signage now reflects the updated color scheme, and a more current reflection of what is within the stacks.

Outreach: At this time we have reached out to the librarians at the Walhalla High School, and from their recommendations we purchased several e-audio and e-book as well as created a curated list for these purchased titles. The aim of doing this is to enhance our holdings for our school aged patrons.

OverDrive: Patron use of OverDrive has greatly increased. Below is a chart of Unique Users and Total Checkouts.

| | March 2019 | March 2020 | April 2019 | April 2020 |
|-----------------|------------|--------------|------------|--------------|
| Unique Users | 570 | 751 | 537 | 758 |
| Total Checkouts | 1,821 | 2,377 | 1,740 | 2,944 |

This COVID-19 bump is due to various factors. In particular, we have been more focused on adding materials wanted by patrons, and increasing the number of copies of popular titles. OverDrive was able to work with several publishers to adjust the pricing model. These adjustments have enabled us to better provide access to titles that would have been cost prohibitive any other time.

Facilities:

April 30, 2020: The gutters located at the side entrance, not the employee entrance, is clogged. Due to the height we are unable to remove the leaves. **Status: Ongoing**

April 30, 2020: A piece of plaster tape has given way in the ceiling. Attached is a photo. **Status: Ongoing**

April 30, 2020: Several light fixtures are having ballast issues. The bulbs, from the ones I am able to check, appear to be okay. The locations are: In front of the Blair's office, in front of Quientell's office, one above the new microfilm reader, and the Newspaper area. The fixtures have been marked. **Status: Ongoing**

**Westminster Report
March and April 2020**

Programs

Family Movie Night: Frozen II

Virtual Peeps Diorama Contest (changed because of closure) 5 entries

Programs that were canceled-Lego Club, Peeps Diorama Design Camp, Nerf Night, Cyber Security, Nailed it/Failed teen program, Earth Day bag giveaway, and youth services storytimes.

Closure

Staff spent a significant amount of time weeding and inventorying the collection. This allowed us to find mistakes in shelving, cataloging, and spine labels. The storage room was cleared out. Over 80 hours was spent in online training.

Social Media

Facebook became an essential tool for communication between the library and the community. Between sharing information from the county and relaying library information, the amount of followers and interaction increased. From March 17 to April 30 there were 29 instant messages sent to the library's Facebook page. Nine of those were requesting help with getting or updating library cards so they could use digital resources.

Digital programming officially became a thing and will continue to be the main form of programming for the library through the summer. Youth services librarian Darcy has done a great job with online storytimes and has plans for more through the summer. Just as we report the number of attendees to our physical programs, it is also important to report how many participants we have with our digital programming. It is a little complicated on how it should actually be counted. Using Facebook analytics, we can see reach (the number of unique users who see the post) and engagement (actions on a post).

| Date | Facebook Followers | Facebook Likes | Instagram Followers |
|--------|--------------------|----------------|---------------------|
| May-20 | 2994 | 2901 | 883 |
| Dec-19 | 2821 | | 758 |

| Date | Post | Type | Reach | Engagement | One Minute Watched | Target Audience |
|------|------------------------|--------------|-------|------------|--------------------|-----------------|
| | Marty Cline Scams | Youtube Link | 459 | 16 | | adult |
| | Peeps Digital Contest | Photo Album | 428 | 102 | | Family |
| | Virtual Egg Hunt | Youtube Link | 436 | 67 | | Family |
| | Egg Holder Craft Video | video | 456 | 5 | 7 | Family |
| 4/23 | Storytime | Live Video | 728 | 33 | 17 | Family |
| | Like & Win | photo | 1300 | 114 | | Adult |
| 4/28 | Storytime | Live Video | 640 | 22 | 15 | Family |
| | Horror Interactive | Photo | 876 | 79 | | Adult |
| 4/30 | Storytime | Live Video | 749 | 31 | 30 | Family |
| | Like & Win | Photo | 583 | 72 | | Adult |
| 4/21 | Storytime | Live Video | 492 | 9 | 20 | Family |

Tumble Books

| Book Views by Month: 2020 | |
|---------------------------|-----|
| January | 33 |
| February | 14 |
| March | 12 |
| April | 113 |

Youth Services Dept.
March/April 2020
Darcy Arnall, Youth Services Librarian

Overview: When the library closed in mid-March, the Youth Services Department had to quickly adapt programming and change most of our plans for the upcoming months. In spite of the upheaval and uncertainty, we have been able to accomplish a lot in the last two months.

Collection Development: Collection development is on budget thus far for the year. We are nearing the end of the fiscal year, and Leah and Darcy have been discussing purchases for any extra funding in the budget. With all of the hardships that children and families in our community are experiencing right now, we want to give free resources to those families in any way that we can. Therefore, we are working on orders of inexpensive, paperback books from Ingram that we plan to give away to kids in Oconee County throughout the upcoming months.

In March, the South Carolina State Library approved a grant for Youth Services to create storytime kits for all of the libraries in our system. These kits are a follow-up to the literacy kits, but their target audience is pre-reading children and their parents. Each kit will include four to five books, an educational toy, story manipulatives, song and rhyme suggestions, and a craft idea. In essence, these kits combine many of the activities that we use in our storytime programs into one bag that parents can take home and share with their children. Once the grant was approved, Darcy and Leah started building orders for all of the materials that needed to be purchased. Those orders were submitted at the end of April. In the original grant application, Darcy estimated that we would be able to create 15-20 kits with the grant funding, but once we began finalizing the kit contents, we found that we had the funds to make 26 kits. Ideally, we would like to have the kits ready to circulate at the beginning of June, but with everything else going on, that release date may have to be pushed back by a few weeks.

Collection Maintenance: After the library closed, DJ began a major weeding and shifting project in the Walhalla branch juvenile collection. First, she weeded about 1,015 outdated and/or damaged items from the Juvenile Nonfiction and Biography collections, which enabled us to shift some materials to utilize our space more efficiently. DJ consolidated J Nonfiction into fewer shelving units and then shifted and expanded J Audiobook and J Fiction because they needed more space. She also moved some of our smaller collections such as J Graphic Novel and Award Winners to make room for our upcoming storytime and Spanish kits. This project took several weeks, and it has considerably improved the appearance and functionality of the Juvenile collection at Walhalla.

Staff Development: Darcy logged 11 hours of staff development training in March and April by watching webinars on storytime, programming, children's literature, bilingual services, and other subjects. DJ logged two hours of staff development during March and April by watching webinars on children's programming.

Collaboration: In April, Darcy attended two Zoom meetings organized by the South Carolina State Library with Youth Services Coordinators around the state to discuss coping with library closings and summer reading changes.

Programs: Darcy continued leading weekly preschool storytimes at the Walhalla, Westminster, and Seneca branches until the library closed on March 17th. For those few weeks, 26 kids and 24 adults attended these storytimes for a total of 50 people. DJ also hosted a field trip storytime for St. John's Preschool at the Walhalla branch that was attended by 45 kids and 10 adults. Youth Services hosted two special programs in March before the library closed: LEGO Club (Seneca) and Explorers Club. LEGO Club (Seneca) was attended by 10 people, and Explorers Club was attended by 16 people.

When the library closed, we had to cancel a lot of upcoming program plans, but we didn't want to completely lose touch with our patrons. So a little over a week after we closed, Darcy started posting virtual storytime videos on Facebook Live twice weekly. Over the last two months, Darcy recorded and posted 11 storytime videos, which have been very well received by our social media audience. Counting "attendance" for these programs is challenging since the videos are available online to anyone who finds them, and Facebook counts anyone watching the video for three seconds or more as a view. Therefore, we have chosen to record attendance at our virtual storytimes based on the number of people who watched a video for at least one minute. Based on that parameter, our virtual storytimes have been viewed by roughly 451 people. We have been very encouraged by the positive response to our virtual storytimes, and we plan to continue posting videos until we are able to resume in-person programming in the library.

April 30th is El día de los niños/El día de los libros (Children's Day/Book Day), and this year, the South Carolina State Library encouraged us to recognize the holiday with a virtual storytime or program of some kind. On that day, Darcy recorded and posted a short bilingual (Spanish/English) storytime on Facebook Live. That video was viewed for at least one minute by 30 people.

During our extended closing, DJ has been experimenting more with the 3D printer. She used it to make some ear savers for surgical masks that were donated to a local hospital.

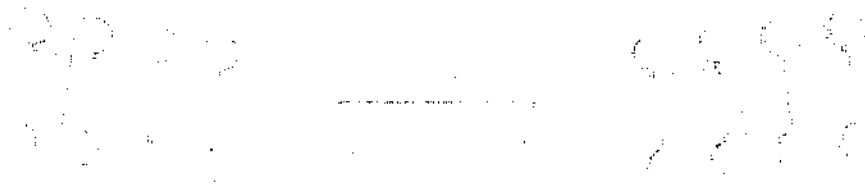
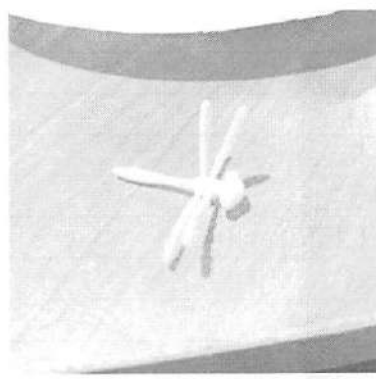
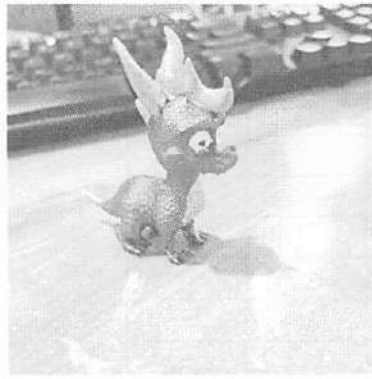


Figure 1: Ear Saver Design

She has also been making small figurines that we plan to use for a teen take-home activity this summer.



Community Outreach: On March 2nd, Darcy visited Blue Ridge Elementary as a volunteer reader for United Way and read to five classrooms in celebration of Read Across America Day. Darcy and Leah Kelley also visited Blue Ridge Elementary during the first and second weeks in March to assist their media specialist with her book fair.

Summer Reading: Coronavirus has thrown a major wrench in our Summer Reading plans, and the Youth Services Department has spent a lot of time over the last two months modifying and replanning most of what we had put together for Summer 2020. Our biggest priority has been figuring out how to still offer the reading challenge during June and July. With the library closed with no firm date on when we can re-open, we can't register kids for summer reading and pass out reading logs in-person as we normally would. To work around that barrier, Darcy created an online registration form that we will distribute through our website and social media platforms. This form will give patrons the option to have reading logs emailed and/or mailed to them so that they can participate from home. Darcy also sent copies of the reading log to all of the media specialists and reading coaches in the Oconee County School System in hopes that they will distribute them to their students.

Even though the library will probably be able to open again sometime in the next couple of months, we feel pretty confident that in-person programs are not going to be a possibility during Summer Reading this year. Therefore, we have cancelled most of our summer performers, and we are assuming that we will not be having any of the storytimes, maker programs, LEGO Clubs, or other events that we had planned. Instead we will be offering programs virtually through social media. Darcy will be doing storytime on Facebook every Tuesday, and we have plans to post some LEGO challenges, virtual escape rooms, and other activities. DJ and Maddie have also been putting together free craft kits for children and teens that families will be able to take home and work on together. Because we have had to shift gears so quickly, our programming options will be more limited this summer, but we are hoping to develop ideas and resources as we go along over the coming months.

Statistics

| | March | April |
|--|-------|-------|
| Programs - Juvenile 6-11 | 2 | |
| Program Attendance - Juvenile 6-11 | 26 | |
| Programs - Children 0-5 | 9 | |
| Program Attendance - Children 0-5 | 105 | |
| Outreach Activities | 1 | |
| Outreach Attendance | 47 | |
| Virtual Storytimes | 2 | 9 |
| Virtual Storytime One-Minute Video Views | 259 | 193 |