

## OCPL Director's Report

July 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. Darcy Arnall also continued Story Times on the library's social media every Tuesday at 10:30 a.m.; more information will be available in the branch and Youth Services reports. The library began offering curbside service on May 18, 2020. The first week was just allowing people to pick up holds from when we were closed. The second week we allowed new holds and pickups. The county permitted the library to open for in-person service starting June 15. In preparation for this, we stockpiled PPE, hand sanitizer, and cleaning supplies. The Director constructed sneeze guards for each of the four branches. Computer use is limited to 30 minutes. Furniture has been removed from the seating areas in the branches to encourage users to come in, get what they need or be on the Internet, and then allow others to come in. There are limits of persons allowed in at each location, which we have so far not exceeded or even come very close to the limits. There are no meeting rooms available for public use right now. We have hosted a few county meetings, such as a couple of meetings with Emergency Management at the Walhalla Main Branch, and the Seneca Branch hosted a representative with the county for persons to put in applications for tornado relief in May. 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. Darcy has been constructing take-home craft kits for each week that have been distributed to all branches. The Seneca Library is being used as a feeding site by the School District of Oconee County.

**2. Usage Statistics and Narratives:** Since the library was not open for in-person visits in May, we have used an approximation of those who came to use the curbside service starting on May 18, and extended that through June 12. Starting June 15, we recorded our regular door count for in-person visits. Individual branch and department narratives are attached.

**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 had 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. For FY21, we will receive the same amount of local funds from the county. The state will not determine State Aid until the General Assembly returns in September to pass a budget. In the meantime, we should receive the same amount as last year, \$2.00 per capita, at least in the first quarter of FY21.

**4. Personnel and Training:** Our chosen candidate for the Technical Services position backed out due to family reasons once we made the formal offer. We have slightly revamped that position description and are currently listing the position as "Technology Services Librarian." Library staff have continued virtual training on a number of topics, most especially diversity and also safety during the pandemic.

**5. Building and Grounds:** The two tree trunks at the Seneca Branch were very recently removed by county Roads and Bridges. There is still a plan to replace the roof at the Seneca Library, and quotes are

still being sought for that, as well as resealing and restriping the parking area there. The Friends of the Library have been collecting funds for a new service desk at the Seneca Branch in honor of Betty DuBose, the longtime librarian in Seneca, and that is now in the design phase.

**6. Technology:** The library received a grant from the State Library for twenty Kajeet Mi-Fi units to assist with homework help in the fall. The library will be coordinating with the School District of Oconee County to determine where these might best be used. The library also received a Cradlepoint unit for the Bookmobile, which allows up to 100 connections at a time. We anticipate using this for establishing a route of Wi-Fi availability in various spots in the community during the school year.

**7. Friends of the Library:** Used book sales have been suspended until at least later in the fall of 2020. So far, the Friends have not had a sale since March. They have resumed selling books in the Walhalla Library lobby, and at M. Tannery & Sons on Ram Cat Alley in Seneca. 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:** County personnel were asked to return to work at the end of May. County offices are limited in their opening, but regular services are available. In-person comment and attendance is now allowed at County Council (and Library Board) meetings, subject to strict limits, social distancing, etc.

**9. State Library:** The library received a grant from the SCSL for Summer Reading (\$1,000.00) which was used to create Story Time kits. These are now available at all branches. The library was also awarded a grant for Read to Succeed again this summer, and distributed over 400 books to 41 students in the SDOC camp (virtual this year-pick up of the books was arranged at Northside Elementary School in Seneca.) We have applied for a \$1,000.00 grant under the CARES Act for reimbursement of some expenses related to buying PPE, hand sanitizing stations, and hand sanitizer. We also received the grant mentioned above for Kajeet Mi-Fi units and the Cradlepoint.

**10. Community Involvement:** The library is currently participating in a mask drive with Prisma Health and SC DHEC. The director also volunteered to assist with Prima Health's day-long COVID\_19 testing at Blue Ridge Elementary School. The library also continues to support effort to increase US Census participation, and just received a \$2,000.00 grant from the American Library Association for that effort.

**11. Other:** The director would just like to commend the staff of the OCPL for all of their hard work and their excellent attitude since the library reopened to in-person visits on June 15.

**OCPL Bimonthly Report  
Library Usage Statistics  
Director: Blair Hinson**

	May 2019	May 2020	Change	Jun 2019	Jun 2020	Change
Visits to Library	16,501	938	-94.3%	20,704	5,752	-72.2%
Material Circulation - Adult	15,234	1,958	-87.1%	16,186	8,729	-46.1%
Material Circulation - Youth	1,202	149	-87.6%	1,554	543	-65.1%
Material Circulation - Juvenile	6,673	696	-89.6%	10,699	3,402	-68.2%
<b>Total Material Circulation</b>	<b>23,109</b>	<b>2,803</b>	<b>-87.9%</b>	<b>28,439</b>	<b>12,674</b>	<b>-55.4%</b>
Internet Users	1,535	0	-100.0%	1,574	310	-80.3%
Internet Hours of Use	872	0	-100.0%	909	114	-87.5%
New Cards Issued	168	22	-86.9%	277	75	-72.9%
Programs - Adult	5	0	-100.0%	8	0	-100.0%
Programs Attendance - Adult	20	0	-100.0%	27	0	-100.0%
Programs - Youth 12-18	4	0	-100.0%	16	0	-100.0%
Programs Att - Youth 12-18	17	0	-100.0%	32	0	-100.0%
Programs -Juvenile 6-11	0	0		20	5	-75.0%
Programs Att -Juv 6-11	0	0		1,016	22	-97.8%
Programs - Children 0-5	13	4	-69.2%	3	5	66.7%
Programs - Att - Children 0-5	158	53	-66.5%	23	73	217.4%
Outreach Activities	16	4	-75.0%	8	10	25.0%
Outreach Act. Attendance	3,691	53	-98.6%	186	95	-48.9%
Public Training Sessions	3	0	-100.0%	0	0	
Public Training Participants	90	0	-100.0%	0	0	
Public Training Hours	5	0	-100.0%	0	0	
Staff Training Sessions	2	115	5650.0%	2	15	650.0%
Staff Training Participants	2	6	200.0%	18	2	-88.9%
Staff Training Hours	5	129	2480.0%	16	17	6.3%
Number of New Volunteers	1	0		1	0	
Number of Vol Hours	82	0	-100.0%	82	0	-100.0%
Meeting Room Use	43	0	-100.0%	71	1	-98.6%
Meeting Room Attendance	338	0	-100.0%	1,395	9	-99.4%
Number of Web Site Hits	17,095	11,244	-34.2%	18,971	13,561	-28.5%
Wi-Fi Users	323	165	-48.9%	401	228	-43.1%
Wi-Fi Sessions	969	676	-30.2%	1,407	1,046	-25.7%
E Book Downloads	1,911	2,376	24.3%	2,069	2,080	0.5%
Flipster		212			178	
Kanopy		689			880	
Ancestry.com Hits	112	272	142.9%	359	202	-43.7%
Interlibrary Loans	44	1	-97.7%	48	3	-93.8%
<b>New Material Added</b>	<b>1,478</b>	<b>0</b>	<b>-100.0%</b>	<b>860</b>	<b>0</b>	<b>-100.0%</b>

**OCPL Budget 2019-2020, 6-30-20**

<b>Account Number</b>	<b>DESCRIPTION</b>	<b>Budgeted</b>	<b>Spent</b>	<b>Percent</b>	<b>Balance</b>
<b>Local Budget</b>					
010-206-30024-00000	Equip. Maintenance	2,450	2,470	101%	-20
010-206-30025-00000	Professional -Staffmark	110,000	107,834	98%	2,166
010-206-30041-00000	Telecommunications	1,000	912	91%	88
010-206-30056-00000	Data Processing	26,216	26,216	100%	0
010-206-30059-00000	Copier Click Charges - Xerox	10,000	5,957	60%	4,043
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	6,422	92%	578
010-206-33022-00208	Bldg Maint - Seneca	3,600	3,294	91%	306
010-206-33022-00209	Bldg Maint - Westminster	2,500	1,816	73%	684
010-206-33022-00210	Bldg. Maint - Salem	2,020	1,919	95%	101
010-206-34043-00207	Electricity - Walhalla	27,000	21,945	81%	5,055
010-206-34043-00208	Electricity - Seneca	17,000	13,386	79%	3,614
010-206-34043-00209	Electricity - Westminster	15,500	12,556	81%	2,944
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Walhalla	1,400	1,403	100%	-3
010-206-34044-00208	Water - Seneca	1,000	863	86%	137
010-206-34044-00209	Water - Westminster	1,000	525	52%	476
010-206-40031-00000	Sm Capital Equip (Loc)	2,894	2,894	100%	0
010-206-40032-00000	Operational	7,500	7,066	94%	434
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	85,694	100%	306
010-206-40102-00000	Periodicals (Local)	22,200	22,199	100%	1
010-206-40103-00000	AV (Local)	11,300	10,688	95%	612
010-206-80206-00000	Automobile Maint - Library	1,500	1,091	73%	409
010-206-81206-00000	Gasoline - Library	2,500	1,974	79%	526
010-206-82206-00000	Diesel - Library	2,000	1,856	93%	144
<b>TOTAL LOCAL FUNDS</b>		<b>377,636</b>	<b>353,924</b>	<b>94%</b>	<b>23,712</b>
<b>Misc. Funds</b>					
013-206-60010-00000	*Gifts, Donation (Loc)	25,330		0%	25,330
013-080-00805-11001	Nettles Trust	105,535	12,257	12%	93,875
<b>TOTAL MISC. FUNDS</b>					<b>119,205</b>

240-206-30056-00255	Data Processing (State)	\$6,543.00	6,541.95	100%	1.05
240-206-30080-00255	Dues (State)	\$331.89	331.89	100%	0.00
240-206-30084-00255	Staff Development (State)	\$995.26	994.45	100%	0.81
240-206-40031-00255	Sm Capital (State)	\$6,569.94	6,567.31	100%	2.63
240-206-40032-00255	Operational (State)	\$16,364.74	16,284.87	100%	79.87
240-206-40045-00255	IT Equipment	\$2,695.06	2,695.06	100%	0.00
240-206-40111-00255	Books (State)	\$70,816.00	70,816.00	100%	0.00
240-206-40112-00255	Periodicals (State)	\$27,630.00	27,629.31	100%	0.69
240-206-40113-00255	AV (State)	\$16,600.00	16,600.00	100%	0.00
<b>Total State Aid Funds</b>		<b>\$148,545.89</b>	<b>148,460.84</b>	<b>100%</b>	<b>85.05</b>



## Proposed Changes to Library policies

### 1. Automatic renewals

The staff is proposing to enact automatic renewals of most books, DVDs, and audiobooks. By putting this feature into effect, those items will renew up to three times without intervention from the patron or the library staff. Based on the experience of other library systems in the state that have enacted this change, it will likely result in a short-term decrease in fine income. However, after an initial period of decrease, most library systems have found that fine income does rebound because of the continued collection of fines for lost and damaged items, items late beyond three renewals, and items not returned because they could not be renewed.

It will also result in an increase in circulation statistics. We would not automatically renew telescopes, fishing equipment, Launchpads, Literacy Kits or Story Time Kits, and other specialty items. All other circulation policies would remain the same, however. We would not renew if an items had requests on it. We would still charge for items late beyond their renewals, and we would still charge for lost or damaged items as usual, as well as for copies, computer printing, and new card fees, etc.

The staff recommends that the Board enact automatic renewals at this time as a service to our users, particularly those who do not feel comfortable frequenting the library as much during a pandemic.

### 2. DVD acquisitions

Current policy is very vague about the types, content, and format of the DVDs we acquire. As such, it has created issues in cataloging the DVDs, such as finding records for double features, etc. The new guidance proposed would give staff more information and give them confidence in ordering materials wisely.

#### **CURRENT:**

#### C. Audiovisual and Electronic:

The Library provides materials in a variety of audiovisual and electronic formats for all ages. In addition to selection criteria used for print materials, the appropriateness and expected long-term use and value to the collection are deciding factors in the selection of audiovisual and electronic materials:

- Quality of production
- Reputation of performer(s)
- Ease of access

**PROPOSED:**

Selection of video materials is based primarily on the following:

- Popular titles, new releases, and award lists
- Title that has become popular again due to a sequel or remake
- Reputation and qualifications of the creators, studio, producer, etc.
- Published mainstream reviews (DVDs are unlikely to be reviewed in Library Journal etc., so this means Rotten Tomatoes, IMDB, MetaCritic, etc.)
- Relevant current topic
- Relates to our local history or community
- Relationship to the existing collection (part of a series we own)
- Quality of production and suitability of subject
- Ease of cataloging (double features would be included here)
- Ease of use (no more than 6 discs, no awkward packaging)
- Requested by many patrons

Exceptions can be made on titles that managers feel are important to their branch collection. Please send these titles to the Technical Services department for approval.

No:

- Additional copies of lesser known or older titles that are already available in the system
- 3D movies
- X ratings

**3. Creation of Juvenile Limited card**

Staff proposes the creation of a new library card category of user that would enable teens 14-17 to apply for an electronic-materials only card without a parent or guardian. Postcard notifications would be sent to parents informing them that the child applied for this card, and has access to a variety of electronic holdings, and that if they wish to convert the card to a full service card allowing for borrowing of physical materials, the parent can come to the library to make that so.

The staff recommends that the Board allow the creation of this category of borrower so that high school-aged students may apply for this kind of borrowing privilege without having a parent or guardian present (since many HS-aged teens come to the library on their own). With schools being so uncertain as to how they will conduct business at this time, teens would have access to more materials, but not have to worry about incurring fines on physical materials.

## **Bookmobile and Outreach Services**

**May/June 2020**

**Brenda Lee, Bookmobile Manager**

Even though the libraries were closed until June 15, the Bookmobile Manager continues to make deliveries in Library van, sending checked out items for curbside pickup at another branch, or readying requests for curbside pickup by patrons, which started on May 18. Pickups and deliveries for May were 106; pickups and deliveries for June were 122.

- Contacting patrons via text or phone to make arrangements for retrieving items.
- Oconee County Detention Center has increased their usage of library items due to being quarantined.
- Quarantine returns for at least 24 hours before checking in.
- Check in returned items and items in transit, set aside ones to be cleaned.
- Sort materials on designated carts.
- Continue to clean and sanitize as needed.
- Cleaning DVDs and covers is still a work in progress.
- Transition of Bookmobile statistics to Excel spreadsheet 2017-2018 is still a work in progress.
- Continue to order per schedule.
- Signed up patrons for summer reading.
- Bring out Bookmobile at least once per week to allow motor and generator to run for approximately 45 minutes.

I miss the operations of the Bookmobile the way they were...however, I am very grateful to be of service in any capacity.

## **Branch Services Narrative May/June 2020**

**Sue Andrus**

### **Work from Home**

Some staff continued to work from home exclusively while others chose a hybrid of work from home and at their branch, and the rest came in to their branch and did not work from home at all.

### **Building Projects**

I assisted and contributed to the following projects at Walhalla:

#### **Workroom Renovation**

The Technical Services Department went from four staff members down to two staff members in January due to the departure of Phil Bergen and the injury suffered by Claire Giordano. The remaining staff, Leah Kelley and Bethany Culp, immediately restructured their workflow to maintain services. This led to the need to reconfigure the space to accommodate the revisions. Claire's desk and shelving units were removed, Bethany's desk was moved, wallpaper was removed and replaced with panels, and everything was cleaned.

#### **Branch Manager's Office**

Carpeting from the wall was removed and replaced with panels, some office furniture was removed, and everything was cleaned.

#### **Children's Area**

All of the shelves were moved (while fully loaded!), the walls were primed and painted with two coats of delightful light blue. Shelves were moved back.

### **Providing Library Services During Shutdown**

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. Curbside pickup began in earnest on May 26, and patrons were very happy to have something new to read. Likewise, each branch made adjustments to the physical space prior to opening to the public on June 15. Some furniture was removed, and the remaining pieces were rearranged to accommodate social distancing.

### **Staffing Issues**

Due to the restructuring of the Tech Services Department, the position description of the Technical Services Librarian was rewritten. It is now called the Technology Services Librarian position, and incorporates most, if not all, of the electronic responsibilities currently done by a variety of staff. The new TS Librarian will be in charge of the Overdrive electronic book service, the Kanopy film streaming service, statistical reporting, and the library's social media accounts.



### **Covid-19 Pandemic procedures:**

During March and April everything changed when the library closed to the public on March 16 due to the Covid-19 pandemic. On May 12 the Salem library started to checkout only items that were on hold before we closed for the pandemic. After May 26 we allowed new items to be put on hold and checked out. At Salem this process was called lobby pickup of holds which is our version of curbside pickup.

After June 15 we opened our doors for the public with reduced hours from 10:00 am to 4:00 pm. We now let patrons scan their cards and books at checkout and we also wear facemasks while patrons are in the library. The library also has developed several safety practices to keep the library and work areas clean.

### **Summer Reading program:**

We still have had summer reading this summer. Darcy has had virtual story times throughout the summer. Patrons have been encouraged to register for Summer Reading online. We are also giving away craft kits for patrons to take home and complete. With these craft kits, kids can still enjoy programs safely at their homes.

### **Salem Collection Development**

All through the pandemic Salem was still working at ordering quality new items for our branch. During May and June we worked hard to spend the rest of our money on the best items we could get for our patrons. 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.

### **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. Throughout May and June Because of the Covid-19 pandemic, we have not had any volunteers for the library even though we were have reopened to the public with reduced hours. Later on, after we see when things are safer we will see if Sally wants to start volunteering again. 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 Library Branch Narrative, May/June 2020**

**Emily Whitmire Sluder, Branch Manager**

### **Facilities:**

This part is the same as the last several reports:

The Roads and Bridges director has given us one quote on resurfacing the parking lot. The county requires two more quotes before we can move forward with scheduling this. We have no word on when we might be receiving more quotes.

We have reached out to the county administrator and the facilities maintenance director for an update on when the process for scheduling a new roof installation can begin. Since our original request, we have seen more leaks in the ceiling.

### **New information:**

I have asked for curbs to be installed in the first parking places that are next to the sidewalk, after someone's car rolled into one of the crepe myrtles and someone who parked a motorcycle in one of the spaces drove over the sidewalk instead of reversing to leave. I have asked for the parking lot lines to be repainted, at least in the middle spaces, as people park in "non-spaces" since they cannot see the lines. Unfortunately, we have not been able to do this due to the possibility of getting the entire lot resurfaced. I will ask about it again in July.

The felled trees from the April tornado have been removed from the yard as of the beginning of July.

**Collections:** We did a major weed while we were closed. We have shifted books on some shelves, but more weeding needs to be done. This cannot take place until either the Friends have a book sale or the county hauls off some of the discarded materials in the basement at Walhalla.

**Staffing:** We have a new person from Palmetto Youth who is helping clean the library periodically during the day and doing some shelving. We hired a new person to replace the employee that left in our last report.

### **Statistics: Visits to Library:**

**New borrowers:** May – 9 (registered online); June - 43

**Total Volunteers:** 1

**Volunteer Hours:** N/A

**ILL:** N/A

Please note that public training statistics do not include the many hours we spend helping patrons with their own devices, downloading Overdrive e-books, using the public computers, and troubleshooting their issues.

# Walhalla Library

May/June 2020

Quientell Walker, Branch Manager

## Narrative

**Library Projects:** The final library project pertained to the Children's Area. Helaina, Sue, Abi, and Darcy painted the Children's Area a nice soothing blue. This change has brightened the area, and the spirits of the Walhalla Staff.

**Reopening:** OCPL reopened to the public on Monday June 15, 2020. Our hours of public operation are Monday-Friday from 10:00am-4:00pm. Following State and CDC guidelines it was decided to limit our capacity to 30 patrons at one time, clean areas used by the patrons, and to encourage patrons to wear masks. However, we are unable to require patrons to wear masks at this time. The amount of library furniture has been reduced to the bare minimum, and the excess furniture has been stored in the SC Room and the Meeting Room. Likewise, sneeze guards have been placed at the Circulation Desk. To cover these new changes, it was decided to have staff members work in two hour shifts and divide the Walhalla Branch into four specific stations: Entrance, Circulation Desk, Curbside, and Computer Area.

Entrance is used to count the number of patrons entering and leaving the building, and to instruct the patrons to return all items in the book drop. As a precaution we are still quarantining all returns for 24 hours, and requiring all items to be placed in the book drop. Circulation Desk is performing the same duties as before the closure; however, we are not taking returns at the desk. Curbside is to assist with curbside requests, help patrons with the copier, and assist the Circulation Desk as needed. Computer Area is to clean computers and tables used by the patrons, and to assist in minor computer related issues. All stations are required to disinfect their area at the end of each shift. I have requested that all staff inform me should they have reservations about working at a certain station.

The patrons have not expressed displeasure in the new changes, and have been happy that we are reopened. We did have to close the SC Room to the public and a few patrons were not pleased with this decision. However, the SC Room had to be closed to store library furniture, to encourage social distancing for staff and public safety, and to reduce the strain of having to clean and operate an extra space. Although the room is closed we are still answering Genealogy and Local History requests through our physical and online form.

**Reopening Review:** At the conclusion of the first week of reopening I decided to begin the process of reducing the number of building stations. After consulting with Christie, Assistant Branch Manager, it was determined that Entrance and Curbside could be removed as stations. Also it was decided that staff should checkout items to the patrons, for we noticed that several patrons had difficulty in using the scanner. We will continue to review the building stations as time goes on.

**OverDrive:** Patron use of OverDrive has continued to show an increase over the previous year. As expected when the library system reopened a slight drop in usage occurred. At the start of the next fiscal year I will maintain a more itemized record of my purchases. I usually combine all of my orders into one cart; however, I do not maintain a list of items repurchased for collection maintenance.

Collection maintenance covers items are repurchased after meter access has expired or when a repurchase is necessary for a high demand item. Items that have meter access can expire after 24 months or when the maximum number of checkouts has been reached. In contrast, items with high patron demand is determined based on the number of active holds on an item. By maintaining an itemized list, I will be able to see the exact amount spent on new items and have much is used toward collection maintenance.

	May 2019	May 2020	June 2019	June 2020
Unique Users	575	780	646	768
Total Checkouts	1,911	3,138	2,069	2,808

**Facilities:**

We experienced a partial power outage at the Walhalla Branch in June. Facilities contacted Duke Energy. A Duke Energy crew arrived and determined that we had an issue with our line, and that they would have to cut power to our building to repair it. Also they stated that more work would have to be done at a later date.

**Statistics:**

Category	May 2020	June 2020
Visits to library	0	1,328
New Cards Issued	12	20
ILL	0	0

## May and June 2020 Report

Leah Price

### Contact-free Pick-up Stats

**Week 1:** 31      **Week 2:** 65      **Week 3:** 41      **Week 4:** 46

June 15-30: 10

Contact-free pickup has gone smoothly with most picking up their items as soon as they are able. Many have taken advantage of the ability to request materials and we continue to have scheduled pick-ups each day. We will continue the service on a patron-requested basis and will still have certain times of day it is available due to staff limitations and safety.

The Visits to Library stats for the month of May and part of June reflect the curbside numbers.

### Staff

Work from home staff returned to work on May 26 and 28. These staff logged in over 120 hours of training in addition to other assignments and tutorials. Staff who came into work spent a lot of time painting and creating a more welcoming environment for the patrons.

### Reopening

Curbside service transitioned smoothly to open services on June 15. Users have been taking advantage of picking up materials, using the public internet computers, and using the copier. Staff are continually sanitizing frequently used areas and services.

### Social Media Stats as of June 15, 2020

Instagram	Followers 957	
Facebook	Followers 3073	Likes 2968

The OCPL social media accounts will be managed by Anna G. beginning in June.

**Youth Services Dept.**  
**May/June 2020**  
**Darcy Arnall, Youth Services Librarian**

**Collection Development:** Collection development is complete for the fiscal year. Using leftover funds in our materials budgets, we purchased a wide variety of paperback books from Ingram and Amazon, and we have been giving them away at the Seneca Library Summer Feeding Site and as prizes for some of our virtual programs.

DJ contacted teachers and school librarians at Walhalla High School, Walhalla Middle School, and Seneca High School to find out what their assigned reading lists were for the summer. We added copies of those books to our OverDrive collection and purchased inexpensive, paperback copies of many of the titles to give away at the Walhalla and Seneca Libraries.

The storytime kits are almost ready to be released. We have finished developing all of the materials for the kits, and the bags are packed. The last step in the process is cataloging, which will hopefully be completed soon so that we can release the kits in mid-July.

**Building Improvements:** In early June before the library reopened to the public, Sue, Helaina, Abi, and Darcy repainted the walls in the children's area at the Walhalla Library. We replaced the teal and yellow combo with a pale sky blue, and we are working on decorating the area and potentially purchasing a new area rug.

**Staff Development:** Darcy logged 3 hours of staff development training in May and June by watching webinars on virtual programming and using American Sign Language in programming.

**Collaboration:** The Oconee County First Steps Board began meeting over Zoom in May, and Darcy attended both the May and June sessions.

**Community Outreach:** In May, Darcy applied for a grant from the South Carolina State Library of 400 books to give to students at the Read to Succeed Camp at Blue Ridge Elementary. The grant was approved, and we will be packing bags of ten books each to give to the students in July.

**Programs:** Darcy continued filming and posting weekly storytime videos in May. She posted four videos that were viewed by 53 people (measured by one-minute video views on Facebook). We have continued to receive many positive comments from patrons about these virtual programs.

**Summer Reading:** We are now midway through the 2020 Summer Reading Program, and so far it has gone very smoothly. We opened registration for the program on May 18<sup>th</sup> using a Google Form. As of the end of June, we have 477 total registrations, 331 of whom are children/teens (ages 0-18). These statistics are considerably lower than those from previous years, but because we had to modify the program so much, we are very pleased with our patrons' participation under the circumstances. We have posted 10 virtual summer reading programs to the library's social media outlets including five storytimes, two LEGO Clubs, and various other events. The participation statistics for those programs are listed on the following page. The most popular activity from this year's Summer Reading Program has been our craft kits. DJ has been putting together weekly craft kits for kids and biweekly kits for teens since the beginning of June. She has been packing 80-90 of each kids' kit and

40-50 of each teen kit every week. The kits are available at all of our branches, and they have been disappearing very quickly each week. Overall, we are pleased with how smoothly Summer Reading has gone this year, especially considering the difficult circumstances.

## Statistics

	May	June
Virtual Storytimes	4	5
Virtual Storytime One-Minute Video Views	53	73
Virtual LEGO Club		2
Virtual LEGO Club participation		12
Other programs		3
Participation		10