

## OCPL Director's Report

May, 2021

**1. Programs and Services:** Though we have had a very limited number of programs in keeping with our COVID-19 protocols, Youth Services department has been having regular in-person story times at three of the branches, Seneca, Walhalla, and Westminster. We have reopened our study rooms at the Seneca and Walhalla Branches, and have changed the operating hours slightly to provide more hours after 5:00 p.m. The Ann Rogers SC History Room will reopen in May.

**2. Usage Statistics and Narratives:** Usage statistics for March and April and individual branch/department narratives are attached.

**3. Finance and Budget:** OCPL budget figures for FY21 year-to-date are attached. Neither the local budget nor State Aid have changed for this year, except as for mid-year merit raises.

**4. Personnel and Training:** Branch Services Librarian's report will provide detail for our overhaul of our job descriptions that has taken place in April. This modernizes and standardizes our job descriptions for every position in the library. It also provides a numerical framework for knowing the percentage of time employees should spend doing each aspect of their job. This will be very valuable going forward in both evaluation of current employees, but also in planning for hiring to fill open positions in the future. Much appreciation goes to Sue Andrus, Branch Services Librarian, for her diligent work.

**5. Building and Grounds:** The Seneca Library is now being reroofed. The process hasn't been without some pitfalls, since this spring has been very rainy. The new service desk at the Seneca Branch in honor of Betty DuBose, the longtime librarian in Seneca, was installed April 20. The lighting and switch upgrades for our three county-owned buildings will happen this summer.

**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. We have checked around 10 to school district personnel, and have since checked more out to students and families themselves, and have expanded the number of school we are trying to reach. We will be checking those out in the summer, and will offer them also to adult learners in the fall. The library also purchased a second poster printer for large aspect advertising.

**7. Friends of the Library:** Used book sales have continued as each Thursday from 11:00 to 3:30 p.m. since March 11 with a limit of 9 people in the sale area at a time. The Friends have gathered many books from their vast inventory to make up grab bags for sale at the Walhalla Main Branch (\$3.00 each for 8-12 or maybe as many as 15 books from a particular genre in a brown paper bag), and these have sold well. They have sold around 100 of those so far. The Friends are also using a partnership which would allow them to sell access inventory through a third party on Amazon, and also McKay's Used Book in Tennessee. That allows them to monetize stuff that would have otherwise gone to recycling.

**8. Oconee County:** The County passed a mask ordinance for all county buildings in August, and renewed it through June, 2021. However, a new ordinance was started in April, 2020, to rescind the order at the end of May. The libraries would revert back to our previous stance of strongly encouraging mask

wearing and making them available at each location as we have already been doing. We have not heard anything about budget planning yet for FY22, but it should be passed soon.

**9. State Library:** We believe there will be an increase in State Aid from \$2.00 to \$2.25 per capita. That will mean an additional \$16,000 plus in State funds for the OCPL.

**10. Community Involvement:** The Director is also participating with the Healthy Oconee Commission on the health disparities committee. Our focus will be helping spread correct information about the COVID-19 vaccine. We have also spoken to the Seneca Rotary about the library in the pandemic. Quientell Walker, Walhalla Branch Manager, has also assisted the Oconee History Museum with scanning and digitizing old yearbooks from the area, and is serving on their Board of Trustees. Janice Lovinggood has resumed activities with her Hispanic outreach group. The Director met with Chair Allison Addison and member Nivia Miranda at the Walhalla Library to discuss the creation of a community information area for the local Hispanic population.

**11. Other:** While some moments have been stressful for staff since we reopened, they have been very professional and steadfast, and it is appreciated.

**Note:** the figures for e-book downloads for March and April combine OverDrive and cloudLibrary.

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

	Mar 2020	Mar 2021	Change	Apr 2020	Apr 2021	Change
Visits to Library	8,551	11,702	36.8%	0	10,676	
Material Circulation - Adult	5,332	12,439	133.3%	679	11,204	1550.1%
Material Circulation - Youth	462	943	104.1%	146	833	470.5%
Material Circulation - Juvenile	2,701	6,906	155.7%	470	5,862	1147.2%
<b>Total Material Circulation</b>	<b>8,495</b>	<b>20,288</b>	<b>138.8%</b>	<b>1,295</b>	<b>17,899</b>	<b>1282.2%</b>
Internet Users	0	943		0	764	
Internet Hours of Use	0	365		0	299	
New Cards Issued	32	147	359.4%	11	85	672.7%
Programs - Adult	3	30	900.0%	0	26	
Programs Attendance - Adult	10	334	3240.0%	0	236	
Programs - Youth 12-18	1	0		0	0	
Programs Att - Youth 12-18	3	0	-100.0%	0	0	
Programs -Juvenile 6-11	3	3	0.0%	0	3	
Programs Att -Juv 6-11	31	187	503.2%	0	175	
Programs - Children 0-5	9	19	111.1%	0	20	
Programs - Att - Children 0-5	105	419	299.0%	0	313	
Outreach Activities	9	16	77.8%	9	13	44.4%
Outreach Act. Attendance	223	320	43.5%	0	231	
Public Training Sessions	0	0		0	0	
Public Training Participants	0	0		0	0	
Public Training Hours	0	0		0	0	
Staff Training Sessions	20	5	-75.0%	14	5	-64.3%
Staff Training Participants	4	13	225.0%	4	5	25.0%
Staff Training Hours	26	14	-46.2%	13	8	-37.3%
Number of New Volunteers	0	0		0	1	
Number of Vol Hours	53	30	-44.3%	0	56	
Meeting Room Use	13	12	-7.7%	0	7	
Meeting Room Attendance	89	125	40.4%	0	93	
Number of Web Site Hits	14,356	12,527	-12.7%	6,855	11,319	65.1%
Wi-Fi Users	316	95	-69.9%	226	89	-60.6%
Wi-Fi Sessions	1,390	521	-62.5%	741	441	-40.5%
E Book Downloads	2,377	2,716	14.3%	2,944	2,423	-17.7%
Flipster	150	166	10.7%	147	101	-31.3%
Kanopy	104	243	133.7%	116	211	81.9%
Ancestry.com Hits	431	61	-85.8%	237	60	-74.7%
Interlibrary Loans	11	11	0.0%	0	18	
<b>New Material Added</b>	<b>1,234</b>	<b>1,272</b>	<b>3.1%</b>	<b>1,161</b>	<b>1,186</b>	<b>2.2%</b>

**OCPL Budget 2020-2021 5-14-21**

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
<b>Local Budget</b>					
010-206-30024-00000	Equip. Maintenance	2,450	2,500	102%	-50
010-206-30025-00000	Professional -Staffmark	110,000	95,456	87%	14,544
010-206-30041-00000	Telecommunications	1,000	760	76%	240
010-206-30056-00000	Data Processing	27,716	27,716	100%	0
010-206-30059-00000	Copier Click Charges - Xerox	10,000	4,038	40%	5,963
010-206-30080-00000	Dues	750	507	68%	243
010-206-30084-00000	School, Training, Sem.	0	0	#DIV/0!	0
010-206-30090-00000	Honorarium	900	900	100%	0
010-206-33022-00207	Bldg Maint - Walhalla	7,000	3,435	49%	3,565
010-206-33022-00208	Bldg Maint - Seneca	3,600	2,399	67%	1,201
010-206-33022-00209	Bldg Maint - Westminster	2,500	1,949	78%	551
010-206-33022-00210	Bldg. Maint - Salem	2,020	1,375	68%	645
010-206-34043-00207	Electricity - Walhalla	27,000	16,780	62%	10,220
010-206-34043-00208	Electricity - Seneca	17,000	10,964	64%	6,036
010-206-34043-00209	Electricity - Westminster	15,500	9,234	60%	6,266
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Walhalla	1,400	1,140	81%	260
010-206-34044-00208	Water - Seneca	1,000	711	71%	289
010-206-34044-00209	Water - Westminster	1,000	598	60%	402
010-206-40031-00000	Sm Capital Equip (Loc)	2,800	2,772	99%	28
010-206-40032-00000	Operational	9,300	9,285	100%	15
010-206-40032-00000-A	Youth Services	2,000	1,878	94%	122
010-206-40033-00000	Postage	1,000	205	21%	795
010-206-40034-00000	Food	500	325	65%	175
010-206-40101-00000	Books (Local)	86,000	80,567	94%	5,433
010-206-40102-00000	Periodicals (Local)	22,200	21,198	95%	1,002
010-206-40103-00000	AV (Local)	11,300	10,258	91%	1,042
010-206-80206-00000	Automobile Maint - Library	1,500	1,486	99%	14
010-206-81206-00000	Gasoline - Library	2,500	1,919	77%	581
010-206-82206-00000	Diesel - Library	2,000	660	33%	1,340
<b>TOTAL LOCAL FUNDS</b>		<b>376,936</b>	<b>316,016</b>	<b>84%</b>	<b>60,920</b>
<b>Misc. Funds</b>					
013-206-60010-00000	*Gifts, Donation (Loc)	40,931		0%	40,931
013-080-00805-11001	Nettles Trust	98,940		0%	98,940
<b>TOTAL MISC. FUNDS</b>					<b>139,871</b>

240-206-30056-00255	Data Processing (State)	\$7,766.00	7,668.04	99%	97.96
240-206-30080-00255	Dues (State)	\$500.00	500.00	100%	0.00
240-206-40031-00255	Sm Capital (State)	\$11,310.00	11,958.25	106%	-648.25
240-206-40032-00255	Operational (State)	\$10,690.00	4,703.67	44%	5,986.33
240-206-40045-00255	IT Equipment	\$2,000.00	1,453.73	73%	546.27
240-206-40111-00255	Books (State)	\$70,816.00	52,914.85	75%	17,901.15
240-206-40112-00255	Periodicals (State)	\$28,864.00	20,343.09	70%	8,520.91
240-206-40113-00255	AV (State)	\$16,600.00	11,397.83	69%	5,202.17
<b>Total State Aid Funds</b>		<b>\$148,546.00</b>	<b>110,939.46</b>	<b>75%</b>	<b>37,606.54</b>

Transferred \$3300 to 010-206-40032 (Operations)

\*\*\*County made correction

\*\* County made correction

Transferred \$3300 to 010-206-40032 (Operations from 010-206-30084 (School/Training))

## **Bookmobile and Outreach Services March/April 2021**

**Brenda Lee, Manager**

The Bookmobile Manager continues to make deliveries in both the Bookmobile and the Library van, and readying requests for curbside by a few patrons. (This has not changed but has reduced to mainly 2 families and one Outreach pick up.)

- ❖ Quarantine of returned items has been lifted.
- ❖ Continue to clean and sanitize Bookmobile and Office as needed; cleaning returned items as necessary.
- ❖ Sort materials on designated carts; shelve on Bookmobile; remove older items for relocating or deleting and discarding.
- ❖ Continue to order per schedule.
- ❖ Worked with 2 regular Volunteers and another who is a regular backup Volunteer; began training a new Volunteer who will also fill in as needed.

I attended two Zoom staff meetings.

Excel spreadsheet is up to date with 2020-2021 fiscal year statistics; usually recorded at end of each stop or pick up.

Beginning April 1, patrons were allowed access to the Bookmobile one at a time or as a family with masks required by all patrons. This will eliminate all transactions taking place in my office prior to delivering, whether by Bookmobile or van. If patrons let me know in advance, we will still have a table set up outside for direct pick up and drop off if preferred.

Entering statistics on the bi-monthly report makes me very aware of the lesser counts in circulation, new cards, and attendance for Outreach. However, I have plenty to keep me engaged during working hours. There are heavy amounts of requests for Outreach patrons as well as regular Bookmobile patrons who do not have access to any online service.

**Branch Services Narrative**

**Mar\_Apr 2021**

**Sue Andrus**

**Policy and Procedure Changes**

Due to the cancellation of an in-person In Service Day in April, the process of having staff create evaluation criteria for their position was transitioned to an online format. All library staff were to complete three assignments over the course of four weeks, and were encouraged to collaborate with others in the same position. This process produced the end result of an Employee Performance Management System (EPMS) for each position in the library that uses quarterly goal setting and evaluation by supervisors to ensure that staff members are focusing on the most essential job duties.

**EXAMPLE:**

**EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM  
PERFORMANCE APPRAISAL – JOB DUTIES**

<i>Employee Name</i>	<i>Sue Andrus</i>	<i>Period:</i>
<i>Current Position</i>	<i>Branch Services Librarian</i>	<i>April 22, 2021 through</i>
<i>Evaluation Status</i>		<i>June 30, 2021</i>

**DEFINITIONS:**

*General Description: The job description taken from the official county form.*

*Group Name: Short description of the category*

*Job Duties: The main responsibilities of the position, also taken from the county form.*

*Success Criteria: Examples of real life actions taken while fulfilling job duties. The success criteria listed on this form are not necessarily the only actions that fulfill job duties.*

*Goals: Employees will write their own goals that are specific, measurable, achievable, realistic, and timely. Goals must be related to job duties and will be approved by the employee's direct supervisor.*

*Percent: The importance of that group of tasks. How serious would repercussions be if this group was ignored?*

**GENERAL JOB DESCRIPTION:**

*The purpose of this position is to manage, guide, and supervise branch librarians; provide support and relief for branches in times of personnel absences; supervise and support library outreach, including Little Free Libraries, detention center outreach, and other community initiatives; manage and supervise system wide staff training; assist with marketing and promoting library programs and services; and provide supervision to employees and staff in the absence of the Director*

**ESSENTIAL JOB DUTIES:**

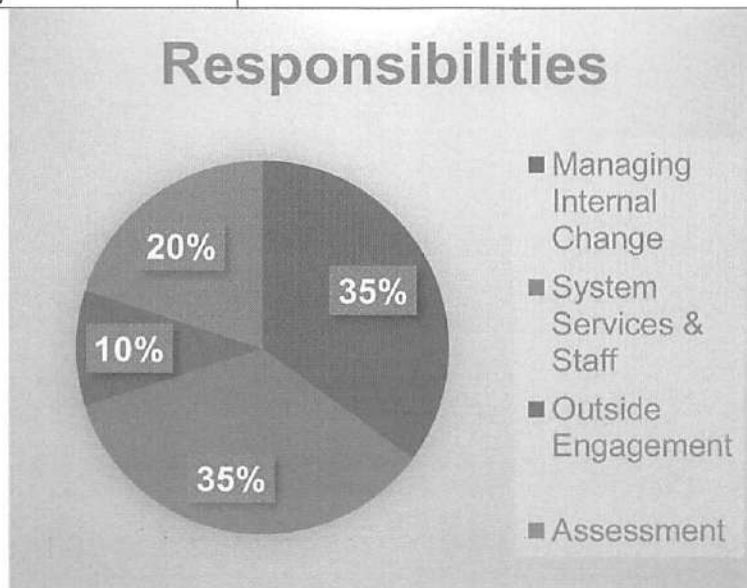
<b>Group Name</b>	<b>Managing Internal Change</b>
<b>Job Duties</b>	<i>Adapt library resources to meet changing community needs; identify trends in customer use of branch library services, the website, technology, and the library collection; recommend changes in policy, procedure, and practices to meet identified needs; assist in forming system-wide policies and procedures; keep the director informed of all issues and concerns; recommend candidates to hire or disciplinary action as needed to the Director</i>
<b>Success Criteria</b>	<i>Periodically review usage statistics as well as policies, procedures, and practices to advise changes in library services or operations; meet regularly with Director to identify problem areas; serve on interview committees for full time positions, document performance issues; coordinate with HR on performance improvement plans</i>
<b>Goals</b>	<ul style="list-style-type: none"> <li>➤ <i>Manage department-wide EPMS implementation to completion of annual evaluation of all staff members by June 15, 2021</i></li> <li>➤ <i>Continue to work w/Director on current performance improvement plans</i></li> </ul>
<b>Percent</b>	35
<b>Rating</b>	

<b>Group Name</b>	<b>System Services and Staff</b>
<b>Job Duties</b>	<i>Supervise library services at assigned branches; supervise, train, and evaluate staff in assigned branches; ensure customer service issues are resolved in a timely and courteous manner; collaborate with other library managers in planning, organizing, implementing, directing, and evaluating library services</i>
<b>Success Criteria</b>	<i>Visit each branch on a regular basis; produce semiannual In Service Day, create training and evaluation materials, mentor staff members; meet with Branch Managers regularly to identify problem areas; facilitate discussion during disputes</i>
<b>Goals</b>	<ul style="list-style-type: none"> <li>➤ <i>By June 30, 2021 create a bibliography of management tools consisting of traditional books, online sources, and activities. This will become part of an ongoing manager training process in FY 21-22</i></li> <li>➤ <i>Supervise office relocation of BKM Manager</i></li> </ul>
<b>Percent</b>	35
<b>Rating</b>	



<i>Group Name</i>	<i>Outside Engagement</i>
<i>Job Duties</i>	<i>Keep current on trends, developments, and issues in librarianship; develop positive relationship with civic and community organizations, Library Board, and FOL; participate in professional organizations, training sessions, workshops, and seminars as appropriate</i>
<i>Success Criteria</i>	<i>Monitor library listserves and/or social media and disseminate information to staff as appropriate; attend conferences and webinars; attend library board meetings</i>
<i>Goals</i>	➤ <i>Assist at Summer Reading Program events held at the Walhalla Auditorium; collaborate with Mark the WAPAC director on how to publicize WAPAC events to SRP parents</i>
<i>Percent</i>	10
<i>Rating</i>	

<i>Group Name</i>	<i>Assessment</i>
<i>Job Duties</i>	<i>Prepare and submit reports as required; compile data for statistical reports as required</i>
<i>Success Criteria</i>	<i>Run monthly circulation reports; enter statistical information into SCSL Annual Report; collaborate with Technology Services Librarian as needed</i>
<i>Goals</i>	➤ <i>Beginning in May 2021, monthly circulation figures will be complete and in the Bi-Monthly Report form by the second business day of the month</i>
<i>Percent</i>	20
<i>Rating</i>	



### **Providing Library Services During Pandemic**

The Walhalla Library began providing service hours on Saturdays on March 6, 2021.

### **Staffing Issues**

Walhalla Branch Manager Quientell Walker returned to work in early March. A plan for Quientell's re-entry to work was created in order not to overwhelm him when he returned. Part of his re-entry plan is his scheduling of weekly meetings with me as well as with Christie Johnson, the Assistant Branch Manager, in order to improve communication among staff at Walhalla.

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

We are no longer holding books for three days before we check them in. We check all our items in by the end of the day. We still are sure to sanitize the computer and library on a regular basis. The county still requires that our patrons wear masks' because of the ordinance that past which requires masks to be worn in public buildings.

### **Salem programs**

Salem still continues to hand out our kids and adult craft kits that can be given away at our branch. Kayla makes the kids craft projects that kids can take home. Leah Price makes the adult craft kits that can be taken home. Darcy has also provided some craft kits.

Salem now is offering digital based programs for our patrons. We have switched the book club so that it is now done over Zoom. In addition, we now have a Recipe Exchange Club which is done with email. Patrons submit recipes via email then I send them back out via email. We have continued an increased interest for our recipe exchange club for March and April. For March we had a Zoom Vegetable Gardening program that was put on by Kerrie Roach from the Clemson Extension office. It was well attended.

### **Salem Building Layout**

During April we got another DVD spinner shelf so that we could free up shelf space in order to open up the library. We were able to move the children's easy shelf so that it was against the wall. This freed up a lot of space for the center of the library where we put the other spinners in a group together. To free up more space we moved the display case and donated magazine table to the lobby.

### **Salem Collection Development**

All through the pandemic Salem was still working at ordering quality new items for our branch. During March and April, we worked hard to spend our money on the best items we could get for our patrons. We continue to order well reviewed items for the Salem branch. By having a good collection development strategy, we can keep the demand up for circulation at the Salem Library. This has also been a time when we could weed our collection. We have just about finished weeded every collection in the library. This helps to make items more accessible to patrons.

### **Volunteers**

Right now Sally Bouwman is our only current volunteer. Due to the Covid-19 virus we are not having any volunteers in the library even though we were have reopened to the public. If we need volunteers again, we will look for another active Volunteer for our branch.

## Seneca Library Branch Narrative, March/April 2021

Emily Whitmire Sluder, Branch Manager

### Facilities:

The new roof began installation at the end of April. Some issues with the drains postponed some of the work, but that will be completed by the end of May.

The Roads and Bridges department is receiving bids for resurfacing and repainting the lines in the parking lot. We have people parking in non-spaces at least 2-3 times a week that we notice, so hopefully this will get done soon.

The new desk has been installed, and we are very pleased with the work.

### Operations:

*\*\*\* Same as previous report:* Everyone is still scanning their cards and materials in front of the desk. We are very pleased with not having to handle everyone's card and taking their books from them to scan when checking out. We are very grateful that the county has a mask ordinance, and we hope it will continue as long as possible. There are a handful of people who refuse to wear a mask, but other than that most people are compliant.

People love the take home crafts we are giving out. Thanks to Leah Price for organizing the adult ones and Youth Services for the kids' ones.

**Staffing:** We now have one open part time position. The Walhalla branch is allowing one of their part time employees to work here, and she started in late March. She will be staying until another employee returns from leave. We hired one new part-time person in April.

We have only received a handful of applications, and some of them I have reached out to did not respond. Part of this is due to more people utilizing unemployment benefits and the position's low pay rate for the market.

Statistics	March 2021	April 2021
Visits to library	4619	4237
New Cards Issued	73	33
ILL	8	5

# **TECHNICAL SERVICES**

March/April 2021

Michael Metzger

Technical Services Librarian

## **Collections**

I am continuing to purchase titles in the CloudLibrary app, Leah is continuing with purchasing books for the different branches. On May 25<sup>th</sup> our remaining titles in Overdrive will be transferred to CloudLibrary. We have been preparing for this by changing the logo in Overdrive to inform our "virtual patrons" as well as promoting it at the branches and on our website. I am using the remainder of our budget for the fiscal year. We have \$4,105 left to spend by June 30<sup>th</sup>. This is a significant amount, so in addition to purchasing new material I am purchasing classics and best sellers from recent years as well as developing areas of our collection including Spanish Language, Juvenile, and Young Adult.

## **TLC**

We had one recent security update with TLC there were no major issues, other than a minor issue with the print window that comes up for printing hold receipts. This was a small glitch that happens across different browsers on many updates. I did submit a ticket; the issue was worked out within a few days.

## **Managers projects**

After redefining job descriptions, I have developed a list of goals for my current position. I would like to examine our collections in CloudLibrary, Kanopy, and Flipster to see if there are any gaps in the collection, as well see if there are any subscriptions not being used that we could discontinue. Another goal I have is to develop a public program focusing on technology instruction and assistance for our patrons who need help with their tablets, phones, and other digital devices.

## **Issues**

No major issues to report, at this time, We occasionally receive complaints about CloudLibrary not being compatible with Amazon Paperwhites. I am answering emails of questions that people have with CloudLibrary and the Overdrive transfer. Most of the time they are simple log in issues that can be fixed with an explanation of the process.

# Walhalla Library

March/April 2021

Quientell Walker, Branch Manager

**Walhalla Collections:** Ordering has continued as scheduled. Walhalla Staff have been weeding several sections, such as Easy, Large Print, Adult fiction, and certain areas in Adult non-fiction. The expected end date for the weeding project is June.

**Programs:** Youth Services has continued with weekly story time. There will be a story time hiatus starting in May, but it will resume starting in June. We are not providing any further in-person programming at this time. The Westminster Branch has provided Adult Craft Kits to the Walhalla Branch. The kits have been successful. Westminster Library has started sending family kits and date night kits, and they have been just as successful as the Adult Craft Kits.

**Meeting Room:** The meeting room is not open to the public at this time. We have been using it for staff meetings, as well as storage for extra furniture that is not currently in the library's public areas.

**Study Rooms:** The study rooms have been reopened to the public. Below is study room usage:

March 2021	April 2021
2	13

**Facilities:** Emergency Services has continued to spray the Walhalla Library when their schedule allows. At this time, we are unsure how long this service will be provided.

**COVID changes:** It has been decided that in May OCPL will be open Monday-Friday 10:00-6:00pm, and Walhalla will continue being open on Saturdays from 9:00-1:00pm. It was also determined that it is safe enough to reopen the SC Room at Walhalla. To ensure greater ease of access to the SC Room some of the stored furniture will have to be removed.

## Statistics:

Category	March 2021	April 2021
Visits to library	2,880	2,563
New Cards Issued	52	33
ILL	2	10

March & April 2021 Report  
Westminster Branch Library  
Leah Price

### Facilities

Since reopening in June the visits and circulation of materials has been down about half of what we typically do. This means we are seeing an increase of materials sitting on the shelf at one time. This leads to a need to constantly shift or weed to make room for new items. We were fortunate enough to be able to purchase a new shelf to hold our new adult fiction and nonfiction items. We also took Salem's hand-me-down and have an additional shelf to spread out some of our DVD collection. Of course this means we now may not be able to bring a couple of chairs out of storage, but that is the give and take when dealing with small and packed library buildings.

### Staff

- Staff have been diligently working on assignments that Sue sends concerning job descriptions and evaluations. The team effort has been good so that staff have a say in how they will be evaluated.
- March 2-Leah attended Preparing for the Next Wave of Pandemic Fatigued Customers 1.5 hours State Library webinar
- New board member Monica Alles-White paid a visit to the library. It was a nice visit getting to know her and helping her understand what our concerns and priorities are.
- Staff were able to support the city of Westminster's Smithsonian Exhibit: Water/Ways on several days.

### Services

Using the Friends of the Library Wish List money, a 3D printer was purchased and has already been used to make over 25 craft kits. Staff are excited about what else they can create. A Cricut Maker cutting machine was also purchased that can be used to create crafts and help with making displays at the library.

Curbside pick-up statistics: 6

### Take & Make Craft Kits

Tammy Bryson is doing an exceptional job in promoting the Friends and library programs via multiple Facebook profiles/pages. A large majority of those picking up kits stated they saw a post about it on social media.

Solid Waste did an exceptional job of providing materials for an Earth Day Program Kit that included coloring books, food containers, bags, and much more. They were very popular.

Take & Make Craft Kits		April 19— Earth Day Newspaper Bags	50
March 1—St. Patrick's Day Banner	25	April 26— Handmaid's Tale Bookmark	40
March 8—Leprechaun Gnome Topper	41	<b>Grab &amp; Go Program Kits</b>	
March 15—Lucky Pennies	43	1 <sup>st</sup> Monday—In-door Seed Starting	92
March 22— Library Book Pockets	50	3 <sup>rd</sup> Monday—Movie Night	51
March 29—Hama beads	40	1 <sup>st</sup> Monday—Game Night: Dice Games	50
April 5—Mini Clay Figures	40	*3 <sup>rd</sup> Monday—Recycle Ocone	55
April 12—Mini Mossariums	40	*Partnered with Solid Waste to provide materials	

Spice Club—The Westminster branch launched a new program called Spice Club. Patrons can come by the library and pick up a kit that includes a history of the spice, recipes, and enough of the spice to create one recipe. The patrons can then use the recipes or find their own to try the spice. Meeting via Zoom.

**Youth Services Department**  
**March – April 2021**  
**Darcy Arnall, Youth Services Librarian**

### **Summer Reading 2021**

Even though Summer Reading does not start for patrons until June 1, most Youth Services activities somehow relate to SRP preparation by March and April. In these months, we selected and purchased prizes for SRP winners and ordered 1,500 postcard reading logs from Vistaprint for all participants. In early April, Darcy wrote, filmed, and edited a promotional video for the Summer Reading Program, which she sent to all of the schools in Oconee County. Since in-person school visits are still prohibited due to the pandemic, she spent a lot of extra time making an energetic, engaging video that would generate excitement about Summer Reading. The video went to every media specialist and reading coach in SDOC along with a link to our Summer Reading LibGuide and a promotional flyer. Several teachers responded that they would forward the information to their students and families.

In April, Darcy booked South Cove County Park for the End-of-Summer Bash on July 28. We have also invited Emergency Services and the Oconee Humane Society (OHS) to participate in the party. Emergency Services will be bringing a truck with a water hose that the kids can play in, and the OHS will be hosting a small pet adoption event. In March, Darcy compiled expense estimates for the Friends of the Library so that they could decide how much they wanted to contribute to SRP 2021. They generously agreed to fund all of the expenses that Darcy submitted, which is very exciting for us. Their donation is allowing us to purchase high-quality prizes, professionally-printed reading logs, supplies for tween and teen programs, food for the End-of-Summer Bash, and supplies for book kits for the Read to Succeed camp with SDOC (see Community Outreach).

On March 24, Blair forwarded our LSTA Summer Learning Grant application to the South Carolina State Library. This year's grant will fund two in-person programs at the Walhalla Performing Arts Center (WPAC) involving Roper Mountain Science Center and Safe Haven Animal Rescue. Both programs will involve live animals, and attendance will be free. Participants will also receive take-home activity bags to reinforce educational content from the programs. The grant funds and our local match will cover the cost of tech and cleaning for the WPAC, performer fees, and activity bag contents. We hoped to find a second venue in either Seneca or Westminster to host these programs, but we were unsuccessful. On April 6, Darcy and Sue met with the director of WPAC to tour the venue and iron out the logistics of the programs.

### **Collection Development**

Collection development is mostly on budget for the year. The new storytime kits for Westminster were cataloged in March, and Darcy delivered them to Westminster for circulation in April. They have ten new kits in their collection, and we reassigned some of their original kits to other branches to make the whole collection more equitable. In April, Leah Kelley submitted an order to Brainstorm Library for new juvenile non-fiction books to fill holes left in our collection after weeding projects. DJ created a weeding list for the Young Adult collection at Walhalla, and the circulation staff have been working on pulling and deleting those titles. Because we are approaching the end of the fiscal year with some extra funds in the Youth Services materials budget, Darcy and DJ have been creating carts



of inexpensive children's books on Ingram that we will use as giveaways during Summer Reading. Those titles will be ordered early in May so that we have the money spent well before the end of the fiscal year.

### **Staff Development**

Darcy attended three American Sign Language webinars hosted by SCSL in late March and early April. Darcy and DJ both completed their Employee Performance Management System assignments from Sue by the end of April. They both created job performance goals that they are working to complete by the end of June for this evaluation cycle. In March, Darcy created a PowerPoint presentation of Summer Reading information and FAQs that she sent to all OCPL staff. The presentation gave an overview of our plans for the whole program and highlighted the important information that frontline staff will need to know to promote the program and assist patrons.

### **Collaboration**

The March First Steps meeting was canceled, but Darcy attended the April meeting via Zoom. In addition to sending SRP promotional information to the schools, Darcy fielded a variety of questions from teachers and fellow children's librarians about her Summer Reading promo video. The video is publicly available on YouTube, and it has over 100 views and counting. On April 7, Darcy met via Zoom with a Clemson student who is interested in librarianship as a career. The student interviewed Darcy on the responsibilities and expectations associated with her position.

### **Community Outreach**

In March, Darcy made an outreach visit to St. John's Preschool, and in April, DJ did the same. These visits served about 60 people in total. As in years past, OCPL will be involved in the Read to Succeed Camps with SDOC. For the last couple of years, we have applied for a grant from SCSL to get books to give to students who attend the camp. SCSL is not offering that grant this year, but in looking at the budget, we determined that we had the funds to buy the books ourselves. Darcy and DJ put together a cart of developmentally appropriate, inexpensive titles in Ingram, and Leah ordered the books in early April. We will also be including literacy activities in each bag similar to those that we put in the Literacy Kits. These book bags will be distributed to camp participants sometime in June.

### **Programs**

On April 13, Youth Services hosted our first tween program in over a year. We made slime, which was a huge hit with all of the participants. This program was an enjoyable return to normalcy, but it was also an opportunity to test out some new practices before Summer Reading starts. We required all participants to sign up for the event, and we used the online platform, Eventbrite, to handle the registrations. We will be requiring registration for almost all of our in-person events this summer on Eventbrite, so we used the slime program to test the platform and troubleshoot any unforeseen issues. The program was attended by 13 people.

DJ packed and distributed two activity kits in March and April which served at least 300 people.

We continued to offer in-person storytimes in March and April, and we saw some very encouraging growth. We had 8 storytimes in March and 12 in April, which served a total of 239 people. Walhalla's numbers continue to be strong, and Seneca's crowd grew significantly over the last two months. We added storytime at Westminster in April, but unfortunately, none of the sessions saw any participants. In hindsight, we may not have marketed the new session as well as we should have. Storytime is canceled for the month of May to give Youth Services staff time to complete final

preparations for Summer Reading, but we are hoping that when we restart storytime in June, we can redouble our marketing efforts and build the Westminster storytime crowd again.

Darcy continued filming book readings and song videos over the last two months and posting them to Facebook and YouTube. The book readings only receive a handful of views on either platform, but the song videos have been surprisingly successful. Counting Facebook and YouTube views, Darcy's Wiggle Wednesday videos have served at least 347 people. More detailed statistics on Youth Services programs and attendance can be found below.

### Statistics by Program Type

	March	April
Virtual Storytimes	5	4
Virtual Storytime Views	38	46
Wiggle Wednesday Videos	5	3
Wiggle Wednesday Views	224	123
Craft/Activity Kits	1	1
Kits Distributed	150	151
In-Person Storytimes	8	12
Walhalla Storytime Attendance	90	69
Westminster Storytime Attendance	0	0
Seneca Storytime Attendance	37	43
Total Storytime Attendance	127	112