

OCPL Director's Report

September, 2020

1. Programs and Services: Due to the shutdown of the library in response to the COVID-19 pandemic (starting March 17), there have been no in-person programs in the library (reopened on June 15, 2020). 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., as well as new take home kits and other programming, like Book Bites; more information will be available in the branch and Youth Services reports. 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. The library's Summer Reading program ended in August (August 3), and despite not having in-person programming, it was very successful, with our completion rate actually up from 2019. The Seneca Library was used as a feeding site by the School District of Oconee County. The Bookmobile began limited service again in August, with only pick up and drop off allowed. No one is permitted on board right now.

2. Usage Statistics and Narratives: Usage statistics for July and August and individual branch/department narratives are attached.

3. Finance and Budget: OCPL budget figures for FY20 year-to-date are attached. The General Assembly was to meet the week of Sep 14, and again the week of Sep 21, for three days each week to determine a budget for the current fiscal year (FY21). County Council was supposed to pass a third reading of a local budget amendment on Thursday, Sep 17.

4. Personnel and Training: We have hired a Technology Services Librarian. His name is Michael Metzger from Rabun County, GA, and he will join the OCPL starting October 12, 2020. The library will not have an in-service on October 12 this year, as has been customary. With being closed several months for the pandemic, we want to prioritize hours open to the public over taking another day to be closed for staff training.

5. Building and Grounds: There is still a plan to replace the roof at the Seneca Library, and quotes are still being sought for that, as well as 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 final design phase. The Lakes and Hills Garden Club has offered to meet with Emily Whitmire and the Director to plan for a beautification/landscaping project for the Seneca Branch. The County has also begun a study of the lighting and HVAC in all county buildings with an eye towards replacing lighting and HVAC units with smarter technology that is more energy efficient, and all branches (except Salem, which is not owned by the county) should see some upgrades.

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 out several to school district personnel, and will be

looking to check more out to student themselves, or partner with the United Way or Salvation Army to check more of the twenty out. 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 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). They have sold around 100 of those so far.

8. Oconee County: County had passed a budget at the end of the fiscal year that was essentially the same budget as last year. Recently they have sought to amend that budget slightly with a few more items, including raises for county employees. The County also passed a mask ordinance for all county buildings in August.

9. State Library: We received 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. They also want to partner with the library for a grant project to teach healthy eating and making healthier choices in general. The project would involve a mobile kitchen in a box.

10. Community Involvement: The library is currently participating in a mask drive with Prisma Health and SC DHEC. The library also participated in a school supplies drive in September. The library also continues to support effort to increase US Census participation, and received a \$2,000.00 grant from the American Library Association for iPads and also to buy radio spots on WGOG FM. We have been using the iPads on the Bookmobile.

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

OCPL Bimonthly Report

Library Usage Statistics

Director: Blair Hinson

	July 2019	July 2020	Change	Aug 2019	Aug 2020	Change
Visits to Library	20,067	10,422	-48.1%	17,622	9,836	-44.2%
Material Circulation - Adult	16,713	11,192	-33.0%	17,062	12,574	-26.3%
Material Circulation - Youth	1,652	892	-46.0%	1,428	969	-32.1%
Material Circulation - Juvenile	8,708	5,613	-35.5%	7,700	6,278	-18.5%
Total Material Circulation	27,073	17,697	-34.6%	26,190	19,821	-24.3%
Internet Uses	0	647		1,706	619	-63.7%
Internet Hours of Use	0	261		847	233	-72.5%
New Cards Issued	194	118	-39.2%	195	135	-30.8%
Programs - Adult	8	1	-87.5%	11	1	-90.9%
Programs Attendance - Adult	82	5	-93.9%	103	3	-97.1%
Programs - Youth 12-18	13	2	-84.6%	0	2	
Programs Att - Youth 12-18	46	120	160.9%	0	60	
Programs -Juvenile 6-11	15	8	-46.7%	1	2	100.0%
Programs Att -Juv 6-11	589	291	-50.6%	0	103	
Programs - Children 0-5	2	5	150.0%	2	3	50.0%
Programs - Att - Children 0-5	16	55	243.8%	10	26	160.0%
Outreach Activities	7	15	114.3%	5	8	60.0%
Outreach Act. Attendance	282	136	-51.8%	36	51	41.7%
Public Training Sessions	0	0		0	0	
Public Training Participants	0	0		0	0	
Public Training Hours	0	0		0	0	
Staff Training Sessions	0	0		3	0	-100.0%
Staff Training Participants	0	0		13	0	-100.0%
Staff Training Hours	0	0		8	0	-100.0%
Number of New Volunteers	0	0		1	0	-100.0%
Number of Vol Hours	102	29	-71.6%	108	39	-63.9%
Meeting Room Use	77	2	-97.4%	70	4	-94.3%
Meeting Room Attendance	366	16	-95.6%	257	32	-87.5%
Number of Web Site Hits	17,276	13,889	-19.6%	16,843	16,823	-0.1%
Wi-Fi Users	315	236	-25.1%	437	275	-37.1%
Wi-Fi Sessions	947	1,047	10.6%	1,255	1,292	2.9%
OverDrive Downloads	2,119	2,080	-1.8%	2,160	2,162	0.1%
Flipster uses	89	146	64.0%	90	139	54.4%
Kanopy uses	610	1,707	179.8%	601	1,247	107.5%
Ancestry.com Hits	142	252	77.5%	122	244	100.0%
Interlibrary Loans	33	0	-100.0%	53	0	-100.0%
New Material Added	1,056	822	-22.2%	1,151	1,315	14.2%

OCPL Budget 2020-2021 7-23-20

Account Number	DESCRIPTION	Budgeted	Spent	Percent	Balance
Local Budget					
010-206-30024-00000	Equip. Maintenance	2,450	2,500	102%	-50
010-206-30025-00000	Professional -Staffmark	110,000	19,027	17%	90,973
010-206-30041-00000	Telecommunications	1,000	152	15%	848
010-206-30056-00000	Data Processing	27,716	26,106	94%	1,610
010-206-30059-00000	Copier Click Charges - Xerox	10,000	804	8%	9,196
010-709-30068-00206	Advertising	700		0%	700
010-206-30080-00000	Dues	750		0%	750
010-206-30084-00000	School, Training, Sem.	3,300		0%	3,300
010-206-30090-00000	Honorarium	900	900	100%	0
010-206-33022-00207	Bldg Maint - Walhalla	7,000	2,276	33%	4,724
010-206-33022-00208	Bldg Maint - Seneca	3,600	1,185	33%	2,415
010-206-33022-00209	Bldg Maint - Westminster	2,500	1,080	43%	1,420
010-206-33022-00210	Bldg. Maint - Salem	2,020	1,230	61%	790
010-206-34043-00207	Electricity - Walhalla	27,000	4,654	17%	22,346
010-206-34043-00208	Electricity - Seneca	17,000	2,518	15%	14,482
010-206-34043-00209	Electricity - Westminster	15,500		0%	15,500
010-206-34043-00210	Electricity - Salem	5,000	5,000	100%	0
010-206-34044-00207	Water - Walhalla	1,400	122	9%	1,278
010-206-34044-00208	Water - Seneca	1,000	158	16%	842
010-206-34044-00209	Water - Westminster	1,000		0%	1,000
010-206-40031-00000	Sm Capital Equip (Loc)	2,800	429	15%	2,371
010-206-40032-00000	Operational	6,000	2,185	36%	3,815
010-206-40032-00000-A	Youth Services	2,000	148	7%	1,852
010-206-40033-00000	Postage	1,000		0%	1,000
010-206-40034-00000	Food	500		0%	500
010-206-40101-00000	Books (Local)	86,000	33,153	39%	52,847
010-206-40102-00000	Periodicals (Local)	22,200	21,198	95%	1,002
010-206-40103-00000	AV (Local)	11,300	2,982	26%	8,318
010-206-80206-00000	Automobile Maint - Library	1,500	179	12%	1,321
010-206-81206-00000	Gasoline - Library	2,500	354	14%	2,146
010-206-82206-00000	Diesel - Library	2,000	121	6%	1,879
TOTAL LOCAL FUNDS		377,636	128,460	34%	249,176
Misc. Funds					
013-206-60010-00000	*Gifts, Donation (Loc)	31,787		0%	31,787
013-080-00805-11001	Nettles Trust	85,671		0%	85,671
TOTAL MISC. FUNDS					117,458

240-206-30056-00255	Data Processing (State)	\$7,766.00	4,712.00	61%	3,054.00
240-206-30080-00255	Dues (State)	\$500.00		0%	500.00
240-206-40031-00255	Sm Capital (State)	\$7,000.00		0%	7,000.00
240-206-40032-00255	Operational (State)	\$15,000.00	149.25	1%	14,850.75
240-206-40045-00255	IT Equipment	\$2,000.00		0%	2,000.00
240-206-40111-00255	Books (State)	\$70,816.00		0%	70,816.00
240-206-40112-00255	Periodicals (State)	\$28,864.00		0%	28,864.00
240-206-40113-00255	AV (State)	\$16,600.00		0%	16,600.00
Total State Aid Funds		\$148,546.00	4,861.25	3%	143,684.75

Bookmobile and Outreach Services July/August 2020

Brenda Lee, Bookmobile and Outreach Services

The Bookmobile Manager continues to make deliveries in Library van, sends checked out items for curbside pickup at another branch, or readying requests for curbside pickup by patrons during the month of July.

Some of the bookmobile stops restarted on August 4, taking deliveries of requests to patrons at their stop. Two of the routes, D and E, have been discontinued for now but requested items are delivered in the van or patrons can, and are, still picking' up curbside.

- Oconee County Detention Center has increased their usage of library items due to being quarantined.
- Quarantine returns for at least 72 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.

No patrons are allowed access to the bookmobile. It is a very different experience to set up a table outside with patrons' requests already checked out and ready to pick up, limiting actual contact. Returns are kept separated and quarantined for at least 3 days before being cleared from accounts.

This is a more difficult way to operate, but it is the most efficient during this time. Keeping staff, volunteers, and the patrons safe is our ultimate goal while still providing a level of quality service to the public. Worth repeating, I miss the operations of the Bookmobile the way they were...however, I am very grateful to be of service in any capacity.

We have wonderful patrons, many of whom entirely rely on me to fill their needs. It has felt overwhelming at times, but I find pacing myself and not promising what I can't deliver make all the difference. Life is good. 😊

Branch Services Narrative
July/August 2020

Sue Andrus

Policy and Procedure Changes

DVD policy rewritten and clarified

At the request of Tech Services staff the DVD policy was rewritten to provide clarity in the selection process. DVDs created by an obscure production company require time consuming research to find information on the studio, cast, and crew, so now purchases must meet more specific selection criteria.

Procedures modified

Numerous procedures were revised as we learned how to accommodate social distancing and various mask mandates. At first, patrons were told to scan their own items at checkout so we placed the bar code scanners on tables in front of circulation desks. This proved to be confusing and difficult for many patrons, so that procedure was dropped and we went back to having staff members scan items. The suggested quarantine time for books was modified by the American Library Association, so "lag time" went from 24 hours to 3 days. This affected the arrangement of items waiting to be checked in and required a semi-formal labelling system to be devised to prevent confusion when processing them.

Providing Library Services During Pandemic

All branches opened to the public on June 15, with hours from 10am to 4pm on weekdays. This allowed staff ample time before and after to check in books after their three day quarantine period, clean and sanitize public areas, and pull requested books from the stacks. Due to the lack of weekend service hours, both the Walhalla Library and the Seneca Library usually have 75 to 80 books to find on Monday mornings. Staff believe that many patrons learned how to request items from home during the time the library offered curbside pickup only and have continued to use that service.

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.

Interviews were conducted on August 17 and candidate Michael Metzger was chosen. He was contacted by county HR to schedule a background check, drug screen, and a physical. I did a thorough clean out of the desk in this area and found some delightful antiques, such as a receipt for the building alarm installed in 1990.

Covid-19 Pandemic procedures:

After June 15 we opened our doors for the public with reduced hours from 10:00 am to 12:00 pm and 1:00 pm to 4:00 pm. During July and August we were still letting patrons scan their cards and books at checkout and we were also wearing facemasks while patrons were in the library. The library also has developed several safety practices to keep the library and work areas clean. We have also installed a hand sanitizer in doorway entry to the Salem Library for our patrons to use. In August the library safety protocol's changed when the county enacted the ordinance which requires everyone to wear facemasks in government buildings.

Summer Reading program:

We still had good participation in Summer Reading throughout the Summer. Everything finished the virtual Summer Reading at the end of July. Salem had some participants. Darcy has had virtual story times throughout the summer. We have been giving away craft kits that Darcy sent to us. Patrons did come in to take these craft kits.

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. Due to the Covid-19 virus we are continuing to not have 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, July/August 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.

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.

New information from the beginning of September:

Blair has left a message for the Roads and Bridges director to ask about painting the parking lot lines and getting the curb bumpers if we can't get the whole lot resurfaced at this time.

Blair has spoken with the director of Facilities Maintenance regarding a timeline for the new roof. The director said he would work on this, but we have not heard back yet.

Since reopening, everything has gone smoothly, and patrons have been very impressed with our setup. Everyone is scanning their cards and materials in front of the desk, and we have rerouted foot traffic to be one way with everyone exiting through the back door. Gradually we will reinstate allowing people to leave through the entrance. For now, we are very pleased with not having to handle everyone's card and taking their books from them to scan when checking out. We have a few regular curbside patrons, and most people have been wearing masks properly.

Collections: We did a major weed while we were closed. We have shifted books on some shelves, but more weeding needs to be done in order to make room for the study rooms that we plan to add in place of a couple of shelves. The Inspirational collection will be moved to the low shelves with the magazine boxes.

Staffing: We still have our Palmetto Youth who is helping clean the library periodically during the day and doing some shelving. As of the beginning of September, we have a part-time employee who will be leaving to pursue opportunities in his field. The hiring process will begin in late September.

Statistics: Visits to Library: July - 3,821, August - 3,809

New borrowers: July – 47, August – 59

Total Volunteers: 1

Volunteer Hours: N/A, ILL: N/A

Westminster Branch Narrative for July and August 2020

By Leah Price

More people are realizing the library is open so the numbers are steadily increasing on visits and check-outs. There have been a few hiccups with quarantining returns, but everything is resolved in the end. The addition of the county mask ordinance has gone about as expected. There have been a few visitors who claim medical reasons for not wearing one, but most are compliant. We give out about 2-3 masks per day.

Services

Curbside continues to be used by about 8 people and continues to run smoothly.

Curbside Stats

July	August
8	6

Programs

While we only had about 30 people participate in summer reading, those few enjoyed and participated weekly. The craft kits were very popular.

Collection

One benefit of being closed means there were a lot of new releases books for people to choose from when they returned. Unfortunately, the pandemic has caused the opposite effect with movie releases being delayed so there are not as many new movies for people to check out. Hopefully this will be resolved by the end of the year.

Donations

Several months ago the library received a donation in memory of Joy Moore with instructions to use it to fund children's materials. Some of the funds have been spent to create an oversized/read aloud collection of books that will be housed at the Westminster Library. The rest of the funds will be spent to create more of the popular kits.

Some of the Schnieder Electric funds were used to frame the original 1977 site plans of the library. This will be hung in the library as a way to honor the 40+ years we have been in the building. It is interesting to note the changes, specifically the large section dedicated to what used to be the card catalog.

Youth Services Department
July – August 2020
Darcy Arnall, Youth Services Librarian

Collection Development

On July 13th, our storytime kits were released for circulation. We cataloged 26 kits in total, and they were divided among the four branches and the bookmobile. As we expected, the kits have been extremely popular and have circulated 61 times and counting. We included patron surveys in the kits, and the responses to those have been overwhelmingly positive. Darcy recorded a short video explaining the kits in detail and posted it to Facebook and YouTube. The video has received about 40 views cumulatively. The School District of Oconee County and Oconee County First Steps have helped us market these new materials to local families, and we are so glad to be able to provide such a useful resource during this time. Creating storytime kits is very labor-intensive, but we hope to continue adding to this collection very soon to meet the demand we are already seeing.

Online Resources

At the end of August, OCPL purchased two digital resources from Scholastic called BookFlix and Teachables. BookFlix is an interactive reading resource that pairs animated videos of popular picture books with themed non-fiction titles and games to reinforce learning. This site will be excellent for early elementary students who need to practice their reading skills. Teachables is a database of printable activities on a wide variety of subjects suitable for Pre-K through 6th grade. It covers a wide variety of subjects, and it has an impressive selection of activities. Both resources are free with an OCPL card, and we believe that they will be invaluable to teachers and homeschooling parents alike.

Because homeschooling continues to grow in popularity in Oconee County, Darcy created a LibGuide of resources for homeschooling parents. It includes book recommendations, web resources, an overview of South Carolina homeschooling regulations, and a round-up of support group contacts. Darcy also took this time to overhaul the youth services portion of the library website. It has been moved to a LibGuide and fleshed out with more images and helpful links. That website is the hub for any information and resources specific to Youth Services at OCPL including literacy kits, our event calendar, homeschool help, virtual programming, and more. This site will continue to be updated and expanded over time.

Collaboration

Normally, the Friends of the Library donates money to Youth Services to help us fund the Summer Reading Program. Since we had to cancel our performers and most of this year's programs, Summer Reading was not nearly as expensive as it usually is. The Friends were gracious enough to still donate the amount that they had budgeted for Summer Reading with the understanding that we will use those funds for general youth services programs and expenses. Since the county has put a freeze on most non-essential spending for the foreseeable future, those funds are enabling us to continue offering craft bags and other activities well into the school year.

Community Outreach

On July 14th, Darcy and DJ went to Northside Elementary to distribute bags of books for the SDOC Read to Succeed summer camp. We handed out bags to 14 students in a make-shift drive-thru

format, and we left an additional 19 bags with a teacher to give to students who were not able to come to our distribution event. Each bag contained at least 10 books so we were able to give about 330 free books to second- and third-graders in Oconee County.

Many of the local schools did virtual open house events this year, and the literacy coach at James M. Brown Elementary approached the Youth Services Department about contributing something to their open house that would promote the public library. Darcy and DJ recorded a one-minute "commercial" about the library's services and distributed it to all of the schools in SDOC. The video is available on YouTube, and it has been viewed 67 times.

Programs

Darcy continued recording and posting storytimes in July and August on Facebook. We can see that screen fatigue is setting in because the participation statistics have dropped some over the last couple of months. In total, our seven virtual storytime videos from July and August received 51 one-minute views. We also posted 3 LEGO Club challenges, which 9 children completed. Our craft kits are still far and away our most popular pandemic program. We distributed about 520 craft kits for children and teens over the last two months, and we plan to continue those for as long as necessary. Starting in September, new children's craft kits will be available on a bi-monthly basis and teen craft kits will be monthly.

Summer Reading

The Summer Reading Program wrapped up at the end of July, and while our numbers were understandably low, we are pleased overall with the results. Counting children and teens, we recorded 340 registrations and 91 completions for SRP 2020. Because we needed to make Summer Reading as accessible as possible this year, Youth Services offered to mail and/or email reading logs to anyone registering for the program. In total, we mailed out 166 reading logs and emailed 237 reading logs to patrons who requested that service. Because the school district helped us disseminate information about the Summer Reading Program, we saw good participation from most of the schools in the county (see graph attached).

Programming Statistics

	July	Aug
Virtual Storytimes	4	3
Virtual Storytime One-Minute Video Views	25	26
Virtual LEGO Club	2	1
Virtual LEGO Club participation	6	3
Craft Kits	360	160
Other programs	3	1
Participation	61	0

Summer Reading Statistics

Completions

	E	I	T	Total per Branch
Bookmobile	19	11	6	36
Salem	0	0	0	0
Seneca	1	7	4	12
Walhalla	3	15	2	20
Westminster	7	13	3	23
Total per Group	30	46	15	91

Registration Groups Legend

E	Emergent Readers	Ages 0-5
I	Independent Readers	Ages 6-11
T	Teen Readers	Ages 12-17

Schools Represented in SRP

Schools (Counts)

