

## OCPL Director's Report

January, 2021

**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 (except as noted below) in the library since we reopened on June 15, 2020. The library did maintain a virtual presence through the website and social media with virtual book clubs and short video snippets about upcoming things like new kits. Darcy Arnall also began hosting outdoor Story Times at the Walhalla and Seneca locations in October at 10:30 a.m., as well as still adding new take home kits and other programming; more information will be available in the branch and Youth Services reports (due to the onset of colder weather, and the rise in cases in our county, in-person Story Times were suspended until at least February, 2021). 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 Bookmobile began limited service again in August, with only pick up and drop off allowed. No one is permitted on board right now. We have also added cloudLibrary as our e-book and e-audiobook platform.

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

**3. Finance and Budget:** OCPL budget figures for FY20 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:** The library is hoping to have an in-service for staff in April, 2021. Sue Andrus is working on updating and streamlining our job descriptions, especially now that the county uses them directly for making decisions about merit raises for county staff. County staff received a merit raise starting in December, 2020. We will be seeking a raise for our Staffmark part time in the coming year's budget

**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 building phase. We've not heard anything lately about 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. They placed sensors in several locations in various branches for a couple of weeks to read both lighting output and temperature, but we have not heard what the results of the study were.

**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 have since checked more out to student themselves, and have expanded the number of school we are trying to reach. The library also purchased a second 3-D printer, a resin-based model, to go along with our

current filament model. We hope to develop some programming based on these printers when we can safely have programs again.

**7. Friends of the Library:** Used book sales have continued as appointment-only sales each Thursday from 12:30 to 3:30 p.m. 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 looking into a partnership which would allow them to sell access inventory through a third party on Amazon, and also McKay's Used Book in Tennessee.

**8. Oconee County:** The County passed a mask ordinance for all county buildings in August, and renewed it though early February, 2021. This includes all library branches. We have not heard anything about budget planning yet for FY22.

**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, which we have received. Darcy Arnall will be arranging a couple of virtual programs for that. (We later learned that we got to keep the kitchen utensils and supplies, which was a nice surprise.)

**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. Quientell Walker, Walhalla Branch Manager, has also assisted the Oconee History Museum with scanning and digitizing old yearbooks from the area. The library is also holding flu shot clinics at the Walhalla Main Library.

**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**

|                                   | Nov 2019 | Nov 2020     | Change  | Dec 2019 | Dec 2020   | Change |
|-----------------------------------|----------|--------------|---------|----------|------------|--------|
| <b>Visits to Library</b>          | 14,809   | 8,101        | -45.3%  | 14,205   | 9,020      | -36.5% |
| Material Circulation - Adult      | 13,654   | 7,287        | -46.6%  | 14,652   | 12,690     | -13.4% |
| Material Circulation - Youth      | 995      | 543          | -45.4%  | 1,085    | 881        | -18.8% |
| Material Circulation - Juvenile   | 6,560    | 3,404        | -48.1%  | 5,356    | 6,316      | 17.9%  |
| <b>Total Material Circulation</b> | 21,209   | 11,234       | -47.0%  | 21,093   | 19,887     | -5.7%  |
| <b>Internet Users</b>             | 1,571    | 647          | -58.8%  | 1,488    | 721        | -51.5% |
| Internet Hours of Use             | 769      | 261          | -66.1%  | 681      | 287        | -57.9% |
| <b>New Cards Issued</b>           | 136      | 63           | -53.7%  | 102      | 85         | -16.7% |
| Programs - Adult                  | 10       | 15           | 50.0%   | 10       | 20         | 100.0% |
| Programs Attendance - Adult       | 85       | 63           | -25.9%  | 121      | 128        | 5.8%   |
| Programs - Youth 12-18            | 2        | 0            | -100.0% | 1        | 0          |        |
| Programs Att - Youth 12-18        | 40       | 0            | -100.0% | 0        | 0          |        |
| Programs -Juvenile 6-11           | 3        | 6            | 100.0%  | 7        | 5          | -28.6% |
| Programs Att -Juv 6-11            | 24       | 272          | 1033.3% | 159      | 129        | -18.9% |
| Programs - Children 0-5           |          |              |         |          |            |        |
| Programs - Att - Children 0-5     |          |              |         |          |            |        |
| Outreach Activities               | 9        | 11           | 22.2%   | 7        | 13         | 85.7%  |
| Outreach Act. Attendance          | 410      | 164          | -60.0%  | 93       | 158        | 69.9%  |
| Public Training Sessions          | 0        | 0            |         | 0        | 0          |        |
| Public Training Participants      | 0        | 3            |         | 0        | 2          |        |
| Public Training Hours             | 0        | 1            |         | 0        | 1          |        |
| Staff Training Sessions           | 6        | 5            | -16.7%  | 2        | 1          | -50.0% |
| Staff Training Participants       | 11       | 4            | -63.6%  | 2        | 1          | -50.0% |
| Staff Training Hours              | 23       | 7            | -69.6%  | 14       | 3          | -78.6% |
| Number of New Volunteers          | 1        | 0            |         | 0        | 0          |        |
| Number of Vol Hours               | 76       | 40           | -47.7%  | 63       | 35         | -45.2% |
| Meeting Room Use                  | 45       | 6            | -86.7%  | 41       | 6          | -85.4% |
| Meeting Room Attendance           | 342      | 35           | -89.8%  | 319      | 16         | -95.0% |
| Number of Web Site Hits           | 11,244   | 12,038       | 7.1%    | 13,561   | 11,603     | -14.4% |
|                                   |          |              |         |          |            |        |
| Wi-Fi Users                       | 165      | 267          | 61.8%   | 228      | 278        | 21.9%  |
| Wi-Fi Sessions                    | 676      | 1,054        | 55.9%   | 1,046    | 1,172      | 12.0%  |
| E Book Downloads                  | 2,376    | 2,403        | 1.1%    | 2,080    | 2,424      | 16.5%  |
| Flipster Uses                     |          | 103          |         |          | 98         |        |
| Kanopy Uses                       |          | 1,477        |         |          | 1,513      |        |
| Ancestry.com Hits                 | 272      | 88           | -67.6%  | 202      | 50         | -75.2% |
| Interlibrary Loans                | 36       | 0            | -100.0% | 22       | 11         | -50.0% |
| <b>New Material Added</b>         | <b>0</b> | <b>1,035</b> |         | <b>0</b> | <b>899</b> |        |

**OCPL Budget 2020-2021 1-13-21**

| 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        | 57,566         | 52%        | 52,434         |
| 010-206-30041-00000      | Telecommunications           | 1,000          | 456            | 46%        | 544            |
| 010-206-30056-00000      | Data Processing              | 27,716         | 26,433         | 95%        | 1,283          |
| 010-206-30059-00000      | Copier Click Charges - Xerox | 10,000         | 2,299          | 23%        | 7,701          |
| 010-709-30068-00206      | Advertising                  | 700            |                | 0%         | 700            |
| 010-206-30080-00000      | Dues                         | 750            | 382            | 51%        | 368            |
| 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          | 2,705          | 39%        | 4,295          |
| 010-206-33022-00208      | Bldg Maint - Seneca          | 3,600          | 1,708          | 47%        | 1,892          |
| 010-206-33022-00209      | Bldg Maint - Westminster     | 2,500          | 1,775          | 71%        | 725            |
| 010-206-33022-00210      | Bldg. Maint - Salem          | 2,020          | 1,243          | 62%        | 777            |
| 010-206-34043-00207      | Electricity - Walhalla       | 27,000         | 10,933         | 40%        | 16,068         |
| 010-206-34043-00208      | Electricity - Seneca         | 17,000         | 6,386          | 38%        | 10,614         |
| 010-206-34043-00209      | Electricity - Westminster    | 15,500         | 5,309          | 34%        | 10,192         |
| 010-206-34043-00210      | Electricity - Salem          | 5,000          | 5,000          | 100%       | 0              |
| 010-206-34044-00207      | Water - Walhalla             | 1,400          | 616            | 44%        | 784            |
| 010-206-34044-00208      | Water - Seneca               | 1,000          | 597            | 60%        | 403            |
| 010-206-34044-00209      | Water - Westminster          | 1,000          | 331            | 33%        | 669            |
| 010-206-40031-00000      | Sm Capital Equip (Loc)       | 2,800          | 2,482          | 89%        | 319            |
| 010-206-40032-00000      | Operational                  | 6,000          | 5,281          | 88%        | 719            |
| 010-206-40032-00000-A    | Youth Services               | 2,000          | 375            | 19%        | 1,625          |
| 010-206-40033-00000      | Postage                      | 1,000          | 86             | 9%         | 914            |
| 010-206-40034-00000      | Food                         | 500            |                | 0%         | 500            |
| 010-206-40101-00000      | Books (Local)                | 86,000         | 59,253         | 69%        | 26,747         |
| 010-206-40102-00000      | Periodicals (Local)          | 22,200         | 21,198         | 95%        | 1,002          |
| 010-206-40103-00000      | AV (Local)                   | 11,300         | 7,569          | 67%        | 3,731          |
| 010-206-80206-00000      | Automobile Maint - Library   | 1,500          | 494            | 33%        | 1,006          |
| 010-206-81206-00000      | Gasoline - Library           | 2,500          | 1,080          | 43%        | 1,420          |
| 010-206-82206-00000      | Diesel - Library             | 2,000          | 341            | 17%        | 1,659          |
| <b>TOTAL LOCAL FUNDS</b> |                              | <b>377,636</b> | <b>225,297</b> | <b>60%</b> | <b>152,339</b> |
| <b>Misc. Funds</b>       |                              |                |                |            |                |
| 013-206-60010-00000      | *Gifts, Donation (Loc)       | 31,229         |                | 0%         | 31,229         |
| 013-080-00805-11001      | Nettles Trust                | 98,940         |                | 0%         | 98,940         |
| <b>TOTAL MISC. FUNDS</b> |                              |                |                |            | <b>130,169</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)      | \$7,000.00          | 1,294.52         | 18%        | 5,705.48          |
| 240-206-40032-00255          | Operational (State)     | \$15,000.00         | 717.95           | 5%         | 14,282.05         |
| 240-206-40045-00255          | IT Equipment            | \$2,000.00          |                  | 0%         | 2,000.00          |
| 240-206-40111-00255          | Books (State)           | \$70,816.00         | 17,094.08        | 24%        | 53,721.92         |
| 240-206-40112-00255          | Periodicals (State)     | \$28,864.00         | 15,239.51        | 53%        | 13,624.49         |
| 240-206-40113-00255          | AV (State)              | \$16,600.00         | 2,859.85         | 17%        | 13,740.15         |
| <b>Total State Aid Funds</b> |                         | <b>\$148,546.00</b> | <b>45,373.95</b> | <b>31%</b> | <b>103,172.05</b> |

## **Bookmobile and Outreach Services November/December 2020**

### **Brenda Lee, Bookmobile and Outreach Services**

The Bookmobile Manager continues to make deliveries in both the Bookmobile and the Library van, and readying requests for curbside pickup by a few patrons.

- Quarantine returned items for at least 72 hours before checking in.
- Continue to clean and sanitize as needed; cleaning returned items as necessary.
- Sort materials on designated carts; shelve on Bookmobile; remove older items.
- Continue to order per schedule.

Excel spreadsheet is up to date with 2020-2021 fiscal year statistics.

Patron transactions takes place in my office prior to delivering, whether by Bookmobile or van. Patrons are not allowed access to the bookmobile at this time. A table is set up outside with patrons' requests already checked out and ready for pick up, limiting actual contact. 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 and appreciative of my loyal patrons.

We have wonderful patrons, many of whom entirely rely on this department to fill their needs. Patrons know they can text me to fill requests if they do not have an online service.

Life is good. 😊

## Branch Services Narrative

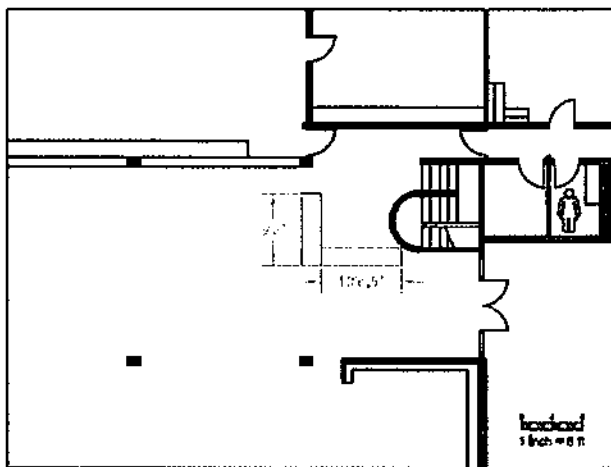
Nov/Dec 2020

Sue Andrus

### Policy and Procedure Changes

Modification of the staff evaluation process is continuing. I am discussing job descriptions with staff and working with them to create weighted outcomes, which will ensure that the most essential job duties receive priority.

Working with PT Circ Assistant Helaina Lefler, I contacted Lisa Simmering at the county GIS office for accurate floor plans of the circ desk area. These will be used in planning for the new circ desk configuration. Helaina has created several worksheets for us to use as we consider the design of the desk.



### Providing Library Services During Pandemic

I've been personally assisting one of Walhalla's regular patrons who is visually impaired. He needs help selecting audiobooks because he can't see the plot synopsis on the back.

Parade Week was underwhelming this year. The Bookmobile was in three parades, only two of which allowed candy.

The library system received an unexpected "gift" from the South Carolina State Library in December. As part of their mobile kitchen program called "Charlie Cart", they had sent us several boxes of equipment to use when presenting food literacy programs. Due to COVID-19 adult programming was cancelled so we never received the actual cart and the boxes remained sealed as we planned to return them. The State Library then told us to keep the equipment so we opened the boxes to find all kinds of kitchenware, from measuring spoons to a 12 quart Cuisinart stockpot!

**Staffing Issues**

Walhalla Branch Manager Quientell Walker is taking FMLA leave so Christie Johnson, the Assistant Branch Manager, has temporarily assumed those responsibilities.

Christie and I have met regularly to discuss delineation of duties of Branch Manager and Assistant Branch Manager, which is also a part of the new job description process.

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

We are letting patrons scan their own library cards and books when they checkout unless they are picking up holds in that case we can scan the books for checkout. We also hold items back three days before we check them in. In addition, we sanitize the library and public computers 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**

Because of the Covid-19 Pandemic we have changed how we can do programs. Since, we can no longer do in person programs, we now have 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.

Also we are changing how Salem provides the Adult programs. 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 November and December.

### **Salem Collection Development**

All through the pandemic Salem was still working at ordering quality new items for our branch. During November and December, 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 continuing to not have any volunteers in the library even though we were have reopened to the public. We will be looking for another active Volunteer for our branch. We are currently doing okay without our volunteer, if the Covid-19 situation improves we may bring Sally back and even seek out another volunteer.



## Seneca Library Branch Narrative, November/December 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. **This is still the case as of the beginning of November. We have to cover a section of bookshelves with plastic tarp before a predicted storm.**

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.~~ I will ask about it again after the first of the year.

*\*\*\* New information from November/December:*

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. **The Roads and Bridges director is generally unreachable and we will have to contact him through someone else.** An architect and someone from Maintenance came to look at the roof in mid-November. I have asked for an update from this visit.

*\*\*\* 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.

**Staffing:** The branch was closed the week of November 16<sup>th</sup> due to a staff member testing positive for COVID. I was the only person not exposed as I was not in the building with the staff member. Everyone took the week off except me. I checked in items from the book return and processed courier items as I was able.

A part time employee left at the beginning of 2021. We are currently accepting applications and hopefully someone can start before long.

| Statistics        | November 2020 | December 2020 |
|-------------------|---------------|---------------|
| Visits to library | 2,426         | 3,149         |
| New Cards Issued  | 19            | 39            |
| ILL               | N/A           | 10            |

# TECHNICAL SERVICES

NOV/ DEC 2020

Michael Metzger  
Technical Services Librarian

## Collections:

- I have started purchasing titles in our new ebook platform CloudLibrary and continue to buy titles on overdrive with our remaining credit. Most of our new acquisitions will be in CloudLibrary in order to build the collection. Right now we only have about a dozen books, however we will be adding to our collection in the immediate future. It is also important to note that patrons have access to many more titles in CloudLibrary because we are part of a ebook consortium with the six other library systems in South Carolina that use CloudLibrary. Because of this I am focusing mainly on purchasing new popular books (that our patrons will have first access too) as well as other less popular titles that are requested, and are not in the consortium's collection. Overdrive will be dropped as a platform at the end of this fiscal year (June 30<sup>th</sup>), and we will be using CloudLibrary for all of our ebooks, and e-audiobooks. Ultimately, this will be a better service for the patrons. It will provide access to more titles and shorter wait periods for best sellers.

## TLC:

- I have been coordinating with both TLC and CloudLibrary to help with the configuration of the CloudLibrary app to our ILS. This has recently been completed, after working out some technical issues. Our patrons can now log into CloudLibrary to access digital content. I am working on developing our featured content displays in the app, and getting the appearance and settings to our liking.
- I am still editing and transferring Marc records for our Overdrive titles into TLC so that it will appear when patrons search the catalog. This will continue with Marc records from CloudLibrary titles as well. I have just received the first Marc records from the titles we have purchased. I am going through and seeing what corrections and edits must be done before uploading them to TLC and adding them to our catalog.

## Manager's Projects:

- Presently touching up the new e-resource platform CloudLibrary. I am tinkering with the settings in the app as far as appearance and checkout periods and quantities. I have started developing our shelves in the app, so that patrons see our collection when they first open the app. We are discussing different ways to market the new app to the public. Since we still have overdrive, we are hoping to avoid any confusion from the public by giving them plenty of time to download the new app and get used to it before we drop overdrive.

## Staff Development:

- I have been participating in training zoom sessions with Ryan from CloudLibrary. This was a series of four training sessions, focusing on launching, collection development, management, marketing in CloudLibrary. We also had a staff training session going over the features of the app and potential troubleshooting with Ryan.

## Issues:

- Right now we must have patrons use their library card number and their PIN to log into CloudLibrary. We originally wanted them to be able to use just their card number, but due to configuration issues we had to go with using a PIN. This is something that we might revisit in the future to try and change the requirements so a PIN is not necessary.
- We are also discussing and looking into the possibility of extending the checkout period of our ebooks to four weeks. This could be a possibility if wait times are not too long for popular titles.

# Walhalla Library

November/December 2020

Christie Johnson, Acting Branch Manager

**Walhalla Staff:** The Walhalla Manager is out on leave, as of December 28, 2020. He hopes to return in January, but does not have a specific return date as of now. Christie Johnson, Walhalla's assistant manager, is acting as manager in his absence, with the help of Sue Andrus.

The circulation staff members at Walhalla have been amazing through the entire difficult year of 2020, through our COVID closure, as well as reopening the library and learning to function with our current restrictions. We have veterans and newer employees, and they have worked together as an exemplary team. I am very thankful to work with them.

**Walhalla Collections:** Ordering continues on schedule.

**Programs:** We are not holding any in-person programming at this time. The Westminster Branch has provided Adult Craft Kits to the Walhalla Branch. The kits have been successful.

**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 are currently closed to the public. We have been working on procedures to reopen them, since the Seneca branch has recently added study rooms as well. We hope to open them at the same time Seneca opens theirs.

**Facilities:** Two work orders were sent in about a blinking light in the parking lot. **Resolved**  
A work order was sent about a light out in the office area, that may involve a bad ballast.  
**Resolved**

**COVID changes:** At the beginning of December, we began offering InterLibrary Loan again, and we had one loan in December. We hope this will pick up again as more patrons learn we are offering this service.

## **Statistics:**

| Category          | November 2020 | December 2020 |
|-------------------|---------------|---------------|
| Visits to library | 2,347         | 2,222         |
| New Cards Issued  | 20            | 21            |
| ILL               | 0             | 1             |

**November and December 2020 Report for Westminster**  
**Leah Price**

**Collections**

- Westminster recently ordered a new collection of DVDs called Binge Boxes. These are created by Midwest and contain 4-6 movies based on a similar theme, actor, or series. These are appealing to patrons in that they can get multiple movies and it only counts as one item, leaving them the ability to check out more items. Five out of the 10 have been added and are doing well. More will be purchased as the budget allows.
- Several parents took advantage of the Literacy Kits after a teacher recommended the collection to the class.

**Facilities**

- On November 12, thinking someone had left donations outside, staff were surprised to discover that the box contained a kitten instead of books. There was no indication of why or by whom it was left. Hopefully this will not become a trend. The kitten was taken in by a staff person's mom.
- One unexpected maintenance upgrade and severe weather hindered our internet/circulation/printing/Wi-Fi services on two separate occasions in November.

**Staff**

- *The Mandalorian*/Baby Yoda tree the staff decorated was very popular with both children and adults. It was created with handmade ornaments made from staff and one staff person's husband.
- Leah Price has completed her master of library and information science degree from Valdosta State University.
- Staff continue to work on creating kits for all of the branch locations.

**Services**

|                  |                    |
|------------------|--------------------|
| Curbside Pickup  | 15                 |
| New Cards        | 30                 |
| Kid's Crafts     | 40                 |
| Take & Make Kits | 351 (all branches) |

**November**

|                   |    |
|-------------------|----|
| Football Coaster  | 40 |
| Quilled Tree      | 40 |
| Cross-stitch Leaf | 36 |
| Charm Bracelet    | 24 |

**December**

|                     |    |
|---------------------|----|
| Button trees        | 50 |
| Snowman Candles     | 48 |
| Candy Canes         | 48 |
| Photo Props         | 25 |
| New Year Wishes Jar | 40 |

**Upcoming Grab & Go Library Programs**

The Westminster branch is testing a new program similar to the Take and Make Craft Kits for adults. These will include themes and supplies for programs that would typically take place at the library, but offer it in a to go bag. This allows the library to offer programs but in the safety of patron's homes. These will launch January 4 and have gotten press coverage in the *Daily Journal* and have garnered a lot of interest on the library's Facebook page.

**Youth Services Department**  
**November - December 2020**  
**Darcy Arnall, Youth Services Librarian**

### **Collection Development**

Collection development is mostly on budget thus far for the year. Because very few movies have been released in theaters, our DVD purchasing has been down for the last few months. The new storytime kits for Westminster are done except for cataloging. And, after some incidents with missing pieces from our original storytime kits, Darcy has been adding additional checklists and alert messages to those items to hopefully cut down on confusion for staff and patrons.

### **Collaboration**

From October to December, OCPL worked with the South Carolina State Library on a food literacy grant from the Network of the National Library of Medicine. The Youth Services department created two programs in November and December focusing on health and fitness to fulfill the grant requirements. As part of the grant, we received a large number of kitchen supplies that we get to keep permanently for future programs, including a blender, griddle, large stockpot, and various smaller utensils. We are all very excited about these new supplies! Darcy also attended the virtual First Steps annual meeting in December.

### **Staff Development**

In November, Darcy completed Kathy MacMillan's Basic ASL webinar hosted by the South Carolina State Library. Darcy also attended Steve Spangler's 5 Days of STEM webinar hosted by SCSL on December 1<sup>st</sup>. She got a lot of good information and inspiration for future hands-on science programs, and the State Library also provided lots of high-quality, STEM supplies that can be used in future programs.

In December, Darcy and DJ purged and organized the Youth Services office. We updated some of the furniture and rearranged the layout to make the whole space more functional and efficient. Cleaning the YS office has been an ongoing process, but with this last update, we feel that we finally have completed the vast majority of the project.

### **Community Outreach**

In November, Darcy finally made contact with some teachers at SDOC who were able to help us distribute our Kajeet hotspots from SCSL. Darcy and Blair developed policies and procedures for circulating the hotspots to student families, and we were able to provide free internet access to at least 6 local students. In the new year, we are going to try to expand our promotion of the hotspots to more middle and high schools in Oconee County. On November 20<sup>th</sup>, Darcy was a virtual guest reader for a kindergarten class at Walhalla Elementary.

### **Programs**

In November and December, Youth Services presented two programs to fulfill the grant requirements for the State Library and NNLM. The first program was a sidewalk obstacle course at the Walhalla Library. DJ, Darcy, and a student volunteer painted a variety of movement prompts on the pavement outside the front entrance and into the lobby. The course has been extremely popular with patrons,

and we are planning to paint a similar course at the Westminster Library in January. In conjunction with the obstacle course, DJ put together take-home activity bags with a craft and a healthy recipe. Darcy also posted a short video to Facebook demonstrating the obstacle course. Between the course, the bags, and the Facebook video, the obstacle course project reached about 200 people, which has been very exciting. Our second program for the NNLM grant was a science experiment video on Facebook involving soap and handwashing. That video only reached about 13 people, which was not surprising. We are finding, after many months of virtual programming, that our patrons find take-home activities and distanced, in-person programs much more engaging.

Youth Services continued to offer in-person storytimes for November and most of December. A few sessions early in November were still outside, but we had to move inside pretty quickly once the weather cooled off. The Walhalla storytimes had small, but consistent, attendance, while Seneca's numbers tended to fluctuate. In total, in-person storytimes at Walhalla and Seneca served 45 people in November and December. We have really enjoyed offering in-person storytimes again on a small scale, but we felt that it might be beneficial to take a short break this winter since COVID case numbers have been rising again. We are canceling in-person storytimes in January, but we hope to pick them up again in February. In the meantime, we are continuing our virtual storytimes on Facebook and YouTube every week. Views are still not great for those videos, but we feel it is important to continue offering them as long as we are restricting in-person activities. Virtual storytimes reached about 67 people in November and December.