

*Board of Trustees of the Upper Sandusky Community Library*

*Minutes*

*January 13, 2022*

The Upper Sandusky Community Library Board of Trustees convened on Thursday, January 13, at 12:00 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Dianne Grafmiller, Ms. Laurie Scheck and Ms. Ann Kemerley. Ms. Amy Aldridge-Ritchey, Mr. Todd Leightey and Mr. Brian Kimmel were absent. Director/Fiscal Officer Kathleen Whitt and Deputy Fiscal Officer/Technology Coordinator Patricia Davidson were also present, as well as Brian Hemminger of the *Daily Chief-Union*.

**Organizational Meeting:**

Ms. Romich called the meeting to order at 12:00 and requested nominations for Board officers. Nominations were moved and seconded to retain for President: Ms. Romich; Vice President: Ms. Grafmiller; Secretary: Ms. Kemerley; and to reappoint Director Kathleen Whitt as Fiscal Officer and Patricia Davidson as Deputy Fiscal Officer. All present approved the motion.

It was agreed that committee assignments would stand. Thus, the committees are as follows:

Building & Grounds Committee:	Ann Kemerley, Todd Leightey and Amy Aldridge-Ritchey
Finance Committee:	Laurie Scheck, Jenny Romich and Brian Kimmel
Friends Liaison:	Dianne Grafmiller

Ms. Scheck in her capacity as notary administered the oath of office as library trustee to Ms. Grafmiller, who is beginning a new term, and to Director Kathleen Whitt as Fiscal Officer and to Patricia Davidson as Deputy Fiscal Officer.

It was moved and seconded to pass a resolution authorizing the Fiscal Officers to pay the bills with the understanding that payments be ratified at the regular meetings of this Board. In a roll call vote, all approved the motion.

It was agreed to retain the current calendar for monthly meetings on the second Thursday of the month at 12:00 p.m.

The Board then reviewed the Annual Report for 2021 as presented by Ms. Whitt. It was moved and seconded to approve the Annual Report as presented. All present voted in favor of accepting the report. The full report is attached to these minutes.

At 12:07, it was moved and seconded to adjourn the Organizational Meeting.

**Regular Meeting:**

At 12:07, the Regular Meeting convened. President Jenny Romich asked for public comments. Mr. Hemminger remarked that he found the previous evening's presentation from Wyandot County Health very informative. Hearing no further comments, Ms. Romich asked if there were corrections or additions to the distributed minutes of the December meeting. Hearing none, Ms. Romich declared the minutes stand as distributed.

Next on the agenda was a motion to ratify the payment of the bills. Ms. Romich asked if there was any discussion or questions. Hearing none, the motion was moved and seconded to ratify the payment of bills. In a roll call vote, all present approved the bill payments.

There was no old business.

There was no new business.

In the Director's Report, Ms. Whitt reported that:

1. The Ohio Department of Taxation (ODT) posted the December 2021 Public Library Fund (PLF) distribution of \$39,546,013 – which is \$8 million (+ 25%) above ODT's original estimate that was issued in July 2020. This brings the calendar year (CY) 2021 total to \$464,405,999, which is \$55 million (+ 13.4%) more than the CY 2020 total distribution. It's been 13 years since the PLF exceeded \$450 million. According to the Office of Budget and Management (OBM), overall state tax receipts for the month of November came in \$75.8 million (or + 3.4%) above estimates. So far, State Fiscal Year 2022 tax collections are up \$336.7 million (+ 3.2%) above estimates.
2. The Ohio Department of Taxation (ODT) has posted the January 2022 Public Library Fund (PLF) distribution of \$39,842,307 – which is \$4.18 million (+ 11.74%) above ODT's original estimate that was issued in July 2021; and \$4 million (+ 11.20%) more than ODT's updated estimate issued in December 2021. State revenues continue their trend of exceeding projections. According to the Office of Budget and Management (OBM), overall state tax receipts for the month of December came in almost \$243.6 million (or + 11.9%) above estimates. So far, State Fiscal Year 2022 tax collections are up \$580.3 million (+ 4.6%) above estimates. OBM Director Kim Murnieks has indicated the state income tax growth is a reflection of wage increases and increased employment.
3. The Wyandot County Budget Commission has notified us that the estimate for the 2022 PLF Distribution has increased by \$3,779,28, from \$297,123.12 to \$300,902.40.
4. At this time, there is no indication the administration (Governor's Office) or the legislature will seek emergency action to allow for flexibility with meeting the Open Meetings Law, allowing public boards to meet virtually. House Bill (HB) 43 was introduced early last year in order to permanently allow the same flexibility granted to public boards at the start of the pandemic. The bill has had one hearing and remains in the House Government Oversight Committee. At this time, the sponsors of HB 43 are looking at introducing a substitute bill that may help with gaining additional support needed for passage. The General Assembly is not scheduled to return to the Statehouse until mid-January.
5. January's StoryWalk© book is *Mary Had a Little Lamp* by Jack Lechner. Entire families will enjoy reading this story about a little girl who takes her lamp everywhere – even sledding!
6. We have resumed our Tuesday evening LEGO® night play time. Guests can work on our weekly challenge (build a spaceship) or come up with their own creations.
7. The adult Winter Reading Program is in progress now through February. Every time a reader checks out materials, they are entered in a drawing for one of three grand prizes, as well as receiving a chance to win an instant prize.
8. STEAMPunks this month enjoyed an evening experimenting with our 3D pens. Kids Can Cook was to feature a classic kids' favorite – Macaroni and Cheese – but was cancelled in connection with Upper Sandusky schools returning to remote learning this week.
9. Craft Party this month features a dip-dyed beverage mug and woven mug rug. Lunch Bunch will enjoy soups and salad. And Taste of the Town will host Elaine Boes of Cheers2U demonstrating and sharing a favorite recipe.
10. The murder mystery program "Hollywood Can Be Murder" scheduled for January 15 has been cancelled due to illness among the presenters.

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11. This month we are introducing a new monthly book club, the Inglorious Bookworms. Every month will feature a book from a different genre, including science fiction, romance, suspense and more.
12. On January 27, our Real Trivia Quizbowl will challenge participants on their movie knowledge. Snacks will be provided, and the winner will get a gift card and a pose with the Quizbowl's Ugly Trophy.
13. The Ohio Library Council will hold a Library Trustee Workshop on March 12. Participants can attend in person or online. The program will focus on the basics that every library trustee needs to know. Let me know if you are interested in attending and I can register for you.
14. The Ohio Department of Health has suspended distribution of At-Home COVID Test Kits to libraries and local health departments to prioritize K-12 schools and colleges/universities. They hope to resume distribution to community partners, including libraries when supplies become available.
15. Memorial/Honor/Donations:

**In memory of:**

Carolyn Stephan

Dave Hines

Sara Donough

Jackie Graeser

Donation

**Donor(s):**

Todd, Ann, Reese & Will Leightey

Ken and Teresa Stark

Retired Teachers Red Hats

Retired Teachers Red Hats

Charles & Jean Gottfried

Under Items Not on the Agenda, Ms. Whitt said that she had attended a meeting of the Friends of the Library. In connection with the process for applying for 501(c)3 status, they have been informed by the accountant that they have to complete a lengthy IRS form online for Application for Recognition of Exemption. They feel this is beyond what they can do and would like help with this step. Ms. Grafmiller will call the Friends' president and try to arrange for them to get the help they need.

Ms. Romich asked if there were any other items for discussion. Hearing none, it was moved and seconded at 12:20 to adjourn.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**2021**  
**ANNUAL REPORT**  
**UPPER SANDUSKY COMMUNITY LIBRARY**

**BOARD OF TRUSTEES**

Jennifer A. Romich	President	December 31, 2023
Dianne Grafmiller	Vice-President	December 31, 2021
Ann Kemerley	Secretary	December 31, 2024
Amy Aldridge-Ritchey		December 31, 2022
Brian Kimmel		December 31, 2027
Todd Leightey		December 31, 2025
Laurie A. Scheck		December 31, 2026

**STAFF**

Kathleen Whitt (Director/Fiscal Officer)  
Jill Stansbery, Youth Services Coordinator/Assistant Director  
Patricia Davidson, Deputy Fiscal Officer/Technology Coordinator  
Lisa Andres, Youth Services Specialist  
Katherine Bardon, Library Assistant/Cataloging Assistant  
Annette Cheney, Library Assistant/Catalog Specialist  
Holly Higgins, Library Assistant/Homebound Specialist  
Rachel Keirns-Moore, Library Asst/Administrative Asst, Newsletter Editor  
Cheryl Lyon, Library Assistant/Catalog and Adult Programming Specialist  
Jennifer McKee, Library Assistant  
Karen Shuman, Library Assistant  
Krystal Smalley, Library Assistant/Social Media Specialist  
Lynn Gottfried, Custodian/Maintenance Assistant

**HOURS**

January-May: Monday through Friday: 9:00 a.m. to 6:00 p.m.  
Saturday: 9:00 a.m. to 1:00 p.m.

June-August: Mon., Weds., Thurs., Fri.: 9:00 a.m. to 6:00 p.m.  
Tuesday: 9:00 a.m. to 8:30 p.m.  
Saturday: 9:00 a.m. to 1:00 p.m.

Sept.-Dec.: Monday through Thursday: 9:00 a.m. to 8:00 p.m.  
Friday: 9:00 a.m. to 6:00 p.m.  
Saturday: 9:00 a.m. to 1:00 p.m.

The library was closed for the following holidays in 2021:  
New Year's Day; Martin Luther King, Jr. Birthday; President's Day;  
Memorial Day; July 5 for Independence Day; Labor Day; Columbus Day;  
Veterans' Day; Thanksgiving Day; December 24-25 for Christmas and  
December 31 for New Year's Day.

The library was closed on February 16, due to inclement weather.

The library was open for business 300 days.

## THE YEAR IN REVIEW

### OVERVIEW

The library circulated 116,523 items in 2021, an increase of 11% from 2020, but a decrease of 24% from 2019, before the onset of the pandemic. Average daily circulation was 388.4 items. Overall circulation for the SEO Consortium was up 15% from 2020, but down 30% from 2019. Circulation of materials in the juvenile collection (not including YA) was about 30.5% of total circulation. Movie circulation was 12%, down from 15% in 2020. Circulation of e-books was down to 9,206 from 10,100 in 2020—a decrease of 8.9%—but a 5.4% increase over 2019. E-book circulation represented 7.9% of total circulation. Resource sharing among SEO libraries was significantly impacted by the State of Ohio’s change in delivery contractors from Priority Dispatch to STAT Courier at the beginning of July. Deliveries were missed or delayed for over a month, and many libraries continued to experience erratic service for the remainder of the year. Fortunately, the Upper Sandusky Community Library has had good service after the first few weeks, but poor service to other libraries affects how many materials we are able to receive from them. Outgoing loans to other SEO libraries increased by about 21% over 2020, but decreased by 19% from 2019; incoming increased by about 24% over 2020, but decreased by 24% from 2019.

Highlights for the year include:

- The coronavirus pandemic continues to affect the library. Staff worked in small groups through May, to avoid the need to quarantine or even close the library if the entire staff should be exposed. Also through May, returned materials were quarantined for several days and high-touch surfaces disinfected several times a day; meeting rooms were not available to the public. In June, we resumed evening hours (6:00-8:30) on Tuesdays and starting in September, we were open until 8:00 Monday through Thursday. Staff and visitors were required to wear a face mask and maintain a distance of 6 feet from one another until the end of state mandates on June 1. The number of visitors to the library increased by 33%, with a total of 74,039 visitors for 2021, as compared to 55,585 visitors for 2020, but a decrease of 49% from 145,179 in 2019.
- Most of our programming through the spring was virtual on the Facebook, YouTube and Zoom online platforms. With the summer reading program, we began reintroducing in-person programming, with safety precautions as seemed advisable. Virtual programming was largely abandoned in the fall, as low community participation indicated a lack of interest in online activities (Zoom fatigue).
- Funds received from the Coronavirus Relief Fund last year allowed us to purchase items improving the health and safety environment at the library. In January, we had a REME Halo air purification system installed, and in March we received new touchless self-checkout and touchless water bottle filling stations.
- In April we began distributing Abbott BinaxNOW Rapid COVID-19 antigen at-home test kits provided by the state Department of Health. At first interest was

low, but demand increased as the year went on, and by late fall we were not able to keep up. The state is planning to reconfigure the distribution model to make it more sustainable.

- In May all the lighting in the library was upgraded to LED. We contracted with H.E.A.T. for this work. Already in June we began to show savings in our electric bills.
- The building automation system, which controls the heating and cooling in the library, was replaced in September by Smith-Boughan Mechanical. Again, we have seen an immediate difference in comfort in the building.

## **GENERAL**

Staff hours increased slightly from about 8.2 to 8.58 FTEs, due to staff members adjusting the number of hours they worked. Karen Shuman returned as a library assistant in July, but otherwise staffing remained stable. All of our team members showed great commitment and flexibility in the continuing difficult conditions.

The SEO consortium continues to use SirsiDynix's Symphony online catalog and Enterprise public access portal. SEO worked with libraries to control requests among libraries in connection with the delivery problems associated with the change in contractors. In February the Click & Collect option was added to the SEO mobile app, allowing patrons with available holds to let us know they are on their way to pick up their items using curbside delivery.

The library uses Unique Management Services (UMS) for collection of unreturned materials and unpaid fees. In 2021, 46 accounts were submitted to them; 50 accounts had action on them (materials returned or fines paid). We collected \$481.66 on placed accounts, and materials valued at \$2,095.51 were returned during the year. Statistics provided by Unique state that cumulative recovery on library accounts by UMS show a return on investment of 7:1 for the past 12 months. We also use UMS to notify patrons of holds and overdues, saving a considerable amount of staff time.

In 2021, the library received 18 monetary memorial/honor donations totaling \$1,305. Eight individuals and groups either requested specific materials be purchased or donated the materials themselves. Donations were received from the Retired Teachers Red Hats, USHS Class of 1957 and the USANDO Literary Club. We also received a bequest from the estate of Christina Nelson with a partial payout of \$15,000, a grant of \$1,326.05 from the Wyandot County Community Foundation's McCarthy Family Fund to purchase a Dremel 3D printer, and a grant of \$205.05 from the Columbus Foundation's David H. and Mary Lois Stansbery Endowment Fund for media and programming to promote the study of science, history and philosophy.

## **ADULT PROGRAMS & SERVICES**

### **HOMEBOUND DELIVERY**

We currently have about 20 patrons enrolled in our Homebound Program. Deliveries are made to individuals at Essex Place, the Inn at Westbrook, Fairhaven and Wyandot County Skilled Nursing and Rehabilitation Center, as well as to individuals in private

residences. Usually materials are delivered by volunteers, but USCL staff handled this during the early part of the year, and continue to make some of the deliveries.

## **BOOK CLUBS**

### **COMMON READERS**

Common Readers is a fairly formal group, with the members voting on the titles to be read each month; they meet monthly except for July and December. USCL staff member Krystal Smalley preorders copies of each month's selected title in various formats from other SEO libraries for anyone wishing to participate and facilitates the discussions. Common Readers started 2021 in a Zoom format and continued that way through April. Meetings conducted on Zoom were recorded with the members' permission and posted to the library's YouTube channel. The recordings could only be accessed by the link emailed to the book club members every month. This allowed those who could not attend to see the discussion around the book. Beginning in May, due to the state still limiting inside gatherings, the book club met at Stepping Stones Park and continued there throughout the summer until finally returning to the library for its meetings in October.

Common Readers' attendance averaged 9.6 members over the 10 months the club met. The most attended gathering occurred in August when the group read *Lonesome Dove*. The least attended meetings happened in February and April (Zoom meetings) with only seven members in attendance. Common Readers gained a new member in October. She has even volunteered to lead a discussion in 2022.

### **BOOKTALK**

BookTalk, a casual discussion of books, did not return in any form until August when most of the COVID-19 restrictions were lifted. Through the end of the year, BookTalk consistently had two to three members attend to talk about books they were reading. These discussions often ended with those same books being put on hold or checked out by another member. BookTalk is also facilitated by Krystal Smalley.

### **WHAT'S COOKIN' COOKBOOK GROUP**

In January-May, while we were still not having in-person programming, we offered monthly cooking demonstrations on the library's Facebook page; it averaged 8.5 views and 144.4 reaches per session. In July, What's Cookin' returned in-person as a smaller, noontime gathering renamed Lunch Bunch. Facilitated by Cheryl Lyon, it met in July-December to share recipes and cooking tips and enjoy a potluck meal. Lunch Bunch averages 8-9 participants a month, with 10 attending in July, October and November.

## **CRAFT GROUPS**

### **CRAFTERNOON**

This monthly program was offered in a virtual format from January to June. Rachel Keirns-Moore provided craft packs with all the supplies and instructions needed to complete the featured seasonal craft. She also created an instructional video each month that was posted on USCL's Facebook and YouTube and filmed a teaser commercial for each upcoming craft of the month. We made and distributed 45 craft packs each month.

## **CRAFTPARTY**

In the fall, Rachel brought Crafternoon to a new level with CraftParty, a monthly in-person program designed to promote social interaction and creativity. Upon arrival, snacks, drinks and conversation starters are provided. Participants make the first of two crafts and then participate in a brief party game with prizes. Then they make the second craft and receive a party favor reminder for the next session. Registration is required for this program; the limit is currently 12 but we will reassess if we begin to reach that number consistently. An average of 8 participants attended the three meetings held in September-December (there was no meeting in November).

## **OTHER PROGRAMS**

### **TASTE OF THE TOWN**

Patti Davidson hosts this new monthly food-oriented program, inviting local restaurant owners to showcase and demonstrate favorite dishes. A.J.'s Heavenly Pizza was our first guest in October. When we don't have a special guest, Patti herself demonstrates a special culinary offering – so far she's made pork tamales and the classic Ethel's sugar cookies. Samples are always available for attendees to enjoy.

### **ASK A NURSE**

In December Wyandot County Public Health debuted a monthly program at the library designed to inform the community on health issues. The first meeting was on COVID-19, and addressed questions surrounding the current situation in the county as well as vaccines and how COVID tests work.

### **ADULT READING PROGRAMS**

Our Winter Reading Program returned in January-February. Participants submitted entries for a prize drawing every time they checked out books. We had 35 people register for the Winter Reading Program.

The Adult Summer Reading Program was held in June-July, concurrent with the children's and teens' programs. In 2021, 91 people participated in the program (double the 2020 number), using BINGO-style cards to track reading, participation in virtual programs, etc. to win chances for a prize drawing. The Big Event, held June 17 at Harrison-Smith Park featured a cooking demonstration, Tales and Tails Jeopardy game, a visit from the Humane Society with pets available for adoption, and an opportunity to create greeting cards for shut-ins.

Other adult programs included:

- Valentines for Seniors (250 cards distributed)
- Peeps Display Contest
- Spring and Fall Plant Swaps
- Pine Cone Bird Feeders
- Annual Clothing Swap
- Super Hero Showdown Trivia Contest
- Homeschool and Teacher Open House
- House/Garden Plant Exchange
- Halloween Pumpkin Contest
- Holiday Cookie Contest



No Mercy Here: Women's Lunacy in the 19<sup>th</sup> Century – presented by Ashlie Payton  
Seasonal Harp Music – Ashlie Payton  
Seasonal Music – Marion Recorder Consort

**SUMMARY:**

An estimated 938 people took advantage of our adult programs. In addition, we had 79 YouTube views and 2,364 reaches for adult programs on Facebook.

**FRIENDS OF THE LIBRARY**

The Friends of the Library has approximately 30 individual members and 11 family memberships. The Friends participate in fund-raising, providing refreshments for library programs, help pay for library programs, and purchase materials and furniture for the library. This year they also purchased library logo shirts for staff to wear to work. The Friends' Annual Book Sale and Santa's Secret Store were able to return in 2021 despite concerns about COVID; both were quite successful. As usual, the Friends decorated the library beautifully for Christmas.

The Friends donate board books in the Born to Read program, which works with Wyandot Memorial Hospital to distribute early literacy materials to babies and young children through local physicians' offices. This year they also made a donation to the Wyandot County Imagination Library, which sends a monthly book free of charge to children birth to age five.

**YOUTH SERVICES**

**STORY TIMES**

**TINY TOTS STORY TIME**

Story times for young children are presented by Jill Stansbery. From January through July, Tiny Tots Story Time was presented on Facebook as a weekly recording of finger plays, activities and songs for little ones to do with their family. In September, Tiny Tots returned in person with three sessions each week for children from birth through age 3 and their adult caregivers. A Tiny Tots session typically includes age-appropriate stories, learning activities and games. This program's goal is to introduce reading, sharing and getting along with children their own age while having the comfort of a parent or caregiver. There were 459 participants in 2021 for an average attendance of 10 per session.

**PRESCHOOL STORY TIME**

From January through May, three Zoom Preschool Story Times were offered each week. In-person story times resumed in June, and are held on Monday mornings for children ages 3 to 6. The kids listen to stories, do finger plays and look forward to science experiments. In person attendance for 2021 was 530, or an average of 19 attendees over 27 meetings. Attendance for the Zoom Story Times averaged 18. Miss Jill also visits local preschools several times a week for story times there. This resumed in September.

## **FIRST GRADE VISITS**

In January-May, our first-grade class visits were held via Zoom, but this fall the classes were able to return to the library for an hour once a month as a part of a library skills program. The students listen to stories, learn about library resources, authors and illustrators, and how to act properly in the library. When in the library, they are guided in browsing the collection and can check out books. They also get to see a science experiment that they can try at home.

We also had several 2<sup>nd</sup> grade classes visit us in December to decorate a Christmas tree with their science-related ornaments and enjoy a story and science experiment with Miss Jill.

## **STORYWALK®**

StoryWalk® has continued in our downtown with a new twist—a Coded Storywalk. Families pick up a code sheet at the library and write the code letter from each stop. Upon completion, they return to the library and tell a librarian the code phrase and receive a prize. Each month a new book can be read starting by reading the first page of the book at the library and following the directions to the next pages posted on local business front windows. The StoryWalk® concept was created by Anne Ferguson of Montpelier, VT and was developed with the help of Rachel Senechal, Kellogg-Hubbard Library.

## **KIDS' CRAFTS**

### **KIDS CAN COOK**

Because of Covid, the Kids Can Cook program for elementary students was recorded once a month from January to July with kids participating in the demonstration. Some of the items made were corn casserole, dinosaur vegetable soup and seven-layer bars. In October-December, Kids Can Cook was held in-person, with an average attendance of 12.

### **KIDS CRAFT TOO!**

The take-and-make Kids Craft Too! continued through July with online video demonstrations created by youth services specialist Lisa Andres. Crafts included a Chinese New Year Candle Holder, Raindrop Suncatchers, Fingerprint Animal Art, and a Four-Leaf Clover Collage. About 45 kits were distributed each month. The videos received 76 YouTube views and reached 1,713 people on Facebook (294 minutes viewed).

### **GINGERBREAD HOUSE WORKSHOP**

The Gingerbread House Workshop is in its fourth year with the library supplying the frame and frosting. Kids of all ages brought in supplies of candy, cookies, and graham crackers to create their masterpieces. It was a lot of fun. Sixty houses were made to display in their homes.

## **OTHER CHILDREN'S PROGRAMS**

### **HUB**

In the spring we presented programs about the moon phases and science experiments presented at the HUB ("Here U Belong" – the Wyandot county youth program). About 35 kids were at each of these programs.

### **TAILS OR TALES OF THE NIGHT SKY**

COSI Connects partnered with Ohio libraries to distribute "Learning Lunchboxes" to children and youth. These space themed kits, which included activities that promote science, technology, and more, were donated by COSI to the library to distribute to our patrons. To accompany this, we had a representative of the Armstrong Air and Space museum make a presentation on "Tails or Tales of the Night Sky," which also coordinated with our summer reading program theme for the year.

### **CAR SHOW AND "DRIVE-IN" MOVIE**

In October our "Car Show/Drive In" night featured a car show contest with unique cars made from boxes and assorted materials. Drive-in movie style treats were offered, and we showed the movie "Cars." This program was hosted by the STEAMPunks and sponsored by Boo Bear Automotive.

### **GRAB-N-GO MEALS**

Grab-N-Go Meals are ready-to-eat meals that are distributed to kids 0 to 18 years of age from 3 p.m. to 6 p.m. Monday through Friday. For the 2021-2022 school year, libraries can participate in the Child and Adult Care Food Program (CACFP) to provide afterschool meals for children and teens. Children's Hunger Alliance helps sponsor CACFP and has partnered with the library to provide services needed to ensure children receive a healthy meal after school. Three hundred fifty-four meals have were passed out from October to December with an average of 9 per day.

## **TEEN/TWEEN PROGRAMS**

### **STEAMPUNKS**

The STEAMPunks program provides opportunities for students in grades 6-12 to fulfill community service obligations by assisting at library programs and helping the staff in a variety of ways, as well as participating in monthly meetings that include fun (and educational) activities. The STEAMPunks mission is to promote healthy, happy and productive citizens by providing youth development opportunities through a variety of programs and activities that cultivate community growth and appreciation that include elements of science, math, engineering, art & math. Members also advise Youth Services Specialist Lisa Andres on library materials and activities for tweens and teens. STEAMPunks began to meet again first Monday each month beginning in October. Activities included a Rube Goldberg night where participants made a complex machine to ring a bell and an ugly sweater make and take.

### **OTHER YOUTH PROGRAMS**

A very popular program was the "Trail of Terror!" walking ghost tour featuring local storytellers with "Chilling Tales from History and Urban Legend" on the wooded trails at Harrison-Smith Park.

Author/illustrator Jeffrey Ebbeler visited the library on November 18 in connection with the Upper Sandusky Schools Title 1 program.

Three children completed the 1,000 Books Before Kindergarten challenge in 2021.

### **SUMMER READING PROGRAMS**

The theme for this year's summer reading programs was Tales and Tails. The elementary students in the Summer Reading Club for 2021 had fun playing Bingo. Each participant received a prize and an entry into a drawing for each BINGO and were able to choose a new book for their own when the Bingo card was completed. Eight hundred and three children age 3 through 5th grade participated in the program which ran from June through the end of July. Events included a program on salamanders presented by Chelsea Gottfried, giving anyone who wanted to an opportunity to hold one. The local FFA organization held a petting zoo at the park with animals ranging from dogs to turtles to snakes.

"Wee Read!" was the Summer Reading Program for children from birth to age 3. Fifty-two little ones participated in this program. Families earned a board book for their children by reading to them.

The 2021 middle/high school Summer Reading Program had 33 participants earning entries into a drawing for each BINGO they had.

### **SUMMARY:**

Approximate number of children's/youth activities held at the library: 190

Total number of people participating in the activities held at the library: 5,308

Approximate number of children's/youth activities held outside the library: 103

Total number of people participating in the activities held outside the library: 2,295

Approximate number of children's/youth videos presented: 44

YouTube views: 298

Facebook reach: 6,788 (3,147 minutes viewed)

### **SOCIAL MEDIA AND MARKETING**

The goal of social media for USCL is to inform, entertain, and engage our patrons and others about USCL and the activities and the programming we provide. In 2021 we targeted Facebook, Instagram, and YouTube in our efforts, led by Social Media Specialist Krystal Smalley.

Due to COVID-19, we continued with virtual programming through the first half of the year, and much of that consisted of videos. Between January and July, staff created 73 videos which were posted to Facebook and YouTube. Because of what many called Zoom Fatigue, we saw our total Facebook minutes viewed drop from 12,247 to 3,361, despite having only a handful fewer videos posted. Video engagement, which consists of shares, comments, and reactions, also plummeted from 2,010 in 2020 to 452 in 2021. Again, this is most likely contributed to Zoom Fatigue.

Despite people's reluctance to turn to more screen time, our total Facebook followers increased again this past year, from 1,755 in December 2020 to 1,901 in December 2021. We hit record highs again this year in post reach (July: 12,170).

Our YouTube channel celebrated its one-year anniversary in 2021 and continued to post videos to our Crafternoon, Kids Can Cook, Kids Craft Too, Tiny Tots, and What's Cookin' playlists through July. We ended the year with 25 subscribers, 834 views, and 26,000 impressions (how many times video thumbnails were shown to views). In comparison, we had 12 subscribers, 603 views, and 14,200 impressions in 2020.

The library's Instagram account continued to see growth in followers, ending the year with 463 followers. This social media platform continues to be an area that we can improve upon, especially with Reels and videos.

The website was kept updated with changing storyblocks, events, and activities. The storyblocks on the website are continuously updated, changing anywhere from once a week to multiple times a week depending on the number of programs we have scheduled. In 2021, there were 22,951 sessions (a session is defined as the period time a user is actively engaged with a website. All usage data, including screen views, events, etc. is associated with a session), which is an increase from last year's 18,224 sessions. Our best month in regard to sessions occurred in November with 3,051. We saw a total of 40,635 pageviews (pageviews are the total number of pages viewed, including repeated views of a single page) compared to 32,191 pageviews in 2020. Our best month in pageviews occurred again in November with 4,140. We also saw a record number of users in November with 2,305.

Krystal sends press releases on a monthly or bi-monthly basis to New Vision FM, the Wyandot Chamber of Commerce, the *Daily Chief-Union*, the *Findlay Courier*, and Joy Wilson for the community calendar. She also sends weekly emails to the *Daily Chief-Union* with a list of new books at USCL.

Krystal continued to meet with Jon Bowlus of New Vision FM radio station in Upper Sandusky at the beginning of every month to record an interview. The interview is aired twice a month to help promote library activities. The station also records public service announcements that Krystal sends them by email on a monthly basis.

The library's monthly newsletter, now titled "Cover to Cover" is edited by Rachel Keirns-Moore. Rachel also designs posters, signs, Facebook ads and website storyblocks to promote library programming and keep the staff and public informed on what is happening at the library.

## **INTERLIBRARY LOAN**

We received 18 requests by USCL patrons for materials not owned by any SEO library. Of these, 12 were filled. In addition, the library responded to requests for copies of 48 obituaries from local newspaper back issues.

## **COMPUTER USAGE**

- The library has 13 public-use Internet computers, although we have limited the number of these that can be used at one time in order to facilitate social distancing. Patrons can check e-mail accounts, surf the web, play games, create documents in MS Office applications, and make use of the Cypress resume-writing aid and NUWAV Legal Documents software, as well as accessing numerous research and hobby databases supported by the State Library of Ohio. In July, we contracted with Buckeye IT to provide security and monitoring services to increase our cybersecurity capabilities and keep the computers running well. We also worked with HDERLink to add Wi-Fi access points at the library, improving access in and out. An access point was also installed behind the Wyandot County Fairgrounds to provide free Wi-Fi to residents in the area. Plans to install access points in villages and townships within our service area have stalled due to a number of issues.

Average use of the library's public computers in 2021 was 210 a month, down from 298 per month in 2020 and 796 per month in 2019, reflecting our reduction in library visitors overall. Wi-Fi access to the Internet was about 15 logins per month, vs. 47 logins per month in 2020 and 179 in 2019, although it appears that the tracking software is not capturing logins accurately – we are working to fix this issue.

## **MEETING ROOMS**

In addition to use by the library for its programming needs, the library's meeting rooms were used 59 times by outside groups in June-December. The meeting rooms were used by local groups including the Friends of the Library, Abilities in Action, the Ohio Mennonite Conference, the Girl Scouts, HHWP Community Action Commission, the News Guild, North Central Ohio Beekeepers, Ohio Homemakers and Community Education, River's Edge Condo Association, Upper Sandusky Education Association, Upper Sandusky Youth Soccer, and the Wyandot County Prostate Cancer Support Group. A number of individuals used them for meetings, studying or tutoring when not in use by groups.

## **ELLISON ROOM**

The Ellison die collection for making cutouts for signs, scrapbooking, classroom materials, etc., was used 74 times by the public, as well as for creating library programming materials and signs. In addition to USCL's own collection of dies, patrons can request dies from SEO for use at our library.

## **SHOWCASES AND DISPLAYS:**

Rachel Keirns-Moore assumed responsibility for displays in the library this year. She increased the number of display areas, concentrating on featuring special programs and working with program leaders to showcase monthly programs. Displays by library staff featured Chinese New Year Celebration, Ohio Bird Migration, USCL Digital Resources, a Tales and Tails interactive display, Thoughtful Thankfulness, and many, many more.

The Wyandot County Hall of Fame (February), the Wyandot County Farm Bureau (March), the Open Door Resource Center (August), MOPS (September) and the Area Lions Club (October) used the large display case to highlight their groups.

We once again are very grateful to Charlotte Leeth for sharing her Christmas Nativity Scenes from around the World in December.

USC Monthly Circ Stats 2021														2020	
	January	February	March	April	May	June	July	August	September	October	November	December	Annual Total	2020	
Total CKO	6,390	5,962	7,494	7,045	6,398	8,037	7,302	6,601	7,331	7,392	7,375	6,638	83,965	75,196	
SEO Outbound	2,313	2,157	2,446	2,192	2,004	1,925	1,138	1,267	1,888	1,996	1,846	1,645	22,817	18,853	
Paperbacks	40	11	19	12	6	32	21	53	30	25	15	11	275	537	
Puzzles	9	20	4	1	5	7	15	8	2	3	9	1	84	86	
Hoopla music & video	23	25	13	11	32	20	17	14	3	2	11	5	176		
E-Book (Libby & Hoopla)	843	857	804	770	746	715	686	703	795	818	761	708	9,206	10,100	
<b>Circulation Totals:</b>	<b>9,618</b>	<b>9,032</b>	<b>10,780</b>	<b>10,031</b>	<b>9,191</b>	<b>10,736</b>	<b>9,179</b>	<b>8,646</b>	<b>10,049</b>	<b>10,236</b>	<b>10,017</b>	<b>9,008</b>	<b>116,523</b>	<b>104,888</b>	
Juvenile Circ	2,351	2,463	3,298	3,052	2,500	3,590	3,330	2,761	2,578	3,542	3,383	2,634	35,482	27,815	
Days Open in Month	24	22	27	26	25	26	26	26	25	25	24	24	300	253	
Average daily circ	<b>400.8</b>	<b>410.5</b>	<b>399.3</b>	<b>385.8</b>	<b>367.6</b>	<b>412.9</b>	<b>353.0</b>	<b>332.5</b>	<b>402.0</b>	<b>409.4</b>	<b>417.4</b>	<b>375.3</b>	<b>388.4</b>	<b>414.6</b>	
<b>Borrowers as of:</b>	<b>2/1/21</b>	<b>3/1/21</b>	<b>4/1/21</b>	<b>5/1/21</b>	<b>6/1/21</b>	<b>7/1/21</b>	<b>8/1/21</b>	<b>9/1/21</b>	<b>10/1/21</b>	<b>11/1/21</b>	<b>12/1/21</b>	<b>1/1/22</b>			
Registered Active Borrowers:	3,066	3,029	2,989	2,961	2,954	2,940	2,840	2,826	2,759	2,807	2,789	2,802			
Expired Borrowers	3,546	3,595	3,652	3,698	3,736	3,769	1,891	1,949	2,095	2,145	2,199	2,206			
Total Borrowers (active & expired):	6,612	6,624	6,641	6,659	6,690	6,709	4,731	4,775	4,854	4,952	4,988	5,008			
New Borrowers	19	12	19	18	31	30	30	47	84	99	35	24	448	317	
							2,010 expired patrons purged 7/20/2021								
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Annual Total</b>	<b>2020</b>	
Heritage Room Use	9	11	14	16	9	15	23	22	16	13	10	11	169	136	
Ellison Room Use	1	2	4	3	4	3	4	16	6	5	22	4	74	62	
Meeting Rooms (non-library use)	0	0	0	0	0	15	7	6	6	8	13	4	59	44	
<b>Computer Usage:</b>															
Public Access	130	184	225	181	195	239	202	208	210	247	280	220	2,521	3,276	
Heritage Room	1	5	3	3	1	3	3	1	4	0	2	1	27	48	
Wireless	21	17	20	6	22	14	13	12	3	0	0	0	128	569	
Total - all access	152	206	248	190	218	256	218	221	217	247	282	221	2,676	3,893	
<b>Website Statistics/# Session</b>	1,736	2,026	1,725	1,788	1,486	1,771	1,703	1,823	2,055	2,471	3,051	2,688	24,323	18,099	
<b>Attendance</b>	3,679	4,044	4,837	5,554	5,676	7,450	6,628	7,108	6,727	7,766	7,250	7,320	74,039	55,585	
<b>Questions Answered</b>	Directional	3,510													
	Reference	<b>2,998</b>													
			Estimates based on semi-annual counts over one week's time												