

Board of Trustees of the Upper Sandusky Community Library

Minutes

January 14, 2021

The Upper Sandusky Community Library Board of Trustees convened on Thursday, January 14, at 12:00 p.m. via Zoom virtual electronic meeting according to the provisions of Amended Substitute House Bill 197, which include temporary changes to Ohio's Open Meetings Act, effective until the end of the declared [COVID-19] emergency or Dec. 1, 2020 and amended House Bill (HB) 404 which extends that flexibility through July 1, 2021. The changes allow library boards to have the option of meeting via electronic means. The following members were present in the Zoom meeting: Ms. Jenny Romich, Ms. Amy Aldridge-Ritchey, Ms. Dianne Grafmiller, Mr. Brian Kimmel, and Ms. Laurie Scheck. Ms. Ann Kemerley joined the meeting at 12:30. Mr. Todd Leightey was 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. All present approved the motion.

It was agreed that committee memberships would stand, with Mr. Kimmel replacing Jill Logsdon on the Finance Committee. Thus, the committees are as follows:

Building and 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 to the Director as Fiscal Officer and to Patricia Davidson as Deputy Fiscal Officer. She then administered the oath of office to new Trustee Brian Kimmel.

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 2020 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 the official minutes.

At 12:20, it was moved and seconded to adjourn the Organizational Meeting.

Regular Meeting:

At 12:20, the Regular Meeting convened. President Jenny Romich asked for public comments. Hearing none, she 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.

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Next on the agenda was a motion to ratify the payment of the bills. Ms. Romich asked if there was any discussion. 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.

Under new business, Ms. Whitt submitted a quote from Bee Safe to install additional security cameras to cover blind spots left by the cameras installed in December 2019. This includes three cameras on the first floor, one in the Board Room, and two exterior. The motion was made and seconded to accept the quote; in a roll call vote, all present approved the motion.

The last item on the agenda was consideration of the library's operation under the continuing pandemic emergency. Staff are still working in small teams, or "pods," the library is not presenting in-person programming and materials are quarantined for at least four days upon return to the library. Meeting rooms are not available for public use. The Board agreed that these conditions should continue to be in effect at this time.

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

1. The Ohio Department of Taxation (ODT) posted the January 2021 Public Library Fund (PLF) distribution of \$34,858,727 – which is \$4.8 million (+ 16.11%) above ODT's original estimate that was issued in July 2020; and \$1.6 million (+ 4.86%) more than ODT's updated estimate issued in December 2020. 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 \$64.2 million (or + 3.3%) above estimates. So far, State Fiscal Year 2021 tax collections are up \$457.7 million (+ 3.7%) above estimates.
2. We are continuing to have issues with the heating system. We have been waiting for a part to repair one of the two boilers for several weeks. In the meantime, the second boiler went down last week, but was repaired within a day. We are also still waiting for the quote to replace the HVAC computerized control system. The Halo air purifiers were installed last week.
3. On Wednesday, January 13, HDERLink installed one new WiFi access point at the library, significantly increasing access to WiFi in the library parking lots. This is open access and does not require a library card. A second access point will be installed when it is received. HDERLink plans to have the access points installed in Harpster, Kirby and Marseilles and in Jackson and Mifflin Townships by the end of January.
4. We are also still waiting for touchless water bottle filling stations (they have been received by Parsell Plumbing & Heating and are awaiting installation) and the touchless self-checkout stations (equipment awaiting receipt).
5. We now have until December 31, 2021 to use the remaining Coronavirus Relief Fund (CRF) money for PPE or other items and other necessary costs to comply with public health orders, local health department recommendations, and best practices. One of the provisions

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in the federal stimulus bill signed by President Trump on December 27 extends the deadline, which was originally December 30, 2020.

6. Thanks to the generosity of our library patrons and staff who created Christmas cards for local seniors, we were able to send holiday greetings to 307 Homebound patrons and residents at WCSN&R, Fairhaven and Westbrook. We are planning a similar card project for Valentine's Day.
7. This month, Crafternoon and Kids Craft Too are celebrating the new year with a Chinese New Year planter (adults) and lantern (kids).
8. January's StoryWalk© book downtown is *Yes Day!* by Amy Krouse Rosenthal. Kids will enjoy reading this funny story about a day when the answer is always YES!
9. The adult Winter Reading Program is in progress from now through February. Every time a reader checks out materials, they are entered in a drawing to receive a cozy gift basket.
10. The average number of visitors to the library in December was about 51 per day, making this the slowest month since we reopened in May. Circulation for December was just a little below the average for June-December.
11. Memorial/Honor/Donations:

In memory of:

Donation
Connie Frank
Don Kiess
Jason Blue
Kathleen and Noble Fox

Donor(s):

Charles & Jean Gottfried
Blondina Bucher
Robert & Jill Simmons
USHS Class on 1957
Mark & Theresa Fox

There were no Items Not on the Agenda.

Ms. Romich asked if there were any other items for discussion. Hearing none, it was moved and seconded at 12:41 to adjourn.

President

Secretary

2020
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
Todd Leightey		December 31, 2025
Jill A. Logsdon		December 31, 2020
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 Asst/Marketing & Outreach Specialist (Jan-Mar)
Krystal Smalley, Library Assistant/Social Media Specialist
Lynn Gottfried, Custodian/Maintenance Assistant
Gus Corfman, Substitute Custodian/Groundskeeper

HOURS

Monday through Thursday: 9:00 a.m. to 8:30 p.m. (January-March)
9:00 a.m. to 6:00 p.m. (May-December)
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 2020:
New Year's Day; Martin Luther King, Jr. Birthday; President's Day;
Memorial Day; July 3-4; Labor Day; Columbus Day; Veterans' Day;
Thanksgiving Day; Christmas Day.

The library was closed from March 18 through May 11 due to the coronavirus pandemic and resulting health orders.

The library was open for business 253 days.

THE YEAR IN REVIEW

OVERVIEW

The library circulated 104,888 items in 2020, a decrease of 31.7% from the 2019. Average daily circulation was 415 items. Overall circulation for the SEO Consortium was down 39%. Circulation of materials in the Juvenile collection (not including YA) was about 26.5% of total circulation. Movie circulation was 15% of the total. Circulation of e-books continues to rise, from 8,735 in 2019 to 10,100 in 2020—an increase of 15.6%. E-book circulation represented almost 10% of total circulation. Resource sharing among SEO libraries was significantly impacted by the COVID pandemic, and was suspended entirely from March 18 until June 29. Outgoing loans to other SEO libraries decreased by about 33%, and incoming by over 38%.

Highlights for the year include:

- The coronavirus pandemic had many consequences for the library. We closed to the public at 5 p.m. on March 17 and reopened on May 12. Staff presence in the building was very limited and we did not offer public services during the closure. Since reopening, we have been quarantining returned materials for several days and disinfecting high-touch surfaces several times a day; meeting rooms are not available to the public; and we have eliminated evening hours, closing at 6 p.m. Monday through Friday. Staff and visitors are required to wear a face mask and maintain a distance of 6 feet from one another, and are encouraged to wash hands or use hand sanitizer frequently. Staff are working in small groups to avoid close contact and potential spread of disease with the resulting need to quarantine or even close the library. The number of visitors to the library decreased significantly this year, with a total of 55,585 visitors for 2020, as compared to 145,179 in 2019.
- With the challenges of 2020 came some opportunities. Most of our programming was transitioned to the Facebook, YouTube and Zoom online platforms. In addition to allowing us to maintain a connection with the community, this has allowed many people whose schedules make it difficult to attend meetings in person to join in virtually. So, we will continue offering many of these online options even when in-person programming can resume.
- In April we added the Hoopla! electronic collection of e-books and downloadable audiobooks, movies and music albums. We average about 95 uses of this collection per month, most of these e-books and audiobooks.
- While the library was closed, due dates were extended until June 1 and overdue fines were suspended. At its May meeting the Board of Trustees authorized suspension of fines through the end of the year, and at the November meeting it was decided to remain fine free permanently. With the implementation of automatic renewals in 2017, income from fines was greatly reduced so that it represents only about ¼ of 1% of the library's annual revenue. In addition, data indicate that the charging of fines does not significantly affect when items are returned, and may impose a prohibitive barrier to access for some users most in need of library services. Fees will still be assessed for materials that are damaged or lost, and patrons with overdue

materials will not be permitted to check out additional items until those are renewed or returned.

- On the technical side, early this year we upgraded our internal phone system; replaced our fax/copier; had our internet system optimized and the IT closet organized to make it easier when repairs or updates are needed; upgraded or replaced many of the public and staff computers; and set up two charging stations for the public to use with their own devices.

GENERAL

Staff size decreased slightly from about 8.8 to 8.2 FTEs. Karen Shuman, Marketing and Outreach Specialist, resigned in March. Her duties were reassigned to other staff, including Rachel Keirns-Moore, who took on the role of newsletter editor and desktop publisher, and Krystal Smalley, who became social media specialist and media coordinator.

The SEO consortium continues to use SirsiDynix's Symphony online catalog and Enterprise public access portal. This year we added the ability of patrons to self-register for a temporary or digital-only library account, improving access for those unable to get to the library.

The library uses Unique Management Services for collection of unreturned materials and unpaid fees. In 2020, 70 accounts were submitted to them; 47 accounts had action on them (materials returned or fines paid). We collected \$619.08 on placed accounts, and materials valued at \$3,238.50 were returned during the year. Statistics provided by Unique state that cumulative recovery on library accounts by UMS is \$4,4973.01 since August of 2009, yielding a return on investment of 5 to 1. We also use UMS to make notifications on holds and overdues, saving a considerable amount of staff time.

In 2020, the library received 64 monetary memorial/honor donations totaling \$3,260. Eleven individuals and groups either requested specific materials be purchased or donated the materials themselves. Donations were received from the Friends of the Library, Pythian Sisters of Ohio and the USANDO Literary Club. We also received a bequest from the estate of Richard S. Fox in the amount of \$202,830.06 for building and repair projects, and a grant of \$1,379.40 from the Wyandot County Community Foundation to acquire five additional WiFi hot spots for loan to library patrons.

In the fall we received a grant of \$25,000 through the Federal Coronavirus Relief Fund under the Coronavirus Aid, Relief, and Economic Security (CARES) Act to assist in operating safely during the COVID-19 public health emergency, including supporting increased sanitation costs, maintaining social distancing, purchasing personal protective equipment (PPE) and other necessary costs to comply with public health orders, local health department recommendations, and best practices. These funds were used to purchase hand sanitizer and face masks, install a Plexiglas barrier at the circulation desk, and purchase a Halo air purification system, touchless water bottle filling stations and a touchless self-checkout station which are to be installed as soon as they can be delivered.

ADULT PROGRAMS & SERVICES

HOMEBOUND DELIVERY

We currently have 29 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, and to several individuals in private homes. Homebound delivery was suspended at different times and places during the year, but we have continued to provide the service to patrons requesting it. While in the past volunteers would make these deliveries, USCL staff have been handling this while the health emergency continues.

BOOK CLUBS

From January to March, Karen Shuman facilitated the Common Reader's and BookTalk discussion groups; Krystal Smalley took over after Karen resigned. Members of both groups are dedicated readers, though the focus is on different aspects of reading and discussion.

Common Reader's 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, but in 2020, the meetings for March-May were cancelled due to the pandemic, and the November meeting was held virtually through Zoom. USCL staff preorder copies of each month's selected title in various formats from other SEO libraries for anyone wishing to participate. Attendance at these meetings was 83 for the year, with an average of 8.3 participants per session.

BookTalk met in January-March, with an average of about 5 attendees. Attempts were made to host the group virtually in June and July, but no one attended, so the effort was abandoned.

The What's Cookin' Cookbook discussion group, facilitated by Cheryl Lyon, met in January and February to share recipes and cooking tips and enjoy a potluck meal. Beginning in June, we offered monthly cooking demonstrations on the library's Facebook page; these were very popular.

CRAFT GROUPS

The Creative Pastimes crafting group, which met twice a month in January-March, was facilitated by Rachel Keirns-Moore. An average of 4 people attended Creative Pastimes meetings in 2020. This was primarily attended by seniors and Angeline students with individuals bringing their crafting projects with them to work on and to socialize.

Crafternoon met once a month in January through March to work on a simple craft intended for both children and adults. Average attendance was 7.7, but the biggest attendance was in March, with 13 attendees.

Crafternoon resumed in virtual mode in July with a focus on adults. The numbers participating have steadily increased from July (22) to December (47). In addition to take-and-make craft packs, a tutorial was offered on Facebook and YouTube. In

September, video previews were introduced for the upcoming craft. These have been very popular (December views were 237) and have had a direct impact on the increased community participation. We distribute about 45 craft packs a month, and they all go out within a few days of being made available.

The Adult Summer Reading Program was held in the month of June, at the same time as the children's and teens' programs. In 2020, 45 people participated in the program, using BINGO-style cards to track reading, participation in virtual programs, etc. to win chances for a prize drawing. We also had a Winter Reading Program in January-February. There were 45 participants for this as well.

Other adult programs included:

<u>Program</u>	<u>Presenter</u>
The Art of Healthy Living	Brooke Distel
Murder Mystery at Tall Oaks	Brian Getz
Romantic Tragedies of Ohio	Jim Kleefield
Patti's Plates	Patricia Davidson
Annual Clothing Swap	
Cookbook Swap	
House/Garden Plant Exchange	
Halloween Pumpkin Contest	
Christmas Cards for Seniors	
Christmas gift exchange	What's Cookin'
Facebook Live Trivia	Krystal Smalley

An estimated 326 people took advantage of these adult programs. In addition, we had 99 YouTube views and 6,909 reaches (2,207 minutes viewed) for adult programs on Facebook.

FRIENDS OF THE LIBRARY

The Friends of the Library has approximately 70 members, who participate in fund raising, providing refreshments for library programs, help pay for program costs, and purchase materials and furniture for the library. Unfortunately, the Friends Annual Book Sale and Santa's Secret Store were cancelled in 2020 due to concerns about spreading the coronavirus. As usual, the Friends decorated the library beautifully for Christmas.

In 2020, the Friends donated \$360 for the purchase of Launchpad tablets for the Adventure Central Collection. The Friends also 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.

YOUTH SERVICES

From January through the beginning of March, the Tiny Tots Story Time had 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 417 participants in 2020 for an average attendance of 14. From September through December, Tiny Tots Story Time was presented online as a weekly recording of finger plays, activities and songs for little ones to do with their family.

From January through March 9, Preschool Story Time was 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 2020 was 97, or an average of 19 attendees over 5 meetings. From September through December, three Zoom Story Times are available each week. Attendance for the Zoom Story Times averages 14.

In September 2019, we introduced “Music is...,” a program for all ages aimed at having fun with music through singing, dancing, learning how to keep a beat, etc. This program was held into March 2020 on Tuesday afternoons. Average attendance was five.

In January and February, six first-grade classes visited the library for an hour once a month as a part of a library skills program. Starting in October, we have done this by Zoom when school is in session. 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.

Each Tuesday evening in January and February was family Lego Night. Our goal here is to have parents and kids work together to express their creativity and build whatever they want. Lego creations are often kept on display at the circulation desk for several days for everyone to enjoy.

In January, two sessions of the Kids Can Cook program was held for elementary students. Since the constraints imposed due to COVID-19, we record a program once a month, demonstrating how to make apple dumplings, pumpkin pie appetizer, fall trail mix, or a banana Santa. Child volunteers often make the snack on camera while Miss Jill (safely masked and distanced) instructs them.

In December, we premiered the take-and-make Kids Craft Too! with online video demonstration. The inaugural craft was a pinecone Christmas tree. About 25 kits were distributed. The video received 6 YouTube views and reached 1,500 people on Facebook (276 minutes viewed).

The elementary Summer Reading Club for 2020 was a library game adventure with each participant following a path on their game sheet to earn prizes. One hundred and twelve children age 3 through 5th grade participated in the program which ran through the month of July. Weekly activities included a Zoom story time, experiments with Miss Jill, take home craft projects, virtual “Kids Can Cook” and a virtual “Hillbilly Silly Science Comedy Show” co-sponsored by the library and Wyss Asphalt Preservation. “Wee Read!” was the summer reading program for children from birth to age 3. Fifteen little ones participated in this program.

The Gingerbread House Workshop is in its third year, this time as a take-and-make activity. The library supplied the frame and frosting for families to take home and decorate with their own embellishments. Seventy-five house frames were made and distributed; a number of the unique creations were shared on the library's Facebook page.

This fall, USCL started displaying a StoryWalk® downtown. Each month a new children's book can be read starting with the first page of the book at the library and following the directions to the following pages posted on local business windows. The StoryWalk® concept was created by Anne Ferguson of Montpelier, Vermont and was developed with the help of Rachel Senechal, Kellogg-Hubbard Library. Titles made available this year included *The Hallo-wiener* by Dav Pilkey and *Pete the Cat Saves Christmas* by Eric Litwin.

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 met the first Monday each month in January through March, with an average attendance of 11.

The middle/high school summer reading program had 19 participants, earning entries into a drawing for each BINGO they had, representing books read or activities done.

Virtual programming for teens and tweens included Art Lessons with Lisa and Art History Lessons with Lisa. Students were able to explore the lives of artists and their craft. Participants could check out an art packet that included information about the artist, activities and art supplies. Miss Lisa's videos guided participants as she led them through the exercises that went along with the artist's work.

Miss Lisa also created the popular Zombie Escape Room held at Boo Bear Auto and sponsored by Boo Bear and Ed's 24-Hour Service. This event was held over three weekends from October 15-30. About 90 participants made donations totaling \$100 for USCL, and \$175 plus about 40 cans of food for Open Door.

Approximate number of children's/youth activities held at the library: 56
Total number of people participating in the activities held at the library: 1,031

Approximate number of children's/youth activities held outside the library: 61
Total number of people participating in the activities held outside the library: 897

Approximate number of children's/youth videos presented: 70
YouTube views: 469
Facebook reach: 18,610 (3,147 minutes viewed)
Zoom participants: 76

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 2020 we targeted Facebook, Instagram, and YouTube in our efforts, led by Social Media Specialist Krystal Smalley.

Due to COVID-19, we had to pivot to virtual programming and much of that consisted of videos. Between May and December, staff created 75 videos which were posted to Facebook and YouTube. This resulted in considerable increases in our Facebook video statistics. There were 12,247 minutes viewed across all videos, up from 603 in 2019. Video engagement, which consists of shares, comments, and reactions, increased from 161 in 2019 to 2,010 in 2020.

Our Facebook numbers continued to increase in 2020. We ended the year with 1,755 total followers and saw continuous post reach and engagement. Again due to COVID-19, our biggest increases in Facebook statistics came in May 2020 where we saw record highs in post reach (8,338), post engagement (4,531), and page views (536). We also created a YouTube channel where programming videos were posted in playlists, allowing visitors to watch at their leisure. We had 12 subscribers in 2020, 603 views, and 14,200 impressions (how many times video thumbnails were shown to viewers).

Krystal also directed focus towards the lapsed Instagram account. We saw nearly 100 additional followers within the last half of the year. Instagram is an area that we can easily improve upon because there is an audience there, but the plan will need to be slightly adjusted to account for the different demographics compared to Facebook.

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 2020, there were 18,224 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). Our best month pertaining to sessions occurred in October with 1,784. We saw a total of 32,191 pageviews (pageviews are the total number of pages viewed, including repeated views of a single page). Our best month in pageviews occurred in June with 3,040. We also saw a record number of users in March with 983.

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 on the first Monday of every month to record an interview. That 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.

INTERLIBRARY LOAN

We received 12 requests by USCL patrons for materials not owned by any SEO library. Of these, 11 were filled. In addition, the library responded to requests for copies of 52 obituaries from local newspaper back issues.

COMPUTER USAGE

The library has 13 public-use Internet computers, although since reopening in May we 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. The public computers were formerly equipped with Fortres Grand and Clean Slate in order to protect them from changes by unauthorized personnel. Late in the year, it was decided to replace these with Deep Freeze, as they were preventing the computers from installing needed software updates. We also created two stationary charging stations for users' personal devices.

Average use of the library's public computers in 2020 was 298 per month; a significant decrease from 796 in 2019, reflecting our reduction in library visitors overall. Wi-Fi access to the Internet was about 47 logins per month, vs. 234 logins per month in 2019.

MEETING ROOMS

In addition to use by the library for its programming needs, the library's meeting rooms were used 44 times by outside groups in January through the first two weeks of March. The meeting rooms were used by local groups such as the Wyandot Community Council, the Friends of the Library, the Lions Club, the USANDO Literary Club, the North Central Ohio Educational Service Center, the Census Bureau, Opportunities for Ohioans with Disabilities, the Wyandot County Board of Developmental Disabilities, United Way of Wyandot County, the K9 Kids 4H Club, the Ohio Governor's Imagination Library, the Wyandot Tracers, the Archeology Society, the Wyandot Chamber of Commerce, youth sports associations, and various other local organizations. A number of individuals used them for meetings, studying or tutoring when not in use by groups.

After the library reopened to the public on May 28, the meeting rooms were not made available to outside groups, due both to concerns about permitting groups to meet at the library and to the need for the space to quarantine returning library materials.

ELLISON ROOM

The Ellison die collection for making cutouts for signs, scrapbooking, classroom materials, etc., was used 62 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:

Displays this year included were mostly created by library staff according to seasonal themes and other topics of interest. Examples include Travel the USA and Christmas Baking displays in the small showcase, November's Pilgrim's Progress in the large showcase, and fun seasonal displays to promote Kits for Kids (themed collections of books and crafts that can be checked out together).

The Wyandot County Hall of Fame (February) and the Wyandot County Farm Bureau (March) used the large display case to highlight their groups.

Thanks go to Charlotte Leeth for sharing her Christmas Nativity Scenes from around the World in December.

USC Monthly Circ Stats 2020

COVID-19 closure March 18-May 11 (reopen May 12)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Annual Total	2019	
Catalog Checkouts	9,174	8,795	6,425	371	2661	6,797	6,032	7,147	7,236	7,284	6,930	6,344	75,196	115,623	
SEO Outbound	2,429	2,340	1,394	7	370	438	631	2,166	2,377	2,345	2,145	2,211	18,853	28,168	
Paperbacks	71	67	40	0	44	23	68	45	28	40	56	55	537	807	
Puzzles	18	12	18	5	7	1	2	2	7	4	6	4	86	129	
Hoopla music and video				58	23	23	19	7	10	17	12	12	181		
E-Book (Hoopla & Overdrive)	780	749	902	1,069	1,006	925	835	916	808	802	644	664	10,100	8,735	
Circulation Totals:	12,472	11,963	8,779	1,510	4,111	8,207	7,587	10,283	10,466	10,492	9,793	9,290	104,953	153,462	
Juvenile Circ	3,257	3,242	2,441	201	724	2,586	2,121	2,330	2,855	3,018	2,750	2,290	27,815	44,273	
Days Open in Month	24	23	14	0	16	26	24	26	25	26	23	26	253	302	
Average daily circ	519.7	520.1	627.1	n/a	256.9	315.7	316.1	395.5	418.6	403.5	425.8	357.3	414.8	508.2	
Borrowers as of:	2/1	3/1	4/1	5/1	6/1	7/1	8/1	9/1/20	10/1	11/1	12/1	1/1			
Registered Active Borrowers:	3,661	3,684	3,597	3,834	3,431	3,391	3,284	3,236	3,124	3,145	3,107	3,117			
Expired Borrowers	3,207	3,196	3,300	3,074	3,488	3,550	3,177	3,237	3,360	3,434	3,478	3,479			
Total Borrowers	6,868	6,880	6,897	6,908	6,919	6,941	6,461	6,473	6,484	6,579	6,585	6,596			
New Borrowers	23	27	19	12	11	22	18	17	42	104	8	14	317	516	
						492 expired purged 7/17/2020									
Heritage Room Use	36	22	17	0	7	5	9	11	10	5	8	6	136	436	
Ellison Room Use	8	11	6	0	2	6	4	5	10	5	1	4	62	179	
Meeting Rooms	17	21	6	0	0	0	0	0	0	0	0	0	44	267	
Computer Usage:															
Public Access	613	518	425	4	88	193	183	211	259	283	163	336	3,276	9,092	
Heritage Room	4	11	5	0	1	10	3	1	1	1	4	7	48	296	
Wireless	174	95	82	2	5	24	4	20	45	25	42	51	569	2,443	
Total - all access	791	624	512	6	94	227	190	232	305	309	209	394	3,893	11,711	
Website Statistics/#															
Sessions	1,471	1,383	1,582	827	1,424	1,550	1,544	1,772	1,520	1,784	1,659	1,583	18,099	17,284	
Attendance	9,823	8,102	5,388	650	1,238	2,531	4,567	4,727	5,019	5,823	4,173	3,544	55,585	145,179	
Questions Answered	Directional	6,484													
	Reference	2,066													

Estimates based on semi-annual counts over one week's time

