

Lexington County Public Library

June 25, 2019

Director's Report

- **Administration**
 - State
 - South Carolina Association of Library Administrators (SCAPLA)
 - Meeting at Lexington Main 7/19
 - County
 - County Council meetings:
 - Attended on 5/28, 6/3 and 6/11
 - Next County Council meeting 6/25
 - Library Board
 - 3 appointments expire 9/26
 - Library
 - Midlands Business Leadership Group (MBLG) Coordinating Council
 - Attended Meeting on 6/6
 - Volunteered for Boards and Commissions Task Force
 - Central Carolina Community Foundation – attended On the Table panel discussion on Economic Development on 6/12
 - IMPACT – next meeting 8/15
 - Strategic Planning Timeline
 - Director will set a timeline for strategic planning for next 3-5 years.
 - Subsets will include: services, staffing, advocacy and facilities
 - Policy Review Schedule
 - Meeting Room Policy – review date March 2019 submitted to committee chair
 - Programming Statement – review date March 2019 (delayed)
 - Circulation – 2nd set of policies submitted to committee chair
 - Branches
 -
- **Financial Update**
 - Library's Monthly Bank Reconciliation Report – May 2019 - information only
 - County
 - Capital Items for FY 19 that are in progress:
 - CWC Reno – shop drawings returned
 - SCPR outdoor marquee sign - pending
 - Parking lot resurfacing at South Congaree-Pine Ridge completed 5/22
 - Parking lot resurfacing at Batesburg-Leesville and Gaston - pending
 - SC State Aid to Public Libraries
 - Allocations
 - MESH network (wifi) – in progress
 - Switches – in progress
 - Lottery Funds FY 19
 - Budget FY 20
 - Local
 - Approved on 6/11
 - 5 new positions added
 - HVACs – LML
 - HVACs – GI-SU
 - Flooring – GA
 - Security Cameras – PE

- SC State Aid to Public Libraries
 - Conference Committee approved \$2.00/capita; minimum \$100,00
 - Marquee Sign – Swansea
 - YS Service Desk - LML
- **Facilities/Mobile Library**
 - Current Landscaping Projects
 - Gaston – Shrub replacement pending FY 20
 - LML – Irrigation
 - Gilbert-Summit - Irrigation
 - Swansea - irrigation
 - LML – evaluate shrubbery
 - Current Building Projects
 - Lexington Main
 - Roof restoration – new contractor to begin 6/24
 - Roofer damaged irrigation system on 8/16/19
 - Cayce – West Columbia – Reno project of Circulation and Reference – Timeline established
 - Mobile Library –
 - Purchase order issued 6/20
- **Services**
 - Circulation Report - May 2019 – information only
 - Summer Reading update to be given by Youth Services Coordinator Melissa Pityk
 - Website - Children’s and Teens pages updated
 - Notary Services – 13 applications submitted
- **Staffing**
 - Staff projects this month include budget, Summer Reading, coaching, job postings
 - Currently there are 5 vacant positions plus 5 new positions
 - Lexington County University July 2019 – nominated Melissa Pityk, Youth Services Coordinator and Michelle Williams, Deputy Director
- **Advocacy/PR**
 - Summer Reading Program booklet
 - Bill boards
 - Advertising
 - September is National Library Card Sign Up Month
- **Friends of the libraries**
 - Marlena White, Director of the Friends of Lexington Main was awarded the United for Libraries grant to attend the American Library Association’s annual conference in June.

Chair Kerr asked if there was any New Business.

Director Poole shared with the Board information on the proposed COMET Bus Shelter. There was a brief discussion with concerns regarding the maintenance of the potential shelter that would be in front of the Irmo Branch Library. Director Poole will compile the information and will report back to the Board by email.

Director Poole asked the Board to approve updates to Policy C 10.1 – Issuing Library Cards. Chair Kerr asked for a motion to approve Policy C 10.1 – Issuing Library Cards. Mrs. Spires made a motion. Mrs. Riley seconded. All in favor.

In Favor:	Mrs. Kerr	Mrs. Romans
	Mrs. Riley	Mrs. Spires
	Mr. Taylor	

Director Poole asked the Board to approve updates to Policy C 10.2 – Determining Eligibility for a Library Card. After a brief discussion regarding the information in this policy, Mrs. Spires made a motion to table this item. Mr. Taylor seconded. All in favor.

In Favor:	Mrs. Kerr	Mrs. Romans
	Mrs. Riley	Mrs. Spires
	Mr. Taylor	

Director Poole asked the Board to approve updates to Policy C 10.4 – Replacement Library Cards. Chair Kerr asked for a motion to approve Policy C 10.4 – Replacement Library Cards. Mrs. Spires made a motion. Mrs. Riley seconded. All in favor.

In Favor:	Mrs. Kerr	Mrs. Romans
	Mrs. Riley	Mrs. Spires
	Mr. Taylor	

Director Poole asked the Board to approve updates to Policy C 10.5 – Circulation Periods, Limits and Renewals. Chair Kerr asked for a motion to approve Policy C 10.5 – Circulation Periods, Limits and Renewals. Mrs. Romans made a motion. Mrs. Spires seconded. All in favor.

In Favor:	Mrs. Kerr	Mrs. Romans
	Mrs. Riley	Mrs. Spires
	Mr. Taylor	

Director Poole asked the Board to approve updates to Policy C 10.6 – Placing Holds on Materials. Chair Kerr asked for a motion to approve Policy C 10.6 – Placing Holds on Materials. Mrs. Riley made a motion. Mrs. Romans seconded. All in favor.

In Favor:	Mrs. Kerr	Mrs. Romans
	Mrs. Riley	Mrs. Spires
	Mr. Taylor	

Chair Kerr asked for the motion to adjourn. Mrs. Riley made the motion. Mrs. Spires seconded. All in favor.

In Favor:

Mrs. Kerr
Mrs. Riley
Mr. Taylor

Mrs. Romans
Mrs. Spires

Next Meeting will be June 24, 2019.

Material Type	Batesburg- Leesville	Lexington	Cayce- West Columbia	Imo	Chapin	Swansea	Gaston	Pelton	Gilbert- Summit	Mobile Library	South Congaree- Pine Ridge	Ebooks	SYSTEM TOTALS
Fiction Adult	755	6,973	3,673	4,708	1,600	279	291	487	274	684	546	—	20,270
Paperback	147	490	186	155	104	65	49	43	36	0	55	—	1,330
NonFiction Adult	405	4,347	1,936	2,647	711	154	256	230	193	340	236	—	11,455
Fiction Young Adult	153	2,440	772	785	284	77	112	245	153	129	290	—	5,440
NonFiction Young Adult	23	235	84	109	36	13	13	14	9	17	19	—	572
Fiction Juvenile	314	6,687	1,537	2,299	895	239	162	327	248	774	447	—	13,929
EASY	648	12,298	2,906	3,534	1,479	349	511	460	576	7,345	910	—	31,016
NonFiction Juvenile	430	4,247	1,512	1,745	814	153	120	116	227	1,599	368	—	11,331
LARGE PRINT	399	2,512	1,166	1,298	355	69	88	84	95	861	212	—	7,139
Non-Circulating	0	11	42	4	0	0	2	1	0	1	1	—	62
Interlibrary Loan	5	18	19	15	3	0	0	4	0	0	2	—	66
Ebooks	—	—	—	—	—	—	—	—	—	—	—	—	11,790
Total Books	3,279	40,258	13,833	17,299	6,281	1,398	1,604	2,011	1,811	11,750	3,086	11,790	114,400
Periodical	142	753	415	331	417	45	30	76	26	93	67	—	2,395
Audio Book Adult	53	997	595	1,121	274	14	22	106	14	112	49	—	3,357
Audio Book Juvenile	23	596	216	330	119	6	7	23	15	199	25	—	1,559
Cassette Audio	0	5	0	4	0	0	0	0	0	0	0	—	9
Video Adult	1,112	4,479	3,462	3,236	769	505	689	540	471	513	476	—	16,252
Video Juvenile	607	2,939	1,146	1,152	408	272	240	247	330	924	388	—	8,653
Computer Internet	736	1,744	2,296	1,475	214	209	317	213	91	0	279	—	7,574
Computer Standalone	23	105	61	44	3	11	3	9	21	0	32	—	312
Miscellaneous	0	6	1	0	0	0	0	1	0	0	0	—	8
Downloadable Audio	—	—	—	—	—	—	—	—	—	—	—	8,564	8,564
Downloadable Video	—	—	—	—	—	—	—	—	—	—	—	311	311
Downloadable Music	—	—	—	—	—	—	—	—	—	—	—	133	133
Downloadable Magazines	—	—	—	—	—	—	—	—	—	—	—	1,282	1,282
Total Non-book Items	2,696	11,624	8,192	7,693	2,204	1,062	1,308	1,215	968	1,841	1,316	10,290	50,409
Total Circulation	5,975	51,882	22,025	24,992	8,485	2,460	2,912	3,226	2,779	13,591	4,402	22,080	164,809
Change from May 2018	-960	-151	-1,581	-1,749	-298	152	104	-971	-68	2,290	96	5,126	1,990
YTD Total	81,042	599,837	258,826	293,651	105,397	29,516	33,146	46,206	34,494	136,549	49,052	222,887	1,890,603
Change from YTD '18	1,238	18,376	-17,308	-22,812	466	-1,231	2,710	-5,415	192	12,607	2,101	52,040	42,964
Percent Change YTD	1.6	3.2	-6.3	-7.2	0.4	-4.0	8.9	-10.5	0.6	10.2	4.5	30.5	2.3
New Cards Issued	21	330	129	108	34	10	33	11	14	1	11	—	702

May 2019 - Monthly Programs and Services Report



Lifelong Learning Programs	Batesburg- Leesville	Lexington	Cayce-West Columbia	Irmo	Chapin	Swansea	Gaston	Pelton	Gilbert- Summit	Mobile Library	South Congaree- Pine Ridge		SYSTEM TOTALS
Adult Programs	8	16	9	9	5	2	0	6	1	0	3	—	59
Attendance	29	191	83	114	54	19	0	42	5	0	27	—	564
Mixed Ages	0	0	0	2	2	1	1	2	0	0	0	—	8
Attendance	0	0	0	72	57	16	4	48	0	0	0	—	197
Children's/Teen Programs	10	48	1	5	17	8	7	1	1	0	5	—	103
Attendance	120	1,147	18	64	265	175	74	97	14	0	121	—	2,095
Outreach Programs	22	57	10	10	4	3	5	2	13	1	18	—	145
Attendance	736	6,693	2,206	2,071	1,954	44	1,383	96	3,496	15	663	—	19,357
Adult Public Training Workshops	2	7	10	3	8	1	0	4	1	0	0	—	36
Adult Public Training Attendees	2	7	10	3	9	1	0	4	1	0	0	—	37
1:1 Training	2	0	10	3	8	1	0	4	1	0	0	—	29
TOTAL # PROGRAMS	42	128	30	29	36	15	13	15	16	1	26	—	351
TOTAL # PARTICIPANTS	887	8,038	2,317	2,324	2,339	255	1,461	287	3,516	15	811	—	22,250
Resources Used												Electronic Resources	SYSTEM TOTALS
Adult Books	1,711	14,357	7,023	8,827	2,773	567	686	850	598	1,886	1,052	—	40,330
Children's/Teen Books	1,568	25,907	6,811	8,472	3,508	831	918	1,162	1,213	9,864	2,034	—	62,288
Ebooks	—	—	—	—	—	—	—	—	—	—	—	11,790	11,790
Magazines, Newspapers	—	—	—	—	—	—	—	—	—	—	—	—	0
Downloadable Magazines	—	—	—	—	—	—	—	—	—	—	—	1,282	1,282
Adult Audio Books	53	1002	595	1125	274	14	22	106	14	112	49	—	3,366
Children's Audio Books	23	596	216	330	119	6	7	23	15	199	25	—	1,559
DVDs	1,112	4,479	3,462	3,236	769	505	689	540	471	513	476	—	16,252
Children's DVDs	607	2,939	1,146	1,152	408	272	240	247	330	924	388	—	8,653
Database Searches	—	—	—	—	—	—	—	—	—	—	—	36,360	36,360
TOTAL CIRCULATION	5,074	49,280	19,253	23,142	7,851	2,195	2,562	2,928	2,641	13,498	4,024	49,432	181,880
Individualized Assistance												Email	SYSTEM TOTALS
General Questions	360	1,602	1,322	1,449	462	210	204	417	402	757	426	4	7,615
Job-Related	16	62	84	33	3	14	42	1	22	0	11	0	288
Technology-Related	146	183	468	178	21	22	31	34	8	0	83	0	1,174
Ebook-Related	8	98	59	23	36	4	3	15	17	3	18	1	285
TOTAL ASSISTANCE	530	1,945	1,933	1,683	522	250	280	467	449	760	538	5	9,362
Other Library Uses													TOTALS
Door Counter	3,143	22,413	9,551	14,483	4,031	1,225	1,231	1,703	1,457	0	1,781	—	61,018
Meeting/Study Room Use	5	182	150	244	0	1	1	2	3	0	5	—	593
Meeting/Study Attendance	15	1,593	378	554	0	2	3	18	8	0	93	—	2,664
Computer Use	759	1,849	2,363	1,519	217	220	320	222	112	0	311	—	7,892
WiFi	136	1288	729	624	116	94	85	96	59	0	56	—	3,283
New Cards Issued	21	330	129	108	34	10	33	11	14	1	11	—	702

**LEXINGTON COUNTY PUBLIC
LIBRARY SYSTEM
MAY 2019
PERFORMANCE INDICATORS**



PARTNERSHIPS AND RELATIONSHIPS WITH COMMUNITY ORGANIZATIONS

Community outreach and partnerships

- On Saturday, May 11, Cayce – West Columbia Branch Library attended *Girls on the Run*. They shared materials, information about Summer Reading Program, and library services with **hundreds** of local families.
- On Tuesday, May 28, Lexington Main Library hosted *South Carolina History: Lake Murray* in partnership with Lexington County Museum with **30** attendees. Attendees discovered the rich history and vast recreational opportunities of Lake Murray.

TECHNOLOGY SERVICES

Presenting and demonstrating to patrons in libraries

- Library staff conducted **36** public training workshops with **37** participants including **29** one-on-one technology sessions.

Assisting public with computer and Internet related issues

- Library staff completed **285** eBook related reference transactions.
- Library staff completed **1,174** technology related reference transactions.
- Library staff completed **7,615** general reference transactions.

EMPLOYMENT RELATED SERVICES

Assisting with job searching, resumes, and completing job applications

- Library staff completed **288** job-related reference transactions.

LIFE LONG LEARNING

Conducting literacy programs within the library

- Library staff led **17** adult book discussions with **140** attendees and **1** writing club sessions with **6** attendees.
- On Saturday, May 11, Chapin Branch Library presented *Fancy Nancy Tea Party* with **37** attendees. Attendees played dress up with fabulous shiny, and sparkly things.
- On Sunday, Monday May 5, Irmo Branch Library hosted a Study Hall session in their meeting room with **17** students. Students were able to have a place to come study in groups without too many distractions before the AP exams.

Conducting educational workshops to support health, financial and legal needs and enhance life

- On Wednesday, May 22, Irmo Branch Library presented *Master Gardeners: Native Plants* in partnership with Lexington Master Gardeners, with **55** attendees. Attendees learned that Native Plants are lower maintenance, hardier and easier to grow than imported plants and have the added bonus of being beneficial to our environment.
- On Saturday, May 4, Pelion Branch Library presented *Master Gardeners: Hummingbird Garden* in partnership with Lexington Master Gardeners, with **8** attendees. Attendees learned about ruby throated hummingbirds in South Carolina and interesting facts about their traits and behavior.

Conducting programs with partners — organizations and schools

- On Saturday, April 6, Lexington Main Library presented *Pascua* in partnership with Lexington School District One Parenting Center with **120** children. Children celebrated Pascua, featuring bilingual stories, songs, and selfies.

Presenting and demonstrating to students in schools

- Library staff conducted **132** school and daycare visits to present storytimes and promote Summer Reading to over **20,470** children in an effort to instill early literacy skills.