

LIBRARY LINES

LEXINGTON COUNTY PUBLIC LIBRARY — CONNECT. ENGAGE. ENRICH.

 APRIL 2020

Employee Recognition – Carol Clark was nominated by the Friends of the South Congaree-Pine Ridge Branch library and received the Public Library Employee Excellence Award from the Friends of South Carolina Libraries. This award recognizes public library personnel who are critical to library services and go above and beyond for their library and community through their leadership, service and various contributions. Congratulations Carol.



Community Service – Lexington Main Library focused on giving back to their community this month, both internally and externally. Lauren Iagnet, Library Assistant III, and Marie Jefferies, Reference Librarian (Admin), have been sewing masks for all library staff. They have been using donated and leftover supplies from other crafts and projects. So far, **50** masks have been made and packaged. Lexington Main Library has also donated between **180** and **200** books to **12** different free library locations across the county.



Virtual Literacy – Pelion Branch Library created a virtual version of their Spine Crackers book club for their patrons using the website, Goodreads. Members are now able to meet and discuss their book titles using Zoom, a virtual video meeting platform.

Literacy – The staff at Gilbert-Summit Branch Library have been strengthening their staff recommendation skills by familiarizing themselves with the South Carolina Book Award Nominees. This allows them to give their patrons personalized reading suggestions.

Nutritional Literacy – South Congaree-Pine Ridge Branch Library staff planted their vegetable garden and began recording their garden's progress and sharing it as virtual programs on Facebook. They plan to expand by including garden-related STEM projects.



Training – With the branches remaining closed through the month of April, staff had more time to earn training hours. Staff participated in webinar trainings related to customer service, technology, collection development and more. Compared to April 2019's total training hours of **198**, April 2020 saw a **138%** increase with **472** hours.

+138% APRIL 2019 **198** TRAINING HOURS

APRIL 2020 **472** TRAINING HOURS

Young Authors – Irmo Branch Library held its third annual Palmetto Scribe competition. It's a Friends of the Irmo Branch Library sponsored writing competition for 11th and 12th grade students of Lexington-Richland School District Five. Lauren Chen, a 12th grader at Dutch Fork High School, won this year's competition and \$500 award with her short story, "Sonder." Prisca Arendash, an 11th grader at Spring Hill High School, received an honorable mention for her submission entitled "The Sorrow in Her Smile." Congratulations to these young writers.



Spring Cleaning – Batesburg-Leesville Branch Library staff misses their patrons but have been able to stay busy and productive. They've managed to complete their inventory and move on to do some socially distanced deep cleaning – emptying and reorganizing all of their storage spaces.



Customer Service – Although our doors are currently closed to the public, Chapin Branch Library staff figured out a way to create a welcoming space for patrons. Kathleen (Katy) Brown, Library Assistant III, drew a colorful rainbow on their window to greet patrons as they place items in the book drop or pick out free books.



Materials by Mail – The Mobile Library resumed providing their Materials by Mail service to patrons. This service allows qualifying homebound library patrons to receive library materials through the mail. During the month of April, dozens of bags filled with reading materials were mailed out, allowing Mobile Library staff to safely provide contactless delivery to homebound community members. Other branches are encouraged to reach out to the Mobile Library if they feel they may have patrons who qualify for this service.

Inventory – All Lexington County Public Library branches have been hard at work cleaning and doing inventory—checking and accounting for all physical items.

Cayce-West Columbia Branch Library finished up with their inventory and got caught up on weeding. They were able to thoroughly go through their shelves and remove non-circulating titles. They even found books from the 90s and early 2000s.

Swansea Branch Library was also able to complete their inventory of **27,005** items.



Summer Reading – Gaston Branch Library staff is gearing up for summer reading. Although it's going to be different this year due to the coronavirus pandemic, staff are sticking with tradition and decorating their branch according to this year's theme—"Imagine Your Story."



April 2020 - Monthly Programs and Services Report



Lifelong Learning Programs	Batesburg-Leesville	Lexington	Cayce-West Columbia	Imo	Chapin	Swansea	Gaston	Pellon	Gilbert-Summit	Mobile Library	South Congaree-Pine Ridge		SYSTEM TOTALS
Adult Programs (In-House, No Adult Training)	0	18	0	0	0	0	0	0	0	0	0	—	18
Attendance	0	0	0	0	0	0	0	0	0	0	0	—	0
Mixed Ages	0	0	0	0	0	0	0	0	0	0	0	—	0
Attendance	0	0	0	0	0	0	0	0	0	0	0	—	0
Children's/Teen Programs (In-House + In-House Training)	0	0	0	0	0	0	0	0	0	0	0	—	0
Attendance	0	0	0	0	0	0	0	0	0	0	0	—	0
Outreach Programs (Adults + YS + YS Outreach Training)	0	11	0	0	0	0	0	0	0	0	0	—	11
Attendance	0	0	0	0	0	0	0	0	0	0	0	—	0
Adult Public Training Workshops (Including 1 on 1s)	0	19	0	0	0	0	0	0	0	0	0	—	19
Adult Public Training Attendees	0	0	0	0	0	0	0	0	0	0	0	—	0
1:1 Training	0	18	0	0	0	0	0	0	0	0	0	—	18
TOTAL # PROGRAMS	0	48	0	0	0	0	0	0	0	0	0	—	48
TOTAL # PARTICIPANTS	0	0	0	0	0	0	0	0	0	0	0	—	0
Resources Used												Electronic Resources	SYSTEM TOTALS
Adult Books	351	2,966	1,378	1,813	573	86	131	267	121	508	168	—	8,362
Children's/Teen Books	371	7,720	1,741	2,245	1,068	146	257	275	275	3,328	609	—	18,035
Ebooks	—	—	—	—	—	—	—	—	—	—	—	31,120	31,120
Magazines, Newspapers	54	228	158	151	118	30	21	59	21	62	26	—	928
Downloadable Magazines	—	—	—	—	—	—	—	—	—	—	—	1,367	1,367
Adult Audio Books	11	194	101	201	76	10	5	12	1	7	12	—	630
Children's Audio Books	6	121	52	73	24	3	0	3	1	68	7	—	358
DVDs	172	531	491	456	135	62	79	82	118	69	35	—	2,230
Children's DVDs	83	455	147	183	52	16	53	48	15	154	28	—	1,234
Database Searches	—	—	—	—	—	—	—	—	—	—	—	42,467	42,467
TOTAL CIRCULATION	1,048	12,215	4,068	5,122	2,046	353	546	746	552	4,196	885	74,954	106,731
Individualized Assistance	Batesburg-Leesville	Lexington	Cayce-West Columbia	Imo	Chapin	Swansea	Gaston	Pellon	Gilbert-Summit	Mobile Library	South Congaree-Pine Ridge	Email	SYSTEM TOTALS
General Questions	39	129	267	38	41	24	1	27	9	47	38	72	732
Job-Related	0	0	1	0	2	1	1	2	0	0	0	0	7
Technology-Related	3	5	29	1	3	2	1	0	2	0	8	54	108
Ebook-Related	18	52	42	11	8	0	11	3	4	0	18	167	334
TOTAL ASSISTANCE	60	186	339	50	54	27	14	32	15	47	64	888	1,776
Other Library Uses													TOTALS
Door Counter	0	0	0	0	0	0	0	0	0	0	0	0	0
Meeting/Study Room Use	0	0	0	0	0	0	0	0	0	0	0	0	0
Meeting/Study Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0
Computer Use	0	0	0	0	0	0	0	0	0	0	0	0	0
WiFi	115	574	495	238	64	208	229	215	79	0	95	—	2,312
New Cards Issued	14	139	40	28	18	9	8	6	7	1	3	—	273

Monthly Circulation Report

April 2020

Connect. Engage. Enrich.

Material Type	Batesburg- Leesville	Lexington	Cayce- West Columbia	Irmo	Chapin	Swansea	Gaston	Pelion	Gilbert- Summit	Mobile Library	South Congaree- Pine Ridge	Ebooks	SYSTEM TOTALS
Fiction Adult	154	1,392	726	901	366	50	63	162	62	136	92	—	4,104
Paperback												—	0
NonFiction Adult	89	1,081	419	604	116	17	37	63	23	50	64	—	2,563
Fiction Young Adult	59	905	239	251	119	10	25	22	24	19	51	—	1,724
NonFiction Young Adult	7	59	25	37	6	1	3	1	4	1	1	—	145
Fiction Juvenile	85	2,146	407	647	285	30	53	61	72	323	150	—	4,259
EASY	155	3,278	721	901	338	79	143	149	145	2,506	280	—	8,695
NonFiction Juvenile	65	1,332	349	409	320	26	33	42	30	479	127	—	3,212
LARGE PRINT	108	490	225	299	87	19	31	41	36	322	12	—	1,670
Non-Circulating	0	2	3	9	0	0	0	0	0	0	0	—	14
Interlibrary Loan	0	1	4	0	4	0	0	0	0	0	0	—	9
Ebooks	—	—	—	—	—	—	—	—	—	—	—	19,099	19,099
Total Books	722	10,686	3,118	4,058	1,641	232	388	541	396	3,836	777	19,099	45,494
Periodical	54	228	158	151	118	30	21	59	21	62	26	—	928
Audio Book Adult	11	194	101	201	76	10	5	12	1	7	12	—	630
Audio Book Juvenile	6	121	52	73	24	3	0	3	1	68	7	—	358
Cassette Audio												—	0
Video Adult	172	531	491	456	135	62	79	82	118	69	35	—	2,230
Video Juvenile	83	455	147	183	52	16	53	48	15	154	28	—	1,234
Computer Internet												—	0
Computer Standalone												—	0
Miscellaneous	0	0	1	0	0	0	0	1	0	0	0	—	2
Downloadable Audio	—	—	—	—	—	—	—	—	—	—	—	10,412	10,412
Downloadable Video	—	—	—	—	—	—	—	—	—	—	—	1,279	1,279
Downloadable Music	—	—	—	—	—	—	—	—	—	—	—	330	330
Downloadable Magazines	—	—	—	—	—	—	—	—	—	—	—	1367	1,367
Total Non-book Items	326	1,529	950	1,064	405	121	158	205	156	360	108	13,388	18,770
Total Circulation	1,048	12,215	4,068	5,122	2,046	353	546	746	552	4,196	885	32,487	64,264
Change from April 2019	-6,155	-39,097	-18,219	-20,082	-7,416	-2,338	-2,432	-2,790	-2,367	-7,816	-3,628	11,743	-100,597
YTD Total	59,431	506,443	200,821	229,956	83,766	23,908	24,679	36,631	25,363	120,916	35,479	247,259	1,594,652
Change from YTD '19	-15,636	-41,512	-35,980	-38,703	-13,146	-3,148	-5,555	-6,349	-6,352	-2,042	-9,171	46,452	-131,142
Percent Change YTD	-20.8%	-7.6%	-15.2%	-14.4%	-13.6%	-11.6%	-18.4%	-14.8%	-20.0%	-1.7%	-20.5%	23.1%	-7.6%
New Cards Issued	14	139	40	28	18	9	8	6	7	1	3	—	273

Lexington County Public Library

April 27, 2020

Director's Report

- **Administration**
 - State
 - South Carolina Association of Library Administrators (SCAPLA)
 - Next meeting 3/20 – cancelled; next meeting 5/18
 - Macmillan Boycott – Macmillan discontinued their embargo
 - County
 - County Council meetings:
 - Attended 2/11, 2/18 and 3/10; moved to virtual meetings on 3/24
 - 3/24 - Summer reading grant award accepted by Council
 - 4/28 - Bus shelter request
 - Reassessment workshop 3/17 – postponed
 - Library Board
 - Library
 - Midlands Business Leadership Group (MBLG) Coordinating Council
 - Boards and Commissions Task Force - postponed
 - Lexington County Library Legislative Day 2/19 – Spoke with Senator Shealy and Representative Wilson
 - Policy Review Schedule
 - Code of Conduct – staff recommending changes related to services animals; food and drink; unattended children
 - Programming Statement – staff committee formed
 - Branches
 - Recycling – new pickup via couriers at 7 branches
- **Programs**
 - Programs and group training within the branches are suspended through August
 - Storytimes, bookclubs, training offered online
 - Partners creating online content, ex. GLAM, Lexington County Museum
 - AARP income tax prep – suspended
 - Read to Succeed Camps - virtual
- **Resources**
 - Webpage updates
 - Ancestry.com offered remote access through 4/30
 - Ask-a-librarian service promoted on webpage
 - Chat reference service is being evaluated
- **Services**
 - Circulation
 - Initiated inventory project
 - Library cards renewed through 9/1
 - Loan period extended to 6 weeks
 - Fines waived
 - Curb side holds pick up
 - Expanding mailer services
 - Self-check out
 - Internet computers and technology – when library reopens to public access
 - Reduced computer stations to force social distancing
 - 15 minute express options
 - 10 free print outs/copies per day through July 1

- **Financial Update**

- Library's Monthly Bank Reconciliation Report – February and March 2020 - information only
- Budget FY 19
 - Capital Items for FY 19 that are in progress:
 - SCPR outdoor marquee sign – pending electrical
- Budget FY 20
 - Local
 - Lottery Funds FY 20 – none expected
 - SC State Aid to Public Libraries
 - Aquos boards - installed
 - Mobile printing - installed
 - Furniture - delivered
 - LSTA Grants
 - Summer Reading – approved
 - Tuition Assistance reimbursement grant - submitted
- Budget FY 21
 - Local
 - Recommended budget received; County Administrator will present to Council on 4/28
 - Department Heads will present new programs to Council on 5/5
 - State – General Assembly returns 6/1
 - Federal – IMLS funds cut; CARES Act funds

- **Facilities/Mobile Library**

- Current Landscaping Projects
 - Gaston –irrigation repair in progress
- Current Building Projects
 - Gaston – Flooring – completed
 - Gilbert-Summit – HVAC replacement - completed
 - Swansea – Marquee Sign - postponed
 - Batesburg-Leesville – Marquee sign – postponed
 - Bastesburg-Leesville – water sealing – pending
 - Lexington Main – Service Desk – needs review
 - Lexington Main
 - Roof restoration – gutters pending
- Mobile Library
 - New vehicle – vendor has received chassis

- **Staffing**

- Hiring is postponed due to COVID-19

- **Advocacy/PR**

- Facebook events
- Local papers/radio
- Billboards

- **Friends of the libraries**

- Annual meeting – postponed
- Lexington Main – attended virtual meeting
- Irmo – murder mystery fundraiser - postponed
- Donating books to free book carts