



Monthly Departmental Report – APRIL 2020

Visitor Demographics 2020

MONTH	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total	Website	Facebook
January	8	14	8	21	24	7	82	357	1,743
February	18	10	11	6	70	21	136	350	1,744
March	3	11	6	63	12	7	102	261	1,746
April	0	0	0	0	0	0	0	261	1.804
May									
June									
July									
August									
September									
October									
November									
December									
YEAR TO DATE	29	35	25	90	106	35	320		

*Sunday

Visitors Signing Guest Book came from:

Museum News:

- Museum Manager, Andrea Steen, was a guest speaker for Rotary via Zoom. Wonderful opportunity to meet with Rotary members and share good news about the Hartsville Museum and how we're operating and moving forward during the COVID-19 pandemic.
- During this time of quarantine Museum staff is making great progress in Accessioning previous donations. These donations have now been cataloged, given an Object ID#, physically numbered, tagged, photographed and given a condition report and storage location.
- Asst. Museum Manager, Matt Winburn has continued to work on inventorying museum collections and updating records kept in PastPerfect to include location and photographs of all artifacts and reorganizing collections for easier management.
- Fun Fact: Over 1,100 pictures of artifacts have been uploaded to PastPerfect.

Amid the COVID-19 pandemic the Hartsville Museum is closed, but Museum staff is still working and following all safety procedures set in place by HR. Separately we are working at the museum and our Collections Storage room at the Edition. During this time we are making headway on some much needed back logged work including cataloging, inventory, photographing, condition reports, and conservation. We are also exploring new creative ways to engage visitors, through Facebook and other platforms.