

# AGENDA

## Charleston County Public Library

### Board of Trustees Meeting

February 22, 2011

5:15pm

#	TIME	TOPIC	WHO	ACTION/ PROPOSED ACTION	FOLLOW-UP
1	5:15	Welcome	Janet Segal		
2	5:20	Public Comment	Janet Segal		
3	5:35	Board Comment	Janet Segal		
4		Freedom of Information Report	Susan Parsons		
5	5:50	Deletions or Additions to Agenda			
6	5:55	Minutes of Previous Meetings (January 25, 2011 & February 8, 2011)	Janet Segal	Accept	
7	6:15	Friends of the Library Update	Dawn Visceglia		
8	6:25	Library Reports A. Communications Committee - Roberta Bagasina B. Programming Report - C. Bledsoe C. Director's Report- D. Henderson	Doug Henderson		
9	6:50	Strategic Plan Update - Executive Session	Janet Segal		
10	7:15	ByLaws Committee Update	Janet Segal		
11	7:25	Appointment of Library Board Treasurer			
12	7:40	Use of \$5,000 from Charleston County Library Endowment			
13	7:50	Acceptance of \$25,000 donation in memory of Sue Metzger			
14	8:00	Tour of Libraries for the Library Board			
15	8:10	Adjournment			

*All items on the agenda will be discussed and possible action taken.*

CHARLESTON COUNTY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
February 8, 2011

The Charleston County Library Board of Trustees met for a special meeting on Tuesday, February 8, 2011, at 11:00a.m. in the Board Room at the Main Library.

Board members present were Ms. Segal, Ms. Hollinshead, Ms. Reider, Mrs. Chambers, Ms. Holladay, Mr. Fava and Mr. Greene. Staff members present were Doug Henderson, Cynthia Bledsoe, and Nancy Sullivan. Ms. Anna Johnson, representing County Council was also in attendance.

Ms. Segal called the meeting to order and stated that the media had been informed of the meeting and its agenda.

Strategic Plan Review

Ms. Segal called the meeting to order and stated that the purpose of the meeting is to hear presentations from vendors responding to the RFP for a strategic plan.

Ms. Holladay moved to go into executive session to hear the presentations. Mr. Fava seconded the motion and the motion carried.

Mr. Fava moved to come out of executive session. Ms. Reider seconded the motion and the motion carried.

Ms. Segal stated that no action was taken during executive session.

Ms. Hollinshead moved that the Strategic Plan Committee meet prior to the February 22, 2011, regular Board meeting. Mr. Greene seconded the motion and the motion carried.

Respectfully submitted,

Bettye Anne Chambers, Secretary

CHARLESTON COUNTY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
January 25, 2011

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, January 25, 2011, at 5:15p.m. in the boardroom at the Main Library.

Board members present were Ms. Segal, Mr. Tinkler, Ms. Holladay, Mr. Fava, Mrs. Edler, Mr. Flynn, Mrs. Epps, Mrs. Chambers, Ms. Hollinshead, Ms. Reider and Mr. Greene. Staff members present were Doug Henderson, Cynthia Bledsoe, Perry Litchfield, Jim Letendre, Nic Butler, Michel Hammes, and Susan Parsons. Ms. Dawn Visceglia represented the Friends of the Library. Ms. Segal called the meeting to order and stated that the media had been informed of the meeting and its agenda.

Welcome and Board Comments

Ms. Segal welcomed everyone and noted that she was glad that Ms. Chambers was back. Mrs. Epps added that Ms. Chambers was missed.

Minutes of Previous Meeting

The minutes of the November 23, 2010, meeting were reviewed. Mr. Fava moved to accept the minutes with corrections Ms. Hollinshead seconded the motion and the motion carried.

The minutes of the December, 2010, meeting were reviewed. Mr. Greene moved to accept the minutes with corrections Mr. Fava seconded the motion and the motion carried.

The minutes of the January 5, 2011, meeting were reviewed. Mr. Greene moved to accept the minutes with corrections Ms. Holladay seconded the motion and the motion carried.

Friends of the Library Update

Ms. Visceglia reported that the Friends of the Library had a small discard sale. Carts were on the landing in the Main Library last Sunday. Books were one dollar each. A total of \$117.00 was made. That was good, since there was no paid advertising.

Ms. Visceglia announced that the next book sale would take place at the St. Andrews Regional Library in February. Members are eligible to shop on February 24<sup>th</sup>, and the general public is welcome on the 25<sup>th</sup> and the 26<sup>th</sup> of February.

Ms. Holladay said that she received a solicitation to join the South Carolina Chapter of the Friends of the Library. She inquired whether there was any reason to join. Ms. Ryder responded that it is a good cause.

### Employee of the Quarter

Mr. Henderson announced that Michel Hammes of the Reference Department in the Main Library was named Employee of the Quarter. He added that this is the first time we have submitted our Employee of the Quarter to the County, and Ms. Hammes won that title, also. On February 10<sup>th</sup>, Ms. Hammes will go the County Department Head meeting to be recognized, and on February 15<sup>th</sup>, she will do the same. This Thursday there will be a party for all county employees who have won this award. Mr. Henderson then presented Ms. Hammes with a plaque and read her bio. Ms. Hammes worked very hard on BookFest and made it an extremely successful event.

Ms. Hammes introduced her mother and Mr. Cary Jones of the Reader's Advisory Department at Main. She thanked everyone for the honor, and noted that she is very grateful.

### Library Reports

Ms. Segal stated that it was her pleasure to have worked with the two Board members that have finished their terms and will no longer serve. She thanked Mr. Flynn and Mrs. Edler for everything they have done while they were Board members, and added that the Library has been very fortunate to have them.

Mr. Flynn thanked Ms. Segal and noted that the Board has done some great things over the past eight years, but added that it is healthy to move on.

Mr. Flynn stated that he still plans to be active with the library, and to keep up with what's going on. He noted that he is grateful that there is another attorney on the Board.

Mr. Henderson introduced Mr. Nic Butler, Manager of the Charleston Archive Department.

Mr. Butler stated that there are fascinating historical documents in the department. He added that Mr. Greene started the department in 2002, when the city agreed that records would come to the Main Library.

Mr. Butler noted that there are 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup> century materials available, and some are on the Internet for viewing. There is also a Facebook page and a blog.

Mr. Butler said that there are manuscript records from the city of Charleston available from the 1790's. We are the only institution that has these records.

Mr. Butler reported that he is working with the Systems Department in cataloguing. Now all of the rare books are listed in our online catalog, so that everyone will know they are available. He added that historic pamphlets, plats, and maps are also available online, as well as several thousand unique images.

Mr. Butler stated that there are three people working in his department. One is a part time employee, who is an expert in photo shop and digitization. He added that we have partnered with the College of Charleston in hosting a low country digital library. The college trained us how to work the software, and that is where the 5,117 unique images come from. Mr. Butler noted that this is just an example of what is available, and the URL is listed on the bottom of the Charleston Archive flyer. There is a link on our web page.

Mr. Butler noted that if a patron comes in and asks to see the poorhouse records, we do not have space for them in the archive. We have them in the South Carolina Room, so that we can make sure the documents are taken care of.

Mr. Butler reported that we would like to increase our visibility at the library. We do a lot of outreach, but we would also like to have more people coming in to find out what we have available. Mr. Butler stated that this is all owed to Mr. Greene.

Mrs. Epps stated that Mr. Butler has done a commendable job and is enthusiastic. She added that she saw him speak at a Charleston County Retired Educators' meeting, and he made her proud to be associated with the library.

Mr. Tinkler noted that he and Mr. Fava took a tour of the library, and if anyone hasn't been to the Charleston Archive, they should go. He said that it is one of the most fascinating things about the library.

Ms. Holladay stated that the death files are very interesting. Mr. Butler noted that the Archive has those dating back to the 1800's.

Ms. Segal asked who does the paper conservation in the department. Mr. Butler responded that Ms. Liz Newcomb, of the South Carolina Room, has been doing it for years.

Mr. Fava asked whether there is a hole in the history anywhere between the city and the county, or if there is some topic we just don't have.

Mr. Butler noted that Charleston is a city built on history. There is much that we don't have and that we will never know. The County Council records disappeared in 1865. They were looted, or taken to Columbia and lost. Mr. Butler added that he and Mr. Greene are working on what is left.

Mr. Greene asked Mr. Butler whether he keeps statistics on researchers. Mr. Butler responded that he keeps the number of reference phone calls, and those have gone up. He added that he wished the web page hits were counted, because many people look at that.

Mr. Greene wondered whether the manuscript collections are reported to OCLC. Mr. Butler replied that they aren't, but Ms. Katie Gray, in his department, plans to have

those available to OCLC this year. Mr. Greene stated that that should raise the profile here.

Mr. Henderson stated that he and Mr. Butler have walked the Main Library building looking for public space so that they will have a better presence. In addition, the Friends of the Library are looking for a new web provider, and we are looking with them.

Mr. Butler thanked the Board for their time, and added that if anyone had any questions to give him a call.

Ms. Bledsoe reported that children's programs have really increased by huge numbers. Hopefully, this will generate more usage in the library.

Mr. Henderson announced that the new County Council Liaison to the Library Board is Ms. Anna Johnson. She is from District Eight.

Mr. Henderson reported that eleven representatives will be going to Columbia for Legislative Day. We are one of four counties that will be in attendance, and the State Library will be making a presentation. There is a great fear that State Aid will be cut. The State Library will also be asking for lottery funding of \$50,000 for each county library. Mr. Henderson added that we are able to show the state's return on investment in Charleston. There is at least \$8 worth of services for every one dollar that is spent.

Mrs. Epps stated that you never know how many legislators will be there. Mr. Henderson added that he, Ms. Bledsoe, Mr. Letendre, Ms. Segal, three Friends members and two staff members will be attending from Charleston County.

Mr. Henderson reported that there will be about forty people here this Thursday for Board Trustee training by the State Library. There will be Board members from three other counties in attendance, and it should be fun.

Mr. Henderson noted that there will be a meeting here this Friday with the Rice Project. This project traces Charleston's history through rice.

Mr. Henderson noted that the Main Library will be tentatively closing on February 26, 27, and 28, for maintenance. Staff will be sent to other branches to work on those days.

Mr. Henderson stated that representatives of Providence and Ivy, strategic planning firms, will be here to attend a special Board meeting on February 8<sup>th</sup>. They will do a presentation for those present.

### Board of Trustees Bylaws

Ms. Segal reported that the Board will begin to work on bylaw revisions, if necessary. She asked for volunteers to serve on that committee. She, Mr. Tinkler, and Ms. Ryder all volunteered. Mr. Greene noted that he would serve as he is able, and Ms. Segal

stated that this is a good beginning.

Mr. Tinkler asked what the timeline is for this project, and Ms. Segal responded that she thinks we should work on it along with the strategic plan. This is very preliminary.

Mr. Greene noted that our bylaws are fairly generic. Mr. Henderson added that Mr. Knisley, attorney for the County, stated that he would look at them.

### Financial Update – Quarterly Report

Mr. Litchfield stated that this report covers the first six months of our fiscal year.

Mr. Litchfield reported that the County appropriation is \$75,000 less than the same period for the last fiscal year.

Mr. Litchfield noted that fine income is slightly under budget. However, the collection agency has just started, so we will be monitoring that.

Mr. Fava stated that when he visits the libraries, only West Ashley staff have asked him to pay fines.

Ms. Bledsoe noted in response that fines do not automatically display on the computer screen. She added that this would be helpful though, since staff don't always bring up that screen.

Mr. Henderson noted that the collection agency is now working on accounts from the year 2009.

Mr. Litchfield stated that we have received over \$90,000 in State Fiscal Stabilization funds, better known as stimulus funding.

Mr. Litchfield stated that personnel costs are under budget for the quarter due to vacancies. Library materials are over budget, but this is primarily due to payment of annual fees for reference databases and prepayment of periodicals.

Mr. Litchfield noted that supplies are under budget for the quarter, but 60.22% higher than the prior year actual. This is due to the annual order of library cards, purchase of RFID tags, and replacement of the book drop at McClellanville.

Mr. Litchfield stated that building repairs and maintenance are a little over budget due to door repairs at several locations, but less than last year because of reduced janitorial costs.

Mr. Litchfield noted that utilities are slightly under budget for the quarter, but much higher than the prior year due to increased rates and the agreement with SCE&G to repay an undercharge.

Mr. Litchfield said that other expenditures are under budget for the quarter, but almost 70% higher than the prior year actual, due to fees in the amount of \$25,000 paid for the materials recovery service.

Mr. Litchfield stated that motor vehicle expenses are over budget due to an unexpected truck repair. Designated fund expenditures include almost \$20,000 for technology enhancements and \$319 in director search-related expenses.

Mr. Litchfield said, as always, if there are any questions, please give him a call.

### Budget Approval

Mr. Henderson noted that Mr. Litchfield will speak about the proposed budget for FY2012. He added that the library is required by the County to submit the budget to them with the numbers they have given us.

Mr. Litchfield stated that he would go over the highlights of the proposed budget. He added that we have concentrated on the dollar amount that we expect from the county.

Mr. Litchfield reported that the budgeted revenues are \$14,402,805 and budgeted expenditures are \$15,605,363 for the fiscal year ending June 30, 2012. He added that the proposed budget has a deficit of \$1,202,558 for the fiscal year. This will be financed through the use of unassigned fund balance, which would leave us with a fund balance of \$1,019,062 on June 30, 2012.

Mr. Litchfield shared a chart with the Board. He noted that the fund balance was at its lowest in 2006.

Mr. Flynn noted that there is a stand we should maintain for the fund balance.

Mr. Litchfield stated that in 2001 and 2002, the funds were pumped in and we had almost \$3 million in our fund balance. However, due to budget cuts, we had to spend much of that and the fund balance got too low. Mr. Litchfield added that the 2011 number is obviously an estimate.

Mr. Litchfield reported that the County has been maintaining a two month fund balance, so that we can retain a higher credit rating. We project that we will have just under two months funding at the end of this fiscal year. However, Mr. Litchfield noted, if we spend everything we are talking about, this amount will go down substantially, and we won't see that surplus in FY2012.

Mr. Flynn noted that if we really struggle, the County should take care of us, because we have really cut down on personnel and other expenditures.

Mr. Litchfield reported that as of December 31, 2010, we had a 44.5 FTE (full time employee) vacancy.



Mr. Fava asked what constitutes a full time employee. Mr. Litchfield responded that a thirty hour position is entitled to benefits. Our FTE's are blended numbers. We have a much higher percentage of part time employees than the County does.

Mr. Litchfield reported that library materials are budgeted at \$238,549 less than in FY20121, due to anticipated reductions in State Aid.

Mr. Litchfield noted that utility costs are expected to increase approximately 3%; and supplies, building maintenance and building repairs are reduced to reflect cost cutting measures implemented during fiscal year 2010.

Mr. Litchfield stated that the budgeted designated fund expenditures include \$250,000 for technology improvements and \$5,000 for other Board designated funds.

Mr. Litchfield shared a letter that he had written to the Director of the County Budget Department. This is to defend our budget request to the County.

Mr. Litchfield noted that the second paragraph of the letter stated that we need another \$558,185 to comply with Maintenance of Effort.

Mr. Litchfield stated that if we were to have full employment, and spend all the money, our targeted fund balance would be \$1.9 million. Mr. Litchfield added that hopefully, we have overestimated our expenditures. We will constantly be monitoring our fund balance.

Mr. Henderson noted that if we were fully staffed, we would probably have to lay off people next year.

Mr. Litchfield stated that the County is offering early retirement to select people. We have thirty people who are eligible and they had until yesterday to submit their requests. Nine staff members did that, and we are trying to work out how we can say approve their requests.

Mr. Litchfield added that the effects of that are not included in this budget. We would save about \$325,000, so the County would cut our appropriation by that amount. He added that the biggest pressure is that our vacancy cushion will shrink. Seventy-five percent of salaries and benefits will be saved for the next three years, if there is a way to accept the retirement requests.

Ms. Ryder stated that since we have to save 75% of those salaries for three years, this would affect us more in the second and third year. Also, she added, a new personnel budget would have to be created, since there would be a ripple effect. Between 65% and 70% of the budget is personnel costs, so eventually, if things did not improve, cuts would have to be made there. Hopefully, this measure will stop the County from laying off people.

Mr. Henderson noted that the County has made it clear that they will not offer this retirement incentive to people again.

Mr. Fava asked whether these early retirement requests are generally granted. Mr. Litchfield stated that we have a few days to respond to the County Administration, and then it goes from there.

Mr. Litchfield said that we will notify the Board when the Council discusses our budget. After the budget process is complete, we will be asked to approve our actual operating budget. Mr. Litchfield added that at the April meeting we will suggest that letters are sent to Council from the Board. We have seen that be more effective in the past.

#### Additional Hours at Smaller Branches

Mr. Henderson asked the Board to consider the possibility of adding hours to the smaller branches. We would like this to start in April. Mr. Henderson added that this would allow some of our staff to get benefits.

Mrs. Ryder moved to accept the proposal to add hours to the smaller branches. Mr. Tinkler seconded the motion, and the motion carried.

#### Board Applicant Recommendations

Ms. Segal reported that the library has gotten quite a few Board applicants. After discussion, we will send our recommendations to County Council.

Ms. Segal noted that a list of applicants with pertinent information was given to Board members. After discussion, the Board will go to secret ballot and each member will select their top two for recommendation.

The Board discussed the applicants, and what qualifications they would like to see in new Board members.

Mr. Henderson noted that the ballots were filled out and given to Ms. Segal.

Ms. Reider moved to adjourn the meeting. Ms. Holladay seconded the motion, and the motion carried.

Respectfully submitted,

Bettye Anne Chambers, Secretary

## January Programming Report

Date		Attendees
1/8	Despicable Me, Film showing John's Island	60
1/8	Silly bands Saturday, Main	16
1/9	Genealogy Roundtable with Roger Guenveur Smith, Main	22
1/13	Money management, Otranto	15
1/15	Read with a STAR therapy dog, Mt. Pleasant	30
1/15	Where the wild things are, Folly	6
1/15	Met Opera, Don Carlo	190
1/18	Sea Islands Book club, John's Island	8
1/18	Small business and nonprofit networking lunch, Main	9
1/22	Kids have talent, John's Island	64
1/22	Once upon a ballet, Mt. Pleasant	29
1/24	DIY business research, Main	10
1/24	No suitcase needed, Let's talk about it series, Main	32
1/27	PTO at Midland Park, Otranto	66
1/28	Open jobs lab, St. Andrews	11
1/29	Met Opera, La Fanciulla del West	200
1/31	Bilingual storyhour, Dorchester	30

### Programming and special event notes

After several years of sporadic work, Nic Butler completed a 23-page finding aid for the largest manuscript collection in our archive—the “Records of the Commissioners of the Charleston Orphan House, 1790–1959.” The finding aid contains a historical overview of the institution and a descriptive summary of the entire collection, which consists of approximately 80 linear feet of records. It also includes a contain list, which identifies the contents of each of the 166 boxes in this collection, as well as

an inventory of the microfilm of the collection. A paper copy of this finding aid is now available in the S.C. Room, and a PDF version is available at <http://charlestonarchive.org/collections/>.

The Main Children's Department's 4<sup>th</sup> annual Mock Caldecott Election was a fun and great program. During the first week of January, patrons voted on their 3 favorite illustrated books from a selection of books. This selection was chosen by the children's staff. The winner of the Mock Caldecott was announced the same day as the Caldecott winner. The Mock Caldecott winner was Race You to Bed, written and illustrated by Bob Shea. The winner of the Caldecott Medal was A Sick Day for Amos McGee, a title that was on our mock ballot.

Dart Branch has established a Teen Library Advisory Board Chat & Chew (6th grade and up) with 8 in attendance at the January meeting.

Parent and Faculty Night at the Charleston Math and Science Charter School. Kim Odom and Lindsay Barnett, Dart Branch, were invited to give a brief presentation of their resources and services for teens to both audiences. Ms. Odom and Ms. Barnett also set up a table with brochures for the 242 attendees and also spoke to teachers about outreach and future programming.

Jennifer Hawes, Main Young Adult, met on 1/7 and 1/25 with groups from Florence Crittenton to discuss the importance of reading to babies and children, provide library orientation and promote materials in the YA collection. A total of 17 attended the two sessions.

## Director's Report

February 2011

I would like to welcome our two new board members. Steve Clem and Peter McKellar have been appointed to the Board and will begin their terms this month. This now provides us the opportunity to for a tour. We have four new members and I would like to take the Board on a tour of all of our libraries. We will get a bus or a van, depending on how many wish to attend, and hit the road. Please think about a date that will you will be available. The Main Library will be closed February 28 for repairs so that is a great time for me to be a tour guide.

Recently we received a \$25,000 donation in the memory of Elinora Sue Metzger. The family told me the gift has no strings. We talked about a couple of things that they thought she might like and one of them is a One Book, One Community program. Typically the Library would purchase 5 or 10,000 copies of a paperback and disperse it throughout the community. The Library would select a title that encourages discussion. Each branch would host book discussions and we would insist that the author come to Charleston to discuss the book. This is a highly interactive program that not only provides a tremendous program for the community but also gets the Library a huge amount of positive public relations.

January was the first full month of our new Children's programs. We have called this program PLAY, the public Library and You. Our programming statistics for January show a 25% increase over the previous year. The next step is to make sure we are including a tie to our collections with the programs. We want the people attending checking out books.

We had our second Dart After Dark program. Noted illustrator E.B. Lewis was the main speaker. We had 76 people attend the program. We also had a group of children reciting poetry and we had a saxophone Solo. It was a fantastic program.

Our Interlibrary Loan folks are getting ready to put ILLIAD out for the public. This is a software program, provided by OCLC, that will allow our patrons to place interlibrary loans without all the paperwork and then to send them to us electronically. This will save time and resources.

Finally, the Board will be receiving a recommendation from the Strategic Planning Committee concerning the selection of a consulting firm. If the Board agrees with the committee we will begin negotiating a contract with the favored firm.

**CHARLESTON COUNTY PUBLIC LIBRARY STATISTICS JANUARY 2011**

**CIRCULATION**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	349,721	352,885	-0.90
BOOKMOBILE	14,807	17,420	-15.00
CRM	66,618	71,744	-7.14
DART	31,716	30,333	4.56
JAMES ISLAND	178,180	164,234	8.49
WEST ASHLEY	171,583	161,504	6.24
VILLAGE	35,367	36,984	-4.37
MT PLEASANT	440,600	448,533	-1.77
ST ANDREWS	357,653	354,201	0.97
DORCHESTER RD	165,232	135,848	21.63
OTRANTO RD	192,834	193,512	-0.35
JOHN'S ISLAND	174,566	184,945	-5.61
POE	31,373	27,606	13.65
EDISTO	12,008	12,655	-5.11
FOLLY	19,805	19,840	-0.18
ST PAULS	20,877	21,604	-3.37
MCCLELLANVILLE	13,165	13,929	-5.48
<b>TOTALS</b>	<b>2,276,105</b>	<b>2,247,777</b>	<b>1.26</b>

**USER VISITS**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	254,069	257,355	-1.28
BOOKMOBILE	7,175	6,709	6.95
CRM	103,299	90,424	14.24
DART	84,363	93,932	-10.18
JAMES ISLAND	79,219	80,865	-2.04
WEST ASHLEY	95,510	107,930	-11.51
VILLAGE	10,797	11,373	-5.06
MT PLEASANT	163,722	159,878	2.40
ST ANDREWS	159,137	167,297	-4.88
DORCHESTER RD	76,124	72,823	4.53
OTRANTO	95,380	108,227	-11.87
JOHNS ISLAND	80,699	77,687	3.88
POE	2741	6019	-54.46
EDISTO	2672	2505	6.67
FOLLY	7592	5836	30.09
ST PAULS	6740	7190	-6.26
MCCLELLANVILLE	6128	7973	-23.14
<b>TOTALS</b>	<b>1,235,367</b>	<b>1,264,023</b>	<b>-2.27</b>

**PC USE**

	YTD TOTAL	PREVIOUS	% change
MAIN	53,781	60,833	-11.59
BOOKMOBILE	0	0	0.00
CRM	18,394	16,588	10.89
DART	10,557	9,602	9.95
JAMES ISLAND	8,487	8,659	-1.99
WEST ASHLEY	11,082	11,154	-0.65

**IN-HOUSE USE**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	140,792	145,147	-3.00
BOOKMOBILE	0	0	0.00
CRM	63,287	56,929	11.17
DART	14,773	13,778	7.22
JAMES ISLAND	25,536	14,995	70.30
WEST ASHLEY	61,584	77,498	-20.53
VILLAGE	10,677	10,750	-0.68
MT PLEASANT	66,371	70,473	-5.82
ST ANDREWS	58,055	64,709	-10.28
DORCHESTER RD	24,884	22,072	12.74
OTRANTO RD	47,848	37,796	26.60
JOHN'S ISLAND	39,113	45,957	-14.89
POE	2,880	3,524	-18.27
EDISTO	623	490	27.14
FOLLY	10,986	10,523	4.40
ST PAULS	2,539	2,815	-9.80
MCCLELLANVILLE	6,147	5,383	14.19
<b>TOTALS</b>	<b>576,095</b>	<b>582,839</b>	<b>-1.16</b>

**OUT-OF-COUNTY REGISTRATIONS**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	13	4	225.00
BOOKMOBILE	0	0	0.00
CRM	0	0	0.00
DART	2	2	0.00
JAMES ISLAND	0	0	0.00
WEST ASHLEY	9	15	-40.00
VILLAGE	0	0	0.00
MT PLEASANT	12	19	-36.84
ST ANDREWS	5	9	-44.44
DORCHESTER RD	70	71	-1.41
OTRANTO RD	129	99	30.30
JOHN'S ISLAND	28	1	2700.00
POE	0	0	0.00
EDISTO	2	1	100.00
FOLLY	0	0	0.00
ST PAULS	0	1	-100.00
MCCLELLANVILLE	4	3	33.33
<b>TOTALS</b>	<b>274</b>	<b>225</b>	<b>21.78</b>

**PC USE (con't)**

	YTD TOTAL	PREVIOUS	% change
VILLAGE	2,256	1,999	12.86
MT PLEASANT	24,183	27,354	-11.59
ST ANDREWS	35,496	38,193	-7.06
DORCHESTER	15,606	16,952	-7.94
OTRANTO	22,048	23,930	-7.86
JOHNS ISLAND	23,741	25,430	-6.64

**REFERENCE**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	274,589	247,536	10.93
BOOKMOBILE	1,307	523	149.90
CRM	67,350	61,669	9.21
DART	14,531	24,903	-41.65
JAMES ISLAND	125,919	103,376	21.81
WEST ASHLEY	70,979	77,401	-8.30
VILLAGE	7,241	8,132	-10.96
MT PLEASANT	121,341	135,822	-10.66
ST ANDREWS	134,645	152,319	-11.60
DORCHESTER RD	95,276	67,819	40.49
OTRANTO RD	122,582	117,979	3.90
JOHN'S ISLAND	90,913	98,539	-7.73
POE	2,920	2,006	45.56
EDISTO	321	335	-4.18
FOLLY	13,873	10,969	26.47
ST PAULS	469	673	-30.31
MCCLELLANVILLE	7,525	5,950	26.47
<b>TOTALS</b>	<b>1,151,781</b>	<b>1,115,951</b>	<b>3.21</b>

**REGISTRATION**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	5,762	4,650	23.91
BOOKMOBILE	267	173	54.34
CRM	1,597	1,318	21.17
DART	437	302	44.70
JAMES ISLAND	1,263	1,115	13.27
WEST ASHLEY	1,019	980	3.98
VILLAGE	149	153	-2.61
MT PLEASANT	2,956	3,222	-8.26
ST ANDREWS	2,201	2,321	-5.17
DORCHESTER RD	1,754	1,690	3.79
OTRANTO RD	1,831	1,849	-0.97
JOHN'S ISLAND	1,528	1,645	-7.11
POE	208	230	-9.57
EDISTO	70	48	45.83
FOLLY	796	794	0.25
ST PAULS	167	223	-25.11
MCCLELLANVILLE	105	88	19.32
<b>TOTALS</b>	<b>22,110</b>	<b>20,801</b>	<b>6.28</b>

**PC USE (con't)**

	YTD TOTAL	PREVIOUS	% change
POE	457	974	-53.08
EDISTO	470	447	5.15
FOLLY	1,022	1,306	-21.75
ST PAULS	2,539	2,729	-7.33
MCCLELLANVILLE	1,540	1,853	-16.89
<b>TOTALS</b>	<b>231,659</b>	<b>248,003</b>	<b>-6.59</b>

**PROGRAMMING**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN			
NO OF PROG	674	564	19.50
ATTENDANCE	24,137	19,146	26.07
BOOKMOBILE			
NO OF PROG	0	0	0.00
ATTENDANCE	0	0	0.00
CRM			
NO OF PROG	69	112	-38.39
ATTENDANCE	2,210	2,757	-19.84
DART			
NO OF PROG	132	64	106.25
ATTENDANCE	4,007	2,695	48.68
JAMES ISLAND			
NO OF PROG	62	47	31.91
ATTENDANCE	1,213	1,582	-23.32
WEST ASHLEY			
NO OF PROG	201	93	116.13
ATTENDANCE	4,970	2,392	107.78
VILLAGE			
NO OF PROG	18	15	20.00
ATTENDANCE	292	302	-3.31
MT PLEASANT			
NO OF PROG	211	201	4.98
ATTENDANCE	5,317	5,352	-0.65
ST ANDREWS			
NO OF PROG	361	155	132.90
ATTENDANCE	8,265	3,738	121.13
DORCHESTER RD			
NO OF PROG	225	117	92.31
ATTENDANCE	3,849	2,028	89.79
OTRANTO RD			
NO OF PROG	204	188	8.51
ATTENDANCE	4,204	3,678	14.30
JOHN'S ISLAND			
NO OF PROG	313	351	-10.83
ATTENDANCE	6,884	7,756	-11.24
POE			
NO OF PROG	77	129	-40.31
ATTENDANCE	1,041	1,528	-31.87
EDISTO			
NO OF PROG	22	13	69.23
ATTENDANCE	95	297	-68.01
FOLLY			
NO OF PROG	24	8	200.00
ATTENDANCE	178	123	44.72
ST PAULS			
NO OF PROG	9	0	100.00
ATTENDANCE	2	0	100.00
MCCLELLANVILLE			
NO OF PROG	27	28	-3.57
ATTENDANCE	508	672	-24.40
<b>TOTALS</b>			
NO OF PROG	2,629	2,085	26.09
ATTENDANCE	67,172	54,046	24.29



# Charleston County Public Library

## SERVICE EFFECTIVENESS MEASURES FY2010

<i>Through December 2010</i>	MAIN	MTP	STA	OTR	DOR	JOHNS	W ASH	JAMES	CRM	DART	EDI	FOLLY	STP	MCC	POE	VILL	SYSTEM
TOTAL CIRC/VISIT	1.38	2.71	2.25	2.02	2.17	2.16	1.80	2.25	0.64	0.38	4.49	2.61	3.10	2.15	11.45	3.28	1.84
CIRC/FTE	4,943	19,261	17,133	11,343	10,924	9,128	17,931	21,930	10,659	5,901	13,342	17,604	12,847	8,102	16,732	13,473	11,108
COST/CIRC	5.08	1.06	1.18	1.73	1.75	2.05	1.04	0.90	2.09	3.57	1.03	0.78	1.46	2.87	0.87	1.71	19.40
FTE COST/CIRC	3.70	0.94	1.04	1.48	1.49	1.73	0.94	0.80	1.55	2.80	0.89	0.70	1.30	2.39	0.74	1.53	1.57
FTES	70.75	22.875	20.875	17.0	15.125	19.125	9.625	8.125	6.25	5.375	0.9	1.125	1.625	1.625	1.875	2.625	204.9
<b>FY11 PERSONNEL BUDGET</b>	<b>1,292,271</b>	<b>414,003</b>	<b>373,400</b>	<b>284,457</b>	<b>246,125</b>	<b>302,021</b>	<b>161,079</b>	<b>142,948</b>	<b>103,192</b>	<b>88,783</b>	<b>10,666</b>	<b>13,960</b>	<b>27,216</b>	<b>31,406</b>	<b>23,371</b>	<b>54,194</b>	<b>3,569,092</b>
<b>FY11 BRANCH BUDGET</b>	<b>1,778,309</b>	<b>465,891</b>	<b>421,290</b>	<b>333,372</b>	<b>288,701</b>	<b>357,395</b>	<b>179,293</b>	<b>161,099</b>	<b>133,076</b>	<b>113,254</b>	<b>12,428</b>	<b>15,416</b>	<b>30,580</b>	<b>37,817</b>	<b>27,402</b>	<b>60,351</b>	<b>4,415,674</b>

## YEAR-END FISCAL DATA

	FY2011	FY2010	%
Interlibrary Loans		5,783	
Reference Questions		1,929,178	
Summer Reading Participants		9875	
User Visits		2,174,079	
County Population (est. 2011)	360,000	355,276	
Total Circulation		3,834,143	
Circulation per Capita		10.79	

## Board Item Briefs

9. New Board members have requested a tour of the different libraries. Just need a date.

10. The by-law committee has not met

11. The board needs to appoint a new Treasurer. Ms. Edler was the Treasurer.

12. The Library has \$418,999 in the Charleston County Library Endowment. There is \$14,744 available for grant making. I would like \$5,000 from that fund to be used to purchase video game hardware and games for the Dart Library. This requires a committee of the Board Chair, The Board Treasurer, the Friends Executive Director and Treasurer and a fifth person selected by the other four to meet and approve the request if the Library Board approves the idea.

PS3 Console + PS3 Move attachment - \$400

Wii Console - \$200

3 PS3 controllers with the Move attachment, 3 MotionPlus Wiimotes + 3 Wii Nunchuks - \$500

Core Game Collection for both consoles (5 games at \$60 apiece for each console) - \$600

Game Additions for both consoles (5 games at \$60 apiece for each console) - \$600 per year (1,200)

Replacements for broken and missing pieces - \$500 per year (1,000)

Board games - \$200 for the first year, \$100 to replace broken games and buy new games subsequent years.--\$300

42" LCD TV - \$800

Total \$5,000

13. The Library received a donation for \$25,000 from the estate of Elnora Sue Metzger. The Board needs to accept the donation and state that the Library Board wishes to place it in a separate account so it can be properly administered.

14. The Strategic Plan Committee will present its recommendation to the full Board. If the Board selects a consulting firm, Library staff will negotiate a contract based on the Board's recommendation and motion.