

# AGENDA

Charleston County Public Library

Board of Trustees Meeting

April 22, 2014

5:15pm

#	TOPIC	WHO	ACTION/ PROPOSED ACTION	FOLLOW-UP
1	Welcome	Janet Segal		
2	Public Comment			
3	Board Comment			
4	Freedom of Information Report			
5	Deletions and/or Additions to Agenda	Janet Segal		
6	Minutes of Previous Meetings: March 25, 2014		Accept	
7	Friends of the Library Update			
8	Library Reports A. Director's Report B. Financial Report	Doug Henderson		
9	Policy Review			
10	Community Meeting Update			
11	Adjournment			

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

This Board Meeting will be held in at the Dorchester Regional Library, 6325 Dorchester Road, N. Charleston

CHARLESTON COUNTY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
March 25, 2014

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, March 25, 2014, at 5:15p.m. in the auditorium of the Main Library on Calhoun Street.

Board members present were Ms. Hollinshead, Ms. Reider, Mr. Moore, Mr. Clem, Mr. McKellar, Mr. Fava, Mr. Swett, Ms. Burgess and Ms. Segal. Mr. Tolly was unable to attend. Staff members present were Doug Henderson, Cynthia Bledsoe, Perry Litchfield, Darlene Jackson and Susan Parsons. Ms. Emily Everett and Ms. Barbara Ball were also in attendance representing the Friends of the Library, as was Mr. Ed Knisley, County Attorney.

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

Public Comment

Ms. Segal welcomed everyone to the meeting, and asked whether there was any public comment. There was none.

Board Comment

Ms. Segal asked whether there was any Board comment.

Ms. Reider stated that the Charleston Tells event was wonderful and she added that one of her friends thought the ticket "tags" were great. Ms. Segal agreed that the event was terrific.

Ms. Segal asked people to share a little about books that they have recently read. Several Board members gave a brief synopsis of books they have enjoyed recently.

Deletions and/or Additions to Agenda

Ms. Segal asked whether there were any additions or deletions to the agenda. Mr. Henderson noted that the Bridge Run will take place on Saturday, April 5, 2014, and the Main Library would like to close on this day due to street closures. Ms.

Segal noted that we will make this item number thirteen on the agenda.

### Minutes of Previous Meeting

The minutes of the February 25, 2014 regular meeting were reviewed. Ms. Manigault pointed out several typographical errors.

The minutes were accepted with the noted changes.

### Friends of the Library Update

Ms. Everett introduced Ms. Barbara Ball, the President of the Friends of the Library.

Ms. Everett reported that the Otranto Library book sale went well. Almost 450 people came and over \$4,100 was raised, which is \$800 more than at the sale last year. Ms. Everett thanked the staff at the Otranto Regional Library for all of their help.

Ms. Everett reported that the next month is the annual Friends membership drive. The drive will be held at all sixteen branches and the libraries will compete individually to acquire the most memberships for their location. She added that to show our appreciation to staff the Friends are giving away breakfast treats and coupons to book sales, based on the level of membership totals each branch receives. Ms. Everett noted that last year, the Poe Branch won, although they only have three employees.

Ms. Everett stated during National Library Week she will be visiting all sixteen branch locations. She added that if any Library Board members are interested in going with her, she will give Ms. Segal a copy of the scheduled visits.

Ms. Everett said that the Friends will host "Party 4 a Purpose" at Mad River Bar and Grille on Thursday, April 17, 2014. All of the proceeds from the door will go to the Friends of the Library and "Turn of the Screwdriver" will be this year's drink special. Ms. Everett noted that this is a fun time for everyone to get together socially.

Ms. Everett reported that South Carolina Gives to Lift the Lowcountry will be held on May 6, 2014. The goal is to drive as many people to the site, [lifthelowcountry.org](http://lifthelowcountry.org), that day because donations will be doubled up to over one million dollars. Ms. Everett noted that she is still attending orientation sessions on the process.

Ms. Everett reported that the Friends audit was completed last week with

Elliott Davis. She added that the Friends work on the calendar year, as opposed to the July through June fiscal year that the Library runs on.

Ms. Segal encouraged all Library Board members to join the Friends of the Library, if you have not yet joined.

### Library Reports

Mr. Henderson stated that he would like to give his time to Ms. Deborah Harris, Head of the Otranto Regional Library.

Ms. Harris stated that on March 3, all of the libraries participated in the "Read Across America" national event. There were celebrity readers at every location, but the Otranto Library reader was a no-show. Ms. Harris added that, thankfully, Ms. Segal happened to be at the branch and agreed to read. There were sixty-two kids in attendance and they loved it, so in appreciation, Ms. Harris, and the Otranto Library staff presented Ms. Segal with a bouquet of flowers.

Ms. Segal thanked Ms. Harris and added that the flowers were unnecessary, but very much appreciated. She added that the branch staff did a great job of getting all of the kids to the event.

### What Board and Staff Can Do re: Campaigning

Ms. Segal introduced Mr. Ed Knisley, County Attorney, to those that had not yet met him. She added that Mr. Knisley is in attendance to speak about what Board and Library Staff can and cannot do in regards to the referendum.

Mr. Knisley said that there are problems with the Berkeley County school referendum in regards to influencing the election. He added that we do not want that problem here, and this is a significant reason to be concerned.

Mr. Knisley read that from a section of the law. It states that a person may not use or authorize the use of public funds, property, or time to influence the outcome of an election. This section does not prohibit the incidental use of time and materials for preparation of a newsletter reporting activities of the body of which a public official is a member. This section does not prohibit the expenditure of public resources by a governmental entity to prepare informational materials, conduct public meetings, or respond to news media or citizens' inquiries concerning a ballot measure affecting that governmental entity; however, a governmental entity may not use public funds, property, or time in an attempt to influence the outcome of a ballot measure.

Mr. Knisley said that this means that if you or Supervisor or Manager the

penalty can be the following (which he also read from the law): except as otherwise specifically provided in this chapter, a person who violates any provision of this chapter is guilty of a misdemeanor, and, upon conviction, must be fined not more than five thousand dollars or imprisoned for not more than one year, or both.

Mr. Knisley that the words vote for, vote against and defeat should never be used when talking about the referendum. Also, equipment and staff time should never be used for campaigning. Mr. Knisley added that Library and County employees as well as Board members cannot raise funds, or use property or staff time for or against the election.

Mr. Fava asked Mr. Knisley for a list of what Board members are able to do when not working in the capacity of the Library Board.

Mr. Knisley stated that staff and Trustees can give information but cannot advocate. This includes giving presentations to a private organization.

Mr. Clem said that all Board and staff can decide if they are for or against the referendum, but he wondered whether anyone can advocate. Mr. Knisley responded that everyone can be a private citizen, but no one can use library resources to advocate.

Mr. Moore stated that based on the previous comments it sounds as though the public cannot use public copiers, etc., in the libraries. Mr. Knisley responded that, yes, members of the public can use public computers and resources.

Ms. Hollinshead said that she is a State employee, and asked whether she could advocate on State time. Mr. Knisley replied that she cannot. However, anyone at any time, can give out information, but only information

There were several questions directed at Mr. Knisley in regards to what exactly the Friends of the Library and the Library Board could do. Mr. Knisley noted that there are provisions in the State Ethics Act for a Ballot Measure Committee, and that can be thought of as a sort of political action committee. Mr. Knisley encouraged everyone to be aware of those, and he added that he will need more information before responding to questions about the Library Board legally being able to do put together one of these committees. Ms. Burgess asked whether the Board could get together and form a committee. Mr. Knisley responded that he thought so, but again, he would need more specific information.

Mr. Moore asked what the Board of Trustees can do regarding the referendum. Mr. Knisley responded that the Trustees can raise funds and advocate, but not on the government payroll.

Mr. McKellar noted that the County is paying architects and engineers to come up with a plan. Can the Library print the planning information? Mr. Henderson said yes, and noted that it is just informational.

Mr. McKellar asked how we should handle it if people at the community meetings state that they are against the referendum. Mr. Henderson noted that they can state however they feel and our job is just to present the information to them.

Ms. Burgess asked whether the Board should put together a survey asking the public to evaluate the plan. She also wondered whether that would be considered opinion polling. Mr. Knisley responded that he would look into that and get back to the Board with an answer.

Mr. Clem said that originally Mr. Knisley stated that outside of library time and resources it is all right to advocate any way you want. How do we find out specific limitations for Trustees individually as members of the public? Mr. Knisley responded that the Trustees are still private citizens, but not while on government time or property.

Mr. Clem asked how far the Board could if an official campaign grows. Mr. Knisley responded that he will do some more research for an answer to that issue.

Mr. Fava noted that we are holding community meetings at the direction of County Council, and wondered how we should let Council know how people responded to the plan. Ms. Burgess noted that she has the same question as Mr. Fava. Mr. Henderson responded that his impression from County Council was that we should determine the size of the referendum to go for after listening to what people have to say.

Ms. Bledsoe noted that she believes that Council wanted the community meetings so that we could see if the public would like to see the whole plan go forward. It is not to influence voting one way or the other. Mr. Fava agreed with Ms. Bledsoe's assessment.

Mr. Clem added that his impression from Council is that they want to make sure that people are comfortable with the costs.

Ms. Burgess asked whether there was a way for us to put a poll or questionnaire online about the plan. Ms. Segal noted that if the Chamber of Commerce "adopts" our referendum, they will do a scientifically based poll. Mr. Henderson added that we should know a little more about where the Chamber stands after April 7<sup>th</sup>.

Mr. Fava said that the Chamber supported the 1986 library referendum for the new Main Library and the original four regional libraries. He added that he is optimistic that they will support the library again, but wondered what we would do if they do not.

Ms. Hollinshead asked if Richland County got their library referendum passed without the help of their Chamber of Commerce. Mr. Henderson said they did not, but noted that they did form a PAC, in addition to it being an off-year

election.

Mr. Clem noted that if there is a poll online, it will be driven by who is better at rallying. We want to represent the community as a whole, so we could harm ourselves by doing that.

Mr. McKellar stated that we need to break down the \$103,000,000 for the public. Mr. Henderson noted that the information is included in the presentation for the community meetings.

Ms. Segal asked whether any of the Trustees plan to attend the community meetings and noted that the presentation is strictly informational, so we will not get into questions regarding the referendum. Mr. Henderson added that County Council, area mayors and legislators have all of the meeting information. Ms. Segal said that we welcome all of them to attend.

Ms. Darlene Jackson, Main Library Manager, asked whether any employees could advocate while on the clock. Mr. Knisley reiterated that staff should only give out information while on the clock. He added that if staff do not say *vote for, vote against, support, defeat*, they will be safe.

### Community Meetings

Ms. Segal said that she would love to have all of the Board attend the meetings that will be held in their area.

Mr. Henderson noted that there will be a sign-in sheet and someone taking notes, so that we will capture all of the public comments. If informational questions are asked, we will also be answering those.

Mr. Clem asked whether Ms. Segal would be the point person during questioning. Mr. Henderson responded that she would.

### Policy Review

Mr. Henderson reported that every year there is a policy review by the Board of Trustees. He added that the policies in question are all on our web page, and in the notebooks all Trustees were given. If there are any changes anyone would like to see made, please bring them to the next Board meeting.

Mr. Henderson said that any policy change suggestions will then be discussed at the May meeting, voted on at the June meeting, and those voted on will take effect in July.

Mr. Henderson said that so far there is only one policy that needs to be added, and that will be addressing smoking in front of library buildings.

#### Legislative Update

Ms. Segal reported that she, Ms. Burgess, Mr. Gerald Moore of the Dorchester Regional Library, Ms. Everett of the Friends, and Mr. Henderson went to Columbia recently to talk to our legislators about increasing State Aid funding to \$1.50 per capita.

Ms. Segal noted that the results were good, and everyone loves libraries.

Mr. Henderson stated that one controversial issue right now is a trespassing bill that is being discussed. The issue is that the bill presented seems too broad and some legislators are worried that it will keep the homeless away from the library, so an amendment will be applied with the Library Code of Conduct to be enforced by the Library Board of Trustees and law enforcement.

#### Bridge Run

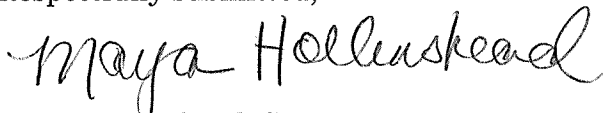
Ms. Jackson, Head of the Main Library, stated that we have been informed by the City that due there will be increased security for the Bridge Run on Saturday, April 5<sup>th</sup>, due to the tragedy that happened in Boston during their annual marathon. Therefore, Ms. Jackson added, the earliest anyone would be able to get into the Main Library would be 3:00p.m.

Mr. Henderson stated that due to this issue, we would like to close the Main Library on April 5<sup>th</sup>.

Mr. Clem moved to close the Main Library on Saturday, April 5<sup>th</sup>, due to the Bridge Run. Mr. McKellar seconded the motion and the motion carried.

Ms. Segal adjourned the meeting at 6:35p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Maya Hollinshead".

Maya Hollinshead, Secretary



Director's Report  
April 2014

We have one more Community meeting to complete. The last scheduled meeting is April 21 at Dunes West. The meetings have been very beneficial and informative. I am sure when all is said and done we will have a plan that is responsive to the community, provides a highly improved level of service, and will be supported by the community. Staff at the various meetings have done a great job getting ready for the meetings and at addressing the day-to-day questions they are receiving. Council members have attended the different sessions. Councilwomen Johnson and Condon have been in attendance as well as Councilmen Qualey and Sass.

County staff has been represented by Deputy County Administrator Walt Smalls. One of the interesting sidebars is that we may want to consider renaming West Ashley the South Windemere Branch. That is how it is known.

Other groups have shown interest in our presentations. I have given a talk to the North Charleston Rotary and Janet will be addressing a West Ashley business group.

Next Friday, April 25<sup>th</sup>, is Staff Day. We will hold it at the Main Library. Staff will get the Capital Plan presentation and we will answer all of their questions. They are interested in what we are planning and how they address the public. Staff will return to their branches in the afternoon and have a chance to catch up on backroom work.

Our system was down for a couple of days this month. We had a corrupted server that brought down two other servers and none of them would talk with each other. It brought down our web site, our e-mail and our administrative network. You are aware that we purchased back up servers for the EOC space so we could prevent this from happening. The servers are at EOC but have not been installed yet. Some switches and network work have to arrive and be configured. We are trying to get that expedited.

## Smoking Policy for Consideration

### Purpose

The Surgeon General of the United States has determined that cigarette smoking is the leading preventable cause of illness and premature death in the nation. Research indicates that nonsmokers who are regularly exposed to passive or secondhand tobacco smoke are also at increased risk of illness. This policy has been adopted to protect all employees, service users, and visitors from exposure to secondhand smoke.

### Policy

It is the policy of the Charleston County Public Library to provide a safe environment for employees, service users, and visitors. It is recognized that tobacco and smoke from cigarettes, pipes, and cigars is hazardous to health.

It is the goal of the Charleston County Public Library to offer a tobacco and smoke – free environment to the greatest extent possible. The Charleston County Public Library will limit smoking as set forth in the policy.

This policy applies to all employees of the Charleston County Public Library and to all visitors, consultants, contractors, and any other person on Library property for any purpose.

### Guidelines:

1. Smoking and the use of any tobacco product or e cigarettes is prohibited in all indoor locations, including but not limited to:
  - a. general office space, including private offices;
  - b. computer rooms, lecture rooms, and conference rooms;
  - c. storage rooms, supply rooms, copy rooms, and mailrooms;
  - d. common areas, including elevators, stairwells, hallways, lobbies, reception areas, break rooms, and restrooms;
  - e. garage, maintenance room, and mechanical room;
  - f. hazardous areas containing or in close proximity to flammable liquids, gases, and vapors.
2. Smoking and the use of tobacco products is permitted outdoors with the following exceptions:

- a. within 50 feet of any building entrance and operable window;
- b. on the building roof;
- c. within 50 feet of air intake louvers.

Anyone smoking, using tobacco products or e cigarettes in a nonsmoking area should be directed to a smoking – permitted area. Disputes over the interpretation of the policy or complaints about individuals violating the policy and/or guidelines should be brought to the attention of the Branch Manager.

## Code of Conduct

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are examples of conduct not allowed on Library property.

- Any violation of local, state, or federal law
- Smoking, use of any tobacco products including but not limited to cigarettes, cigars, chewing tobacco or use of a nicotine delivery system that produces smoke or vapor in the buildings or within 50 feet of the any library entrance.
- Possession of weapons
- Any loud, unreasonable, and/or disturbing actions created by persons or electronic devices (including cell phones) that interferes with the ability of others to use and enjoy library services
- Being under the influence of, selling and/or possession of alcohol or illegal drugs
- Verbally or physically threatening behavior toward any person
- Sleeping or putting your head, feet or legs on tables, smoking, sitting on stairs, rearranging or misuse of library furnishings
- Eating. Drinks must be in containers with lids
- Use of library facilities or equipment for other than library purposes, including loitering, solicitation, selling or distribution of materials without prior written authorization
- Leaving a child under nine years of age unattended by a responsible person

- Leaving a child or young adult (under age 18) in the library after closing time
- Animals in library building with the exception of licensed service animals
- Misuse of restrooms. Includes bathing, shaving, changing clothes, loitering, or other inappropriate behavior
- Entry into non-public areas or use of library telephones without permission
- Theft or defacement of library property including books and other materials
- Taking library property, including books and non-print materials outside library buildings without following established loan procedures
- Inappropriate use of computers, including, but not limited to: viewing inappropriate websites, using the Internet for illegal purposes, or displaying, sending, printing obscene materials; or damaging, altering, or tampering with equipment or software; manipulating or interfering with the time management and print management software
- Entering the library buildings barefooted, without a shirt, with offensive body odor or personal hygiene
- Bringing personal items into the library that will not fit comfortably under one chair or leaving items unattended. Bags no larger than 18" in length are allowed. Larger bags of any type, bedrolls or luggage are prohibited. Articles with a foul odor, or articles, that alone or in their aggregate impede the safety of others.
- Leaving personal items unattended and/or storage of personal items
- Use of wheeled devices other than wheelchairs, walkers, strollers, or wheeled book bags

- Bringing bicycles into library buildings
- Refusal to leave library at designated closing time
- Disregard of fire regulations
- Failure to comply with Library's established standards and guidelines

All bags and other articles are subject to inspection by library personnel. The library reserves the right to limit the size and number of items brought into the library.

Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with the library's established standards of acceptable behavior may result in removal from the building and/or restriction of library privileges.

Board Blurbs  
April 2014

Only two items to discuss this month.

8. Policy Review.

So far the only policy I am asking to review is the smoking policy. I have included a copy of the policy. This will be a separate policy and will be included, in an abbreviated form in the code of Conduct.

9. Community meetings.

These are almost over. The Board Chair will lead a discussion.

**CIRCULATION**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	294,721	301,072	-2.11
BOOKMOBILE	18,512	21,048	-12.05
CRM	107,454	120,879	-11.11
DART	53,360	51,973	2.67
JAMES ISLAND	168,332	167,967	0.22
WEST ASHLEY	129,702	139,287	-6.88
VILLAGE	27,612	32,645	-15.42
MT PLEASANT	513,019	506,653	1.26
ST ANDREWS	361,647	379,984	-4.83
DORCHESTER RD	151,932	173,133	-12.25
OTRANTO RD	171,689	192,831	-10.96
JOHN'S ISLAND	163,525	171,384	-4.59
POE	21,776	21,910	-0.61
EDISTO	9,736	12,378	-21.34
FOLLY	19,497	19,017	2.52
ST PAULS	17,122	17,912	-4.41
MCLELLANVILLE	10,367	12,137	-14.58
Total Downloads	258,354	184,220	40.24
<b>TOTALS</b>	<b>2,498,357</b>	<b>2,526,430</b>	<b>-1.11</b>

**USER VISITS**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN**	259,537	261,808	-0.87
BOOKMOBILE	6,576	6,953	-5.42
CRM	127,725	123,797	3.17
DART	54,159	70,247	-22.90
JAMES ISLAND	87,442	91,661	-4.60
WEST ASHLEY	93,663	98,397	-4.81
VILLAGE	13,001	14,830	-12.33
MT PLEASANT	192,703	190,828	0.98
ST ANDREWS	193,148	188,112	2.68
DORCHESTER RD	100,241	114,830	-12.70
OTRANTO	124,523	135,478	-8.09
JOHNS ISLAND	93,982	93,348	0.68
POE	9,457	9,312	1.56
EDISTO	3,970	4,808	-17.43
FOLLY	9,778	9,708	0.72
ST PAULS	7,376	8,077	-8.68
MCLELLANVILLE	9,570	9,452	1.25
<b>TOTALS</b>	<b>1,386,851</b>	<b>1,431,646</b>	<b>-3.13</b>

**PC USE**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	63,673	67,096	-5.10
BOOKMOBILE	0	0	0.00
CRM	24,006	24,723	-2.90
DART	12,449	13,264	-6.14
JAMES ISLAND	12,974	10,884	19.20
WEST ASHLEY	12,567	13,422	-6.37
VILLAGE	2,564	3,133	-18.16
MT PLEASANT	26,586	27,680	-3.95
ST ANDREWS	43,410	45,497	-4.59
DORCHESTER RD	20,472	21,141	-3.16
OTRANTO RD	33,077	34,022	-2.78
JOHN'S ISLAND	24,370	27,244	-10.55
POE	878	1,020	-13.92
EDISTO	1,198	1,714	-30.11
FOLLY	1,503	1,773	-15.23
ST PAULS	4,058	4,231	-4.09
MCLELLANVILLE	1,815	1,682	7.91
<b>Wifi USE**</b>	<b>183,991</b>	<b>155,252</b>	<b>18.51</b>
<b>TOTALS</b>	<b>469,591</b>	<b>453,778</b>	<b>3.48</b>

**OUT-OF-COUNTY REGISTRATIONS**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	43	16	168.75
BOOKMOBILE	1	0	100.00
CRM	14	5	180.00
DART	2	0	100.00
JAMES ISLAND	5	1	100.00
WEST ASHLEY	5	1	100.00
VILLAGE	3	3	0.00
MT PLEASANT	41	17	141.18
ST ANDREWS	19	7	171.43
DORCHESTER RD	45	56	-19.64
OTRANTO RD	73	110	-33.64
JOHN'S ISLAND	0	1	-100.00
POE	1	0	100.00
EDISTO	4	13	-69.23
FOLLY	1	0	100.00
ST PAULS	0	0	0.00
MCLELLANVILLE	0	1	-100.00
<b>TOTALS</b>	<b>257</b>	<b>231</b>	<b>11.26</b>

**REFERENCE**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	149,387	155,611	-4.00
BOOKMOBILE	1,689	1,643	2.80
CRM	31,641	31,216	1.36
DART	15,635	15,802	-1.06
JAMES ISLAND	16,303	16,698	-2.38
WEST ASHLEY	18,584	17,925	3.68
VILLAGE	889	845	5.21
MT PLEASANT	68,229	68,857	-0.91
ST ANDREWS	60,326	60,636	-0.51
DORCHESTER RD	31,379	22,463	39.69
OTRANTO RD	27,226	25,012	8.85
JOHN'S ISLAND	30,463	30,379	0.28
POE	482	347	38.90
EDISTO	322	347	-7.20
FOLLY	4,115	3,592	14.56
ST PAULS	289	316	-8.54
MCLELLANVILLE	5,352	5,380	-0.52
<b>TOTALS</b>	<b>462,311</b>	<b>457,069</b>	<b>1.15</b>

**REGISTRATION**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	6,076	4,769	27.41
BOOKMOBILE	419	338	23.96
CRM	1,864	1,884	-1.06
DART	806	811	-0.62
JAMES ISLAND	2,384	1,494	59.57
WEST ASHLEY	2,508	1,638	53.11
VILLAGE	577	295	95.59
MT PLEASANT	7,290	4,375	66.63
ST ANDREWS	4,228	2,974	42.17
DORCHESTER RD	2,355	1,935	21.71
OTRANTO RD	2,658	2,350	13.11
JOHN'S ISLAND	2,438	1,714	42.24
POE	378	232	62.93
EDISTO	97	136	-28.68
FOLLY	353	575	-38.61
ST PAULS	373	218	71.10
MCLELLANVILLE	250	155	61.29
<b>TOTALS</b>	<b>35,054</b>	<b>25,893</b>	<b>35.38</b>

**PROGRAMMING**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN**			
NO OF PROG	1,132	1,115	1.52
ATTENDANCE	34,904	27,043	29.07
BKMOBILE/OUTREACH			
NO OF PROG	30	20	50.00
ATTENDANCE	3,327	1,390	139.35
CRM			
NO OF PROG	192	197	-2.54
ATTENDANCE	4,799	5,856	-18.05
DART			
NO OF PROG	444	550	-19.27
ATTENDANCE	12,521	14,723	-14.96
JAMES ISLAND			
NO OF PROG	147	141	4.26
ATTENDANCE	6,616	3,717	77.99
WEST ASHLEY			
NO OF PROG	212	182	16.48
ATTENDANCE	5,788	4,070	42.21
VILLAGE			
NO OF PROG	57	40	42.50
ATTENDANCE	727	526	38.21
MT PLEASANT			
NO OF PROG	320	266	20.30
ATTENDANCE	13,614	8,671	57.01
ST ANDREWS			
NO OF PROG	474	403	17.62
ATTENDANCE	15,611	10,155	53.73
DORCHESTER RD			
NO OF PROG	296	200	48.00
ATTENDANCE	8,409	3,349	151.09
OTRANTO RD			
NO OF PROG	343	305	12.46
ATTENDANCE	7,890	5,158	52.97
JOHN'S ISLAND			
NO OF PROG	619	553	11.93
ATTENDANCE	15,497	12,496	24.02
POE			
NO OF PROG	296	155	90.97
ATTENDANCE	4,113	2,665	54.33
EDISTO			
NO OF PROG	49	42	16.67
ATTENDANCE	291	232	25.43
FOLLY			
NO OF PROG	105	80	31.25
ATTENDANCE	2,608	971	168.59
ST PAULS			
NO OF PROG	15	14	7.14
ATTENDANCE	374	225	66.22
MCLELLANVILLE			
NO OF PROG	54	61	-11.48
ATTENDANCE	974	1,673	-41.78
<b>TOTALS</b>			
NO OF PROG	4,785	4,324	10.66
ATTENDANCE	138,063	102,920	34.15

\*Wifi use only partial stats due to changing Meraki system

\*\*Main User Visit Counter broken for several months so used averages for those months

\*\*\*Library system was closed on January 29th, and half days on January 28th and January 30th due to weather issues. This is 2 full days without patron usage.

\*\*\*Library system was closed on February 12th and February 13th due to weather issues. This is 2 more full days without patron usage for a total of 4 full days

\*\* The Charleston Tells event numbers were added to the Main Library programming numbers





# Charleston County Public Library

## SERVICE EFFECTIVENESS MEASURES FY2014

<i>Through February 2014</i>	MAIN	MTP	STA	OTR	DOR	JOHNS	W ASH	JAMES	CRM	DART	EDI	FOLLY	STP	MCC	POE	VILL	SYSTEM
TOTAL CIRC/VISIT	1.14	2.66	1.87	1.39	1.52	1.75	1.39	1.94	0.85	0.97	2.42	1.97	2.30	1.08	2.32	2.14	1.80
CIRC/FTE	6,360	23,767	18,243	11,290	11,333	10,218	14,667	18,634	11,742	8,801	6,180	12,436	13,657	5,695	7,366	8,614	14,015
COST/CIRC	7.21	1.46	1.86	3.26	3.18	3.74	2.06	1.62	2.92	4.54	4.50	2.02	3.46	5.44	3.33	3.98	2.68
FTE COST/CIRC	4.86	1.29	1.65	2.90	2.79	3.28	1.85	1.44	2.08	3.90	3.92	1.91	3.08	4.72	2.82	3.65	2.17
FTES	41.125	19.125	17.75	13.625	12.00	14.250	7.875	8.125	8.25	5.375	1.375	1.375	1.125	1.625	2.625	2.875	158.5
<b>FY12 PERSONNEL BUDGET</b>	<b>1,272,135</b>	<b>588,303</b>	<b>533,694</b>	<b>446,324</b>	<b>379,779</b>	<b>477,923</b>	<b>213,594</b>	<b>218,525</b>	<b>201,476</b>	<b>184,611</b>	<b>33,302</b>	<b>32,659</b>	<b>47,301</b>	<b>43,662</b>	<b>54,490</b>	<b>90,470</b>	<b>4,818,248</b>
<b>FY12 BRANCH BUDGET</b>	<b>1,885,689</b>	<b>662,058</b>	<b>602,047</b>	<b>502,005</b>	<b>431,869</b>	<b>544,900</b>	<b>237,443</b>	<b>245,574</b>	<b>283,301</b>	<b>214,808</b>	<b>38,207</b>	<b>34,617</b>	<b>53,171</b>	<b>50,301</b>	<b>64,345</b>	<b>98,616</b>	<b>5,948,951</b>

## YEAR-END FISCAL DATA

	FY2014	FY2013	%
Interlibrary Loans		3,304	
Reference Questions		657,204	
Summer Reading Participants		13150	
User Visits		1,910,545	
County Population (est. 2012)		370,000	
Total Circulation		3,382,488	
Circulation per Capita		9.14	