

AGENDA

Charleston County Public Library

Board of Trustees Meeting

January 25, 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 Meeting (Nov. 23, 2010, Dec. 10, 2010 Jan. 5, 2011)	Janet Segal	Accept	
7	6:20	Friends of the Library Update	Dawn Visceglia		
8	6:25	Library Reports A. Employee of the Quarter- M. Hammes B. Archives Dept. Report - N. Butler C. Programming Report - C. Bledsoe D. Director's Report- D. Henderson	Doug Henderson		
9	6:50	Board of Trustees Bylaws	Janet Segal		
9	7:00	Financial Update - Quarterly Report			
10	7:20	Budget Approval			
11	7:40	Possible Addition to Hours at Folly, Edisto, Poe and Village Branches			
12	7:50	Board Applicant Recommendations			
13	8:10	Adjournment			

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

Board Meetings are regularly held in the Board Room of the Main Library at
68 Calhoun Street, Charleston, South Carolina 29401

CHARLESTON COUNTY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
January 5, 2011

The Charleston County Library Board of Trustees met for a special meeting on Wednesday, January 5, 2011, at 1:00p.m. in the Administrative Conference Room at the Main Library.

Board members present were Ms. Segal, Ms. Hollinshead, Mrs. Epps, Ms. Holladay, Mr. Fava and Mr. Greene. Staff members present were Doug Henderson, Cynthia Bledsoe, Nancy Sullivan, Jamie Thomas and Susan Parsons.

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 wished everyone a happy new year and added that she is excited that more Board members attended this special meeting.

Ms. Segal officially thanked Ms. Sullivan, her team and all staff worked on this project. Good job!

Ms. Segal stated that the Board members present would go into Executive Session to discuss the Board of Trustees Strategic Plan and review the received proposals to determine whether or not to take further action.

The Board came out of Executive Session and Mr. Fava made a motion that the Director make contact with two of the firms who responded to the RFP for a Strategic Plan to set up interviews in the early part of February. Mr. Greene seconded the motion and the motion carried.

Respectfully submitted,

Harlan Greene
Vice Chairman

CHARLESTON COUNTY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
December 10, 2010

The Charleston County Library Board of Trustees met for a special meeting on Friday, December 10, 2010, at 1:00p.m. in the Administrative Conference Room at the Main Library.

Board members present were Ms. Segal, Ms. Hollinshead, and Mr. Greene. Staff members present were Doug Henderson, Cynthia Bledsoe, Perry Litchfield, Nancy Sullivan and Susan Parsons.

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 stated that the Board members present would go into Executive Session to discuss the Board of Trustees Strategic Plan and review the received proposals to determine whether or not to take further action.

The Board came out of Executive Session and Ms. Segal noted that the Board discussed the proposals and no action was taken.

Respectfully submitted,

Harlan Greene
Vice Chairman

CHARLESTON COUNTY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
November 23, 2010

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, November 23, 2010, at 5:15p.m. in the boardroom at the Main Library.

Board members present were Ms. Segal, Mr. Tinkler, Ms. Holladay, Mr. Flynn, Mrs. Epps, Ms. Hollinshead, Ms. Reider, Mr. Fava, and Mr. Greene. Mrs. Edler and Mrs. Chambers were unable to attend. Staff members present were Doug Henderson, Cynthia Bledsoe, Perry Litchfield, Jim Letendre, Cynthia Hurd, Karine Knopf, and Susan Parsons. Ms. Dawn Visceglia, representing the Friends of the Library, and Mr. Ed Knisley from the County were also in attendance.

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 called the meeting to order. She welcomed everyone and noted that she was unable to attend last month's meeting.

Ms. Segal welcomed Mr. Tinkler to his first regular Board meeting, and Mr. Tinkler thanked Ms. Segal and stated that he was unable to attend last month due to being in court.

Ms. Segal noted that this is the opportunity to share any news that may impact us.

Ms. Hollinshead noted that she attended the Capital Bookfest and it was awesome. It was one of the best events ever held in Charleston.

Mr. Henderson noted that he has a Jonathan Green picture in his office.

Mrs. Epps added that she also thought the Capital Bookfest was wonderful and that the letter in the Post and Courier written by Marjorie Wentworth was great.

Ms. Segal stated that her observation was that on Saturday, by 11:00am, teenagers were everywhere. It was really great.

Minutes of Previous Meeting

The minutes of the October 26, 2010, meeting was reviewed. Mr. Fava moved to accept the October 26, 2010, minutes with corrections Mr. Greene seconded the motion

and the motion carried.

Board Legal Responsibilities

Mr. Henderson noted that he asked Mr. Knisley from the County to come and introduce himself to the Board, the Friends and the staff.

Mr. Knisley thanked the Board for inviting him, and noted that he is one of the Deputy County Attorneys. December 25, 1990 was his first day with the County as an EMS Dispatcher. He went into law school in 1996 and has been with the County as a lawyer for three and a half years now.

Mr. Knisley noted that Mr. Fava used to be the County Administrator, and will be a great asset to the Library Board.

Mr. Knisley gave a quick overview of the Freedom of Information Act, and noted that the South Carolina Association of Counties publishes a handbook and supplements on this subject. The handbook can be seen online at www.sccounties.org. If you have a question about FOI, you will find it in this document or give the County a telephone call.

Mr. Knisley noted that in the first part of the document you will find the Findings and Purpose section. If there is a question whether or not the FOI act applies, you need to yield to access to the public. Everything is public record: financial reports, meeting minutes, agendas, anything written down or on a computer. Mr. Knisley added that exemptions deal with trade secrets or information of a personal nature. For instance, if someone wanted to see what health insurance or life insurance someone else had, that would be an invasion of privacy. He added however, that just because something is a personnel matter would not necessarily make it personal. Other things that are personal are social security numbers, and attorney/client privilege, but salaries are not. Charleston County can publicly list all salaries or just those over \$50,000.

Mr. Knisley noted that documents for contractual arrangements can be exempt up to a certain point in time.

Mr. Flynn asked whether someone would be able to ask for the titles of books checked out by a particular person. Mr. Knisley noted that those are absolutely exempt, and probably the most difficult to access. The police are not able to get that information even with a search warrant. The only exception is the Patriot Act and that requires a lot of work.

Ms. Holladay asked whether the library kept a record of those items in the computer system. Mr. Henderson responded that once an item is returned, it is wiped from the patron's record.

Mr. Tinkler asked how often the library gets legal questions. Mr. Henderson replied that it is quite often. There are questions from the police about computer use, and ex-

spouses asking about library cards. All of that has to be answered through a search warrant or a subpoena. Ms. Bledsoe added that we get these types of requests several times a year.

Mr. Tinkler asked whether there were any complaints regarding the Board or Board meetings. Ms. Bledsoe replied that only one person complained, and he was given a financial report.

Mr. Tinkler asked whether the Board minutes are available on the web, and Mr. Henderson responded that they are. Mr. Knisley added that minutes have to be given on demand.

Mr. Henderson asked whether our minutes could be on tape, and if we could do an abbreviated tape for those who ask for them. Mr. Knisley responded that we could, and added that we are not required to get everything down. He added that if someone wants to see the minutes, they should not have to make a written request for them, and the library has no liability for releasing public record requests for FOIA. The library has to respond within fifteen working days. That doesn't mean you have to have the information, it just means you have to respond within that time frame. If the request is vague, you need to make it clear to the asker, and ask for verification. It is easier to do this on the front end.

Mr. Knisley noted that a subpoena supersedes FOIA, in most cases. It has a much broader reach.

Mr. Knisley stated that in public Board meetings, votes must be made in public. Also, twenty-four hour notice must be given before a Board meeting is held. The agenda does not have to be posted, but it is good to do so.

Ms. Reider asked whether the same applies for sub-committee meetings. Mr. Henderson asked whether even two Board members on a committee getting together would apply. Mr. Knisley responded that it would because you are a public body, and you must post a notice of each meeting. However, if you invite everyone to your home for a Christmas party, that is obviously not business.

Mr. Fava noted that County Council never even had five members in the same room outside of a meeting. They even stayed away from social engagements. Mr. Knisley stated that Council members are a little more high profile. Those are protective measures.

Mr. Greene asked if the Board were to discuss something financial, would it have to be public. Mr. Henderson noted that we could go into executive session. Mr. Knisley added that all meetings have to be open to the public, and then you can go into executive session. Mr. Flynn noted that when we come out of executive session, we have to be specific about what was decided.

Mr. Greene asked whether we have to go on record if a decision cannot be made. Mr. Henderson stated that the Board could state that there is no recommendation and give the question to the full Board to discuss.

Mr. Knisley stated that some reasons to go into executive session include employment, demotions, and promotions. This would not include general personnel matters.

Mr. Flynn asked whether emails to and from Board members were public record. Mr. Knisley stated that all Board related emails are public record. Mr. Henderson suggested putting those emails into a separate file so that everything else is protected. Mr. Knisley added that the County gets requests every month for different employees' emails. Some of those emails are purely personal, so the County will invoke personal privacy rights.

Mr. Flynn noted that we will never release emails without asking the County first. Mr. Knisley noted that the County does nightly, weekly and monthly backups and deletes items after a year.

Mr. Flynn asked whether Mr. Knisley could look at the Board bylaws for compliance. Mr. Knisley replied that he would. He added that the main things to remember were public records and open meetings. If there is a question, you should err on the side of the public.

Mr. Fava noted that if there is a legal issue, we should go to the County. Mr. Henderson agreed, and stated that he will take all issues that the Board may have to the County attorney.

Mr. Knisley noted that the library is insured, as are the employees, but he is not sure about the Board members. Mr. Fava asked Mr. Knisley to please check on that, because the Library Board is unique. If we get sued, we would like to know what to do. Mr. Knisley noted that if the Board, in such a case, was acting on behalf of the library, they would be covered.

Mr. Henderson noted that insurance is only good if you are doing what you should do. If something was done intentionally, insurance is no good anyway.

Ms. Segal thanked Mr. Knisley for coming to the meeting.

Mr. Henderson noted that if the Board wishes, it could go over the bylaws as a committee, or the entire Board could do it.

Mr. Knisley said that the Board should feel free to email him with any questions.

Friends of the Library Update

Ms. Visceglia reported that the Friend's annual meeting was held the day after the Capital Bookfest. She added that there was higher attendance than in the past and had really good reviews with Nikki Giovanni.

Ms. Visceglia noted that the Friends have partnered with other libraries on donations. This will add visibility for the Friends.

Ms. Visceglia stated that a 90th birthday celebration was held for Clara Mae Neuman, Friends volunteer, Mayor Riley spoke, and Coleen Condon read a proclamation.

Ms. Visceglia reported that the Friends are having a book sale at the Mt. Pleasant Regional Library and the annual renewal and membership drive is going on.

Ms. Segal congratulated Ms. Visceglia and the Friends on the fabulous annual meeting they held. Mr. Henderson added that he went to dinner with Ms. Giovanni, and it was really nice.

Mr. Greene stated that the Friends are always trying to do select events. He asked if it is correct that no alcohol is permitted in the Main Library building. Ms. Bledsoe responded that it is a County policy. No alcohol is allowed in any County building, and all library meetings and events are free.

Mr. Henderson stated that the Board could change the policy so that we could charge for certain events.

Library Reports

Mr. Henderson announced that Karine Knopf of the Children's Department in the Main Library was named Employee of the Quarter. Mr. Henderson then presented Ms. Knopf with a plaque and read her bio. Ms. Knopf does a lot of the wonderful artwork in the Children's Department and works with afterschool "tweens." She entertains, educates, enlivens and enriches everyone and everything.

The Board congratulated Ms. Knopf, and Mrs. Epps added that she does a really good job.

Mr. Henderson introduced Ms. Cynthia Hurd, Manager of the Dart Library.

Ms. Hurd stated that she has been employed by the library for twenty-six years. She started as a Library Assistant at Cooper River Memorial Library, and has been at the Dart branch for fifteen years.

Ms. Hurd stated that Dart is a very unique place, and she loves her job. Dart started out as a reading room and the original building is gone. It was started by the Rev. John L. Dart, who was a Minister at Morris Brown Church. His daughter, Susan Dart Butler, was the founder of Dart Hall, and it was operated at her own expense until the opening of the Dart Hall Branch of the Charleston Free Library in 1931. The building was eventually bought by the County in 1952.

Ms. Hurd said that the library has been everything to people who have been cut out of things. She added that the branch is in an area that is on the cusp of change. However, Ms. Hurd added, there are problems with the areas image. Some people come to the Main Library for the amenities, but some come because there is a problem with crime near Dart.

Some people believe the area is not safe.

Ms. Hurd noted that there is a shortage of space at the Dart Branch, and although it was renovated beautifully in 2002, there are no meeting rooms and no children's rooms.

Ms. Hurd reported that the area has a low literacy rate, and many Title One schools, so circulation of materials is not good. Branch staff does give personal attention to patrons and will get a book in someone's hands if they can. Ms. Hurd noted that the Branch is now fortunate to have additional staff. Ms. Kim Odom is fabulous, and even in the few days that she has been there, she has made a marked difference. Her forte is relationships and partnerships, and she is very connected with organizations dealing with children and literacy.

Ms. Hurd noted that Mr. Henderson helped get Kwame Alexander to Dart and that that spurred other programs at the branch. Evening programming will start in January. Ms. Hurd stated that even though the mandate was for children, we need it to be multi-generational for poetry, spoken word, and urban literature. The latter is explicit, but has a big group of followers, so people that hadn't read before are checking out six to seven books at a time in this genre.

Ms. Hurd noted that Mr. Greene will be holding a book lecture at the branch in March, as will several other authors.

Ms. Hurd noted that branch staff are also doing several different types of outreach. The YMCA is coming to the branch for programming, and the staff are also working with parents, as well as partnering with a homeless shelter. We are trying to create readership that comes to Dart.

Ms. Hurd noted that the branch needs security, especially at night programs. Currently there is security from 3:00 to 6:00pm, but unfortunately there is still vandalism to cars, and other crimes.

Ms. Hurd stated that teens come in at 4:00pm, which is great, but they like gaming, and we want to draw them in so we can also get them to read a book or two. We have talked about opportunities and grants to be able to get some electronic games. This is a fairly sophisticated teen population that likes Wii and Xbox.

Ms. Hurd noted that the branch needs funding for these things. Programming is not cheap, and last year the Friends budget for them was \$1,000. She added that staff at the branch are very grateful for that, however, the items we need to accomplish these things are not cheap. The branch would also like to do a dance program for the elderly. They used to do that and want that program back. Dart staff have passion, determination and just a little money is needed.

Ms. Hurd stated that the children who visit Dart suffer terribly when their cards are blocked. After the block, they generally don't come into the branch anymore. Ms. Hurd asked that the Board please consider not charging fines for children's materials, because they don't encourage reading. Mr. Henderson added that this issue also applies to the

John's Island Branch and is something that the Board needs to consider.

Ms. Reider asked whether this is the case with adults and children. Mr. Greene noted that in many cases, adults use their children's cards. Ms. Bledsoe added that some libraries charge fines by material type so only children's items are fine free. Ms. Reider asked whether Ms. Bledsoe meant libraries outside of Charleston, and Ms. Bledsoe said that it is true nationally.

Ms. Hurd stated that when children turn twelve, they get young adult status, but no more privileges. They can check out any book, but not PG-13 movies. That small change would make a difference. Ms. Bledsoe noted that part of the problem is that we don't check out movies by rating. Mr. Henderson added that DVD's are not rated now. For instance, he added, a movie could be G rated, but PG-13 with alternate endings.

Mr. Greene asked whether this issue could be on next month's agenda. Mr. Henderson noted that we will start on the Board calendar next year. He added that we are looking at how we use the Friends money, like movie licensing, and will do that centrally.

Mrs. Epps noted that she has taken her schoolchildren to Dart for story time, and they do a good job there.

Ms. Hurd invited Board members to visit Dart. Ms. Holladay thanked Ms. Hurd for coming.

Mr. Henderson reported that he attended a debriefing on the Capital Bookfest, and is sending Mr. Alexander a list to make things better for next year, and asked him what he really wishes to accomplish.

Ms. Reider asked whether we have ever considered that if the College of Charleston is reading a book, to get the whole community to read that book. Ms. Bledsoe responded that we did do Big Read, and we are talking about doing exactly what Ms. Reider suggested, since Big Read really is a lot of paperwork.

Mr. Henderson asked whether the Board would want to talk about "One book, One Community." He asked which book the college was doing. Mr. Greene replied that the book for next year is The Known World. Mr. Henderson said that he is concerned with the age group that the book is written for. He added that he would like to do a young adult book so that the whole community can read it. He added that he would also like to make sure that the author would come and speak, and that the book would create some controversy.

Mr. Greene asked whether someone from the library could be a liaison to the colleges.

Ms. Hollinshead noted that something similar was done in Greeneville, but with local authors.

Mr. Henderson noted that he will talk to the Friends of the Library regarding funding. He added that he would definitely like to do this.

Financial Report

Mr. Litchfield reported that the general financial message is that we're in good shape. It is very early in the year to rely on projections, but we still think that we will end in a surplus situation. However, all of the hiring we're doing hasn't been seen yet, but the worst we will probably do is break even.

Mr. Litchfield noted that the main report the Board received compares FY2011 to FY2010.

Mr. Henderson noted that he spoke earlier in the year to the Board about hiring a new selection person for Young Adult materials next year, and about adding some hours to the small branches. The latter will only cost \$24,000 per year for all four small branches.

Mr. Litchfield reported that we have started using a collection agency, but it is too early to judge how this will go, although we have seen some increases in September and October that are measurable.

Mr. Henderson noted that PayPal kicked in a week ago.

Mrs. Epps stated that she was excited to see the signed Maintenance of Effort waiver. Mr. Litchfield added that we have already received two State Aid checks.

Mr. Henderson said that we have every reason to believe that the incoming administration wants to cancel all State Aid, so we have to keep the program alive, by convincing our legislators that we should keep it.

Mr. Litchfield reported that we are nearly at full employment now. In the past, we've had quite a few vacancies. The County started requiring that we budget our vacancy rate, so we say that we are at 6 percent, although we really have over 18 percent. Mr. Henderson added that we try to have money available, just in case.

Mr. Henderson noted that we have received \$90,000 in stimulus funding and will use that at the St. Andrews Regional Library.

Mr. Henderson asked whether the Board wishes to look at the fine policy again. He noted that he would like to see what our legislators do.

Ms. Segal asked if we have fines logged by type. Ms. Bledsoe responded that we don't break down the fines. Mr. Henderson added that 60 percent of our circulation is adult materials, so that could be an implication. Mr. Tinkler asked how we predict what fines will be. Mr. Henderson responded that we look at our history, and we probably only collect 50 to 60 percent.

Mr. Litchfield stated that fines are strange; they go up and down. When we raised the rates last year, we thought we were projecting conservatively, but we didn't get close.

Mr. Letendre reported that Dart had a Halloween carnival. It was very busy inside the branch with video games, reading and face painting.

Mr. Henderson stated that the Maintenance of Effort was approved. However, he added, we will make every attempt to get the library to the FY2009 budget. He suggested that the Board talk to Council members and ask for the FY2009 funding levels.

Ms. Bledsoe reported that the County is already saying that the budget for next year will be the same as this year.

Mr. Litchfield noted that in January we will present a proposed budget request.

Mr. Litchfield reminded the Board that at the last meeting they were told that the County is looking at a value retirement plan. It is in effect, and notices have been sent to the library's thirty-one eligible employees. In order to be eligible, the employee must be approved, and we must show a 75 percent savings of their salary over the next three years. If staff accept, their retirement will take place in March. Mr. Henderson added that the County is hoping that three library employees will take the retirement package.

Mr. Henderson noted that we are hiring a new Main Library Manager and the announcement will be made next week. We will see if we can create more efficiencies here and everywhere.

Annual Calendar

Mr. Henderson reported that a draft of the Board annual calendar has been done.

Ms. Holladay noted that the list with actual Board meeting dates would be great.

Ms. Segal asked when the next Bookfest would take place. Mr. Henderson responded that we are looking at October, 2011.

Ms. Segal reported that Kristin Saulisbury, of the County, will be sending Board of Trustee applications to Mr. Henderson, and Mr. Henderson will then send them to the Board members. The County Council committee will meet on December 16th to recommend who should fill our two upcoming vacancies. Ms. Segal added that any current members who wish to be reappointed need to reapply.

Human Resources Audit

Mr. Henderson reported that there was a paperwork problem with our insurance payments. The County paid insurance premiums for people who no longer worked for the library system, and now an audit has been completed. Mr. Henderson added that he has

asked the Human Resources Department to have policies and procedures in place. This is a very serious matter.

Ms. Bledsoe noted that the audit will be presented to the Audit Committee of County Council. Mr. Litchfield noted that this committee meets twice a year.

Strategic Plan Committee

Mr. Henderson reported that he had a conference call with all interested companies. They have until December 1st to get their bids in. Mr. Henderson recommended that discussion and/or hiring of a company be done in executive session.

Ms. Segal asked if anyone would like to sit on the Strategic Plan Committee. Mr. Fava and Mr. Greene both stated that they would. Mr. Henderson noted that everyone can attend the meeting.

Mr. Henderson noted that we are expecting four to six bids. We are hoping, and have every reason to believe, that we will find one we want. Mr. Henderson added that he would like to have one selected by the January meeting.

Ms. Hollinshead stated that she would be glad to volunteer to be on the committee, as well.

Mr. Henderson noted that he will send out an email to everyone tomorrow regarding the committee meeting.

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

Respectfully submitted,

Judith Dunston Epps

December Programming Report

Date		Attendees
12/2	The real Harry Potter, Main	85
12/4	Film showing, <i>Toy Story 3</i> , John's Island	60
12/8	A tribute to the music of John Lennon, Main	100
12/13	Once upon a ballet, Mt. Pleasant	20
12/13	YA Game time, Otranto	13
12/16	Holiday Jazz with Devone Gary, James Island	50
12/18	Porkchop Productions, Mt. Pleasant	35
12/19	Porkchop Productions, Main	73
12/20	Literacy fit camp, Dart	53
12/29	Kwanzaa Celebration with African drum circle, St Andrews	30

Programming and special event notes

Kim Odom, Dart, presented Early Literacy Circle, an interactive literacy event where students 4, 5, 6 ages with parents participate in early literacy activities at Charleston Development Academy. Odom presented information concerning the library resources and services and opened the event with a song and fingerplay to three (3) sessions of the event.

On December 4th, Gerald Moore, Dorchester, facilitated the Book-In-Day spoken word performance & book signing program featuring students from North Charleston High School promoting their poetry collection, **Find Me Beyond Statistics Inside Teardrops**. 40 people attended. Saxophonist Devone Gary saluted the students with a special tribute performance of the inspirational song, "***I Believe I Can Fly***".

The Village branch sponsored a database workshop for several home school families on December 7th. The workshop was a direct result from a parent attending a public forum with our new Director. Special thanks to John Van Dalen, of the Main Reference Department for his invaluable assistance.

Steven Schwengel, Main Reference and Kim Odom, Dart met with the Crisis Ministries staff. Steven will do four, 1.5 hour online job and career finding classes at Crisis Ministries running from January to May.

November Programming Report

Date		Attendees
11/2	Film showing, Toy Story 3, Dart	18
11/2	Space camp, Cooper River	13
11/6	Capitol BookFest, Main	5,000
11/6	What are you thankful for, Dorchester	29
11/6	PLAY Day, McClellanville	25
11/13	Film showing, How to train your dragon, John's Island	50
11/13	Legos and Dads, West Ashley	13
11/16	Book discussion, <u>The Help</u> , Otranto	8
11/18	Harry Potter exhibit open reception, Main Reference	140
11/18	Harry Potter trivia party, Main Children's	121
11/19	Preschool book club, John's Island	19
11/20	Book discussion, <u>Juliet</u> , Poe	15
11/20	STAR story time, Mt. Pleasant	25
11/20	Harry Potter trivia party, Main Children's	56
11/22	See the chemistry in Harry Potter's magic, Main Reference	230

Programming and special event notes

The Capital Bookfest's Kidzone at Main was hopping all day long with author visits and activities. Balloon animals, hourly raffles and a tea cup craft were offered. Some highlights of the day included Cassandra Hill's Birthday Party, Jah Sun and Roscoe Orman from Sesame Street.

Charlotte Blasier attended the annual literacy night at Mitchell Elementary School. She performed puppet shows and read stories to 48 attendees and passed out library card applications, program flyers and booklists.

Nic Butler, the Charleston Archive, presented Historic Property Research Resources at CCPL to 36 students of the Undergraduate "Historic Interiors" course, College of Charleston Historic Preservation Program. This program was also presented to the Charleston Chapter of the Genealogy Society of South Carolina, with 27 attendees.

Nic Butler self-published an edited transcription of the "Records of the Charleston House of Correction, 1868-1885." Two copies were sent to the bindery and a comb-bound copy is in the S.C. Room for public use in the interim. The entire book is available in PDF form on our blog, <http://charlestonarchive.org/2010/11/21/hoc/>.

James Island was graced to have one of their patrons read her debut book at the branch Thursday, November 4. Jaime Gregory read *That's My Baby*, a children's book about international adoption. This book is based upon her own experience of adopting her Guatemalan son and told through the eyes of her older son

Continuous story times programming commenced at the Dart Branch on Tuesday, November 2, 2010. The seven programs were a great success; three hundred and sixty-one attendees enjoyed the programs.

Kim Odom, Dart Branch Children's Librarian, met with Margaret L. Cochran, the Charleston County School District Parent Advocate who operates the Parent Information and Resource Center, to discuss a collaboration to present family literacy programs at Crisis Ministries.

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James Island was graced to have one of their patrons read her debut book at the branch Thursday, November 4. Jaime Gregory read *That's My Baby*, a children's book about international adoption. This book is based upon her own experience of adopting her Guatemalan son and told through the eyes of her older son

Continuous story times programming commenced at the Dart Branch on Tuesday, November 2, 2010. The seven programs were a great success; three hundred and sixty-one attendees enjoyed the programs.

Kim Odom, Dart Branch Children's Librarian, met with Margaret L. Cochran, the Charleston County School District Parent Advocate who operates the Parent Information and Resource Center, to discuss a collaboration to present family literacy programs at Crisis Ministries.

Director's Report
January 2011

I want to wish everyone a Happy New Year and I hope you had a wonderful holiday season. We are preparing for a busy season. Over the next couple of months the Board will be examining its by-laws, will approve the new budget, will select a consulting firm to help with our strategic plan, will review all of our library policies and will have two new members. The processes will give all of us an opportunity to learn more about the workings of our organization. Hopefully, it will help us run the Library more effectively.

Mrs. Jane Edler and Mr. Pat Flynn will be leaving the Board soon. The staff would like to thank them for electing to serve on the Library Board. There are many volunteer opportunities in the community and we are honored that they chose the Library. We hope that they continue to come back and offer their time to the Library for specific projects.

Last month we met with the Chief of Police for the City of Charleston and with the Mayor to discuss a number of things pertaining to library service. We made them aware that we are beginning programs at Dart in the evening and asked that they provide increased security. The Chief actually sent an officer over to survey the building and offer some advice on how to make the building and the area surrounding the building safer. The Mayor wants us to provide evening programs and will help in any way he can. We also discussed the Capital BookFest and asked if it is possible to close Calhoun Street the day of the festival. The Mayor agreed to consider the possibility.

Members of the Friends, the Board and the staff will be going to the State House on January 26th to meet with our legislators. The South Carolina Association of Public Library Administrators and the State Library have set up dates for libraries to talk with legislators. The 26th is a significant date since the Ways and Means Committee will be meeting and our own Chip Limehouse will be presiding. Our push will center on three proposals. The first is that we want our State Aid. We have every reason to believe there will be a move not only to cut State, but possibly to end the program. We need all of our State Aid, but at the very least the State Library is suggesting each County system receive \$60,000. The second proposal is that libraries receive \$2.3 million from the State Lottery. We have been considered for unclaimed funds but are always the lowest priority and we have not received the funds. Finally, we would like the State Library to remain an independent agency.

The Strategic Planning Committee has been meeting and has instructed us that they wish to interview the Ivy Group and Providence Associates. We have sent both firms a list of questions that the Board suggested and have set up interviews on February 8 at 11 AM and 1 PM. All Board members are encouraged to attend.

CHARLESTON COUNTY PUBLIC LIBRARY STATISTICS NOVEMBER 2010

CIRCULATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	257,578	260,140	-0.98
BOOKMOBILE	11,231	12,942	-13.22
CRM	49,255	53,099	-7.24
DART	22,256	21,972	1.29
JAMES ISLAND	132,246	120,543	9.71
WEST ASHLEY	127,681	118,746	7.52
VILLAGE	26,738	27,481	-2.70
MT PLEASANT	331,179	330,333	0.26
ST ANDREWS	267,225	261,979	2.00
DORCHESTER RD	121,325	94,963	27.76
OTRANTO RD	144,541	142,924	1.13
JOHN'S ISLAND	128,683	134,956	-4.65
POE	23,967	20,653	16.05
EDISTO	8,576	9,431	-9.07
FOLLY	14,364	14,523	-1.09
ST PAULS	15,523	16,403	-5.36
MCCLELLANVILLE	9,717	10,250	-5.20
TOTALS	1,692,085	1,651,338	2.47

USER VISITS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	187,837	189,564	-0.91
BOOKMOBILE	5,125	5,145	-0.39
CRM	75,291	69,599	8.18
DART	61,319	70,839	-13.44
JAMES ISLAND	59,084	61,927	-4.59
WEST ASHLEY	73,134	86,656	-15.60
VILLAGE	8,146	8,781	-7.23
MT PLEASANT	122,907	114,655	7.20
ST ANDREWS	119,391	121,926	-2.08
DORCHESTER RD	59,492	50,333	18.20
OTRANTO	69,053	80,198	-13.90
JOHNS ISLAND	60,309	56,374	6.98
POE	2,114	5,255	-59.77
EDISTO	1,937	1,829	5.90
FOLLY	5,392	4,056	32.94
ST PAULS	5,181	5,415	-4.32
MCCLELLANVILLE	4,344	5,705	-23.86
TOTALS	920,056	938,257	-1.94

PC USE

	YTD TOTAL	PREVIOUS	% change
MAIN	38,850	44,671	-13.03
BOOKMOBILE	0	0	0.00
CRM	13,349	11,943	11.77
DART	7,774	6,935	12.10
JAMES ISLAND	6,246	6,347	-1.59
WEST ASHLEY	8,135	7,939	2.47

IN-HOUSE USE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	103,625	102,875	0.73
BOOKMOBILE	0	0	0.00
CRM	46,051	40,511	13.68
DART	11,222	10,153	10.53
JAMES ISLAND	10,206	11,250	-9.28
WEST ASHLEY	51,131	57,186	-10.59
VILLAGE	8,543	8,247	3.59
MT PLEASANT	48,416	51,321	-5.66
ST ANDREWS	43,234	45,718	-5.43
DORCHESTER RD	19,450	17,127	13.56
OTRANTO RD	37,617	27,425	37.16
JOHN'S ISLAND	29,074	32,466	-10.45
POE	2,276	2,647	-14.02
EDISTO	443	295	50.17
FOLLY	8,430	7,264	16.05
ST PAULS	1,925	2,088	-7.81
MCCLELLANVILLE	4,289	3,789	13.20
TOTALS	425,932	420,362	1.33

OUT-OF-COUNTY REGISTRATIONS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	4	4	0.00
BOOKMOBILE	0	0	0.00
CRM	0	0	0.00
DART	1	2	-50.00
JAMES ISLAND	0	0	0.00
WEST ASHLEY	7	11	-36.36
VILLAGE	0	0	0.00
MT PLEASANT	8	16	-50.00
ST ANDREWS	5	6	-16.67
DORCHESTER RD	49	52	-5.77
OTRANTO RD	83	78	3.85
JOHN'S ISLAND	10	0	100.00
POE	0	0	0.00
EDISTO	2	1	100.00
FOLLY	0	0	0.00
ST PAULS	0	1	-100.00
MCCLELLANVILLE	0	0	0.00
TOTALS	169	171	-1.17

PC USE (con't)

	YTD TOTAL	PREVIOUS	% change
VILLAGE	1,793	1,510	18.74
MT PLEASANT	17,832	19,996	-10.82
ST ANDREWS	26,423	27,632	-4.38
DORCHESTER	11,621	12,134	-4.23
OTRANTO	16,178	17,463	-7.36
JOHNS ISLAND	17,313	18,427	-6.05

REFERENCE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	207,276	185,899	11.50
BOOKMOBILE	1,262	433	191.45
CRM	48,883	44,468	9.93
DART	11,412	18,128	-58.85
JAMES ISLAND	83,958	74,253	13.07
WEST ASHLEY	61,667	56,627	8.90
VILLAGE	5,375	6,388	-15.86
MT PLEASANT	88,576	101,610	-12.83
ST ANDREWS	98,091	115,063	-14.75
DORCHESTER RD	70,461	44,013	60.09
OTRANTO RD	89,438	86,964	2.84
JOHN'S ISLAND	66,645	72,226	-7.73
POE	2,218	1,538	44.21
EDISTO	240	241	-0.41
FOLLY	10,699	8,028	33.27
ST PAULS	358	535	-33.08
MCCLELLANVILLE	5,684	4,395	29.33
TOTALS	852,243	820,809	3.83

REGISTRATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	4,162	3,842	8.33
BOOKMOBILE	220	122	80.33
CRM	1,236	1,052	17.49
DART	331	230	43.91
JAMES ISLAND	1,005	880	14.20
WEST ASHLEY	828	696	18.97
VILLAGE	112	113	-0.88
MT PLEASANT	2,380	2,393	-0.54
ST ANDREWS	1,723	1,699	1.41
DORCHESTER RD	1,349	1,289	4.65
OTRANTO RD	1,404	1,369	2.56
JOHN'S ISLAND	1,166	1,266	-7.90
POE	174	176	-1.14
EDISTO	58	39	48.72
FOLLY	497	608	-18.26
ST PAULS	110	189	-41.80
MCCLELLANVILLE	94	67	40.30
TOTALS	16,849	16,030	5.11

PC USE (con't)

	YTD TOTAL	PREVIOUS	% change
POE	362	706	-48.73
EDISTO	329	297	10.77
FOLLY	795	990	-19.70
ST PAULS	1,925	2,002	-3.85
MCCLELLANVILLE	1,081	1,396	-22.56
TOTALS	170,006	180,388	-5.76

PROGRAMMING

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN			
NO OF PROG	473	448	5.58
ATTENDANCE	20,221	15,597	29.65
BOOKMOBILE			
NO OF PROG	0	0	0.00
ATTENDANCE	0	0	0.00
CRM			
NO OF PROG	44	85	-48.24
ATTENDANCE	2,030	2,328	-12.80
DART			
NO OF PROG	52	51	1.96
ATTENDANCE	2,325	2,476	-6.10
JAMES ISLAND			
NO OF PROG	35	32	9.38
ATTENDANCE	959	1,313	-26.96
WEST ASHLEY			
NO OF PROG	137	54	153.70
ATTENDANCE	3,808	1,485	156.43
VILLAGE			
NO OF PROG	13	14	-7.14
ATTENDANCE	276	284	-2.82
MT PLEASANT			
NO OF PROG	158	163	-3.07
ATTENDANCE	4,256	4,297	-0.95
ST ANDREWS			
NO OF PROG	235	127	85.04
ATTENDANCE	5,945	3,099	91.84
DORCHESTER RD			
NO OF PROG	188	91	106.59
ATTENDANCE	3,395	1,625	108.92
OTRANTO RD			
NO OF PROG	139	149	-6.71
ATTENDANCE	3,493	2,982	17.14
JOHN'S ISLAND			
NO OF PROG	220	267	-17.60
ATTENDANCE	5,340	6,032	-11.47
POE			
NO OF PROG	55	97	-43.30
ATTENDANCE	559	1,102	-49.27
EDISTO			
NO OF PROG	13	10	30.00
ATTENDANCE	67	295	-77.29
FOLLY			
NO OF PROG	16	6	166.67
ATTENDANCE	135	109	23.85
ST PAULS			
NO OF PROG	4	0	100.00
ATTENDANCE	2	0	100.00
MCCLELLANVILLE			
NO OF PROG	20	21	-4.76
ATTENDANCE	430	570	-24.56
TOTALS			
NO OF PROG	1,802	1,615	11.58
ATTENDANCE	53,241	43,594	22.13

CHARLESTON COUNTY PUBLIC LIBRARY STATISTICS DECEMBER 2010

CIRCULATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	299,318	302,537	-1.06
BOOKMOBILE	12,698	15,117	-16.00
CRM	57,835	62,457	-7.40
DART	26,738	26,023	2.75
JAMES ISLAND	154,017	142,053	8.42
WEST ASHLEY	148,757	139,335	6.76
VILLAGE	30,849	31,843	-3.12
MT PLEASANT	383,653	384,936	-0.33
ST ANDREWS	311,978	305,507	2.12
DORCHESTER RD	142,827	114,162	25.11
OTRANTO RD	167,556	167,373	0.11
JOHN'S ISLAND	150,524	158,964	-5.31
POE	27,665	23,861	15.94
EDISTO	10,279	11,062	-7.08
FOLLY	17,130	17,039	0.53
ST PAULS	18,211	19,105	-4.68
MCCLELLANVILLE	11,307	12,152	-6.95
TOTALS	1,971,342	1,933,526	1.96

USER VISITS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	215,819	221,603	-2.61
BOOKMOBILE	6,150	5,927	3.76
CRM	89,278	80,171	11.36
DART	72,441	83,346	-13.08
JAMES ISLAND	68,384	71,051	-3.75
WEST ASHLEY	83,856	96,562	-13.16
VILLAGE	9,683	9,889	-2.08
MT PLEASANT	143,217	135,705	5.54
ST ANDREWS	138,346	143,316	-3.47
DORCHESTER RD	67,708	60,323	12.24
OTRANTO	81,117	92,910	-12.69
JOHNS ISLAND	70,670	66,225	6.71
POE	2420	5623	-56.96
EDISTO	2316	2169	6.78
FOLLY	6467	4946	30.75
ST PAULS	5978	6263	-4.55
MCCLELLANVILLE	5259	7085	-25.77
TOTALS	1,069,109	1,093,114	-2.20

PC USE

	YTD TOTAL	PREVIOUS	% change
MAIN	46,264	52,470	-11.83
BOOKMOBILE	0	0	0.00
CRM	15,905	14,195	12.05
DART	9,193	8,279	11.04
JAMES ISLAND	7,369	7,487	-1.58
WEST ASHLEY	9,586	9,480	1.12

IN-HOUSE USE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	119,171	124,357	-4.17
BOOKMOBILE	0	0	0.00
CRM	54,740	48,641	12.54
DART	13,019	12,065	7.91
JAMES ISLAND	12,085	13,092	-7.69
WEST ASHLEY	61,584	65,800	-6.41
VILLAGE	9,129	9,516	-4.07
MT PLEASANT	57,022	60,388	-5.57
ST ANDREWS	50,351	54,909	-8.30
DORCHESTER RD	20,621	19,210	7.35
OTRANTO RD	42,396	32,345	31.07
JOHN'S ISLAND	34,091	39,266	-13.18
POE	2,536	2,980	-14.90
EDISTO	558	401	39.15
FOLLY	9,677	9,023	7.25
ST PAULS	2,242	2,427	-7.62
MCCLELLANVILLE	4,921	4,740	3.82
TOTALS	494,143	499,160	-1.01

OUT-OF-COUNTY REGISTRATIONS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	7	4	75.00
BOOKMOBILE	0	0	0.00
CRM	0	0	0.00
DART	1	2	-50.00
JAMES ISLAND	0	0	0.00
WEST ASHLEY	9	13	-30.77
VILLAGE	0	0	0.00
MT PLEASANT	10	17	-41.18
ST ANDREWS	5	8	-37.50
DORCHESTER RD	56	60	-6.67
OTRANTO RD	101	93	8.60
JOHN'S ISLAND	14	0	100.00
POE	0	0	0.00
EDISTO	2	1	100.00
FOLLY	0	0	0.00
ST PAULS	0	1	-100.00
MCCLELLANVILLE	0	3	-100.00
TOTALS	205	202	1.49

PC USE (con't)

	YTD TOTAL	PREVIOUS	% change
VILLAGE	2,030	1,757	15.54
MT PLEASANT	20,976	23,516	-10.80
ST ANDREWS	30,896	32,754	-5.67
DORCHESTER	13,587	14,453	-5.99
OTRANTO	19,054	20,663	-7.79
JOHNS ISLAND	20,499	21,612	-5.15

REFERENCE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	237,885	212,360	12.02
BOOKMOBILE	1,262	433	191.45
CRM	58,305	52,826	10.37
DART	12,702	21,269	-40.28
JAMES ISLAND	98,919	88,005	12.40
WEST ASHLEY	70,979	66,544	6.66
VILLAGE	6,418	7,298	-12.06
MT PLEASANT	102,373	117,156	-12.62
ST ANDREWS	115,179	132,534	-13.09
DORCHESTER RD	79,566	56,448	40.95
OTRANTO RD	104,701	101,495	3.16
JOHN'S ISLAND	77,802	85,231	-8.72
POE	2,552	1,769	44.26
EDISTO	290	288	-0.88
FOLLY	12,263	9,561	28.26
ST PAULS	402	612	-34.31
MCCLELLANVILLE	6,585	5,124	28.51
TOTALS	988,183	958,953	3.05

REGISTRATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	5,181	4,335	19.52
BOOKMOBILE	239	154	55.19
CRM	1,416	1,173	20.72
DART	355	260	36.54
JAMES ISLAND	1,136	977	16.27
WEST ASHLEY	920	814	13.02
VILLAGE	131	131	0.00
MT PLEASANT	2,578	2,700	-4.52
ST ANDREWS	1,987	1,933	2.79
DORCHESTER RD	1,559	1,511	3.18
OTRANTO RD	1,585	1,572	0.83
JOHN'S ISLAND	1,296	1,405	-7.76
POE	194	197	-1.52
EDISTO	62	41	51.22
FOLLY	605	658	-8.05
ST PAULS	161	213	-24.41
MCCLELLANVILLE	94	81	16.05
TOTALS	19,499	18,155	7.40

PC USE (con't)

	YTD TOTAL	PREVIOUS	% change
POE	395	829	-52.35
EDISTO	422	373	13.14
FOLLY	916	1,134	-19.22
ST PAULS	2,242	2,341	-4.23
MCCLELLANVILLE	1,307	1,629	-19.77
TOTALS	200,641	212,972	-5.79

PROGRAMMING

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN			
NO OF PROG	567	503	12.72
ATTENDANCE	21,764	17,115	27.16
BOOKMOBILE			
NO OF PROG	0	0	0.00
ATTENDANCE	0	0	0.00
CRM			
NO OF PROG	57	102	-44.12
ATTENDANCE	2,139	2,570	-16.77
DART			
NO OF PROG	89	55	61.82
ATTENDANCE	3,228	2,491	29.59
JAMES ISLAND			
NO OF PROG	50	44	13.64
ATTENDANCE	1,127	1,511	-25.41
WEST ASHLEY			
NO OF PROG	166	77	115.58
ATTENDANCE	4,319	2,023	113.49
VILLAGE			
NO OF PROG	14	15	-6.67
ATTENDANCE	291	302	-3.64
MT PLEASANT			
NO OF PROG	180	178	1.12
ATTENDANCE	4,629	4,644	-3.34
ST ANDREWS			
NO OF PROG	302	129	134.11
ATTENDANCE	7,188	3,155	127.83
DORCHESTER RD			
NO OF PROG	195	104	91.00
ATTENDANCE	3,460	1,790	93.30
OTRANTO RD			
NO OF PROG	173	167	3.59
ATTENDANCE	3,851	3,347	15.06
JOHN'S ISLAND			
NO OF PROG	262	305	-14.10
ATTENDANCE	5,909	6,701	-11.82
POE			
NO OF PROG	65	114	-42.98
ATTENDANCE	632	1,401	-54.89
EDISTO			
NO OF PROG	17	12	41.67
ATTENDANCE	80	296	-72.97
FOLLY			
NO OF PROG	20	7	185.71
ATTENDANCE	162	117	138.46
ST PAULS			
NO OF PROG	7	0	100.00
ATTENDANCE	2	0	100.00
MCCLELLANVILLE			
NO OF PROG	23	25	-8.00
ATTENDANCE	471	651	-27.65
TOTALS			
NO OF PROG	2,187	1,837	19.05
ATTENDANCE	59,252	48,114	23.15



Charleston County Public Library

SERVICE EFFECTIVENESS MEASURES FY2010

<i>Through November 2010</i>	MAIN	MTP	STA	OTR	DOR	JOHNS	W ASH	JAMES	CRM	DART	EDI	FOLLY	STP	MCC	POE	VILL	SYSTEM
TOTAL CIRC/VISIT	1.37	2.69	2.24	2.09	2.04	2.13	1.75	2.24	0.65	0.36	4.43	2.66	3.00	2.24	11.34	3.28	1.84
CIRC/FTE	3,641	14,478	12,801	8,502	8,021	6,729	13,266	16,276	7,881	4,141	9,529	12,768	9,553	5,980	12,782	10,186	8,258
COST/CIRC	4.84	1.10	1.23	1.84	1.88	2.19	1.10	0.95	2.13	3.82	1.02	0.86	1.49	3.11	0.90	1.82	1.96
FTE COST/CIRC	3.30	0.96	1.08	1.56	1.57	1.82	0.10	0.83	1.61	2.87	0.96	0.76	1.36	2.49	0.75	1.62	1.54
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
FY11 PERSONNEL BUDGET	851,133	319,028	287,781	224,819	190,721	233,789	124,722	109,528	79,083	63,900	8,201	10,915	21,157	24,233	18,074	43,404	2,610,488
FY11 BRANCH BUDGET	1,245,761	363,678	328,924	266,383	227,703	281,734	140,372	125,300	104,757	84,997	8,783	12,329	23,135	30,225	21,496	48,751	3,314,328

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	



Charleston County Public Library

SERVICE EFFECTIVENESS MEASURES FY2010

<i>Through October 2010</i>	MAIN	MTP	STA	OTR	DOR	JOHNS	W ASH	JAMES	CRM	DART	EDI	FOLLY	STP	MCC	POE	VILL	SYSTEM
TOTAL CIRC/VISIT	1.43	2.67	2.25	2.11	2.02	2.12	1.70	2.22	0.67	0.36	4.41	2.79	2.95	2.33	10.83	3.24	1.85
CIRC/FTE	2,966	11,988	10,565	6,969	6,557	5,513	10,828	13,398	6,496	3,325	7,779	10,460	8,026	4,927	10,527	8,317	6,783
COST/CIRC	5.37	1.06	1.18	1.79	1.84	2.13	1.08	0.91	2.07	3.78	1.00	0.85	1.40	3.10	0.88	1.70	2.00
FTE COST/CIRC	3.82	0.93	1.03	1.51	1.54	1.76	0.95	0.79	1.54	2.81	0.93	0.74	1.28	2.41	0.73	1.50	1.58
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
FY11 PERSONNEL BUDGET	802,711	254,878	227,728	178,384	152,947	185,906	99,358	86,359	62,626	50,169	6,512	8,726	16,670	19,317	14,471	32,736	2,199,498
FY11 BRANCH BUDGET	1,126,108	290,857	259,810	212,628	182,775	224,974	112,185	99,514	84,035	67,545	7,006	9,971	18,306	24,812	17,413	37,111	2,775,050

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	

SOUTH CAROLINA COUNTIES	2000 POPULATION	FY2011 State Aid \$0.96+ per capita	2011 Stimulus Funds Divided by Per Capita	Combined Total of State Aid and Stimulus Funds
MCCORMICK	9,958	\$ 60,000	\$ 2,957.61	\$ 62,957.61
ALLEDALE	11,211	\$ 60,000	\$ 3,276.98	\$ 63,276.98
CALHOUN	15,185	\$ 60,000	\$ 4,438.58	\$ 64,438.58
BAMBERG	16,658	\$ 60,000	\$ 4,869.13	\$ 64,869.13
SALUDA	19,181	\$ 60,000	\$ 5,606.61	\$ 65,606.61
LEE	20,119	\$ 60,000	\$ 5,880.78	\$ 65,880.78
JASPER	20,678	\$ 60,000	\$ 6,044.18	\$ 66,044.18
HAMPTON	21,386	\$ 60,000	\$ 6,251.13	\$ 66,251.13
FAIRFIELD	23,454	\$ 60,000	\$ 6,855.60	\$ 66,855.60
BARNWELL	23,478	\$ 60,000	\$ 6,862.62	\$ 66,862.62
EDGEFIELD	24,595	\$ 60,000	\$ 7,189.12	\$ 67,189.12
ABBEVILLE	26,167	\$ 60,000	\$ 7,648.61	\$ 67,648.61
MARLBORO	28,818	\$ 60,000	\$ 8,423.50	\$ 68,423.50
UNION	29,881	\$ 60,000	\$ 8,734.22	\$ 68,734.22
DILLON	30,722	\$ 60,000	\$ 8,980.04	\$ 68,980.04
CLARENDON	32,502	\$ 60,000	\$ 9,500.33	\$ 69,500.33
CHESTER	34,068	\$ 60,000	\$ 9,958.08	\$ 69,958.08
MARION	35,466	\$ 60,000	\$ 10,366.71	\$ 70,366.71
NEWBERRY	36,108	\$ 60,000	\$ 10,554.37	\$ 70,554.37
WILLIAMSBURG	37,217	\$ 60,000	\$ 10,878.53	\$ 70,878.53
COLLETON	38,264	\$ 60,000	\$ 11,184.57	\$ 71,184.57
CHESTERFIELD	42,768	\$ 60,000	\$ 12,501.09	\$ 72,501.09
CHEROKEE	52,537	\$ 60,000	\$ 15,356.57	\$ 75,356.57
KERSHAW	52,647	\$ 60,000	\$ 15,388.72	\$ 75,388.72
GEORGETOWN	55,797	\$ 60,000	\$ 16,309.46	\$ 76,309.46
LANCASTER	61,351	\$ 60,000	\$ 17,932.90	\$ 77,932.90
OCONEE	66,215	\$ 63,814	\$ 19,354.64	\$ 83,168.69
GREENWOOD	66,271	\$ 63,868	\$ 19,371.01	\$ 83,238.99
DARLINGTON	67,394	\$ 64,949	\$ 19,699.27	\$ 84,648.69
LAURENS	69,567	\$ 67,042	\$ 20,334.43	\$ 87,376.46
ORANGEBURG	91,582	\$ 88,242	\$ 26,769.42	\$ 115,011.88
DORCHESTER	96,413	\$ 92,895	\$ 28,181.52	\$ 121,076.24
SUMTER	104,646	\$ 100,823	\$ 30,588.03	\$ 131,411.12
PICKENS	110,757	\$ 106,708	\$ 32,374.27	\$ 139,082.26
BEAUFORT	120,937	\$ 116,511	\$ 35,349.89	\$ 151,861.22
FLORENCE	125,761	\$ 121,157	\$ 36,759.94	\$ 157,916.78
AIKEN	142,552	\$ 137,327	\$ 41,667.95	\$ 178,994.53
BERKELEY	142,651	\$ 137,422	\$ 41,696.89	\$ 179,118.80
YORK	164,614	\$ 158,572	\$ 48,116.67	\$ 206,688.95
ANDERSON	165,740	\$ 159,657	\$ 48,445.80	\$ 208,102.42
HORRY	196,629	\$ 189,403	\$ 57,474.66	\$ 246,877.38
LEXINGTON	216,014	\$ 208,070	\$ 63,140.89	\$ 271,211.37
SPARTANBURG	253,791	\$ 244,450	\$ 74,183.11	\$ 318,632.84
CHARLESTON	309,969	\$ 298,549	\$ 90,603.94	\$ 389,153.09
RICHLAND	320,677	\$ 308,861	\$ 93,733.89	\$ 402,594.84
GREENVILLE	379,616	\$ 365,612	\$ 110,961.76	\$ 476,573.96
Total Population	4,012,012	\$ 4,653,933	\$ 1,172,758.00	\$ 5,826,690.55
		26 min. counties		

STATE AID

Fiscal Year	State Aid	Per Capita
2000	\$6,610,377.00	\$1.65
2001	\$6,988,630.00	\$1.74
2002	\$5,856,289.00	\$1.43
2003	\$4,920,331.00	\$1.23
2004	\$4,318,260.00	\$1.08
2005	\$3,699,501.00	\$0.92
2006	\$8,102,372.00	\$2.02
2007	\$8,723,378.00	\$2.17
2008	\$9,224,870.00	\$2.25
2009	\$6,544,881.92	\$1.52
2010	\$5,853,050.00	\$1.32
2011	\$4,653,933.00	\$0.96

	A	B	C	D	E	F	G	H
1	PROPOSED SMALL BRANCH HOURS							
2								
3		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL HOURS
4								
5	POE							
6	Current	2-6	10-2	Closed	10-2	2-6	10-2	20
7	Proposed	10-6	10-2	Closed	2-8	10-6	10-2	30
8								
9	VILLAGE							
10	Current	10-6	2-6	Closed	2-6	10-6	10-2	28
11	Proposed	10-6	10-6	Closed	12-8	10-6	10-2	36
12								
13	EDISTO							
14	Current	Closed	2-6	Closed	2-6	Closed	10-2	12
15	Proposed	10-6	2-6	Closed	2-8	2-6	10-2	26
16								
17	HOLLYWOOD							
18	Current	9:30-1 2-6	Closed	9:30-1 2-6	Closed	9:30-1 2-6	9:30-3	28.5
19	Proposed	10-6	10-6	Closed	12-8	10-6	10-2	34
20								
21	FOLLY							
22	Current	2-6	Closed	10-1	4-8	2-6	Closed	15
23	Proposed	10-6	10-2	Closed	12-8	2-6	10-2 once a month	24/28
24								
25								
26	Proposed changes would involve reprogramming some existing positions for extra hours for staff and some additional p/t positions.							
27	Changes would add, on an annual basis, an estimated \$7,200. Impact this FY would be approx. \$2,400.							
28								

Library Board of Trustees Meeting

January 25, 2011

8. By-law committee

The Trustees have decided that they will begin reviewing and rewriting their by-laws at the February meeting. A Committee needs to be formed to begin the process.

9. Financial update

The Library CFO will provide the quarterly financial update.

10. Budget

The Board will be asked to adopt a preliminary budget. The budget will change before the County Council approves the final budget. Right now it appears that there is a good chance that there will be an attempt to cut State Aid. One scenario shows every library receiving \$60,000. We will also see a cut due to the early retirement incentive the county is offering. We will have to agree to a 75% salary reduction each year for three years for each employee that takes advantage of the program. If we approve three that is at least a \$100,000 a year budget reduction. Realistically we could be looking at over a \$300,000 budget reduction.

11. Additional Hours at Small Branches

Early this year we broached the possibility of adding hours to the small branches so that they could be open an evening every week and a morning. We also attempt to provide more consistent hours that our customers can understand and remember. The schedule and cost are attached.

12. The Board will have openings for two new members. We have received the resumes of 16 applicants. The Board has until February 1 to submit its recommendations.