

# AGENDA

Charleston County Public Library

Board of Trustees Meeting

May 24, 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	5:45	Deletions or Additions to Agenda			
6	5:50	Minutes of Previous Meeting (April 26, 2011)	Janet Segal	Accept	
7	5:55	Friends of the Library Update	Dawn Visceglia		
8	6:05	Discussion Item: Meeting Rooms			
9	6:20	Library Reports A. Strategic Plan B. Bookmobile - Gwen Wright C. Programming Report D. Director's Report- D. Henderson E. Employee of the Quarter	Doug Henderson		
10	6:40	Update on Budget Meeting with County Administrator	Janet Segal		
11	6:50	Bylaw Discussion	Janet Segal		
12	7:00	Policy Review	Janet Segal		
13	7:15	Request to permit the serving of beer and wine at Library supported events and fundraisers			
14	7:25	Discuss Procedures for Library Director's Evaluation	Janet Segal		
15	7:30	Executive Session with Strategic Plan Consultants to discuss the new 5 year plan which may include possible new services and service locations			
16	7:50	Adjournment			

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

This Board meeting will be held in the large Meeting Room at the St. Andrews Regional Library

CHARLESTON COUNTY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
April 26, 2011

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, April 26, 2011, at 5:15p.m. in the auditorium of the Main Library.

Board members present were Ms. Segal, Ms. Holladay, Mr. Fava, Mr. McKellar, Mr. Clem, Mrs. Epps, Mrs. Chambers, Ms. Hollinshead, Mr. Greene, Ms. Reider and Mr. Tinkler. Staff members present were Doug Henderson, Cynthia Bledsoe, Perry Litchfield, Brian Feeney, and Susan Parsons. Ms. Dawn Visciglia represented the Friends of the Library, and Ms. Anna Johnson was in attendance as the County Council Liaison. 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 stated that hopefully more members of the public will attend the meetings in the future.

Ms. Segal thanked the vast majority of the Board members for visiting the branches earlier in April. She asked that if you saw something that needs attention, please give feedback.

Ms. Reider noted that she had never been to the Hollywood branch before, and was dismayed at how cramped the space was.

Mr. McKellar concurred with Ms. Reider and added that the Hollywood staff seem to do a great job with what they have.

Ms. Chambers noted that she was pleased to see the renovations at the Folly Beach branch.

Mr. Fava stated that he was impressed with all the staff he met at the various branches that were visited.

Ms. Holladay noted that needs are great at all the branches.

Mrs. Epps said that staff seemed happy to see the Board, and it was a lovely day. Ms. Holladay agreed with Mrs. Epps, and added that staff made the Board feel welcome.

Ms. Segal stated that she had the pleasure of attending the employee breakfast at the Main Library, and awarding the Employee of the Year Award to Ray Turner of the Otranto Regional Library. Ms. Segal read a letter of thanks that Mr. Turner wrote to her, and in the letter he noted that libraries are becoming more valuable all the time.

### Minutes of Previous Meeting

The minutes of the March 23, 2011, and April 11, 2011, meetings were reviewed. The minutes were accepted.

### Budget Discussion

Mr. Henderson announced to the Board that some staff took the early retirement incentive, and the library has to cut 75% of those salaries for three years. The loss will be approximately \$400,000. Mr. Henderson added that this means that we will probably not make the state's Maintenance of Effort for the third year in a row, and we will have to get a waiver. However, we are considered the best library in the state and we only need \$160,000 more to make Maintenance of Effort.

Mr. Henderson stated that as of now, we will only receive \$13,322,999 from the county, and he hoped that the Board would consider talking to Council to make them aware of our situation.

Mr. Henderson noted that he had a meeting with the County budget person and Maintenance of Effort was discussed. The County wants to know how we can present this issue to Council.

Mr. Litchfield noted that Maintenance of Effort is part of the State Aid agreement. There are certain things that we have to maintain to receive it. One of these things is that our County budget has to be as much as it was two fiscal years ago.

Mr. Greene asked how short our appropriation will be from MOE. Mr. Litchfield replied that it will be over \$290,000 this year.

Mr. Fava asked why the retirement option came with a penalty. Mr. Litchfield responded that it was a special incentive plan. Eligible staff could get a cash payout or the County would buy service credit. The reason the County offered this was to save personnel costs in the future, and they paid for the incentives. Mr. Litchfield added that the library does have the freedom to come up with savings any way we want, so we are eliminating positions that were already vacant.

Mr. Fava asked when the waiver for MOE is sent to the state and who has to sign it. Mr. Henderson responded that the County Administrator does.

Mr. Fava noted that he does not think the Council members understand this issue. Mrs. Epps agreed with Mr. Fava.

Mr. Henderson noted that he sent the County a letter letting them know that we would like this issue resolved.

Ms. Johnson stated that as a member of County Council, she will see what she can do to get at least the funding that the library got two years ago.

Mr. Henderson stated that if the County targets us more than anyone else, whatever the shortfall, that would be a violation. If they treat us all the same, we will probably end up having to get a waiver again.

Mr. Litchfield stated that FY2010 was the first year that we had the shortfall. Ms. Bledsoe added that a couple of the small counties in the state got the waiver, because the state did not want them to be penalized. Mr. Henderson noted that we are the only large county library in the state last year that did not meet Maintenance of Effort.

Mr. Greene asked about the best way to get this information to County Council.

Ms. Johnson stated that a letter from the Library Board to all Council members would be good, and additionally, she will talk to the other Council members.

Mr. Litchfield stated that the FY2012 budget is called a "status quo" budget. Our request was reduced to the FY2011 budget we received from the County. All agencies have been instructed to ask for the same budget they got last year.

Mr. Henderson noted that we did send them a second budget that reflected MOE. It has not gone to County Council yet.

Mr. Fava noted that it is essential that Council knows we are the only big county not to make MOE.

Ms. Johnson noted that there was a shortage in the County budget last year and issues with I-526; so we can make a case, but we need to be mindful.

Mr. Tinkler stated that everyone probably knows someone on Council, so please talk with them.

Mr. Henderson stated that there are questions we have to ask ourselves. How is the budget done? How can we present our case before Council? Does the Council decide about services? It seems that there is no way for County Departments to discuss those issues with Council.

Mr. Fava noted that there are two weeks of budget hearings. Mr. Litchfield added that there has been an evolution these last few years. Three or four sessions are scheduled and last year was an odd process. The next hearing will be held the Thursday before the May Board meeting.

Mr. Fava stated that there was a time when County Administration met with all County services and then went before Council.

Mr. Litchfield noted that they have not met with us.

Mr. Greene wondered if County staff members can speak to us for education purposes, before we speak to Council.

Mr. Henderson noted that we could invite Mack Gile, the Deputy Administrator. He

added that there is a concern that Council is not deciding on budgets with input from the public.

Mr. Greene asked whether our upcoming strategic plan will be a way to work with Council. Mr. Henderson responded that it would.

Mr. Fava stated that we should call some Council members and lay the groundwork. We should also request a meeting with the County Administrator and the Finance Manager.

Mr. Henderson stated that we realize the state of the economy, but when things improve we want to be considered as a vital service. Mr. Henderson added that the County does not see anything getting better for the next five years. The County Budget Office does not see an increase in funding for that time period.

Mr. Henderson suggested that we might want to get millage instead of County appropriation. It could get better for us, and it would only be for operations. Counties in the state with millage have not been cut and don't need to get the MOE waiver.

Mr. Tinkler asked what the timeline is to talk with Council. Mr. Litchfield responded that the budget meeting will be held on May 19<sup>th</sup>. Mr. Henderson stated that he will send a calendar to the Board tomorrow.

Ms. Segal stated that she would set up a meeting with Mr. Henderson to discuss this issue. She added that she appreciates everyone's concerns.

#### Friends of the Library Update

Ms. Visceglia reported that Emily Everett, Director of the Friends of the Library, visited the five regional branches. There was a great response from staff.

Ms. Visceglia noted that the Friends have definitely increased membership through these visits. The branch visits scheduled for the remaining branches will be a part of the May calendar.

Ms. Visceglia noted that the campaign "Ask a friend to be a Friend" is going on right now.

Ms. Visceglia reported that the Friends are starting to think about the annual book sale, and are looking for new, fresh ideas.

Ms. Visceglia noted that the Friends are hosting an exciting event during Spoleto on June 2<sup>nd</sup>. Mr. Jonathan Green has donated a lithograph, and it will be auctioned off at the event. There will also be a "Meet and Greet." Then, Ms. Visceglia added, there will also be a bluegrass performance on that date. The cost will be \$40 per person.

Mr. Henderson noted that some of the proceeds for the concert will go to the Friends.

Ms. Visceglia stated that the Main Library book sale will be held June 17, 18, and 19<sup>th</sup>. At the end of July there will be a sale at John's Island as well.

Mr. Fava asked whether the Friends know if the people attending the book sales are locals or tourists. Ms. Bledsoe noted that it is free to enter the library, so there is no way to capture that. However, she added, we have done program surveys, so we can add that question to one of those surveys.

Mrs. Epps wondered whether it would be amenable to write a letter to Mr. Jonathan Green from the Board, due to all his support of the library system. Ms. Segal agreed that that would be a great idea.

Ms. Visceglia noted that the Friends have done sales of library discards recently on the second Sunday of the month. The books are \$1 each. Ms. Visceglia added that the Friends intend to do a mailing to the members, listing book sale events for the rest of the year.

### Library Reports

Mr. Henderson reported that the consultants for the long-range plan will be in town from May 9<sup>th</sup> through May 13<sup>th</sup>. They will hold community meetings and focus groups with staff, Board members, and various groups in the community.

Mr. Henderson stated that right now he is looking at the first draft of the phone survey. Then we will pull the names of influential people around the city that we want the consultants to contact.

Ms. Segal suggested that, within the next few days, each Board member send in names of community members to interview.

Mr. Henderson stated that we may want to have the consultants speak with the Board for an hour after the next Board meeting, since it is already scheduled. That way the Board will not need to schedule another day of meetings.

Ms. Segal asked the Board to tentatively pencil in that date.

Ms. Holladay reiterated that Board members are not to attend staff and community meetings.

Mr. Clem asked for clarification on the types of influential people we are looking for. Mr. Henderson replied that we are looking for thirteen or fourteen politicians, business people, and others like that. We would like to know from them what they think the library should be.

Mr. McKellar noted that town mayors and CEO's from Boeing would be the types of people we are looking for.

Mr. Henderson introduced Mr. Brian Feeney, Manager of the Periodicals Department at the Main Library.

Mr. Feeney thanked the Board for having him, and noted that there have been major changes in the Periodicals Department in the last month. Historically the department has been independent, but on April 1<sup>st</sup> they merged with the Reference Department. This move has improved education for Periodicals staff.

Mr. Feeney stated that Periodicals is similar to the Interlibrary Loan Department. They still weed and shift materials and answer research questions.

Mr. Feeney stated that currently there are 373 magazine subscriptions and 294 newspaper subscriptions. That is down substantially from years ago. There are no more foreign newspapers. However, the public still uses microfilm, and genealogy is a big part of the job. Staff also provide patrons with materials they can browse, and the department is a good compliment to Reference Services.

Mrs. Epps asked whether there was a real difference when many of the periodicals were cut. Mr. Feeney noted that it was not that much difference since many of the materials were not being used.

Mr. Henderson reported that the cost of academic materials skyrocketed, so we are relying databases. Print magazines and newspapers are also shrinking, and it is more important now to have professional librarians in Periodicals to help patrons find what they need. Mr. Feeney and his staff are great at making that happen.

Mr. Greene asked whether it was Periodical's mission to be a repository for keeping all the smaller local issues on microfilm. Mr. Henderson responded that we are relying on the college to keep academic material. Mr. Greene noted that there are some things that are falling through the cracks.

Mr. Clem asked whether there was a difference in the cost of periodicals to patrons and to institutions. Mr. Feeney responded that there is a different cost, and we do have a collection development policy, so if enough people are interested in a periodical, we try to subscribe to it.

Mr. Henderson noted that we have a state contract for books at a much reduced rate.

The Board members thanked Mr. Feeney for his presentation.

Mr. Henderson reported that "One Book, One Community" will be held in September. There will be a special printing run of the book, Daughters of the Dust, with our logo and a thank you to the estate of Sue Metzger for providing funding for the event.

Mr. Henderson noted that we are using this book partially because it reflects the rice culture. The Lowcountry Rice Project is a part of this, and the Avery Research Center is also interested in working with us.

Mr. Henderson reported that there will be 4,000 copies of the book that we will give

away. We will also have book discussion groups at all the branches, and on September 17<sup>th</sup>, the movie will be shown in Hampton Park. Hopefully, there will also be children's programs there.

Mr. Henderson stated that Mr. Jonathan Green has developed artwork to go with the program, and he is also doing a lot of work with the Rice Project.

Mrs. Epps stated that she would like the letter that the Board writes to Mr. Green to be individually signed by the members.

Ms. Reider noted a lot of plantations do the same type of event as One Book. Dr. McDaniel, Director of Drayton Hall, should be contacted for further information.

Mr. Greene asked whether it was possible to add The Friends of the Library to the notes inside the book. Mr. Henderson replied that we would have to pay for that.

Mr. Fava noted that at Charles Towne Landing on Labor Day weekend there will be a celebration about Barbados.

Mr. Henderson stated that the initial planning is going on at this time. The schedule will be out soon.

Mrs. Epps wondered whether we could order DVD's of Daughters of the Dust. She added that she checked out a copy, and it was so old the disc was bad. Mr. Henderson responded that we can do that.

#### ByLaws Committee Update

Mr. Tinkler reported that he made an attempt to prepare a document that reflects the changes to the Bylaws by all of the members of the committee.

Mr. Tinkler stated that it was suggested that we add the Bylaws to the strategic planning that is being done. He noted that he put that section near the top of the document on page one.

Mr. Tinkler noted that the County ordinance regarding attendance was added to the document, and Ms. Segal recommended striking the need for a Second Vice Chair.

Mr. Tinkler noted that there should be standing committees, and we need to formalize those.

Mr. Tinkler noted that there are some small changes in Article V, and in Article VI there was an addition made that states the Board will annually evaluate the Director.

Mr. Tinkler reported that this is just a draft of the Bylaws, and we should have the final document ready by the June or August meeting.



Ms. Segal stated that all of the Board members have a copy of this document electronically. Please read it through and make any changes you may have. She added that she would like changes sent to her within the next month.

Mr. Fava asked whether the Board had previously been doing an annual evaluation of the Director. Mr. Greene responded that they had not. Mr. Henderson noted that he will ask the state if they have any evaluation forms available.

Ms. Segal stated that data regarding the evaluation will be collected from the Board, and then she will have a meeting with Mr. Henderson. Then, she added, Mr. Henderson will meet with the entire Board.

Mr. Henderson noted that at his previous job, Board members filled out questionnaires and then went into Executive Session, where he was called in at some point.

Ms. Reider noted that it seems that a small committee is needed to handle the evaluations. For now, the Board can look back at the signed agreement.

Ms. Holladay stated that concerning the gift policy, there should be something noted in it regarding the right to reject any gift. Mr. Henderson agreed and added that if a cash gift is over a certain amount, it needs to be approved by the Board.

Mr. Greene noted that as long as the donor forgoes all rights, there should not be a problem. Mr. Henderson added that there should not be any strings attached to a gift.

Mr. Greene stated that perhaps one day a foundation should be set up for gifts. Mr. Henderson agreed, and noted that donors should know that their gifts are cared for.

Mr. Greene stated that he likes the idea of adding strategic planning to the Bylaws, but worried that it might take six years. Mr. Tinkler agreed with Mr. Greene, and stated that is the reason he put that statement before the articles.

### Library Policy Review

Mr. Henderson noted that he would like the Board to discuss the meeting room, gift, and circulation policies. If the Board has any recommendations and/or changes, please make them. Mr. Henderson added that staff are also looking over the policies.

Mr. Henderson asked that if there are any changes, they can be sent a week before the May meeting, so that we can put together limits, cards, renewals and so forth. Mr. Henderson added that regarding meeting rooms, consider adding for-profit groups at a charge, and letting political candidates use the rooms. Please send in your thoughts.

Mr. Henderson asked how the Board would like to word the gift policy. He asked that you please send all your suggestions to him.

Ms. Reider noted that all of the policies are very wordy, and if we could condense

them, that would be good. Mr. Henderson agreed, and noted that there are procedures written up separately for all of the policies.

Ms. Segal reminded everyone to come up with a list of stakeholders that should be interviewed by the long-range plan company.

Ms. Segal asked everyone to speak to Council members before the budget hearing on May 19<sup>th</sup>.

Ms. Segal stated that a letter will be written to thank Mr. Jonathan Green and will be signed by all Board members at the next meeting.

Ms. Segal noted that the Board bylaws and library policies will be acted on at the next meeting.

Mr. Henderson reminded everyone that the May Board meeting will be held at the St. Andrews Regional Library. A reminder will be sent before that meeting.

Ms. Tinkler moved to adjourn the meeting. Mr. McKellar seconded the motion, and the motion carried.

Respectfully submitted,

Bettye Anne Chambers, Secretary

## Director's Report

May 2011

April was a good month for the Library. We cut Sunday hours a year ago and we were all waiting to see what the impact might be. You are aware that our circulation compared to last April increased by 6.87 % and the programming numbers are amazing. Children's attendance increased by 76.5% and adult attendance increased by 35.5%. This is a good indication that the changes we are instituting are working. Staff have embraced the changes and are making it happen.

I would like to thank Steven Clem, Ed Fava and Janet Segal for attending the meeting with the County Administrator to discuss our budget concerns and to explain what we are doing. Councilwoman Johnson was also present and I think we had a frank and open dialogue. Hopefully our strategic plan will be well received by the Council.

The One Book Charleston County is progressing. We are partnering with the Avery Research Center, the Lowcountry Rice Project, the Charleston City Paper and the Charleston Jazz Initiative. We have a number of programs scheduled and are finalizing the distribution of the materials.

This month you will receive suggested policy revisions. We have targeted the Library Card/Circulation policy, the Meeting Room Policy and the Gift Policy. This month you just need to take a look and think about any changes or concerns you have and bring those to the June meeting.

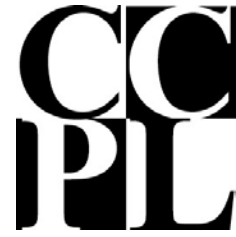
The Strategic Plan is progressing. The community meetings, the focus groups and the phone survey are done or are in the process of being completed. The staff survey is being prepared. I have not attended any of the meetings but the feedback from the staff and the groups has been positive. You will go into Executive Session to meet with the consultants after your May meeting.

PROGRAMMING NUMBERS APRIL 2010 -VS- 2011

LOCATION	2011		2010		Program %	Attend %	2011		2010		Program %	Attend %
	CHILDREN programs	CHILDREN attend	CHILDREN programs	CHILDREN attend			ADULTS programs	ADULTS attend	ADULTS programs	ADULTS attend		
MAIN	66	2001	21	1129	214.29	77.24	70	1340	36	1214	94.44	10.38
CRM	17	508	4	132	325.00	284.85	1	5	6	38	-83.33	-86.84
DART	54	879	10	549	440.00	60.11	11	128	3	23	266.67	456.52
JAMES ISLAND	22	179	10	158	120.00	13.29	0	0	1	5	-100.00	-100.00
WEST ASHLEY	29	552	19	569	52.63	-2.99	5	65	5	54	0.00	20.37
VILLAGE	7	105	2	60	250.00	75.00	0	0	0	0	0.00	0.00
MT PLEASANT	37	540	18	521	105.56	3.65	4	16	4	34	0.00	-52.94
ST ANDREWS	49	601	7	81	600.00	641.98	6	92	2	12	200.00	666.67
DORCHESTER	30	570	21	234	42.86	143.59	8	62	8	34	0.00	82.35
JOHNS ISLAND	54	1217	40	872	35.00	39.56	14	215	10	87	40.00	147.13
OTRANTO	31	1430	12	271	158.33	427.68	11	120	5	33	120.00	263.64
POE	18	95	9	318	100.00	-70.13	1	10	0	0	100.00	100.00
EDISTO	24	19	2	5	1100.00	280.00	4	20	0	0	400.00	100.00
FOLLY	10	50	1	3	900.00	1566.67	0	7	0	1	0.00	600.00
ST PAULS	2	4	0	0	200.00	400.00	0	0	0	0	0.00	0.00
MCCLELLANVILLE	6	87	1	112	500.00	-22.32	0	0	0	0	0.00	0.00
<b>TOTALS</b>	<b>456</b>	<b>8,837</b>	<b>177</b>	<b>5,014</b>	<b>157.63</b>	<b>76.25</b>	<b>135</b>	<b>2,080</b>	<b>80</b>	<b>1,535</b>	<b>68.75</b>	<b>35.50</b>

PROGRAMMING NUMBERS THROUGH APRIL 2011

LOCATION	2011		2010		Program %	Attend %	2011		2010		Program %	Attend %
	CHILDREN programs	CHILDREN attend	CHILDREN programs	CHILDREN attend			ADULTS programs	ADULTS attend	ADULTS programs	ADULTS attend		
MAIN	470	15694	218	9393	115.60	67.08	646	22323	616	19760	4.87	12.97
CRM	102	2759	56	2521	82.14	9.44	15	240	94	414	-84.04	-42.03
DART	276	6995	89	3629	210.11	92.75	42	573	12	210	250.00	172.86
JAMES ISLAND	129	1821	52	1965	148.08	-7.33	3	22	14	148	-78.57	-85.14
WEST ASHLEY	260	6,931	121	3678	114.88	88.44	59	679	43	660	37.21	2.88
VILLAGE	31	415	21	381	47.62	8.92	0	0	1	8	-100.00	-100.00
MT PLEASANT	298	7536	221	7327	34.84	94.57	39	266	61	433	-36.07	38.57
ST ANDREWS	482	14076	196	4749	145.92	196.40	82	2383	38	510	115.79	367.25
DORCHESTER	280	4978	161	2753	73.91	80.82	65	642	33	195	96.97	229.23
JOHNS ISLAND	422	9449	397	9286	6.30	1.76	105	1899	108	1396	-2.78	36.03
OTRANTO	242	6580	217	4633	11.52	42.02	81	633	62	653	30.65	-3.06
POE	118	1476	156	1754	-24.36	-15.85	7	66	6	235	16.67	-71.91
EDISTO	56	154	18	301	24.68	-48.84	4	20	1	1	300.00	1900.00
FOLLY	50	271	10	97	400.00	179.38	2	24	1	42	100.00	-42.86
ST PAULS	15	8	0	0	1500.00	800.00	0	7	0	0	0.00	700.00
MCCLELLANVILLE	32	411	29	769	10.34	-46.55	10	306	9	138	11.11	121.74
<b>TOTALS</b>	<b>3,263</b>	<b>79,554</b>	<b>1,962</b>	<b>53,236</b>	<b>66.31</b>	<b>49.44</b>	<b>1,160</b>	<b>30,083</b>	<b>1,099</b>	<b>24,803</b>	<b>5.55</b>	<b>21.29</b>



# Charleston County Public Library

## SERVICE EFFECTIVENESS MEASURES FY2010

<i>Through March 2011</i>	MAIN	MTP	STA	OTR	DOR	JOHNS	W ASH	JAMES	CRM	DART	EDI	FOLLY	STP	MCC	POE	VILL	SYSTEM
TOTAL CIRC/VISIT	1.36	2.68	2.23	1.90	2.28	2.17	1.83	2.29	0.65	0.39	5.08	2.55	3.13	2.12	11.34	3.35	1.83
CIRC/FTE	6,272	24,439	21,738	14,375	13,889	11,756	22,678	27,928	13,364	6,904	15,078	20,043	14,370	9,169	18,729	15,143	14,130
COST/CIRC	5.94	1.27	1.39	2.03	2.04	2.41	1.22	1.06	2.44	4.20	1.19	0.88	1.73	3.27	1.03	1.99	2.28
FTE COST/CIRC	4.32	1.12	1.23	1.73	1.75	2.04	1.09	0.94	1.92	3.35	1.04	0.80	1.54	2.77	0.87	1.78	1.84
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>1,917,125</b>	<b>625,098</b>	<b>557,738</b>	<b>423,330</b>	<b>366,714</b>	<b>458,674</b>	<b>238,765</b>	<b>214,389</b>	<b>160,547</b>	<b>141,948</b>	<b>15,936</b>	<b>20,309</b>	<b>40,262</b>	<b>46,270</b>	<b>34,254</b>	<b>79,396</b>	<b>5,340,755</b>
<b>FY11 BRANCH BUDGET</b>	<b>2,636,781</b>	<b>710,017</b>	<b>632,695</b>	<b>496,986</b>	<b>429,509</b>	<b>541,865</b>	<b>266,443</b>	<b>240,862</b>	<b>204,225</b>	<b>178,034</b>	<b>18,068</b>	<b>22,162</b>	<b>45,666</b>	<b>54,086</b>	<b>40,732</b>	<b>89,063</b>	<b>6,607,194</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	

**CHARLESTON COUNTY PUBLIC LIBRARY STATISTICS APRIL 2011**

**CIRCULATION**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	488,893	497,791	-1.79
BOOKMOBILE	22,850	25,114	-9.01
CRM	92,655	98,978	-6.39
DART	48,880	42,261	15.66
JAMES ISLAND	250,244	230,950	8.35
WEST ASHLEY	241,516	229,943	5.03
VILLAGE	49,562	52,005	-4.70
MT PLEASANT	615,777	629,403	-2.16
ST ANDREWS	501,379	490,684	2.18
DORCHESTER RD	233,211	197,992	17.79
OTRANTO RD	269,719	267,910	0.68
JOHN'S ISLAND	248,709	258,923	-3.94
POE	43,651	38,817	12.45
EDISTO	16,772	16,692	0.48
FOLLY	28,428	27,884	1.95
ST PAULS	28,482	30,625	-7.00
MCCLELLANVILLE	18,737	19,045	-1.62
<b>TOTALS</b>	<b>3,199,465</b>	<b>3,155,017</b>	<b>1.41</b>

**USER VISITS**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	358,949	368,286	-2.54
BOOKMOBILE	10,250	9,319	9.99
CRM	141,537	121,073	16.90
DART	121,299	129,984	-6.68
JAMES ISLAND	108,484	110,135	-1.50
WEST ASHLEY	131,591	144,657	-9.03
VILLAGE	14,664	15,604	-6.02
MT PLEASANT	230,861	233,514	-1.14
ST ANDREWS	224,499	232,606	-3.49
DORCHESTER RD	107,436	109,561	-1.94
OTRANTO	142,811	160,833	-11.21
JOHNS ISLAND	114,840	110,891	3.56
POE	4051	7820	-48.20
EDISTO	3541	3403	4.06
FOLLY	11448	8510	34.52
ST PAULS	9086	10285	-11.66
MCCLELLANVILLE	9106	13273	-31.39
<b>TOTALS</b>	<b>1,744,453</b>	<b>1,789,754</b>	<b>-2.53</b>

**PC USE**

	YTD TOTAL	PREVIOUS	% change
MAIN	74,952	83,988	-10.76
BOOKMOBILE	0	0	0.00
CRM	26,351	23,716	11.15
DART	15,192	13,593	11.76
JAMES ISLAND	11,953	12,225	-2.22
WEST ASHLEY	16,037	16,110	-0.45

**IN-HOUSE USE**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	201,652	205,384	-1.82
BOOKMOBILE	0	0	0.00
CRM	89,390	80,323	11.29
DART	21,380	19,376	10.34
JAMES ISLAND	30,383	20,671	46.98
WEST ASHLEY	93,037	106,869	-12.94
VILLAGE	14,882	14,748	0.91
MT PLEASANT	96,575	99,418	-2.86
ST ANDREWS	82,199	90,221	-8.89
DORCHESTER RD	39,906	30,840	29.40
OTRANTO RD	64,499	53,794	19.90
JOHN'S ISLAND	56,155	66,152	-15.11
POE	4,255	4,948	-14.01
EDISTO	1,042	683	52.56
FOLLY	15,202	15,276	-0.48
ST PAULS	3,470	3,916	-11.39
MCCLELLANVILLE	8,082	9,576	-15.60
<b>TOTALS</b>	<b>822,109</b>	<b>822,195</b>	<b>-0.01</b>

**OUT-OF-COUNTY REGISTRATIONS**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	20	4	400.00
BOOKMOBILE	0	0	0.00
CRM	0	0	0.00
DART	2	2	0.00
JAMES ISLAND	0	0	0.00
WEST ASHLEY	10	21	-52.38
VILLAGE	0	0	0.00
MT PLEASANT	15	23	-34.78
ST ANDREWS	12	12	0.00
DORCHESTER RD	90	105	-14.29
OTRANTO RD	172	165	4.24
JOHN'S ISLAND	28	1	2700.00
POE	0	0	0.00
EDISTO	2	3	-33.33
FOLLY	0	0	0.00
ST PAULS	0	1	-100.00
MCCLELLANVILLE	4	3	33.33
<b>TOTALS</b>	<b>355</b>	<b>340</b>	<b>4.41</b>

**PC USE (con't)**

	YTD TOTAL	PREVIOUS	% change
VILLAGE	3,088	2,909	6.15
MT PLEASANT	34,299	37,908	-9.52
ST ANDREWS	50,965	53,932	-5.50
DORCHESTER	22,363	24,255	-7.80
OTRANTO	32,208	33,588	-4.11
JOHNS ISLAND	34,302	36,450	-5.89

**REFERENCE**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	389,515	360,043	8.19
BOOKMOBILE	1,573	770	104.29
CRM	96,008	88,223	8.82
DART	21,109	33,840	-37.62
JAMES ISLAND	171,640	149,364	14.91
WEST ASHLEY	100,452	112,059	-10.36
VILLAGE	9,782	11,246	-13.02
MT PLEASANT	177,434	187,189	-5.21
ST ANDREWS	192,192	203,431	-5.52
DORCHESTER RD	143,007	100,287	42.60
OTRANTO RD	176,859	167,505	5.58
JOHN'S ISLAND	136,560	134,529	1.51
POE	4,154	2,734	51.94
EDISTO	476	446	6.73
FOLLY	19,524	16,250	20.15
ST PAULS	603	886	-31.94
MCCLELLANVILLE	10,579	9,120	16.00
<b>TOTALS</b>	<b>1,651,467</b>	<b>1,577,922</b>	<b>4.66</b>

**REGISTRATION**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	7,509	6,302	19.15
BOOKMOBILE	393	230	70.87
CRM	2,045	2,019	1.29
DART	633	459	37.91
JAMES ISLAND	1,654	1,482	11.61
WEST ASHLEY	1,387	1,394	-0.50
VILLAGE	194	222	-12.61
MT PLEASANT	4,087	4,370	-6.48
ST ANDREWS	3,113	3,154	-1.30
DORCHESTER RD	2,345	2,399	-2.25
OTRANTO RD	2,638	2,515	4.89
JOHN'S ISLAND	1,945	2,289	-15.03
POE	254	309	-17.80
EDISTO	91	73	24.66
FOLLY	1,066	1,152	-7.47
ST PAULS	235	290	-18.97
MCCLELLANVILLE	141	134	5.22
<b>TOTALS</b>	<b>29,730</b>	<b>28,793</b>	<b>3.25</b>

**PC USE (con't)**

	YTD TOTAL	PREVIOUS	% change
POE	680	1,343	-49.37
EDISTO	820	605	35.54
FOLLY	1,547	1,786	-13.38
ST PAULS	3,470	3,830	-9.40
MCCLELLANVILLE	2,243	2,600	-13.73
<b>TOTALS</b>	<b>330,470</b>	<b>348,838</b>	<b>-5.27</b>

**PROGRAMMING**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN			
NO OF PROG	1,116	881	26.67
ATTENDANCE	37,857	29,860	26.78
BOOKMOBILE			
NO OF PROG	0	0	0.00
ATTENDANCE	0	0	0.00
CRM			
NO OF PROG	117	150	-22.00
ATTENDANCE	2,999	3,375	-11.14
DART			
NO OF PROG	318	101	214.85
ATTENDANCE	7,568	3,940	92.08
JAMES ISLAND			
NO OF PROG	132	66	100.00
ATTENDANCE	1,843	2,113	-12.78
WEST ASHLEY			
NO OF PROG	319	164	94.51
ATTENDANCE	7,610	4,338	75.43
VILLAGE			
NO OF PROG	31	22	40.91
ATTENDANCE	415	389	6.68
MT PLEASANT			
NO OF PROG	337	282	19.50
ATTENDANCE	7,802	7,760	0.54
ST ANDREWS			
NO OF PROG	564	234	141.03
ATTENDANCE	16,459	5,259	212.97
DORCHESTER RD			
NO OF PROG	345	194	77.84
ATTENDANCE	5,620	2,948	90.64
OTRANTO RD			
NO OF PROG	323	279	15.77
ATTENDANCE	7,213	5,286	36.45
JOHN'S ISLAND			
NO OF PROG	530	505	4.95
ATTENDANCE	11,348	10,682	6.23
POE			
NO OF PROG	125	162	-22.84
ATTENDANCE	1,542	1,989	-22.47
EDISTO			
NO OF PROG	60	19	215.79
ATTENDANCE	174	302	-42.38
FOLLY			
NO OF PROG	52	11	372.73
ATTENDANCE	295	139	112.23
ST PAULS			
NO OF PROG	15	0	100.00
ATTENDANCE	8	0	100.00
MCCLELLANVILLE			
NO OF PROG	42	38	7.89
ATTENDANCE	717	907	-20.95
<b>TOTALS</b>			
<b>NO OF PROG</b>	<b>4,426</b>	<b>3,108</b>	<b>42.41</b>
<b>ATTENDANCE</b>	<b>109,470</b>	<b>79,287</b>	<b>38.07</b>



## MEETING ROOM USE POLICY

Libraries, which make meeting rooms available to the public they serve, shall make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The Library's meeting rooms are available during normal operating hours. Official government business by federal, state, county or municipal governments may use the meeting rooms as needed. The meeting rooms are available at no charge for use by non-profit, civic, educational and cultural groups or organizations. Outside organizations may be reserved up to three months in advance with a maximum of four bookings per month by a single organization.

The branch manager according to the following priorities will approve requests for use of the rooms:

1. Library-sponsored or related meetings and programs;
2. Government-sponsored or related meetings and activities; and
3. Community groups as described above.

Regular library service takes precedence over all other activities and the use of the meeting rooms must not interfere with the operation of the library. Library meeting rooms are intended to serve the community in its broadest sense.

Only library-related groups and other government departments and agencies, either sponsoring or co-sponsoring a program, may charge an admission fee or sell a product.

All meetings or programs must be open to the public. No alcohol may be served in County buildings.

The name, address and phone number of the Library may not be used as the official address of any organization using the meeting rooms, nor may any non-library group using the meeting rooms publicize its activities in such a way as to imply library sponsorship.

The branch manager reserves the right to refuse the use of the rooms whenever, in the branch manager's best judgment, the use does not conform to this policy.





## **LIBRARY CARD POLICY**

Every resident of Charleston County is eligible to receive a free library card, regardless of age.

Resident shall be defined as persons:

- a. living in Charleston County;
- b. owning property in Charleston County;
- c. owning a business in Charleston County;
- d. employee of Charleston County;
- e. attending school in Charleston County; and
- f. members of the military and their families.

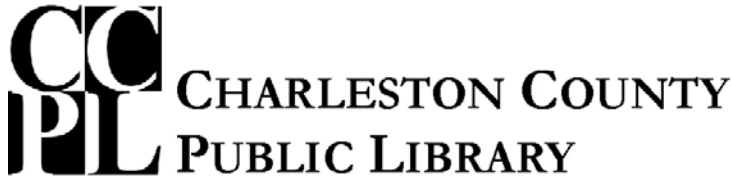
No one else will be eligible to receive a free Charleston County Public Library card.

Residents of other counties in South Carolina may purchase a library card for an annual fee, which will be set annually by the Director



## **LIBRARY FEES**

Library fees for overdue materials, damaged or lost materials, meeting room deposits and any other fees deemed necessary by the Charleston County Library Board of Trustees will be set annually by the Charleston County Public Library Executive Director.



## LOANS

ITEM	LOAN PERIOD	LOAN LIMITS	DAILY LATE FEE	MAXIMUM LATE FEE
Books, magazines, Audio book on cassette / CDs, Musical CDs	28 days	Unlimited	15 cents*	\$5*
New books	14 days	Unlimited	15 cents*	\$5*
DVDs, BluRays, videocassettes	7 days	Unlimited	15 cents*	\$5*
Downloadable audio or ebooks	14 days	2		

\* Juvenile items checked out on a juvenile library card are fine free.

Library materials may be renewed two times, unless the library account indicates an excess of fines or there is a waiting list for that item.

Charleston County Public Library first tries to collect any overdue fines or materials by sending postcards or e-mails directly to patrons. Accounts with a balance of \$10 or more may not be used without payment. Once an account becomes 60 days overdue and has a balance of \$25 or more, it will be sent to Unique Management Services, a collection agency. A \$10 fee is added to the account.



## **FEE SCHEDULE FOR 2012**

### **Overdue library items:**

Any library item other than interlibrary loans is:

- \$.15 per day with a maximum of \$5 per item.
- \$.25 per day for Interlibrary loans

There are no fines for children's items checked on children's cards.

All cards with over \$10 in charges may not be used until the charges are cleared.

Children's cards with overdue items may not be used until all items are returned.

### **Library card for non residents**

\$40 per year. A year is July 1 to June 30.

### **Lost or damaged item:**

Library card = \$2 per card

Videocassette = List price plus \$5

Individual cassettes or disc for audiobooks = \$7 per item

Containers/cd jewel case/zippered bags for Video/DVD/Audio = \$5 per container

Items damaged beyond repair or lost = List price plus \$5



## **GIFT, SOLICITATION AND ACCEPTANCE POLICY NAMING OF LIBRARIES POLICY**

### **1. Works of Art**

Donations to help acquire works of art or donations of art may be accepted based on the recommendation of the Library's Board of Trustees.

### **2. Library Materials**

Books and other library materials may be accepted by library staff per the Policy on Collection Development.

### **3. Other**

Gifts with a value under \$500, to include gifts of cash, may be accepted by library branch and division managers. Such gifts may include supplies, funds for programming and labor. Any gifts which have a maintenance impact -- e.g., landscaping and equipment -- must be forwarded to the Library Director for approval by the appropriate department.

Gifts with a value between \$500 and \$2,500 may be accepted by the Library Director, with a recommendation from the appropriate library branch/division manager. Gifts with a maintenance impact will be forwarded to the appropriate department for approval.

Gifts with a value of \$2,500 or more will be accepted by the Library Board of Trustees, upon the recommendation of the Library Director.

All gifts will be evaluated for appropriateness in light of the library's Service Plan and other existing policies. The Library's Board of Trustees and staff are under no obligation to accept gifts, items or funds and reserve the right to refuse any gift. All gifts that are accepted become the sole property of The Charleston County Public Library.

This policy does not apply to in-kind or monetary donations initiated by the library when securing partners or sponsors for library programming and events.

### **4. Gifts will be reported on an annual basis.**

## NAMING OF LIBRARIES

1. The library will carry a name that reflects the geographical area in which it is located or which it serves, in order to be understood by patrons. For example, "The Mount Pleasant Library."

Exterior signs will identify each library as such; i.e., "The Mount Pleasant Library," and it will be further identified as a branch of "Charleston County Public Library."

2. This guideline notwithstanding, should a donor contribute a significant amount toward the cost of a constructing a new library or securing land for the library, the Library's Board of Trustees may recommend naming that library after the donor.
3. Additions or rooms may be named after a donor in circumstances in which the donor paid for a substantial portion of or the entire cost of the addition or the room (including construction or renovation costs) or by donating a designated amount of money, with a \$250,000 minimum for a meeting room or area of the building and a \$100,000 minimum for a study room.
4. Offers of furnishings, equipment, programs or other services will be reviewed by the Library's Board of Trustees or its designated committee and acceptance will be based on consistency with service and facilities plans, the adopted gift policy and other relevant policies and procedures.

Board of Trustees  
May 2011 Meeting

10. Board members and Councilwoman Johnson and the Director met with the County Administrator and CFO to discuss the budget, our concerns and how to act on our concerns. The Board Chair will discuss the meeting and her thoughts.

11. **Bylaws discussion.** The Board Chair will lead a discussion concerning the revision of the Board's bylaws.

12. **Policy review.** The Board has received three suggested policy revisions. The policies are the Library Card/Circulation policy, the Meeting Room policy and the Gift/Naming policy. These are informational and will be discussed in full at the June meeting.

13. **Alcohol at Library events and fundraisers.** The Board asked the Director to look into what needed to be done to allow the Library or the Friends of the Library to serve beer and/or wine at Library after hour events or at Friends of the Library fundraising events held at the Library. The Director has met and discussed the idea with the County Attorney's Office and Risk Management Office. The County Attorney has requested that the Trustees cast a vote saying they agree with the proposal before she proceeds to the Council.

14. **Director's evaluation.** The Board chair will lead a discussion on how and when to evaluate the Director.