

AGENDA

Charleston County Public Library

Board of Trustees Meeting

October 26, 2010

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 (October 26, 2010)	Janet Segal	Accept	
7	6:00	Board Legal Responsibilities - FOIA, etc.	Janet Segal		
8	6:20	Friends of the Library Update	Dawn Visceglia		
9	6:25	Library Reports A. Employee of the Quarter- K. Knopf B. Dart Library Report - C. Hurd, Mgr. C. Programming Report D. Director's Report	Doug Henderson		
10	6:45	Financial Update - Quarterly Report			
11	7:05	Annual Calendar			
12	7:20	Human Resources Audit Report			
13	7:30	Strategic Plan Committee Appointments and Meeting Date			
13	7:40	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
October 26, 2010

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, October 26, 2010, at 5:15p.m. in the boardroom at the Main Library.

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

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

Welcome and Board Comment

Ms. Greene called the meeting to order. He noted that Ms. Segal is out of town, and as Vice Chair, he welcomed everyone. He introduced Mr. Ed Fava, the newest Board member.

Mrs. Chambers stated that she met a patron on the elevator who stated that our library is the best library he's been to throughout the United States.

Ms. Reider reported that she helped tag books at Mt. Pleasant this past Sunday. There were several other volunteers there, and Ms. Reider thanked the Friends of the Library for sending the appeal out asking for help.

Deletions or Additions to Agenda

Mr. Fava asked whether it was appropriate to add or delete anything to the agenda after the meeting has begun. Mr. Henderson responded that if it is an informational item, it is fine, but we would not add or delete an action item. Twenty-four hours notice has to be given for an action item to be on the agenda. Mr. Flynn added that this has not been an issue for us in the past.

Minutes of Previous Meeting

The minutes of the September 28, 2010, and October 18, 2010, meetings were reviewed. Mr. Greene noted that there were several typographical errors in the September

Board minutes.

Ms. Reider moved to accept the September 28, 2010, minutes with corrections made regarding the previous comments. Mr. Flynn seconded the motion and the motion carried.

Mr. Fava noted that he and Mr. Tinkler were not included as being present at the October 18, 2010, meeting, yet they were both in attendance.

Ms. Reider moved to accept the October 18, 2010, minutes with the correction made to the attendance list. Mr. Flynn seconded the motion and the motion carried.

Financial Update – Budget Information

Mr. Litchfield reported that he attended the Council budget hearing, and a PowerPoint presentation was shown. Mr. Litchfield distributed copies of the presentation to the Board and gave an overview of it.

Mr. Litchfield reported that the main goals that the County has for the budget are to maintain stability and to establish fiscal integrity. He added that the presentation included recent headlines from the Post and Courier that show volatility of our current monetary situation.

Mr. Litchfield noted that on page five of the presentation there is a projected FY 2010 year- end operating budget. Expenditures are under by \$4 million, and revenues are over by \$6 million.

Mr. Litchfield said that the outlook for FY 2011 is very shaky at this stage, but all estimates are speculative.

Mr. Fava asked whether this was a reassessment, and Mr. Litchfield responded that there is another layer of uncertainty, but we are expecting \$250,000 to cover costs.

Mr. Litchfield noted that on page eight of the presentation there is a forecasted five year operating budget, and on page nine there is a revised FY2012 forecast. This is the budget that the library is preparing for the Board to peruse. Mr. Litchfield added that there is a \$10 million gap forecast by the County.

Mr. Litchfield stated that on page eleven there is an \$11.3 million shortfall in the capital improvements plan. On the next page, however, changes have been made, and the unfunded capital improvements plan shortfall was lowered to \$5.3 million. Mr. Litchfield added that an additional Mt. Pleasant branch used to be in the rolling plan.

Mr. Litchfield stated that the County's goal is to maintain our AAA bond rating, because this translates into real savings. We are only one of forty-three counties in the county with this rating.

Mr. Litchfield noted that the County is planning some FY2012 budget initiatives that could affect us. They are planning a voluntary retirement program, hiring delays, and some financial policies.

Mr. Litchfield explained that the County's budget has a running personnel cost of almost 70 %. Ours is 69%, which is essentially the same as the County's. Mr. Litchfield added that the County is running out of other areas to save money, so they are looking at these personnel costs. He then gave the details of the retirement incentive program, as compared to the last program that was offered.

Ms. Reider asked how many library employees will be eligible for this program. Mr. Litchfield noted that we had eight employees eligible last year, and only one person took the offer. There are forty staff members eligible this time, and we might have four staff that accept the offer. However, we have to demonstrate that we can save 75% of each person's salary over three years. He added that the County is hopeful that 10% of those eligible will take the offer this year.

Mr. Henderson noted that another issue is that the County is willing to hire back those people in five years. Many people here have retired and come back to work. Mr. Litchfield added that it used to be that if you earned more than \$50,000 it affected your retirement. Mr. Fava noted that all of this is rooted in state law.

Mr. Litchfield stated that this proposal will be presented to County Council next week, and if it is passed, there won't be much time for staff who are eligible, to decide whether or not to apply for the retirement incentives. Mr. Henderson added that a meeting will be held with all eligible staff.

Mr. Litchfield stated that the second incentive is hiring delays. Mr. Henderson added that we have been delaying hiring for a longer period of time. He added that we have a 20% vacancy rate now, so we have already met this requirement.

Mr. Fava asked what the library's definition of an FTE is. Mr. Litchfield responded that it is forty hours per person. We also have a lot of part time people, so we have partial FTE's, as well. Mr. Litchfield noted that we currently have 257 authorized FTE's, and we are under that number with 200 currently on payroll.

Mr. Litchfield stated that the County is hoping to move \$5.3 million to Capital Improvements by recommending this one time funding to County Council. They do estimate a \$1.2 million savings on the volunteer retirement program mentioned earlier in the meeting. Mr. Litchfield added that they also plan to instruct us to plan a status quo budget. This means that we need to come up with savings to deal with inflation.

Mr. Litchfield noted that the County's FY2012 recommended operating budget leaves an overage of \$4 million in one-time funding. He also discussed the actions that the County will ask the Council to approve at the next finance meeting.

Mr. Henderson asked the Board to please remember that these are all preliminary estimates. We are only three months into the fiscal year.

Mr. Fava asked whether our appropriation will allow us to keep a fund balance. Mr. Litchfield responded affirmatively. He added that we like to keep one and a half to two months' expense money on hand.

Mr. Litchfield stated that over the last ten to twelve years we have gotten more money than we needed, and after hitting a certain low point, we have now had a few good years, due to our vacancy rate being much higher than it was in the past. This has always been our cushion, and the way we have made improvements.

Mr. Henderson reported that he sent the Maintenance of Effort letter from the state to Mr. O'Neal. He added that we need to get back to FY 2009 funding levels.

Friends of the Library Update

Ms. Visceglia reported that the Friends of the Library made \$83,000 in revenue, and expenses were lower this past year than in FY2008. This exceeded their forecast.

Ms. Visceglia noted that on November 7th, Mrs. Clara Mae Neuman, who has been a very dedicated Friends volunteer for many, many years, will celebrate her 90th birthday. In honor of that and all of her years of service, we are asking people to send her a postcard, in care of the Friends, and the postcards will be given to her. The Friends are hoping that many postcards are received.

Mr. Greene asked how consignment sales are going. Ms. Visceglia answered that they are going really well. Mr. Henderson added that dealers know that the Friends have consignment, so perhaps that is why the big book sale made less money than expected.

Ms. Visceglia thanked everyone for their help at the book sale.

Mr. Henderson noted that the Director of the Friends is looking at other Friends groups to see if we might consider community chapters of the group.

Ms. Visceglia stated that the St. Andrews Regional Library is having a branch sale in the spring.

Mr. Greene thanked Ms. Visceglia and all of the Friends. They set a good example for the County.

Library Reports

Mr. Henderson introduced Ms. Cindy Schweinfest, Manager of the Mt. Pleasant Regional Library.

Ms. Schweinfest thanked the Board for the opportunity to discuss the Mt. Pleasant

library. She noted that there have been many challenges.

Ms. Schweinfest stated that the Mt. Pleasant branch opened in 1992, and there were just over 30,000 people living in the town then. Three hundred forty-five thousand items were circulated that year, and there were two word processing computers and one OPAC computer available to patrons then. Now, Ms. Schweinfest said, there are almost 65,000 residents, and over 764,000 items were circulated last fiscal year. This is a 121% increase in circulation.

Ms. Schweinfest stated that the branch has Wi-Fi access now, and seven online catalogs. There are three computers available with children's programs. She added that the branch was renovated in 2004.

Ms. Schweinfest continued by stated that parking is limited at the branch, and at certain times there is no parking available at all. There have even been some bumper touches by people trying to park.

Ms. Schweinfest noted that the conference room is now used as an auxiliary room due to lack of space. That means that there is only one meeting room available to the public at this time, and many people would love more meeting space.

Ms. Schweinfest said that table and computer space is limited. The building was not designed for the technology usage that we see today. Additionally, she added, the book drop has to be emptied three to four times per day, and Sundays, as well as holidays.

Ms. Schweinfest reported that 12,000 people attended programming at the branch last year, and there are limitations in the number of people that can attend due to safety issues. She also added that due to the lack of parking, some parents park at the grocery store across the street, and must then cross the street with their children.

Ms. Schweinfest noted that staff are in the process of tagging and linking items for the new self check-out program. This will make the process speedier for patrons, and will help staff. She added that items held for patrons were previously behind the circulation desk, and this really slowed down the check-out process. Now, additional shelving has been put in, and patrons can pick up their own reserved items. If anyone needs help, though, staff are still happy to help them.

Ms. Schweinfest said that some of the plusses at the branch are that the staff are very knowledgeable, and patrons love the library and want a new, bigger one. Some of the negatives are that there is not enough parking for patrons and there are a lot of staff vacancies. There is also not enough space for children to attend programs, and not enough shelving for media materials.

Ms. Schweinfest concluded by stating that two new hospitals are being built, and that indicates growth.

Mrs. Epps applauded Ms. Schweinfest and the Mt. Pleasant staff for including children in the skin care program.

Mr. Fava inquired whether the Village Branch Library is still open in Mt. Pleasant. Mr. Henderson responded that it is. He added that we might be coming forward with a proposal for more hours at the small branches, since many of them are in areas where schools have closed.

Mr. Flynn noted that the biggest problems at the Mt. Pleasant Regional Library appear to be lack of space and parking. He wondered if a store were to move out of a shopping center, and we were able to move in, if that would be a good idea.

Ms. Schweinfest responded that this has worked where it has been done.

Mr. Fava asked whether there was property available where the Mt. Pleasant Regional Library is located. Mr. Henderson responded that the branch is landlocked. Ms. Schweinfest added that the building cannot accommodate a second story.

Mr. Henderson noted that the circulation desks at the regionals take up a great deal of room. We would love to have 25,000 square feet of space in Mt. Pleasant, with great parking.

Mr. Greene asked if Mt. Pleasant has the highest circulation numbers. Ms. Schweinfest responded that it does. It even circulates more items than the Main Library.

Ms. Schweinfest stated that staff at other branches have been helping out by tagging items at Mt. Pleasant. Linking still has to be done, however.

Mr. Fava asked about the vacancy status of regional branch manager positions. Mr. Henderson answered that there is one opening at the Main Library for that position.

Mr. Greene asked Ms. Schweinfest how the staff morale is at her location. Ms. Schweinfest responded that overall it is good. The branch has received a lot of help from other locations, but staff are concerned with the current workload. However, they do see light at the end of the tunnel.

Mr. Henderson noted that there is an internal communications committee that consists only of staff, and so far morale does not seem too bad. He added that he expected a lot worse.

Mrs. Epps noted that the Board needs to help with tagging at Mt. Pleasant. Ms. Reider added that they need help on Sundays.

Mr. Henderson reported that Ms. Cynthia Hurd, Branch Manager of the Dart Branch, will speak at next month's Board meeting.

Mr. Greene thanked Ms. Schweinfest for her report on the Mt. Pleasant Branch.

Ms. Bledsoe reported that the St. Andrews Regional Library received eight laptops, and is doing a series of four computer classes that focus on filling out online job applications. This was made possible by a LSTA grant.

Ms. Bledsoe noted that the September Programming Report only lists some of our programming. She added that she just wanted to show the Board the depth and breadth of the programming.

Ms. Bledsoe stated that all of the branches that are open at night and/or on Saturday will do children's programs in the evening. We will see how that impacts the programming numbers and user numbers.

Mr. Henderson noted that it is not an action item, but we may need to close the Main Library on February 26, 27, and 28, 2011, due to the chiller needing to be replaced. He added that right now these are tentative dates.

Mr. Greene asked where Main staff will go during that time. Mr. Henderson responded that they will all go to other branches.

Mr. Henderson reported that he attended the annual South Carolina Library Association conference. He added that he was glad to see Mr. Fava and Mr. Tinkler there.

Mr. Henderson noted that there were a lot of presentations on children's programming, so we are on the right track.

Mr. Henderson reported that Mr. Knisley (with the County) will be at the November meeting, and will answer questions. If you have any that you would like to ask, Mr. Henderson added that you can send them to him in advance.

Mr. Henderson stated that he will be attending a luncheon for the Darkness to Light program at the Chop House. A reporter for People Magazine is scheduled to be there.

Mr. Henderson noted that Capital Bookfest will be held at the Main Library on November 6th. There should be thousands of people in attendance. Mr. Henderson added that he will also attend a meeting with the Community Foundation on the same day to see if they can help us do more community programming.

Mr. Henderson reported that we put in a grant request for our RFP to the state, and they are now putting in \$2,500 for our plan.

Strategic Plan Committee

Mr. Henderson reported that the print ad in Library Journal regarding the strategic plan was printed incorrectly, so it will be run again next month.

Mr. Henderson noted that we will put together a committee of Ms. Bledsoe; Ms. Nancy Sullivan, Procurement and Facilities Manager; himself; and Board members. He added that obviously the Board is not committed to hire any of the firms that apply, but the process will be open to any of the Board and the public, as well. However, Mr. Henderson added, since bids are proprietary, they cannot be made public.

Mr. Greene suggested that the sub-committee give all information to the entire Board.

Mr. Henderson noted that \$70,000 has been set aside in the budget for this project, and we also received \$2,500 from the state.

Development of Annual Calendar

Mr. Henderson reported that the Board meetings will be changing in format. He added that the Board may like specific types of reports at each meeting. For instance, one month we can discuss collection development, and we should come up with dates for annual policy reviews. These will, perhaps, take three months to do.

Mr. Greene suggested that the Board bring a list of suggested items to the next meeting.

Ms. Reider noted that the Board should review their duties. She added that they should refresh themselves on what those duties are.

Mr. Fava asked whether the library keeps their employee records at the library. Mr. Henderson responded that they are kept at the Main Library.

Ms. Reider suggested that the Board all go back to what was learned at the spring meeting.

Mr. Greene added that if there are items that do not need to be reviewed on a continuing basis, we would like someone to come in and refresh the Board on those items.

Mr. Henderson stated that as a group, we need to set up Board orientation. He added that we will possibly have to openings for next year.

Mr. Greene said that he understands that all names of applicants will be forwarded to us, as they were last time. He added that the Board needs to give recommendations.

Community Meetings Update

Mr. Henderson reported that all sixteen community meetings are finished. Things are already happening as a result of those meetings, such as the doors at Mt. Pleasant being fixed.

Mr. Henderson stated that we have been offered the entire building at our Edisto branch. If we find that we can use the space, we will send a thank you letter.

Mr. Henderson noted that we are also suggesting more hours at the smaller

branches, notably in the evening.

Mr. Henderson said that lighting upgrades are taking place at some locations. He added that starting in January or February we will offer a floating collection.

Mr. Henderson stated that the Friends of the Library are a wonderful organization, and he is looking forward to working with them.

Mr. Henderson noted that we have received a great deal of email feedback from the public, and 99% of them said that they love our library. The emails have been forwarded to Ms. Segal.

Mr. Greene asked whether we will report our findings to the public. Mr. Henderson responded that Ms. Thomas, Public Relations Manager, has done good publicity.

Mr. Henderson reported that he met with Dr. Baszler from MUSC and discussed system-wide programming with them. They really want to do more outreach.

Mrs. Epps noted that many people and organizations want to help the library.

Mrs. Epps asked that everyone please send a postcard to Ms. Clara Mae Neuman, in care of the Friends of the Library. Mrs. Visceglia asked that we encourage others to do so, as well.

Mr. Henderson noted that there will not be a Board of Trustees meeting in December of this year, and in July and December of next year.

Ms. Reider moved that the meeting be adjourned. Mr. Fava seconded the motion and the motion carried.

Respectfully submitted,

Bettye Anne Chambers

Secretary

Director's Report

November 2010

What an exciting month. The First Annual Charleston Capital BookFest welcomed over 5,000 people. The Friends held their annual meeting and elected new officers. Staff attended The South Carolina Library Association Annual Conference. We added the availability of Pay Pal as a way for our patrons to pay fines and damages online.

The authors were thrilled and the response from the public was tremendous. We heard wonderful things about our staff and the Library in general. The crowd was representative of the entire community. Young and old of every persuasion attended. Every program was well attended. The organizers said this was the largest first year crowd and they can't wait to come back. We are going to debrief and see if we can determine how to make it even better next year.

The Friends of the Library held their annual meeting on November 7th. Nikki Giovanni agreed to stay an extra day after the BookFest and was the keynote speaker. I was told that the attendance was better than usual. The Friends had a table at the BookFest and signed up a number of new members.

The theme of the South Carolina Library Association's Annual Conference was advocacy.

Programs discussed being an advocate for the different segments of library services such as children, young adults, the disabled, etc. Sally Reed Gardner, the Executive Director of FOLUSA, discussed becoming a community activist.

We are still searching for ways to allow our patrons to be able to do things remotely. This month

We added the ability to pay fines and damages inline and remotely. When a patron looks up their library account and discovers they have fines they will have the opportunity to pay the fines online through Pay Pal.

Island Estate and Dunmovin Neighborhood Associations presented the staff of the John's Island Regional Library an Excellence Award for going above the call of duty to provide a program for the group. What great PR.

October Programming Report

Date		Attendees
10/3	Latin American Festival, system wide staff	2,208
10/4	The War that made America—The French & Indian War, Main	76
10/6	What is the right thing to do? Main	86
10/6	Foundation Center Tour, Main	26
10/6	An evening with Kwame Alexander & friends, Dart	22
10/6	Above and Below, Maritime Archaeology, SC Room	32
10/7	Read for the Record, multiple locations	469
10/9	Fall Field Day, Charlestowne Landing, Charleston Archives	100
10/13	Demographics demystified, Main	15
10/16	Campfire story time, John's Island	29
10/23	Beach lovers book club, Poe	16
10/25	Local History Resources at the Charleston Archive	71
10/28	Halloween Carnival, Dart	27
10/30	Ghost stories with Tally Johnson, Mt. Pleasant	22
10/30	Metropolitan Opera, Das Rheingold, Main	175

Programming and special event notes

CCPL participated in the College of Charleston's literacy initiative surrounding Three Cups of Tea. The Children's Department at Main held a month long craft project called A Cup of Art. Children decorated a tea cup using cups with a wish for the world printed on it, or they came up with their own wish. The cups were collected and put on display in the children's room for the Capital Bookfest in November. This project is based on the book, Listen to the Wind: The Story of Dr. Greg & Three Cups of Tea. 238 tea cups were decorated. The YA department held a Three Cups of Tea trivia contest in the YA area from 10/24 – 10/31. 32 teens won prizes by correctly answering questions about Afghanistan, Pakistan, and the book.

Several staff members attended the South Carolina Library Association Conference in Myrtle Beach Oct 20--22. Ray Turner, Otranto, was recognized for his achievements as SCLA President. Andria Amaral, Young Adult Services, presented a poster session about the "Captive Audience" outreach program and Theresa Wagner, Main Reference, presented a poster session on CCPL's literary programs.



Charleston County Public Library

SERVICE EFFECTIVENESS MEASURES FY2010

<i>Through Sept 2010</i>	MAIN	MTP	STA	OTR	DOR	JOHNS	W ASH	JAMES	CRM	DART	EDI	FOLLY	STP	MCC	POE	VILL	SYSTEM
TOTAL CIRC/VISIT	1.46	2.73	2.27	2.18	2.00	2.15	1.64	2.29	0.67	0.38	4.26	3.04	2.86	2.44	10.16	3.15	1.88
CIRC/FTE	2,272	9,358	8,161	5,377	4,497	4,311	8,400	10,451	4,987	2,564	5,999	8,286	6,254	3,856	8,187	6,566	5,257
COST/CIRC	5.30	1.02	1.13	1.73	1.82	2.05	1.03	0.86	1.95	3.71	0.98	0.75	1.32	3.13	0.87	1.61	1.94
FTE COST/CIRC	3.74	0.89	0.98	1.44	1.52	1.68	0.91	0.74	1.45	2.78	0.90	0.70	1.21	2.30	0.72	1.41	1.52
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	601,796	190,018	167,765	132,049	116,143	138,537	73,649	63,189	45,183	38,254	4,875	6,531	12,332	14,392	10,979	24,280	1,639,972
FY11 BRANCH BUDGET	851,976	217,531	193,354	158,578	138,815	168,899	83,545	73,441	60,795	51,190	5,282	7,021	13,413	19,614	13,349	27,710	2,084,513

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 OCTOBER 2010

CIRCULATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	209,874	211,754	-0.89
BOOKMOBILE	9,146	10,228	-10.58
CRM	40,600	44,171	-8.08
DART	17,871	18,214	-1.88
JAMES ISLAND	108,858	99,791	9.09
WEST ASHLEY	104,223	97,763	6.61
VILLAGE	21,832	22,748	-4.03
MT PLEASANT	274,218	271,056	1.17
ST ANDREWS	220,540	215,894	2.15
DORCHESTER RD	99,181	94,963	4.44
OTRANTO RD	118,479	117,987	0.42
JOHN'S ISLAND	105,440	110,725	-4.77
POE	19,739	16,938	16.54
EDISTO	7,001	7,852	-10.84
FOLLY	11,767	11,963	-1.64
ST PAULS	13,043	13,816	-5.59
MCCLELLANVILLE	8,007	8,690	-7.86
TOTALS	1,389,819	1,374,553	1.11

USER VISITS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	146,334	156,550	-6.52
BOOKMOBILE	4,100	3,935	4.19
CRM	60,893	57,242	6.38
DART	50,197	59,826	-16.10
JAMES ISLAND	48,957	52,955	-7.55
WEST ASHLEY	61,229	75,664	-19.08
VILLAGE	6,743	7,397	-8.84
MT PLEASANT	102,894	92,980	10.66
ST ANDREWS	97,899	90,944	7.65
DORCHESTER RD	49,176	50,333	-2.30
OTRANTO	56,058	65,568	-14.50
JOHNS ISLAND	49,686	46,643	6.52
POE	1823	4758	-61.69
EDISTO	1588	1554	2.19
FOLLY	4217	3164	33.28
ST PAULS	4420	4564	-3.16
MCCLELLANVILLE	3430	4375	-21.60
TOTALS	749,644	778,452	-3.70

PC USE

	YTD TOTAL	PREVIOUS	% change
MAIN	31,448	36,923	-14.83
BOOKMOBILE	0	0	0.00
CRM	10,892	9,887	10.16
DART	6,362	5,617	13.26
JAMES ISLAND	5,108	5,257	-2.83
WEST ASHLEY	6,627	6,475	2.35

IN-HOUSE USE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	86,498	83,735	3.30
BOOKMOBILE	0	0	0.00
CRM	37,371	32,189	16.10
DART	9,153	8,323	9.97
JAMES ISLAND	8,447	9,420	-10.33
WEST ASHLEY	40,206	48,362	-16.86
VILLAGE	6,953	7,026	-1.04
MT PLEASANT	38,943	42,254	-7.84
ST ANDREWS	35,677	36,124	-1.24
DORCHESTER RD	15,760	17,127	-7.98
OTRANTO RD	22,106	22,408	-1.35
JOHN'S ISLAND	23,822	26,258	-9.28
POE	1,891	2,378	-20.48
EDISTO	334	238	40.34
FOLLY	7,125	5,800	22.84
ST PAULS	1,575	1,738	-9.38
MCCLELLANVILLE	3,085	3,085	0.00
TOTALS	338,946	346,465	-2.17

OUT-OF-COUNTY REGISTRATIONS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	2	4	-50.00
BOOKMOBILE	0	0	0.00
CRM	0	0	0.00
DART	1	2	-50.00
JAMES ISLAND	0	0	0.00
WEST ASHLEY	5	8	-37.50
VILLAGE	0	0	0.00
MT PLEASANT	6	16	-62.50
ST ANDREWS	3	5	-40.00
DORCHESTER RD	36	52	-30.77
OTRANTO RD	73	75	-2.67
JOHN'S ISLAND	8	0	800.00
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	136	164	-17.07

PC USE (con't)

	YTD TOTAL	PREVIOUS	% change
VILLAGE	1,558	1,195	30.38
MT PLEASANT	14,716	16,472	-10.66
ST ANDREWS	21,776	22,552	-3.44
DORCHESTER	9,581	9,956	-3.77
OTRANTO	13,370	14,381	-7.03
JOHNS ISLAND	14,148	15,022	-5.82

REFERENCE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	170,244	152,758	11.45
BOOKMOBILE	1,184	323	266.56
CRM	39,367	35,648	10.43
DART	9,605	15,643	-38.60
JAMES ISLAND	68,373	61,055	11.99
WEST ASHLEY	49,477	45,294	9.24
VILLAGE	4,369	5,297	-17.52
MT PLEASANT	72,314	85,329	-15.25
ST ANDREWS	80,034	94,669	-15.46
DORCHESTER RD	57,080	44,013	29.69
OTRANTO RD	73,927	71,999	2.68
JOHN'S ISLAND	55,668	59,427	-6.33
POE	1,730	1,311	31.96
EDISTO	194	200	-3.00
FOLLY	8,858	6,388	38.67
ST PAULS	290	435	-33.33
MCCLELLANVILLE	4,739	3,489	35.83
TOTALS	697,453	683,278	2.07

REGISTRATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	3,053	3,139	-2.74
BOOKMOBILE	201	103	95.15
CRM	1,082	796	35.93
DART	282	192	46.88
JAMES ISLAND	762	738	3.25
WEST ASHLEY	713	583	22.30
VILLAGE	88	92	-4.35
MT PLEASANT	2,078	2,072	0.29
ST ANDREWS	1,483	1,376	7.78
DORCHESTER RD	1,233	1,289	-4.34
OTRANTO RD	1,174	1,150	2.09
JOHN'S ISLAND	999	1,077	-7.24
POE	134	149	-10.07
EDISTO	48	35	37.14
FOLLY	403	525	-23.24
ST PAULS	102	99	3.03
MCCLELLANVILLE	82	60	36.67
TOTALS	13,917	13,475	3.28

PC USE (con't)

	YTD TOTAL	PREVIOUS	% change
POE	309	603	-48.76
EDISTO	247	249	-0.80
FOLLY	662	808	-18.07
ST PAULS	1,575	1,652	-4.66
MCCLELLANVILLE	867	1,166	-25.64
TOTALS	139,246	148,215	-6.05

PROGRAMMING

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN			
NO OF PROG	347	360	-3.61
ATTENDANCE	9,265	12,554	-26.20
BOOKMOBILE			
NO OF PROG	0	0	0.00
ATTENDANCE	0	0	0.00
CRM			
NO OF PROG	30	69	-56.52
ATTENDANCE	1,845	2,089	-11.68
DART			
NO OF PROG	33	45	-26.67
ATTENDANCE	1,864	2,413	-22.75
JAMES ISLAND			
NO OF PROG	19	22	-13.64
ATTENDANCE	825	1,171	-29.55
WEST ASHLEY			
NO OF PROG	98	38	157.89
ATTENDANCE	3,184	1,101	189.19
VILLAGE			
NO OF PROG	9	10	-10.00
ATTENDANCE	268	242	10.74
MT PLEASANT			
NO OF PROG	118	132	-10.61
ATTENDANCE	3,449	3,545	-2.71
ST ANDREWS			
NO OF PROG	166	105	58.10
ATTENDANCE	4,779	2,743	74.23
DORCHESTER RD			
NO OF PROG	147	91	61.54
ATTENDANCE	2,634	1,625	62.09
OTRANTO RD			
NO OF PROG	101	115	-12.17
ATTENDANCE	3,117	2,420	28.80
JOHN'S ISLAND			
NO OF PROG	174	223	-21.97
ATTENDANCE	4,585	5,284	-13.23
POE			
NO OF PROG	41	83	-50.60
ATTENDANCE	448	991	-54.79
EDISTO			
NO OF PROG	7	9	-22.22
ATTENDANCE	34	291	-88.32
FOLLY			
NO OF PROG	12	5	140.00
ATTENDANCE	112	102	9.80
ST PAULS			
NO OF PROG	1	0	100.00
ATTENDANCE	2	0	200.00
MCCLELLANVILLE			
NO OF PROG	16	20	-20.00
ATTENDANCE	377	564	-33.16
TOTALS			
NO OF PROG	1,319	1,327	-0.60
ATTENDANCE	36,788	37,135	-0.93

Board of Trustee Annual Calendar

January	Budget Approval Budget Quarterly Report Legislative meetings Select RFP consultant firm
February	Begin Board of Trustee By-law and Procedure Review Budget due to County
March	Finish by-law and procedure Review
April	Begin Library Policy review Budget Quarterly Report
May	End Library Policy Review
June	Begin Library Director Review Board elections
July	No meeting
August	Complete Director review Close out previous fy year/ Approve current year Committee appointments Strategic Plan Presentation
September	Audit Report/
October	Quarterly budget
November	Budget discussion
December	No meeting

Going far beyond the call of duty,
doing more than others expect . . .
this is what excellence is all about.

And it . . .

EXCELLENCE

comes from striving, maintaining the
highest standards, looking after the
smallest detail,
and going the extra mile. Excellence
means doing
your very best.

In everything.

In every way.

PRESENTED TO

JOHNS ISLAND LIBRARY

EXCELLENCE AWARD

For the branch manager and the entire staff in their
extraordinary diligence & zeal in the manner in which they
carried out their role as reference advisors to their customers.
Very appreciated is their vast knowledge and expertise in all
that they do to include meeting logistics and planning. The
branch manager exhibits exemplary leadership. Their
SELFLESS service & expertise is for all to emulate.

November 9, 2010

Presented by

ISLAND ESTATES & DUNMOVIN NEIGHBORHOOD ASSOCIATION

CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT
General Fund 10 and Special Revenue Fund 20
Fiscal Quarter Ended September 30, 2010

	Actual Year Ended 6/30/2010	Actual 3 Months Ended 9/30/2009	Actual 3 Months Ended 9/30/2010	Actual Increase (Decrease) FY10 - FY09	Percent Increase (Decrease) FY10 - FY09	Budget Year Ended 6/30/2011	Budget Remaining 6/30/2011
REVENUES							
County Appropriation	13,824,355.04	3,456,088.73	3,418,588.62	(37,500.11)	-1.09%	13,674,355.00	10,255,766.38
Copier Income	81,958.20	20,567.69	20,176.28	(391.41)	-1.90%	75,800.00	55,623.72
Fine Income	490,924.66	131,957.86	129,516.01	(2,441.85)	-1.85%	489,000.00	359,483.99
Undesignated Gifts	17,861.45	365.00	3,200.00	2,835.00	776.71%	-	(3,200.00)
Interest Income	2,707.98	383.30	219.27	(164.03)	-42.79%	2,000.00	1,780.73
Other Income	85,687.81	13,059.14	10,020.12	(3,039.02)	-23.27%	30,000.00	19,979.88
Government Grant Revenues	1,767.89	100.00	16,359.02	16,259.02	16259.02%	-	(16,359.02)
Private Grant Revenues	991.60	-	-	-	0.00%	-	-
Endowment Receipts	-	-	-	-	0.00%	-	-
Lottery Revenues	-	-	-	-	0.00%	-	-
State Stabilization Funds	130,187.00	-	90,603.94	90,603.94	100.00%	90,604.00	0.06
State Aid Receipts	409,160.48	122,049.33	74,637.29	(47,412.04)	-38.85%	298,549.00	223,911.71
TOTAL REVENUE	15,045,602.11	3,744,571.05	3,763,320.55	18,749.50	0.50%	14,660,308.00	10,896,987.45
EXPENDITURES							
Personnel Costs	9,920,696.82	2,315,142.52	2,151,191.08	(163,951.44)	-7.08%	10,796,329.00	8,645,137.92
Library Materials	2,056,574.95	572,083.72	588,277.33	16,193.61	2.83%	2,211,827.00	1,623,549.67
Access to Networks	232,637.21	187,961.96	198,457.23	10,495.27	5.58%	254,000.00	55,542.77
Copier Leases and Supplies	196,048.42	48,414.24	50,263.67	1,849.43	3.82%	202,030.00	151,766.33
Supplies	122,253.07	28,315.75	34,228.26	5,912.51	20.88%	177,475.00	143,246.74
Printing	18,383.34	762.57	2,610.27	1,847.70	242.30%	22,400.00	19,789.73
Equipment Repairs and Maintenance	44,272.21	28,439.39	25,119.72	(3,319.67)	-11.67%	49,265.00	24,145.28
Building Repairs and Maintenance	572,307.03	131,734.89	138,878.65	7,143.76	5.42%	532,277.00	393,398.35
Utilities	790,921.31	168,728.40	219,678.44	50,950.04	30.20%	835,150.00	615,471.56
Other Expenditures	90,451.36	44,921.84	46,043.71	1,121.87	2.50%	210,857.00	164,813.29
Motor Vehicles	39,123.78	8,830.53	18,883.81	10,053.28	113.85%	38,635.00	19,751.19
Insurance	104,137.08	26,034.27	25,358.25	(676.02)	-2.60%	101,433.00	76,074.75
Grant and Endowment Expenditures	2,759.49	-	17,688.02	17,688.02	100.00%	-	(17,688.02)
Lottery Expenditures	-	-	-	-	0.00%	-	-
State Stabilization Funds Expenditures	130,187.00	-	-	-	0.00%	90,604.00	90,604.00
Technology, Contingency and Capital Expend	74,397.07	2,689.33	10,847.56	8,158.23	303.36%	257,896.00	247,048.44
TOTAL EXPENDITURES	14,395,150.14	3,564,059.41	3,527,526.00	(36,533.41)	-1.03%	15,780,178.00	12,252,652.00
SURPLUS (DEFICIENCY)	650,451.97	180,511.64	235,794.55	55,282.91	30.63%	(1,119,870.00)	(1,355,664.55)

CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT

FY 2010-2011

07/01/2010 TO 09/30/2010

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET</u>
30 County Appropriation	3,418,588.62	3,418,588.62	13,674,355.00	25.0
31 Copier Income	20,176.28	20,176.28	75,800.00	27.0
32 Fine Income	129,516.01	129,516.01	489,000.00	26.0
35 Designated Gifts	2,000.00	2,000.00	0.00	0.0
36 Undesignated Gifts	1,200.00	1,200.00	0.00	0.0
38 Interest Income	219.27	219.27	2,000.00	11.0
39 Other Income	10,020.12	10,020.12	30,000.00	33.0
70 Government Grant Revenues	16,359.02	16,359.02	0.00	0.0
91 State Aid Receipts	74,637.29	74,637.29	298,549.00	25.0
92 State Stabilization Funds	90,603.94	90,603.94	90,604.00	100.0
TOTAL REVENUE	<u>3,763,320.55</u>	<u>3,763,320.55</u>	<u>14,660,308.00</u>	<u>26</u>
41 Personnel Costs	2,151,191.08	2,151,191.08	10,796,329.00	20.0
42 Library Materials	513,640.04	513,640.04	1,913,278.00	27.0
43 Access to Networks	198,457.23	198,457.23	254,000.00	78.0
44 Copier Leases and Supplie	50,263.67	50,263.67	202,030.00	25.0
45 Supplies	34,228.26	34,228.26	177,475.00	19.0
46 Printing	2,610.27	2,610.27	22,400.00	12.0
47 Equipment Repairs and Mai	25,119.72	25,119.72	49,265.00	51.0
48 Building Repairs and Main	138,878.65	138,878.65	532,277.00	26.0
49 Utilities	219,678.44	219,678.44	835,150.00	26.0
50 Other Expenditures	46,043.71	46,043.71	210,857.00	22.0
51 Motor Vehicle Expenses	18,883.81	18,883.81	38,635.00	49.0
52 Insurance	25,358.25	25,358.25	101,433.00	25.0
75 Government Grant Expendit	17,688.02	17,688.02	0.00	0.0
95 State Aid Expenditures	74,637.29	74,637.29	298,549.00	25.0
96 State Stabilization Funds	0.00	0.00	90,604.00	0.0
99 Designated Fund Expenditu	10,847.56	10,847.56	257,896.00	4.0
TOTAL EXPENDITURE	<u>3,527,526.00</u>	<u>3,527,526.00</u>	<u>15,780,178.00</u>	<u>22</u>
BEFORE TRANSFERS	<u>235,794.55</u>	<u>235,794.55</u>	<u>-1,119,870.00</u>	
AFTER TRANSFERS	<u>235,794.55</u>	<u>235,794.55</u>	<u>-1,119,870.00</u>	

Charleston County Public Library
Financial Highlights
Quarter Ended September 30, 2010

The following are highlights of the Charleston County Public Library's interim financial report for the quarter ended September 30, 2010:

Revenue

- Copier income is ahead of budget for the quarter, yet 1.9% less than the prior year actual.
- Fine income is slightly ahead of budget for the quarter, yet 1.85% less than the prior year actual. The collection agency began its work in September 2010. We will be tracking the effect on fine collections.
- Interest income continues to decline.
- Other income is over budget due to an insurance reimbursement for a damaged book return.
- Government grant revenues include funding for the Grand Family program and the branch computer labs.
- We have received \$90,603.94 in State Fiscal Stabilization Funds (stimulus) for fiscal year 2011. We are looking at expanding the self-checkout program to another branch location.
- We have received notice that the State Library has approved our application for a MOE waiver.

Expenditures

- Personnel costs are under budget for the quarter and less than the prior year actual due to vacancies.
- Library materials are over budget for the quarter primarily due to payment of annual fees for reference databases and prepayment of periodicals. Actual costs are 2.83% greater than the prior year actual due to timing of purchases.
- The current period expenditure amount for access to networks includes the balance in prepaid expenses at June 30, 2010 that was for the fiscal year 2011.
- Supplies are under budget for the quarter, yet 20.9% greater than the prior year actual. This is due to the annual order of library cards and replacement of the book return at McClellanville.
- Equipment repairs and maintenance are ahead of budget due to approximately \$21,000 in annual contract costs paid during the quarter.
- Building repairs and maintenance are slightly ahead of budget and prior year actual due to door repairs at several locations.
- Utilities are slightly over budget for the quarter while significantly higher than the prior year actual due to the agreement with SCE&G to repay an undercharge over two years.
- Motor vehicle expenses are over budget due to unexpected truck repair.
- Designated fund expenditures include \$10,848 for technology enhancements.