

# 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 Meetings (Sept. 28, 2010 and Oct 18, 2010)	Janet Segal	Accept	
7	6:00	Financial Update - Budget Information			
8	6:05	Friends of the Library Update	Dawn Visceglia		
9	6:35	Library Reports A. Branch/Dept. report - Mt. Pleasant B. Program Report C. Director's Report	Doug Henderson		
10	6:55	Strategic Plan Committee to Interview and Select Consultant			
11	7:00	Development of Annual Calendar			
12	7:05	Community Meeting Update			
13	7:10	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  
October 18, 2010

The Charleston County Library Board of Trustees met for a special meeting on Sunday, October 18, 2010, at 2:00p.m. in Meeting Room B at the Main Library.

Board members present were Mrs. Chambers, Mr. Flynn, Mrs. Epps, Ms. Segal, Ms. Holladay, Ms. Hollinshead, Mr. Fava, Mr. Tinkler, Ms. Reider and Mr. Greene. Mrs. Edler was unable to attend. Doug Henderson was the staff member present, and Denise Lyons of the South Carolina State Library was also in attendance.

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

Board Training

Ms. Denise Lyons, of the South Carolina Library, distributed the 2010 Reference Manual for South Carolina Public Libraries to the Board members, and discussed the contents with them. No action was taken.

Mr. Fava made a motion that the meeting be adjourned at 4:49pm. Ms. Segal seconded the motion and the motion carried.

Respectfully submitted,

Bettye Anne Chambers  
Secretary

CHARLESTON COUNTY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
September 28, 2010

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, August 24, 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. Segal, Ms. Holladay, Ms. Hollinshead, Ms. Reider and Mr. Greene. Staff members present were Doug Henderson, Cynthia Bledsoe, Perry Litchfield, Jim Letendre, Kristen Bennett, Rodger Smith, Andria Amaral and Susan Parsons. Ms. Dawn Visceglia, representing the Friends of the Library, was also in attendance, as was Ms. Martha Bryan of Webster, Rogers LLP.

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

Welcome and Board Comment

Ms. Segal welcomed everyone to the meeting and asked everyone to introduce themselves.

Ms. Segal noted that almost everyone attended at least one community meeting. Ms. Reider added that patrons at the Poe Branch mistakenly thought that we intended to close that branch. The Mayor of Hollywood was also at his community meeting. Mr. Henderson added that someone sent a note out mentioning Poe and it was misinterpreted. Ms. Bledsoe also noted that a Town Council Representative stated that people misread communication sometimes.

Ms. Reider stated that Sunday hours are in demand at the meetings she attended.

Mr. Greene noted that he had lunch with Mr. O'Neal, the County Administrator, on Friday. He is obviously a big fan of the library system.

Ms. Holladay noted that a comment was made that it would be good to appoint younger people to the Board. She added that it would not be appropriate to have teenagers serve. Ms. Segal responded that she did not mean that much younger, just someone young enough to promote things such as a teen advisory board. Ms. Bledsoe noted that we do have teen advisory boards in place at Main, John's Island and St. Andrews. Mr. Henderson said that at his last library system, teens were great volunteers.

Minutes of Previous Meeting

The minutes of the September 28, 2010, meeting were reviewed. Mr. Greene noted that there were several typographical errors in the September Board minutes. Ms. Segal

added that the correct name of the State Librarian coming to train the Board in October is Denise Lyons.

Ms. Reider moved to accept the minutes with corrections made regarding the previous comments. Mr. Greene seconded the motion and the motion carried.

### Financial Update

Mr. Henderson introduced Ms. Martha Bryan, of the auditing firm, Webster Rogers LLP.

Ms. Bryan distributed draft copies of the financial audit and thanked everyone for such great attention to the Board minutes. Ms. Bryan stated that action items are very important and she thanked everyone for giving that much detail to the minutes. She added that she read the August, 2010 minutes this afternoon, because the audit cannot be released until the last minute.

Ms. Bryan stated that Mr. Litchfield did a great job discussing the financials at the last Board meeting.

Ms. Bryan noted that on page twenty-seven of the draft audit, there is a letter written by management. She added that on page four there is a snapshot of two years of financials side by side. This is an excellent table for the Library to show to constituents.

Ms. Bryan said that she is asking for the Board to approve the audit, and it will then go to the County. After that, she added, the Board will get a final copy.

Ms. Bryan stated that the basic financial statement is on pages eight through twenty-five, and notes for that are on pages twelve through twenty-five. The total capital assets through June 30, 2009, were \$3,316,910. The total equity for the same fiscal year was \$2,270,742. That detail was approved when the Board approved the September, 2010 Board minutes.

Ms. Bryan said that there will be a major overhaul next year. There will be educational issues in the coming months.

Ms. Bryan reported that on the page thirty-one, the last page, is the audit finding. The finding is still consistent, with the one issue being how few staff there are in the financial department. There should be a major segregation of duties, so Ms. Bryan stated that this finding has to be included because of the potential risk. There have to be many levels of review, and that is why this item is non-compliant.

Ms. Bryan noted that in paragraph three, page one, of the audit draft, the auditors were able to issue a clean opinion.

Mr. Henderson stated that the library is getting ready to upgrade the accounting system and automate it. He added that we should be supporting educational things that Mr. Litchfield needs in order to do his job.

Ms. Bryan stated that the Board minutes that include the financial statements are

very good.

Mrs. Epps thanked Ms. Bryan for the presentation.

Ms. Reider moved to accept the audit draft as presented. Mrs. Chambers seconded the motion and the motion carried.

### Friends of the Library Update

Ms. Visceglia reported that the big book sale will take place at the Gaillard Auditorium from October 8<sup>th</sup> through October 10<sup>th</sup>. Hopefully, she added, there will be advertisements in the Post and Courier, the City Paper and on Facebook. The sale's new theme is "Barbeque, Books and Bluegrass".

Ms. Visceglia stated that the Friends annual meeting keynote speaker will be Nikki Giovanni.

Ms. Visceglia announced that Mrs. Clara Mae Neuman will be celebrating her 90<sup>th</sup> birthday in November. Library staff and Friends members are planning an event to include Mrs. Neuman's twenty-seven years of service at the library. The Friends are also requesting that a postcard be sent to Mrs. Neuman, in care of the library. We would like to see a lot of cards celebrating her birthday and dedication.

Mrs. Epps added that a birthday card would also be nice, and Ms. Visceglia reported that Ms. Everett, the Friends Director, will be mailing out a notice soon in regards to this request. Ms. Visceglia added that Mrs. Neuman helped start the Charleston County Friends of the Library. She used to volunteer every day, and still comes in often, and does all the research on auction and special books that are donated.

Mr. Greene added that Mrs. Neuman is remarkable. She is the one that started sorting the donated items and placing them by category.

Mr. Greene noted that he is on the Nominating Committee of the Friends and they are still soliciting suggestions for Friends Board and officers. Ms. Visceglia added that the Friends definitely still need volunteers for the book sale. Interested persons can sign up, using the library's web site or the Friends web site ..

### Employee of the Quarter

Mr. Henderson introduced Kristin Bennett, who started work at the library as a Young Adult Librarian in 2007. He added that Kristin has proven herself to be motivated, level headed and a natural leader. She was a natural choice for the Head of Reference position at the St. Andrews Regional Library in February of this year, due to these qualifications. She also stepped up and performed the duties of the Young Adult Librarian at the same time, due to budget cuts.

Mr. Henderson noted that Kristin is the definition of a customer-oriented employee. She always looks for ways to improve services for patrons. She was also instrumental in the rearrangement of St. Andrews in order to accommodate the increasing number of wireless Internet users. In addition, she was able to create a more defined teen space during this process. Mr. Henderson closed by stating that Kristin is up for any challenge and there is no doubt that her energy and enthusiasm will allow Kristin to continue to advance in the library system.

### A Captive Audience Video

Mr. Henderson introduced Andria Amaral, Young Adult Librarian at the Main Library. Ms. Amaral created an award winning video , highlighting efforts to reach incarcerated teens. As a result, the library won the grand prize in the “Mighty Cause” competition, sponsored by James Patterson’s Read Kiddo Read Foundation and Asset Based Thinking.

Ms. Amaral showed the film to the Board and other meeting attendees.

Ms. Amaral noted afterwards that we were first one of ten finalists, before winning the \$2500 grand prize. Ms. Bledsoe congratulated Ms. Amaral. Mr. Greene inquired whether any press on this has gone out yet, and Ms. Amaral responded that we just heard from the organizations, so the press should be notified shortly.

Ms. Amaral thanked the Board for their time. The Board congratulated her on her success.

### Programming Report

Ms. Bledsoe reported that August programming numbers are not as massive as some other months. She added that she just noted some selective programs in the report.

Ms. Bledsoe stated that we are doing a lot of social media programs for small businesses and non-profits. These are very popular, because although the attendance is not big, it is very hands on.

Ms. Bledsoe stated that the Hootie’s Home Grown Round Up gets bigger each year. Our staff do crafts and play games with the kids in attendance, and a lot of staff volunteer for this event.

Ms. Bledsoe reported that the final Grand Family Resource Grant program was held at Dorchester. There were eighty-three attendees, and the meeting included a bilingual story time, a discussion on back- to- school issues, and notification of a literacy program offered by the Northwoods MUSC Clinic for Children.

Ms. Bledsoe announced that Mr. Ray Turner, the Reference Librarian at Otranto, was selected to be a part of the USC College of Mass Communications and Information

Studies Augusta Baker Endowed Chair in Child Literacy Committee. Congratulations to Mr. Turner.

Ms. Bledsoe reported that September is much busier, as it is Library Card Sign-up Month and the Moja Festival takes place.

### Director's Report

Mr. Henderson reported that he has a meeting with First Steps next week. He will also attend the Sea Island Festival and the Latino Festival this week.

Mr. Henderson noted that he has gone to fourteen of the sixteen scheduled community meetings. The consistent theme is that residents value our library system and want to see it grow even stronger.

Mr. Henderson reported that the library is doing a survey and Ms. Thomas, our Public Relations Manager, is doing a great job getting it out to the public. There is a great deal of interest in Friends of the Library community groups.

### Strategic Plan Request for Proposals

Mr. Henderson stated that the Board was given a sheet with the scope of services and the legal items. If the Board accepts this proposal, we will put out a legal notice for bid. Then a committee from the Board will interview companies interested, and come back to the whole Board with a report on those interviews.

Ms. Holladay asked what the cost of the strategic plan will be. Mr. Henderson replied that we have budgeted \$70,000, but we can negotiate. For example, we can tell them that we don't want twelve stakeholder meetings, we only want three. Hopefully, we will not go over budget. Mr. Henderson added that if the Board finds that they don't like any of the companies, or what they offer, we do not have to hire any of them.

Ms. Chambers asked what sorts of companies do this type of plan. Mr. Henderson responded that there are about ten of these companies.

Mr. Greene stated that he wonders whether staff will understand our spending this money, when the budget has affected them so much. Mr. Henderson replied that staff knows the direction the organization is going, and if County Council buys in, there will be no question in staff's mind why we are doing this.

Mr. Greene wondered whether there would be any ramifications with morale, when there are no funds for substitutes and other needed things. He asked whether we could address this issue.

Mr. Letendre noted that we do expect some staff to have issues, but Mr. Henderson has a good, persuasive manner, and staff will see that the end product will make us more

effective. We do have dedicated staff.

Mr. Henderson reported that the Staff Communication Committee met for the first time yesterday. They discussed how staff communicate, how branches communicate, and how administration communicates with each other. They will be meeting monthly, and should know that if we spend \$70,000 on a strategic plan, we may get \$1 million out of it.

Ms. Segal stated that we need to have a Strategic Plan . Board and staff can help, but it will take a huge amount of time. Mr. Henderson noted that we could put together a strategic plan in-house, but people will say that we did what we wanted to do, so it is better to have an outside company do the plan, even though we may hear things that we don't want to hear.

Ms. Bledsoe said that it will be hard for some staff, but it will ultimately build a commonality of direction. The last plan that was done was mainly about physical buildings, so a different kind of plan would be reassuring to staff.

Mr. Henderson stated that even hearing things at the community meetings was reaffirming and it helps to direct staff. It is also the public that wants an even better library system.

Mr. Greene asked whether we could get information from other libraries that are our size. Ms. Bledsoe noted that the Richland County Public Library did a strategic plan, and it revitalized their system.

Mr. Henderson reiterated that once the Board interviews prospective companies, they can decide whether or not to move forward with this plan.

Mr. Greene noted that we would check their references to see whether or not other libraries were pleased with their work. Mr. Henderson added that the Board should try to put a price and timeline on suggestions and that they need to prioritize. Free items that would come out of the plan, would of course, be done first.

Ms. Reider moved to send out the Request for Proposal for a strategic plan and begin the process. Ms. Holladay seconded the motion and the motion carried.

#### Collection Development Policy and State Aid Waiver

Ms. Bledsoe reported that the Collection Development Policy is part of the State Aid requirements this year. She added that we also need a waiver again this year to receive State Aid, since we did not meet Maintenance of Effort. Ms. Bledsoe noted that to meet this requirement we would have had to receive the same funding from the county in FY 2011, as we did in FY 2009. Unfortunately, we are not; as we will be short over \$588,000. Ms. Bledsoe did state, however, that the county's budget is \$17.3 million less this year, and they have not tried to balance their budget on the library's back.

Ms. Bledsoe stated that she drafted a letter that Mr. Goebel, State Librarian, needs to sign. We will start the process with the form the State Library provided us with. Mr.



Henderson and Ms. Segal need to sign the form and hope for the best. Every year is a process.

Mr. Flynn asked how much money we will receive from State Aid. Mr. Litchfield replied that we will receive \$288,000, and we have already gotten the first payment.

Mr. Rodger Smith, Collection Development Manager, was introduced to the Board and stated that he would discuss the Collection Development Policy.

Ms. Holladay asked whether there were any changes in the policy, and Mr. Smith responded that the section on weeding is new. There is new technology, such as downloading and streaming media, remote access, and an electronic resources evaluation team. He added that there is also a new section on labeling and rating materials, as well as changes to reconsideration of materials. Mr. Smith noted that at the end of the policy, there are documents added from the American Library Association, which are really essential. This is a bare bones document and could be revised again after a long-range plan is done.

Mr. Henderson stated that he gave Mr. Smith policies that other libraries are working on to help him. Mrs. Epps noted that Mr. Smith is a really hard worker and does a great job.

Ms. Holladay noted that a patron at the West Ashley Branch asked for labeling of Christian books. Mr. Henderson stated that it was denied; we are not a school library, and do not label genres.

Ms. Visceglia stated that in the gift section of the policy it notes that items can be given to the Friends, but this is not stated in the weeding section.

Mr. Henderson noted that we also need to develop a gift policy, so that we will be able to reject something that we do not want. Ms. Holladay noted that we have rejected a gift in the past. Mr. Henderson responded that he would like to see us put it a policy together, which would include a statement on weeding.

Ms. Segal stated that on page two of the policy she would like to see a more positive word replace the word adequate. Mr. Henderson noted that this needs to be looked at, as it is our mission statement.

Ms. Holladay moved to accept the changes to the Collection Development Policy. Mrs. Epps seconded the motion and the motion carried.

Mr. Flynn moved to move forward with the State Aid waiver. Ms. Reider seconded the motion and the motion carried.

### Board Member Update

Ms. Segal stated that these are very exciting times for the Board. There are a lot of wonderful candidates who have applied for the vacancies.

Ms. Segal noted that there will be a Council meeting on Thursday, and all candidates received an email that they have been invited to attend the meeting to speak.

Mr. Henderson suggested that someone from the Board attend that meeting. Ms. Segal stated that she would go.

Ms. Segal thanked Mr. Henderson for checking the board term beginning and ending dates.

### Days Off with Pay

Mr. Henderson stated that the library has great staff, and they have had no raises in several years, so he suggested that Branch Managers and Department Heads have the ability to give two days off to staff for good work.

Mr. Letendre added that this would make staff very happy. A lot of people do good, hard work and need to be recognized.

Mr. Henderson noted that these two days would give each person the equivalent of less than a 1% raise. We don't have money, but we would like to do this for staff, if the Board agrees.

Mr. Flynn moved to grant the authority for staff to be given two days off for good work, with periodic updates given to the Board. Mrs. Chambers seconded the motion and the motion carried.

### Non-Resident Library Cards

Mr. Henderson reported that county residents pay over \$38 per year for library services, and out-of-county people only pay \$35 per year for a library card. This is not fair to taxpayers, and we would like to increase out-of-county cards to \$40.

Mrs. Epps agreed that this is a good idea, and that it ought to be automatic that staff tell out-of-county patrons why they have to pay more. This is not an arbitrary number.

Mr. Greene moved to increase the out-of-county library fee from \$35 to \$40 per year. Ms. Reider seconded the motion and the motion carried.

### Miscellaneous

Mrs. Holladay asked about an update on Board training. Ms. Segal replied that the training will be held at the Main Library on October 17<sup>th</sup>. She added that more information will be sent to Board members soon via email.

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

Respectfully submitted,

Bettye Anne Chambers

Secretary

DRAFT

## September Programming Report

Date		Attendees
9/4	Make and take a felt craft, Mt. Pleasant	21
9/9	Hooray for Grandparents, Otranto	4
9/11	Spirituality and writing, Main	12
9/11	Sea Island Festival, John's Island	300
9/13 and 27	The War that made America—The French & Indian War, Main	151
9/14	How to get a book published, Main	17
9/14	Craftivity, West Ashley	15
9/15	Film showing, Plant 51, Otranto	14
9/18	Bonsai: the art of growing miniature trees, Main	65
9/18	Big trucks and more!, John's Island	180
9/18	Beach lovers book club, Poe	14
9/18	Read with a STAR, Mt. Pleasant	23
9/21	Social media for small businesses	23
9/22	What is the right thing to do? Main	42
9/23	Author: Craig Welch, Shell Games, Main	15
9/28	MOJA Festival events, Main	394

### Programming and special event notes

James Island-- Dora's Bingo kicked off Hispanic Heritage Month which began on Wednesday, September 15. This game is for young children to have fun with the Spanish language and also to win prizes as well! Dora's Bingo will continue through mid October.

John's Island--Held appreciation ceremony during Sunday Service and presented the Rocking Chair with engraved plate for the church library, which fulfilled the GrandFamily Resource Center grant requirements. The excited grandparents took turns getting a picture taken sitting in the Rocking Chair. 85 people participated.

John's Island-- Co-sponsored by John's Island library and MUSC. The Sea Island Interagency Luncheon quarterly meetings bring together groups serving the John's, James, Wadmalaw, Kiawah and Seabrook Island. These groups provide health, education, housing and direct services to the populations on the five islands. Doug Henderson was one of the two guest speakers for the program.

Mt. Pleasant-- A six-part weekly series, "Neurobics: Exercise for the Brain" began on September 2, presented by Katie Jones, Outreach Coordinator at Somerby of Mount Pleasant. Three to five people attended each session.

Mt. Pleasant—Nancy Filer and Susan Frohnsdorff talked about CCPL’s services at the September 21 Buist Academy PTA meeting. The audience of about 75 people learned about the Mount Pleasant Regional Library and the Charleston County Public Library system. Students were awarded prizes for “No Book Left Unread.”

Otranto-- A Preschool class from Northwood Academy visited Otranto on Thursday, September 16 for the *Curious George Visits the Library* program. There were thirty-six (36) in attendance.

St. Andrews--Get to Work @ Your Library – series of four computer classes with a focus on filling out online job applications. This was made possible by a LSTA grant.

St. Andrews-- Kathy Sanders visited Drayton Hall Elementary and did story hour for one special needs class, two K5 classes and two 5<sup>th</sup> grade classes, seeing 109 students. She will rotate classes every week.

Main—The Reference department conducted a demonstration of science databases for 28 students from Addlestone Hebrew Academy.

Main, Charleston Archives—Nic Butler presented a light-hearted yet educational lecture on September 23 at the Charleston Library Society. He encouraged the audience to imagine what it would have been like to get dressed up and go to a fancy concert and ball in colonial-era Charleston, using audio and visual examples to help set the scene, and text from primary sources found in local archives.

Main, Charleston Archives--Celeste Wiley uploaded to the Lowcountry Digital Library digital scans and metadata for nearly 1000 photographs in our collection of the “Records of the Historic Preservation Planner of the Berkeley-Charleston-Dorchester Council of Governments.” These images will be viewable in early October at <http://lowcountrydigital.library.cofc.edu/web/browse/institution/results.php?id=6>. Since Celeste is our resident expert on the ContentDM software used for this project, she also wrote up detailed instructions explaining the steps used to organize and transfer the metadata and image files to the Lowcountry Digital Library server.

Main, South Carolina Room—Christina Shedlock hosted 3 tours of the South Carolina Room to classes from The Citadel, College of Charleston and Eastern Carolina University.

Main Young Adult-- Arranged for both home school book clubs to participate in College of Charleston’s Three Cups of Tea literacy initiative, coordinated information with CofC representative, and provided curriculum materials to book club leaders. Created trivia questions about Pakistan and Afghanistan, in preparation for trivia contest to be held in October, in conjunction with the Three Cups of Tea literacy initiative.

## Director's Report

October 2010

I would like to welcome Ed Fava and Paul Tinkler to the Library Board of Trustees. Thank you for interest in joining the Library Board.

We have completed the sixteen community meetings. Next month I hope to have an excel spreadsheet that will breakdown the responses to the questionnaire many of the attendees filled out. There was good attendance at all the meetings and most of the comments were very positive. There is great support for libraries in the community. I would like to thank the Board members who attended.

The budget season is about to start. The County will be holding the budget kickoff on October 28 from 9 AM to 11 AM in the County Council meeting room. We will receive a budget schedule, forms and directions on how to submit the budget. We will also hear a report on the economy and what we can expect to receive as a budget next year. This meeting is open to all department heads and appointed officials.

November 6<sup>th</sup> the Charleston County Public Library will be hosting the largest Book Festival in the history of the County. Over 100 authors will be speaking at the Main Library throughout the day. There will be a kid zone taking place all day in the Children's area. We expect over 5,000 people to attend. There will be free parking at the Aquarium. Please mark your calendars and come and represent the Library.

This month I attended the Latin Festival. Our staff and the Library were well represented. Staff gave out information about the library and we had programs going all day long. The feedback was tremendous. I will be speaking to the Charleston County First Steps group on November 4. There will be over 200 parents in attendance and I will be addressing our pre literacy programs. Members of our children's staff will be presenting programs for the children while I am speaking.

We will be starting our new children's programs at all of our branches in November and December. We are hoping the programs will allow parents to come to the library with their kids and participate with them in a story program or activity. This is in response to many comments received during the community meetings.

November will also be the kickoff for the self checkout units at Mt. Pleasant. I would like to thank all the staff who have worked so hard to get the books tagged, weeded the existing collection and help prepare for the new service.

## Agenda Items Information for October Library Board Meeting

### Item 9.

- A. Cynthia Schweinfest, the Branch manager, of the Mount Pleasant Library, will report on the activities of the Mt. Pleasant Regional Library and will discuss any ongoing concerns.
- B. Cynthia Bledsoe will present and may discuss the major programming activities of the previous month.
- C. Doug Henderson will present and may discuss the activities of the previous month and any concerns that may be upcoming.

### Item 10.

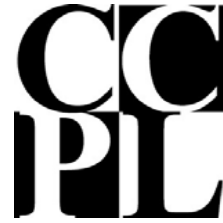
The Chair will appoint a committee to review the bids in response to the Request for Proposals for the Strategic Planning process. The committee will make sure the bids are responsive and complete. They will rate the proposals based on the submissions and set up interviews with the respondents they have selected.

### Item 11.

The Board has suggested they would like an annual calendar that highlights activities that take place on a recurring schedule. Staff would like to submit a calendar that includes the dates for budget approval, policy review, Director's evaluation, scheduled holidays, and dates of the Board meetings. Before submitting the calendar they want to know if there is anything else the Board would like included.

### Item 12.

A short synopsis of the community meetings. A more detailed analysis will be ready for the November meeting.



# Charleston County Public Library

## SERVICE EFFECTIVENESS MEASURES FY2010

<i>Through Aug 2010</i>	MAIN	MTP	STA	OTR	DOR	JOHNS	W ASH	JAMES	CRM	DART	EDI	FOLLY	STP	MCC	POE	VILL	SYSTEM
TOTAL CIRC/VISIT	1.51	2.67	2.28	2.26	1.98	2.21	1.54	2.44	0.70	0.39	4.08	3.34	2.86	2.47	8.92	3.13	1.91
CIRC/FTE	1,579	6,531	5,670	3,734	3,111	2,974	5,771	7,259	3,516	1,733	4,159	5,831	4,519	2,804	5,868	4,544	3,653
COST/CIRC	5.07	0.94	1.06	1.64	1.75	1.96	0.98	0.80	1.73	3.70	0.90	0.67	1.19	3.03	0.82	1.49	1.83
FTE COST/CIRC	3.47	0.84	0.92	1.36	1.47	1.59	0.86	0.68	1.28	2.79	0.85	0.63	1.10	2.02	0.69	1.33	1.43
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>387,493</b>	<b>125,314</b>	<b>108,891</b>	<b>86,316</b>	<b>77,906</b>	<b>90,504</b>	<b>48,027</b>	<b>40,322</b>	<b>28,160</b>	<b>25,981</b>	<b>3,165</b>	<b>4,135</b>	<b>8,064</b>	<b>9,215</b>	<b>7,587</b>	<b>15,832</b>	<b>1,066,912</b>
<b>FY11 BRANCH BUDGET</b>	<b>565,956</b>	<b>141,079</b>	<b>125,122</b>	<b>104,284</b>	<b>92,679</b>	<b>111,558</b>	<b>54,258</b>	<b>46,952</b>	<b>38,001</b>	<b>34,455</b>	<b>3,386</b>	<b>4,398</b>	<b>8,721</b>	<b>13,782</b>	<b>9,029</b>	<b>17,770</b>	<b>1,371,430</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 SEPTEMBER 2010**

**CIRCULATION**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	160,766	160,470	0.18
BOOKMOBILE	7,164	7,194	-30.00
CRM	31,171	34,264	-0.09
DART	13,784	13,407	2.81
JAMES ISLAND	84,912	76,774	10.60
WEST ASHLEY	80,853	74,116	9.09
VILLAGE	17,236	17,346	-0.63
MT PLEASANT	214,057	207,349	3.24
ST ANDREWS	170,367	164,726	4.07
DORCHESTER RD	76,446	71,424	7.03
OTRANTO RD	91,406	88,950	2.76
JOHN'S ISLAND	82,456	85,105	-3.11
POE	15,351	12,933	18.70
EDISTO	5,399	6,125	-11.85
FOLLY	9,322	9,112	2.30
ST PAULS	10,162	10,619	-4.30
MCCLELLANVILLE	6,266	6,628	-5.46
<b>TOTALS</b>	<b>1,077,118</b>	<b>1,046,542</b>	<b>2.92</b>

**USER VISITS**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	109,831	117,039	-6.16
BOOKMOBILE	3,075	2,305	33.41
CRM	46,315	44,609	3.82
DART	36,700	46,053	-20.31
JAMES ISLAND	37,025	42,737	-13.37
WEST ASHLEY	49,394	63,856	-22.65
VILLAGE	5,479	5,597	-2.11
MT PLEASANT	78,484	70,693	11.02
ST ANDREWS	74,958	76,205	-1.64
DORCHESTER RD	38,223	38,908	-1.76
OTRANTO	41,999	48,751	-13.85
JOHNS ISLAND	38,374	35,411	8.37
POE	1511	3856	-60.81
EDISTO	1266	1197	5.76
FOLLY	3067	2272	34.99
ST PAULS	3547	3543	0.11
MCCLELLANVILLE	2571	3715	-30.79
<b>TOTALS</b>	<b>571,819</b>	<b>606,747</b>	<b>-5.76</b>

**PC USE**

	YTD TOTAL	PREVIOUS	% change
MAIN	23,735	28,028	-15.32
BOOKMOBILE	0	0	0.00
CRM	7,993	7,299	9.51
DART	4,670	4,855	-3.81
JAMES ISLAND	3,875	3,913	-0.97
WEST ASHLEY	4,927	4,748	3.77

**IN-HOUSE USE**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	65,826	60,806	8.26
BOOKMOBILE	0	0	0.00
CRM	27,925	23,264	20.04
DART	6,716	7,125	-5.74
JAMES ISLAND	6,390	7,195	-11.19
WEST ASHLEY	29,503	38,738	-23.84
VILLAGE	5,195	5,282	-1.65
MT PLEASANT	30,312	32,179	-5.80
ST ANDREWS	27,144	25,361	7.03
DORCHESTER RD	11,627	14,911	-22.02
OTRANTO RD	16,307	16,039	1.67
JOHN'S ISLAND	18,191	18,701	-2.73
POE	1,523	1,797	-15.25
EDISTO	283	175	61.71
FOLLY	5,535	4,138	33.76
ST PAULS	1,199	1,327	-9.65
MCCLELLANVILLE	2,492	2,338	6.59
<b>TOTALS</b>	<b>256,168</b>	<b>259,376</b>	<b>-1.24</b>

**OUT-OF-COUNTY REGISTRATIONS**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	0	3	-100.00
BOOKMOBILE	0	0	0.00
CRM	0	0	0.00
DART	0	2	-100.00
JAMES ISLAND	0	0	0.00
WEST ASHLEY	4	6	-33.33
VILLAGE	0	0	0.00
MT PLEASANT	4	11	-63.64
ST ANDREWS	3	4	-25.00
DORCHESTER RD	28	46	-39.13
OTRANTO RD	50	61	-18.03
JOHN'S ISLAND	5	0	500.00
POE	0	0	0.00
EDISTO	0	0	0.00
FOLLY	0	0	0.00
ST PAULS	0	1	-100.00
MCCLELLANVILLE	0	0	0.00
<b>TOTALS</b>	<b>94</b>	<b>134</b>	<b>-29.85</b>

**PC USE (con't)**

	YTD TOTAL	PREVIOUS	% change
VILLAGE	1,225	848	44.46
MT PLEASANT	11,151	12,308	-9.40
ST ANDREWS	16,361	16,488	-0.77
DORCHESTER	7,181	7,265	-1.16
OTRANTO	10,120	10,569	-4.25
JOHNS ISLAND	10,678	11,162	-4.34

**REFERENCE**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	128,053	114,093	12.24
BOOKMOBILE	1,080	230	369.57
CRM	29,715	26,522	12.04
DART	7,681	11,034	-30.39
JAMES ISLAND	51,901	47,072	10.26
WEST ASHLEY	37,527	34,547	8.63
VILLAGE	3,430	4,056	-15.43
MT PLEASANT	55,457	66,853	-17.05
ST ANDREWS	60,098	71,877	-16.39
DORCHESTER RD	43,515	32,893	32.29
OTRANTO RD	57,046	51,554	10.65
JOHN'S ISLAND	43,487	44,394	-2.04
POE	1,340	1,046	28.11
EDISTO	161	161	0.00
FOLLY	7,026	4,803	46.28
ST PAULS	216	305	-29.18
MCCLELLANVILLE	3,781	2,597	45.59
<b>TOTALS</b>	<b>531,514</b>	<b>514,037</b>	<b>3.40</b>

**REGISTRATION**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	2,262	2,402	-5.83
BOOKMOBILE	182	84	116.67
CRM	498	517	-3.68
DART	222	148	50.00
JAMES ISLAND	584	559	4.47
WEST ASHLEY	575	454	26.65
VILLAGE	68	72	-5.56
MT PLEASANT	1,560	1,586	-1.64
ST ANDREWS	1,086	1,054	3.04
DORCHESTER RD	912	1,015	-10.15
OTRANTO RD	690	833	-17.17
JOHN'S ISLAND	729	853	-14.54
POE	70	112	-37.50
EDISTO	42	30	40.00
FOLLY	319	393	-18.83
ST PAULS	80	76	5.26
MCCLELLANVILLE	69	43	60.47
<b>TOTALS</b>	<b>9,948</b>	<b>10,231</b>	<b>-2.77</b>

**PC USE (con't)**

	YTD TOTAL	PREVIOUS	% change
POE	243	462	-47.40
EDISTO	210	203	3.45
FOLLY	520	627	-17.07
ST PAULS	1,199	1,241	-3.38
MCCLELLANVILLE	617	852	-27.58
<b>TOTALS</b>	<b>104,705</b>	<b>110,868</b>	<b>-5.56</b>

**PROGRAMMING**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN			
NO OF PROG	229	245	-6.53
ATTENDANCE	6,189	8,331	-25.71
BOOKMOBILE			
NO OF PROG	0	0	0.00
ATTENDANCE	0	0	0.00
CRM			
NO OF PROG	20	49	-59.18
ATTENDANCE	1,461	1,657	-11.83
DART			
NO OF PROG	25	35	-28.57
ATTENDANCE	1,633	2,104	-22.39
JAMES ISLAND			
NO OF PROG	10	12	-16.67
ATTENDANCE	513	750	-31.60
WEST ASHLEY			
NO OF PROG	64	28	128.57
ATTENDANCE	2,081	632	229.27
VILLAGE			
NO OF PROG	8	9	-11.11
ATTENDANCE	258	169	52.66
MT PLEASANT			
NO OF PROG	83	90	-7.78
ATTENDANCE	2,733	2,804	-2.53
ST ANDREWS			
NO OF PROG	99	69	43.48
ATTENDANCE	3,273	1,872	1382.28
DORCHESTER RD			
NO OF PROG	76	62	22.58
ATTENDANCE	1,852	1,150	690.50
OTRANTO RD			
NO OF PROG	65	72	-9.72
ATTENDANCE	1,891	1,751	8.00
JOHN'S ISLAND			
NO OF PROG	130	151	-13.91
ATTENDANCE	3,825	3,800	0.66
POE			
NO OF PROG	25	63	-60.32
ATTENDANCE	315	829	-62.00
EDISTO			
NO OF PROG	4	8	-50.00
ATTENDANCE	21	290	-92.76
FOLLY			
NO OF PROG	7	4	75.00
ATTENDANCE	74	84	-11.90
ST PAULS			
NO OF PROG	0	0	0.00
ATTENDANCE	0	0	0.00
MCCLELLANVILLE			
NO OF PROG	14	16	-12.50
ATTENDANCE	356	490	-27.35
<b>TOTALS</b>			
NO OF PROG	859	913	-5.91
ATTENDANCE	26,475	26,713	-0.89

# *Library Board of Trustees*

## *Meeting Schedule 2011*

*Library Board meetings are held for the purpose of conducting business necessary for the operations of the public library system in Charleston County. These meetings are scheduled for the 4th Tuesday at 5:15 pm, except where altered by public holiday or anticipated deadlines for action. The following schedule is projected for 2011:*

JANUARY 25  
FEBRUARY 22  
MARCH 22  
APRIL 26  
MAY 24  
JUNE 28  
AUGUST 23  
SEPTEMBER 27  
OCTOBER 25  
NOVEMBER 22

*Notice of changes or cancellations will be posted as necessary. Committee meetings are called on an as-needed basis.*