

AGENDA

Charleston County Public Library

Board of Trustees Meeting

August 28, 2012

5:15pm

#	TIME	TOPIC	WHO	ACTION/ PROPOSED ACTION	FOLLOW-UP
1	5:15	Welcome	Janet Segal		
2	5:16	Public Comment	Janet Segal		
3	5:20	Board Comment	Janet Segal		
4	5:30	Freedom of Information Report	Susan Parsons		
5	5:31	Deletions and/or Additions to Agenda			
6	5:35	Minutes of Previous Meetings: A. June 16, 2012 B. August 15, 2012	Janet Segal	Accept	
7	5:40	Employee of the Quarter			
8	5:50	Friends of the Library Update			
9	6:05	Library Reports A. Main Library Branch Manager - Darlene Jackson B. Director's Report			
10	6:15	Strategic Plan Update			
11	6:30	Budget Approval	Perry Litchfield		
12	7:00	Circulation Policy		Accept	
13	7:15	Adjournment	Janet Segal		

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

This Board Meeting will be held at the Main Library,
68 Calhoun Street, Charleston, South Carolina 29407

CHARLESTON COUNTY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
June 26, 2012

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, June 26, 2012, at 5:15p.m. in the meeting room of the St. Andrew's Regional Library.

Board members present were Mrs. Chambers, Mrs. Epps, Mr. Fava, Ms. Hollinshead, Ms. Reider, Mr. Greene, Ms. Holladay, Mr. Clem, and Ms. Segal. Mr. McKellar and Mr. Tinkler were unable to attend. Staff members present were Doug Henderson, Cynthia Bledsoe, Perry Litchfield, Jamie Thomas and Susan Parsons. Ms. VaLinda Miller, representing the Friends of the Library, was also in attendance, as was Ms. Rose Manigault, sitting in for Councilwoman Anna Johnson.

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 whether any of the Trustees had any comments.

Ms. Segal stated that in relation to an article that Mr. Henderson shared regarding e-books, she asked the Board members to think of a "real" book that they would like to pass on to the next generation, and share it at this meeting. A discussion then ensued regarding book choices, as most of those in attendance shared book titles, and their reasoning for wanting to pass those books on.

Deletions and/or Additions to Agenda

Ms. Segal noted that there were not any additions or deletions to the agenda.

Minutes of Previous Meeting

The minutes of the May 22, 2012, meeting were reviewed and accepted as written.

Director's Report

Mr. Henderson reported that the Friends made \$11,000 at the book sale that was held at the Main Library recently. That is the most ever for a branch book sale. Mr. Henderson added that there were only twelve boxes of books left over and many non-profits received free books from the Friends.

Mr. Henderson reported that there is nothing more to add to the Director's Report that was not included in his monthly written report.

Mr. Litchfield noted that he will be giving a monthly financial report that will be a shorter version of the quarterly reports. He added that if there are any questions, he would be happy to address them.

Mr. Fava asked how many library staff have library credit cards. Mr. Henderson responded that no staff have their own card. There are credit cards that are kept in the administrative office and have to be requested by staff. Mr. Henderson noted that an example of credit card use by staff is if someone has to go to Columbia for a meeting, they are given the card for lunch or other items that are needed.

Mr. Litchfield said that there is also a credit card available to the purchasing agent if needed. He added that some library materials are only available online.

Mr. Litchfield noted that the name on all the credit cards is Charleston County Public Library. Mr. Clem asked whether everyone accepts cards with the Library's name on them. Mr. Henderson responded that they do.

Ms. Bledsoe noted that occasionally we are not able to use the credit card for something, so we pay out of pocket, and get reimbursed.

Election of Officers

Ms. Reider reported that the Nominating Committee had nominated Ms. Segal as the Chairperson, Mr. Greene as Vice Chair, Ms. Hollinshead as Secretary and Mr. Clem as Treasurer.

Ms. Segal asked whether there were any nominations from the floor. There were not.

Mr. Fava asked whether everyone was in favor of the nominations, and all the Trustees stated that they were.

Policy Approval

Mr. Henderson noted that there are only two policies that need approval. He stated that the first one is the Internet Policy. The change to that policy is that all public Internet terminals are filtered.

Mr. Henderson said that the second policy with changes is to the Posting of Non-library Materials so that staff will have more control over what can be posted. He added that the changes to the policy were suggested by staff, and would go into effect immediately, if approved by the Board.

Mr. Henderson said that fines for adults will increase from fifteen to twenty cents on August 1st. This is a procedure, however, and does not need Board approval.

Ms. Holladay asked what the age limit is for a child's library card. Ms. Bledsoe responded that it is through age eleven.

Mr. Clem asked what steps are taken so that adults will know that they can ask for an unfiltered computer. Mr. Henderson responded that there will be an application that they will be required to sign. He added that we will also be putting in an open DNS system so that it will be easier to turn the filtering off when requested.

Mr. Clem said that he just wants the public to know that they have the right to an unfiltered computer.

Mrs. Epps moved to accept the Internet and Posting of Non-Library Materials policy changes. Ms. Reider seconded the motion and the motion carried.

Summer Reading and Fundraising

Mr. Henderson stated that Ms. Segal previously asked about logos on library fliers, and other items, and Ms. Jamie Thomas, Public Relations Manager, is in attendance to discuss that item today.

Ms. Thomas stated that the Board has seen what we do with Summer Reading. T-shirts are an example, with a list of our big sponsors on the back.

Ms. Thomas noted that we rely on the Friends of the Library every month for programming at all of our locations, but with big programs we need sponsors, since we give away thousands of prizes to children, young adults and adults.

Ms. Thomas reported that we have come up with a tiered plan for donations, noting that if sponsors give a certain amount, they get a certain amount of advertising. We want the public to know that people and businesses are donating.

Ms. Thomas stated that the top tier is a donation of \$2,000 in goods or services. Only these top donors make it to the back of the t-shirts.

Ms. Thomas distributed sheets listing the value of sponsorships for the 2011 and 2012 Summer Reading programs. Most of the donations are passes and gifts, and the library and donor both know that they won't all be redeemed. It really depends on the prize. In total, we have a sponsor commitment of \$585,224 worth of items. Ms. Thomas noted that even if everything is not redeemed, the value is still there.

Ms. Thomas called everyone's attention to the third page, which lists grant funding, and pending requests for grants. She noted that so far we have been awarded \$58,732 in grants this year, with requests of \$24,500 pending.

Ms. Thomas noted that on the last sheet of the handout there is a list of the One Book Charleston sponsors and partners. Those donors gave between \$500 and \$25,000 in cash and in-kind donations. Ms. Thomas added that the total estimated value of the donations would have been \$36,993 if purchased.

Ms. Thomas reported that the library cross-promotes with different places all year. It is very important to protect our brand, however. If it does not benefit the library, we do not accept the cross-promotion. She added that it has to be something that our customers need, or that we need. Whatever it is, we try to spend as little as possible on our end.

Ms. Thomas stated that if not for the top tier donors listed on our Summer Reading t-shirts, we could not do everything that we do for the program.

Mr. Henderson noted that when you look at the cost of Summer Reading, after money and donations from the Friends and the top tier donors, the library spends little or nothing of our operating funds on this big program.

Mr. Henderson reported that he has met with many people this month regarding donations, and hopes to hear back from them soon.

Ms. Reider asked whether the donations are included in the budget reports. Mr. Litchfield responded that most of it is technically donations to the Friends of the Library, so it is included in their financials. Ms. Thomas added that most of the donations to the library are in-kind donations, not cash.

Ms. Reider stated that it is important for all of the Board members to be aware that the community is donating to the library system. It would be helpful to get this information on a regular basis. Mr. Henderson asked whether quarterly would suffice, and Ms. Reider stated that it would.

Ms. Thomas noted that we also want the public to know who is supporting us, and that is why we put their names and logos on t-shirts, Summer Reading calendar booklets, and our website.

Mr. Clem stated that if there is a list of businesses that the library is trying to get donations from, please circulate that list to the Board. He added that perhaps the Board could be helpful.

Mr. Greene stated that forms could also be given to the Board, and the Trustees could give to the library the contacts that they know.

Ms. Holladay noted that the flyers Ms. Thomas distributed are very nice compared to the mimeographed ones that she remembers from her very first Board meeting. Ms. Thomas stated that we do nearly all of our printing in-house, with the joint effort of staff. The only thing not printed in-house, she added, is the large number of Children's Summer Reading guide.

Friends of the Library

Ms. Miller thanked everyone who supported and attended the Mavis Staples event on June 6th. She added that over forty people attended and there was wonderful entertainment provided by Marcus Amaker and Rebekah Jacob.

Ms. Miller stated that on June 28th, the Friends will be featured as the Volunteer Spotlight organization on ABC News 4. This appearance is scheduled to bring in new volunteers for the July book sale.

Ms. Miller reported that last month the Friends had a table set up at the Mount Pleasant Farmer's Market to promote our sales, the Mavis Staples event, and everything else going on for the rest of the year. Ms. Miller noted that it was great to be able to speak to the public about what the Friends do.

Ms. Miller announced that the Friends received a \$500 grant through the Publix Supermarket Charities. Ms. Miller gave thanks to Ms. Emily Everett for writing and submitting the grant.

Ms. Miller stated that if any of the Board members know of a business that would like to support the Friends' efforts financially or by donating goods such as food, water, or volunteer gifts, please contact Ms. Everett and she will add them to her list.

Ms. Miller reported that the Main Library Summer Book Sale was held between June 15 and June 17. There were over seven hundred people in attendance and the Friends made over \$11,000 in revenue. Ms. Miller added that if anyone would like to volunteer for the next sale at the John's Island Regional Library, please contact Ms. Everett.

Mr. Clem stated that he attended the Mavis Staples event and had an amazing evening. He thanked the Friends for the opportunity and all of their work on the

event.

Facilities Plan

Mr. Henderson noted that the facilities plan originally came about because County Council suggested that the County work with us to come up with a plan in case of an emergency, such as a hurricane, so that we can still access all of our human resources and financial files.

Mr. Henderson stated that we asked all branches to come up with a wish list of what they need and would like in their facility, and to give that list to the County, as well as to the Board of Trustees, noting that Trustees can add anything to the list if they would like to. Mr. Henderson noted that starting this Friday, he will be visiting the library buildings with the architects.

Mrs. Epps stated that some of the branches are very old and need to have a much work done to them. Mr. Henderson added that depending on funding, we will probably be able to do only some of the things that we need.

Ms. Holladay asked for more details regarding moving the administrative offices to the Folly corridor. Mr. Henderson responded that the idea is to add more books to the Main Library, and the space that houses administration now could be used for that. He added that if a new branch is built on the corridor, perhaps there will be space for administration there.

Mr. Clem stated that there is no reason that we couldn't go vertical with administration at the Main Library if a third floor were added. Mr. Henderson replied that if we are going to grow libraries we will need more space, because there is not enough space for support staff now.

Ms. Holladay asked whether a third floor could be built onto the Main Library. She added that this was mentioned when the facility was built. Mr. Henderson answered that he will ask, but he thinks the code has changed.

Ms. Segal stated that if anyone has any questions about the capital improvements, please ask Mr. Henderson.

Security and Problem Customers

Ms. Bledsoe stated that the majority of library customers are wonderful. However, she added there are some challenging events. We try to focus on problem behavior, not people.

Ms. Bledsoe noted that if people are disruptive to other patrons or will not let staff do their job, we do have to deal with them.

Ms. Bledsoe reported that we do have a Code of Conduct that was approved by the Board, and customers have to adhere to it. She added that if they do not, we have a patron interaction form, and it helps us if there is a pattern with a person or if there is a procedure we need to look at. Ms. Bledsoe noted that once a staff member fills the form out, copies are sent to her, Mr. Henderson, and Ms. Nancy Sullivan, Procurement and Facilities Manager.

Ms. Bledsoe stated that if there are no other options, staff call the Police Department for help. She added that branch staff are good at developing relationships with police officers in their area. Also, Ms. Bledsoe noted that staff are good about warning patrons so this step does not have to be taken, and many times that is good enough. When that does not work, however, customers are sometimes told that they cannot come back to the library for four or five days, and sometimes they are put on "trespass" at a particular branch, which is usually six months long. Ms. Bledsoe said that when someone is banned from the library, that includes all branches and is permanent.

Ms. Bledsoe stated that in the past, judges have said that we could only ban someone from a certain branch, but the County Deputy Attorney has informed us that that is not the case. Ms. Bledsoe noted that we are in the process of permanently banning someone right now, and we have to hand them a letter informing them of our action. This person has been placed on trespass many times over many years, at multiple branches.

Ms. Bledsoe reported that not all branches have security staff and the branches that do have security, do not have them all of the hours they are open.

Ms. Bledsoe stated that we have had training from Crisis Ministries so that we can learn the needs of some of the homeless and other customers. Crisis Ministries also told us that if we have concerns, we can call them, since they deal with people all of the time. Ms. Bledsoe added that we do not single out patrons. Everything we ask is fair and evenhanded.

Ms. Bledsoe said that an online poll was done recently asking library staff about problem people, and what segment of the population they are comprised of. She added that the top answer was "regular" patrons.

Ms. Bledsoe reported that she recently attended a webinar on security, hosted by Warren Graham and it was really good. We also have access to the webinar and will keep training our staff.

Mrs. Epps noted that she was at the Cooper River Memorial Branch one day, and asked a patron to be a little quieter. The patron responded negatively, and Mrs. Epps said that she does have respect for staff who work with patrons.

Mr. Greene stated that Warren Graham also does great seminars in person. Mr. Henderson agreed, and added that we may have him speak on Staff Day.

Mr. Henderson noted that we have over one million visitors per year, while only fifty to sixty incidents occur each year, so that is not very often. Also, Mr. Henderson stated that if we want to put someone on trespass we have to go to court for that and have support documents written up.

Mr. Greene asked whether we have had to cut security due to funding. Mr. Litchfield replied that at Main we hire security as part of our staff, but at all of the other branches they are contracted. Mr. Henderson added that if we have a problem with security staff at a branch, we contact the agency for a new security person.

Strategic Plan "Frequently Asked Questions" Discussion

Mr. Henderson stated that this discussion is due to a recent article in the Post and Courier about weeding.

Ms. Segal stated that some people have said that the library should be more specific when posting information on the website regarding weeding and other long-range plan items. She added that if this were to happen, the Trustees and library staff could tell people that the answers to their questions are on the website.

Mr. Clem said that when the website is redesigned, it could have a section about the life cycle of a book.

Ms. Segal said that Summer Reading information and the information that Ms. Thomas shared earlier in the meeting could also be included.

Mr. Greene stated that the more information we put on the web, the more Google hits we will get.

Mr. Henderson noted that we are getting ready to post a job listing for a Content Manager who will be in charge of the website.

Ms. Thomas noted that the banner on the web page will have links that take you to our Summer Reading partners and lead you to their web sites.

Mr. Henderson reported that we had a problem this week with an upgrade to our Sirsi system. Hopefully, he added, it will be fixed by tomorrow morning.

Miscellaneous

Mr. Litchfield stated that at the next Board meeting in August, he will present the annual financial report.

Mr. Henderson reported that Ms. Misty Jones, Head of the Main Library, will be moving to California this Thursday. He noted that we have already posted this job opening.

Executive Session to Discuss Director's Evaluation

Mr. Fava moved to go in to Executive Session to discuss the Director's evaluation and contract. Ms. Reider seconded the motion and the motion carried.

When the Board came out of Executive Session, Mr. Greene said that the Trustees decided to proceed to formalize our employment agreement with Mr. Henderson, regarding the Director's contract.

Ms. Segal adjourned the meeting at 7:05p.m.

Respectfully submitted,

Maya Hollinshead

Maya Hollinshead, Secretary

CHARLESTON COUNTY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
August 15, 2012

The Charleston County Library Board of Trustees Finance Committee met for a special meeting on Wednesday, August 15, 2012, at 10:00a.m. in the office of Charleston Tax Masters.


Board members present were Mr. Clem, Mr. Tinkler and Ms. Segal. Mr. Ed Knisely, representing Charleston County 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.

Executive Session to Discuss Finances and Legal Reporting

Mr. Tinkler moved to go in to Executive Session to discuss the Finances and legal reporting. Ms. Clem seconded the motion and the motion carried.

When the Board came out of Executive Session, Ms. Segal reported that no action was taken.

Respectfully submitted,

A handwritten signature in cursive script that reads "Janet Segal". The signature is written in black ink and is positioned above the printed name.

Janet Segal, Chairperson

Director's Report

August 2012

I am sure you have all seen the grant notices we have received. Our staff is constantly seeking funding for our programs. The latest grants we have received are from Target and Walmart. They will both be used for next year's Summer Reading program. We have submissions out to Boeing and others right now and hope to hear from them soon.

Summer Reading is over for the year and we are gathering all the numbers. Over 900 kids came to the Riverdogs game on August 19. That is an increase over last year. There were so many people in line that some did not get in until the 3rd inning. We are working with the Riverdogs PR people to streamline the process for next year. The stadium was full. The grand prize winners from each branch were recognized at the game.

The County Engineer, the consulting architect and the cost estimator have visited all the libraries. They are charged with coming up with what it will cost to renovate the existing facilities and to build the new projected facilities. The staff did an excellent job showing them around the different facilities and talking about what worked and what did not. We need, with the County Finance Department, to put together the operational costs. Our part will be the personnel costs and the costs of library materials. The Strategic Plan gives some staffing suggestions that we will look at for direction.

You will be receiving the final budget for approval. Perry and his staff did a great job this year. Unfortunately the forecast has not changed. We will be very conservative in our approach. Though it appears we received a healthy increase most of it was for the raise staff deservedly received last year. This will be a tight year.

One Book Charleston County is about to begin. This year we have chosen *Extremely Loud and Incredibly Close* by Jonathan Safran Foer. There will be film showings and book discussions throughout September and October. The author will be at the TD Arena at 5 PM on October 22. This is a free event for the entire community. Check our website for a listing of all the great events. Jamie Thomas, Michel Hammes, Andria Amaral, Frances Richardson and others have done a great job put all this together.

We are very pleased to announce that Darlene Jackson has been selected as the new Branch manager of the Main Library. Darlene comes to us from the John's Island Library where she had been the Branch Manager.

Charleston County Public Library
Financial Highlights
Quarter and Year Ended June 30, 2012

The following are highlights of the Charleston County Public Library's financial report for the quarter and year ended June 30, 2012:

General Comments

- The Library's financial records have been closed and balanced for the fiscal year. The accompanying reports are subject to change pending an independent audit that is currently underway.
- The General Fund, the main operating fund of the Library, had a deficit of \$450,567 for the fiscal year. This decreases the unassigned general fund balance at June 30, 2012 to \$1,766,551. Non-spendable fund balance is \$129,838.
- The Private Donations Special Revenue Fund had a total fund balance of \$38,030 at June 30, 2012. Of this balance, \$36,709 was restricted to specific purposes, and \$1,321 was assigned to future special projects as determined by the Executive Director.
- The Library's long-term debt consists of the amount owed to employees for earned vacation pay totaling \$1,142,020 at June 30, 2012.

Revenue

- The County appropriation was \$351,356 (2.57%) less than last fiscal year.
- The Library also received supplemental appropriations of \$169,595 for an employee cost of living adjustment (COLA) and \$28,305 to fund the summer youth worker program.
- Fine income was \$171,752 (30.18%) under budget for the year and \$148,034 (27.15%) less than the prior year actual. This primarily due to a change in rate policy at the beginning of the fiscal year to exempt juvenile items check out on juvenile cards from late fines. Late fines for adults were increased effective August 6, 2012 to compensate for the revenue reduction.
- Other income does not include any revenue from the E-rate reimbursement program for fiscal year 2012 as receipt is uncertain at this time.
- Government grant revenues include funding for the Babygarten program and other small grants.
- The Library received \$43,047 in Education Lottery funds for fiscal year 2012. These funds were used to supplement the library materials budget for fiscal year 2012.
- State Aid funding from the State Library for fiscal year 2012 was \$41,880 less than fiscal year 2012. An increase of \$93,540 is expected for fiscal year 2013.
- Donation revenue includes \$10,000 from the Library Fund held by the Coastal Community Foundation and \$4,550 to fund the Dart Library 85th anniversary celebration.

Expenditures

- Personnel costs were \$549,418 (5.12%) under budget for the year and \$70,144 (0.69%) greater than the prior year actual. Costs were under budget primarily due to vacancies. The actual vacancy rate was approximately 10% rather than the 6% budgeted rate.

- Library materials were \$190,599 (5.12%) under budget for the year \$170,799 (7.79%) less than the prior year actual. This was primarily due to a delay in ordering materials while the department was being reorganized.
- IT access and maintenance was \$114,144 under budget due to delaying implementation of the next self-checkout project.
- Copier leases and supplies were over budget (6.39%) due to copier overage charges related to printing for One Book Charleston and other programs.
- Supplies were \$8,047 (4.51%) over budget for the year, while \$17,346 (10.26%) greater than the prior year actual. This was primarily due to the purchase of RFID tags, bulk supply of library bags and new book return.
- Equipment repairs and maintenance were \$2,974 (7.35%) over budget for the year primarily due to replacement of parking garage security cameras and additional cell phone costs.
- Utilities were \$13,595 (1.58%) under budget for the year due to completion of the agreement with SCE&G to repay an undercharge over two years.
- Other expenditures were \$71,163 (26.14%) less than the year primarily due to completion of the strategic plan. Other expenditures were \$38,740 (16.15%) under budget due to material recovery services being less than anticipated and postage savings.
- Motor vehicle expenses were under budget due to fewer repairs than last year. Fuel costs included in motor vehicle expenses were over budget due to higher gas prices.
- Insurance costs were 11.3% less than the prior year due to reduced property and tort liability premiums.
- Lottery expenditures of \$43,047 were included in library material purchases.

CHARLESTON COUNTY PUBLIC LIBRARY
BALANCE SHEET

FY 2011-2012

PERIOD ENDING: 06/30/2012

10 GENERAL FUND

ASSETS

ASSETS

Cash in Bank - Payroll	-14,009.19
Cash in Bank - Operating	2,382,488.23
Petty Cash Main	400.00
Petty Cash West Ashley	20.00
Petty Cash Cooper River	20.00
Petty Cash James Island	20.00
Petty Cash Dart	20.00
Petty Cash Village	10.00
Petty Cash McClellanville	10.00
Petty Cash Edisto	5.00
Petty Cash Poe	10.00
Petty Cash St Pauls	10.00
Petty Cash Folly Beach	10.00
Petty Cash Mt Pleasant	50.00
Petty Cash St Andrews	50.00
Petty Cash Otranto Road	50.00
Petty Cash Dorchester Road	50.00
Petty Cash John's Island	187.00
Prepaid Expenses	98,577.01
Supplies Inventory	31,261.35
Due To/From Other Funds	19,074.78
TOTAL ASSETS	<u><u>2,518,314.18</u></u>

LIABILITIES & EQUITY

LIABILITIES

Accounts Payable Accrued	409,210.20
Accrued Personnel Costs	173,130.17
Accrued Expenses - Other	36,147.59
Vending Fund	2,218.22
Staff Organization Fund	1,218.66
TOTAL LIABILITIES	<u>621,924.84</u>

EQUITY

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08/13/2012 1:46:06PM

CHARLESTON COUNTY PUBLIC LIBRARY
BALANCE SHEET

FY 2011-2012

PERIOD ENDING: 06/30/2012

10

CURRENT FISCAL YEAR ACTIVITY	-450,566.59
Unassigned Fund Balance	2,217,117.57
Nonspendable Fund Balance	129,838.36
TOTAL EQUITY	<u>1,896,389.34</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>2,518,314.18</u></u>

CHARLESTON COUNTY PUBLIC LIBRARY
BALANCE SHEET

FY 2011-2012

PERIOD ENDING: 06/30/2012

20 GRANTS SPECIAL REVENUE FUND

ASSETS

ASSETS

Other Receivables 4,375.65

Due To/From Other Funds 14,581.44

TOTAL ASSETS 18,957.09

LIABILITIES & EQUITY

LIABILITIES

Deferred Income - Special Rev Fund 18,957.09

TOTAL LIABILITIES 18,957.09

TOTAL LIABILITIES & FUND EQUITY 18,957.09

CHARLESTON COUNTY PUBLIC LIBRARY
BALANCE SHEET

FY 2011-2012

PERIOD ENDING: 06/30/2012

25 PRIVATE DONATIONS SRF

ASSETS

ASSETS

Due To/From Other Funds

38,030.36

TOTAL ASSETS 38,030.36

EQUITY

CURRENT FISCAL YEAR ACTIVITY

8,259.72

Assigned Fund Balance

-6,938.01

Restricted Fund Balance

36,708.65

TOTAL EQUITY 38,030.36

TOTAL LIABILITIES & FUND EQUITY 38,030.36

CHARLESTON COUNTY PUBLIC LIBRARY
BALANCE SHEET

FY 2011-2012

PERIOD ENDING: 06/30/2012

30 GENERAL FIXED ASSETS

ASSETS

ASSETS

Books Inventory	15,558,197.64
Microforms	356,284.73
Framed Pictures	13,614.05
Video Tapes	292,283.53
Cassette Tapes - Audio	121,201.12
Compact Discs - Audio	180,235.48
DVDs	2,080,723.85
Audio Books On CD ROM	1,204,829.07
Accum Depr Books Inventory	-13,293,557.48
Accum Depr Microforms	-326,793.60
Accum Depr Framed Pictures	-13,614.06
Accum Depr Video Tapes	-292,283.47
Accum Depr Cassette Tapes	-121,147.88
Accum Depr Compact Discs Audio	-177,427.34
Accum Depr DVDS	-1,503,779.71
Accum Depr Audio Books On CD	-1,006,279.88
Furnishings, Fixtures and Equipment	2,248,999.42
Accum Depr Furn Fix and Equip	-2,164,801.90
TOTAL ASSETS	3,156,683.57

EQUITY

Investment In Library Materials	3,072,486.05
Investment In FF&E	84,197.52
TOTAL EQUITY	3,156,683.57

TOTAL LIABILITIES & FUND EQUITY 3,156,683.57

CHARLESTON COUNTY PUBLIC LIBRARY
BALANCE SHEET

FY 2011-2012

PERIOD ENDING: 06/30/2012

40 GENERAL LONG-TERM DEBT

ASSETS

ASSETS

Provision For Retire LT Debt	1,142,020.41
TOTAL ASSETS	<u>1,142,020.41</u>

LIABILITIES & EQUITY

LIABILITIES

Accrued Vacation - Long Term	1,142,020.41
TOTAL LIABILITIES	<u>1,142,020.41</u>

TOTAL LIABILITIES & FUND EQUITY	<u>1,142,020.41</u>
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CHARLESTON COUNTY PUBLIC LIBRARY
BALANCE SHEET

FY 2011-2012

PERIOD ENDING: 06/30/2012

50 FOL SPECIAL REVENUE FUND

ASSETS

ASSETS

Receivables	71,686.58
Due To/From Other Funds	-71,686.58

TOTAL ASSETS	<u>0.00</u>
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TOTAL LIABILITIES & FUND EQUITY	<u>0.00</u>
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CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT

GENERAL FUND (10)
GRANT SRF (20)

FY 2011-2012

04/01/2012 TO 06/30/2012

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>PCT USED</u>
REVENUE:				
30 County Appropriation	3,330,749.69	13,520,898.61	13,492,594.00	100.0
31 Copier Income	21,069.97	82,701.75	83,300.00	99.0
32 Fine Income	89,863.99	397,247.80	569,000.00	70.0
38 Interest Income	9.51	31.43	1,000.00	3.0
39 Other Income	6,733.53	29,341.28	25,000.00	117.0
70 Government Grant Revenues	8,024.46	22,251.32	0.00	0.0
71 Private Grant Revenues	0.00	206.23	0.00	0.0
80 Lottery Revenues	21,533.55	43,047.11	43,027.00	100.0
91 State Aid Receipts	64,167.36	256,669.44	256,669.00	100.0
TOTAL REVENUE	<u>3,542,152.06</u>	<u>14,352,394.97</u>	<u>14,470,590.00</u>	<u>99</u>
EXPENDITURE:				
41 Personnel Costs	2,890,364.59	10,180,012.81	10,729,431.00	95.0
42 Library Materials	362,686.88	1,722,658.64	1,913,278.00	90.0
43 IT Access and Maint	65,356.58	404,755.85	518,900.00	78.0
44 Copier Leases and Supplie	57,896.12	219,677.14	206,480.00	106.0
45 Supplies	39,557.48	186,447.31	178,400.00	105.0
46 Printing	7,375.29	21,155.76	23,400.00	90.0
47 Equipment Repairs and Mai	8,671.08	43,413.15	40,439.00	107.0
48 Building Repairs and Main	129,766.90	515,410.09	547,467.00	94.0
49 Utilities	246,886.46	846,904.93	860,500.00	98.0
50 Other Expenditures	34,732.41	201,096.89	239,837.00	84.0
51 Motor Vehicle Expenses	14,547.63	49,023.75	67,393.00	73.0
52 Insurance	22,491.78	89,967.12	89,967.00	100.0
53 Board Contingency	0.00	264.02	5,000.00	5.0
75 Government Grant Expendit	2,200.00	22,251.32	0.00	0.0
76 Private Grant Expenditure	0.00	206.23	0.00	0.0
85 Lottery Expenditures	21,533.55	43,047.11	43,027.00	100.0
95 State Aid Expenditures	64,167.36	256,669.44	256,669.00	100.0
TOTAL EXPENDITURE	<u>3,968,234.11</u>	<u>14,802,961.56</u>	<u>15,720,188.00</u>	<u>94</u>
DEFICIENCY OF REVENUE BEFORE TRANSFERS	<u>-426,082.05</u>	<u>-450,566.59</u>	<u>-1,249,598.00</u>	<u>36</u>
DEFICIENCY OF REVENUE AFTER TRANSFERS	<u>-426,082.05</u>	<u>-450,566.59</u>	<u>-1,249,598.00</u>	<u>36</u>

CHARLESTON COUNTY PUBLIC LIBRARY
 REVENUE & EXPENDITURE STATEMENT
 04/01/2012 TO 06/30/2012

GENERAL FUND (10)
 GRANT SRF (20)

FY 2011-2012

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>PCT USED</u>
REVENUE:				
30 County Appropriation	3,330,749.69	13,520,898.61	13,492,594.00	100.0
31 Copier Income	21,069.97	82,701.75	83,300.00	99.0
32 Fine Income	89,863.99	397,247.80	569,000.00	70.0
38 Interest Income	9.51	31.43	1,000.00	3.0
39 Other Income	6,733.53	29,341.28	25,000.00	117.0
70 Government Grant Revenues	8,024.46	22,251.32	0.00	0.0
71 Private Grant Revenues	0.00	206.23	0.00	0.0
80 Lottery Revenues	21,533.55	43,047.11	43,027.00	100.0
91 State Aid Receipts	64,167.36	256,669.44	256,669.00	100.0
TOTAL REVENUE	<u>3,542,152.06</u>	<u>14,352,394.97</u>	<u>14,470,590.00</u>	<u>99</u>
EXPENDITURE:				
4110 Salaries	2,135,335.14	7,348,547.61	8,264,530.00	89
4120 Temporary Wages	10,240.19	50,047.72	46,600.00	107
4140 Social Security	154,960.80	529,131.68	635,799.00	83
4150 State Retirement	196,681.93	673,838.12	744,102.00	91
4155 Life Insurance	7,419.97	28,753.52	33,067.00	87
4165 Health Insurance	205,287.81	821,449.97	960,235.00	86
4175 Dental Insurance	6,159.65	25,151.75	31,033.00	81
4180 Workers Compensation	74,005.98	296,023.92	296,024.00	100
4181 OPEB	88,842.24	355,368.96	355,369.00	100
4185 Employee Assistance Prog	450.00	1,800.00	2,000.00	90
4190 Other Taxes and Pers Cost	2,959.88	16,632.24	25,000.00	67
4191 Staff Parking Main	8,021.00	33,267.32	32,000.00	104
4195 Budgeted Vacancies	0.00	0.00	-671,862.00	0
4196 Fringe Rate Adjustment	0.00	0.00	-24,466.00	0
41 Personnel Costs	<u>2,890,364.59</u>	<u>10,180,012.81</u>	<u>10,729,431.00</u>	<u>95.0</u>
4200 Adult Fiction Books	18,558.01	123,391.49	172,395.00	72
4205 Adult Non-fiction Books	28,834.39	142,994.71	169,673.00	84
4206 Adult Reference	5,433.14	16,304.64	30,000.00	54
4207 SC Room	128.56	6,467.30	5,000.00	129
4208 Young Adult	4,829.39	38,754.46	60,000.00	65
4210 Juvenile Books	38,601.81	203,351.78	233,236.00	87
4215 Paperback Books	12,718.92	16,077.17	25,000.00	64
4220 Large Print	16,221.06	39,505.00	40,000.00	99
4240 System Reserves-Leases	0.00	40,698.00	41,000.00	99

CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT

04/01/2012 TO 06/30/2012

FY 2011-2012

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>PCT USED</u>
4245 Continuations	13,668.59	82,073.11	95,000.00	86
4250 Periodicals	6,154.67	81,646.93	85,000.00	96
4260 Microforms - Periodicals	813.41	13,860.91	20,000.00	69
4272 Audio Music	0.00	16,617.08	0.00	0
4273 DVDs	72,005.33	281,925.31	320,000.00	88
4274 Audio Books on CD	18,375.50	76,743.68	100,000.00	77
4275 Downloadable Audio	18,924.42	44,224.57	60,000.00	74
4276 E-Books	16,048.35	70,234.71	70,000.00	100
4280 Electronic Resources	19,687.83	185,453.75	210,000.00	88
4290 Processing Fees	70,379.35	238,831.04	172,974.00	138
4297 Bindery	1,304.15	3,503.00	4,000.00	88
42 Library Materials	<u>362,686.88</u>	<u>1,722,658.64</u>	<u>1,913,278.00</u>	<u>90.0</u>
4300 Access to Networks	-3,313.99	1,520.78	4,000.00	38
4310 Cataloging Subscriptions	11,907.65	55,984.95	50,000.00	112
4315 Solinet Tech Services	5,315.72	5,315.72	0.00	0
4330 Event/Reservation Softwar	0.00	5,050.00	4,900.00	103
4340 Tech Svcs Soft/Hard Maint	-5,811.23	212,290.86	210,000.00	101
4350 IT Purchases	<u>57,258.43</u>	<u>124,593.54</u>	<u>250,000.00</u>	<u>50</u>
43 IT Access and Maint	<u>65,356.58</u>	<u>404,755.85</u>	<u>518,900.00</u>	<u>78.0</u>
4400 Copier Leases	40,827.06	163,067.37	160,930.00	101
4405 Copier Overages	12,131.81	43,807.97	33,350.00	131
4410 Copier Supplies	4,466.97	11,309.00	11,200.00	101
4415 Copier Cards	0.00	-84.00	0.00	0
4420 Microform Supplies	<u>470.28</u>	<u>1,576.80</u>	<u>1,000.00</u>	<u>158</u>
44 Copier Leases and Supplie	<u>57,896.12</u>	<u>219,677.14</u>	<u>206,480.00</u>	<u>106.0</u>
4500 Library Cards	5,813.28	5,813.28	6,700.00	87
4501 Library Supplies	2,587.27	10,634.28	15,600.00	68
4502 Library Program Supplies	1,047.54	2,621.56	2,300.00	114
4510 Data Processing Supplies	10,513.04	24,703.09	21,000.00	118
4520 Technical Supplies	6,959.02	17,766.41	16,250.00	109
4521 RFID Tags	4,423.52	48,771.23	35,000.00	139
4525 DVD Cases	0.00	13,946.59	23,000.00	61
4530 Office Supplies	4,038.20	37,917.98	35,200.00	108
4535 AV Supplies	1,364.07	5,686.86	6,400.00	89
4540 Minor Equipment	<u>2,811.54</u>	<u>18,586.03</u>	<u>16,950.00</u>	<u>110</u>
45 Supplies	<u>39,557.48</u>	<u>186,447.31</u>	<u>178,400.00</u>	<u>105.0</u>

CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT

FY 2011-2012

04/01/2012 TO 06/30/2012

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>PCT USED</u>
4600 Printing	3,322.18	6,605.03	7,000.00	94
4610 Other Printing	4,053.11	14,550.73	16,400.00	89
46 Printing	<u>7,375.29</u>	<u>21,155.76</u>	<u>23,400.00</u>	<u>90.0</u>
4700 Checkpoint	91.43	9,015.37	8,955.00	101
4705 Fire and Security Alarms	0.00	2,959.00	2,959.00	100
4710 Postage Machine	911.40	4,019.07	4,000.00	100
4730 Microfiche/Film	0.00	7,071.54	6,510.00	109
4740 Pagers and Cell Phones	1,796.97	6,077.13	4,700.00	129
4745 Typewriters	103.08	103.08	315.00	33
4790 Repairs and Maintenance	756.85	2,160.90	3,000.00	72
4795 Equipment	5,011.35	12,007.06	10,000.00	120
47 Equipment Repairs and Mai	<u>8,671.08</u>	<u>43,413.15</u>	<u>40,439.00</u>	<u>107.0</u>
4800 General Repairs	11,757.98	37,438.00	50,500.00	74
4810 Garbage Collections	2,671.35	10,466.89	11,000.00	95
4820 Janitorial	56,856.75	227,518.28	241,771.00	94
4821 Carpet Cleaning	6,052.23	24,208.92	24,209.00	100
4825 Security Services	23,431.82	99,790.92	104,000.00	96
4830 All Other General Service	28,996.77	115,987.08	115,987.00	100
48 Building Repairs and Main	<u>129,766.90</u>	<u>515,410.09</u>	<u>547,467.00</u>	<u>94.0</u>
4900 Electricity and Gas	206,102.47	685,042.58	701,790.00	98
4910 Water and Sewer	16,157.92	60,552.84	57,930.00	105
4915 Solid Waste Fee	5,459.97	21,839.88	21,840.00	100
4920 Telephone	15,707.98	63,620.70	62,110.00	102
4925 Other Utility Expenses	1,857.28	9,491.21	10,320.00	92
4929 Fax Lines	1,600.84	6,357.72	6,510.00	98
49 Utilities	<u>246,886.46</u>	<u>846,904.93</u>	<u>860,500.00</u>	<u>98.0</u>
5000 Audit Services	0.00	15,450.00	15,500.00	100
5005 Bank Charges	1,545.28	3,565.38	5,000.00	71
5010 Advertising	1,395.00	3,190.00	3,000.00	106
5020 Interlibrary Loans	0.00	446.76	1,000.00	45
5030 ISF-Messenger Service and	1,037.00	1,037.00	1,037.00	100
5040 Rent on Buildings	0.00	2,400.00	2,400.00	100
5050 Postage	16,044.15	56,112.90	65,000.00	86
5060 Dues	-165.00	3,200.00	5,000.00	64
5070 Professional Services	2,487.73	55,639.59	60,900.00	91
5075 Material Recovery Service	11,948.25	54,738.20	75,000.00	73

CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT

04/01/2012 TO 06/30/2012

FY 2011-2012

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>PCT USED</u>
5090 Training and Conferences	440.00	5,317.06	6,000.00	89
50 Other Expenditures	34,732.41	201,096.89	239,837.00	84.0
5100 Motor Vehicle Rep/Maint	6,793.84	20,365.70	45,393.00	45
5101 Motor Vehicle Fuel	7,043.67	27,245.11	21,000.00	130
5105 Moter Veh Employee Exp	710.12	1,412.94	1,000.00	141
51 Motor Vehicle Expenses	14,547.63	49,023.75	67,393.00	73.0
5210 Fire Insurance	17,111.25	68,445.00	68,445.00	100
5211 Auto Liability Insurance	1,170.00	4,680.00	4,680.00	100
5212 Auto Comp Collision Ins	171.51	686.04	686.00	100
5213 Marine Insurance	527.25	2,109.00	2,109.00	100
5214 Tort Liability Insurance	1,966.26	7,865.04	7,865.00	100
5215 MIS Business Inter Insur	1,545.51	6,182.04	6,182.00	100
52 Insurance	22,491.78	89,967.12	89,967.00	100.0
5300 Board Contingency	0.00	264.02	5,000.00	5
53 Board Contingency	0.00	264.02	5,000.00	5.0
7520 Fed Grant Exp-Local	900.00	900.00	0.00	0
7540 Fed Grant Exp-LSTA	1,000.00	18,258.32	0.00	0
7550 Fed Grant Exp-THC	300.00	3,093.00	0.00	0
75 Government Grant Expendit	2,200.00	22,251.32	0.00	0.0
7670 Big Read Project Expend	0.00	206.23	0.00	0
76 Private Grant Expenditure	0.00	206.23	0.00	0.0
8500 Lottery Expenses	21,533.55	43,047.11	43,027.00	100
85 Lottery Expenditures	21,533.55	43,047.11	43,027.00	100.0
9500 State Aid Adult Fiction	22,394.82	89,578.44	89,578.00	100
9505 State Aid Adult Nonfict	17,581.66	70,327.00	70,327.00	100
9510 State Aid Juvenile Books	24,190.88	96,764.00	96,764.00	100
95 State Aid Expenditures	64,167.36	256,669.44	256,669.00	100.0
TOTAL EXPENDITURE	3,968,234.11	14,802,961.56	15,720,188.00	94
DEFICIENCY OF REVENUE BEFORE TRANSFERS	-426,082.05	-450,566.59	-1,249,598.00	36
DEFICIENCY OF REVENUE AFTER TRANSFERS	-426,082.05	-450,566.59	-1,249,598.00	36

CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT

DONATION FUND (2r)

FY 2011-2012

04/01/2012 TO 06/30/2012

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>PCT USED</u>
REVENUE:				
35 Restricted Gifts				
25-3500-030 Restricted Gifts Cooper River	0.00	250.00	0.00	0
25-3500-050 Restricted Gifts Dart	150.00	4,550.00	0.00	0
25-3500-070 Restricted Gifts McClellanville	0.00	50.00	0.00	0
25-3500-090 Restricted Gifts Poe	0.00	566.00	0.00	0
25-3500-120 Restricted Gifts Mt Pleasant	0.00	30.00	0.00	0
25-3500-140 Restricted Gifts Otranto	0.00	300.00	0.00	0
25-3500-160 Restricted Gifts Johns Island	0.00	3,395.00	0.00	0
25-3500-530 Restricted Gifts SC Room	70.00	290.00	0.00	0
25-3500-660 Restricted Gifts Bookmobile	0.00	250.00	0.00	0
25-3550-000 Coastal Community Foundation	10,000.00	10,000.00	0.00	0
	<u>10,220.00</u>	<u>19,681.00</u>	<u>0.00</u>	<u>0.0</u>
35 Restricted Gifts				
36 Unrestricted Gifts				
25-3600-000 Unrestricted Gifts	300.00	1,390.00	0.00	0
	<u>300.00</u>	<u>1,390.00</u>	<u>0.00</u>	<u>0.0</u>
36 Unrestricted Gifts				
	<u>300.00</u>	<u>1,390.00</u>	<u>0.00</u>	<u>0.0</u>
TOTAL REVENUE	<u>10,520.00</u>	<u>21,071.00</u>	<u>0.00</u>	<u>0</u>
EXPENDITURE:				
42 Library Materials				
25-4210-000 SRF Juvenile Books	1,167.14	1,167.14	0.00	0
	<u>1,167.14</u>	<u>1,167.14</u>	<u>0.00</u>	<u>0.0</u>
42 Library Materials				
45 Supplies				
25-4502-000 SRF Program Supplies	0.00	1,146.15	0.00	0
25-4502-050 SRF Prog Supp's Dart	1,806.34	2,581.34	0.00	0
25-4502-140 SRF Prog Supp's Otranto	0.00	300.00	0.00	0
25-4502-160 SRF Prog Supplies Johns Is	0.00	50.00	0.00	0
25-4502-540 SRF Prog Supp's Popular Materials	0.00	280.18	0.00	0
25-4502-560 SRF Prog Supplies Children	2,000.00	2,000.00	0.00	0
25-4503-050 SRF Prog Performers Dart	100.00	100.00	0.00	0
25-4503-160 Prog Performers Johns Island	0.00	1,752.42	0.00	0
25-4540-090 SRF Minor Equipment Poe	0.00	812.47	0.00	0
	<u>3,906.34</u>	<u>9,022.56</u>	<u>0.00</u>	<u>0.0</u>
45 Supplies				
50 Other Expenditures				
25-5010-650 SRF Advertising Public Relations	200.00	200.00	0.00	0
25-5090-000 SRF Staff Development	0.00	2,421.58	0.00	0
	<u>200.00</u>	<u>2,621.58</u>	<u>0.00</u>	<u>0.0</u>
50 Other Expenditures				
	<u>200.00</u>	<u>2,621.58</u>	<u>0.00</u>	<u>0.0</u>
TOTAL EXPENDITURE	<u>5,273.48</u>	<u>12,811.28</u>	<u>0.00</u>	<u>0</u>
EXCESS OF REVENUE BEFORE TRANSFERS	<u>5,246.52</u>	<u>8,259.72</u>	<u>0.00</u>	<u>0</u>
EXCESS OF REVENUE AFTER TRANSFERS	<u>5,246.52</u>	<u>8,259.72</u>	<u>0.00</u>	<u>0</u>

Charleston County Public Library
Proposed Operating Budget Highlights
Fiscal Year Ended June 30, 2013

The following are highlights of the Charleston County Public Library's proposed operating budget for the fiscal year ended June 30, 2013:

General Comments

- Budgeted revenues are \$14,930,032, a 3.18% increase, for the fiscal year ended June 30, 2013.
- Budgeted expenditures are \$16,400,095, a 4.33% increase, for the fiscal year ended June 30, 2013.
- The proposed budget has a deficit of \$1,470,063 for the fiscal year ended June 30, 2013.
- The deficit will be financed through the use of unassigned fund balance. Total unassigned fund balance at June 30, 2012 was \$1,766,551.
- Unassigned fund balance is budgeted to be \$296,489 at June 30, 2013.

Revenue

- The budgeted County appropriation includes \$158,530 over the original target level for FY2013 as instructed by the County. These additional funds bring the total appropriation to the State Library's Maintenance of Effort (MOE) requirement to receive State Aid.
- Fine income has been budgeted with an increase in rates effective August 6, 2012.
- State Aid funding is budget at \$1.00 per capita, or \$93,540 over the amount for 2012.
- The Library has received notice that it will receive Lottery funds in the amount of \$15,934.78 for fiscal year 2013.

Expenditures

- Personnel costs are budgeted \$299,323 more than the prior year due primarily to increased benefit costs. The budgeted vacancy rate used is 6%. The actual monetary vacancy rate is expected to be approximately 11%.
- As of August 5, 2012, the Library system had 43.3 (17.3%) of 250.225 FTEs (full-time equivalents) vacant. This represents 48 regular positions and 12 library pages.
- Library materials are budgeted \$160,566 more than the prior year due to increased processing costs and additional State Aid funding for 2013.
- IT Access and Maintenance is increased \$7,500 due software and hardware maintenance contract increases. Technology upgrades and replacements (including computer leasing) are budgeted at \$230,000.
- Copier/printer expenses are increased \$13,820 primarily due to additional usage. However, the contract is currently in negotiation and will hopefully result in decreased costs.
- Supplies are increased \$68,575 primarily due to costs of RFID tags for self check out and transfer of \$20,000 of IT supplies from technology purchases.

- Equipment repairs and maintenance are increased \$4,469 due to additional cell phone and parking garage costs.
- Building repairs and maintenance are decreased \$19,142 due to savings from janitorial contracts that were over estimated in 2012 and other minor repair savings.
- Utility costs in total are expected to increase approximately 3.5%.
- Other expenditures are decreased \$53,900 due to removal of consultant fees, revised estimate of material recovery service fees based on experience, and lower postage usage.
- Motor vehicle expenditures are decreased \$3,007. Although fuel costs are expected to rise significantly, they are offset by lower expected repairs and maintenance.
- Insurance costs are increased \$2,332 primarily due to additional property insurance.
- Lottery proceeds are planned to be used for technology enhancements.
- Capital expenditures include \$50,000 for renovations at the Main Library, \$60,000 to replace two vehicles, and \$48,530 for web page design and other technology.
- The proposed budget does not include a contingency amount.

**Charleston County Public Library
Condensed Annual Budget
General Fund and Grant Special Revenue Fund
Fiscal Year 2012**

	FY 2011 YTD Actual Jul - Jun	FY 2012 Annual Budget Jul - Jun	FY 2012 YTD Actual Jul - Jun	FY 2013 Annual Approved Budget Jul - Jun	FY 2013 Increase (Decrease) From FY 2012
Local Income					
County Appropriation	\$ 13,921,188	\$ 13,322,999	\$ 13,351,304	\$ 13,921,188	\$ 598,189
Supplemental Appropriation	\$ -	\$ 169,595	\$ 169,595	\$ -	\$ (169,595)
Copier Income	\$ 83,975	\$ 83,300	\$ 82,701	\$ 81,600	\$ (1,700)
Fine Income	\$ 545,281	\$ 569,000	\$ 397,247	\$ 535,000	\$ (34,000)
Other Local Income	\$ 80,737	\$ 26,000	\$ 29,373	\$ 26,100	\$ 100
Total Local Income	\$ 14,631,181	\$ 14,170,894	\$ 14,030,220	\$ 14,563,888	\$ 392,994
Local Expenses					
Personnel Costs					
Salaries	\$ 7,139,634	\$ 8,264,530	\$ 7,348,546	\$ 8,309,215	\$ 44,685
Temporary Wages	\$ 38,825	\$ 46,600	\$ 50,048	\$ 46,600	\$ -
Other Costs	\$ 2,931,410	\$ 3,090,163	\$ 2,781,422	\$ 3,373,136	\$ 282,973
Budgeted Vacancies	\$ -	\$ (671,862)	\$ -	\$ (700,197)	\$ (28,335)
Total Personnel Costs	\$ 10,109,869	\$ 10,729,431	\$ 10,180,016	\$ 11,028,754	\$ 299,323
Library Materials (Local Funds)					
Books	\$ 936,593	\$ 871,304	\$ 709,617	\$ 820,331	\$ (50,973)
Periodicals	\$ 90,372	\$ 85,000	\$ 81,647	\$ 85,000	\$ -
Microforms	\$ 13,707	\$ 20,000	\$ 13,861	\$ 45,000	\$ 25,000
Audio Visuals	\$ 455,253	\$ 550,000	\$ 489,746	\$ 619,000	\$ 69,000
Electronic Resources	\$ 199,139	\$ 210,000	\$ 185,454	\$ 210,000	\$ -
Other Library Materials and Costs	\$ 174,372	\$ 176,974	\$ 242,334	\$ 244,000	\$ 67,026
County Budget Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
Total Library Materials (Local Funds)	\$ 1,869,436	\$ 1,913,278	\$ 1,722,659	\$ 2,023,331	\$ 110,053
IT Access and Maintenance					
Internet	\$ 2,287	\$ 4,000	\$ 1,521	\$ 5,000	\$ 1,000
Cataloging Subscriptions	\$ 54,330	\$ 50,000	\$ 55,985	\$ 51,000	\$ 1,000
MARC Tech Services	\$ -	\$ -	\$ 5,316	\$ 5,500	\$ 5,500
Event/Reservation Software	\$ -	\$ 4,900	\$ 5,050	\$ 4,900	\$ -
Software Service Maintenance	\$ 185,022	\$ 210,000	\$ 212,291	\$ 230,000	\$ 20,000
IT Purchases	\$ 121,489	\$ 250,000	\$ 124,594	\$ 160,000	\$ (90,000)
IT Lease Payments	\$ -	\$ -	\$ -	\$ 70,000	\$ 70,000
Total IT Access and Maintenance	\$ 363,128	\$ 518,900	\$ 404,757	\$ 526,400	\$ 7,500
Copier/Printer Expenses					
Copier Leases	\$ 161,555	\$ 160,930	\$ 163,067	\$ 163,200	\$ 2,270
Copier Lease Overages	\$ 33,290	\$ 33,350	\$ 43,808	\$ 44,500	\$ 11,150
Copier Supplies	\$ 10,011	\$ 11,200	\$ 11,309	\$ 11,400	\$ 200
Copier Cards	\$ (94)	\$ -	\$ (84)	\$ -	\$ -
Microform Supplies	\$ 733	\$ 1,000	\$ 1,577	\$ 1,200	\$ 200
Total Copier/Reader/Printer Expenses	\$ 205,495	\$ 206,480	\$ 219,677	\$ 220,300	\$ 13,820
Supplies					
Library Supplies	\$ 18,777	\$ 24,600	\$ 19,071	\$ 22,400	\$ (2,200)
Data Processing Supplies	\$ 15,054	\$ 21,000	\$ 24,704	\$ 31,600	\$ 10,600
Technical Supplies	\$ 16,146	\$ 16,250	\$ 17,766	\$ 19,175	\$ 2,925
RFID Tags	\$ 33,053	\$ 35,000	\$ 48,771	\$ 80,000	\$ 45,000
DVD Cases	\$ 21,812	\$ 23,000	\$ 13,947	\$ 15,000	\$ (8,000)
Office Supplies	\$ 33,246	\$ 35,200	\$ 37,916	\$ 40,200	\$ 5,000
AV Supplies	\$ 5,827	\$ 6,400	\$ 5,687	\$ 6,100	\$ (300)
Minor Equipment	\$ 21,547	\$ 16,950	\$ 18,584	\$ 32,500	\$ 15,550
Total Supplies	\$ 165,462	\$ 178,400	\$ 186,446	\$ 246,975	\$ 68,575

**Charleston County Public Library
Condensed Annual Budget
General Fund and Grant Special Revenue Fund
Fiscal Year 2012**

	FY 2011 YTD Actual Jul - Jun	FY 2012 Annual Budget Jul - Jun	FY 2012 YTD Actual Jul - Jun	FY 2013 Annual Approved Budget Jul - Jun	FY 2013 Increase (Decrease) From FY 2012
Printing	\$ 18,692	\$ 23,400	\$ 21,154	\$ 23,250	\$ (150)
Equipment Repairs & Maintenance					
Checkpoint	\$ 9,775	\$ 8,955	\$ 9,014	\$ 8,634	\$ (321)
Fire and Security Alarms	\$ 2,959	\$ 2,959	\$ 2,959	\$ 2,959	\$ -
Postage Machine	\$ 4,929	\$ 4,000	\$ 4,019	\$ 4,000	\$ -
Microfiche/Film	\$ 8,700	\$ 6,510	\$ 7,072	\$ 7,010	\$ 500
Cell Phones	\$ 4,714	\$ 4,700	\$ 6,077	\$ 7,200	\$ 2,500
Typewriters	\$ 309	\$ 315	\$ 103	\$ 105	\$ (210)
Repairs and Maintenance Miscellaneous	\$ 2,724	\$ 3,000	\$ 2,160	\$ 3,000	\$ -
Parking Equipment and Supplies	\$ 8,833	\$ 10,000	\$ 12,007	\$ 12,000	\$ 2,000
Total Equipment Repairs & Maintenance	\$ 42,943	\$ 40,439	\$ 43,411	\$ 44,908	\$ 4,469
Building Repairs & Maintenance					
General Repairs	\$ 53,414	\$ 50,500	\$ 37,438	\$ 44,900	\$ (5,600)
Garbage Collections	\$ 10,088	\$ 11,000	\$ 10,467	\$ 11,000	\$ -
Janitorial	\$ 234,277	\$ 241,771	\$ 227,518	\$ 228,471	\$ (13,300)
Carpet Cleaning	\$ 24,209	\$ 24,209	\$ 24,209	\$ 24,209	\$ -
Security Services	\$ 102,107	\$ 104,000	\$ 99,791	\$ 103,500	\$ (500)
County General Services	\$ 117,376	\$ 115,987	\$ 115,987	\$ 116,245	\$ 258
Total Building Repairs & Maintenance	\$ 541,471	\$ 547,467	\$ 515,410	\$ 528,325	\$ (19,142)
Utilities					
Electricity & Gas	\$ 659,630	\$ 701,790	\$ 685,043	\$ 732,470	\$ 30,680
Water & Sewer	\$ 52,433	\$ 57,930	\$ 60,552	\$ 64,730	\$ 6,800
Solid Waste Disposal Fee	\$ 21,840	\$ 21,840	\$ 21,840	\$ 11,806	\$ (10,034)
Telephone	\$ 62,393	\$ 62,110	\$ 63,622	\$ 64,790	\$ 2,680
Other Utility Expenses	\$ 10,144	\$ 10,320	\$ 9,491	\$ 10,380	\$ 60
Fax Lines	\$ 6,336	\$ 6,510	\$ 6,358	\$ 6,380	\$ (130)
Total Utilities	\$ 812,776	\$ 860,500	\$ 846,906	\$ 890,556	\$ 30,056
Other Expenditures					
Audit Services	\$ 15,000	\$ 15,500	\$ 15,450	\$ 16,000	\$ 500
Bank Charges	\$ 1,175	\$ 5,000	\$ 3,565	\$ 5,000	\$ -
Advertising	\$ 2,928	\$ 3,000	\$ 3,190	\$ 3,000	\$ -
Interlibrary Loans	\$ 573	\$ 1,000	\$ 447	\$ 1,000	\$ -
ISF-Msgr Service and Records Mgmt	\$ 1,037	\$ 1,037	\$ 1,037	\$ 1,037	\$ -
Rent on Buildings	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ -
Postage and Shipping	\$ 57,348	\$ 65,000	\$ 56,113	\$ 60,000	\$ (5,000)
Dues	\$ 2,630	\$ 5,000	\$ 3,200	\$ 5,000	\$ -
Professional Services	\$ 33,600	\$ 40,900	\$ 35,900	\$ 2,500	\$ (38,400)
Software Maintenance Agreement	\$ 25,563	\$ 20,000	\$ 19,740	\$ 23,000	\$ 3,000
Material Recovery Service	\$ 123,878	\$ 75,000	\$ 54,738	\$ 60,000	\$ (15,000)
Training and Conferences	\$ 6,127	\$ 6,000	\$ 5,317	\$ 7,000	\$ 1,000
Total Other Expenditures	\$ 272,259	\$ 239,837	\$ 201,097	\$ 185,937	\$ (53,900)
Motor Vehicle Expenditures					
Repairs and Maintenance	\$ 25,283	\$ 45,393	\$ 20,366	\$ 26,152	\$ (19,241)
Fuel	\$ 25,408	\$ 21,000	\$ 27,245	\$ 36,734	\$ 15,734
Employee Mileage Expense	\$ 991	\$ 1,000	\$ 1,413	\$ 1,500	\$ 500
Total Motor Vehicle Expenditures	\$ 51,682	\$ 67,393	\$ 49,024	\$ 64,386	\$ (3,007)

**Charleston County Public Library
Condensed Annual Budget
General Fund and Grant Special Revenue Fund
Fiscal Year 2012**

	FY 2011 YTD Actual Jul - Jun	FY 2012 Annual Budget Jul - Jun	FY 2012 YTD Actual Jul - Jun	FY 2013 Annual Approved Budget Jul - Jun	FY 2013 Increase (Decrease) From FY 2012
County Risk Management/Insurances					
Property Insurance	\$ 77,793	\$ 68,445	\$ 68,445	\$ 71,211	\$ 2,766
Tort Liability	\$ 9,967	\$ 7,865	\$ 7,865	\$ 7,727	\$ (138)
Data Processing Insurance	\$ 6,182	\$ 6,182	\$ 6,182	\$ 6,016	\$ (166)
Inland Marine Insurance (Bookmobile)	\$ 2,109	\$ 2,109	\$ 2,109	\$ 2,008	\$ (101)
Auto Liability	\$ 4,680	\$ 4,680	\$ 4,680	\$ 4,680	\$ -
Auto Comp and Collision	\$ 702	\$ 686	\$ 686	\$ 657	\$ (29)
Total County Risk Management/Insurances	\$ 101,433	\$ 89,967	\$ 89,967	\$ 92,299	\$ 2,332
Board Contingency	\$ 319	\$ 5,000	\$ 264	\$ -	\$ (5,000)
Capital Expenditures					
IT Purchases	\$ -	\$ -	\$ -	\$ 48,530	\$ 48,530
Vehicles	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000
Main Renovations	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
Capital Expenditures	\$ -	\$ -	\$ -	\$ 158,530	\$ 158,530
Total Local Expenditures	\$ 14,554,965	\$ 15,420,492	\$ 14,480,788	\$ 16,033,951	\$ 613,459
Net Local Sources	\$ 76,216	\$ (1,249,598)	\$ (450,568)	\$ (1,470,063)	\$ (220,465)
Grants					
Income	\$ 19,276	\$ -	\$ 22,458	\$ -	\$ -
Expenses	\$ 19,276	\$ -	\$ 22,458	\$ -	\$ -
Net Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -
State Aid					
Receipts	\$ 298,549	\$ 256,669	\$ 256,669	\$ 350,209	\$ 93,540
Disbursements (Library Materials)	\$ 298,549	\$ 256,669	\$ 256,669	\$ 350,209	\$ 93,540
Net State Aid	\$ -	\$ -	\$ -	\$ -	\$ -
State Stabilization Funds					
Total Receipts	\$ 90,604	\$ -	\$ -	\$ -	\$ -
Total Disbursements	\$ 90,604	\$ -	\$ -	\$ -	\$ -
Net State Stabilization Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Education Lottery Funding					
Receipts	\$ -	\$ 43,027	\$ 43,047	\$ 15,935	\$ (27,092)
Disbursements	\$ -	\$ 43,027	\$ 43,047	\$ 15,935	\$ (27,092)
Net Education Lottery Funding	\$ -	\$ -	\$ -	\$ -	\$ -
Net Surplus (Deficit)	\$ 76,216	\$ (1,249,598)	\$ (450,568)	\$ (1,470,063)	\$ (220,465)
Fund Balance at Beginning of Year	\$ 2,270,742	\$ 2,346,958	\$ 2,346,958	\$ 1,896,390	\$ (450,568)
Total Fund Balance at Year End	\$ 2,346,958	\$ 1,097,360	\$ 1,896,390	\$ 426,327	\$ (671,033)
Nonspendable Fund Bal at YE (Inventory, Ppds)	\$ (126,659)	\$ (126,659)	\$ (129,838)	\$ (129,838)	\$ (3,179)
Unassigned Fund Balance	\$ 2,220,299	\$ 970,701	\$ 1,766,552	\$ 296,489	\$ (674,212)

Reading Wave 2012

CCPL Adult Summer Reading Program

Overall Results

- 1,961 Participants (15% Increase)
- 10,024 Books Read (16% Increase)

➤ 2,781 Online Entries (35% increase).

BRANCH	PARTICIPANTS			BOOKS READ		
Main	217	+20%	(2011) 181	1,060	+28%	(2011) 826
Regional Branches						
Dorchester	277	+218%	87	1,036	+274%	485
John's Island	286	-8%	312	1,691	+15%	1,472
Mt. Pleasant	172	+58%	109	761	+34%	566
Otranto	123	+38%	89	814	+39%	587
St. Andrews	142	+86%	76	1,090	+106%	529
Large Branches						
Cooper River	72	+14%	63	449	-16%	534
Dart	60	+18%	51	218	-16%	260
James Island	235	-28%	328	1,121	-38%	1,822
West Ashley	113	+95%	58	586	+48%	395
Small Branches						
Edisto	43	+13%	38	274	+34%	204
Folly Beach	29	-9%	32	220	+41%	156
McClellanville	14	-13%	16	123	+98%	62
Poe	51	+2%	50	165	+54%	107
St. Paul's	22	-39%	36	138	-33%	206
Village	59	-14%	69	210	+15%	183
Bookmobile	46	-60%	114	68	+75%	269
TOTAL	1,961		(2011) 1,709	10,024		(2011) 8,663

Library Board of Trustees

Meeting Schedule 2012

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 2012:*

JANUARY 24 in the Main Library Auditorium
FEBRUARY 28 at the Mt. Pleasant Regional Library
MARCH 27 in the Main Library Auditorium
APRIL 24 at the Dorchester Regional Library
MAY 22 in the Main Library Auditorium
JUNE 26 at the St. Andrews Regional Library
AUGUST 28 in the Main Library Auditorium
SEPTEMBER 27* at the John's Island Regional Library
OCTOBER 23 in the Main Library Auditorium
NOVEMBER 27 in the Main Library Auditorium

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

Board Notes
August 2012

9A. Darlene Jackson has been promoted to the position of Main Library Branch Manager. We will be introducing Darlene to the Board.

10. Strategic Plan Update. The County hired architect, Jerry English from the firm of Cummings and McCrady and Will Danielson the cost estimator from the firm of Charleston Construction Consultants, joined Bryan Whitley, who is with the County to visit every library in the system. They also met with Ray Anderson from the City of North Charleston. They have been charged with coming back to the County with a cost for renovating the existing facilities and building the new facilities.

We are also charged with coming up with the personnel cost associated with the projects. We will be looking at the costs based on the recommendations of the planning consultants.

11. Mr. Litchfield will be presenting the fiscal year 13 adopted budget. You have his report in your packet. Basically it will be another tight year. We will have to be very conservative in our spending.

PROGRAMMING NUMBERS JULY 2012 -VS- JULY 2011 YTD

LOCATION	2012		2011		Program %	Attend %	2012		2011		Program %	Attend %
	CHILDREN programs	CHILDREN attend	CHILDREN programs	CHILDREN attend			ADULTS programs	ADULTS attend	ADULTS programs	ADULTS attend		
MAIN	37	2082	38	1957	-2.63	6.39	61	1451	69	1716	-11.59	-15.44
CRM	38	1478	22	2323	72.73	-36.38	2	44	0	0	200.00	4400.00
DART	50	2447	60	1694	-16.67	44.45	6	460	6	374	0.00	22.99
JAMES ISLAND	17	760	16	438	6.25	73.52	1	7	0	0	100.00	700.00
WEST ASHLEY	24	710	23	657	4.35	8.07	7	63	7	55	0.00	14.55
VILLAGE	6	174	18	369	-66.67	-52.85	0	0	0	0	0.00	0.00
MT PLEASANT	28	873	39	1397	-28.21	-37.51	9	527	4	44	125.00	1097.73
ST ANDREWS	53	2258	48	1478	10.42	52.77	8	31	7	74	14.29	-58.11
DORCHESTER	23	677	43	1259	-46.51	-46.23	6	40	8	69	-25.00	-42.03
JOHNS ISLAND	48	2083	45	1499	6.67	38.96	17	256	21	202	-19.05	26.73
OTRANTO	44	637	27	583	62.96	9.26	7	127	7	28	0.00	353.57
POE	22	768	25	820	-12.00	-6.34	3	14	3	20	0.00	-30.00
EDISTO	4	34	4	36	0.00	-5.56	0	0	1	76	-100.00	-760.00
FOLLY	8	97	3	17	166.67	470.59	3	118	7	220	-57.14	-46.36
ST PAULS	3	130	3	6	0.00	2066.67	0	4	0	0	0.00	400.00
MCCLELLANVILLE	10	619	10	221	0.00	180.09	5	334	4	163	25.00	104.91
TOTALS	415	15,827	424	14,754	-2.12	7.27	135	3,476	144	3,041	-6.25	14.30

CHARLESTON COUNTY PUBLIC LIBRARY STATISTICS JULY 2012

CIRCULATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	38,188	42,001	-9.08
BOOKMOBILE	2,596	2,166	19.85
CRM	16,349	8,059	50.71
DART	6,478	3,605	79.69
JAMES ISLAND	22,985	18,924	21.46
WEST ASHLEY	17,869	17,046	4.83
VILLAGE	4,445	3,685	20.62
MT PLEASANT	64,977	55,948	16.14
ST ANDREWS	48,766	42,609	14.45
DORCHESTER RD	24,865	19,722	26.08
OTRANTO RD	26,534	23,686	12.02
JOHN'S ISLAND	24,977	23,966	4.22
POE	3,722	3,205	16.13
EDISTO	1,724	1,555	10.87
FOLLY	2,628	1,964	33.81
ST PAULS	2,419	2,197	10.10
MCCLELLANVILLE	1,871	1,654	13.12
Total Downloads	14,437	n/a	100.00
TOTALS	325,830	271,992	19.79

USER VISITS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN** (see note below)	36,810	36,556	0.69
BOOKMOBILE	870	1,041	-13.54
CRM	15,923	14,782	7.72
DART	8,088	8,634	-6.32
JAMES ISLAND	12,086	11,355	6.44
WEST ASHLEY	10,521	11,792	-10.78
VILLAGE	2,287	1,942	17.77
MT PLEASANT	25,474	26,982	-5.59
ST ANDREWS	23,084	24,849	-7.10
DORCHESTER RD	13,452	14,836	-9.33
OTRANTO	15,121	15,131	-0.07
JOHNS ISLAND	11,749	14,050	-16.38
POE	1,488	653	127.87
EDISTO	664	613	8.32
FOLLY	1,012	825	22.67
ST PAULS	1,133	1,160	-2.33
MCCLELLANVILLE	1,179	1,203	-2.00
TOTALS	180,941	186,404	-2.93

PC USE

	YTD TOTAL	PREVIOUS	% change
MAIN	7,264	8,053	-9.80
BOOKMOBILE	0	0	0.00
CRM	2,679	2,722	-1.58
DART	1,521	1,520	0.07
JAMES ISLAND	1,214	1,272	-4.56
WEST ASHLEY	1,384	1,506	-8.10

IN-HOUSE USE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	20,841	22,618	-7.86
BOOKMOBILE	0	0	0.00
CRM	8,086	9,431	-14.26
DART	3,170	1,828	73.41
JAMES ISLAND	1,675	2,688	-37.69
WEST ASHLEY	4,698	10,015	-53.09
VILLAGE	1,581	1,817	-12.99
MT PLEASANT	9,297	12,323	-24.56
ST ANDREWS	8,963	9,005	-0.47
DORCHESTER RD	5,488	5,395	1.72
OTRANTO RD	5,935	7,268	-18.34
JOHN'S ISLAND	6,401	6,998	-8.53
POE	147	489	-69.94
EDISTO	269	365	-26.30
FOLLY	1,442	1,776	-18.81
ST PAULS	554	458	20.96
MCCLELLANVILLE	720	857	-15.99
TOTALS	79,267	93,331	-15.07

OUT-OF-COUNTY REGISTRATIONS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	0	8	-100.00
BOOKMOBILE	0	0	0.00
CRM	0	0	0.00
DART	0	0	0.00
JAMES ISLAND	0	0	0.00
WEST ASHLEY	0	1	-100.00
VILLAGE	0	0	0.00
MT PLEASANT	0	6	-100.00
ST ANDREWS	1	1	0.00
DORCHESTER RD	11	17	-35.29
OTRANTO RD	14	23	-39.13
JOHN'S ISLAND	0	0	0.00
POE	0	0	0.00
EDISTO	1	0	100.00
FOLLY	0	0	0.00
ST PAULS	0	0	0.00
MCCLELLANVILLE	0	0	0.00
TOTALS	27	56	-51.79

PC USE (con't)

	YTD TOTAL	PREVIOUS	% change
VILLAGE	444	289	53.63
MT PLEASANT	3,141	3,441	-8.72
ST ANDREWS	5,117	5,116	0.02
DORCHESTER	2,374	2,361	0.55
OTRANTO	4,009	3,943	1.67
JOHNS ISLAND	3,127	3,737	-16.32

REFERENCE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	16,194	18,538	-12.64
BOOKMOBILE	17	21	-19.05
CRM	6,760	4,731	42.89
DART	2,150	544	295.22
JAMES ISLAND	1,740	2,011	-13.48
WEST ASHLEY	4,304	4,878	-11.77
VILLAGE	96	92	4.35
MT PLEASANT	12,443	15,383	-19.11
ST ANDREWS	6,522	8,931	-26.97
DORCHESTER RD	7,496	4,933	51.96
OTRANTO RD	2,870	3,769	-23.85
JOHN'S ISLAND	4,282	5,598	-23.51
POE	13	30	-56.67
EDISTO	14	15	-6.67
FOLLY	1,378	1,153	19.51
ST PAULS	31	13	138.46
MCCLELLANVILLE	685	643	6.53
TOTALS	66,995	71,283	-6.02

REGISTRATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	546	768	-28.91
BOOKMOBILE	36	38	-5.26
CRM	170	240	-29.17
DART	55	45	22.22
JAMES ISLAND	202	174	16.09
WEST ASHLEY	216	175	23.43
VILLAGE	49	25	96.00
MT PLEASANT	532	534	-0.37
ST ANDREWS	422	573	-26.35
DORCHESTER RD	224	203	10.34
OTRANTO RD	353	362	-2.49
JOHN'S ISLAND	194	209	-7.18
POE	32	42	-23.81
EDISTO	11	12	-8.33
FOLLY	119	74	60.81
ST PAULS	29	23	26.09
MCCLELLANVILLE	22	14	57.14
TOTALS	3,212	3,511	-8.52

PC USE (con't)

	YTD TOTAL	PREVIOUS	% change
POE	106	86	23.26
EDISTO	204	206	-0.97
FOLLY	198	181	9.39
ST PAULS	554	458	20.96
MCCLELLANVILLE	280	217	29.03
TOTALS	33,616	35,108	-4.25

PROGRAMMING

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN			
NO OF PROG	98	107	-8.41
ATTENDANCE	3,533	3,673	-3.81
BOOKMOBILE			
NO OF PROG	0	0	0.00
ATTENDANCE	0	0	0.00
CRM			
NO OF PROG	40	22	81.82
ATTENDANCE	1,522	2,323	-34.48
DART			
NO OF PROG	56	66	-15.15
ATTENDANCE	2,907	2,068	40.57
JAMES ISLAND			
NO OF PROG	18	16	12.50
ATTENDANCE	767	438	75.11
WEST ASHLEY			
NO OF PROG	31	30	3.33
ATTENDANCE	773	712	8.57
VILLAGE			
NO OF PROG	6	18	-66.67
ATTENDANCE	174	369	-52.85
MT PLEASANT			
NO OF PROG	37	43	-13.95
ATTENDANCE	1,400	1,441	-2.85
ST ANDREWS			
NO OF PROG	61	55	10.91
ATTENDANCE	2,289	1,552	47.49
DORCHESTER RD			
NO OF PROG	29	51	-43.14
ATTENDANCE	717	1,328	-46.01
OTRANTO RD			
NO OF PROG	51	34	50.00
ATTENDANCE	764	611	25.04
JOHN'S ISLAND			
NO OF PROG	65	66	-1.52
ATTENDANCE	2,339	1,701	37.51
POE			
NO OF PROG	25	28	-10.71
ATTENDANCE	782	840	-6.90
EDISTO			
NO OF PROG	4	5	-20.00
ATTENDANCE	34	112	-69.64
FOLLY			
NO OF PROG	11	10	10.00
ATTENDANCE	215	237	-9.28
ST PAULS			
NO OF PROG	3	3	0.00
ATTENDANCE	134	6	2133.33
MCCLELLANVILLE			
NO OF PROG	15	14	7.14
ATTENDANCE	953	384	148.18
TOTALS			
NO OF PROG	550	568	-3.17
ATTENDANCE	19,303	17,795	8.47

****Counter not working for Main User Visits, so used average of July 2010 and July 2011**



Charleston County Public Library

SERVICE EFFECTIVENESS MEASURES FY2012

<i>Through June 2012</i>	MAIN	MTP	STA	OTR	DOR	JOHNS	W ASH	JAMES	CRM	DART	EDI	FOLLY	STP	MCC	POE	VILL	SYSTEM
TOTAL CIRC/VISIT	1.12	2.23	1.82	1.50	1.70	1.83	1.28	1.89	0.83	0.62	2.67	2.10	2.40	1.36	2.74	2.32	1.61
CIRC/FTE	9,595	35,889	27,301	19,701	18,526	15,948	24,266	27,745	18,198	11,494	13,511	17,951	14,349	10,619	12,763	14,275	19,915
COST/CIRC	7.32	1.72	1.89	2.91	2.62	3.20	1.73	1.71	2.54	4.74	2.64	2.00	2.86	4.28	2.98	3.45	2.83
FTE COST/CIRC	5.04	1.54	1.68	2.38	2.28	2.77	1.54	1.47	2.15	3.82	2.32	1.94	2.54	3.93	2.49	3.12	2.28
FTES	42.500	16.125	17.125	13.500	12.625	15.500	7.875	7.625	7.625	5.375	1.375	1.375	1.875	1.625	2.25	2.875	157.25
FY12 PERSONNEL BUDGET	2,053,996	889,682	784,758	632,175	532,752	684,684	293,589	310,941	297,972	236,134	43,188	47,778	68,304	67,790	71,573	127,918	7,143,234
FY12 BRANCH BUDGET	2,986,713	995,874	885,436	772,821	613,387	790,075	331,091	361,230	352,552	292,575	49,125	49,257	76,821	73,904	85,692	141,570	8,858,123

YEAR-END FISCAL DATA

	FY2012	FY2011	%
Interlibrary Loans	4,494	4,511	-0.38
Reference Questions	1,098,026	2,000,845	Note**
Summer Reading Participants	13245	10544	25.62
User Visits	1,940,896	2,102,944	-7.71
County Population (est. 2012)	370,000	360,000	2.78
Total Circulation	3,131,596	2,759,933	13.47
Circulation per Capita	8.46	7.67	10.30

**The Library is now using the standards set by the SC State Library.