

# LIBRARY DEPARTMENT

FUND/DEPARTMENT NUMBER: 930/9300

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## **MISSION STATEMENT**

To provide quality library services and materials to children and adults in the community in order to meet their informational, recreational, and educational reading needs.

## **VISION STATEMENT**

To provide the highest level of professional and technical services in a modern facility utilizing state of the art materials to accommodate the needs of the dynamic population of Columbia County in the most cost effective manner.

## **DEPARTMENT DESCRIPTION**

The Library system consists of three library branches which provide an extensive collection including but not limited to books, periodicals, e-magazines through Zinio, audio books, online databases, electronic book services, Recorded Books, MANGO Foreign Language and Transparent Language courses, internet access, programs and events for children and adults as well as reference services.

## **ACCOMPLISHMENTS FOR FY 13/14**

- Increased yearly circulation at all three Library branches
- Secured grant from Bi-Lo Foundation to assist with Summer Reading at all three Library branches
- Improved collection of audio books by purchasing new audio books quarterly
- Increased the collection size of large print materials
- Improved the collection and customer experience at Euchee Creek Library
- Improved programming at the Harlem Library
- Hosted Nicholas Sparks at an author event in the Fall
- Became a Regional Library System with Columbia County, Lincoln County and Warren County
- Hosted a fundraiser with Friends of the Library

# LIBRARY DEPARTMENT

FUND/DEPARTMENT NUMBER: 930/ 9300

## GOALS FOR FY 14/15

- Continue to provide excellent service to the patrons of Columbia County
- Secure a grant to augment the Summer Reading Program
- Host Author event
- Improve the e-book and e-magazine selections
- Host fund raiser with Friends of the Library

## WORKLOAD MEASUREMENTS

Category	Actual FY 12/13	Estimated FY 13/14	Forecast FY 14/15
Book Circulation	530,525	455,392	500,000
Registered Patrons	59,981	84,755	88,000
Collection Size	167,735	180,000	187,000
Materials budget	\$180,650.00	\$180,650.00	\$180,650.00
Building Sq. Ft	67,900	67,900	67,900
Reference Questions	114,802	94,000	100,000
Program Attendance	24,826	20,480	26,000

## PERFORMANCE MEASURES

Category	Actual FY 12/13	Estimated FY 13/14	Forecast FY 14/15
Population Estimate	131,563	135,416	140,000
Book circulation per capita	4.032	3.36	3.57
Registered patrons per cap.	.46	.63	.63
Collection size per cap.	1.27	1.33	1.34
Materials budget per cap.	\$1.37	\$1.33	\$1.29
Building Sq. Ft. per cap.	.51	.50	.48
Reference ques. per cap.	.87	.69	.71
Program attendance per cap	.188	.151	.185

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## STAFFING

<b>Position</b>	<b>Actual FY 12/13</b>	<b>Estimated FY 13/14</b>	<b>Forecast FY 14/15</b>
Library Manager	1	1	1
Branch Supervisor	2	2	2
Children's Librarian	1	1	1
Circulation Manager	1	1	1
Reference Services Manager	1	1	1
Children's Services Specialist	2	2	2
Reference Librarian	1	1	1
Reference Specialist	2 (1FTE. 1 part time)	2 (1FTE. 1 part time)	2 (1FTE. 1 part time)
Young Adult	1	1	1
Administrative Coordinator	1	1	1
Library Assistant *1 pos. part-time	1	1	1
Library Sorter	0	1 (part time)	1 (part time)
Library Rotator	0	1 (part time)	1 (part time)
Head Cataloger	0	1	1
Asst. Tech Services. ILL	0	1	1

## BUDGET HIGHLIGHTS

- The Greater Clarks Hill Regional Library System will be adding Burke County July 1, 2014
- We will be able to provide a larger selection of e- materials
- The Library plans to host another bestselling author