

AGENDA

Charleston County Public Library

Board of Trustees Meeting

February 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	5:25	Board Comment	Janet Segal		
4	5:35	Freedom of Information Report	Susan Parsons		
5	5:36	Deletions or Additions to Agenda			
6	5:40	Minutes of Previous Meeting (January 24, 2012)	Janet Segal	Accept	
7	5:50	Friends of the Library Update	Emily Everett		
8	6:00	Library Reports A. Director's Report	Doug Henderson		
9	6:10	Financial Update (Quarterly Report)			
10	6:30	Carolina Park Land Exchange for Library Site			
11	6:45	Strategic Plan			
12	7:00	March Board Meeting Date Change			
13	7:15	Adjournment	Janet Segal		

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

This Board Meetings will be held at the Mt. Pleasant Regional Library

Mathis Ferry Road, Mt. Pleasant, South Carolina 29464

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CHARLESTON COUNTY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
January 24, 2012

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, January 24, 2012, at 5:15p.m. in the auditorium at the Main Library.

Board members present were Mrs. Chambers, Mrs. Epps, Mr. McKellar, Ms. Hollinshead, Ms. Reider, Mr. Fava, Mr. Greene, Ms. Holladay, Mr. Clem, Ms. Segal and Mr. Tinkler. Staff members present were Doug Henderson, Cynthia Bledsoe, Perry Litchfield, Jamie Thomas, Jessica Austin-Scaff, Kim Odom, Cheryl Brinkley and Susan Parsons. Ms. VaLinda Miller, representing the Friends of the 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.

Welcome and Board Comment

Ms. Segal called the meeting to order and welcomed everyone.

Mrs. Epps thanked Mallory Manning in the Reference Department at the Main Library and Karine Knopf in the Children's Department at the Main Library for their help finding needed items.

Ms. Segal reminded the Board that she asked members at the last regular Board meeting to be prepared to discuss an award winning book.

All of the Board members spoke about a book they had read.

Mr. Henderson distributed copies of the book, Incredibly Loud and Extremely Close, and noted that this is the book we will be using this year for the One Book program. He added that we are doing this in conjunction with the College of Charleston.

Mr. Henderson noted that the movie is currently playing at theaters now, so this should help promote the book.

Mr. Henderson stated that Kwame Alexander's new book was nominated for the NAACP Image Award.

Minutes of Previous Meeting

The minutes of the November 21, 2011, and January 4, 2012, meetings were reviewed and accepted.

Friends of the Library Update

Mr. Henderson introduced Ms. VaLinda Miller, a Friends of the Library Board member. He added that the Friends will send someone different to each of the Library Board meetings.

Ms. Miller stated that it is a pleasure and an honor to meet everyone. She noted that in addition to being on the Board of the Friends, she is also a volunteer at the Main Library, and truly enjoys it.

Ms. Miller announced that the Friends have a new intern, Adam Collins. Mr. Collins has been a long time volunteer, and is now going to assist Ms. Emily Everett.

Ms. Miller said that the Blues Bash will be taking place soon, and the Friends will receive twenty percent of the proceeds from CD sales.

Ms. Miller reported that there will be a book sale at the Otranto Regional Library on March 2 and March 3, 2012. There will also be a sale in the Main Library Auditorium from June 15, 2012, through June 17, 2012.

Ms. Miller noted that the annual Friends book sale will be held from October 12, 2012, to October 14, 2012, at the Omar Shrine Temple.

Ms. Miller stated that applications are still coming in from the 2011 membership drive. Ms. Miller thanked everyone who renewed their membership, and asked that everyone encourage their friends and family to join.

Mr. McKellar said that he saw in the Friends newsletter that they have, again, given \$100,000 to the Library system and they are to be applauded for that.

Mr. Clem asked whether the Friends had four hundred members. Ms. Miller responded that there are more than that.

Ms. Miller again encouraged everyone to join the Friends of the Library, and to encourage everyone we know to do the same.

Library Reports

Mr. Henderson introduced Jessica Austin-Scaff, the new Manager of the Poe Branch Library.

Ms. Austin-Scaff noted that she moved here from Maryland and is really enjoying Charleston. She added that the Poe Branch has new furniture and new signs, so please visit if you get the opportunity.

Mr. Henderson announced that Ms. Kim Odom of the Dart Branch Library is the

Employee of the Quarter

Mr. Henderson stated that Ms. Odom joined the library system in 1999 and has served in a variety of paraprofessional and professional positions.

Mr. Henderson noted that Ms. Odom is currently the Children's Librarian at the John L. Dart Branch and is currently on the planning committee for the Dart Library 85th Anniversary event. Mr. Henderson stated that Ms. Odom has been committed to the library and the community for many years and has served on many committees and has won many awards.

Mr. Henderson noted that Ms. Cheryl Brinkley, Ms. Odom's Manager at the Dart Library, was also in attendance and here to support and congratulate Ms. Odom.

Ms. Odom thanked everyone.

Library Reports

Mr. Henderson reported that some Friends members, some staff, and Ms. Reider and he are planning to go to Legislative Day in Columbia. He added that they will be going to the Ways and Means Committee where the State Librarian will talk.

Mr. Henderson stated that a candy bar with some library facts on it, and a handout, will be distributed to everyone.

Mr. Henderson stated that anyone interested in going should meet at the St. Andrews Regional Library. There will be three cars available, and if you are interested in going, Mr. Henderson asked that you email him tomorrow.

Mr. Henderson said that libraries were listed as third in line for unclaimed lottery money, but we did not get any. However, we did get \$10,000 from lottery funding.

FY2013 Budget

Mr. Litchfield stated that he would discuss the FY2013 budget highlights. This is the first step in the process, and it will probably not be finalized until August.

Mr. Litchfield stated that budgeted revenues are \$14,659,227 for the fiscal year ending June 30, 2013, and budgeted expenditures are \$16,050,686, a two percent increase, for the same time period. This is a deficit of almost \$1,000,000, and will be financed through the use of the unassigned fund balance. This would leave us with an unassigned fund balance of \$186,730 at June 30, 2013.

Mr. Litchfield stated that the every department is given a budget by the County, and

an additional \$469,882 would be needed from the County to meet the Maintenance of Effort requirement for State Aid. He added that the cumulative shortfall in County funding from the Maintenance of Effort level for the 2010 through 2012 fiscal years was \$1,302,405.

Mr. Litchfield noted that fine income has been budgeted for an assumed increase in rates effective the beginning of FY2012. He added that State Aid funding will stay the same for FY2012, but is uncertain for FY2013. Mr. Litchfield stated that State Aid funding will directly affect the library materials budget, and there will be talk at Legislative Day about lobbying for an increase in funding to \$1.00 per capita.

Mr. Litchfield stated that under expenditures, personnel costs are budgeted at \$299,323 more than the prior year due primarily to increased benefit costs. The actual vacancy rate is approximately ten percent, although the budgeted vacancy rate is only six percent.

Mr. Litchfield said that as of December 31, 2011, the library system had 37.55 full time equivalents vacant. This represents forty-one permanent positions and fourteen library pages.

Mr. Litchfield reported that library materials are budgeted over \$7,000 more than the prior year due to increased processing costs. However, Mr. Litchfield added, this amount will be adjusted when the State Library provides a State Aid amount for 2013.

Mr. Litchfield noted that IT access and maintenance budget is increased \$21,000 due to software and hardware maintenance contract increases. He added that technology upgrades and replacements are budgeted at \$250,000.

Mr. Litchfield stated that the supplies budget has increased \$46,200 primarily due to costs of RFID tags for the ongoing self-check project.

Mr. Litchfield noted that the good news is that the Other Expenditures category has decreased \$56,900 due to removal of consultant fees, revised estimate of material recovery service fees, and lower postage usage.

Mr. Litchfield said that the proposed budget does not include a contingency amount.

Mr. Litchfield stated that he and Mr. Clem, in a discussion before the Board meeting, concluded that a \$600,000 fund balance is not really where we expect to be. He added that the library is saving \$400,000 due to the vacancy rate.

Mr. Henderson noted that we only intend to hire an IT Manager and a Content Manger for the web this coming year. He added that the personnel costs for the previous year did not contain a salary and benefits cost for a Library Director.

Mr. Henderson stated that he would like for the library to increase the cost of fines and the cost of copies.

Mr. Henderson noted that we will probably not be able to continue with the self-

check project until we can fund it.

Mr. Henderson stated that he hoped the County would listen to our requests.

Mr. Fava asked whether the letter to the Director of the County Budget Department includes the fact that we have only six percent vacancy budgeted, but we really have a ten percent vacancy.

Mr. Litchfield stated that it is not included, because this is a dire situation. He added that we have been using six percent for the last several years.

Mr. Henderson said that we do not have to turn the letter over to the County until tomorrow, so if there is anything someone would like to add or take out of the letter, please contact Mr. Litchfield. He added that it is a very forceful letter and it needs to go on record.

Mr. Litchfield stated that the information about the Maintenance of Effort is in the second paragraph. Additionally, he added, it is noted that after the cost of living increase of 3.3% we received, it really computed to only two percent.

Mr. Litchfield noted that in the fourth paragraph of the letter the fund balance situation is discussed, and in the fifth paragraph we talk about some of the things we have done with expenditures. Mr. Litchfield added that library materials should be at least fifteen percent of the budget, but now it is only at thirteen percent. Cutting that amount is not an option.

Mr. Litchfield noted that in the seventh paragraph of the letter we note that we are operating with only fifty-five staff positions.

Mr. Litchfield stated that this letter will be sent to the Budget Director and copied to the County Administrator.

Mr. Fava stated that it is key to get Maintenance of Effort funding restored. Mr. Henderson noted that there are a lot of things in play with the County budget. He added that we are really not asking for an increase in appropriation, we are just asking the County to reinstate the appropriation we received several years ago.

Mr. Clem noted that we are still putting ourselves in a position where our cash margin is really thin. He wondered whether we should ask for what we really need, or should we be realistic.

Mr. Fava stated that it is our responsibility to ask for what the library needs. He added that it is good to have this letter on record listing our needs and detailing our situation.

Mr. Litchfield said that it will probably be three months before the Board needs to get involved, so the Trustees should be thinking about a strategy by April, 2012.

Mr. Henderson noted that the new County Administrator started work yesterday.

He added that he believes him to be sympathetic to our needs, but he also has to be realistic.

Mrs. Epps moved to approve the proposed budget request for the fiscal year ending June 30, 2013. Ms. Reider seconded the motion and the motion carried.

Mr. McKellar asked whether it helped to get involved with the budget process last year. Mr. Litchfield responded that that the more County Council hears from the Trustees, the better. Mr. Henderson agreed, and added that it can never hurt to hear from appointees and constituents.

Mrs. Epps noted that it is important to be recognized as a library advocate.

Strategic Plan PowerPoint

Ms. Segal stated that she would do a trial run of the PowerPoint presentation for the strategic plan. She added that Ms. Thomas would help her with the computer.

Ms. Segal said that if there is anything that the Trustees would like to change, please write it down to discuss after the presentation.

Ms. Segal did the presentation, reading the notes that go along with each slide.

Mr. Fava said that it was a very good presentation. He asked what the arrangement of the room would look like when the presentation is done for the County Council Finance Committee. Mr. Henderson said that there is a screen on the right side of the room.

Mr. Fava stated that when the presentation is starting, it would be good to note that there are eleven members on the Library Board of Trustees. Also, he added, the Finance Committee members will probably not know what the program attendance chart refers to, so it would be good to give examples of some of our programming to them.

Mr. Fava stated that given the time constraints, perhaps it would be best not to read the goals, just show the slides for thirty seconds.

Mr. Fava noted that regarding the goal for a referendum in FY2013, this is an "off" presidential year, so voter turnout is low. Perhaps, we could pressure the County for a referendum in FY2012.

Mr. Henderson stated that he did not think that would be possible, as they are also understaffed.

Mr. McKellar stated that we should just read the slides aloud that we really want to stress and think are important.

Ms. Holladay said that maybe we just give them a synopsis of the goals and read

just one of them aloud.

Mr. Greene stated that we need to tell Council that they will be given a copy of the slides after the meeting, so all of it does not need to be discussed during the presentation. He added that the briefer the presentation is, the better. We should cut to the chase, and make it as conversational as possible.

Mr. Greene said that one thing that should not be in the presentation is the idea that people have to wait an “undetermined” amount of time for an item. This would not be understood.

Mr. Clem noted that it would be good to give an example about the volume of people that want an item and that they have to wait sometimes, but he agreed with Mr. Greene about the terminology.

Mr. Clem stated that on slide seven of the presentation it would be good to compare circulation growth to population growth.

Mr. Henderson said that he does not like the percentage used on slide sixteen, and that “379 percent” should be changed to “\$3.79”. Mr. Clem agreed and noted that it is hard to believe a percentage that high.

Mr. McKellar wondered whether Council will know what MOE means. Ms. Reider agreed, and added that Ms. Segal should go in more depth of meaning in that area.

Mr. Fava noted that it may be possible to combine a couple of the early slides, such as the second and third ones. Additionally, he added, if Council members are to be given handouts, it should wait until after the presentation.

Mr. Greene stated that the slide discussing action needed by Council could be done with half the words. Ms. Holladay noted that it could be left as written, but only say a couple of words to describe it.

Mr. Greene said that we just need to get across to Council four items: what we did, what the public wants, what we plan to do, and what Council wants.

Mr. McKellar asked whether the presentation will have to be done again at a regular Council meeting after showing it to the Finance Committee. Mr. Fava responded that it will not. He added that he hopes that it is approved, and typically there is no discussion after that. Hopefully, Mr. Fava said, some Council member will give a recommendation.

Mr. Henderson noted that he will talk to Ms. Anna Johnson, our Council Liaison.

Mr. McKellar asked whether there are staff at the County that will recommend this plan. Mr. Henderson noted that we will set up a yellow sheet with everything we plan to present, and will let them know what we are doing.

Mr. Fava stated that the yellow sheets go to the Council members the weekend

before the Council meeting.

Ms. Segal thanked everyone for the feedback, and said that she will make the changes that were mentioned.

Ms. Holladay asked that the Board be given a notice about when to attend the Council meeting. Mr. Fava added that it would be good if a representative from the Friends of the Library could be there, and Mr. Henderson added that everyone should be in attendance, if possible.

Database Fine Cleanup

Mr. Henderson reported that the first major weeding of materials in years is taking place. He added that we are finding very old materials with fines still attached to them. If they are more than five years old, it is a long process to delete those items.

Mr. Henderson noted that our collection agency has stated that it is only productive to try to collect on items that are less than three years old.

Mr. Henderson stated that he just wanted the Board to be aware that there has been a request from staff to delete fines and fees that are more than five years old, due to weeding issues.

Ms. Reider stated that it makes sense to do that, and Ms. Holladay agreed.

Miscellaneous

Ms. Hollinshead acknowledged staff at the Cooper River Memorial Library for hosting a program with author Meesha Mink. Ms. Mink did a great job of speaking at the program.

Ms. Segal adjourned the meeting at 7:02pm.

Respectfully submitted,



Maya Hollinshead, Secretary

Director's Report
February 2012

We have been working with the County to finalize the dates we can go before the Finance Committee of the County Council. Part of this is working with the County Manager's staff to be sure we have things worded in a manner that is understandable and not overly technical. We want to be sure everyone is clear and that our message is positive. Another part is that we are working with the Developers of Carolina Park to exchange the 4 acre site for a 6 acre site. We would like to have an item we can share with the Council that evening. We would like to be able to say the Developer has sent us an offer that we believe is good for the Library and County and that we will bring that to the Council for their consideration and approval in the coming weeks. Hopefully, we will have an offer at the meeting and a letter that the Chair can sign.

The Lowcountry Blues Bash is over for this year. We had 10 concerts from February 13 to February 18. All of them were well attended. The crowd favorites seemed to be the Eddie Shaw Band, John Primer and my personal favorite Swamp POP Shelly Warters. She fronted Shrimp City Slim and has a tremendous voice. The attendees couldn't thank us enough and the Organizer, Gary Erwin, constantly reminded the crowd that the Friends of the Library made the shows possible and that they should join.

The Senate Ways and Means Committee will be holding a meeting to discuss the State Library budget on March 15. If you wish to attend in Columbia you may. We are waiting for the final time and location. Some of us will be out of town at a conference and cannot attend but we would like to see the room full. Your notes to the House committee have been very appreciated and helpful.

Quick reminder that next month we will begin our annual policy review. You can find them on our site or we can send you the policies electronically. You may wish to scan them to see if there is anything you specifically wish to address.

February 28, 2012

Daniel Chandler, P.E.
Director of Facilities
Charleston County
4045 Bridge View Dr.
Suite B217
North Charleston, SC 29405

Dear Mr. Chandler,

The Charleston County Public Library Board of Trustees is very pleased that CDM of Charleston, LLC has offered to exchange the County's four (4) acre library site in Carolina Park for a larger six (6) acre parcel adjacent to the Wando Middle College in Carolina Park.

The six (6) acre parcel would allow the County and Library system to build a facility that can adequately serve the growing East Cooper population, currently exceeding 70,000 residents, and allow for future expansion. The South Carolina State Library is required to recommend standards for libraries and one of the recommended standards is 1.25 sq. ft. per capita of public space. This would require the Library to provide over 80,000 sq ft of public space in the Mt. Pleasant area. The current four (4) acre site would not be large enough to build a 40,000 square foot facility and provide for the required parking spaces, buffering, and future expansion.

The Board is extremely excited about the potential to obtain a larger site and the developer's monetary donations towards the new library's operating cost. Upon your favorable evaluation of the offer, we highly recommend that the County secure this site for our future library needs.

The Board of Trustees is available to support you in any way we can to pursue final approval from the County's Management team and Charleston County Council. If you have any questions, please don't hesitate to contact me!

Sincerely,

Janet Segal, Chairperson

Charleston County Public Library Board of Trustees

February Board Notes

9. Perry Litchfield, Business Manager, will be presenting the Financial Quarterly Report. We discussed the full budget last month and the quarterly report updates our current status.

10. We have been working with the Developers of Carolina Park to secure a 6 acre site for a future library. Currently the Developer has conveyed 4 acres and \$2.25 million to the County for a future library. We have asked for 6 acres so we can build a larger library and have room for future growth. The Developer has offered superior 6 acre site that is located in front of the Wando High School and next to the future Middle College. The retail and commercial development will be across the circle from the new proposed site. They have also offered \$1.2 million to be dispersed evenly over a 7 year period to begin when construction begins for library operation.

11. We have updated the presentation that will be presented to the Finance Committee of the County Council. We are scheduled to go before the Committee March 22nd at 5 PM. We are also scheduled to go before the full Council on March 27th at 7 PM.

12. The March Meeting is scheduled for March 27th. We are recommending changing the date to March 26 to accommodate the Council meeting scheduled for the 27th.

PROGRAMMING NUMBERS THROUGH JAN 2012 VS THROUGH JAN 2011

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	382	12398	255	8342	49.80	48.62	531	18226	419	15795	26.73	15.39
CRM	275	7416	57	2057	382.46	260.53	17	171	12	153	41.67	11.76
DART	405	8632	119	3771	240.34	128.90	47	1744	13	236	261.54	638.98
JAMES ISLAND	113	2106	61	1211	85.25	73.91	8	79	1	2	700.00	3850.00
WEST ASHLEY	169	2,637	158	4073	6.96	-35.26	43	424	43	897	0.00	-52.73
VILLAGE	43	560	18	292	138.89	91.78	3	12	0	0	100.00	100.00
MT PLEASANT	209	6143	197	4996	6.09	22.96	40	287	14	321	185.71	-10.59
ST ANDREWS	393	8787	313	7023	25.56	25.12	78	2078	48	1242	62.50	67.31
DORCHESTER	159	3042	154	3120	3.25	-2.50	51	605	71	729	-28.17	-17.01
JOHNS ISLAND	322	9327	236	6181	36.44	50.90	119	1125	77	703	54.55	60.03
OTRANTO	193	4146	146	3358	32.19	23.47	44	305	58	846	-24.14	-63.95
POE	92	1606	75	1033	22.67	55.47	14	222	2	8	600.00	2675.00
EDISTO	35	343	21	70	66.67	390.00	6	106	1	25	500.00	324.00
FOLLY	55	198	24	152	129.17	30.26	12	247	0	26	100.00	850.00
ST PAULS	21	47	9	2	133.33	2250.00	0	0	0	0	0.00	0.00
MCCLELLANVILLE	43	585	17	226	152.94	158.85	5	174	10	282	-50.00	-2933.00
TOTALS	2,909	67,973	1,860	45,907	56.40	48.07	1,018	25,805	769	21,265	32.38	21.35



Charleston County Public Library

SERVICE EFFECTIVENESS MEASURES FY2012

<i>Through December 2011</i>	MAIN	MTP	STA	OTR	DOR	JOHNS	W ASH	JAMES	CRM	DART	EDI	FOLLY	STP	MCC	POE	VILL	SYSTEM
TOTAL CIRC/VISIT	1.06	2.20	1.75	1.52	1.65	1.77	1.27	1.80	0.73	0.47	2.58	1.93	2.35	1.25	3.64	2.28	1.51
CIRC/FTE	4,906	15,070	12,466	9,254	8,852	7,434	13,623	12,260	7,949	4,771	6,338	8,152	6,997	4,788	5,485	6,815	9,136
COST/CIRC	6.73	1.70	1.94	2.65	2.65	3.16	1.65	1.72	2.81	5.59	2.79	2.07	2.79	4.63	2.76	3.48	2.85
FTE COST/CIRC	4.66	1.52	1.72	2.30	2.29	2.72	1.45	1.50	2.36	4.38	2.40	2.01	2.50	4.25	2.29	3.13	2.31
FTES	44.125	19.00	18.125	14.125	12.625	15.875	6.875	8.125	7.625	5.375	1.375	1.375	1.875	1.625	2.625	2.875	163.625
FY12 PERSONNEL BUDGET	1,009,127	435,464	389,150	300,617	256,145	320,825	135,871	149,297	143,134	112,298	20,883	22,490	32,808	33,099	32,950	61,399	3,455,557
FY12 BRANCH BUDGET	1,457,145	487,471	438,726	346,910	295,663	373,441	154,829	171,284	170,112	143,356	24,280	23,151	36,637	36,040	39,691	68,205	4,266,941

YEAR-END FISCAL DATA

	FY2012	FY2011	%
Interlibrary Loans		4,511	
Reference Questions		2,000,845	
Summer Reading Participants		10544	
User Visits		2,102,944	
County Population (est. 2012)	370,000	360,000	
Total Circulation		3,870,623	
Circulation per Capita		10.75	

