

AGENDA

CHARLESTON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

MAY 26, 2015

5:15 P.M. – ST. ANDREWS REGIONAL BRANCH LIBRARY

#	TOPIC	WHO	ACTION/ PROPOSED ACTION	FOLLOW-UP
1	Welcome	Janet Segal		
2	Public Comment			
3	Board Comment			
4	Freedom of Information Report	Susan Parsons		
5	Deletions and/or Additions to Agenda			
6	Minutes from April 28, 2015		Accept	
7	Friends of the Library Update			
8	Library Reports A. Director's Report			
9	Library Capital Plan			
10	Library Budget			
11	Nomination Committee for Officers		Action Needed	
12	Policy Review			
13	Communication Update			
14	Trespass Appeal			
15	Adjournment			

CHARLESTON COUNTY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
APRIL 28, 2015

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, April 28, 2015, at 5:15 p.m. at the Main Library.

Board members present were Ms. Manigault, Mr. Clem, Mr. McKellar, Ms. Reider, Mr. Brack, Ms. Hollinshead, Ms. Burgess, Ms. Segal, Mr. Fava, and Mr. Norris. Mr. Moore was not in attendance. Staff members present were Cynthia Bledsoe, Perry Litchfield, and Nancy Sullivan. Ms. Anna Johnson, County Councilwoman was in attendance as well as Ms. Brittney Mathis, Director of the Friends of the Library along with Ms. Barbara Bell, Friends of the Library President. Mr. Smalls, Mr. Chandler, and Mr. Whitley, from the County, were also in attendance.

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

The minutes of the March 24, 2015, meeting were reviewed. After some discussion, Mr. Fava made a motion to accept the minutes with changes. Ms. Manigault seconded the motion and the vote carried.

Capital Plan Update

Mr. Smalls reports that as instructed by Council, county staff reviewed all properties considered for the James Island Branch. County staff also researched and inquired of private realtors about other properties that might be available since their last research. Out of twenty properties considered, Mr. Smalls presented nine sites deemed "suitable" for the branch library. One of the sites is owned by the James Island Public Service District and is near the current branch. Mr. Smalls, Ms. Segal, and Ms. Bledsoe attended a meeting of the JIPSD Commission on Tuesday, April, 21st, to inform them of our interest in this location for a branch library and to determine if the site was available for consideration. The JIPSD referred this information to their Ways and Means Committee which meets on May 5th. This topic will be discussed further in that meeting.

After Mr. Smalls' presentation, the Board discussed the sites. Mr. Brack asked if there was an industry standards checklist for assessing and analyzing property. Mr. Smalls indicated he did not know of such a check list and stated he felt this would be something the Board would need to develop on their own. Ms. Bledsoe suggested that the library staff inquire Laura Isenstein, the consultant who developed the library's strategic plan, if she knew any evaluation standards. Ms. Johnson stated if the library develops such a standards checklist it should be used for all of the sites being considered and not used only for the proposed James Island Library sites.

There were questions about public transportation to these sites. Mr. Smalls supplied a CARTA route schedule for the area (see attached).

After observing the nine sites that are in the Town of James Island, City of Charleston, and unincorporated county site, Mr. Fava suggested, as a matter of protocol, that the Town of James Island be informed when and if the board recommends a site located in the City of Charleston. Ms. Burgess indicated many of our current locations were in different municipalities.

Mr. Clem stated he felt the criteria being used should be the best location for the library that would best serve the majority of the citizens. Once a recommendation is made to Council, he suggested the Board give Council the reasons for recommending said site.

Mr. McKellar said he felt the location should serve the citizens of the area and not the politics of the area.

Mr. Fava asked if the delay of selecting the James Island Library site would hold up the progress of the program. Mr. Smalls answered that his staff is moving forward with the RFQ (Request for Qualifications) for A&E firms (architects and engineering) despite the lack of a selected site for James Island.

Ms. Segal asked about the Bees Ferry site. Mr. Smalls indicated the West Ashley High School site is still being considered as well as the site on West Ashley Circle. Ms. Segal asked if County Staff were still looking for other sites and Mr. Smalls indicated at this time those are the only two sites being considered.

Ms. Johnson asked if anyone else had seen the entire list of twenty properties prior to this meeting. Mr. Smalls indicated Ms. Segal and Mr. Henderson had both seen the list in January when it was completed, however, his staff had focused at that time as directed, on property that might be donated and not purchased.

Ms. Johnson asked if a two-story building had been considered for the West Ashley Circle location. Mr. Smalls answered the zoning allows for building up to the easement in that location and a two-story building or façade is required (recommended).

Ms. Segal thanked Mr. Smalls and his staff.

Public Comment

Ms. Segal thanked the public for coming to the meeting and informed them they would each get two minutes to speak. Many citizens spoke about their support of the James Island Library being built on the Baxter Patrick property. A few citizens supported having the library in the best location to serve the majority of the citizens of the James Island area and a couple suggested the current branch be renovated and a new library also be built on the library.

After public comments ended, Ms. Segal thanked all those who spoke. She also explained to the public the Board would make a recommendation to County Council and reiterated to them that County Council would make the final decision on the location and not the Library Board.

Friends of the Library

Barbara Bell, President of the Friends of the Library, introduced the new Director of the FOL – Brittany Mathis. The Board welcomed Ms. Mathis. She gave a short report indicating the FOL audit had been completed. She reminded the Board of Lowcountry Giving Day on May 5th and the upcoming book sale at the Main Library June 19th-21st.

Director's Report

In the absence of Mr. Henderson, Ms. Bledsoe gave the report (see attached). She reported Mr. Stevens has left the Coastal Community Foundation. She indicated the CCF was available to talk with the Board or the Board could work directly with Mr. Stevens outside of CCF if they prefer.

She report a very successful Staff Day and said staff had given positive feedback about the upcoming Capital Plan and changes. The Director of the State Library attended Staff Day and was impressed with our staff and program.

Policy Review

Ms. Bledsoe indicated the library's public policy reviews are upcoming and any suggestions for change or comments should be sent to Susan Parsons.

Staff Holiday Party

Ms. Bledsoe reported the Board approved \$3,000 for the Staff Holiday Party last year. Staff Organization has asked for an increase to \$5,000 this year. Mr. Fava asked when this party was held. Ms. Bledsoe answered the party is held in December. Ms. Burgess made a motion to approve the request. Mr. Fava seconded the motion and the vote was carried.

Finance Report

Mr. Litchfield provided information to the Board concerning the FY 16 Budget Request. Library staff requested funds for two positions needed to begin collection development (materials selection) for the new libraries. The Budget Office did not approve this request and stated these positions would not be filled until FY18. The library also requested the replacement of three vehicles (two delivery trucks and an SUV) which each met County criteria for replacement. The County Fleet Department also requested the replacement of the Bookmobile. The Budget Office approved replacement of one delivery truck only. Library staff also requested a reinstatement of Sunday hours at the regional branch libraries. This request was denied.

Ms. Segal asked for more information about the two positions. Mr. Litchfield explained these positions were needed to begin purchasing materials for the new libraries.

Ms. Reider asked about the vehicles. Ms. Sullivan explained the current SUV for which a replacement was requested is a 2008 Ford Escape with over 110,000 miles on it. It is the oldest (sedan/SUV) in our fleet and is used for staff to go on out of town training trips, for daily visits to branches, etc. Due to its age and mileage Ms. Sullivan indicated she does not feel it is reliable enough to send out of town for these staff trips. The truck approved for replacement is a 2000 Ford E350 box truck with over 190,000 miles. The truck not approved for replacement is a 2005 Ford E350 box truck with over 140,000 miles. The bookmobile is a 2000 Thomas Built bus. It has in excess of 100,000 miles and over 5,500 hours on the generator.

Mr. Fava asked if staff felt the Board needed to take further action concerning these items. He stated he felt it was shortsighted of the Budget Office to deny the positions, vehicle requests, and Sunday hours. He further stated the Budget Office must not understand the process for purchasing materials for the new libraries and how important this function is to the successful opening of the buildings.

Mr. Clem made a motion that a letter be written to the County Budget Director indicating the Board's concerns about lack of funding for reinstatement of Sunday hours, the additional collection development positions, and the two denied vehicle replacements. Mr. Brack seconded the motion and the vote carried.

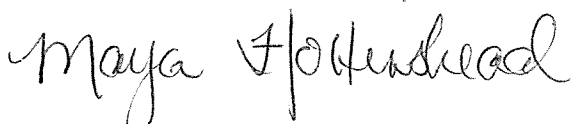
Other Business

Ms. Johnson asked for clarification as to whether the County Council Liaison appointed to the Board of Trustees for the library has voting power on the Board. Ms. Segal stated she will follow up on this question. Mr. Brack indicated this could be considered dual office holding.

Since County Council meets on May 28th and directed county staff and the Library Board of Trustees to make a recommendation to them concerning the James Island site, it was decided a Special Meeting of the Board of Trustees would be held on Thursday, May 21st at 5:15 p.m. in the Board Room at the Main Library. The purpose of the meeting will be to review all suitable sites presented by County Staff in hopes that the Board can come to a decision and recommendation to County Council.

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,



Maya Hollinshead, Secretary

Board Blurbs
May 26, 2015

8. Library Capital Plan

The County has agreed that we will be using the design, bid, build process. The RFQ is being completed and we hope it goes out soon. We have one concern. It appears that Procurement believes that we may have to offer the winning firm all five projects. We feel that we have options and have asked Procurement to consider other options. We will keep the Board apprised. We will also work with County to set up interviews when the time is right.

9. Library Budget

The budget meeting was held May 21. County is recommending that we receive an increase of \$417,027. This will cover the cost of two replacement vehicles and the funds needed to pay for a merit increase for staff. The performance based merit increase offers the employee up to a 2 percent raise.

10. Nomination Committee

Every June the Board selects new Officers. The Board Chair appoints a Nominating Committee during the May meeting to see who is interested in being considered.

11. Policy Review

We are beginning the Policy Review process. If you have any policies you would like to modify or if you have an idea for a new policy please send them to Susan Parsons by June 16 so they can be included in the packet.

12. Communication Update

Mr. Brack asked what we do in the way of communicating with staff. We have a number of avenues beyond the normal methods of talking with one another. We have a member only staff forum. We have a number of discussion topics that give staff the opportunity to ask questions, open discussions and to respond. They can ask about policies, trends and training opportunities. They can share articles and program ideas. We also have a weekly newsletter. This just shares what is happening around the system. We have a Communication Committee that is comprised of front line staff. They share their concerns with me. Many of the policy changes we have made have come from their suggestions. I also host Friday morning doughnuts with the Director. People can come by, have a doughnut and share their thoughts and ideas.

Director's Report
May 2015

May is coming to a close and our busiest time of the year is approaching. This week we begin our Piccolo Spoleto Children's programs and that leads into our Summer Reading Program. This year's theme is "Every Hero Has a Story". We have a number of DIY programs starting and will be hosting a series of coding workshops sponsored by Iron Yard, www.theironyard.com.

We are also heading into the budget process. Last month the Board asked that we remind the Interim County Manager of our request and needs. That was done and we ended up with another vehicle replacement being recommended. Perry Litchfield and I attended the initial budget overview on May 19. The Library Referendum and the needs of the Public Safety departments is driving this year's budget. The Interim county manager has recommended they began collecting the millage needed to support our operating needs when our new buildings open and has asked that those funds be used next year to pay for the architects and the design process to help alleviate future bond debt. The Council will be looking at the Appointed Officials budgets, which includes us, on May 26. Since we meet that night Perry will represent us at the Council meeting. We are also watching the State budget process. We could potentially get an additional \$100,000 if the Senate approved budget makes it through the House.

The Board Chair and I attended two James Island Public Service Commission meetings to hear their discussions and deliberations concerning property they own on Dill Rd. The property has been mentioned as a potential site for the James Island Library. They decided not to sell the property but now it appears they may reconsider. We are trying to get more information. The Board Chair is scheduled to present the Library board's site recommendation at their May 28 meeting.

CIRCULATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	319,896	322,569	-0.83
BOOKMOBILE	21,279	20,350	4.57
CRM	102,262	117,022	-12.61
DART	54,438	59,263	-8.14
JAMES ISLAND	159,710	184,036	-13.22
WEST ASHLEY	132,994	143,193	-7.12
VILLAGE	31,145	30,096	3.49
MT PLEASANT	537,475	565,421	-4.94
ST ANDREWS	362,263	396,440	-8.62
DORCHESTER RD	145,735	166,734	-12.59
OTRANTO RD	167,720	188,159	-10.86
JOHN'S ISLAND	160,333	179,457	-10.66
POE	23,371	23,918	-2.29
EDISTO	10,678	10,861	-1.68
FOLLY	18,693	21,434	-12.79
ST PAULS	19,471	18,688	4.19
MCLELLANVILLE	10,901	11,389	-4.28
Total Downloads**	332,521	288,320	15.33
TOTALS	2,610,885	2,747,350	-4.97

PC USE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	59,779	69,594	-14.10
BOOKMOBILE	0	0	0.00
CRM	26,428	26,671	-0.91
DART	16,816	13,803	21.83
JAMES ISLAND	13,292	14,346	-7.35
WEST ASHLEY	12,916	14,043	-8.03
VILLAGE	2,338	2,806	-16.68
MT PLEASANT	27,134	29,484	-7.97
ST ANDREWS	42,595	48,105	-11.45
DORCHESTER RD	26,464	22,708	16.54
OTRANTO RD	34,104	36,640	-6.92
JOHN'S ISLAND	22,010	26,709	-17.59
POE	1,063	956	11.19
EDISTO	1,241	1,290	-3.80
FOLLY	1,523	1,653	-7.86
ST PAULS	2,972	4,436	-33.00
MCLELLANVILLE	1,936	1,995	-2.96
Wifi USE	194,253	201,898	-3.79
TOTALS	486,864	517,137	-5.85

REFERENCE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	149,498	165,144	-9.47
BOOKMOBILE	1,723	1,885	-8.59
CRM	29,931	34,876	-14.18
DART	14,719	17,815	-17.38
JAMES ISLAND	23,123	19,033	21.49
WEST ASHLEY	25,529	21,210	20.36
VILLAGE	1,129	975	15.79
MT PLEASANT	64,385	74,599	-13.69
ST ANDREWS	53,262	66,073	-19.39
DORCHESTER RD	25,148	33,865	-25.74
OTRANTO RD	28,633	30,105	-4.89
JOHN'S ISLAND	42,254	33,926	24.55
POE	1,135	535	112.15
EDISTO	220	334	-34.13
FOLLY	4,336	4,633	-6.41
ST PAULS	1,453	314	362.74
MCLELLANVILLE	5,725	5,827	-1.75
TOTALS	472,203	511,149	-7.62

PROGRAMMING

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN***			
NO OF PROG	1,180	1,271	-7.16
ATTENDANCE	42,995	39,459	8.96
BKMOBILE/OUTREACH			
NO OF PROG	42	32	31.25
ATTENDANCE	2,259	3,433	-34.20
CRM			
NO OF PROG	128	203	-36.95
ATTENDANCE	3,600	5,090	-29.27
DART			
NO OF PROG	721	484	48.97
ATTENDANCE	16,510	13,515	22.16
JAMES ISLAND			
NO OF PROG	234	183	27.87
ATTENDANCE	8,547	7,386	15.72
WEST ASHLEY			
NO OF PROG	226	236	-4.24
ATTENDANCE	6,705	6,655	0.75
VILLAGE			
NO OF PROG	61	62	-1.61
ATTENDANCE	1,199	1,191	0.67
MT PLEASANT			
NO OF PROG	435	371	17.25
ATTENDANCE	14,459	14,992	-3.56
ST ANDREWS			
NO OF PROG	498	539	-7.61
ATTENDANCE	14,729	16,800	-12.33
DORCHESTER RD			
NO OF PROG	319	328	-2.74
ATTENDANCE	5,884	9,037	-34.89
OTRANTO RD			
NO OF PROG	383	383	0.00
ATTENDANCE	7,764	8,943	-13.18
JOHN'S ISLAND			
NO OF PROG	733	695	5.61
ATTENDANCE	16,468	16,633	-0.99
POE			
NO OF PROG	356	320	11.25
ATTENDANCE	7,098	4,572	55.25
EDISTO			
NO OF PROG	56	54	3.70
ATTENDANCE	249	311	-19.94
FOLLY			
NO OF PROG	135	116	16.38
ATTENDANCE	2,993	3,006	-0.43
ST PAULS			
NO OF PROG	47	15	213.33
ATTENDANCE	963	374	157.49
MCLELLANVILLE			
NO OF PROG	65	59	10.17
ATTENDANCE	1,025	1,045	-1.91
TOTALS			
NO OF PROG	5,619	5,351	268.00
ATTENDANCE	153,447	152,442	0.66

USER VISITS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	287,466	278,627	3.17
BOOKMOBILE	7,216	7,473	-3.44
CRM	117,529	141,004	-16.65
DART	66,254	59,551	11.26
JAMES ISLAND	93,367	96,711	-3.46
WEST ASHLEY	98,071	103,659	-5.39
VILLAGE	15,056	14,468	4.06
MT PLEASANT	214,344	213,110	0.58
ST ANDREWS	202,594	212,158	-4.51
DORCHESTER RD	98,033	111,441	-12.03
OTRANTO	126,525	137,436	-7.94
JOHN'S ISLAND	106,177	103,325	2.76
POE	11,290	10,309	9.52
EDISTO	4,384	4,359	0.57
FOLLY	9,014	10,719	-15.91
ST PAULS	8,693	7,948	9.37
MCLELLANVILLE	10,724	10,759	-0.33
TOTALS	1,476,737	1,523,057	-3.04

OUT-OF-COUNTY REGISTRATIONS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	58	48	20.83
BOOKMOBILE	1	1	0.00
CRM	11	15	-26.67
DART	0	2	-100.00
JAMES ISLAND	3	5	-40.00
WEST ASHLEY	8	6	33.33
VILLAGE	1	3	-66.67
MT PLEASANT	44	46	-4.35
ST ANDREWS	11	19	-42.11
DORCHESTER RD	54	54	0.00
OTRANTO RD	63	78	-19.23
JOHN'S ISLAND	3	0	100.00
POE	1	1	0.00
EDISTO	4	5	-20.00
FOLLY	0	1	-100.00
ST PAULS	2	0	100.00
MCLELLANVILLE	1	0	100.00
TOTALS	265	284	-6.69

REGISTRATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	8,344	6,701	24.52
BOOKMOBILE	510	443	15.12
CRM	1,883	2,165	-13.03
DART	1,003	892	12.44
JAMES ISLAND	3,702	2,617	41.46
WEST ASHLEY	3,519	2,756	27.69
VILLAGE	917	687	33.48
MT PLEASANT	10,899	7,954	37.03
ST ANDREWS	5,906	4,638	27.34
DORCHESTER RD	2,819	2,619	7.64
OTRANTO RD	2,859	2,934	-2.56
JOHN'S ISLAND	3,376	2,655	27.16
POE	693	410	69.02
EDISTO	124	106	16.98
FOLLY	422	383	10.18
ST PAULS	492	414	18.84
MCLELLANVILLE	249	267	-6.74
TOTALS	47,717	38,641	23.49

**downloads not total because Tumblebooks were down for a week in January 2015

***Charleston Tells numbers added to Main in March 2015



Charleston County Public Library

SERVICE EFFECTIVENESS MEASURES FY2015

Through March 2015	MAIN	MTP	STA	OTR	DOR	JOHNS	W ASH	JAMES	CRM	DART	EDI	FOLLY	STP	MCC	POE	VILL	SYSTEM
TOTAL CIRC/VISIT	1.09	2.51	1.80	1.34	1.50	1.52	1.37	1.72	0.88	0.88	2.40	2.06	2.26	1.10	2.08	2.08	1.78
CIRC/FTE	8,283	24,746	20,171	10,271	10,283	9,383	15,313	17,803	14,072	9,394	9,592	12,393	9,395	6,194	8,107	10,750	15,443
COST/CIRC	7.32	1.50	2.06	3.75	3.47	4.18	2.20	1.84	2.56	4.35	4.29	2.12	3.53	5.65	3.71	3.92	2.76
FTE COST/CIRC	4.74	1.33	1.83	3.34	3.04	3.61	1.97	1.64	2.08	3.70	3.69	1.99	3.12	5.06	3.01	3.54	2.22
FTE\$	35.125	19.750	16.375	15.000	13.000	15.625	7.875	8.125	6.625	5.375	1.000	1.375	1.875	1.625	2.625	2.875	154.25
FY15 PERSONNEL BUDGET	1,377,873	650,675	604,297	514,876	406,405	529,804	236,979	236,808	193,843	186,688	35,372	33,946	54,927	50,929	64,029	99,971	5,277,422
FY15 BRANCH BUDGET	2,130,524	734,701	679,807	578,227	463,496	612,540	264,947	266,667	238,333	219,834	41,176	36,195	62,153	56,837	78,928	110,538	6,574,903

YEAR-END FISCAL DATA

	FY2015	FY2014	%
Interlibrary Loans		2,987	
Reference Questions		615,009	
Summer Reading Participants		13057	
User Visits		1,834,352	
County Population (est. 2013)		372,803	
Total Circulation		3,301,695	
Circulation per Capita		8.86	