

AGENDA

Charleston County Public Library

Board of Trustees Meeting

October 25, 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	5:21	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 Meeting: September 27, 2012	Janet Segal	Accept	
7	5:40	Friends of the Library Update			
8	5:55	Library Reports A. Programming Report B. Director's Report-Doug Henderson			
9	6:10	Strategic Plan	Jerry English		
10	6:25	Board Schedule for 2013			
11	6:30	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 in the Board Room
3531 Maybank Highway, John's Island, South Carolina 29455

CHARLESTON COUNTY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
SEPTEMBER 27, 2012

The Charleston County Library Board of Trustees met for a regular meeting on Thursday, September 27, 2012, at 5:15 p.m. in the Auditorium of the John's Island Regional Branch Library.

Board members present were Mrs. Epps, Mr. McKellar, Mr. Fava, Ms. Hollinshead, Ms. Reider, Ms. Holladay, Mr. Greene, Mr. Clem, and Ms. Segal. Mr. Tinkler and Mrs. Chambers were unable to attend. Staff members present were Cynthia Bledsoe, Perry Litchfield, Jim McQueen, and Nancy Sullivan. Mr. Henderson was on vacation. Ms. Berry-Ward, representing the Friends of the Library, was also in attendance. Rose Manigault represented County Councilwoman Anna Johnson. Webster Rogers CPA firm was represented by Ellen Adkins.

Ms. Segal called the meeting to order and stated 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. Epps reminded everyone of That Big Book Sale coming up in October. She also thanked everyone for their condolences in the recent loss of her aunt.

Mr. McKellar asked why the Board Meetings were not advertised in the Post and Courier along with other County meetings. Mr. Litchfield explained the costs of advertising and reported that the Board elected not to pay for the advertising several years ago. The meetings are publicized on the library's website and branch locations.

Ms. Hollinshead told of helping a patron at the St. Andrews Branch as the patron was trying to download ebooks to his handheld device. Ms. Bledsoe explained the licensing agreement does not allow downloads inside the library building. She indicated there is software available to enable this feature and the library will investigate the cost.

Ms. Segal presented the Board with a list of members by Council districts and noted new appointments need to be from Districts 1 and 8, if possible.

Minutes of Previous Meeting

Mr. McKellar moved to accept the minutes as written. The minutes were accepted.

Friends of the Library

Ms. Berry-Ward reported the sale of hardback fiction at the main library is going well. Each book sells for \$1.

She reported the Post and Courier featured a reference guide to That Big Book Sale. Advertising has been very thorough this year and they hope to have a great turn out. Volunteers are still needed and she encouraged the Board to sign-up.

Library Reports

Ms. Bledsoe introduced Jim McQueen. Jim is currently the Branch Manager at the James Island Branch but has been promoted to the Branch Manager of the John's Island Regional Branch. Jim will begin his duties at John's Island as soon as his replacement is hired for James Island. Although Jim is not at John's Island full time as of yet, he has begun working with staff to become familiar with the branch and its demographics. He is excited about coming to John's Island. Through programming the John's Island Branch is doing good things for our library system. In 2012, 850 programs were offered in the branch and through Outreach. Twenty three thousand three hundred and eight people

attended those programs making John's Island the second highest in attendance after the Main Library. Highlights are computer classes, monthly book club, round table discussion, young adult programming, and a community ReadAthon involving middle and high school students working with younger children to encourage them to read.

Mr. Fava asked how involved the principal is from Haut Gap School next door. Ms. Jackson, former Branch Manager at John's Island, reported the previous principal and the current principal have been very involved and interested in working with and promoting the library services.

Director's Report

In the absence of Mr. Henderson, Ms. Bledsoe reported that "One Book" is circulating well. The supporting programs are well attended.

Library Staff are working on projected operational costs for new facilities. The installation of new carpet has begun at the Main Library. The installation is moving much faster than we expected.

Auditor's Report

Ellen Adkins from the firm of WebsterRogers presented a draft of the audit to the Board for review. The Management letter indicates a "clean audit" finding. Ms. Adkins went over various areas with the Board. She reported the firm audits many government agencies and our library is to be commended for the readiness and availability of materials to the audit firm. Ms. Adkins stated that the audit notes that because we have a small accounting section there is not the ideal segregation of duties. Many organizations face this and have to weigh the cost benefits of increasing staff. A discussion was held regarding this. She indicated that government agencies generally require many journal entries during audit findings that have to be corrected. The library system did not have any journal entry corrections during this audit. She explained the audit and methodology of the audit and the general findings of the firm.

Ms. Epps moved to accept the audit as presented. Ms. Reider seconded the motion and the motion carried.

The next Board meeting is scheduled for Thursday, October 25, at 5:15 p.m. in the Board Room at the Main Library.

Ms. Segal adjourned the meeting at 6:15 p.m.

Respectfully submitted,



Maya Hollinshead, Secretary

Director's Report
October 2012

This has been a busy month. We are wrapping up the One Book Charleston County program, finishing up the facilities draft of the Strategic Plan, will have participated in the Corporate Spelling Bee and we are preparing for the Charleston Tells Storytelling Festival.

This month's meeting will include a presentation of the facilities portion of the Strategic Plan. Mr. Jerry English will lead the discussion. The goal is to define the scope and direction. We need to make decisions concerning older facilities if new facilities are constructed. Final pricing cannot be done until the County is given some direction by the Library Board.

You may have noticed two items in our statistical report. The first is the number of WiFi sessions. This is the first full month of numbers. There was just shy of 20,000 sessions in September. That is just shy of the total number of sessions on the computers we provide. That means we basically doubled the number of sessions without purchasing any additional public units. The second item is the drop in the programming numbers. They are still way ahead of two years ago but we have asked staff to take a close look at what is successful and what is not. They will be dropping programs that have not worked. We want staff to focus on what is working.

2013 Library Board Meeting Schedule

January 22 - Meeting at Main Library Auditorium - Download Board Packet

February 26 - Meeting at Mt. Pleasant Regional Library - Download Board Packet

March 26 - Meeting at Main Library Auditorium - Download Board Packet

April 23 - Meeting at Dorchester Regional Library - Download Board Packet

May 28 - Meeting at Main Library Auditorium - Download Board Packet

June 25 - Meeting at St. Andrews Regional Library - Download Board Packet

August 27 Meeting at Otranto Regional Library

September 24 - Meeting at Main Library Board Room - Download Board Packet

October 29 - Meeting at John's Island Regional Library

November 26 - Meeting at Main Library Auditorium

PROGRAMMING NUMBERS THROUGH SEPT 2012 VS SEPT 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	%	Attend %
MAIN	129	4132	152	7589	-15.13	-45.55	179	3457	242	7509	-26.03	-53.96
CRM	82	2824	88	3607	-6.82	-21.71	3	84	8	24	-62.50	250.00
DART	186	5885	156	4803	19.23	22.53	19	1084	19	786	0.00	37.91
JAMES ISLAND	48	1327	50	1223	-4.00	8.50	4	26	3	35	33.33	2.86
WEST ASHLEY	51	1,277	66	1452	-22.73	-12.05	16	244	21	263	-23.81	-7.22
VILLAGE	8	181	22	384	-63.64	-52.86	0	0	2	9	-100.00	-100.00
MT PLEASANT	70	1920	92	2987	-23.91	-35.72	30	1079	13	119	130.77	14.29
ST ANDREWS	126	4205	169	3464	-25.44	21.39	20	56	21	1585	-4.76	-96.47
DORCHESTER	46	1091	76	1930	-43.42	-43.47	16	106	24	295	-33.33	-64.07
JOHNS ISLAND	126	4239	129	3909	-2.33	8.44	55	710	52	520	5.77	36.54
OTRANTO	74	1615	70	1371	5.71	17.80	17	179	11	60	54.55	198.33
POE	49	1260	38	1292	28.95	-2.48	5	38	4	90	25.00	-57.78
EDISTO	13	119	12	71	8.33	67.61	1	3	2	80	-50.00	-96.25
FOLLY	23	184	16	95	43.75	93.68	3	118	11	225	-72.73	-47.56
ST PAULS	6	190	11	18	-45.45	955.56	0	4	0	0	0.00	100.00
MCCLELLANVILLE	24	969	19	353	26.32	174.50	6	360	4	163	50.00	120.86
TOTALS	1,061	31,418	1,166	34,548	-9.01	-9.06	374	7,548	437	11,763	-14.42	-35.83



Charleston County Public Library

SERVICE EFFECTIVENESS MEASURES FY2013

<i>Through August 2012</i>	MAIN	MTP	STA	OTR	DOR	JOHNS	W ASH	JAMES	CRM	DART	EDI	FOLLY	STP	MCC	POE	VILL	SYSTEM
TOTAL CIRC/VISIT	1.08	2.54	2.12	1.74	1.68	2.16	1.65	1.94	1.05	0.79	2.54	2.28	2.17	1.64	2.65	2.07	1.81
CIRC/FTE	1,908	7,005	5,595	4,123	3,704	3,313	4,497	5,495	4,234	2,546	2,249	3,676	2,565	2,256	2,930	3,065	4,133
COST/CIRC	5.81	1.10	1.40	2.22	2.07	2.45	1.56	1.37	1.78	3.39	2.51	1.65	2.47	3.26	2.02	2.52	2.09
FTE COST/CIRC	4.00	0.97	1.24	1.87	1.80	2.08	1.38	1.10	1.49	2.77	2.19	1.34	2.22	2.85	1.61	2.28	1.68
FTES	38.500	18.125	17.125	12.625	12.625	14.500	7.875	8.125	7.625	5.375	1.375	1.375	1.875	1.625	2.25	2.875	153.875
FY12 PERSONNEL BUDGET	293,782	122,755	118,748	97,253	84,214	99,786	48,708	49,004	47,980	37,875	6,773	8,179	10,652	10,445	10,646	20,101	1,066,901
FY12 BRANCH BUDGET	426,797	139,936	134,341	115,566	96,964	117,751	55,154	61,208	57,422	46,400	7,765	8,346	11,871	11,947	13,295	22,199	1,326,962

YEAR-END FISCAL DATA

	FY2013	FY2012	%
Interlibrary Loans		4,494	
Reference Questions		1,098,026	
Summer Reading Participants		13245	
User Visits		1,940,896	
County Population (est. 2012)		370,000	
Total Circulation		3,131,596	
Circulation per Capita		8.46	

CHARLESTON COUNTY PUBLIC LIBRARY STATISTICS SEPT 2012

CIRCULATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	107,115	116,322	-7.92
BOOKMOBILE	7,043	5,372	31.11
CRM	46,479	23,549	97.37
DART	20,550	10,386	97.86
JAMES ISLAND	63,913	53,476	19.52
WEST ASHLEY	50,346	49,062	2.62
VILLAGE	12,649	9,845	28.48
MT PLEASANT	183,746	159,636	15.10
ST ANDREWS	137,644	121,753	13.05
DORCHESTER RD	66,410	56,702	17.12
OTRANTO RD	74,264	67,331	10.30
JOHN'S ISLAND	59,012	69,088	-14.58
POE	9,203	8,397	9.60
EDISTO	4,372	4,523	-3.34
FOLLY	6,794	5,484	23.89
ST PAULS	6,921	6,590	5.02
MCLELLANVILLE	5,272	4,051	30.14
Total Downloads	50,919	n/a	
TOTALS	912,652	771,567	18.29

USER VISITS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	97,566	109,484	-10.89
BOOKMOBILE	1,955	3,078	-36.48
CRM	45,109	42,156	7.00
DART	30,311	33,347	-9.10
JAMES ISLAND	32,359	30,520	6.03
WEST ASHLEY	32,549	41,064	-20.74
VILLAGE	5,999	4,786	25.34
MT PLEASANT	69,573	72,375	-3.87
ST ANDREWS	67,894	71,161	-4.59
DORCHESTER RD	40,533	36,317	11.61
OTRANTO	48,078	45,100	6.60
JOHNS ISLAND	33,163	37,597	-11.79
POE	3,419	1,955	74.88
EDISTO	1,759	1,737	1.27
FOLLY	3,217	3,092	4.04
ST PAULS	3,136	3,067	2.25
MCLELLANVILLE	3,280	3,224	1.74
TOTALS	519,900	540,060	-3.73

PC USE

	YTD TOTAL	PREVIOUS	% change
MAIN	22,900	24,481	-6.46
BOOKMOBILE	0	0	0.00
CRM	8,480	8,513	-0.39
DART	4,575	4,710	-2.87
JAMES ISLAND	3,792	3,835	-1.12
WEST ASHLEY	4,461	4,818	-7.41

IN-HOUSE USE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	45,374	65,903	-31.15
BOOKMOBILE	0	0	0.00
CRM	22,374	27,319	-18.10
DART	8,093	5,880	37.64
JAMES ISLAND	3,543	7,516	-52.86
WEST ASHLEY	14,590	29,061	-49.80
VILLAGE	4,837	4,304	12.38
MT PLEASANT	20,558	33,103	-37.90
ST ANDREWS	14,654	27,124	-45.97
DORCHESTER RD	10,544	17,551	-39.92
OTRANTO RD	18,594	20,287	-8.35
JOHN'S ISLAND	17,566	19,749	-11.05
POE	452	981	-53.92
EDISTO	608	988	-38.46
FOLLY	4,765	4,878	-2.32
ST PAULS	1,513	1,284	17.83
MCLELLANVILLE	2,098	2,247	-6.63
TOTALS	190,163	268,175	-29.09

OUT-OF-COUNTY REGISTRATIONS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	2	8	-75.00
BOOKMOBILE	0	0	0.00
CRM	0	0	0.00
DART	0	0	0.00
JAMES ISLAND	0	0	0.00
WEST ASHLEY	0	2	-100.00
VILLAGE	2	0	100.00
MT PLEASANT	2	9	-77.78
ST ANDREWS	4	1	300.00
DORCHESTER RD	22	30	-26.67
OTRANTO RD	50	54	-8.00
JOHN'S ISLAND	1	1	0.00
POE	0	0	0.00
EDISTO	5	0	100.00
FOLLY	0	0	0.00
ST PAULS	0	0	0.00
MCLELLANVILLE	0	0	0.00
TOTALS	88	105	-16.19

PC USE (con't)

	YTD TOTAL	PREVIOUS	% change
VILLAGE	1,191	1,011	17.80
MT PLEASANT	9,440	10,646	-11.33
ST ANDREWS	15,749	15,972	-1.40
DORCHESTER	7,231	7,268	-0.51
OTRANTO	11,929	12,175	-2.02
JOHNS ISLAND	9,488	11,114	-14.63

REFERENCE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	51,249	49,064	4.45
BOOKMOBILE	40	68	-41.18
CRM	14,995	13,863	8.17
DART	5,865	1,428	310.71
JAMES ISLAND	5,323	5,234	1.70
WEST ASHLEY	7,578	8,982	-15.63
VILLAGE	300	302	-0.66
MT PLEASANT	31,959	39,784	-19.67
ST ANDREWS	18,791	26,444	-28.94
DORCHESTER RD	21,603	16,318	32.39
OTRANTO RD	8,323	11,783	-29.36
JOHN'S ISLAND	12,310	15,998	-23.05
POE	47	521	-90.98
EDISTO	46	32	43.75
FOLLY	4,661	3,053	52.67
ST PAULS	125	37	237.84
MCLELLANVILLE	1,798	1,836	-2.07
TOTALS	185,013	194,747	-5.00

REGISTRATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	1,800	2,053	-12.32
BOOKMOBILE	162	130	24.62
CRM	581	685	-15.18
DART	355	351	1.14
JAMES ISLAND	597	632	-5.54
WEST ASHLEY	667	669	-0.30
VILLAGE	129	72	79.17
MT PLEASANT	1,557	1,524	2.17
ST ANDREWS	1,203	1,314	-8.45
DORCHESTER RD	774	863	-10.31
OTRANTO RD	896	881	1.70
JOHN'S ISLAND	525	625	-16.00
POE	129	121	6.61
EDISTO	71	62	14.52
FOLLY	286	237	20.68
ST PAULS	68	71	-4.23
MCLELLANVILLE	58	94	-38.30
TOTALS	9,858	10,384	-5.07

PC USE (con't)

	YTD TOTAL	PREVIOUS	% change
POE	270	267	1.12
EDISTO	594	629	-5.56
FOLLY	585	583	0.34
ST PAULS	1,513	1,284	17.83
MCLELLANVILLE	737	656	12.35
WiFi Use	29,039	n/a	
TOTALS	131,974	107,962	22.24

PROGRAMMING

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN			
NO OF PROG	308	394	-21.83
ATTENDANCE	7,589	15,098	-49.74
BOOKMOBILE			
NO OF PROG	0	0	0.00
ATTENDANCE	0	0	0.00
CRM			
NO OF PROG	85	96	-11.46
ATTENDANCE	2,908	3,631	-19.91
DART			
NO OF PROG	205	175	17.14
ATTENDANCE	6,969	5,589	24.69
JAMES ISLAND			
NO OF PROG	52	53	-1.89
ATTENDANCE	1,353	1,258	7.55
WEST ASHLEY			
NO OF PROG	67	87	-22.99
ATTENDANCE	1,521	1,715	-11.31
VILLAGE			
NO OF PROG	8	24	-66.67
ATTENDANCE	181	393	-53.94
MT PLEASANT			
NO OF PROG	100	105	-4.76
ATTENDANCE	2,999	3,106	-3.44
ST ANDREWS			
NO OF PROG	146	190	-23.16
ATTENDANCE	4,261	5,049	-15.61
DORCHESTER RD			
NO OF PROG	62	100	-38.00
ATTENDANCE	1,197	2,225	-46.20
OTRANTO RD			
NO OF PROG	91	81	12.35
ATTENDANCE	1,794	1,431	25.37
JOHN'S ISLAND			
NO OF PROG	181	181	0.00
ATTENDANCE	4,949	4,429	11.74
POE			
NO OF PROG	54	42	28.57
ATTENDANCE	1,298	1,382	-6.08
EDISTO			
NO OF PROG	14	14	0.00
ATTENDANCE	122	151	-19.21
FOLLY			
NO OF PROG	26	27	-3.70
ATTENDANCE	302	320	-5.63
ST PAULS			
NO OF PROG	6	11	-45.45
ATTENDANCE	194	18	977.78
MCLELLANVILLE			
NO OF PROG	30	23	30.43
ATTENDANCE	1,329	516	157.56
TOTALS			
NO OF PROG	1,435	1,603	-10.48
ATTENDANCE	38,966	46,311	-15.86