

AGENDA

Charleston County Public Library

Board of Trustees Meeting

February 26, 2013

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	5:26	Freedom of Information Report	Susan Parsons		
5	5:27	Deletions and/or Additions to Agenda			
6	5:30	Minutes of Previous Meetings: January 22, 2013 at 4:00pm, January 22, 2013 at 5:15pm and January 23, 2013 at 6:00PM	Janet Segal	Accept	
7	5:35	Friends of the Library Update	Emily Everett Dawn Visceglia		
8	5:45	Library Reports A. Director's Report-Doug Henderson			
9	6:00	Capital Plan			
10	6:20	Trustee Training			
11	7:10	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 Auditorium
68 Calhoun Street, Charleston, SC 29401

CHARLESTON COUNTY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
January 23, 2013

The Charleston County Library Board of Trustees met for a special meeting on Wednesday, January 23, 2013, at 6:00p.m. in the Board Room at the Main Library.

Board members present were Ms. Manigault, Ms. Neal and Mr. Tolly. Staff members present were Doug Henderson, Cynthia Bledsoe, and Perry Litchfield.

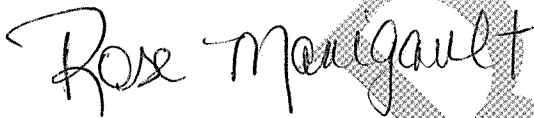
Ms. Manigault called the meeting to order and stated that the media had been informed of the meeting and its agenda.

New Board Member Orientation

Mr. Henderson discussed library operations and took Ms. Manigault, Ms. Neal and Mr. Tolly on a tour of the building.

The meeting was adjourned at 7:30p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Rose Manigault".

Rose Manigault

CHARLESTON COUNTY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
January 22, 2013

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, January 22, 2013, at 5:15 p.m. at the St. Andrews Regional Library.

Board members present were Mrs. Chambers, Ms. Manigault, Mr. Tolly, Mr. Fava, Ms. Hollinshead, Ms. Reider, Mr. Greene, Ms. Neal, Mr. Clem, and Ms. Segal. Mr. McKellar could not attend. Staff members present were Doug Henderson, Cynthia Bledsoe, Perry Litchfield, and Susan Parsons. Ms. Valinda Miller, representing the Friends of the Library, was also in attendance. Mr. Jerry English, architect, and Mr. Bryan Whitley, Mr. Dan Chandler, Mr. Keith Bustraan and Mr. Walt Smalls of the County also attended.

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

Welcome and Public Comment

Ms. Segal welcomed everyone to the meeting, and asked whether there was any public comment.

Ms. Andrea Wilkinson spoke about an incident that took place in 2008 at the Dorchester Regional Library. She noted that she is still in litigation with this case.

Mr. Henderson stated that she should contact the County Attorney with any requests or questions she may have due to this being an ongoing case.

Board Comment

Ms. Segal wished everyone a happy new year and read aloud to the Board a lovely note that Mrs. Judy Epps wrote thanking everyone for the plaque and the book.

Ms. Segal asked the three new Board members to introduce themselves, and Mr. Tolly, Ms. Manigault and Ms. Neal did that. All of the other Trustees then introduced themselves as well.

Ms. Segal reminded everyone that she asked them to come prepared to share the best or worst book that they ever gave or received as a holiday gift. Several of the Trustees shared stories.

Deletions and/or Additions to Agenda

Ms. Segal asked whether there were any additions or deletions to the agenda. Mr. Henderson noted that he would like to add discussion about closing for Staff Day on April 18, 2013.

Ms. Segal said that she would like to add discussion regarding a date for Board of Trustee training.

Minutes of Previous Meeting

The minutes of the December 4, 2012, meeting were reviewed and accepted as written.

Friends of the Library Update

Ms. Miller reported that the Friends of the Library approved new by-laws at their annual meeting.

Ms. Miller stated that, as usual, the annual big book sale was great. The next book sale will be held on the weekend of February 22, and then throughout the year there will be weekend sales at the Main Library, John's Island, and Mt. Pleasant.

Ms. Miller said that the Friends are currently putting on an electronic "gadget" drive, so if you have any or know anyone that wants to donate something electronic, all items can be dropped off at any one of the sixteen branches.

Ms. Miller said that if you have not become a member of the Friends, please do so today. She added that you can fill out the form online, or send it in.

Mr. Henderson reported that at their last meeting, the Friends approved the annual library budget. He added that it was maintained at \$100,000.

Director's Report

Mr. Henderson announced that Mr. Nic Butler, our Charleston Archive Manager, is getting an annual award for his work in the archives. More information will be available soon. Ms. Segal added that Mr. Greene is receiving the same award.

Mr. Henderson reported that there will be an orientation for new Board members at 6:00pm, tomorrow evening, at the Main Library.

Quarterly Financial Report

Mr. Litchfield reported on the financial highlights for the period ending December 31, 2012.

Mr. Litchfield noted that expenditures exceeded revenues by \$176,238.85 in the General Fund and Special Revenue Grants Fund for the period. The combined fund balance was \$1,720,150.49.

Mr. Litchfield stated that the County appropriation for this quarter includes one-time funding for the summer youth worker program. This was a little over \$190,000 total.

Mr. Litchfield reported that fine income continues to be under budget. The loss of fines on children's cards and no late fees for eBooks has impacted that number. Late fines for adults were increased in August 2012, but it will take several more months before the effects are seen.

Mr. Litchfield noted that the second quarterly installment of State Aid funding was received in November, 2012. He added that private grant revenues include \$10,000 for the Charleston Tells event.

Mr. Litchfield stated that personnel costs are under budget due to ongoing vacancies, but costs are running three percent higher due to an increase in employee benefit expenses.

Mr. Litchfield said that due to the timing of purchases, library materials are slightly ahead of budget. This is not good or bad, there are just various factors when meeting the budget during the year. He added that copier leases and supplies only include five months of copier lease payments, and the December invoice has still not been received.

Mr. Litchfield reported that the equipment repairs and maintenance budget are ahead of schedule due to annual contract costs being paid during July, 2012. The other expenditures line item is also ahead of budget due to audit fees and payment of annual maintenance for financial software. Mr. Litchfield added that those are one-time fees.

Mr. Litchfield stated that capital expenditures included a little over \$43,000 for renovations at the Main Library and \$51,404.00 for two vehicle replacements.

Mr. Clem noted that it appears that labor is about 46% of the budget, so yearly this would make it about 92%.

Mr. Henderson said that we gave up eleven positions with the hope that in

FY2015 we will get them back.

Mr. Litchfield stated that we would need \$1.5 million more to fully staff our libraries. Mr. Henderson added that we will tighten up in the next six months.

FY2014 Budget Request

Mr. Litchfield stated that the budget process is almost year round. It starts in October with the County Administrator giving everyone goals.

Mr. Litchfield noted that our deadline to submit this request to the County is Thursday. The Budget Office will then propose it to the County Administrator, and then on May 2, it will be taken to County Council with the goal of approving it in the first part of June. Mr. Litchfield added that we will then know the final answer. By then the State will have completed its budget work, and we will then know what our actual budget is. The County Budget Office tells us what we can request, and we prepare a budget with that target amount in mind.

Mr. Litchfield discussed the proposed budget request highlights. He noted that budgeted revenues are \$14,943,120, a .09% increase for the fiscal year ended June 30, 2014. Budgeted expenditures are \$15,985,177, and this makes the expenditures exceed revenues by \$1,042,057 in the proposed budget. The deficit will be financed through the use of the unassigned fund balance, which is estimated to be at \$1,080,825 at the end of the current fiscal year. Mr. Litchfield stated that this would leave the unassigned fund balance at only \$38,768 at the end of the 2014 fiscal year.

Mr. Fava asked if the County still has a "rainy day" fund, and wondered whether the library's budget is included in that number. Mr. Litchfield responded that they do, but he does not remember the specific formula. He added that it is over and above their unassigned fund balance.

Mr. Litchfield noted that we are one line item in the County budget, and we are a part of their operating funds, so that money would include appropriations to us as well. Mr. Henderson stated that our goal is to have a better fund balance next year.

Mr. Clem asked whether we know how much State Aid funding we will receive this coming year. Mr. Litchfield said that we are getting \$1.00 per capita the current fiscal year, and it is unknown what we will receive next year, so we are using the same number.

Mr. Henderson stated that there is \$2,000,000 in lottery money that we may or may not get. Smaller counties may get a minimum of \$75,000 of this funding, so we could lose some, unless the total amount increases. Mr. Henderson added that the proposed budget does not include lottery funding, since we are uncertain about receiving any.

Mr. Litchfield reported that for fiscal year 2014 our proposed County appropriation is budgeted at the target level as instructed by the County. The target is a two percent, or \$275,253, increase of the amount of the County appropriation that came from recurring funds. The FY2013 County appropriation included \$158,530 of "one time funds." These were earmarked for special projects and enabled us to meet the State Library's Maintenance of Effort requirements for State Aid funding. The net increase in County funding was 0.8 percent or \$116,723.

Mr. Litchfield reported that fine income has been conservatively budgeted because we have yet to see an impact from the increase in rates that were effective in August of last year.

Mr. Litchfield stated that total personnel costs are budgeted \$159,345 less than the prior year. There are increased retirement costs and costs related to the staff longevity program. However, the budgeted vacancy rate used is increased to eight percent of total personnel costs, while the actual vacancy rate is expected to be about ten percent.

Mr. Litchfield noted that as of January 10, 2013, the library had 44.8 full-time equivalents vacant out of 250.225 FTE's total. This represents fifty-two permanent positions and eleven library pages.

Mr. Litchfield reported that library materials are budgeted at the same level as the current fiscal year, and IT access and maintenance is decreased \$45,935 primarily due to no budgeted lottery funds.

Mr. Litchfield stated that copier and printer expenditures decreased \$6,900 due to renegotiation of the lease contract. He added that the supplies budget is also decreased \$39,600 primarily due to reduced costs of RFID tags and DVD cases.

Mr. Litchfield said that budgeted utility costs in total are increased \$1,104. He added that electricity and gas increases anticipated for the current fiscal year have not occurred.

Mr. Litchfield said that when requesting the budget the message we will get to the County is that we will be using virtually all of our fund balance. He added that he is adding a cover letter to the County Budget Office and that statement is included. It also discusses where we are financially and where we hope to be.

Mr. Litchfield noted that at the bottom of the second paragraph in the letter, we are asking for an additional \$500,000.

Mr. Litchfield stated that a recap is on page two of the proposed budget and is more explanatory.

Mr. Litchfield said that this is the first step in the process. We then have to wait for a response from the budget office.

Mr. Fava asked when this budget is due to the County. Mr. Litchfield responded that it has to be there by this Thursday.

Mr. Greene asked whether the fund balance has ever been this low, and if the letter is something that we usually add.

Mr. Litchfield responded that this is as low as the fund balance has gotten, and we do send a letter with our proposed budget every year.

Mr. Henderson said that if there is money available, we want the County to know that we need it. He added that he knows that there are not a lot of discretionary funds available.

Mr. Litchfield reported that starting in FY2004 and lasting for three years, there was a big deficit and then a "good" streak. In FY2007, he added, we had a surplus, and the year after that was a break-even year. In 2009 and 2010, Ms. Bledsoe worked several positions, so a couple of high paying jobs were vacant and that saved us money. Mr. Litchfield stated that we are now rapidly using our fund balance and it is a quick decline. Unfortunately, the main place we are able to cut is in the personnel budget.

Mr. Fava moved to send the proposed FY2014 budget to the County. Mr. Greene seconded the motion and the motion carried.

Strategic Plan

Ms. Segal noted that Mr. Bryan Whitley, Mr. Dan Chandler, Mr. Keith Bustraan and Mr. Walt Smalls of the County are here to answer any questions regarding the Capital Improvement Plan. The total amount of money we are asking for is \$89,393,114, and first this will be sent to the County and then to County Council where we hope to do a possible funding scenario.

Mr. Smalls reported that initially the Library was going to ask for an amount over \$100,000,000, but County Administration was not comfortable, so the costs were looked at again and decreased.

Mr. Fava reported that in the current version of the request the amount is \$89,393,114. He added that this represents no change in construction costs for new facilities, but it does change some of the renovations on existing buildings.

Mr. Clem asked what items were pulled out of the initial request. Mr. Henderson responded that \$12,000,000 from the Main Library, an extension to the Mt. Pleasant Branch, and some of the small branches will just get cleaned up. He added that the St. Andrews Regional Library is the only existing building that will be expanded.

Mr. Fava stated that he thinks we have an excellent case. The need is there and several municipalities are included.

Mr. Henderson stated that the biggest issues will be the closing of the James Island and West Ashley branches. He added that we need to share with the public that the building that will be built on the Folly corridor will be much bigger, so there will be better technology and better services offered. Mr. Henderson noted that the two aforementioned branches will not close until the new large branch is opened.

Mr. Smalls stated that from the time of the bond it will take three years to build the new building, so it is still a ways off.

Mr. Fava noted that the Administrative Support Building is now listed as a freestanding building. He asked whether this was the most cost efficient.

Mr. Henderson stated that the building will not necessarily be new, and this structure will include all of Technical Services as well as Administration, Human Resources, Public Relations, Outreach Services and the Route Delivery drivers. He added that this will open up space in the Main Library to add public study rooms, and more space for teens and children.

Mr. Fava noted that every district will get something from the plan. Mr. Henderson added that Mr. Smalls has a sheet that shows what each district will get, and when the buildings are complete, he thinks that Carolina Park, Folly Corridor and St. Andrews will be the busiest locations.

Mr. Fava asked how we will justify spending \$9,000,000 on improvements to the Main Library. Mr. Henderson responded that this money will improve archives as well as adding all of the new space.

Mr. Fava asked what County departments we will be competing with if we ask for the new figure of \$89,000,000. Mr. Smalls replied that the jail, as well as the recycling department and many others need additional funding. He added that we may have to look at another plan once Council has been briefed.

Mr. Henderson noted that if the bond issue passes in 2014, the first new branch will not open until 2016, and we do not know where the economy will be then. Perhaps we will need another \$60,000,000 in five years as the County grows.

Mr. Henderson stated that the County is asking us to confirm that this is our plan, so that they can go forward with it and take the next step.

Mr. Fava asked whether we are looking for new real estate for the new branches. Mr. Henderson responded that only a location on the Folly corridor is needed. He added that the County is currently looking at several locations.

Mr. Greene moved to accept the Capital Improvement Plan in the amount of

\$89,393,114.00, and send it to the County. Mr. Clem seconded the motion and the motion carried.

Ms. Segal thanked everyone for their hard work.

Ms. Segal stated that she would like to take a couple of Trustees to visit a new library outside of Charleston, so that we can see how far things have come since our last buildings were built.

Mr. Henderson noted that he received an invitation to the opening of the new library in Louden County, so that might be a possibility.

Ms. Segal asked the Trustees to let her know if they are interested in touring a new library. She added that Mr. McKellar should be on this committee, because he is an architect.

Mr. Henderson stated that it would be nice if we got \$10,000 from the County for the Trustees to see new libraries.

Mr. Greene noted that the library he works at, The College of Charleston, is planning to revamp, so there are plans to go to the State Library. He added that perhaps the College Library and the County Library can share expenses.

Ms. Hollinshead asked about the length of time a library is still considered new. Mr. Henderson replied that it should be no more than two years old.

Mr. Fava, in regards to the 2014 budget proposal, proposed a line be added to the letter written to Mr. Mack Gile, informing him of the total amount of money we are requesting. Mr. Litchfield stated that he will add that to the letter.

Mr. Henderson noted that he will get a map of all of the libraries to the Trustees. Ms. Segal asked that a comparison chart of square footage also be distributed to the Trustees.

Statistics

Mr. Henderson stated that Ms. Reider brought up some questions previously regarding the monthly statistics. He noted that Ms. Bledsoe and Mr. Jim McQueen, Manager of the Johns Island Library, are working on a new monthly form for staff to fill out.

Ms. Bledsoe reported that all of the Trustees receive a monthly statistics form in their Board packets. She added that she will discuss how we get the numbers, and what we report to the State Library, The American Library Association, and other places.

Ms. Bledsoe noted that a good number of the categories that we have been listing were required for different reports. However, she added, there have been some changes.

Ms. Bledsoe stated that the circulation statistics are the most evident. She noted that in the last year we have added a line item for "total downloads." This includes audio, eBooks, music, and any other downloadable items. Ms. Bledsoe said that these numbers used to be included in the Main Library's circulation number, so now that location looks as though circulation has gone down, when that is not really the case.

Ms. Bledsoe reported that in-house use is the count of items that are used in the library, but not checked out. This count is problematic, however, since a lot of patrons put items back after using them. Ms. Bledsoe added that a subset of in-house use was PC reservations, and those have been broken out into a separate category, so the in-house use number seems lower, when it is not.

Ms. Bledsoe said that the State Library is no longer asking for in-house use numbers, so we will stop counting them. However, she added, some libraries only count this number one week a year, and we can count those items again if we need to.

Ms. Bledsoe stated that not every question counts as a reference question. She added that questions such as hours of service are considered general reference and not counted on the monthly statistical form.

Ms. Bledsoe noted that the real definition of reference is staff using the knowledge they have to help customers. She added that those numbers are also questionable, since staff sometimes gets busy and they do not record those numbers. Ms. Bledsoe noted that times have changed as well, and many people get information on their own from computers and other available sources.

Ms. Bledsoe stated that the "user visits" number is self-explanatory. She added that some buildings have an electronic eye to do the counting, but the small branches make a tick mark on a sheet of paper. This number is also a bit questionable, as some customers come in and out of the building several times during one visit.

Mr. Henderson noted that at the John's Island Regional Library, people using the meeting room are not counted because they come through the back door. This lowers the number at that branch.

Ms. Bledsoe reported that the registration number is the combined number of new and renewed library card registrations.

Ms. Bledsoe said that the PC use number is the number of computer sessions, not the number of people. These sessions last from five minutes to one hour. She added that every month we get a report noting the average length of sessions, and over time forty minutes seems to be the average.

Ms. Bledsoe noted that staff have been asked to look at their programming and if only two people attend a particular program, perhaps that program isn't needed. Also, Ms. Bledsoe said, numbers can change radically due to major events. For instance, this year the Blues Bash will not be held, and that event has always generated large numbers of people. The numbers are subject to a lot of variation.

Mr. Henderson noted that programming numbers are still up twenty-five percent from two years ago. Ms. Bledsoe added that as a system we do a phenomenal amount of programming.

Mr. Henderson stated that we looked online at every other library system in the state to see what reports they post online, and we couldn't find a report with statistics anywhere. He added that we put everything out there for the community to see, because we know how important it is to be open about everything.

Ms. Bledsoe stated that once we drop the numbers for in-house use we will move the PC numbers to that location on the form. That should make the report easier to look at, and not so crowded.

Ms. Bledsoe noted that the committee working on the report is also deciding what things staff needs to count. Staff do not need to capture every single transaction, but we want you to get what information you need.

Mr. Greene said that the information is great and the statistics would be good to present when asking for bond money. Mr. Henderson agreed, and added that every time we discuss the return on investment the library gives, people are amazed.

Mr. Henderson said that if there is anything else you would like to know about the statistics, please let us know.

Legislative Session

Mr. Henderson announced that February 6, 2013, is the date that our library is going to Columbia for Legislative Day. Several library systems around the state are going every week.

Mr. Henderson noted that we need to keep in contact with our legislators, and we are trying to raise State Aid funding to \$1.25 per capita. He added that the State Library did not meet Maintenance of Effort with the Feds, and it would be disconcerting if they do not get a waiver to meet this.

Mr. Henderson said that our library system has not met State Aid requirements for the past three years, but we have gotten a waiver every year. He added that the formula to meet Maintenance of Effort changes every year, but the library system should get at least as much in County appropriations as it did two years ago, which is

what is needed to meet it.

Mr. Henderson noted that those interested in going to the State House should meet the morning of February 6, at the Main Library. Once we get to Columbia, he added, our goal is to tell our Congressman and Senators what we are doing for our community.

Ms. Segal stated that if you cannot join us on February 6, please write letters to your legislators.

Mr. Henderson noted that it strikes a chord that many people use our computers to look for jobs, and thousands of children come in to all of the branches for pre-literacy training. He added that we need to improve high school graduation rates in this state. All of these things would be good to tell our Legislators in person, or in a letter.

Mr. Fava said that he remembers Mr. Henderson writing a very nice letter to the legislators last year that all of the Board members could sign and send. Mr. Henderson stated that he will do that again this year, and will make sure everyone gets it via email. He added that all of our legislators are strong supporters of libraries.

Board Membership in the American Library Association

Ms. Segal reported that we can find money in the library budget to make each of the Trustees a member of the American Library Association.

Mr. Henderson said that there are many benefits to having a membership. He added that some Trustees may want to become members of the South Carolina Library Association instead.

Ms. Hollinshead asked whether Trustees will have the option to join a round table if they are members. Mr. Henderson responded that they will.

Ms. Reider stated that it would behoove Trustees to pay the membership fee themselves if they are able.

Mr. Greene added that we can reimburse the library if staff sign us up. Mr. Henderson added that you are also welcome to pay on your own. He noted that he would send everyone a link for membership.

Ms. Segal stated that after Mr. Henderson sends the link out, the Trustees will let him know who wants the library to pay for their membership.

Miscellaneous Items

Mr. Henderson noted that the library would like to hold Staff Day on April 18th. This would mean that the library would need to close on that day.

Mr. Greene moved to close the library system on April 18, 2013, for Staff Day. Mr. Clem seconded the motion and the motion carried.

Ms. Segal asked that Mr. Henderson get in touch with the State Library for Board of Trustee training. She added that everyone, except Ms. Reider, Mrs. Chambers, and Ms. Hollinshead, has not attended one of these trainings.

Discussion ensued regarding dates that would work for everyone involved. After excluding many dates, the consensus was to hold the training on March 23, or April 6, from 10:00a.m. until 3:00p.m. if possible.

Mr. Henderson stated that he would contact Ms. Denise Lyons at the State Library.

Ms. Segal adjourned the meeting at 7:10 p.m.

Respectfully submitted,


Maya Hollinshead, Secretary

CHARLESTON COUNTY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
January 22, 2013

The Charleston County Library Board of Trustees met for a special meeting on Tuesday, January 22, 2013, at 4:00p.m. at the St. Andrew's Regional Library.

Board members present were Ms. Segal, Ms. Manigault, Ms. Neal and Mr. Tolly. Mr. Walt Smalls, Mr. Dan Chandler, and Mr. Bryan Whitley attended for the County. Staff members present were Doug Henderson, Cynthia Bledsoe, and Susan Parsons.

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

Capital Plan Update for New Board Members

Ms. Segal welcomed the Ms. Manigault, Ms. Neal and Mr. Tolly. She added that the Trustees are glad to have them as part of the Board.

Ms. Segal noted that tonight the Board has to make a recommendation to the County regarding the Capital Plan.

Ms. Segal stated that the Board has been working on this project for a very long time, and hopefully there will be a referendum in 2014.

Mr. Henderson reported that Mr. Jerry English, architect, was hired by the County to write up a strategic plan. He added that he was given a tour of all libraries, and also the standards by the American Library Association.

Mr. Henderson said that we are suggesting in the Capital Plan that four new libraries be built in Carolina Park-Mt. Pleasant, the Town of Hollywood, Pinehaven Shopping Center in North Charleston, and the Folly Corridor. The latter would replace the West Ashley and James Island Branches, the new library in Hollywood would replace the old one and the new one in North Charleston would replace the Cooper River Memorial Library.

Mr. Henderson reported that once this is done there will be renovations to all of the existing buildings and the St. Andrews Regional Library will be expanded by 4,000 square feet.

Mr. Henderson stated that the total cost for everything is close to \$89,000,000, and this is significantly better than the original cost of \$116,000,000.

Mr. Henderson stated that if the Board approves the Capital Plan, it will be sent to the County Administrator, Mr. Kurt Taylor, and he will then go over it with Mr. Keith Bustraan. Mr. Henderson added that \$4,000,000 extra will be needed every year for operating costs, and he knows this is a large number.

Ms. Segal noted that this is all the result of two years of work.

Ms. Manigault asked what the increase in square footage will be after all the work is done. Mr. Henderson responded that he would find out, but added that it is definitely still under the one square foot per capita that the American Library Association recommends.

Mr. Henderson said that once the plan is approved it will still take until 2016 for the first building to be done, so by the time all of the work is done another new building will be needed in the Bees Ferry area.

Mr. Henderson stated that with the additional square footage of the new buildings, we will still be short about 100,000 square feet of the recommended number. However, he added, we are trying to be real, since we are not the only department that wants funding.

Mr. Smalls noted that the County has several other departments that need funding.

Ms. Segal stated that we hired a firm several years ago to work on our long-range plan, and they spent eight months on it. She added that the findings were not just about the buildings, but there were surveys, focus groups and phone calls made. Ninety-one percent of the public loves the library and wants to see more libraries. That was the basis for this Capital Plan.

Mr. Henderson reported that there has also been a reorganization of staffing and funding. The County is also in the process of doing a structural study, and the first two phases are complete so they are now working on classifications, and after that compensation, although they will not be doing it until they are sure they can fund it.

Mr. Henderson stated that staff have been reorganized, the collection has been weeded, and we have opened up spaces, and are working on making the collection more popular and not so academic. These are all things that the public said they would like to see, and we are instituting things from the long-range plan as we can afford them.

Ms. Manigault asked where the library system fits in with eBooks. Mr. Henderson responded that we have eBooks, but it is a major challenge. He added that six publishers do not want to deal with libraries, and are either charging more, or limiting the titles available to us. Mr. Henderson noted that we also have audiobooks and Tumblebooks.

Mr. Henderson said that another downside of eBooks is that there are no fines, because when the item is due, it just disappears from the customers' device. At the moment, Mr. Henderson said, our circulation for eBooks is only four to five percent of the total. Some of that is also due to the fact that we cannot get bestsellers immediately.

Ms. Manigault asked how the capital plan request will impact taxpayers if it is approved. Mr. Smalls responded that after everything is nailed down and there is a total figure, we will know the answer to that.

Ms. Bledsoe noted that we will get a map of all the current and planned libraries to the new Board members. Mr. Henderson added that also wants to schedule time for all of you to visit the libraries. It takes two days.

Mr. Tolly asked about land acquisitions. Mr. Henderson responded that we do have land for the new Mt. Pleasant, Cooper River and Hollywood libraries. The only place we are still looking for land is on the Folly Corridor. He added that the County has a few places of interest they are looking at.

Ms. Manigault asked where our revenue comes from. Mr. Henderson responded that ninety-five percent comes from the county, we receive a minimum from State Aid, and have gotten some lottery funding, although we cannot count on it. He added that we are requesting \$1.25 per capita from State Aid next year, which would be a twenty-five cent increase per capita. Mr. Henderson noted that we also receive program funding from the Friends of the Library.

Mr. Henderson reported that our budget is still less than it was four years ago, and we are working with a ten to twelve percent vacancy rate. He added that we have to look at new ways to raise money and there is a recommendation to set up a Foundation right now.

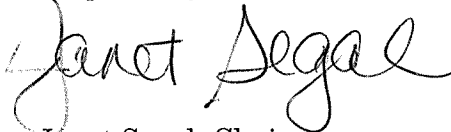
Mr. Litchfield stated that since we are not really a non-profit group, but a government agency, it is problematic to set up a Foundation. It is easier for the Friends to set it up.

Ms. Segal reported that when the time is right the Board members will be advocating for this referendum and for the library. Mr. Henderson added that we cannot use library money for this purpose either.

Mr. Henderson stated that the new Board members will be at the Main Library tomorrow for a new and an orientation.

The meeting was adjourned at 4:55p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Janet Segal".

Janet Segal, Chairperson

DRAFT

Director's Report

Our Capital Plan is making its way through the County. We have been asked to be ready to come before the Council sometime in March. The County is preparing the budget for Council and would prefer to wait until that is done.

We have begun installing the first round of leased computers. This year we are targeting staff machines. We have 250 units to install. The Main Library accounts for 25% of the computers. Installation at the branches will begin the first week of March.

Charleston Tells is March 8 and 9. If you have not purchased your tickets yet there is still time. You can buy individual tickets for Friday and Saturday night or get a weekend pass. We have been doing TV and radio interviews and the print media will be running stories in the next two weeks. The tickets can be purchased and the schedule viewed on our website. This is truly going to be an amazing event. We have four of the best tellers in the country and a number of local and regional tellers.

I would like to thank Trustee Maria Neal, Emily Everett and Cynthia Bledsoe for visiting with our legislators in Columbia. We had the opportunity to meet face to face with most of the Charleston delegation.

We have scheduled Trustee Training for April 6. We hope to begin at 1 PM but may start a little late. The Bridge run is the same day.

Board Notes

9. Our Capital Plan was adopted by the Library Board last month and forwarded to the County. We have been told that we may go before the Council in March. We have not received a concrete date for that meeting.

10. The Library Trustee Training will be held April 6 at the Main Library. Denis Lyons, State Library, will be coordinating the agenda.

Thank you
Doug, for all your
hard work in the
CPS community
Tasha

West Ashley Neighbors

Philanthropic Giant Earns County's Highest Award

SHARON RICHARDSON EARNS 2012 EMPLOYEE OF THE YEAR AWARD.

By Lisa Weatherwax
Contributing Writer

Within West Ashley resident Sharon Richardson beats the heart of a giant. Noted for her selfless dedication, composure, and professionalism, Richardson recently earned the prestigious Charleston County Government's 2012 Employee of the Year Award. She is the first library employee to earn this distinction, the county's highest award.

Among more than 2,000 county employees, Richardson stands out, for she's a deeply compassionate member of the community at large. She helps others save money, makes sure they are fed, and wants her fellow humans to face their final days in comfort. When she's not assisting library patrons, or meticulously sorting out coupons as a service to the community, she helps at Crisis Ministries on Meeting Street in the soup kitchen, is a hospice volunteer at Heartland Health Care, plus runs her own business, Sharon's Baked Goods, to supplement her family's income. Despite a stellar record of public service, she didn't expect the county's top award.

Richardson was floored by the honor at the Jan. 30 ceremony, held at North Charleston Coliseum's Montague Terrace, an event attended by over two hundred people. "I was speechless," says Richardson. "I thought it was

going to be a certificate." In fact, the news so surprised her that she needed help getting out of her seat. "I was overwhelmed, and very grateful," she said.

"We kept it a secret from her, and she had no clue," says Doug Henderson, executive library director, who presented the award, along with County Administrator Kurt Taylor. Richardson's exemplary service benefits everyone in the county, said Henderson. "She is concerned with others, understands the value of community, and disregards petty differences," he said. Richardson clearly deserves the recognition, Henderson stated.

"But this is not about me. It's about the people of Charleston County," says Richardson, who is quick to credit others for her accomplishments.

Yet ask the people in the community, and they say she's an incredibly giving person. In fact, when colleagues recently learned that Richardson was leaving the St. Andrew's Regional Library after being promoted to a new position at the Otranto Road Regional Library, they greeted the news with mixed emotions. "I'm already missing her," said Donna Brooks, reference librarian at St. Andrew's. "I'm happy, but sad. Nobody here will fill her shoes," she says while gripping a Kleenex in her hand. "I'm going to miss her encouragement," adds Brooks. She

credits Richardson for providing just the right word when it is needed most.

"When you're feeling bad, she's the person who lifts you up," says Del Carter, librarian assistant at St. Andrew's. Over the years, she's come to admire Richardson, for she is "always calm," "patient," and is "like a sister." And there's also the humble spirit for which Richardson is well-known, she adds. The day she learned Richardson was moving to a different branch, Carter was waiting to get home to let out the tears. Richardson's the one who always reassures people that everything is going to be OK, explains Carter. Never has she seen her colleague angry, and when the occasional grumpy patron yells at Richardson, she stays centered. It's a hard act to follow, but Carter told Richardson, "If I ever come back in another life, I want to be you."

Members of the community continue to benefit from Richardson's popular coupon corner at St. Andrew's library, says Rosemary Fludd, circulation desk manager. The coupons include everything from medicine to restaurant discounts. "We are trying to keep it up," says Fludd. "There are still a huge number of people coming to use it," she adds. Meanwhile, Richardson drops by on her day off to help with the transition, checks coupon



West Ashley's Sharon Richardson was named 2012 Charleston County Employee Of The Year.

expiration dates, and keeps them current. It was wonderful to see Richardson receive Employee of the Year, says Fludd. "The woman next to her had to tell her, 'Get up! That's you who's being called,'" recalls Fludd. Richardson was walking very slowly, because she was shocked. She gives without expecting recognition, a quality her co-workers appreciate. "She greatly deserves the award," says Fludd.

"We miss her," says Cynthia Hurd, regional branch manager at St. Andrew's, and the person who nominated Richardson. "It is quiet here, now," she adds, especially without Richardson's dry wit keeping the atmosphere lively. Moreover, Richardson's philanthropy exemplifies a higher principle, that if "you put good things out there, good things come back, but only when you give

unselfishly," says Hurd. Librarians are known for seeking ways to enhance the lives of people they serve in the community, Hurd says, and Richardson is a key example.

It's not widely known, but Richardson has fostered more than a dozen kids through the years. "I'm just doing what God tells me to do," says Richardson quietly.

After all that Richardson continues to give to humanity, it is exciting that the community is taking notice, and rewarding her compassionate service. On this, many agree.

Journalist Lisa Weatherwax is a West Ashley resident who earned the Promise of Excellence Matrix Table Award in Seattle, WA for her work as a community writer. Contact her at weatherwaxwrites@aol.com

Always the
FRESHEST
FALL FRUITS & VEGGIES



Beer samples in Flight.
It's an Afternoon Delight.



PROGRAMMING NUMBERS THROUGH JAN 2013 VS THROUGH JAN 2012

LOCATION	2013		2012		Program Attend		2013		2012		Program Attend	
	CHILDREN programs	CHILDREN attend	CHILDREN programs	CHILDREN attend	%	%	ADULTS programs	ADULTS attend	ADULTS programs	ADULTS attend	%	%
MAIN	356	9935	382	12398	-6.81	-19.87	461	9749	531	18226	-13.18	-46.51
BOOKMOBILE	2	13	0	0	100.00	100.00	10	577	0	0	100.00	100.00
CRM	168	5402	275	7416	-38.91	-27.16	8	174	17	171	-52.94	1.75
DART	389	11330	405	8632	-3.95	31.26	41	1516	47	1744	-12.77	-12.77
JAMES ISLAND	98	2502	113	2106	-13.27	18.80	7	54	8	79	-312.50	-31.65
WEST ASHLEY	106	2,776	169	2637	-37.28	5.27	37	407	43	424	-13.95	-4.01
VILLAGE	22	316	43	560	-48.84	-43.57	0	0	3	12	-100.00	-100.00
MT PLEASANT	136	4900	209	6143	-34.93	-1.19	64	1952	40	287	60.00	580.14
ST ANDREWS	248	7455	393	8787	-36.90	-15.16	50	197	78	2078	-35.90	-90.52
DORCHESTER	109	2386	159	3042	-31.45	-21.56	37	398	51	605	-27.45	-34.21
JOHNS ISLAND	295	9114	322	9327	-8.39	-2.28	114	242	119	1125	-4.20	-78.49
OTRANTO	170	3129	193	4146	-11.92	-24.53	45	376	44	305	2.27	23.28
POE	110	2067	92	1606	19.57	28.70	11	89	14	222	-21.43	-59.91
EDISTO	31	180	35	343	-11.43	-47.52	1	3	6	106	-83.33	-97.17
FOLLY	60	675	55	198	9.09	240.91	4	143	12	247	-66.67	-42.11
ST PAULS	9	199	21	47	-57.14	323.40	0	4	0	0	0.00	100.00
MCCLELLANVILLE	45	1203	43	585	4.65	105.64	6	360	5	174	20.00	106.90
TOTALS	2,354	63,582	2,909	67,973	-19.08	-6.46	896	16,241	1,018	25,805	-11.98	-37.06



Charleston County Public Library

SERVICE EFFECTIVENESS MEASURES FY2013

<i>Through December 2012</i>	MAIN	MTP	STA	OTR	DOR	JOHNS	W ASH	JAMES	CRM	DART	EDI	FOLLY	STP	MCC	POE	VILL	SYSTEM
TOTAL CIRC/VISIT	1.14	2.66	2.04	1.44	1.53	1.89	1.45	1.78	0.98	0.78	2.44	1.91	2.18	1.37	2.22	2.19	1.76
CIRC/FTE	5,410	19,339	14,541	9,655	9,220	8,695	11,937	14,070	12,732	7,324	8,351	9,137	6,453	5,380	5,575	7,984	11,227
COST/CIRC	6.82	1.34	1.69	2.69	2.62	3.14	1.87	1.73	2.14	3.73	3.12	2.19	3.23	4.37	3.38	3.12	2.49
FTE COST/CIRC	4.52	1.98	1.49	2.32	2.29	2.68	1.66	1.45	1.83	3.10	2.66	2.03	2.84	3.88	2.57	2.84	2.00
FTES	37.625	17.625	17.75	14.000	13.00	13.250	7.875	7.75	6.625	5.375	1.00	1.375	1.875	1.625	2.625	2.875	152.25
FY12 PERSONNEL BUDGET	919,344	403,651	385,792	313,801	274,983	308,391	155,794	158,490	154,123	121,922	22,211	25,472	34,415	33,898	37,678	65,236	3,415,201
FY12 BRANCH BUDGET	1,387,839	456,696	436,417	363,043	313,365	362,076	175,575	188,578	180,643	146,818	26,070	27,486	39,042	38,189	49,438	71,568	4,262,843

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 JANUARY 2013

CIRCULATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	236,833	249,315	-5.01
BOOKMOBILE	16,520	17,008	-2.87
CRM	97,286	74,130	31.24
DART	46,211	30,764	50.21
JAMES ISLAND	129,170	117,435	9.99
WEST ASHLEY	109,924	109,513	0.38
VILLAGE	26,157	23,214	12.68
MT PLEASANT	396,323	333,184	18.95
ST ANDREWS	299,666	265,808	12.74
DORCHESTER RD	139,013	131,420	5.78
OTRANTO RD	155,328	153,705	1.06
JOHN'S ISLAND	134,343	138,546	-3.03
POE	16,966	16,232	4.52
EDISTO	9,731	10,410	-6.52
FOLLY	14,859	13,102	13.41
ST PAULS	14,150	15,196	-6.88
MCCLELLANVILLE	9,732	9,046	7.58
Total Downloads	137,683	51,194	168.94
TOTALS	1,989,895	1,759,222	13.11

USER VISITS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	209,572	231,048	-9.30
BOOKMOBILE	4,772	7,435	-35.82
CRM	98,813	96,691	2.19
DART	57,310	61,268	-6.46
JAMES ISLAND	71,186	64,940	9.62
WEST ASHLEY	75,703	86,008	-11.98
VILLAGE	11,906	9,891	20.37
MT PLEASANT	149,242	148,625	0.42
ST ANDREWS	147,470	149,966	-1.66
DORCHESTER RD	90,222	78,715	14.62
OTRANTO	109,109	100,372	8.70
JOHNS ISLAND	71,138	77,548	-8.27
POE	7,448	4,910	51.69
EDISTO	3,903	3,913	-0.26
FOLLY	7,604	6,768	12.35
ST PAULS	6,418	6,532	-1.75
MCCLELLANVILLE	7,417	7,349	0.93
TOTALS	1,129,233	1,141,979	-1.12

PC USE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	53,524	53,687	-0.30
BOOKMOBILE	0	0	0.00
CRM	19,338	19,395	-0.29
DART	10,408	10,376	2.33
JAMES ISLAND	8,501	8,554	-0.62
WEST ASHLEY	10,412	11,039	-5.68
VILLAGE	2,554	2,452	4.16
MT PLEASANT	21,655	22,899	-5.43
ST ANDREWS	35,951	35,932	0.05
DORCHESTER RD	16,538	16,343	1.19
OTRANTO RD	27,157	27,289	-0.48
JOHN'S ISLAND	21,550	23,657	-8.91
POE	769	606	26.90
EDISTO	1,439	1,514	-4.95
FOLLY	1,368	1,244	9.97
ST PAULS	3,318	2,958	12.17
MCCLELLANVILLE	1,410	1,490	-5.37
<i>Wifi USE</i>	109,443	n/a	100.00
TOTALS	345,335	239,435	44.23

OUT-OF-COUNTY REGISTRATIONS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	4	12	-66.67
BOOKMOBILE	0	0	0.00
CRM	4	0	100.00
DART	0	0	0.00
JAMES ISLAND	0	0	0.00
WEST ASHLEY	0	6	-100.00
VILLAGE	2	0	100.00
MT PLEASANT	8	12	-33.33
ST ANDREWS	5	9	-44.44
DORCHESTER RD	43	54	-20.37
OTRANTO RD	93	109	-14.68
JOHN'S ISLAND	1	4	-75.00
POE	0	0	0.00
EDISTO	13	3	333.33
FOLLY	0	0	0.00
ST PAULS	0	0	0.00
MCCLELLANVILLE	0	0	0.00
TOTALS	173	209	-17.22

REFERENCE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	111,974	102,341	9.41
BOOKMOBILE	85	127	-33.07
CRM	33,052	32,866	0.57
DART	10,285	4,922	108.96
JAMES ISLAND	12,106	12,031	0.62
WEST ASHLEY	16,002	15,177	5.44
VILLAGE	674	727	-7.29
MT PLEASANT	63,673	82,151	-22.49
ST ANDREWS	46,167	49,695	-7.10
DORCHESTER RD	48,618	39,721	22.40
OTRANTO RD	18,656	25,215	-26.01
JOHN'S ISLAND	25,109	28,152	-10.81
POE	450	623	-27.77
EDISTO	136	95	43.16
FOLLY	9,893	8,829	12.05
ST PAULS	221	247	-10.53
MCCLELLANVILLE	4,093	3,210	27.51
TOTALS	401,194	406,129	-1.22

REGISTRATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	3,779	4,150	-8.94
BOOKMOBILE	300	258	16.28
CRM	1,579	1,798	-12.18
DART	672	561	19.79
JAMES ISLAND	1,163	1,228	-5.29
WEST ASHLEY	1,274	1,309	-2.67
VILLAGE	219	135	62.22
MT PLEASANT	3,330	2,962	12.42
ST ANDREWS	2,306	2,383	-3.23
DORCHESTER RD	1,589	1,780	-10.73
OTRANTO RD	1,971	2,134	-7.64
JOHN'S ISLAND	1,368	1,346	1.63
POE	176	212	-16.98
EDISTO	122	112	8.93
FOLLY	519	384	35.16
ST PAULS	147	170	-13.53
MCCLELLANVILLE	121	137	-11.68
TOTALS	20,635	21,059	-2.01

PROGRAMMING

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN			
NO OF PROG	817	913	-10.51
ATTENDANCE	19,684	30,624	-35.72
BOOKMOBILE			
NO OF PROG	12	0	100.00
ATTENDANCE	590	0	100.00
CRM			
NO OF PROG	176	292	-39.73
ATTENDANCE	5,576	7,587	-26.51
DART			
NO OF PROG	430	452	-4.87
ATTENDANCE	12,846	10,376	23.80
JAMES ISLAND			
NO OF PROG	105	121	-13.22
ATTENDANCE	2,556	2,185	16.98
WEST ASHLEY			
NO OF PROG	143	212	-32.55
ATTENDANCE	3,183	3,061	3.99
VILLAGE			
NO OF PROG	22	46	-52.17
ATTENDANCE	316	572	-44.76
MT PLEASANT			
NO OF PROG	200	249	-19.68
ATTENDANCE	6,852	6,430	6.56
ST ANDREWS			
NO OF PROG	298	471	-36.73
ATTENDANCE	7,652	10,865	-29.57
DORCHESTER RD			
NO OF PROG	146	210	-30.48
ATTENDANCE	2,784	3,647	-23.66
OTRANTO RD			
NO OF PROG	215	237	-9.28
ATTENDANCE	3,505	4,451	-21.25
JOHN'S ISLAND			
NO OF PROG	409	441	-7.26
ATTENDANCE	9,356	10,452	-10.49
POE			
NO OF PROG	121	106	14.15
ATTENDANCE	2,156	1,828	17.94
EDISTO			
NO OF PROG	32	41	-21.95
ATTENDANCE	183	449	-59.24
FOLLY			
NO OF PROG	64	67	-4.48
ATTENDANCE	818	445	83.82
ST PAULS			
NO OF PROG	9	21	-57.14
ATTENDANCE	203	47	331.91
MCCLELLANVILLE			
NO OF PROG	51	48	6.25
ATTENDANCE	1,563	759	105.93
TOTALS			
NO OF PROG	3,250	3,927	-17.24
ATTENDANCE	79,823	93,778	-14.88