

AGENDA

Charleston County Public Library

Board of Trustees Meeting

June 24, 2014

5:15pm

#	TOPIC	WHO	ACTION/ PROPOSED ACTION	FOLLOW-UP
1	Welcome	Janet Segal		
2	Public Comment			
3	Board Comment			
4	Freedom of Information Report			
5	Deletions and/or Additions to Agenda	Janet Segal		
6	Minutes of Previous Meetings: May 27, 2014		Accept	
7	Employee of the Quarter			
8	Friends of the Library Update			
9	Library Reports A. Director's Report B. Financial Report	Doug Henderson		
10	Election of Officers			
11	Policy Approval			
12	Capital Plan			
13	Budget Approval			
15	\$15,000 for Charleston Tells from Coastal Community Foundation Funds			
15	Discussion of Director's Evaluation			
16	Adjournment			

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

This Board Meeting will be held in at the Otranto Regional Library, 2261 Otranto Road, 29406

CHARLESTON COUNTY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
May 27, 2014

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, May 27, 2014, at 6:15p.m. at the St. Andrews Regional Library.

Board members present were Ms. Hollinshead, Ms. Segal, Mr. Clem, Ms. Burgess, Ms. Reider, Ms. Manigault, Mr. Moore, Mr. McKellar, Mr. Fava, and Mr. Swett. Mr. Tolly was unable to attend. Staff members present were Doug Henderson, Cynthia Bledsoe, Perry Litchfield, and Susan Parsons. Mr. Bill Lewis was in attendance representing Charleston County School District. Mr. Walt Smalls, Mr. Bryan Whitley and Mr. Dan Chandler were also in attendance representing Charleston County.

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

Public Comment

Ms. Segal welcomed everyone to the meeting, and asked whether there was any public comment. There was none.

Board Comment

Ms. Segal asked whether there were any Board comments. Mr. McKellar congratulated Ms. Parsons on doing a very thorough job writing up the Board meeting minutes.

Deletions and/or Additions to Agenda

Ms. Segal asked whether there were any additions or deletions to the agenda. Mr. Henderson responded that the Trustees can decide after the Capital Plan discussion whether to table any part of the agenda for the next meeting, since he predicts that will be a long discussion.

Minutes of Previous Meeting

The minutes of the April 22, 2014, regular meeting were reviewed.

Ms. Manigault noted that the dollar amount in the last paragraph of page five should read \$100,000,000 not \$100,000. She also mentioned a typographical error elsewhere. The minutes were accepted as amended.

Friends of the Library Update

Mr. Henderson noted that Ms. Everett was not feeling well and could not attend the meeting, but she wrote an update on the Friends of the Library.

Mr. Henderson reported that the Friends annual membership drive held during April raised over \$2,700.00. Ms. Everett visited all sixteen library branches, and staff was very energized about speaking out about the Friends. The Poe Branch Library won the contest for the third year in a row, garnering \$500.00 worth of memberships. The Mt. Pleasant Regional Library came in second, and the Johns Island Regional Library and the Main Library tied for third place.

Mr. Henderson said that there was a great turn out at *Party 4 a Purpose*. The Friends received \$200.00 at the door, and the total, including auction items, is expected to be over \$800.00.

Mr. Henderson reported that *Lift the Lowcountry*, held on May 6th, was a huge success. The Friends received \$2,965.00 in donations and the amount was doubled, with some credit card fees taken out, so the total is expected to be close to \$5,800.00 for the day.

Mr. Henderson stated that Ms. Everett contacted the Art Institute earlier this year about having a poster design contest for *That BIG Book Sale*. Entries were turned in and last week Kanjana Wandee was named the winner.

Mr. Henderson noted that the Friends need volunteers for the Main Library and the John's Island Library book sales to be held June 13th through June 15th and July 25th and July 26th, respectively. If you are interested, please sign up on the Friends web page.

Library Reports

Mr. Henderson introduced Mr. Bill Lewis from the Charleston County School District. He added that Mr. Lewis is here to discuss land.

Mr. Henderson introduced Mr. Walt Smalls, Mr. Bryan Whitley and Mr. Dan Chandler of the County. He noted that they are here to answer any questions you may have.

Mr. Henderson thanked Mr. Smalls and his crew for all of the hours they have put

into the building project. They have been very patient with us and so gracious.

Mr. Henderson also thanked Mr. Smalls and his crew for getting air conditioning into the Main Library. He added that on Friday the chiller crashed and it was ninety degrees in the building that day.

Mr. Henderson said that a portable chiller was brought in from Atlanta, and that was wonderful because we have Piccolo Spoleto children's events going on. Today there were over 800 children to see the four programs in the auditorium. Mr. Henderson thanked Mr. Larry Orr, who does maintenance for the Library system, Ms. Nancy Sullivan, our Facilities and Procurement Manager and the Systems Department staff for all the work they did over the weekend to ensure that we could open on Monday morning.

Capital Plan

Ms. Segal said that four years ago the Board of Trustees agreed to go about moving the library forward. Mr. Henderson arrived as the new Library Director on a Monday night and on Tuesday night there was a reception held with the Trustees and Council members in attendance. That was the beginning of change, and very positive relationships have been cemented from that time.

Ms. Segal noted that a lot of work has been done by the Board since then, including changes to the Trustee by-laws and Board meetings being held at different library branch locations. The latter was done so that the meetings would be more open to the public.

Ms. Segal said that the Board also implemented evaluations for the Library Director, but the biggest move made was the strategic plan. This was \$70,000, and expensive to do, but from that plan we made the decision to charge forward into the 21st century, building new libraries and updating the current ones. There has been a lot of work and movement by the Trustees in a short time period.

Ms. Segal stated that when the Board based the building plan proposal on the library's mission statement and the needs of most people in the County. She added that County Council asked the Trustees to speak to the public about the proposal and bring back and ideas or changes made by them. Ms. Segal said that most surprising was that nobody responded that the plan cost too much, but that the overall response was that new libraries and renovations to existing libraries were needed.

Ms. Segal stated that tonight the library will vote on one of the building plan scenarios that are detailed on one of the attachments to the Board packet.

Ms. Segal noted that there has been discussion about the plan with many people, including the Mayor and Council members, and some of them are not happy with a scenario that includes building a new branch for the Folly corridor, while closing down the current smaller branches in that area. Ms. Segal added that Mayor Riley has said that he thinks we need a library in the Bees Ferry area, so we have been scurrying to talk to the school

district and the County about land, since Council will be happier with our proposal if we have the land already.

Ms. Segal stated that the Board's challenge is to come up with the best plan for supporting our mission and meeting the needs of Charleston County.

Mr. Henderson stated that during the James Island and West Ashley community meetings we heard that those branches were like neighborhood libraries. He added that Mayor Riley said that it would not be wise to close any library in the city limits, and that was when he mentioned the need for a branch in the Bees Ferry area.

Mr. Henderson said that scenario A in the presentation is the original plan. Scenario B opens a new James Island library, and closes the original one. It also calls for the West Ashley branch to be totally renovated.

Mr. Henderson noted that scenario C is more expensive, but includes a new branch in the Bees Ferry area.

Mr. Henderson noted that scenario D includes everything except for additional square footage at the St. Andrews Regional Library and a new branch on the Folly Corridor. He added that scenario E is the same as D, except that St. Andrews would get the extra footage, but Bees Ferry would be off the referendum.

Mr. Henderson stated that the challenge for the Board is to vote on one of the scenarios. He added that most of the current Trustees will no longer be members of the Board when and if all of the work is done, so this would decide your legacy.

Mr. Henderson said that all of the costs listed on the scenario overview are very conservative, but we did not want to come up short. If the \$110 million referendum is passed, that does not mean that we have to spend all of it. We will not sell bonds until we need them, and we will only incur debt as needed.

Mr. Henderson noted that construction costs listed are more than adequate and we do hope that we would not have to spend all of it.

Mr. Smalls reported that the County has looked at land for new James Island and West Ashley branches and several were found on James Island, but nothing around the Windermere area. He added that on James Island land was found behind WalMart and we will get the Mayor's position on that. Mr. Smalls also noted that First Baptist has land behind Kmart that they would sell to us if we desire it.

Mr. Smalls noted that we are looking all along the Folly Corridor for an Administrative Support Building, and we will look more diligently if the referendum passes. He added that so far we have not been given land from anyone.

Mr. Bill Lewis of the Charleston County School District introduced himself, and noted that he is representing the School Superintendent this evening.

Mr. Lewis stated that these are exciting times for the library and he congratulated the Board on great leadership and on moving forward.

Mr. Lewis noted that the Charleston County School District will be on the ballot for an extension of the sales tax of \$500,000,000.

Mr. Lewis noted that the school district had their bond rating increase to the second highest one there is available. He added that within ten years the district will be debt free if this is successful.

Mr. Lewis stated that we would like the backing of the Chamber of Commerce, but we were told that they fear we would not be collaborative.

Ms. Burgess asked whether the Chamber is asking for one referendum. Mr. Lewis responded that they are not. However, he added, they want to make sure that we have a "good news" message trust from people.

Mr. Lewis said that in other communities, school districts and libraries have come together successfully to build schools and public libraries.

Mr. Lewis noted that there are two objectives. The first is that Charleston County School District is proposing a new elementary school in Carolina Park and a new high school where the old Wando High School was located. Mr. Lewis stated that the second objective is to close the two middle schools on James Island and consolidate. The Chief Financial Officer briefed the County Administrator on the plans, and told him that perhaps the school district could use 19,000 square feet of the building for a public library where Ft. Johnson is built. He added that the district purchased land on a road that connects to Bees Ferry behind the West Ashley High Campus.

Mr. Lewis said that the plan for the school district is to build a new C.E. Williams and a new "middle college" type school, and put a school bus lot in that community.

Mr. Lewis said that in the St. Paul area the district has a vacant school building that was recently renovated with a library and a glass room in it. There may be an opportunity for the library system and the school district to work together there. There is also potential in Ravenel he added.

Mr. Lewis stated that the Chamber of Commerce wants to know if we are asking the right questions. If there is interest, the school district and the library system would both be answerable to the community.

Mr. Lewis noted that he had maps available of various locations that the schools and the library could work together. He left the map with the Trustees.

Mr. Fava stated that sometimes the Board gets questions about why we don't share library space. Mr. Lewis said that the district is not pushing for the library system to collaborate, but there is precedent in other communities of all income levels.

Mr. Henderson noted that we are not talking about collaborating with an elementary school. Mr. Lewis added that we would never share an elementary school with a public library.

Mr. Henderson said that the timeline is a big issue. If we build a Bees Ferry branch, it would be completed last. Also, Mr. Henderson noted that if we did collaborate with schools, the library would have a separate entrance, separate policies, and its own hired staff paid for by the library.

Mr. Henderson stated that the Board does not have to accept this suggestion of collaboration tonight. The only decision is whether to accept one of the scenarios and then we can work this in if everyone agrees on it.

Mr. Henderson stated that if the Trustees choose scenario C or scenario D, the library would work with schools if the Board wanted to. He added that we would tell the Chamber that as well.

Ms. Hollinshead asked Mr. Lewis whether he knows of any available land around the West Ashley Branch. Mr. Lewis said that there is nothing. He added that the school district plans to go to tell the public that the middle schools need to be consolidated on James Island.

Ms. Reider stated that she is all for collaborating, but asked if that means the County would purchase or rent land from the school district. Mr. Henderson replied that when he met with the School Superintendent he asked about land and she seemed agreeable if it was something that was good for the district.

Mr. Moore asked when we could get back proposed dollar amounts if we decided to collaborate with the school district. Mr. Henderson responded that it would probably be about \$1,000,000 for each property. He added that that amount is just for the land.

Mr. Moore said that if we do decide to collaborate we will need to get the new dollar figures to the public. Mr. Henderson said that we would not, since these are the highest numbers, and if we collaborated the amount would be lower. Also, this would need to be approved by the Charleston County School Board.

Mr. Swett said that if we are looking at the Bees Ferry area, the only cost savings would be \$1,000,000.00 per building. Mr. Lewis noted, though, that there would be a huge savings on the parking lots though.

Ms. Manigault wanted to be clear that the areas we are talking about in regards to collaboration are James Island, West Ashley and two sites in St. Paul's. Mr. Lewis noted that the population in the St. Paul's area is old and aging.

Mr. Henderson stated that the library has been promised land in Hollywood and the County is thinking of a joint building with us or even someone else. Mr. Smalls added that only a library is planned there.

Ms. Manigault asked Mr. Lewis what the time frame was for the school's building project. Mr. Lewis responded that it would be on the referendum in 2014 and the project would start sometime in 2016 when the money comes in.

Mr. Henderson stated that our expectation from Dr. McGinley is that the projects would be built in 2018 or 2019.

Mr. Henderson said that when we go before the County, we can ask the Charleston County School District to go with us and tell Council that we are collaborative.

Mr. Fava said that it seems that we could revise the wording for the referendum to state that we will be working together with the school district. Mr. Henderson said that we would then be locked in.

Mr. Lewis noted that the Chamber said that they could promote a referendum as a collaboration between the library and school district, but they would be nervous because they would both be on the ballot.

Mr. Smalls asked Mr. Lewis what the wording on the school's referendum would be. Mr. Lewis responded that last time the name of the school was noted.

Ms. Burgess said that if the library were to collaborate with the school district, it would be hard to put together a new scenario from scratch. Mr. Henderson said that nothing would change but the cost.

Ms. Segal asked Mr. Lewis if the library would be tied to the school's architectural design. Mr. Lewis responded that the district has been unsuccessful at getting the various mayors to let them build a prototype school although they are basically the same on the inside.

Mr. McKellar said that his concerns would be that we cannot put this idea before the public and expect them to understand, we would need to separate tax from the referendum and finally, he noted that he is worried about what County Council would think of the collaboration.

Mr. Fava asked whether we need to show Council all of the scenarios. Mr. Henderson responded that we only give them the one that the Trustees vote on.

Ms. Segal thanked Mr. Lewis for his time.

Mr. Moore asked whether there was any chance that we could add an option to renovate the James Island Library and build a Bees Ferry branch. Mr. Henderson responded that we cannot because James Island is an old building and the parking is bad.

Ms. Sullivan, Procurement and Facilities Manager for the Library, stated that there are already issues with the parking lot at James Island.

Ms. Manigault asked whether the County has secured property on James Island.

Mr. Smalls responded that they have not, and they looked first at donated property.

Mr. Henderson noted that Councilwoman Condon is adamant about keeping the West Ashley Branch open.

Mr. Clem said that it seems from the feedback that the community wants to keep the current West Ashley location open. He added that originally a 40,000 square foot location was suggested on the Folly Corridor, but instead one could be built on James Island and one on Bees Ferry, keeping West Ashley open, but closing the current James Island location.

Mr. Henderson noted that we only need five Council votes to agree with the scenario the Trustees choose.

Mr. Clem stated that scenario C is the reasonable compromise that gives the community what they want, but, he added, he is concerned about the additional \$1,000,000.00 in operating costs per year.

Mr. Henderson stated that the original idea of building on the Folly Corridor would save us that money in operating, but it is not what the public wants. He added that if the Board votes on scenario C we will need to hire new staff for Bees Ferry and additional staff at James Island.

Mr. Henderson noted that Council has seen all of the scenarios, so they know what we are looking at.

Mr. Litchfield stated that there in the construction budget there is a natural growth in the tax base that will take care of that amount.

Ms. Reider moved that the Board of Trustees present scenario C to the County Council. Ms. Manigault seconded the motion and the motion passed.

Ms. Segal stated that the handouts for the public will need to change to reflect the motion that just passed.

Mr. Fava said that we will also need to redo the presentation to Council.

Mr. Moore asked when the next meeting with the Chamber of Commerce will be held. Ms. Bledsoe responded that it will take place next week. Ms. Segal added that we will let them know that we had a very productive conversation with school district personnel.

Nomination Committee for Officers

Ms. Segal noted that volunteers are needed to serve on the Nominating Committee for Officers. Officers will be elected at the regularly scheduled June meeting.

Ms. Burgess, Ms. Manigault and Ms. Hollinshead volunteered and noted that they would bring a list of nominees to the next meeting.

Library Budget

Mr. Litchfield stated that considering the cost of living allowance that is being discussed, we are asking for an additional \$188,000 from the County.

Miscellaneous

Mr. Fava noted that regarding the composition of the Board of Trustees, we have not been bashful about going to Council and saying who we would like on the Board. He added that before Ms. Segal was appointed as Chair, it had been a "caretaker" Board, and now we have been particular about jobs and people being represented.

Mr. Fava said that we should question why the Council has to agree to the referendum. It does not count against the County's debt.

Mr. Henderson noted that one suggestion is to get a millage. He added that this way we could build money up if the economy is good.

Ms. Segal thanked all of the County staff for all of their hard work on the building project.

Ms. Segal adjourned the meeting at 8:00p.m.

Respectfully submitted,


Maya Hollinshead, Secretary

Director's Report
June 2014

We are on the ballot. After three years of effort we have made it through the Council and can now move forward with the referendum. Janet Segal did an outstanding job and now it is up to all of us to help get the message out. This is an opportunity to not only provide our residents with an improved and modern library system. It is our chance to do what we promised. We will show our citizens that the Charleston County Public Library delivers. It has been close to thirty years since the last go around. We can't let that happen again. The county is about to go through a tremendous growth spurt. Every part of the County will be touched. We need to be ready to meet the demand. We do that by delivering. Thank you all for work and your support. Big thank you to the County Council and to the County staff. Kurt Taylor has shown himself to understand what it takes to build a thriving, healthy community. Walt Smalls and his staff, Bryan Whitley and Dan Chandler, have put in many hours because they believe in what we are trying to accomplish. Keith Bustran and Mack Giles have pushed a lot of numbers and offered solid advice. Of course our staff, Cynthia Bledsoe, Jamie Thomas, Perry Litchfield and Nancy Sullivan have been tremendous.

The chiller at the Main Library has been giving us fits. We have been closed a number of days. In fact we have been closed over 3 percent of the year throughout the system. We see that in our statistics. We now have the second replacement chiller running. The new part for the permanent chiller is being manufactured and may take up to sixty days. The County is also looking at other solutions. The cost comes out of the County budget.

The final FY15 budget has been approved. We get a small increase of \$188,000. Staff will receive a 1.8 percent COLA. The COLA begins in October. However, staff will also see an increase in their retirement cost. It goes from 7.5 percent to 8 percent. We will also be giving our pages a \$.15 per hour raise. The other thing we will do is pay for parking for the Main Library employees. That is \$15 per month. Our State Aid stays at \$1.25 per capita.

We had over 4,000 kids attend our Piccolo Spoleto programs as we kicked off Summer Reading. Hopefully, that is a sign that Summer Reading will be very successful. Never enough kids.

Charleston Tells was well attended and staff is already planning for next year. Wragg Square will be the location again. We are asking that the Board approve a transfer from our Coastal Community Fund of \$15,000 so we can secure our contracts with the tellers. We can only spend the interest and right now we have a little over \$17,000 available. We do not intend to do One Book this year since we will be in the midst of the referendum. We are thinking this may become an every other year program.

Smoking Policy for Consideration

Purpose

The Surgeon General of the United States has determined that cigarette smoking is the leading preventable cause of illness and premature death in the nation. Research indicates that nonsmokers who are regularly exposed to passive or secondhand tobacco smoke are also at increased risk of illness. This policy has been adopted to protect all employees, service users, and visitors from exposure to secondhand smoke.

Policy

It is the policy of the Charleston County Public Library to provide a safe environment for employees, service users, and visitors. It is recognized that tobacco and smoke from cigarettes, pipes, and cigars is hazardous to health.

It is the goal of the Charleston County Public Library to offer a tobacco and smoke – free environment to the greatest extent possible. The Charleston County Public Library will limit smoking as set forth in the policy.

This policy applies to all employees of the Charleston County Public Library and to all visitors, consultants, contractors, and any other person on Library property for any purpose.

Guidelines:

1. Smoking and the use of any tobacco product or e cigarettes is prohibited in all indoor locations, including but not limited to:
 - a. general office space, including private offices;
 - b. computer rooms, lecture rooms, and conference rooms;
 - c. storage rooms, supply rooms, copy rooms, and mailrooms;
 - d. common areas, including elevators, stairwells, hallways, lobbies, reception areas, break rooms, and restrooms;
 - e. garage, maintenance room, and mechanical room;
 - f. hazardous areas containing or in close proximity to flammable liquids, gases, and vapors.
2. Smoking and the use of tobacco products is permitted outdoors with the following exceptions:

- a. within 50 feet of any building entrance and operable window;
- b. on the building roof;
- c. within 50 feet of air intake louvers.

Anyone smoking, using tobacco products or e cigarettes in a nonsmoking area should be directed to a smoking – permitted area. Disputes over the interpretation of the policy or complaints about individuals violating the policy and/or guidelines should be brought to the attention of the Branch Manager.

Code of Conduct

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are examples of conduct not allowed on Library property.

- Any violation of local, state, or federal law
 - Smoking, use of any tobacco products including but not limited to cigarettes, cigars, chewing tobacco or use of a nicotine delivery system that produces smoke or vapor in the buildings or within 50 feet of the any library entrance.
- Possession of weapons
- Any loud, unreasonable, and/or disturbing actions created by persons or electronic devices (including cell phones) that interferes with the ability of others to use and enjoy library services
- Being under the influence of, selling and/or possession of alcohol or illegal drugs
- Verbally or physically threatening behavior toward any person
- Sleeping or putting your head, feet or legs on tables, ~~smoking~~, sitting on stairs, rearranging or misuse of library furnishings
- Eating. Drinks must be in containers with lids
- Use of library facilities or equipment for other than library purposes, including loitering, solicitation, selling or distribution of materials without prior written authorization
- Leaving a child under nine years of age unattended by a responsible person

- Leaving a child or young adult (under age 18) in the library after closing time
- Animals in library building with the exception of licensed service animals
- Misuse of restrooms. Includes bathing, shaving, changing clothes, loitering, or other inappropriate behavior
- Entry into non-public areas or use of library telephones without permission
- Theft or defacement of library property including books and other materials
- Taking library property, including books and non-print materials outside library buildings without following established loan procedures
- Inappropriate use of computers, including, but not limited to: viewing inappropriate websites, using the Internet for illegal purposes, or displaying, sending, printing obscene materials; or damaging, altering, or tampering with equipment or software; manipulating or interfering with the time management and print management software
- Entering the library buildings barefooted, without a shirt, with offensive body odor or personal hygiene
- Bringing personal items into the library that will not fit comfortably under one chair or leaving items unattended. Bags no larger than 18" in length are allowed. Larger bags of any type, bedrolls or luggage are prohibited. Articles with a foul odor, or articles, that alone or in their aggregate impede the safety of others.
- Leaving personal items unattended and/or storage of personal items
- Use of wheeled devices other than wheelchairs, walkers, strollers, or wheeled book bags

- Bringing bicycles into library buildings
- Refusal to leave library at designated closing time
- Disregard of fire regulations
- Failure to comply with Library's established standards and guidelines

All bags and other articles are subject to inspection by library personnel. The library reserves the right to limit the size and number of items brought into the library.

Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with the library's established standards of acceptable behavior may result in removal from the building and/or restriction of library privileges.

The Charleston Archive

Collection Development Policy

Scope of Collection

The Charleston Archive is a department of the Charleston County Public Library (CCPL) and is connected with the South Carolina History and Genealogy Room.

The Charleston Archive collects and preserves unique manuscripts, rare books and pamphlets, prints and photographs, public documents and public records, and other materials that document the political, economic, cultural, and topographical history of the county of Charleston, city of Charleston and all municipalities and other governmental and public entities within the county, rather than competing with archival institutions that collect private papers of individuals and families, or with institutions that collect materials relating to South Carolina in general or the South Carolina lowcountry in particular.

This policy seeks to capitalize on the department's unique status as a secure historical archive within a publicly accessible, publicly funded institution that promotes the general dissemination of knowledge and learning and forms an integral part of the cultural fabric of Charleston County.

Selection and Acquisition

Within this scope, manuscripts, historical print materials, and photographs will be given first consideration. Other materials, including sound recordings, film, videotape, and other media, will be collected only if the subject matter is deemed appropriate for this collection and if the Charleston Archive has the resources to provide for adequate conservation, storage, and retrieval. Due to the closed-stack nature of the Charleston Archive, and its lack of display space, this department will not seek to collect historical objects or artifacts.

The Collection Development Manager will work with the appropriate staff in matters of materials acquisition. All donated materials must adhere to the Library's Gift, Solicitation and Acceptance Policy and all accepted donations must be listed and detailed in writing and the list acknowledged by the donor as complete.

Deaccession

The Collection Development Manager will work with the appropriate staff in matters of deaccession of materials. Every item removed from the collection will be listed and must be checked by the Collection Development Manager and the South Carolina and Genealogy Room Manager or an appointed delegate. The library will communicate with other archives, historical entities, organizations, or individuals for a more appropriate home for the item(s).

Access and Security

The holdings of the Charleston Archive are open to the public, contingent upon use guidelines as outlined in the Access and Security procedures. Archival materials are only available during designated archival hours or by prior appointment.

Shall Charleston County be empowered to issue not exceeding \$103,804,386 of General Obligation Library Bonds of Charleston County, South Carolina, whose proceeds shall be applied to the cost of (1)) construction of four new branch libraries to serve Mt. Pleasant, the St. Paul area, and North area and the James Island area(2) renovation of existing libraries(3) upgrade technology.

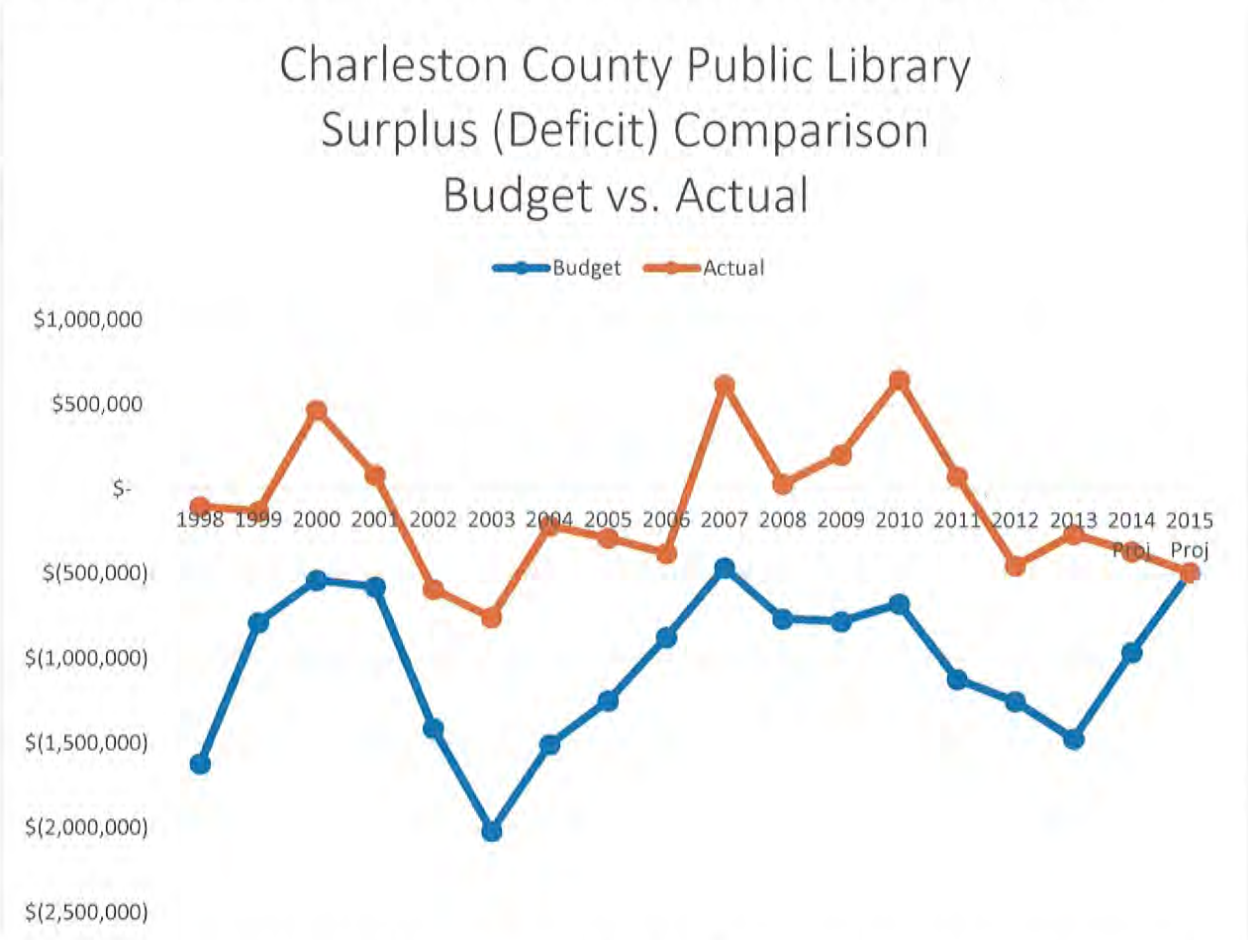
CHARLESTON COUNTY PUBLIC LIBRARY

GENERAL FUND ANNUAL BUDGET FISCAL YEAR 2015

BUDGET HIGHLIGHTS

The General Fund finances the day-to-day provision of library services for Charleston County. The Library’s budget was prepared using the amounts appropriated by Charleston County and the State of South Carolina in approved budgets. The FY15 budget includes expenditures of \$16,175,211 and projected revenues of \$15,685,941. The resulting deficit of \$489,270 will be financed with fund balance. This will be the fourth consecutive annual deficit.

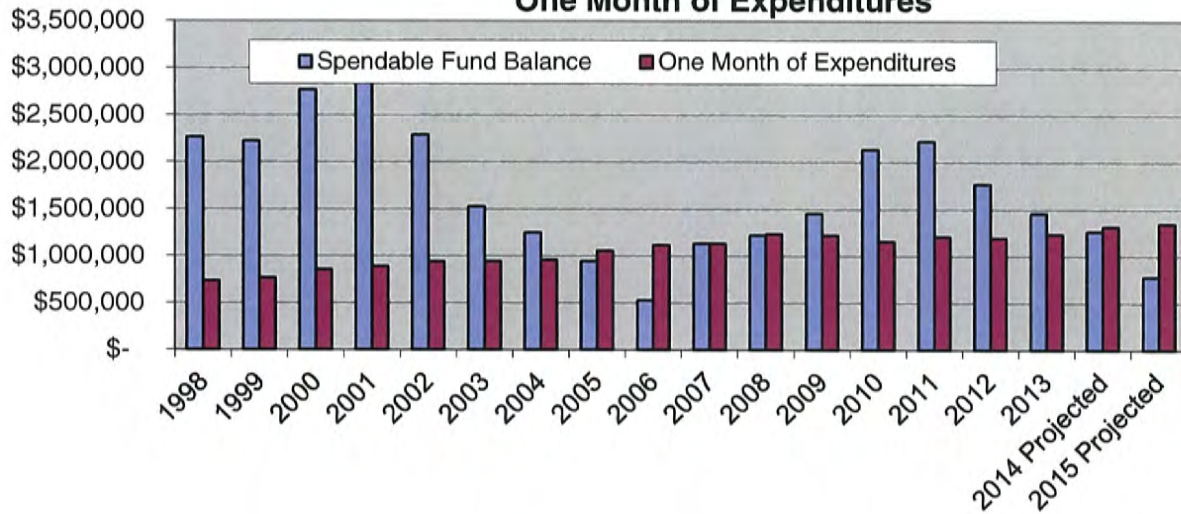
The following chart is a comparison of the Library’s budgeted vs. actual surplus or deficit since FY1998:



Current projection of total fund balance at the end of fiscal year 2014 is \$1,266,747. After financing the FY15 projected deficit, unassigned fund balance at June 30, 2015 would be \$777,477. One month of expenditures is \$1,347,934. The Library will continue to monitor costs and request additional funding from Charleston County for the FY16 budget to assist with deficit reduction.

The following chart shows a history of the Library’s fund balance since FY1998:

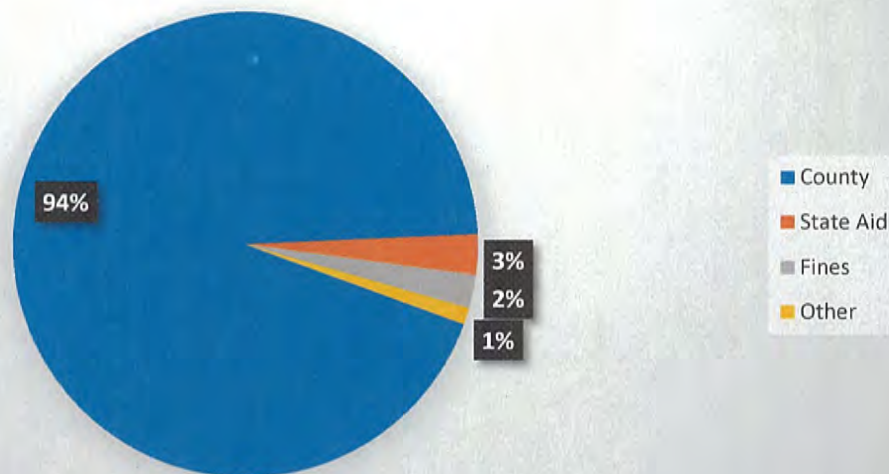
Charleston County Public Library Unassigned Fund Balance Compared to One Month of Expenditures



REVENUES

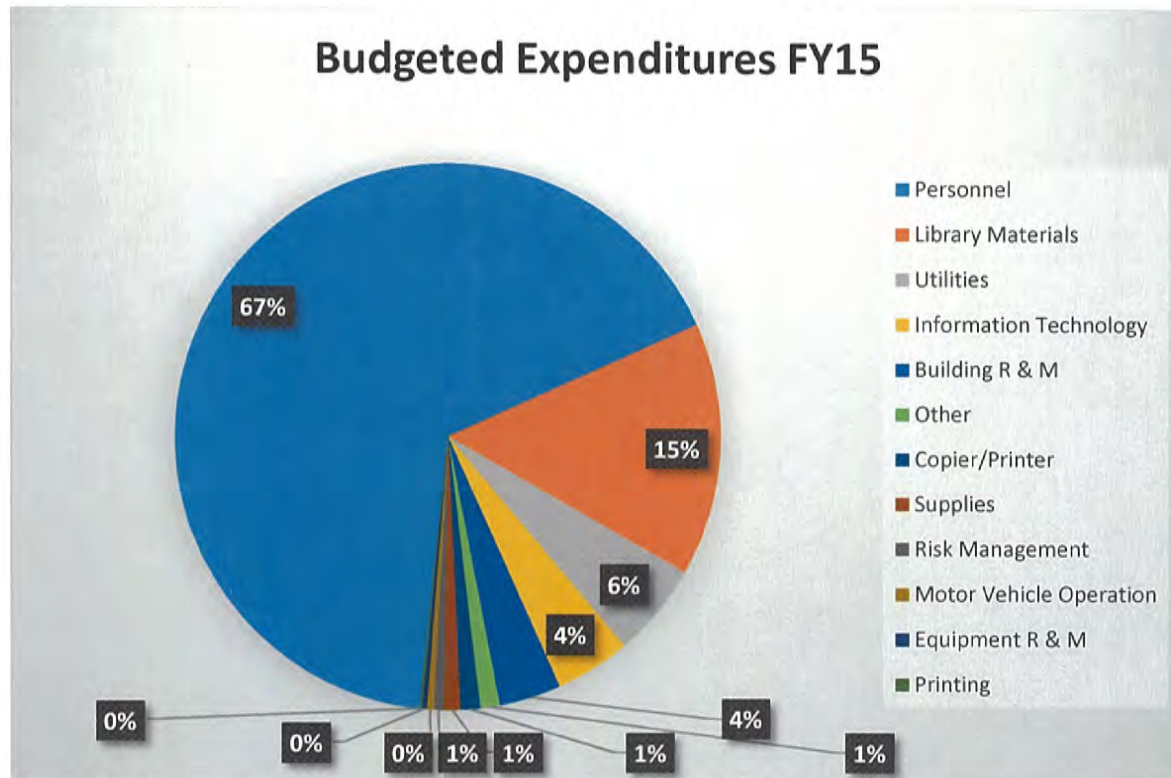
Total General Fund budgeted revenues for FY15 are 1.6% greater than the amended FY14 budget. The FY15 budgeted County appropriation is 2.9%, or \$414,319, greater than the original FY14 budget. Adjusting for the one-time employee cost of living adjustment, the County appropriation is 1.3%, or \$188,254, greater than FY14. State Aid is budgeted at the same level as FY14 (\$1.25 per capita). Other revenues include E-Rate funding that will be used to fund information technology special projects.

Budgeted Revenues FY15



EXPENDITURES

General Fund expenditures for FY15 are 1.4% less than the amended FY14 budget. The reduction was achieved primarily by reducing the personnel budget as described below.



PERSONNEL COSTS

Personnel costs are budgeted for FY15 at \$10,768,704. This represents 66.6% of the General Fund budget. The budget includes a provision for an employee COLA of 1.8% effective in October 2014. Despite increasing fringe benefit costs (including parking for Main Library employees), continuation of the longevity program, and the COLA, FY15 budgeted personnel costs have been reduced by 2.9% from the FY14 amended budget. This was achieved by removing long term vacancies from the budget. These positions were expected to be transferred to the planned expansion of Library operations. The positions removed are included in projections of future operating costs of the proposed new facilities.

LIBRARY MATERIALS

Library materials are budgeted for FY15 at \$2,433,540, the same as FY14. This represents 15.0% of the General Fund budget which meets State Aid minimum requirements.

INFORMATION TECHNOLOGY

Information technology includes hardware and software acquisitions and maintenance of the Library's automation systems, network infrastructure, staff and public computers, internet access, and other related costs. IT costs are budgeted for FY15 at \$719,120. This represents 4.4% of the General Fund budget. Costs include an additional

computer lease cycle expected mid-year. At that time virtually all of the Library's computers, public and staff, will be leased.

COPIERS AND PRINTERS

Lease costs and related supplies are included in the copiers and printers category. Expenditures are budgeted for FY15 at \$187,850. This represents 1.2% of the General Fund budget. The FY15 budget is 5.2% less than the prior year primarily due to a renegotiation of the lease copier lease.

SUPPLIES

Supplies are budgeted for FY15 at \$153,800. This represents 1.0% of the General Fund budget. The FY15 budget is 9.5% less than the prior year due primarily to completion of shelving projects in FY14 and cost control measures.

BUILDING REPAIRS AND MAINTENANCE

Building repairs and maintenance for buildings used by the Library includes various maintenance activities, janitorial, garbage collections, and security. Expenditures are budgeted for FY15 at \$593,638 or 3.7% of the General Fund budget. This is an increase of 13.8% over the prior year's budget. The increase is primarily due to replacing security staff at the Main Library with contracted security service during FY14. This is compatible with other Library locations and County practice.

UTILITIES

Utilities include electricity and gas, water and sewer, solid waste disposal fees, and telephone related costs. Expenditures are budgeted for FY15 at \$898,291 or 5.5% of the General Fund Budget. Electricity and gas, water and sewer, and telephone are budgeted with 3%, 2%, and 1% increases over FY14 projected costs, respectively.

RISK MANAGEMENT/INSURANCES

Risk management includes property insurance, tort liability, business interruption, bookmobile, and other vehicle coverage. Expenditures are budgeted for FY15 at \$98,718 or 0.6% of the General Fund budget. These budget amounts are provided by the County's Risk Management Department

OTHER EXPENDITURES

Other expenditures include various system-wide costs that are not otherwise classified. The most significant of these are audit services, postage and shipping, financial software maintenance, and the material recovery service. Expenditures are budgeted for FY15 at \$188,037 or 1.2% of the General Fund budget. This represents a decrease of 6.7% from the prior year. The most significant changes are decreases in postage and shipping of \$15,000, and the material recovery service of \$10,000.

**Charleston County Public Library
General Fund Annual Budget Recap**

	FY 2013 YTD Actual	FY 2014 Amended Budget	FY 2014 Projected Actual	FY 2015 Annual Budget	Budget Change 2014 vs. 2015	
					Amount	Percent
Revenues						
County Appropriation	\$ 13,762,658	\$ 14,287,911	\$ 14,287,911	\$14,702,230	\$ 414,319	2.90%
County Supplemental Appropriation Summer Youth	\$ 32,282	\$ -	\$ 22,200	\$ -	\$ -	0.00%
County Supplemental Appropriation COLA	\$ 227,141	\$ 226,065	\$ 226,065	\$ -	\$ (226,065)	-100.00%
County Supplemental Appropriation One-Time Funds	\$ 158,530	\$ -	\$ -	\$ -	\$ -	0.00%
State Aid	\$ 350,209	\$ 437,761	\$ 437,761	\$ 437,761	\$ -	0.00%
Education Lottery Funding	\$ 47,843	\$ -	\$ -	\$ -	\$ -	0.00%
Copier/Printer Receipts	\$ 89,033	\$ 83,600	\$ 94,854	\$ 94,950	\$ 11,350	13.58%
Fine Receipts	\$ 367,439	\$ 379,100	\$ 353,870	\$ 366,000	\$ (13,100)	-3.46%
Other Revenue	\$ 125,561	\$ 24,000	\$ 38,458	\$ 85,000	\$ 61,000	0.00%
Total Revenues	\$ 15,160,696	\$ 15,438,437	\$ 15,461,119	\$ 15,685,941	\$ 247,504	1.60%
Expenditures						
Personnel Costs	\$ 10,470,753	\$ 11,095,474	\$ 10,684,352	\$ 10,768,704	\$ (326,770)	-2.95%
Library Materials	\$ 2,269,344	\$ 2,433,540	\$ 2,423,533	\$ 2,433,540	\$ -	0.00%
Information Technology	\$ 441,063	\$ 655,452	\$ 532,049	\$ 719,120	\$ 63,668	9.71%
Copier/Reader/Printer Expenditures	\$ 195,203	\$ 198,275	\$ 183,541	\$ 187,850	\$ (10,425)	-5.26%
Supplies	\$ 148,476	\$ 169,900	\$ 147,122	\$ 153,800	\$ (16,100)	-9.48%
Printing	\$ 17,715	\$ 22,100	\$ 21,279	\$ 22,500	\$ 400	1.81%
Equipment Repairs & Maintenance	\$ 45,141	\$ 45,819	\$ 37,056	\$ 44,849	\$ (970)	-2.12%
Building Repairs & Maintenance	\$ 512,923	\$ 521,458	\$ 552,726	\$ 593,638	\$ 72,180	13.84%
Utilities	\$ 863,187	\$ 891,660	\$ 872,939	\$ 898,291	\$ 6,631	0.74%
Motor Vehicle Expenditures	\$ 46,401	\$ 67,164	\$ 47,505	\$ 65,664	\$ (1,500)	-2.23%
County Risk Management/Insurances	\$ 92,299	\$ 94,150	\$ 94,150	\$ 98,718	\$ 4,568	4.85%
Other Expenditures	\$ 181,261	\$ 201,637	\$ 185,287	\$ 188,037	\$ (13,600)	-6.74%
Miscellaneous Expenditures	\$ 157	\$ -	\$ 2,437	\$ 500	\$ 500	100.00%
Capital	\$ 141,144	\$ -	\$ 42,413	\$ -	\$ -	0.00%
Total Expenditures	\$ 15,425,067	\$ 16,396,629	\$ 15,826,389	\$ 16,175,211	\$ (221,418)	-1.35%
Fund Balance Increase (Decrease)	\$ (264,371)	\$ (958,192)	\$ (365,270)	\$ (489,270)	\$ 468,922	-48.94%
Fund Balance at Beginning of Year	\$ 1,896,388	\$ 1,632,017	\$ 1,632,017	\$ 1,266,747	\$ (365,270)	-22.38%
Fund Balance at End of Year	\$ 1,632,017	\$ 673,825	\$ 1,266,747	\$ 777,477	\$ 103,652	15.38%

**Charleston County Public Library
General Fund Annual Budget**

	FY 2013 YTD Actual	FY 2014 Amended Budget	FY 2014 Projected Actual	FY 2015 Annual Budget	Budget Change 2014 vs. 2015	
					Amount	Percent
Revenue						
County Appropriation	\$ 13,762,658	\$ 14,287,911	\$ 14,287,911	\$ 14,702,230	\$ 414,319	2.9%
County Supplemental Summer Youth	\$ 32,282	\$ -	\$ 22,200	\$ -	\$ -	0.0%
County Supplemental COLA	\$ 227,141	\$ 226,065	\$ 226,065	\$ -	\$ (226,065)	-100.0%
County Supplemental One-Time Funds	\$ 158,530	\$ -	\$ -	\$ -	\$ -	0.0%
State Aid	\$ 350,209	\$ 437,761	\$ 437,761	\$ 437,761	\$ -	0.0%
Education Lottery Funding	\$ 47,843	\$ -	\$ -	\$ -	\$ -	0.0%
Copier/Printer Receipts	\$ 89,033	\$ 83,600	\$ 94,854	\$ 94,950	\$ 11,350	13.6%
Fine Receipts	\$ 367,439	\$ 379,100	\$ 353,870	\$ 366,000	\$ (13,100)	-3.5%
Other Revenue	\$ 125,561	\$ 24,000	\$ 38,458	\$ 85,000	\$ 61,000	254.2%
Total Revenue	\$ 15,160,696	\$ 15,438,437	\$ 15,461,119	\$ 15,685,941	\$ 247,504	1.6%
Expenditures						
Personnel Costs						
Salaries	\$ 7,245,671	\$ 8,384,174	\$ 7,414,053	\$ 7,850,373	\$ (533,801)	-6.4%
One-Time COLA	\$ 214,000	\$ 210,000	\$ 210,000	\$ -	\$ (210,000)	-100.0%
Temporary Wages	\$ 37,249	\$ 46,600	\$ 16,918	\$ 46,600	\$ -	0.0%
Other Costs	\$ 2,973,833	\$ 3,399,866	\$ 3,043,381	\$ 3,202,260	\$ (197,606)	-5.8%
Budgeted Vacancies	\$ -	\$ (945,166)	\$ -	\$ (330,529)	\$ 614,637	-65.0%
Total Personnel Costs	\$ 10,470,753	\$ 11,095,474	\$ 10,684,352	\$ 10,768,704	\$ (326,770)	-2.9%
Library Materials						
Books (includes State Aid)	\$ 1,061,176	\$ 1,150,540	\$ 1,150,540	\$ 1,112,540	\$ (38,000)	-3.3%
Periodicals	\$ 79,951	\$ 85,000	\$ 85,000	\$ 80,000	\$ (5,000)	-5.9%
Microforms	\$ 49,510	\$ 45,000	\$ 45,000	\$ 35,000	\$ (10,000)	-22.2%
Audio Visuals	\$ 569,903	\$ 619,000	\$ 619,000	\$ 670,000	\$ 51,000	8.2%
Electronic Resources	\$ 203,058	\$ 230,000	\$ 230,000	\$ 232,000	\$ 2,000	0.9%
Processing and Bindery	\$ 305,746	\$ 304,000	\$ 293,993	\$ 304,000	\$ -	0.0%
Total Library Materials	\$ 2,269,344	\$ 2,433,540	\$ 2,423,533	\$ 2,433,540	\$ -	0.0%

**Charleston County Public Library
General Fund Annual Budget**

	FY 2013 YTD Actual	FY 2014 Amended Budget	FY 2014 Projected Actual	FY 2015 Annual Budget	Budget Change 2014 vs. 2015	
					Amount	Percent
Information Technology						
Website Hosting and Internet Fees	\$ 3,188	\$ 15,000	\$ 2,548	\$ 15,000	\$ -	0.0%
Cataloging Subscriptions	\$ 58,101	\$ 58,000	\$ 56,039	\$ 61,000	\$ 3,000	5.2%
MARC Tech Services	\$ 4,423	\$ 5,000	\$ 6,726	\$ 7,220	\$ 2,220	44.4%
Event/Reservation Software	\$ 4,900	\$ 4,900	\$ 4,900	\$ 4,900	\$ -	0.0%
IT Systems Maintenance Contracts	\$ 217,475	\$ 275,000	\$ 290,229	\$ 306,000	\$ 31,000	11.3%
IT Purchases and Repairs	\$ 102,169	\$ 137,552	\$ 61,607	\$ 125,000	\$ (12,552)	-9.1%
IT Lease Payments	\$ 50,807	\$ 160,000	\$ 110,000	\$ 200,000	\$ 40,000	25.0%
Total Information Technology	\$ 441,063	\$ 655,452	\$ 532,049	\$ 719,120	\$ 63,668	9.7%
Copier/Reader/Printer Expenditures						
Copier Leases	\$ 150,788	\$ 153,000	\$ 134,863	\$ 136,000	\$ (17,000)	-11.1%
Copier Lease Overages	\$ 31,472	\$ 31,775	\$ 37,638	\$ 38,350	\$ 6,575	20.7%
Copier Supplies	\$ 11,007	\$ 11,400	\$ 10,178	\$ 12,000	\$ 600	5.3%
Copier Cards	\$ (158)	\$ -	\$ -	\$ -	\$ -	0.0%
Microform Supples	\$ 2,094	\$ 2,100	\$ 862	\$ 1,500	\$ (600)	-28.6%
Total Copier/Reader/Printer Expenditures	\$ 195,203	\$ 198,275	\$ 183,541	\$ 187,850	\$ (10,425)	-5.3%
Supplies						
Library Supplies	\$ 17,079	\$ 19,800	\$ 19,336	\$ 21,700	\$ 1,900	9.6%
Data Processing Supplies	\$ 24,604	\$ 27,800	\$ 32,490	\$ 30,750	\$ 2,950	10.6%
Technical Supplies	\$ 15,421	\$ 18,250	\$ 14,543	\$ 15,250	\$ (3,000)	-16.4%
RFID Tags	\$ 25,945	\$ 25,000	\$ 24,835	\$ 25,000	\$ -	0.0%
Office Supplies	\$ 39,452	\$ 42,850	\$ 29,977	\$ 35,950	\$ (6,900)	-16.1%
AV Supplies	\$ 5,607	\$ 6,700	\$ 6,767	\$ 7,000	\$ 300	4.5%
Minor Equipment	\$ 20,368	\$ 29,500	\$ 19,174	\$ 18,150	\$ (11,350)	-38.5%
Total Supplies	\$ 148,476	\$ 169,900	\$ 147,122	\$ 153,800	\$ (16,100)	-9.5%
Printing	\$ 17,715	\$ 22,100	\$ 21,279	\$ 22,500	\$ 400	1.8%

**Charleston County Public Library
General Fund Annual Budget**

	FY 2013 YTD Actual	FY 2014 Amended Budget	FY 2014 Projected Actual	FY 2015 Annual Budget	Budget Change 2014 vs. 2015	
					Amount	Percent
Equipment Repairs & Maintenance						
Checkpoint Security	\$ 8,632	\$ 8,645	\$ 8,632	\$ 9,375	\$ 730	8.4%
Fire and Security Alarms	\$ 3,295	\$ 2,959	\$ 3,160	\$ 2,959	\$ -	0.0%
Postage Machine	\$ 4,440	\$ 4,400	\$ 4,211	\$ 4,700	\$ 300	6.8%
Microfiche/Film	\$ 6,510	\$ 6,510	\$ 6,510	\$ 6,510	\$ -	0.0%
Cell Phones	\$ 7,456	\$ 7,500	\$ 8,118	\$ 8,200	\$ 700	9.3%
Typewriters	\$ -	\$ 105	\$ 105	\$ 105	\$ -	0.0%
Miscellaneous Repairs and Maintenance	\$ 3,722	\$ 3,700	\$ 1,942	\$ 3,000	\$ (700)	-18.9%
Parking Equipment and Supplies	\$ 11,086	\$ 12,000	\$ 4,378	\$ 10,000	\$ (2,000)	-16.7%
Total Equipment Repairs & Maintenance	\$ 45,141	\$ 45,819	\$ 37,056	\$ 44,849	\$ (970)	-2.1%
Building Repairs & Maintenance						
General Repairs	\$ 43,443	\$ 45,100	\$ 39,703	\$ 43,600	\$ (1,500)	-3.3%
Garbage Collections	\$ 10,726	\$ 11,000	\$ 10,403	\$ 11,000	\$ -	0.0%
Janitorial	\$ 228,372	\$ 230,091	\$ 229,123	\$ 232,706	\$ 2,615	1.1%
Carpet Cleaning	\$ 24,209	\$ 24,209	\$ 24,209	\$ 24,942	\$ 733	3.0%
Security Services	\$ 89,928	\$ 94,000	\$ 132,230	\$ 159,000	\$ 65,000	69.1%
County General Services	\$ 116,245	\$ 117,058	\$ 117,058	\$ 122,390	\$ 5,332	4.6%
Total Building Repairs & Maintenance	\$ 512,923	\$ 521,458	\$ 552,726	\$ 593,638	\$ 72,180	13.8%
Utilities						
Electricity & Gas	\$ 709,980	\$ 726,590	\$ 716,313	\$ 739,190	\$ 12,600	1.7%
Water & Sewer	\$ 63,414	\$ 72,360	\$ 62,146	\$ 63,225	\$ (9,135)	-12.6%
Solid Waste Disposal Fee	\$ 11,806	\$ 12,970	\$ 12,970	\$ 12,821	\$ (149)	-1.1%
Telephone	\$ 64,220	\$ 65,680	\$ 62,030	\$ 63,200	\$ (2,480)	-3.8%
Data Lines	\$ 7,543	\$ 7,690	\$ 13,172	\$ 13,440	\$ 5,750	74.8%
Fax Lines	\$ 6,224	\$ 6,370	\$ 6,308	\$ 6,415	\$ 45	0.7%
Total Utilities	\$ 863,187	\$ 891,660	\$ 872,939	\$ 898,291	\$ 6,631	0.7%

**Charleston County Public Library
General Fund Annual Budget**

	FY 2013 YTD Actual	FY 2014 Amended Budget	FY 2014 Projected Actual	FY 2015 Annual Budget	Budget Change 2014 vs. 2015	
					Amount	Percent
Other Expenditures						
Audit Services	\$ 15,960	\$ 26,600	\$ 40,464	\$ 31,000	\$ 4,400	16.5%
Bank Charges, net of interest	\$ 3,909	\$ 4,000	\$ 5,961	\$ 6,000	\$ 2,000	50.0%
Advertising	\$ 243	\$ 3,000	\$ 867	\$ 3,000	\$ -	0.0%
Interlibrary Loans	\$ 926	\$ 1,000	\$ 923	\$ 1,000	\$ -	0.0%
County Msgr Service and Records Mgmt	\$ 1,037	\$ 1,037	\$ 1,037	\$ 1,037	\$ -	0.0%
Rent on Buildings	\$ 2,400	\$ -	\$ -	\$ -	\$ -	0.0%
Postage and Shipping	\$ 65,229	\$ 65,000	\$ 50,020	\$ 50,000	\$ (15,000)	-23.1%
Dues	\$ 5,534	\$ 5,500	\$ 8,608	\$ 5,500	\$ -	0.0%
Professional Services	\$ 250	\$ 2,500	\$ -	\$ 2,500	\$ -	0.0%
Financial Software Maintenance	\$ 23,318	\$ 26,000	\$ 28,676	\$ 30,000	\$ 4,000	15.4%
Material Recovery Service	\$ 55,580	\$ 60,000	\$ 46,387	\$ 50,000	\$ (10,000)	-16.7%
Training and Conferences	\$ 6,875	\$ 7,000	\$ 2,344	\$ 8,000	\$ 1,000	14.3%
Total Other Expenditures	\$ 181,261	\$ 201,637	\$ 185,287	\$ 188,037	\$ (13,600)	-6.7%
Motor Vehicle Expenditures						
Repairs and Maintenance	\$ 20,724	\$ 28,087	\$ 23,512	\$ 28,087	\$ -	0.0%
Fuel	\$ 24,891	\$ 36,077	\$ 22,590	\$ 36,077	\$ -	0.0%
Employee Mileage Expense	\$ 786	\$ 3,000	\$ 1,403	\$ 1,500	\$ (1,500)	-50.0%
Total Motor Vehicle Expenditures	\$ 46,401	\$ 67,164	\$ 47,505	\$ 65,664	\$ (1,500)	-2.2%
County Risk Management/Insurances						
Property Insurance	\$ 71,211	\$ 72,975	\$ 72,975	\$ 77,550	\$ 4,575	6.3%
Tort Liability	\$ 7,727	\$ 7,727	\$ 7,727	\$ 7,727	\$ -	0.0%
Data Processing Insurance	\$ 6,016	\$ 6,016	\$ 6,016	\$ 6,016	\$ -	0.0%
Inland Marine Insurance (Bookmobile)	\$ 2,008	\$ 2,008	\$ 2,008	\$ 2,008	\$ -	0.0%
Auto Liability	\$ 4,680	\$ 4,680	\$ 4,680	\$ 4,680	\$ -	0.0%
Auto Comp and Collision	\$ 657	\$ 744	\$ 744	\$ 737	\$ (7)	-0.9%
Total County Risk Management/Insurances	\$ 92,299	\$ 94,150	\$ 94,150	\$ 98,718	\$ 4,568	4.9%

**Charleston County Public Library
General Fund Annual Budget**

	<u>FY 2013 YTD Actual</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 Projected Actual</u>	<u>FY 2015 Annual Budget</u>	<u>Budget Change 2014 vs. 2015 Amount</u>	<u>Percent</u>
Miscellaneous Expenditures	\$ 157	\$ -	\$ 2,437	\$ 500	\$ 500	100.0%
Capital Expenditures						
Main Library Renovations	\$ 51,465	\$ -	\$ -	\$ -	\$ -	0.0%
Vehicles	\$ 51,404	\$ -	\$ 42,413	\$ -	\$ -	0.0%
IT Purchases (one-time funds)	\$ 38,275	\$ -	\$ -	\$ -	\$ -	0.0%
Capital Expenditures	\$ 141,144	\$ -	\$ 42,413	\$ -	\$ -	0.0%
Total Expenditures	\$ 15,425,067	\$ 16,396,629	\$ 15,826,389	\$ 16,175,211	\$ (221,418)	-1.4%
Fund Balance Increase (Decrease)	\$ (264,371)	\$ (958,192)	\$ (365,270)	\$ (489,270)	\$ 468,922	-48.9%
Fund Balance at Beginning of Year	\$ 1,896,388	\$ 1,632,017	\$ 1,632,017	\$ 1,266,747	\$ (365,270)	-22.4%
Fund Balance at End of Year	\$ 1,632,017	\$ 673,825	\$ 1,266,747	\$ 777,477	\$ 103,652	15.4%

June 2014
Board Notes

Item 10. Every June the Board selects a new slate of officers. The Nominating Committee will bring its slate to the meeting. Nominations can be made from the floor at the meeting.

Item 11. The Board reviews all policies every year. They have an opportunity to add policies, review policies, modify policies and delete policies. This year we have two policy requests. One is a new smoking policy, which will appear as a standalone policy and will be incorporated into the Code of Conduct Policy. The other request is an addition to our Collection Development Policy and defines our Archive policy. It is meant to clarify the purpose of the collection to provide security guidelines to protect the collection and the organization.

Item 12. This item is on the agenda to provide an update of the Capital Plan. The Council has approved the wording for the referendum.

Item 13. Our CFO, Perry Litchfield, will present the FY15 budget for your approval. We received a small increase of approximately \$188,000. Staff receives a 1.8 percent COLA. Pages get a \$.15 per hour increase and Main Library employees will no longer pay for parking out of their pockets. State money remains the same as last year.

Item 14. We are requesting that \$15,000 be transferred from our Coastal Community Foundation Fund to be used for Charleston Tells.

Item 15. It is time for the annual evaluation of the Executive Director. We are completing year two of a five year agreement.

CIRCULATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	351,791	366,469	-4.01
BOOKMOBILE	21,904	25,310	-13.46
CRM	126,782	144,527	-12.28
DART	65,469	63,343	3.36
JAMES ISLAND	200,925	205,811	-2.37
WEST ASHLEY	156,939	167,715	-6.43
VILLAGE	33,039	39,265	-15.86
MT PLEASANT	618,919	619,598	-0.11
ST ANDREWS	432,063	456,272	-5.31
DORCHESTER RD	182,116	207,504	-12.23
OTRANTO RD	204,806	232,407	-11.88
JOHN'S ISLAND	195,439	207,031	-5.60
POE	26,085	26,807	-2.69
EDISTO	12,031	14,848	-18.97
FOLLY	23,397	22,524	3.88
ST PAULS	20,309	22,233	-8.65
MCCLELLANVILLE	12,641	14,246	-11.27
Total Downloads	323,264	239,644	34.89
TOTALS	3,007,919	3,075,554	-2.20

USER VISITS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN**	300,597	320,779	-6.29
BOOKMOBILE	8,445	9,781	-13.66
CRM	154,685	148,585	4.11
DART	64,931	82,361	-21.16
JAMES ISLAND	106,537	110,903	-3.94
WEST ASHLEY	113,485	120,122	-5.53
VILLAGE	15,870	17,700	-10.34
MT PLEASANT	233,654	232,378	0.55
ST ANDREWS	233,268	227,048	2.74
DORCHESTER RD	122,430	134,888	-9.24
OTRANTO	150,542	168,549	-10.68
JOHNS ISLAND	113,214	113,364	-0.13
POE	11,174	11,200	-0.23
EDISTO	4,772	5,784	-17.50
FOLLY	11,642	12,019	-3.14
ST PAULS	8,720	9,841	-11.39
MCCLELLANVILLE	11,817	11,526	2.52
TOTALS	1,665,783	1,736,828	-4.09

*WiFi use only partial stats due to changing Meraki system

**Main User Visit Counter broken for several months so used averages for those months

***Library system was closed on January 29th, and half days on January 28th and January 30th due to weather issues. This is 2 full days without patron usage.

***Library system was closed on February 12th and February 13th due to weather issues. This is 2 more full days without patron usage for a total of 4 full days

** The Charleston Tells event numbers were added to the Main Library programming numbers

PC USE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	75,874	80,691	-5.97
BOOKMOBILE	0	0	0.00
CRM	29,256	30,340	-3.57
DART	15,160	16,151	-6.14
JAMES ISLAND	15,731	13,259	18.64
WEST ASHLEY	15,464	16,526	-6.43
VILLAGE	3,051	3,753	-18.71
MT PLEASANT	32,202	33,404	-3.60
ST ANDREWS	52,977	55,617	-4.75
DORCHESTER RD	25,050	25,060	-0.04
OTRANTO RD	40,287	41,371	-2.62
JOHN'S ISLAND	29,030	33,164	-12.47
POE	1,057	1,236	-14.48
EDISTO	1,388	1,989	-30.22
FOLLY	1,772	2,051	-13.60
ST PAULS	4,752	5,160	-7.91
MCCLELLANVILLE	2,197	2,030	8.23
Wifi USE**	223,497	208,028	7.44
TOTALS	568,745	569,830	-0.19

OUT-OF-COUNTY
REGISTRATIONS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	53	27	96.30
BOOKMOBILE	1	0	100.00
CRM	16	5	220.00
DART	2	0	100.00
JAMES ISLAND	5	1	400.00
WEST ASHLEY	6	2	200.00
VILLAGE	5	3	66.67
MT PLEASANT	49	30	63.33
ST ANDREWS	20	10	100.00
DORCHESTER RD	57	70	-18.57
OTRANTO RD	89	125	-28.80
JOHN'S ISLAND	1	2	-50.00
POE	1	0	100.00
EDISTO	5	15	-66.67
FOLLY	1	0	100.00
ST PAULS	0	0	0.00
MCCLELLANVILLE	0	1	-100.00
TOTALS	311	291	6.87

REFERENCE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	180,264	185,542	-2.84
BOOKMOBILE	2,093	2,037	2.75
CRM	38,213	37,843	0.98
DART	19,459	19,522	-0.32
JAMES ISLAND	22,036	20,862	5.63
WEST ASHLEY	24,163	22,635	6.75
VILLAGE	1,093	1,042	4.89
MT PLEASANT	81,222	82,531	-1.59
ST ANDREWS	72,338	73,855	-2.05
DORCHESTER RD	36,387	33,183	9.66
OTRANTO RD	33,027	32,180	2.63
JOHN'S ISLAND	37,731	37,161	1.53
POE	600	491	22.20
EDISTO	346	407	-14.99
FOLLY	5,140	4,806	6.95
ST PAULS	374	372	0.54
MCCLELLANVILLE	6,351	6,540	-2.89
TOTALS	560,837	561,009	-0.03

REGISTRATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	7,368	5,731	28.56
BOOKMOBILE	470	373	26.01
CRM	2,325	2,182	6.55
DART	975	959	1.67
JAMES ISLAND	2,921	1,835	59.18
WEST ASHLEY	3,040	2,004	51.70
VILLAGE	760	397	91.44
MT PLEASANT	8,772	4,977	76.25
ST ANDREWS	5,112	3,642	40.36
DORCHESTER RD	2,878	2,284	26.01
OTRANTO RD	3,220	2,716	18.56
JOHN'S ISLAND	2,902	2,045	41.91
POE	452	288	56.94
EDISTO	118	150	-21.33
FOLLY	422	605	-30.25
ST PAULS	442	282	56.74
MCCLELLANVILLE	294	183	60.66
TOTALS	42,471	30,653	38.55

PROGRAMMING

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN**			
NO OF PROG	1,387	1,409	-1.56
ATTENDANCE	45,976	35,685	28.84
BKMOBILE/OUTREACH			
NO OF PROG	35	28	25.00
ATTENDANCE	3,805	1,787	112.93
CRM			
NO OF PROG	220	240	-8.33
ATTENDANCE	6,514	8,181	-20.38
DART			
NO OF PROG	540	660	-18.18
ATTENDANCE	15,138	18,722	-19.14
JAMES ISLAND			
NO OF PROG	212	184	15.22
ATTENDANCE	8,911	6,748	32.05
WEST ASHLEY			
NO OF PROG	257	220	16.82
ATTENDANCE	8,898	6,551	35.83
VILLAGE			
NO OF PROG	68	54	25.93
ATTENDANCE	1,270	690	84.06
MT PLEASANT			
NO OF PROG	408	344	18.60
ATTENDANCE	20,148	13,756	46.47
ST ANDREWS			
NO OF PROG	592	518	14.29
ATTENDANCE	23,447	17,168	36.57
DORCHESTER RD			
NO OF PROG	355	258	37.60
ATTENDANCE	11,047	5,817	89.91
OTRANTO RD			
NO OF PROG	413	381	8.40
ATTENDANCE	11,391	7,508	51.72
JOHN'S ISLAND			
NO OF PROG	745	676	10.21
ATTENDANCE	18,375	15,412	19.23
POE			
NO OF PROG	344	190	81.05
ATTENDANCE	5,078	3,179	59.74
EDISTO			
NO OF PROG	60	52	15.38
ATTENDANCE	331	267	23.97
FOLLY			
NO OF PROG	125	100	25.00
ATTENDANCE	3,181	1,423	123.54
ST PAULS			
NO OF PROG	15	18	-16.67
ATTENDANCE	374	225	66.22
MCCLELLANVILLE			
NO OF PROG	65	71	-8.45
ATTENDANCE	1,117	1,758	-36.46
TOTALS			
NO OF PROG	5,841	5,403	8.11
ATTENDANCE	185,001	144,877	27.70



Charleston County Public Library

SERVICE EFFECTIVENESS MEASURES FY2014

<i>Through April 2014</i>	MAIN	MTP	STA	OTR	DOR	JOHNS	W ASH	JAMES	CRM	DART	EDI	FOLLY	STP	MCC	POE	VILL	SYSTEM
TOTAL CIRC/VISIT	1.16	2.65	1.87	1.37	1.50	1.74	1.38	1.90	0.83	1.00	2.49	2.00	2.35	1.06	2.32	2.08	1.80
CIRC/FTE	7,844	32,778	20,374	14,474	14,343	12,593	18,183	22,651	13,568	11,853	7,899	14,180	16,612	7,009	9,112	10,468	17,611
COST/CIRC	7.26	1.42	1.86	3.27	3.14	3.72	2.04	1.63	2.53	4.51	4.31	1.96	3.26	5.43	3.31	4.03	2.64
FTE COST/CIRC	4.86	1.26	1.65	2.91	2.76	3.26	1.84	1.45	2.14	3.89	3.73	1.85	2.86	4.74	2.83	3.70	2.15
FTES	41.125	17.250	18.125	13.000	11.625	14.250	7.875	8.125	8.625	5	1.375	1.375	1.125	1.625	2.625	2.875	156
FY12 PERSONNEL BUDGET	1,567,667	711,162	662,517	546,820	459,434	584,154	263,206	267,620	250,439	230,725	40,543	39,642	53,481	53,976	67,595	111,241	5,910,222
FY12 BRANCH BUDGET	2,342,702	802,848	745,909	614,965	522,999	667,078	292,304	300,631	295,911	267,571	46,842	42,020	60,956	61,814	79,090	121,360	7,265,000

YEAR-END FISCAL DATA

	FY2014	FY2013	%
Interlibrary Loans		3,304	
Reference Questions		657,204	
Summer Reading Participants		13150	
User Visits		1,910,545	
County Population (est. 2012)		370,000	
Total Circulation		3,382,488	
Circulation per Capita		9.14	