

AGENDA

Charleston County Public Library

Board of Trustees Meeting

June 23, 2015

5:15pm

#	TOPIC	WHO	ACTION/ PROPOSED ACTION	FOLLOW-UP
1	Welcome	Janet Segal		
2	Public Comment			
3	Board Comment			
4	Freedom of Information Report	Susan Parsons		
5	Deletions and/or Additions to Agenda			
6	Minutes from May 21 and May 26, 2015 meetings		Accept	
7	Friends of the Library Update			
8	Library Reports: A. Director's Report			
9	Trespass Appeal			
10	Board of Trustees Bylaw Review			
11	Library Capital Plan			
12	Election of Board Officers			
13	Policy Review			
14	Budget Approval			
15	\$10,000 fpr Charleston Tells from Coastal Community Foundation Funds			
16	Adjournment			

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

This Board meeting will be held at the Main Library,
68 Calhoun Street, Charleston, SC 29401

CHARLESTON COUNTY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
May 26, 2015

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, May 26, 2015, at 5:15p.m. at the St. Andrews Regional Library.

Board members present were Ms. Burgess, Mr. Fava, Mr. Moore, Ms. Hollinshead, Mr. Clem, Mr. Brack and Ms. Reider. Ms. Manigault, Mr. McKellar, Mr. Norris, and Ms. Segal were unable to attend. Staff members present were Doug Henderson, Cynthia Bledsoe, Perry Litchfield, and Susan Parsons. Ms. Barbara Ball representing the Friends of the Library, was also in attendance.

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

Public Comment

Ms. Burgess asked whether there was any public comment. There was none.

Board Comment

Ms. Burgess asked whether there was any Board comment. There was none.

Deletions or Additions to Agenda

Ms. Burgess asked whether there were any deletions or additions to the minutes. There were not.

Minutes of Previous Meeting

The minutes of the April 28, 2015 regular meeting were reviewed.

Mr. Brack noted that he would like it on the record that he voted no in regards to using library money to help fund the December staff holiday party.

The minutes were accepted as written, with the addition that Mr. Brack requested.

Trespass Appeal

Ms. Burgess noted that the fourteenth item on the agenda would be moved up to number seven. She asked whether Mr. Grant-Davis was in attendance and he was not.

Mr. Henderson read aloud a letter written by Mr. Grant-Davis requesting his trespass notice be removed. He also read the report written by staff about the latest incident.

Mr. Henderson then stated that the library's concern is that Mr. Grant-Davis' actions are extreme. He comes off very violently and added that some staff that were in attendance while the latest disturbance took place, were concerned that he would strike Ms. Darlene Jackson, the Main Library Manager. Mr. Henderson added that Mr. Grant-Davis is also banned from the Charleston County Public School system buildings except when attending public hearings.

Mr. Fava noted that he saw part of the interaction.

Mr. Henderson stated that when Mr. Grant-Davis was allowed back in the libraries recently it was with the stipulation by the Board that if another incident occurred Mr. Grant-Davis would be permanently banned.

Mr. Moore asked whether Mr. Grant-Davis was a veteran, since he mentioned that he has PTSD. Mr. Henderson responded that he is not.

Mr. Fava moved that Mr. King-Grant Davis be placed permanently on trespass. Ms. Reidner seconded the motion and the motion carried.

Mr. Brack asked whether Mr. Grant-Davis could request another hearing to reconsider the trespass notice. Mr. Henderson responded that it is up to the Trustees to decide.

Friends of the Library Update

Ms. Ball reported that the Friends will hold a book sale in the auditorium of the Main Library from June 19 through June 21. She invited everyone to attend.

Ms. Ball stated that online book sales are going very well, and are getting better all the time with the newly hired part time person that is in charge of that program.

Director's Report

Mr. Henderson reported that Piccolo Spoleto started this week and ends June 2nd. He noted that about 1,000 children attended the Piccolo event at the Main Library

today. Some of them had to watch the program from the waiting room, because the auditorium could not accommodate everyone.

Mr. Henderson stated that the library also participated in Family Day at Marion Square and it was very successful.

Mr. Henderson stated that Thursday recommendations for new library locations will be given to the County Council. He added that he met with Mr. Walt Smalls, of the County, to see what should be part of the presentation.

Library Capital Plan

Mr. Henderson reported that the library has requested three additional staff positions. However, we are still going through the budget cycle. He added that there has been a 5-4 vote to basically approve the positions, but the budget is nowhere near done. After the presentation Thursday, we will know more.

Mr. Fava said that at the next normal meeting, maybe County staff can give an update and periodically after that there should be some County staff attending these monthly Library Board meetings.

Mr. Henderson noted that the reason there are no County staff here tonight is because they are at a Public Services Commission meeting. He added that he will invite a County staff member to every meeting from now on.

Financial Report through 3rd Quarter

Mr. Litchfield reported that we are currently on the positive side with financials but that will change. We predict a \$250,000 to \$300,000 deficit by the end of the fiscal year.

Mr. Fava asked whether there was a response from the County to our request asking them to reconsider things. Mr. Litchfield responded that they did agree to give us an extra vehicle, but that was it. He added that there is a proposal to add fifty-one EMT full time employees and twenty-one more police officers.

Mr. Litchfield noted that the budget has been approved but they have reserved the right to change it through the third hearing.

Mr. Henderson noted that we are also asking for \$1.7 million in lottery funding, so that would really help.

Ms. Burgess reminded Mr. Litchfield that at the last Board meeting the Trustees asked the Library staff to go the County with a request for vehicles. Mr. Litchfield

responded that we did that and we will receive to replacement delivery trucks. Mr. Henderson added that we also requested funding for Sunday hours, but we did not received that.

Nominating Committee for Officers

Ms. Burgess noted that Trustees are needed to volunteer for the Nominating Committee for Officers. Mr. Henderson noted that there should only be two Trustees on the committee so that they can phone and email each other without public notice.

Ms. Reider and Mr. Brack volunteered, and Ms. Burgess said that they will be the members of the Nominating Committee.

Policy Review

Mr. Henderson reported that the yearly policy review is at hand, and if there are any policies you would like to add, delete or modify, please let him know by June 16th, so that they can be discussed at the next Board meeting in June.

Mr. Henderson stated that as of right now there are two policies that will be discussed.

Mr. Henderson noted that the first is in regards to the library card policy. There are a lot of requests from private schools. The second is a new TERI policy, which is a state retirement incentive. The entire plan will end in 2018 and the new rule states that after an employee TERI's they cannot be rehired. This would take effect in 2018, and it states that when a staff member TERI's, their job will be posted.

Mr. Clem asked how many staff members would be affected by this policy change. Mr. Henderson responded that there is one person at the library.

Mr. Henderson noted that there also was a staff request that an anti-bullying policy be added, but he stated that he wants to look more closely at that request, as it may already be covered in other policies.

Mr. Brack asked whether the Board of Trustees By-Laws should be looked at during the policy change meeting. He said he is mentioning this because Councilwoman Johnson wants to vote, but the By-Laws state that only the Board can vote on action issues. He added that perhaps this part of the By-Laws should be more explicit.

Ms. Reider agreed that review of the Board By-Laws should be added to the next Board of Trustees meeting agenda. Mr. Henderson noted that Ms. Parsons would send the Board By-Laws and a link to the library policies to all of the Board members tomorrow, Wednesday, May 27th.

Communication Update

Mr. Henderson reported that it is very hard to communicate since the County is one hundred miles long, and there are sixteen library branches that are open different hours.

Mr. Henderson noted, though, that we do put out a newsletter every week and it is emailed to every staff member. In addition there is also a County newsletter sent to everyone.

Mr. Henderson added that there is also a Library Staff Forum on the Intranet, run by staff, and there is a Library Communication Committee made up entirely of front-line staff. They hold meetings four to five times per year.

And finally, Mr. Henderson stated that he has an open door policy, and every Friday he brings donuts and encourages staff to chat about anything on their mind when they get come into his office for one.

Ms. Burgess adjourned the meeting at 6:00p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Maya Hollinshead". The signature is written in a cursive, flowing style.

Maya Hollinshead, Secretary

CHARLESTON COUNTY LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING MINUTES
MAY 21, 2015

The Charleston County Library Board of Trustees met for a special meeting on Thursday, May 21, at 5:15 p.m. in the Main Library Board Room.

Board members present were Ms. Manigault, Mr. Clem, Mr. McKellar, Ms. Reider, Mr. Brack, Ms. Hollinshead, Ms. Segal, Mr. Fava, and Mr. Moore. Ms. Burgess and Mr. Norris attempted to join the meeting via telephone but were unable to hear the progress of the meeting so were not counted in attendance. Staff members present were Doug Henderson, Cynthia Bledsoe and Nancy Sullivan. Mr. Smalls and Mr. Whitley, County staff, were also in attendance.

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

She stated the purpose of the meeting is a working meeting to discuss the potential library sites for the new James Island and West Ashley branch libraries. She informed the members of the public, that since this is a working meeting, public comment was not part of the agenda. As directed by County Council, the Board is to make a recommendation to County Council for both sites.

Mr. Brack explained the evaluation criteria the Board will be using to rank the available properties. He indicated the worksheet is a tool and is meant to gauge different values to come up with a score for each property based on the set criteria.

James Island – Mr. Henderson used a GIS map, created by GIS staff of Charleston County. The map shows each of the proposed sites and a two mile radius overlay to indicate the population served by each proposed site. See attached slides, site information, and population estimations from BCDCOG.

Mr. Fava asked Mr. Whitley if County staff and any information that might disqualify any of the sites such as lack of public transportation, wetlands, etc. Mr. Whitley answered that as far as County Staff know right now there are no reasons to disqualify any of the proposed sites.

Ms. Hollinshead asked for more information about the BiLo site. She asked about the age of the building and Mr. Whitley stated it was built in the early 80's. The building has been gutted and is ready for retrofit. Ms. Hollinshead expressed her concern about the age and condition of the building. Mr. Whitley indicated the building has been inspected by him and a staff engineer, and while the building is old, the structure is in good condition. He did indicate the roof will need to be replaced and because of the roof there are some moisture problems in a few areas of the building but they are sure these issues are due to the roof and will be resolved once the roof is replaced. Mr. Whitley assured the Board, if selected, the BiLo building would be brought into full code compliance and once the building is retrofitted for the new library it will, essentially, be a new building. Mr. Brack expressed his appreciation in being able to retrofit an existing building. Ms. Segal asked if the developer would split the building so that only what is needed could be purchased. Mr. Whitley indicated the developer is willing to negotiate this option.

Mr. McKellar and Ms. Hollinshead asked about the visibility of these properties from the street/road. Mr. Whitley indicated the Ft. Johnson site is the only site that actually has frontage on the road.

Ms. Reider stated the Board should look at each of these factors and think logically about them in order to make an informed decision. Mr. Henderson reminded the Board that the reason for a library is to serve the majority of the population of the community.

Each Board member completed a Site Selection Worksheet for James Island. Mr. Clem tallied the worksheets and entered the scores into an Excel Worksheet. The scores were averaged and the rankings of sites were as follows:

- #1 – James Island Public Service District (JIPSD) site
- #2 – BiLo site
- #3 - Ft. Johnson Road site

Mr. Fava recommended presenting three to Council since the #1 site has not been confirmed. Ms. Reider indicated she would like to present a #4 Baxter Patrick to Council as well since there has been so much interest and input from that community. Ms. Hollinshead agreed with Ms. Reider. Mr. Clem indicated he did not feel that was what Council directed the Board to do and he did not feel that presenting four out of seven sites was acceptable. Mr. Fava said he felt we had done the job Council asked of the Board. Ms. Manigault said she appreciated the due diligence but feels we should include Baxter Patrick. Mr. Moore agreed as well. Mr. Clem agreed that all opinions are important and subjective. The worksheets allows both subjective and objective input. He said he has been impressed with the Baxter Patrick community and even though the other communities have not appeared personally before Council or the Board to speak out about other locations, the Board has heard from them in other communications. Mr. Clem felt the Board and Library would be best served by recommending two sites to County Council. Mr. Brack made a motion to recommend to County Council the James Island Public Service District site as the first choice pending its availability. If the JIPSD site is not available the recommendation is the second choice of at least 25,000 sq. ft. of the BiLo site. Mr. Clem seconded the motion. The vote was carried by a margin of 6-3. Mr. Moore, Ms. Manigault, and Ms. Hollinshead voted against the motion.

West Ashley- Mr. Henderson presented the information for the proposed sites for the West Ashley (Bees Ferry Road) location. Out of twelve locations six were determined to be viable sites. All of the sites presented serve the same population area. The worksheets for the sites were completed. The top three sites recommended were as follows:

- #1 – Bees Ferry/Sanders Rd.
- #2 – Essex Farms/2095 Glenn McConnell Parkway/Essex Farms Drive
- #3 – West Ashley High School

Mr. McKellar made a motion the Board recommend to Council the Bees Ferry Rd/Sanders Rd site as the first choice and the Essex Farms site as the second choice. Mr. Fava seconded the motion and the vote carried unanimously.

There being no further business the meeting was adjourned at 8:20 p.m.

Respectfully submitted,


Maya Hollinshead, Secretary

Director's Report
June 2015

Thursday night I got a call to let me know that Kim Odom, Dart Branch manager, had been asked to give an interview on the MSNBC show The Last Word. Kim is not a public speaker and she does want the spotlight. She is a dedicated Librarian who understands what we do and why we do it. She accepted the invitation to do the interview because she wanted people to know that the senseless slaughter that took place Wednesday night was not just another news story in a string of news stories that are to be reported and shelved. She wanted people to know that Cynthia Hurd was a shining light. That Cynthia Hurd was a loving and funny person who believed that it is our place on this Earth to help our neighbors, to be part of the community and to make a difference. That she was more than just a friend but she was a mentor. Kim asked if I would go with her. She did not want to go alone. About 10:55 Kim stood in front of the camera at the corner of Calhoun and Meeting Street. In three minutes Kim shared her feelings. Told everyone who Cynthia was. She shared that this was a collective pain. I hope I never have to do that again but I was glad that I could accompany Kim and I was happy that she had the opportunity to share her feelings. We will all miss Cynthia.

I want to let you know about a couple of new services we are offering. We are now providing our customers streaming music. They can stream up to three hours of music daily through Freegal. This is in addition to the songs they can download. We did a soft opening on June 15 and did 600 downloads that day. We are also offering streaming video of independent films through Indie Flix. This service has been active for a while and its use is growing steadily. You are aware that our Circulation statistics are down due to the change in our DVD policy and because Tumblebooks now requires customers to type in their library card numbers. We hope these new services help increase our circulation.

We had over 4500 children attend our Piccolo Spoleto programs at the Main Library. Every program was a full house. We also had 40 children attend our bilingual program at the Dorchester Library. Carol Hull and Alfreda Doyle worked for months preparing for the program and this is the largest turnout we have had for this type of program. They are going to continue working with the community and sharing the program throughout the system.

I would also like thank James Campbell and his family for establishing the Dubois Kenyatta Campbell Memorial Endowment. The endowment will be set up through the Coastal Community Foundation. The purpose of the Foundation is to provide grants to the Dart Library to purchase electronic books or other state-of-the-art delivery systems with the most up-to-date-world-class scientific content, appropriate for readers from pre-kindergarten through 8th grade as well for continuing education. They family will place \$2,000 annually until it builds to \$15,000 and we will have access to the interest for projects.

Board Notes
June 2015

9. Trespass appeal

Last September the Board agreed to allow Mr. King Grant Davis to return to the Library but reminded him that this was his last opportunity. Mr. Grant Davis began exhibiting inappropriate behavior in March 2015 and it culminated with an incident that took place on May 13, 2015. We are recommending that he be permanently trespassed from all Charleston County Public Library facilities.

10. Board of Trustees Bylaws Review

The Board has expressed interest in reviewing and updating the Board bylaws.

11. Capital Plan

We are trying to prepare a report for County staff that shows what it will cost to operate a 15,000 sq. ft. and a 20,000 sq. ft. building at Baxter Patrick and to operate the existing facility with minor renovations. We are looking at maintenance costs. Long term computer costs, etc. We will get as much done as we can. County staff will be at the meeting to present an update and to answer questions.

12. Election of Officers

Every June the Board elects new officers. The Nominating Committee will present their slate of candidates and nominations will be accepted from the floor.

13. Policy Review

The Board will be asked to consider modifying the Library Card Policy so that teachers who teach in k-12 schools located in Charleston County but do not live in Charleston County may get a free library card. We also are asking that the board consider changing the Code of Conduct section concerning proper attire in the Library.

14. Budget Approval

The County Council has approved the FY16 budget and we are asking the Library Board to adopt it. Perry Litchfield, our Finance Manager, will be present. We are still waiting for the State to finish its deliberations.

15. Charleston Tells

We currently have over \$17,000 in interest in the Coastal Community Foundation. We would like to allocate \$10,000 toward Charleston Tells.

Coastal Community Foundation of South Carolina, Inc.
635 Rutledge Avenue, Suite 201
Charleston, South Carolina 29403

Dear Friends:

I am pleased to have the opportunity to make an irrevocable charitable gift of two-thousand dollars (\$2,000.00) to Coastal Community Foundation of South Carolina, Inc. ("CCF" or the "Foundation") upon your acceptance of the gift and the following terms and conditions:

1. A designated endowment fund shall be established on the books of the Foundation and named the **DuBois Kenyatta Campbell Memorial Endowment** ("the Fund"). The primary purpose of the Fund will be to provide grants to the John L. Dart Branch of the Charleston County Public Library system for the purchase of electronic books or other state-of-the art delivery system with the most up-to-date world-class scientific content, appropriate for readers from pre-kindergarten through the 8th grade level, as well as for teachers for their continuing education. I understand that grants from the Fund will not be made until the end of the fourth quarter after the Fund has been established.
2. I understand that I have five years to endow this Fund at \$15,000. If, by the end of five years from the date of this agreement, the corpus of the Fund is not \$15,000, the funds will be transferred to the Foundation's Public Trust Fund to strengthen annual unrestricted grantmaking in CCF's service area.
3. The Fund shall include the property delivered with this letter, any other property which hereafter may be transferred to the Foundation by me or any other source and accepted by the Foundation for inclusion in the Fund, and all undistributed income from all such property.
4. The Fund will be used only for charitable purposes, as described in the *Internal Revenue Code of 1986* (the "Code"), and in furtherance of the Foundation's mission by contributions to the designated organization(s) named above.
5. I agree that in order to comply with Executive Order 13224 and the Patriot Act, no funds provided by this Fund may be used to support terrorist organizations or those who may be otherwise associated with terrorists.
6. We understand that the Foundation operates on the basis of investing for Total Return, such that income and capital appreciation (or loss) are considered, in combination, as Total Return. Given this policy, the amount for annual distributions for grantmaking from the Fund will be determined by the Foundation's Board of Directors (the "Board") from time to time as an amount reasonably expected to be available without jeopardizing the underlying assets of the Fund. Such determination will be consistent with the distribution policies of other endowed funds managed by the Foundation.
7. The Foundation will charge its standard support fee as determined by its Board of

Directors. Fees are calculated and deducted quarterly.

8. The Fund will be the exclusive property of the Foundation and will not be deemed a separate trust held by it in a trustee capacity. It will be administered under and subject to the Foundation's Bylaws, as amended, including its "variance power" which gives the Foundation's Board the ability to redirect funds should the purposes for which they were given become, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community or area served by the Foundation, as stated in Section 1.170A-9(f)(11)(v)(B), U.S. Treasury Income Tax Regulations.
9. It is intended that nothing in this Agreement shall affect the status of the Foundation as an organization described in Sections 501(a) and 501(c)(3) of the Code as amended, and as an organization which is not a private foundation within the meaning of Section 509(a) of the Code, and this Agreement shall be interpreted in accordance therewith. References to provisions of the Code are deemed references to the corresponding provisions of any future Code. This Agreement will be interpreted in a manner consistent with the above intention and in accordance with all applicable South Carolina and Federal laws and related regulations issued. The Foundation shall administer the Fund in such a manner as to conform to the provisions of any applicable law or government regulation in order to carry out the above intention, including by amendment to this Agreement, if such amendment is necessary to carry out the intent of this Paragraph 9.

Please indicate below your acceptance of this gift and the above terms and conditions.

Very truly yours,

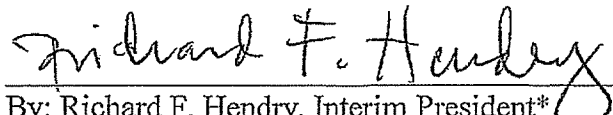

James E. Campbell

June 9, 2015
Date


Paul T. R. Campbell

June 9, 2015
Date

Accepted this 9th day of June, 2015


By: Richard F. Hendry, Interim President*
Coastal Community Foundation of South Carolina, Inc.

*acceptance of agreement contingent upon CCF Board approval

Charleston County Public Library

Code of Conduct

Updated 6-24-2014

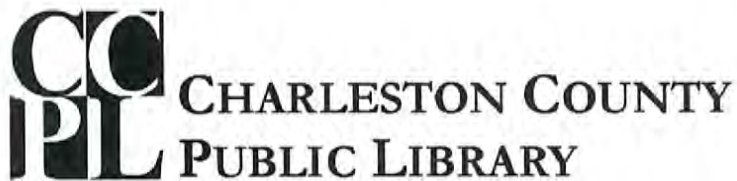
For the comfort and safety of patrons, volunteers and staff, and the protection of Library property, the following actions are examples of conduct not allowed on Library property:

- Violating any 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 any library entrance;
- Possessing weapons;
- Creating any loud, unreasonable and/or disturbing actions – by an individual or electronic device, including cell phones – that could interfere with the ability of others to use and enjoy library services;
- Being under the influence of, selling and/or possessing alcohol or illegal drugs;
- Threatening behavior toward another person, either verbally or physically;
- Sleeping or putting your head, feet or legs on tables, smoking, sitting on stairs, rearranging or misusing library furnishings;
- Eating. Drinking from containers without lids;
- Using library facilities or equipment for other than library purposes, including loitering, solicitation, selling or distributing materials without prior written authorization;
- Leaving a child under nine years old in the library unattended by a responsible person;
- Leaving a child or young adult under 18 years old in the library after closing time;
- Bringing animals in library buildings, except for licensed service animals;
- Misusing library restrooms to bathe, shave, change clothes, loiter or any other inappropriate behavior;
- Entering non-public areas of the library or using non-public library telephones, without permission;
- Stealing or defacing library property, including books and other materials;
- Taking library property, including books and non-print materials outside library buildings without following established loan procedures;
- Using library computers inappropriately, including, but not limited to: viewing inappropriate websites; using the Internet for illegal purposes; displaying, sending or printing obscene materials; damaging, altering or tampering with the library's equipment or software; and manipulating or interfering with the time management and print management software;
- Entering the library buildings ~~barefooted, without a shirt~~ without being fully clothed, including shoes, shirt, and pants, shorts, dress, or skirt;
- Entering the library buildings with offensive body odor or personal hygiene;
- Bringing personal items into the library that will not fit comfortably under a chair or leaving items unattended. Bags should be no larger than 18 inches long. Larger bags of any type, including bedrolls

and luggage, are prohibited. Bringing in items with a foul odor that alone, or in their aggregate, could impede the safety of others;

- Leaving personal items unattended and/or storing personal items in the library;
- Bringing wheeled devices into the library, other than wheelchairs, walkers, strollers or wheeled book bags. Bicycles shouldn't be brought into library buildings;
- Refusing to leave the library at the designated closing time;
- Disregarding fire regulations; and
- Failing to comply with the 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 a library facility. 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.



LIBRARY CARD POLICY

Purpose: To define who is eligible to receive a free library card for the Charleston County Public Library

Every resident of Charleston County is eligible to receive a free library card, regardless of age.

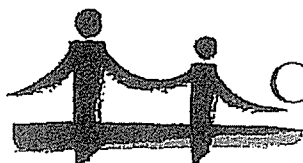
Resident shall be defined as persons:

- a. living in Charleston County;
- b. owning property in Charleston County;
- c. owning a business in Charleston County;
- d. employee of Charleston County;
- e. attending school in Charleston County; **and**
- f. members of the military and their families.
- g. *teachers of accredited k-12 schools in Charleston County*

No one else will be eligible to receive a free Charleston County Public Library card.

Library cards will be updated annually to verify addresses and to ensure all outstanding charges are paid.

Residents of other counties in South Carolina may purchase a library card for an annual fee, which will be set annually by the Director



COASTAL COMMUNITY FOUNDATION
OF SOUTH CAROLINA

Give Back. Look Forward.

Designated Fund Guidelines

Approved by the Board of Coastal Community Foundation

August 2010

Coastal Community Foundation welcomes the opportunity to partner with donors who wish to create endowments for the perpetual benefit of their preferred charitable organizations. Gifts made to these endowments are managed for the long-term. Once a Designated Fund reaches its minimum endowed amount of \$15,000, a check for the spendable amount of the fund is mailed to the organization each year (or less frequently, if requested by the recipient organization). Coastal Community Foundation currently calculates the spendable (or grantable) amount as 4% of the average balance in the organization's endowment over the 20 most recent quarters.

Reasons for Starting an Endowment

Reasons donors create designated endowments include:

- Giving the organization greater financial stability by providing a permanent source of future revenue for operations;
- Potentially reducing the amount of time spent in annual fundraising;
- Accommodating donors who want to make both major and deferred permanent gifts;
- Responding to changes in giving patterns, donors' motivations and funding sources;
- Ensuring the organization's work may continue for as long as it is needed; and
- Making certain that the donor's wishes are honored in perpetuity.

Benefits of Using Coastal Community Foundation's Services

Many donors and organizations find the set-up and management of an endowment difficult, time-consuming, and expensive. Therefore, they rely on the Foundation to administer their endowment funds. Advantages of setting up an endowment with Coastal Community Foundation include:

- The Foundation's services are economical and administratively efficient;
- Coastal Community Foundation provides professional investment management and fiduciary services with greater diversification, less risk and less cost;
- The Foundation handles all government reporting and regulatory requirements;
- The Foundation offers gift planning assistance;

- No matter what changes occur in the organization's governing board and staff, the fund will be administered as stated in the fund agreement; and
- Coastal Community Foundation's Board of Directors provides knowledgeable oversight of the investment management of all its endowment funds.

Administration

With many years of endowment management experience, the Foundation has well-established procedures for administering endowments.

- Donors may send or deliver cash or other property directly to Coastal Community Foundation. We will record gifts in each donor's name. Thank you notes and receipts are promptly mailed to donors, and the organization is notified.
- Once contributions are deposited in the organization's endowment fund at the Foundation, they are combined into an investment account.
- Gifts are invested in a diversified investment portfolio to ensure safety, growth, and earnings over the long-term with low management costs.
- Each fund is credited for the value of its gifts so that its share of earnings from the investment account can be determined and deposited into the organization's designated endowment fund.
- These earnings, less fees, are paid out to the nonprofit organization as agreed in the fund agreement.
- Checks for the grantable amount are usually sent during the year, depending on the organization's specific need.
- Annual financial reports, indicating the value of the fund, are sent to the donors creating the fund.
- The Foundation files federal form 990 with the IRS each year, reporting on all funds.

Establishing a Fund

Beneficiary organizations: Coastal Community Foundation will create endowments for public charities only. In general, a public charity is a nonprofit organization that derives its funding or support primarily from the general public. Coastal Community Foundation cannot establish endowments solely for the purpose of benefitting a private foundation or an organization that attempts to influence legislation as a substantial part of its activities or participates in any campaign activity for or against political candidates. The Foundation suggests that a donor wishing to create an organization endowment consult with the Foundation's staff if there are any questions concerning the eligibility of the organization.

Fund agreement: Designated fund endowments are created using a simple agreement that outlines the fund's purpose and how it will operate. Both the donor and the Foundation's president sign the agreement.

Periodically, Coastal Community Foundation staff offers an administration meeting for the organizations with endowments, covering topics such as: investment returns, planned giving, etc. Foundation staff will also meet one-on-one at the organization's request.

Contributions: Designated funds are established with a minimum gift of \$15,000. Additional gifts of any amount may be made to the fund at any time.

Designated funds may also be started as endowments-in-progress (EIP) with as little as \$2,000. Donors are strongly encouraged to build the fund to \$15,000 over a five-year period. If, after five years, the fund has not reached \$15,000, the fund may be closed and the assets may be used to support unrestricted or field-of-interest grantmaking.

Gifts of Closely Held Stock or other Illiquid Assets: Stock from a corporation for which most of the voting stock is held by a small number of shareholders, but which is still publicly traded, is known as **Closely Held Stock**. **Illiquid Assets** are assets that are not easily and quickly converted into money, for example, real estate.

Funds holding Closely Held Stock or Illiquid Assets will be charged the same administrative fees as all other funds at the Foundation. There should be written assurance that the affected fund will have adequate cash to pay administrative fees, either from the investment itself or from further contributions by the donor. All paid dividends will be used to offset all or a portion of the fee charged to the account in the same year ending with the anniversary date of the gift. Dividends will be credited to the designated fund only to the extent that they exceed offsetting fees.

Grantmaking

All grants are to be used for purely charitable purposes.

The U.S. Treasury prohibits a distribution of cash grants to individuals from designated funds. Further, the Legal Department of the Council on Foundations advises against making grant distributions to charitable organizations that will use the grants to benefit individuals or to support non-charitable purposes. Disallowed cash grants to individuals include awards for an individual's achievement (e.g., recognition of literary achievement), as well as awards or prizes to an individual to achieve a specific outcome (e.g., produce a report).

If a donor or an recipient organization is not sure whether a grant may be prohibited, a call should be placed to the Foundation to ensure that the grant is permissible.

Investment Management

Coastal Community Foundation invests assets with due regard for prudent risks, grantmaking objectives, and timing of grants from the fund. The Foundation will invest a designated fund's assets in its long-term pool.

Long-term pool: In this pool the Foundation's primary investment objective is to provide

for long-term growth of capital, without undue exposure to risk. This objective is accomplished by investing in a mix of equities, fixed income and cash equivalents that allows participation in rising markets while providing reasonable protection in falling markets. This pool is recommended for funds where the donor's grantmaking objective is satisfied by a long-term spending rate of 4%.

Fund statements: Donors will receive quarterly financial statements reflecting contributions, grants made, income, appreciation/depreciation, fees, and grantable proceeds available for grantmaking. At any other time, donors may call staff for a current report.

Fees: The current annual fee is the greater of one percent (1%) of the first one million dollars or \$250; for the next \$4 million the fee is .75%; for amounts over \$5 million the fee is .50%. Fees are calculated and deducted quarterly. For additional services or extraordinarily large grants, additional fees may be applied.

Variance Power

A paragraph in the fund agreement used to establish a designated fund states:

The Fund will be the exclusive property of the Foundation and will not be deemed a separate trust held by it in a trustee capacity. It will be administered under and subject to the Foundation's Bylaws, as amended, including its "variance power" which gives the Foundation's Board the ability to redirect funds should the purposes for which they were given become obsolete, as stated in Section 1.170A-9(e)(11)(v)(B), U.S. Treasury Income Tax Regulations.

Variance power ensures that the grantmaking from a designated fund most effectively and continually serves the intended charitable purposes of the fund. This power means that the Board of Directors of Coastal Community Foundation will be responsible for deciding where grants should be directed in the event that the designated organization ceases to exist, merges with another organization, or engages in work that is deemed unnecessary, undesirable, impractical or impossible. Accordingly, the Foundation assures that the donor's wishes are supported in perpetuity. This Board responsibility is one of the chief advantages of creating a designated fund at Coastal Community Foundation.

These policies are designed to protect the interests of donors, beneficiary organizations, and Coastal Community Foundation. Exceptions to these policies may be made with approval of Coastal Community Foundation's Board.

CIRCULATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	350,422	351,791	-0.39
BOOKMOBILE	23,439	21,904	7.01
CRM	111,206	126,782	-12.29
DART	58,746	65,469	-10.27
JAMES ISLAND	175,188	200,925	-12.81
WEST ASHLEY	145,121	156,939	-7.53
VILLAGE	34,105	33,039	3.23
MT PLEASANT	586,017	618,919	-5.32
ST ANDREWS	393,555	432,063	-8.91
DORCHESTER RD	157,555	182,116	-13.49
OTRANTO RD	181,914	204,806	-11.18
JOHN'S ISLAND	173,836	195,439	-11.05
POE	25,388	26,085	-2.67
EDISTO	11,623	12,031	-3.39
FOLLY	20,349	23,397	-13.03
ST PAULS	21,210	20,309	4.44
MCCLELLANVILLE	11,739	12,641	-7.14
Total Downloads**	361,386	323,264	11.79
TOTALS	2,842,799	3,007,919	-5.49

USER VISITS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	308,589	300,597	2.66
BOOKMOBILE	7,941	8,445	-5.97
CRM	129,078	154,685	-16.55
DART	72,677	64,931	11.93
JAMES ISLAND	101,950	106,537	-4.31
WEST ASHLEY	107,950	113,485	-4.88
VILLAGE	16,390	15,870	3.28
MT PLEASANT	233,495	233,654	-0.07
ST ANDREWS	221,609	233,268	-5.00
DORCHESTER RD	107,068	122,430	-12.55
OTRANTO	138,562	150,542	-7.96
JOHNS ISLAND	116,245	113,214	2.68
POE	11,960	11,174	7.03
EDISTO	4,730	4,772	-0.88
FOLLY	9,713	11,642	-16.57
ST PAULS	9,529	8,720	9.28
MCCLELLANVILLE	11,797	11,817	-0.17
TOTALS	1,609,283	1,665,783	-3.39

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

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

PC USE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	65,677	75,874	-13.44
BOOKMOBILE	0	0	0.00
CRM	29,033	29,256	-0.76
DART	18,735	15,160	23.58
JAMES ISLAND	14,510	15,731	-7.76
WEST ASHLEY	14,003	15,464	-9.45
VILLAGE	2,510	3,051	-17.73
MT PLEASANT	29,616	32,202	-8.03
ST ANDREWS	46,409	52,977	-12.40
DORCHESTER RD	29,023	25,050	15.86
OTRANTO RD	37,233	40,287	-7.58
JOHN'S ISLAND	23,974	29,030	-17.42
POE	1,147	1,057	8.51
EDISTO	1,314	1,388	-5.33
FOLLY	1,679	1,772	-5.25
ST PAULS	3,217	4,752	-32.30
MCCLELLANVILLE	2,101	2,197	-4.37
Wifi USE	212,885	223,497	-4.75
TOTALS	533,066	568,745	-6.29

**OUT-OF-COUNTY
REGISTRATIONS**

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	60	53	13.21
BOOKMOBILE	1	1	0.00
CRM	12	16	-25.00
DART	0	2	-100.00
JAMES ISLAND	3	5	-40.00
WEST ASHLEY	9	6	50.00
VILLAGE	1	5	-80.00
MT PLEASANT	49	49	0.00
ST ANDREWS	11	20	-45.00
DORCHESTER RD	59	57	3.51
OTRANTO RD	66	89	-25.84
JOHN'S ISLAND	3	1	200.00
POE	1	1	0.00
EDISTO	4	5	-20.00
FOLLY	0	1	-100.00
ST PAULS	2	0	100.00
MCCLELLANVILLE	1	0	100.00
TOTALS	282	311	-9.32

REFERENCE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	161,039	180,264	-10.66
BOOKMOBILE	1,836	2,093	-12.28
CRM	31,911	38,213	-16.49
DART	16,454	19,459	-15.44
JAMES ISLAND	25,231	22,036	14.50
WEST ASHLEY	27,785	24,163	14.99
VILLAGE	1,252	1,093	14.55
MT PLEASANT	70,421	81,222	-13.30
ST ANDREWS	58,300	72,338	-19.41
DORCHESTER RD	27,772	36,387	-23.68
OTRANTO RD	31,266	33,027	-5.33
JOHN'S ISLAND	46,142	37,731	22.29
POE	1,257	600	109.50
EDISTO	232	346	-32.95
FOLLY	4,778	5,140	-7.04
ST PAULS	1,625	374	334.49
MCCLELLANVILLE	6,238	6,351	-1.78
TOTALS	513,539	560,837	-8.43

REGISTRATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	9,111	7,368	23.66
BOOKMOBILE	555	470	18.09
CRM	2,024	2,325	-12.95
DART	1,071	975	9.85
JAMES ISLAND	4,110	2,921	40.71
WEST ASHLEY	3,853	3,040	26.74
VILLAGE	1,013	760	33.29
MT PLEASANT	11,953	8,772	36.26
ST ANDREWS	6,436	5,112	25.90
DORCHESTER RD	3,089	2,878	7.33
OTRANTO RD	3,179	3,220	-1.27
JOHN'S ISLAND	3,712	2,902	27.91
POE	750	452	65.93
EDISTO	132	118	11.86
FOLLY	461	422	9.24
ST PAULS	531	442	20.14
MCCLELLANVILLE	269	294	-8.50
TOTALS	52,249	42,471	23.02

PROGRAMMING

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN***			
NO OF PROG	1,292	1,387	-6.85
ATTENDANCE	49,630	45,976	7.95
BKMOBILE/OUTREACH			
NO OF PROG	44	35	25.71
ATTENDANCE	2,379	3,805	-37.48
CRM			
NO OF PROG	140	220	-36.36
ATTENDANCE	5,143	6,514	-21.05
DART			
NO OF PROG	795	540	47.22
ATTENDANCE	18,859	15,138	24.58
JAMES ISLAND			
NO OF PROG	260	212	22.64
ATTENDANCE	9,264	8,911	3.96
WEST ASHLEY			
NO OF PROG	246	257	-4.28
ATTENDANCE	9,005	8,898	1.20
VILLAGE			
NO OF PROG	65	68	-4.41
ATTENDANCE	1,259	1,270	-0.87
MT PLEASANT			
NO OF PROG	476	408	16.67
ATTENDANCE	20,612	20,148	2.30
ST ANDREWS			
NO OF PROG	557	592	-5.91
ATTENDANCE	18,229	23,447	-22.25
DORCHESTER RD			
NO OF PROG	355	355	0.00
ATTENDANCE	8,865	11,047	-19.75
OTRANTO RD			
NO OF PROG	423	413	2.42
ATTENDANCE	10,957	11,391	-3.81
JOHN'S ISLAND			
NO OF PROG	808	745	8.46
ATTENDANCE	19,092	18,375	3.90
POE			
NO OF PROG	388	344	12.79
ATTENDANCE	7,609	5,078	49.84
EDISTO			
NO OF PROG	62	60	3.33
ATTENDANCE	269	331	-18.73
FOLLY			
NO OF PROG	145	125	16.00
ATTENDANCE	3,089	3,181	-2.89
ST PAULS			
NO OF PROG	54	15	260.00
ATTENDANCE	1,170	374	212.83
MCCLELLANVILLE			
NO OF PROG	70	65	7.69
ATTENDANCE	1,057	1,117	-5.37
TOTALS			
NO OF PROG	6,180	5,841	5.80
ATTENDANCE	186,488	185,001	0.80



Charleston County Public Library

SERVICE EFFECTIVENESS MEASURES FY2015

<i>Through April 2015</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	9,023	30,156	21,873	13,440	12,826	11,964	18,183	25,830	20,804	11,026	7,899	15,588	9,967	7,009	9,112	11,465	18,090
COST/CIRC	7.31	1.44	1.90	3.41	3.09	3.79	2.05	1.61	2.25	4.10	4.23	1.88	3.69	5.53	3.64	4.12	2.65
FTE COST/CIRC	4.71	1.28	1.69	3.04	2.71	3.28	1.84	1.43	1.82	4.10	3.66	1.76	3.25	4.96	2.97	3.74	2.13
FTES	35.750	18.750	18.125	14.000	13.000	15.000	7.875	7.125	5.625	5.375	1.375	1.375	1.875	1.625	2.625	2.375	151.875
FY15 PERSONNEL BUDGET	1,519,350	721,455	669,010	571,480	451,801	589,102	262,768	262,748	213,127	205,603	39,724	37,796	60,817	56,480	71,049	112,655	5,844,965
FY15 BRANCH BUDGET	2,357,049	814,322	751,941	640,927	515,487	680,795	293,568	296,618	263,157	242,975	45,944	40,251	68,976	62,945	87,084	124,034	7,286,073

YEAR-END FISCAL DATA

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