



Charleston County Public Library Board of Trustees Agenda

5:15 p.m., October 25, 2016 | Auditorium, Main Library

- 5:15 p.m. **1. Welcome and Freedom of Information**..... Andy Brack
- 5:16 p.m. **2. Public comment**..... Andy Brack
- 5:19 p.m. **3. Board comment**..... Andy Brack
- 5:22 p.m. **4. Deletions and additions to the agenda**
- 5:23 p.m. **5. Minutes (9/27/16)** Andy Brack
- 5:28 p.m. **6. Friends of the Library update** Brittany Mathis
- 5:33 p.m. **7. Capital plan update & questions** Toni Pattison & Janette Alexander
- 6:00 p.m. **8. Library reports**
 - a. Director’s report.....Nicolle Davies
 - b. 2017 Holiday ClosureNicolle Davies
- 6:10 p.m. **9. Committee Reports**
 - a. Finance..... Susan Strunk
 - b. Foundation..... Steven Clem
 - c. Nominations..... Peggy Reider
 - d. Future.....Maya Hollinshead/Brian Norris
 - e. Building Projects Ed Fava/Pete McKellar
- 6:20 p.m. **10. Quarterly Donations Report**
- 6:25 p.m. **11. Adjournment**

Board service

Term ends Dec. 2016: Brack, Manigault, Segal (*), Strother
 Term ends Dec. 2017: Hollinshead, Norris, Reider, Strunk
 Term ends Dec. 2018: Clem, Fava, McKellar
 * open position due to term limit

CHARLESTON COUNTY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
September 27, 2016

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, September 27, 2016, at 5:15pm in the auditorium at the Otranto Road Regional Branch located at 2261 Otranto Road, North Charleston.

Board members present were Mr. Brack, Mr. Fava, Ms. Segal, Ms. Strunk, Mr. McKellar, Mr. Strother, Mr. Norris, Mr. Clem, Ms. Hollinshead, Ms. Manigault and Ms. Reider. Staff members present were Nicolle Davies, Cynthia Bledsoe, Perry Litchfield and Heather Kiessling. Also present were Brittany Mathis, representing the Friends of the Library, Herbert Sass of Charleston County Council, and Janette Alexander and Walt Smalls from Charleston County.

Mr. Brack called the meeting to order and confirmed that the media had been informed of the meeting and its agenda according to the Freedom of Information Act.

Public Comment

There was no public comment.

Board Comment

Mr. Brack welcomed Nicolle Davies as the new executive director. Mr. Brack also recognized Jen Rogers for her 28 years of service as she enters into her retirement.

Ms. Reider commented that she thought that the Black Ink festival was very interesting and praised the Friends for participating. Andy gave some information about the event.

Deletions and Additions to the Agenda

There were no deletions or additions to the agenda.

Review of Minutes

The minutes were approved as written. Andy mentioned that he would like the minutes to go out before the meeting and for corrections to be sent to Heather Kiessling prior to the board meetings, but that last-minute corrections can still be made during meetings.

Friends of the Library Update

Ms. Mathis spoke on the turnout of Black Ink and that the Friends sold about four boxes of books. She mentioned the Banned Books event taking place on September 28 and invited the board to attend. She explained that the list of banned books comes from the American Library Association. The Friends received a grant

from TRIO Solutions in Mt. Pleasant, who will provide marketing and creative services to the library on a pro-bono basis during its CreateAthon to try and increase online sales. The event will take place October 27-28. She reminded everyone that the Big Book Sale is coming up on October 14-16. The Friends are in need of volunteers and Ms. Mathis invited everyone to sign up online as a volunteer.

Capital Plan Update

Janette Alexander explained the handout passed around to the board.

Mr. Fava asked about the cemetery at the James Island site. Ms. Alexander described the progress they have taken with the cemetery and the measures that will be taken to ensure that the graves are respected.

Mr. Norris asked when the signs for the library sites will be ready. Ms. Alexander said that the signs should be up next month and groundbreaking events are being scheduled.

Ms. Alexander showed another poster with information about the St. Paul's new site. She said that they are working with the adjacent property owners to establish a separate, designated entrance for the library instead of using the town hall's entryway.

Ms. Alexander presented some more updates of the other library sites and after discussion stated that a traffic study would be completed at the site of the new West Ashley branch.

Mr. Fava asked for a breakdown of the referendum money already used. Walt Smalls said that they will provide that at the next meeting.

Yes Carolina Presentation

Mr. Brack introduced Jimmy Bailey, Austin Stone, and Molly Crete of Yes Carolina. Mr. Bailey gave a presentation about Yes Carolina and asked the library to allow his company to train library workers to teach entrepreneurship to the young people in the library.

Mr. Brack thanked Mr. Bailey for his presentation. He said that he would like to explore how to make the program work. Ms. Bledsoe said that they have set aside dates in January for a possible event and that Yes Carolina does charge a fee, but that they are willing to half the fee for the library, leaving about \$4,000 to be paid. Ms. Bledsoe said that they could train as many staff as the library can spare during the four-day training session.

Library Reports

a. Director's Report

Ms. Bledsoe went over the director's report for September. The report

included information about the Race and Social Justice Initiative with the College of Charleston, shortened URLs for library website pages, Fam Jam, and Jen Roger's retirement

i. Peggy Parish Award

Pam Cadden said that she nominated Kim Odom for the Peggy Parish award, provided through the University of South Carolina, and that Ms. Odom was chosen for the award. Ms. Cadden read the nomination she sent to the award committee.

The board congratulated Ms. Odom for her work. Ms. Odom said that she has already bought some new books with part of the cash prize to provide to the Barbershops and Books program.

Mr. Strother said that Ms. Odom is a stellar employee and that she has inspired young women in her community. He thanked her for her service.

b. Audit Report

Mr. Litchfield introduced the auditors from Webster Rogers, Ellen Adkins and Charlotte Allen, who provided the board with a letter concerning the audit. Ms. Adkins covered some of the basics of the audit, including any new accounting policies (there were none), and explained the section describing the total cost of new books. She spoke about the different assumptions that the audit must make, such as shelf life of books. Ms. Adkins said that anything that should be communicated to the board would be in the letter.

Mr. Clem asked about the expenses of the new books, as the cost is both the initial price of the books as well as the cost to make them ready to be distributed. Mr. Litchfield explained that it was decided that those separate expenses should be rolled into the total cost of the books. He said that they went back ten years and edited the records to reflect the new way of keeping track of costs and that no new disclosure is needed.

Mr. Brack stated that the library has completed the draft of the audit and is authorizing the auditors to send it to the county. There was no objection.

Committee Reports

a. Finance

There was no report.

b. Foundation

Mr. Clem said that the first foundation committee meeting took place two weeks ago and began the process of outlining objectives. He said that they wanted to engage the knowledge of someone in this regard and connected with Paula Ellis, the head of the John S. and James L. Knight Foundation. Ms. Ellis is interested in helping the foundation committee and Mr. Clem expects another meeting before the next board meeting.

c. Nominations

Ms. Reider said that Mr. Strother and Mr. Brack are interested in remaining on the board and that they are looking for someone to replace Ms. Segal and Ms. Manigault. They would like a candidate from Hollywood and would like a lawyer on the board. She said that if any of the board knows any lawyers that would be interested, to encourage them to apply for the board.

Mr. Brack said that the county will vote on the board positions in a December meeting and that the nominations will open in November. The recommendation will be sent to the county after the nominations close.

Mr. Brack thanked Ms. Manigault for her service and confirmed with her that she will not continue on the board after December due to her new responsibilities.

d. Future

Ms. Hollinshead said that she visited the Garners Ferry branch of the Richland Library and that they are removing the Dewey Decimal system. She mentioned that the fiction is still in alphabetical order. Richland's Main Library is finishing a remodel.

e. New committee

Mr. Brack said that he is appointing a new committee to help the library be involved in the decision making process with the design build team. The new committee will be the Building Committee, comprised of Mr. Fava and Mr. McKellar. The design build team meetings will have minutes taken so that the board is aware of the process and asked that the minutes be sent to Mr. Fava and Mr. McKellar.

Mr. Brack reminded the board that there are funds in the budget for an ALA membership if anyone is interested. He also reminded the board of the social reception at his house for Ms. Davies.

Adjournment

The meeting was adjourned at 6:50pm.

Respectfully submitted,

Maya Hollinshead, Secretary

Executive Director Report October 2016

Scheduled Closures

The HVAC system is scheduled for replacement at four of the branches. This work will result in four week closures. The schedule is as follows:

Dorchester Monday, November 28 through Thursday, December 22

Otranto Monday, January 2 through Friday, January 27

St. Andrews Monday, January 30 through Friday, February 24

Mt. Pleasant Monday, February 27 through Friday, March 24

We are working to communicate these dates to the public and surrounding community agencies.

Update on West Ashley Branch

The West Ashley Branch in South Windermere remains closed due to flood damage sustained during Hurricane Matthew. The branch will reopen Tuesday, November 1.

Welcome Toni

Toni Pattison is our new project manager, focused on the building projects. Toni recently moved here from Phoenix, AZ. She has a Bachelor of Fine Arts and a Master of Architecture from the Savannah College of Art and Design. Toni brings to the table ten years of design and construction management experience in both the private and public sectors. Passionate about both reading and the outdoor environment, the move to CCPL was a natural fit. In her free-time she enjoys hiking, biking, and kayaking.

Staff Presentations

Beginning in November I plan to have presentations at the board meetings highlighting programming, departments and other initiatives taking place at CCPL. I will keep these presentations to 20 minutes or less, but I do see a value in having the board even more aware of what is taking place throughout the library system. I will gauge your interest on presentation topics at the meeting.

WYLA

The radio station is progressing in its maturity. Currently, there are ten people from the community actively producing weekly programming, as well as Kevin Crothers, our staff member. We also hope to have some college interns assist with the radio station at the start of the spring semester. At this point, 99% of what we do is pre-recorded and the station is on the air 24 hours a day.

Three new programs had their debut this past week: "Shut Up and Play Your Radio" (the music of Frank Zappa), The Many Moods of Ben Vaughn (an eclectic mix from an indie recording artist), and "Vintage Country" (produced by Roger Bellow, a South Carolina Folk Heritage Award Recipient and legendary SCETV radio host).

The program lineup at this moment in time includes the following shows and 8 and 9 PM:

Monday: soon to be Blue Monday

Tuesday: Electronic Escape (downtempo electronica)

Wednesday: Image Free radio (world music) and Shut Up and Play Your Radio (Frank Zappa)

Thursday: The Many Moods of Ben Vaughn (eclectic mix)

Friday: Cruising Down Doo-Wop Lane (doo-wop and related music)

Saturday: World Wide Saturday Night (R&B, beach)

Sunday: Rebel Souls Road Show (Americana) and Vintage Country (vintage country)

Nic Butler's show airs Saturday and Sunday at 11 AM.

**2017 Charleston County Public Library
Holiday Closing Schedule for Branches and Book Drops**

New Year's Day	Sunday, January 1st – Closed Monday, January 2 – Closed
Martin Luther King, Jr. Day	Monday, January 16 – Closed
Presidents' Day	Monday, February 20 – Closed
Easter	Sunday, April 16 – Closed
Memorial Day	Monday, May 30 – Closed
Independence Day	Tuesday, July 4 – Closed
Labor Day	Monday, September 5 – Closed
Staff Development Day	Friday, September 29 – Closed
Veterans Day	Friday, November 10 - Closed Saturday, November 11 – Closed
Thanksgiving	Wednesday, November 23 - Close at 6 p.m. Thursday, November 24 - Closed Friday, November 25 – Closed
Christmas	Friday, December 22 – Closed Saturday, December 23 - Closed Sunday, December 24 - Closed Monday, December 25 – Closed Tuesday, December 26 – Closed

SEPTEMBER 2016

CIRCULATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	87,717	96,105	-8.73%
BOOKMOBILE	6,140	5,536	10.91%
CRM	23,286	29,659	-21.49%
DART	10,977	14,320	-23.34%
DORCHESTER RD	32,725	41,656	-21.44%
EDISTO	2,846	3,453	-17.58%
FOLLY	4,913	5,416	-9.29%
JAMES ISLAND	50,004	52,409	-4.59%
JOHN'S ISLAND	45,427	47,226	-3.81%
MCCLELLANVILLE	2,422	3,085	-21.49%
MT PLEASANT	163,538	175,655	-6.90%
OTRANTO RD	45,230	52,486	-13.82%
POE	6,684	7,219	-7.41%
ST ANDREWS	108,262	110,909	-2.39%
ST PAULS	6,044	5,816	3.92%
VILLAGE	8,768	10,270	-14.63%
WEST ASHLEY	35,725	39,517	-9.60%
Total Downloads	159,675	142,273	12.23%
TOTALS	800,383	843,010	-5.06%

USER VISITS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	115,095	81,796	40.71%
BOOKMOBILE	845	2,358	-64.16%
CRM	34,065	36,085	-5.60%
DART	21,505	19,945	7.82%
DORCHESTER RD	31,121	35,843	-13.17%
EDISTO	1,203	1,375	-12.51%
FOLLY	3,767	2,713	38.85%
JAMES ISLAND	28,467	30,362	-6.24%
JOHNS ISLAND	31,263	33,324	-6.18%
MCCLELLANVILLE	3,270	3,097	5.59%
MT PLEASANT	69,154	70,807	-2.33%
OTRANTO	37,244	41,585	-10.44%
POE	3,993	3,812	4.75%
ST ANDREWS	58,665	66,140	-11.30%
ST PAULS	2,738	2,650	3.32%
VILLAGE	4,987	5,016	-0.58%
WEST ASHLEY	29,955	30,209	-0.84%
TOTALS	477,337	467,117	2.19%

PC USE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	15,420	17,898	-13.85%
BOOKMOBILE	0	0	0.00%
CRM	7,587	8,381	-9.47%
DART	5,203	5,522	-5.78%
DORCHESTER RD	7,910	8,454	-6.43%
EDISTO	228	290	-21.38%
FOLLY	304	369	-17.62%
JAMES ISLAND	3,908	3,950	-1.06%
JOHN'S ISLAND	6,290	7,157	-12.11%
MCCLELLANVILLE	699	630	10.95%
MT PLEASANT	7,224	8,598	-15.98%
OTRANTO RD	9,253	11,098	-16.62%
POE	248	347	-28.53%
ST ANDREWS	12,231	13,141	-6.92%
ST PAULS	823	814	1.11%
VILLAGE	822	934	-11.99%
WEST ASHLEY	3,475	3,669	-5.29%
<i>Wifi USE</i>	56,864	63,384	-10.29%
TOTALS	138,489	154,636	-10.44%

OUT-OF-COUNTY REGISTRATIONS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	16	31	-48.39%
BOOKMOBILE	0	0	0.00%
CRM	5	2	150.00%
DART	0	0	0.00%
DORCHESTER RD	17	16	6.25%
EDISTO	2	0	200.00%
FOLLY	0	0	0.00%
JAMES ISLAND	1	1	0.00%
JOHN'S ISLAND	0	0	0.00%
MCCLELLANVILLE	0	0	0.00%
MT PLEASANT	18	28	-35.71%
OTRANTO RD	29	13	123.08%
POE	1	0	100.00%
ST ANDREWS	5	7	-28.57%
ST PAULS	0	0	0.00%
VILLAGE	1	1	0.00%
WEST ASHLEY	2	1	100.00%
TOTALS	97	100	-3.00%

REFERENCE

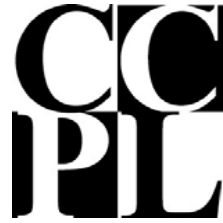
	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	37,286	41,883	-10.98%
BOOKMOBILE	680	318	113.84%
CRM	8,524	5,214	63.48%
DART	5,150	4,675	10.16%
DORCHESTER RD	8,204	8,279	-0.91%
EDISTO	225	88	155.68%
FOLLY	1,839	1,392	32.11%
JAMES ISLAND	7,357	6,269	17.36%
JOHN'S ISLAND	12,900	12,993	-0.72%
MCCLELLANVILLE	1,500	1,680	-10.71%
MT PLEASANT	19,756	20,340	-2.87%
OTRANTO RD	10,566	9,530	10.87%
POE	380	343	10.79%
ST ANDREWS	32,268	19,245	67.67%
ST PAULS	2,110	422	400.00%
VILLAGE	631	312	102.24%
WEST ASHLEY	9,730	8,447	15.19%
TOTALS	159,106	141,430	12.50%

REGISTRATIONS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	2,742	3,035	-9.65%
BOOKMOBILE	156	150	4.00%
CRM	741	703	5.41%
DART	316	311	1.61%
DORCHESTER RD	886	991	-10.60%
EDISTO	42	48	-12.50%
FOLLY	139	139	0.00%
JAMES ISLAND	1,526	1,558	-2.05%
JOHN'S ISLAND	1,329	1,372	-3.13%
MCCLELLANVILLE	93	131	-29.01%
MT PLEASANT	4,340	4,429	-2.01%
OTRANTO RD	1,026	1,012	1.38%
POE	240	235	2.13%
ST ANDREWS	1,971	2,121	-7.07%
ST PAULS	168	187	-10.16%
VILLAGE	317	371	-14.56%
WEST ASHLEY	1,269	1,286	-1.32%
TOTALS	17,301	18,079	-4.30%

PROGRAMMING

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN			
NO OF PROG	318	380	-16.32%
ATTENDANCE	12,354	11,154	10.76%
BKMOBILE/OUTREACH			
NO OF PROG	4	4	0.00%
ATTENDANCE	145	91	59.34%
CRM			
NO OF PROG	71	48	47.92%
ATTENDANCE	2,292	2,115	8.37%
DART			
NO OF PROG	225	227	-0.88%
ATTENDANCE	4,923	5,531	-10.99%
DORCHESTER RD			
NO OF PROG	97	111	-12.61%
ATTENDANCE	3,467	2,524	37.36%
EDISTO			
NO OF PROG	17	17	0.00%
ATTENDANCE	86	130	-33.85%
FOLLY			
NO OF PROG	31	44	-29.55%
ATTENDANCE	533	1,060	-49.72%
JAMES ISLAND			
NO OF PROG	70	72	-2.78%
ATTENDANCE	3,156	4,854	-34.98%
JOHN'S ISLAND			
NO OF PROG	147	172	-14.53%
ATTENDANCE	5,170	4,178	23.74%
MCCLELLANVILLE			
NO OF PROG	22	20	10.00%
ATTENDANCE	424	1,890	-77.57%
MT PLEASANT			
NO OF PROG	130	141	-7.80%
ATTENDANCE	6,104	6,433	-5.11%
OTRANTO RD			
NO OF PROG	103	114	-9.65%
ATTENDANCE	3,563	2,483	43.50%
POE			
NO OF PROG	108	107	0.93%
ATTENDANCE	2,397	2,581	-7.13%
ST. ANDREWS/HURD			
NO OF PROG	154	119	29.41%
ATTENDANCE	9,731	4,335	124.48%
ST PAULS			
NO OF PROG	25	5	400.00%
ATTENDANCE	941	32	2840.63%
VILLAGE			
NO OF PROG	20	20	0.00%
ATTENDANCE	352	454	-22.47%
WEST ASHLEY			
NO OF PROG	69	70	-1.43%
ATTENDANCE	2,551	2,243	13.73%
TOTALS			
NO OF PROG	1,611	1,671	-3.59%
ATTENDANCE	58,189	52,088	11.71%



Charleston County Public Library

SERVICE EFFECTIVENESS MEASURES FY2017

<i>Through August 2016</i>	MAIN	MTP	STA	OTR	DOR	JOHNS	W ASH	JAMES	CRM	DART	EDI	FOLLY	STP	MCC	POE	VILL	SYSTEM
TOTAL CIRC/VISIT	0.96	2.32	1.86	1.24	1.04	1.55	1.21	1.78	0.69	0.48	2.37	1.29	2.18	0.76	1.87	1.91	1.76
CIRC/FTE	1,590	6,419	4,403	2,076	1,951	2,022	3,093	4,760	2,248	1,294	1,457	2,580	2,083	1,051	1,769	2,158	3,540
COST/CIRC	7.03	1.28	1.75	3.81	4.66	4.11	2.28	1.69	3.50	6.40	4.05	2.27	3.08	6.70	4.10	3.48	2.39
FTE COST/CIRC	4.60	1.05	1.49	3.25	3.94	3.33	1.96	1.37	2.66	5.14	3.49	2.02	2.64	5.76	3.28	3.19	1.85
FTES	38.25	17.75	17.00	15.00	11.63	15.63	7.88	7.13	7.25	5.38	1.38	1.38	2.00	1.63	2.63	2.88	154.80
FY17 Personnel Expenditures	279,762	119,561	111,242	101,226	89,452	105,101	47,762	46,408	43,350	35,805	7,024	7,181	10,986	9,866	15,283	19,839	1,049,848
FY17 Branch Expenditures	427,594	145,560	131,089	118,726	105,722	129,887	55,475	57,203	56,982	44,560	8,142	8,087	12,821	11,478	19,089	21,638	1,354,051

YEAR-END FISCAL DATA

	FY2017	FY2016	%
Interlibrary Loans		4,997	
Reference Questions		579,734	
Summer Reading Participants		8193	
User Visits		1,711,360	
County Population (est. 2013)		372,803	
Total Circulation		3,068,536	
Circulation per Capita		8.23	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11 Veteran's Day – Libraries Closed	12
13	14	15	16 6pm - FOL Annual Meeting, Main Auditorium	17	18	19
20	21	22	23	24 Thanksgiving – Libraries Closed	25 Libraries Closed	26
27	28	29 5:15pm – Board Meeting at John's Island	30			

NEXT MONTH

December

10: Indie Authors Day
23-26: Closed for Christmas

January

1: Closed for New Years
24: Board Meeting at Dorchester
28: Board Retreat at Drayton Hall