



Orange County Public Library
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Memorandum

Date: June 10, 2009
From: Lucinda Munger, Library Director
To: Board of County Commissioners
County Manager

Update: Orange County Public Library and Chapel Hill Public Library collaboration meetings

In preparation for the Assembly of Governments meeting scheduled for September 2009 to discuss library services in Orange County, Public Library Directors and staff from Orange County Public Library (OCPL) and Chapel Hill Public Library (CHPL) have begun to meet regarding collaboration on library services.

During initial meetings in May and June, the Directors determined their charge as subject matter experts and professionals to be: 1) identify alternatives for library services in Orange County and 2) work within county and town governments to address specific issues and related costs. For research and background information, the Directors also determined that the Task Force Reports must be reviewed and updated as libraries and services have evolved over the last 10 years.

Under discussion by the Directors are 12 alternatives for future library services in Orange County. The list below provides an overview of these options. The Library Directors and staff are working on the advantages/disadvantages, financial implications, and the procedural changes necessary to accomplish each. The joint report will be provided prior to the Assembly of Governments meeting in September to ensure a thoughtful and informed discussion between elected officials. The BOCC will preview and consider the draft joint report at its August work session dedicated to library services.

Library Services Alternatives:

- 1) Institute Universal Card for accessing both CHPL and OCPL collections
- 2) CHPL to continue services to citizens in Orange County with no charge
- 3) CHPL to eliminate services to non-residents of Chapel Hill immediately
- 4) CHPL to phase out services to non-residents of Chapel Hill
- 5) Orange County to phase in funding to CHPL for services. Town provides time for County to phase in equitable increases in library support
- 6) Orange County government phase funding in to meet minimum standards and long-range goals for OCPL.
- 7) Pursue collection development goal for OCPL and phase in
- 8) Identify additional funding through taxes for both CHPL and OCPL
- 9) Pursue Chapel Hill / Carrboro municipal library system
- 10) Pursue a regional library system between CHPL and OCPL
- 11) Pursue a regional library system between CHPL and Hyconeechee Library System (Orange County is a member of the Hyconeechee Library System)
- 12) Establish a UNC / Carrboro / Chapel Hill 'lab-rary' for shared operational / personnel support from the UNC – School of Information and Library Science students

In addition, there are four no cost alternatives that can be implemented in the 2009-10 fiscal year.

- 1) Block booking of performers for Summer Reading and special programs. These are discounts for booking a performer in more than one location within the same week or day.
- 2) Shared staff development and training between OCPL and CHPL.
- 3) OCPL and CHPL purchase books and materials from Ingram Library Services. Ingram is a wholesale retailer of library materials to public and academic libraries. The Directors will contact Ingram to inquire about additional group discounts for these purchases.
- 4) Coordinate the Friends support groups of both library systems to work together on programming, book sales, and long-term support.

Staff will continue to work during the summer on this collaboration in order to provide the financial and managerial background for the Assembly of Governments meeting, as well as implementation of no-cost actions that build stronger service connections. Please let me know if you have questions or concerns about the progress being reported.

1998 guidelines for NC Public Libraries as it relates to the scenarios

Access to Library Services

- A full service library is open a minimum of 60 hrs/week, all library services are available whenever the library is open. Currently Main is the only one that meets that standard. Reducing the hours at the new library would mean no OC library would meet that basic standard.

Collection Management

- The library owns a minimum of 2 books per capita, plus other materials. The library spends at least 20% of its annual budget for print materials, a/v materials & electronic databases.
- OCPL system requested \$286,385/Main \$208,662. Difference is only \$77,793. May be reduced due to decrease in state aid.(figures include addition of state aid funds)

Access to Public Computers

- Each library facility has at least 1 computer work station for every 2,500 people in its designated service area. OCPL has 28 system wide. Meets standards. The standard in 1998 did not take into account the use of wireless/personal laptops.

Staffing

- At least 2% of the personnel budget is allocated to in-service training and continued education. OCPL would be spending \$28,639. We are currently spending \$3900 – majority of the funds come from State Aid.
- 1 FTE staff person is provided for every 2,000 people in the service population; at least 1/3 are of FTE staff are librarians with MLS degrees. Hillsborough service area population is estimated @ 54,200 (eliminates Carrboro & Chapel Hill), therefore $54,200/2000 = 27.1$. We do meet the MLS standards, but there are staff who have degrees that are not in librarian positions.
- A full service library has a state certified Public Library Manager (Branch Manager), a children's librarian & Reference Librarian. No full service branch currently has all 3.
- Circulation staff is provided at the rate of 1 FTE per 25,000 annual circulations. We currently have 75 FTE, plus temps. Last year's circ @ Main = 194,510 = need for 8 additional circ staff.
- Additional staff is provided for administrative, technical & support services. We have .5 admin support staff for the entire system. At least 1 computer technician is on call at all times the library is open. We have 1FTE for the entire system & region.
- Regardless of size, all libraries have at least 2 persons per station on duty at all times the library is open. Standard varies per branch/hour open. Use of temp staff to remain @ 2 people. Cybrary on Sat. only has 1.

Chapel Hill & Minimum Library Standards:

- 1) Collection: Library owns a min of two books per capita. Yes
- 2) Library spends 20% of budget on materials. No
- 3) 2% of personnel budget is allocated to in-service training and continuing education. No
- 4) One FTE for every 2,000 people in the service population. Yes
- 5) One computer workstation for every 2,500 people in the service population.
Yes