

AGENDA

Charleston County Public Library

Board of Trustees Meeting

August 25, 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 June 23, 2015 meeting		Accept	
7	Employee of the Quarter			
8	Friends of the Library Update			
9	Summer Reading Update			
10	Library Reports: A. Director's Report B. Annual Report C. Budget Amendment			
11	Capital Plan Update A. Consultants B. RFQ C. Library Names D. Committee			
12	Christmas Closing			
13	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
June 23, 2015

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, June 23, 2015, at 5:15p.m. at the Main Library, 68 Calhoun Street.

Board members present were Ms. Segal, Ms. Burgess, Ms. Manigault, Mr. Fava, Mr. Norris, Ms. Hollinshead, Mr. Clem, and Mr. Brack. Mr. McKellar, Mr. Moore, and Ms. Reider and were unable to attend. Staff members present were Doug Henderson, Cynthia Bledsoe, Perry Litchfield, and Susan Parsons. Ms. Brittany Mathis, representing the Friends of the Library, was also in attendance as were Ed Knisley, Dan Chandler, and Brian Whitley, representing the County.

Ms. Segal called the meeting to order and stated that the media had been informed of the meeting and its agenda. She also asked for a moment of silence in memory of Ms. Cynthia Graham Hurd and the other eight people who lost their lives last week.

Public Comment

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

Board Comment

Ms. Segal asked whether there was any Board comment.

Ms. Hollinshead stated that Ms. Cynthia Graham Hurd, Manager of the St. Andrews Regional Library, will definitely be missed.

Deletions or Additions to Agenda

Ms. Segal asked whether there were any deletions or additions to the minutes.

Mr. Clem said that he would like to spend some time talking about ways to honor Ms. Hurd.

Ms. Segal responded that she would make that the thirteenth item on the agenda, and move the rest of the agenda items down.

Minutes of Previous Meeting

The minutes of the May 21, 2015 special meeting were reviewed.

Ms. Hollinshead stated that she would like to get a list of the location rankings added to the minutes since they were discussed. Mr. Clem stated that he would send that to Ms. Parsons to add to the minutes. The minutes were accepted as written, with the addition of the list of location rankings as an attachment.

The minutes of the May 26, 2015 regular meeting were reviewed. The minutes were accepted as written.

Friends of the Library

Ms. Mathis reported that in the wake of last week's tragedy, the Friends decided to postpone the Main Library book sale. The sale has been rescheduled to take place in the auditorium of the Main Library from August 29th through September 1st.

Ms. Mathis said that the Friends have received a number of online donations from individuals across the country who have made donations in Ms. Hurd's honor. Thus far, the Friends have received over \$10,222 in online donations from over one hundred ten individuals. She noted that Best Buy donated \$5,000 in memory of Ms. Hurd.

Ms. Segal noted that the Friends of the Library decide how to spend the funds that they receive honoring Ms. Hurd.

Mr. Henderson stated that he thinks a lot more money will be donated. Ms. Mathis added that the Friends of the Library have posted on their website what the family would like done with the donations.

Ms. Hollinshead stated that a lot of librarians on Twitter have asked how to honor Ms. Hurd. She noted that she is telling them to donate to the Friends of the Library.

Ms. Mathis reported that Lowcountry Giving Day on May 5th was a huge success for the Friends of the Library. Eighty gifts totaling \$5,785 were given during the twenty-four hour time period, and the total amount the Friends acquired from this event was \$12,775.27

Library Reports

Ms. Henderson introduced Ms. Laura Hodgins, the new Library Collection and Tech Services Manager at the Main Library. He noted that he and Ms. Hodgins have

been visiting the branches, and there are only a few left to visit.

Ms. Segal and the Trustees welcomed Ms. Hodgins.

Mr. Henderson said that he really wants to thank the library staff for stepping up during this tragic time. The Mt. Pleasant staff worked at St. Andrews so that those staff could have time to grief. Also, staff have been invited to meet with counselors if they feel the need, and there are also individual counseling sessions available. Mr. Henderson added that Dart and St. Andrews staff were heavily affected by the tragic events, as well as staff at other locations.

Mr. Henderson noted that the family of Ms. Hurd has come in to the Main Library and we have been working closing with them. Also, Mr. Steven Hurd, Ms. Hurd's husband, as well as her brother, Senator Malcolm Graham from North Carolina, and another sister are in town, and Ms. Kim Odom, Manager of the Dart Branch Library has been working all the time to help out the family.

Mr. Henderson stated that we have also been working with Emanuel AME Church and offering them all the space that we can so that they can hold meetings. He added that most of the heads of the church are gone now, so the church members are doing the best that they can.

Mr. Henderson stated that the dignity and grace that the families of the victims have shown is overwhelming.

Mr. Henderson reported that the library system will be closed Saturday so that staff members may attend Ms. Hurd's funeral service. He added that the library system has also provided pallbearers.

Mr. Henderson stated that the family has asked that donations made to the library in Ms. Hurd's honor go to programming and educational purposes at the St. Andrews and Dart libraries. He added that there have been endowments from the James Campbell Family for the Dart Branch, and hopefully that amount will reach \$15,000.

Mr. Henderson noted that this is obviously a big loss for all of us and it has been very hard emotionally.

Mr. Fava asked Mr. Henderson to convey to staff how grateful everyone is for all they are doing during this difficult time. Mr. Brack added that although he is a relatively new member of the Board, he is extremely proud of the graceful and professional way that library staff have acted. He also asked that Mr. Henderson express the Board's respect for them.

Mr. Henderson said that the library has also gotten a number of letters and notes from all over the country, and we are saving all of them.

Mr. Henderson responded that the family of Ms. Hurd will be at the County

Council meeting this Thursday regarding a name change for the St. Andrews Regional Library to honor Ms. Cynthia Graham Hurd.

Mr. Clem noted that it was mentioned that some people have helped the family out with food. He suggested that the Board, as a group, could send some food to the family. Ms. Nancy Sullivan, Procurement and Facilities Manager for the Library System said that would coordinate that for the Board.

Ms. Manigault asked whether a floral arrangement had been considered. Mr. Henderson said that if you wish, he was sure that flowers would be appreciated.

Ms. Manigault noted that she would like the Board to do something for the family. Ms. Segal agreed, as did the other Board members, and it was decided that food would be sent to the family.

Trespass Appeal

Ms. Segal stated that Mr. King Grant Davis is in attendance to ask the Board of Trustees to reconsider his permanent ban from the library system. She said that Mr. Grant Davis could tell the Board why he thought he should be allowed back into the libraries.

Mr. Grant Davis stated that he is sorry about the occasion, meaning the recent tragedy at Emanuel AME Church.

Mr. Grant Davis stated that he does not understand why he was banned from the library because he tries to treat everyone decently. He noted that perhaps his emotions got to him that day, as he was in a hurry to get to the courthouse on foot. He added that he does not understand why just two incidents would get him banned.

Mr. Grant Davis said that he has PTSD, depression and anti-social issues, but he added that he is not violent and never uses profanity. Mr. Grant Davis stated that he tries to be a decent person and never tried to cause trouble.

Executive Session for Discussion of Trespass Appeal

Mr. Norris moved that the Board of Trustees go into Executive Session to discuss Mr. Grant Davis' appeal. Ms. Segal seconded the motion and the motion carried.

The Board of Trustees came out of Executive Session and Ms. Segal noted that no action was taken.

Mr. Norris moved to deny Mr. Grant Davis' appeal. Mr. Clem seconded the motion and the motion carried.

Mr. Grant Davis was escorted out of the meeting by a policeman and loudly stated that he would take the Library Board to court in regard to this matter.

Board of Trustees By-Law Review

Ms. Segal reported that she, Mr. Fava and Mr. Norris volunteered to be on the Board of Trustees By-Law Review Committee. She added that the County Attorney, Mr. Knisley, said that he would help with any questions the Committee may have.

Library Capital Plan

Mr. Henderson stated that he asked staff from the County Procurement Office to be in attendance to answer questions regarding the RFQ process.

Mr. Ken Wiggins, from the County, noted that he is the Deputy Procurement Officer. He added that RFQ stands for request to bidders for qualifications. He noted that those qualifications will then go to the committee.

Ms. Segal asked whether the County is sending RFQ's out to build five new buildings, and intend to hire one firm for all of the buildings. Mr. Wiggins confirmed that and noted that more firms will only be hired if the time frame cannot be met.

Mr. Chandler stated that was always the intention, but it was misinterpreted. The County Legal team has confirmed that.

Mr. Henderson asked if more than one RFQ could be put out adding that he would like to see RFQ's for each individual building.

Mr. Wiggins noted that any firm can bid, but only one can get the contract for all five buildings.

Mr. Fava noted that nothing is prohibiting the County from sending out separate RFQ's. He added that there is nothing in the ordinance that states that the business cannot be spread around to more firms. Ms. Segal added that this closes the door on smaller architectural firms as well.

Mr. Brack asked why five separate RFQ's cannot be done. Mr. Wiggins responded that the same firm will rise to the top each time.

Mr. Brack disagreed, giving an example of a small, but great firm.

Mr. Henderson noted that there is a seven member committee scoring criteria that is set up by the County. The concern is it realistic for a firm to be able to do two or three buildings. He added that this will also mean that a very big firm may bid on all of

them. Mr. Henderson asked Mr. Wiggins if the County can ask multiple firms to come back with a bid if we like three different firms.

Mr. Fava said that he is concerned that the world changes over several years, and with one firm doing all of the buildings, the County is asking for trouble. It should be sliced up because one big firm will “throw” us around.

Mr. Wiggins stated that if the Library Board wants this to change, they should talk to County Council. He added that the County Procurement Director made the decision to use one firm for all five new building projects.

Ms. Segal asked whether the goal of using one firm is cookie cutter buildings. Mr. Wiggins said it is not.

Ms. Hollinshead stated that the Library Trustees wrote a letter to County Council asked for design, bid, build.

Mr. Henderson stated that separate RFQ's were suggested because it was also thought that big firms may not be interested in the smaller building projects. He added that perhaps the best firm also does not want to do five buildings.

Mr. Fava noted that the big architectural firms typically hire local architects for getting through the legal issues. He added that he thinks the Trustees should meet with the County Director. Mr. Henderson noted that he has a meeting with him tomorrow, and will express the Board's concerns and ask for a meeting to discuss this issue further.

Ms. Segal reported that she was contacted by Mr. Qualey. She added that she knows Mr. Smalls has sent multiple emails explaining the costs for the Baxter Patrick site and about keeping the current James Island branch open. Ms. Segal asked when Mr. Qualey would be given information regarding these items.

Mr. Chandler responded that there is no presentation at this time. Mr. Henderson noted that the RFQ is being prepared, and asked when it will be on the street. Mr. Chandler replied that the contract is being developed now, then it will go to County Procurement and then to the County Legal Department. This should be done by the end of July 2015.

Ms. Segal asked whether County Council should argue down the road that they will keep the Camp Road Library open, and the Library Board would be fine with that, assuming that there is enough money for the operating budget for that location as well as all expenses for the Baxter Patrick location.

Election of Board Officers

Mr. Brack noted that he and Ms. Reider volunteered to be on the committee for

the election of new Library Board officers. He added that he understood that Ms. Burgess did not wish to run again as Vice Chair. He thanked Ms. Burgess and noted that he enjoyed the last meeting Board meeting that she chaired.

Mr. Brack noted that the following members have been nominated as Library Board Officers: Ms. Janet Segal, Chairwoman; Mr. Andy Brack, Vice Chair; Ms. Maya Hollinshead, Secretary; and Mr. Steven Clem, Treasurer.

Ms. Segal asked if there were any nominations from the floor. There were not.

Mr. Fava moved to adopt the recommendation for Library Board Officers from the Nominating Committee. Ms. Burgess seconded the motion and the motion carried.

Policy Review

Mr. Henderson stated that there are several policies that are up for review.

Mr. Henderson said that the library is asking the Trustees 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 the County, may get a free library card.

Mr. Clem asked whether college professors were excluded from this change for a reason. Mr. Henderson noted that they have their own libraries, but if the Board would like to add them to this change, they can.

Ms. Segal stated that if the purpose of this change is to spread the word to local students about the library, other counties also have libraries those teachers can go to.

Mr. Fava moved to revise the library card borrowing policy to include free library cards to teachers who teach in Charleston County K-12 schools even if they do not live in Charleston County. Ms. Hollinshead seconded the motion and the motion carried.

Mr. Henderson noted that the library is also asking the Board to consider changing the code of conduct concerning proper attire in the library. He added that some people have come into the library in bathing suits, and Ms. Susan Frohnsdorff, of the Mt. Pleasant Regional Library, originally suggested this change.

Ms. Frohnsdorff discussed the situation, noting that a mother with two "tween" daughters came into the Mt. Pleasant branch recently, and the daughters were wearing bathing suits only. She noted that the current policy states that shirts and shoes are required to enter the buildings, and wondered whether a bathing suit top is considered a shirt.

Discussion ensued regarding this issue with some Trustees stating that they do not want to make our policy more restrictive. Mr. Henderson stated that perhaps it could just be better defined.

Ms. Sullivan stated that the Code of Conduct was written so long ago, and the section stating shirts required was meant for men. She added that staff is just worried about predators, but noted that parents should be in charge of that.

There was more discussion from the Trustees about this policy, and some suggested that the staff could call the Director if they are not sure that the policy has been broken or not. Mr. Henderson stated that staff is just asking for a tighter, more defensible definition of what attire is not appropriate in the library.

Mr. Fava moved that the policy concerning the dress code be changed to state that those entering County libraries must be fully clothed, including shoes, shirt, and pants, shorts, dress, or skirt. Mr. Norris seconded the motion and the motion carried. Mr. Brack and Mr. Clem voted against the motion.

Mr. Fava noted that it would be wise for the Library Board to change the current policy on naming branches. He added that we could change it to state that the geographical name would be kept in addition to the honored person's name.

Mr. Henderson stated that County Council was sent recommendations for changing the name of the St. Andrews Regional Library to honor Ms. Cynthia Graham Hurd. He added that several options were given to Council, including one that is to wait to post the new name until after the branch is renovated.

Mr. Fava stated that we could change the policy to state that buildings can be named only after donors or persons to be memorialized.

Mr. Clem moved to expand the naming policy of library branches to allow for the honoring of people in memoriam as well as donors while including the geographical name of the building. Ms. Manigault seconded the motion and the motion carried.

Budget Approval

Mr. Litchfield reported that the budget that is being discussed today is similar to the one that the Board saw in January, but the County has approved it now, with differences that are shown on an extra sheet of paper. Mr. Litchfield added that they are just minor changes, with the largest change being a replacement of two vehicles. There is also an addition of funds for the merit program for County staff.

Mr. Litchfield stated that perhaps at the August Library Board meeting he will discuss the budget more thoroughly.

Mr. Henderson reported that we have not gotten the state budget yet, but we are hoping for \$100,000 more to reduce our deficit.

Mr. Brack moved to approve the operating budget as presented by Mr. Litchfield. Mr. Fava seconded the motion and the motion carried.

\$10,000 for Charleston Tells from Coastal Community Foundation Funds

Mr. Henderson reported that we currently have over \$17,000 in interest in the Coastal Community Foundation and we would like to allocate \$10,000 of this toward the Charleston Tells event coming up in March 2016. He added that we need this to confirm the tellers that we would like to have appear at the event.

Ms. Bledsoe noted that a significant portion of funding for the event is paid for with grant monies, but this is not a given, so it really helps to secure tellers with the financial surety of this requested amount.

Mr. Clem moved to approve that \$10,000 in interest from the Coastal Community Foundation funds be used toward the 2016 Charleston Tells event. Ms. Manigault seconded the motion and the motion carried.

Other Business

Mr. Henderson reported that approval from the Trustees is needed for permission to give a resolution to the family of Ms. Hurd regarding renaming the St. Andrews Regional Library in her honor.

Mr. Brack moved to give a resolution to the family of Ms. Cynthia Graham Hurd approving renaming of the St. Andrews Regional Library in her honor. Ms. Hollinshead seconded the motion and the motion passed.

Ms. Segal adjourned the meeting at 7:15p.m.

Respectfully submitted,



Maya Hollinshead, Secretary

Director's Report
August 2015

Summer is coming to an end. Our Summer Reading Program ended with a celebration August 9 at the Riverdogs game. We had over a thousand kids in attendance. Owlbert, our venerable mascot, threw out the first pitch. No small feat when you are wearing a cumbersome costume. Boeing donated a thousand books to give to the kids at the game. The Riverdogs chose to honor the memory of Cynthia Hurd at the game.

Donations are still coming in to the Cynthia Graham Hurd Memorial Fund. We currently have over \$32,000. \$10,000 has been earmarked for specific projects. \$5,000 will go toward a mural on the exterior of the Dart Library and \$5,000 will go toward memorial benches and other outdoor furniture.

It appears we are ready to start building libraries. We now have the team of consultants on board and the County has hired its project manager, Jeanette Alexander. We will have them all at the Board meeting. The consultants are Jerry English of the local architecture firm Cummings and McGrady. He will be responsible for the program manual. He has David Moore from the architectural firm of Pazdan, McMillan Smith, a well-known library firm based in Greenville, to work on the branding and wayfinding and Lori Bowen Ayres, from the Galecia Group, who will be working on RFID and Technology. This is a solid team. The RFQ for the A&E firms should be on the street shortly.

CHARLESTON COUNTY PUBLIC LIBRARY

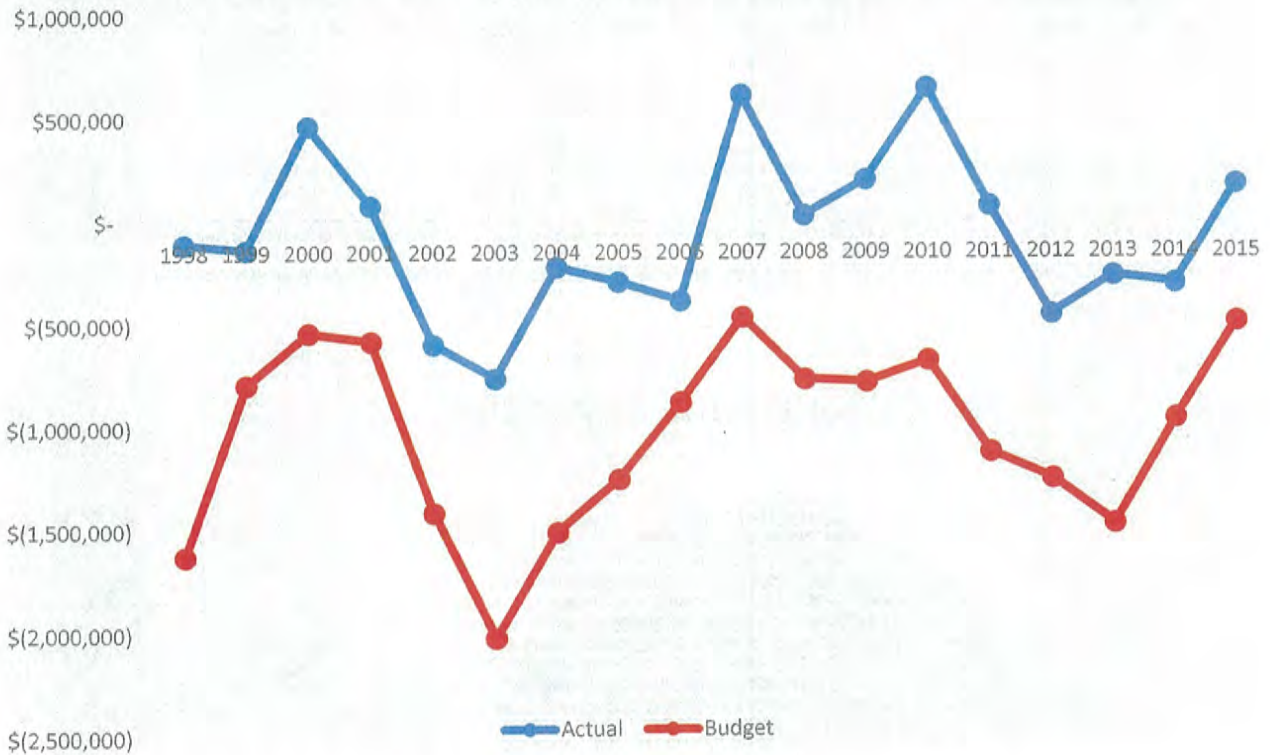
FINANCIAL HIGHLIGHTS FOR THE FISCAL YEAR ENDED JUNE 30, 2015

GENERAL FUND

The General Fund finances the day-to-day provision of library services for Charleston County. Revenues exceeded expenditures resulting in an increase of fund balance of \$179,215.01 for the fiscal year ended June 30, 2015. Fund balance represents the available to finance future operations. The total fund balance at June 30, 2015 was \$1,509,221.60.

The following chart is a comparison of the Library's budgeted vs. actual net change in fund balance since FY1998:

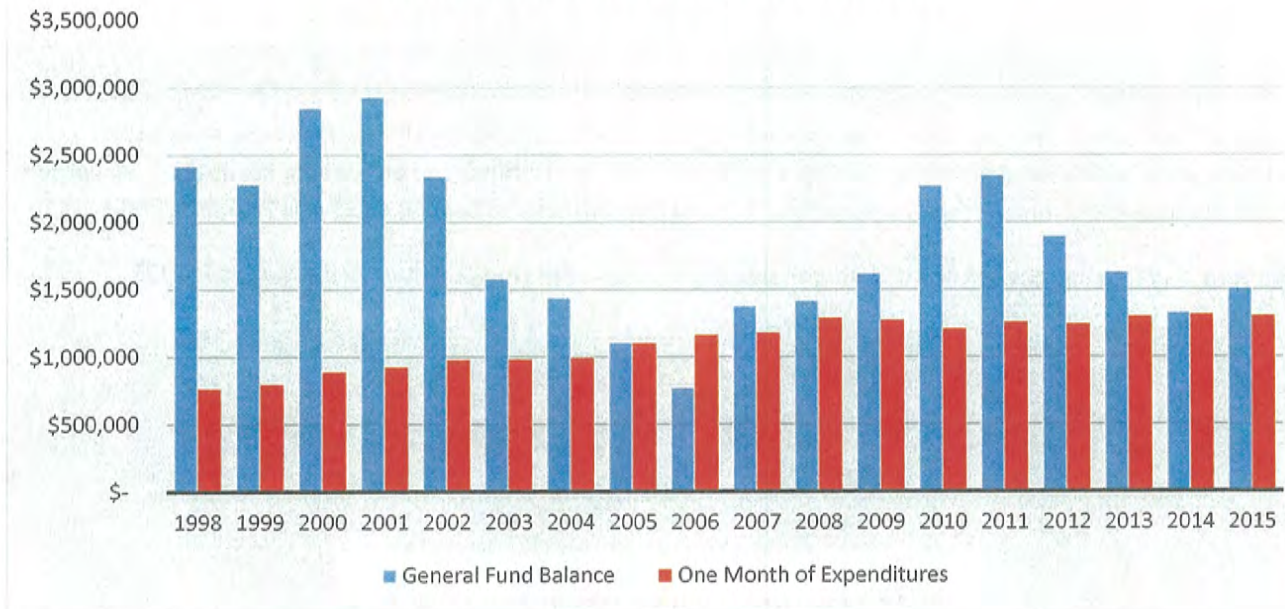
Net Change in Fund Balance Actual to Budget Comparison



Actual results have consistently been better than budget.

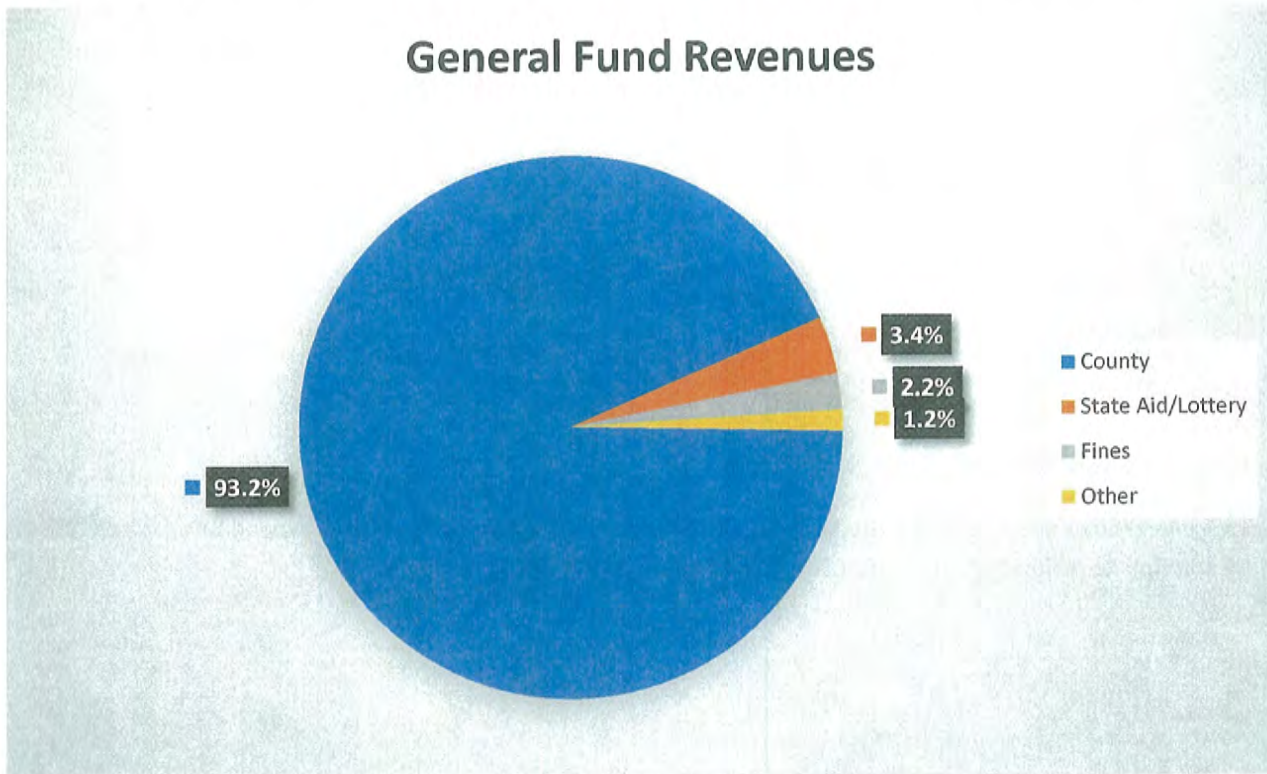
The following chart shows a history of the Library's fund balance as compared to one month of expenditures since FY1998. The Library attempts to maintain this minimum level of resources as a hedge for future needs.

Fund Balance Compared to One Month of Expenditures



GENERAL FUND REVENUES

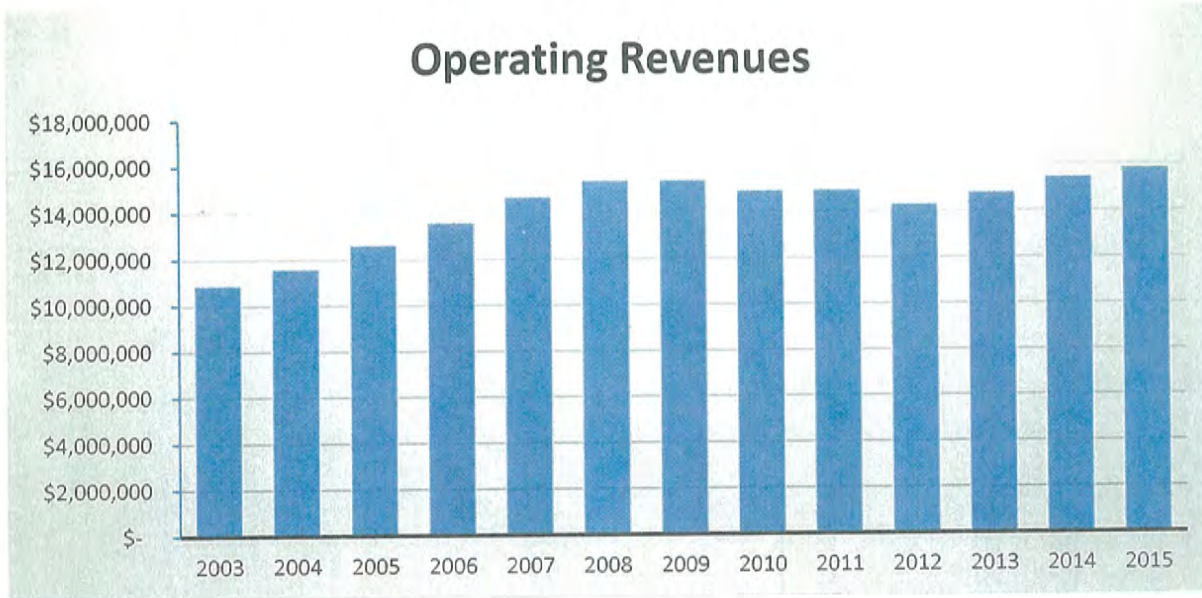
The Library's operations are primarily funded through County appropriations. Additional funding comes from State Aid, fines, and other sources such as copier/printer charges, parking fees, etc. General fund revenues for fiscal year 2015 are shown in the chart below:



County appropriations included \$43,517.00 for adjustments to the employee longevity program and \$23,171.91 to offset the cost of the County's Summer Youth Program. State Aid was \$1.25 per capita for FY15. Lottery distributions for FY15

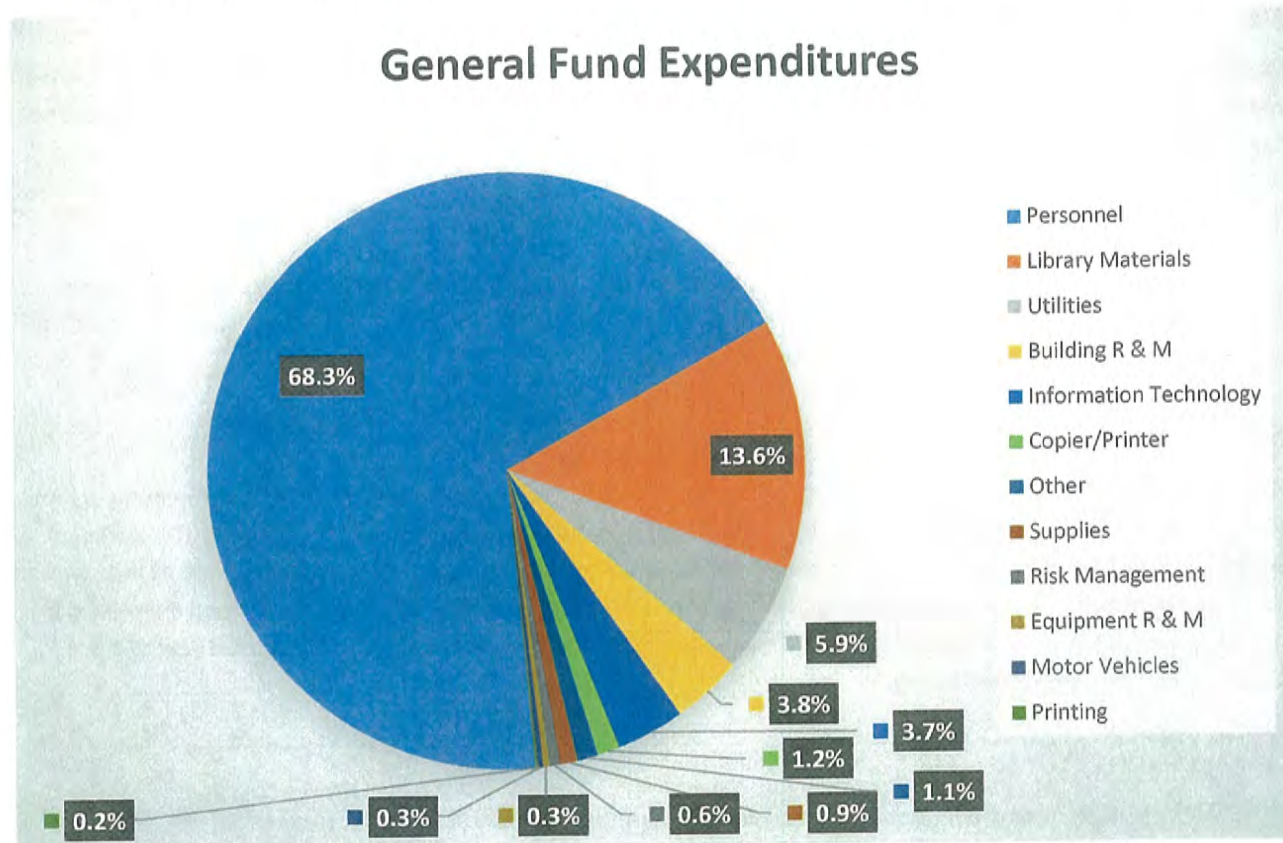
totaling \$107,333.57 were received or receivable at June 30, 2015. These funds will be available for FY16. Fine revenues were 4.0 percent less than the prior year while copier/printer fees were up 10.8 percent.

The following chart shows total operating revenues since FY2003:



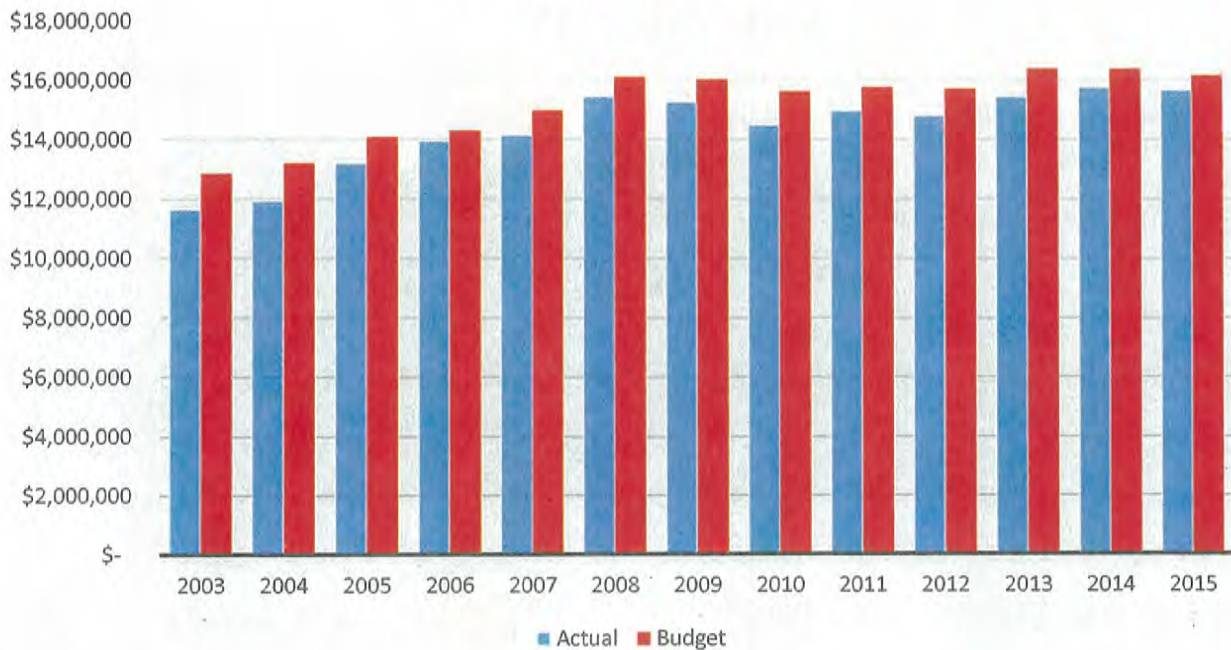
GENERAL FUND EXPENDITURES

The normal operations of the Library are accounted for in the General Fund. Expenditures for the fiscal year ended June 30, 2015 were 3.1 percent less than budget while 0.6 percent less than the prior year. The chart below shows the relative size of each major expenditure category to the total:



The following chart shows total operating expenditures compared to budget since FY2003. Actual expenditures were less than budgeted for each year presented.

Total Expenditures



Following are comments on specific categories:

PERSONNEL COSTS

Personnel costs include salaries and associated employer costs. Actual expenditures were 0.6 percent under budget while 0.2 percent greater than last fiscal year. Rising retirement, health insurance rates, and parking for Main Library employees was offset by decreases in workers compensation insurance and the provision for other post-employment benefits (OPEB).

LIBRARY MATERIALS

Library materials are collection items in various formats acquired for public use. Expenditures were 12.5 percent under budget while 9.5 percent less than the prior year. This was primarily due to the retirement of the collection development manager leaving the department understaffed for half the year.

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 were 18.7 percent under budget while 9.0 percent greater than the prior year. Costs were under budget due to postponement of the Library's web page redesign project, delaying an additional personal computer lease program until FY16, and several maintenance contracts not increasing as much as expected. The increase over the prior year was primarily due to a full year of the second wave of personal computer leasing.

COPIERS AND PRINTERS

Lease costs and related supplies are included in the copiers and printers category. Expenditures were 0.6 percent over budget and 2.9 percent more than the prior year. Expenditures were greater primarily due to increased paper costs.

SUPPLIES

Supplies include various operating supplies such as office, data processing, RFID tags, and minor equipment. Expenditures were 8.1 percent under budget while 6.3% less than the prior year. Most supply categories other than office increased from the prior year.

PRINTING

Printing includes the costs of items printed externally for programs and internal use forms. Expenditures were 7.4% over budget as well as 14.6 percent greater than the prior year. Program related printing was higher than anticipated.

EQUIPMENT REPAIRS AND MAINTENANCE

Equipment repairs and maintenance include annual contracts and repairs on various Library equipment. Expenditures were 7.8 percent over budget and 26.6 percent greater than the prior year. The increase was due to parking equipment supplies, replacement of security cameras at Main, and additional cell phone charges.

BUILDING REPAIRS AND MAINTENANCE

Building repairs and maintenance for buildings used by the Library includes various maintenance activities, janitorial, garbage collections, and security. Expenditures were 0.4 percent over budget and 8.2 percent greater than the prior year. This was primarily due to a full year of the cost of replacing security staff at the Main Library with contracted security service during FY14, and increased general repairs.

UTILITIES

Utilities include electricity and gas, water and sewer, solid waste disposal fees, and telephone related costs. Expenditures were 3.7 percent over budget and 6.0 percent more than the prior fiscal year. Higher electricity and gas rates resulted in a 4.6 percent increase over the prior year. Water and sewer experienced an unexpected decrease in usage. Data lines increased by 161.3 percent due to additional service for the redundant servers at the County EOC. The budget was included in IT for FY15, but has been reclassified for FY16.

RISK MANAGEMENT/INSURANCES

Risk management includes property insurance, tort liability, business interruption, bookmobile, and other vehicle coverage. These budget amounts are provided by the County's Risk Management Department and are withheld from the County Appropriation in equal monthly installments. Property insurance increased 6.3 percent from the prior year.

MOTOR VEHICLES

Motor vehicles include repairs, maintenance, and fuel for Library vehicles and employee mileage reimbursements when appropriate. Expenditures were 34.2 percent under budget while 5.2 percent less than the prior year. Repairs and fuel costs were less than County Fleet Operations estimated for the fiscal year.

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 were 6.7 percent under budget while 5.7 percent less than the prior year. Increased postage costs were offset by reduced material recovery costs, lower training expenditures, and a single year of audit costs for the FOL rather than the two years paid during FY14.

MISCELLANEOUS EXPENDITURES

Miscellaneous expenditures include \$1,338.30 for a sound system for use at Board meetings and \$225.00 to reimburse an artist for work stolen from the Library's gallery.

CAPITAL EXPENDITURES

There were no capital expenditures during the year. Due to a change in Charleston County budget policy, four vehicles utilized by the Library were transferred, for financial statement purposes, to the County. Although the vehicles are used exclusively for Library operations and the insurance, maintenance, and fuel costs are paid by the Library, the County retains title. The vehicles had a combined acquisition cost of \$100,801 with accumulated depreciation through June 30, 2014 of \$30,441.

GRANTS SPECIAL REVENUE FUND

The Grants Special Revenue Fund accounts for grants received for special projects primarily from governmental sources. The Library recognized revenue and expenditures in the amount of \$30,618 for the fiscal year ended June 30, 2015. The most significant grant was \$19,788 in LSTA funds from the State Library for the Digital Storytelling Project. Unspent funds on hand at year end were \$5,758.

DONATIONS SPECIAL REVENUE FUND

The Donations Special Revenue Fund accounts for donations, including private foundation grants, typically restricted for specific purposes. Other revenues, such as ticket sales, associated with special projects funded with donations are also included in the fund. Revenues totaled \$112,782 for the fiscal year with expenditures of \$82,030. The Charleston Tells Festival received donations and grants of \$31,243 during the fiscal year along with net ticket sales of \$10,239. Expenses related to Charleston Tells were \$48,557. Other donations received during the year totaled \$71,300. Donations include \$26,885 from the FOL to finance the referendum information effort. Unspent funds on hand at year end were \$64,060.

FRIENDS OF THE LIBRARY SPECIAL REVENUE FUND

The Friends of the Library Special Revenue Fund accounts for expenses associated with Library programs and staff development that are supported by the FOL. It also includes some operating expenses paid on behalf of the FOL. The revenue recognized in the fund includes program and staff development support as well as reimbursement of FOL operating expenses. For the fiscal year ended June 30, 2015, program and staff development expenses totaled \$99,375 and FOL operating expenses totaled \$8,355. It is important to note that the Friends of the Library operates on a calendar year basis while the Library accounts for its spending on a fiscal year basis. For calendar year 2014, the Library spent \$100,504 for programs and staff development funded by the FOL. At June 30, 2015, the FOL owed the Library \$43,242.

**CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT**

General Fund - Recap
Fiscal Year Ended June 30, 2015

	Actual Year Ended <u>6/30/2014</u>	Actual Year Ended <u>6/30/2015</u>	Actual Increase (Decrease) <u>FY15 - FY14</u>	Percent Increase (Decrease) <u>FY15 - FY14</u>	Budget Year Ended <u>6/30/2015</u>	Budget Remaining <u>6/30/2015</u>	Percent Budget Remaining <u>6/30/2014</u>
REVENUES							
County Appropriation	14,287,911.08	14,702,230.36	414,319.28	2.9%	14,702,230.00	(0.36)	0.0%
Supplemental Appropriation COLA	226,065.00	-	(226,065.00)	-100.0%	-	-	N/A
Supplemental Appropriation Summer Youth	22,200.33	23,171.91	971.58	4.4%	-	(23,171.91)	N/A
Supplemental Appropriation Longevity Adjustments	-	43,517.00	43,517.00	100.0%	-	(43,517.00)	N/A
<i>Total County Appropriations</i>	<u>14,536,176.41</u>	<u>14,768,919.27</u>	<u>232,742.86</u>	1.6%	<u>14,702,230.00</u>	<u>(66,689.27)</u>	-0.5%
Copier and Printer Income	94,660.22	104,907.10	10,246.88	10.8%	94,950.00	(9,957.10)	-10.5%
Fine Income	357,365.31	342,981.52	(14,383.79)	-4.0%	366,000.00	23,018.48	6.3%
Other Income	3,174.47	373.43	(2,801.04)	-88.2%	-	(373.43)	N/A
Parking Garage Receipts	24,083.00	26,145.39	2,062.39	8.6%	25,000.00	(1,145.39)	-4.6%
E Rate Reimbursement	11,930.64	61,429.25	49,498.61	414.9%	60,000.00	(1,429.25)	N/A
Lottery Revenues	-	107,333.57	107,333.57	100.0%	-	(107,333.57)	N/A
State Aid Receipts	437,761.26	437,761.26	-	0.0%	437,761.00	(0.26)	0.0%
TOTAL REVENUE	<u>15,465,151.31</u>	<u>15,849,850.79</u>	<u>384,699.48</u>	2.5%	<u>15,685,941.00</u>	<u>(163,909.79)</u>	-1.0%
EXPENDITURES							
Personnel Costs	10,682,874.88	10,706,878.22	24,003.34	0.2%	10,768,704.00	61,825.78	0.6%
Library Materials	2,359,037.96	2,135,078.40	(223,959.56)	-9.5%	2,440,760.00	305,681.60	12.5%
Information Technology	530,831.98	578,796.42	47,964.44	9.0%	711,900.00	133,103.58	18.7%
Copier Leases and Supplies	183,601.22	188,891.40	5,290.18	2.9%	187,850.00	(1,041.40)	-0.6%
Supplies	150,835.45	141,337.02	(9,498.43)	-6.3%	153,800.00	12,462.98	8.1%
Printing	21,075.35	24,158.78	3,083.43	14.6%	22,500.00	(1,658.78)	-7.4%
Equipment Repairs and Maintenance	38,204.23	48,360.98	10,156.75	26.6%	44,849.00	(3,511.98)	-7.8%
Building Repairs and Maintenance	551,250.15	596,270.32	45,020.17	8.2%	593,638.00	(2,632.32)	-0.4%
Utilities	878,821.62	931,871.78	53,050.16	6.0%	898,291.00	(33,580.78)	-3.7%
Other Expenditures	186,056.93	175,513.92	(10,543.01)	-5.7%	188,037.00	12,523.08	6.7%
Motor Vehicles	45,571.93	43,197.24	(2,374.69)	-5.2%	65,664.00	22,466.76	34.2%
Insurance	94,149.96	98,718.00	4,568.04	4.9%	98,718.00	-	0.0%
Miscellaneous Expenditures	2,436.57	1,563.30	(873.27)	-35.8%	500.00	(1,063.30)	N/A
Capital Expenditures	42,413.26	-	(42,413.26)	-100.0%	-	-	N/A
TOTAL EXPENDITURES	<u>15,767,161.49</u>	<u>15,670,635.78</u>	<u>(96,525.71)</u>	-0.6%	<u>16,175,211.00</u>	<u>504,575.22</u>	3.1%
FUND BALANCE INCREASED (DECREASED)	<u>(302,010.18)</u>	<u>179,215.01</u>	<u>481,225.19</u>	-159.3%	<u>(489,270.00)</u>	<u>(668,485.01)</u>	136.6%

**CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT**

General Fund - Detail
Fiscal Year Ended June 30, 2015

	Actual Year Ended <u>6/30/2014</u>	Actual Year Ended <u>6/30/2015</u>	Actual Increase (Decrease) <u>FY15 - FY14</u>	Percent Increase (Decrease) <u>FY15 - FY14</u>	Budget Year Ended <u>6/30/2015</u>	Budget Remaining <u>6/30/2015</u>	Percent Budget Remaining <u>6/30/2015</u>
REVENUES							
County Appropriation	14,287,911.08	14,702,230.36	414,319.28	2.9%	14,702,230.00	(0.36)	0.0%
Supplemental Appropriation COLA	226,065.00	-	(226,065.00)	-100.0%	-	-	N/A
Supplemental Appropriation Summer Youth	22,200.33	23,171.91	971.58	4.4%	-	(23,171.91)	N/A
Supplemental Appropriation Longevity Adjustments	-	43,517.00	43,517.00	100.0%	-	(43,517.00)	N/A
<i>Total County Appropriations</i>	<u>14,536,176.41</u>	<u>14,768,919.27</u>	<u>232,742.86</u>	<u>1.6%</u>	<u>14,702,230.00</u>	<u>(66,689.27)</u>	<u>-0.5%</u>
Copier and Printer Income	94,660.22	104,907.10	10,246.88	10.8%	94,950.00	(9,957.10)	-10.5%
Fine Income	357,365.31	342,981.52	(14,383.79)	-4.0%	366,000.00	23,018.48	6.3%
Other Income	3,174.47	373.43	(2,801.04)	-88.2%	-	(373.43)	N/A
Parking Garage Receipts	24,083.00	26,145.39	2,062.39	8.6%	25,000.00	(1,145.39)	-4.6%
E Rate Reimbursement	11,930.64	61,429.25	49,498.61	414.9%	60,000.00	(1,429.25)	N/A
Lottery Revenues	-	107,333.57	107,333.57	100.0%	-	(107,333.57)	N/A
State Aid Receipts	437,761.26	437,761.26	-	0.0%	437,761.00	(0.26)	0.0%
TOTAL REVENUES	<u>15,465,151.31</u>	<u>15,849,850.79</u>	<u>384,699.48</u>	<u>2.5%</u>	<u>15,685,941.00</u>	<u>(163,909.79)</u>	<u>-1.0%</u>
EXPENDITURES							
Personnel Costs							
Salaries	7,379,862.75	7,572,553.03	192,690.28	2.6%	7,850,373.00	277,819.97	3.5%
One-Time COLA	210,000.00	-	(210,000.00)	-100.0%	-	-	N/A
Temporary Wages	24,491.88	6,970.08	(17,521.80)	-71.5%	46,600.00	39,629.92	85.0%
Summer Youth Program Wages	20,557.68	20,230.41	(327.27)	-1.6%	-	(20,230.41)	N/A
<i>Total Wages</i>	<u>7,634,912.31</u>	<u>7,599,753.52</u>	<u>(35,158.79)</u>	<u>-0.5%</u>	<u>7,896,973.00</u>	<u>297,219.48</u>	
Social Security	551,335.32	548,344.98	(2,990.34)	-0.5%	600,555.00	52,210.02	8.7%
State Retirement	763,829.69	800,235.07	36,405.38	4.8%	822,309.00	22,073.93	2.7%
Life Insurance	13,561.01	11,928.60	(1,632.41)	-12.0%	15,654.00	3,725.40	23.8%
Health Insurance	853,092.52	899,420.52	46,328.00	5.4%	965,116.00	65,695.48	6.8%
Dental Insurance	24,983.97	24,672.98	(310.99)	-1.2%	27,005.00	2,332.02	8.6%
Workers Compensation	419,042.04	387,796.92	(31,245.12)	-7.5%	387,797.00	0.08	0.0%
OPEB	370,665.00	359,100.24	(11,564.76)	-3.1%	359,100.00	(0.24)	0.0%
Employee Assistance Program	1,800.00	1,800.00	-	0.0%	1,800.00	-	0.0%
Other Taxes and Personnel Costs	16,620.98	10,805.39	(5,815.59)	-35.0%	20,000.00	9,194.61	46.0%
Staff Parking Main Library	33,032.04	63,020.00	29,987.96	90.8%	74,880.00	11,860.00	15.8%
Fringe Rate Adjustment	-	-	-	0.0%	(71,956.00)	(71,956.00)	100.0%
<i>Total Fringe Benefits</i>	<u>3,047,962.57</u>	<u>3,107,124.70</u>	<u>59,162.13</u>	<u>1.9%</u>	<u>3,202,260.00</u>	<u>95,135.30</u>	<u>3.0%</u>
Budgeted Vacancies (wages plus fringe)	-	-	-	0.0%	(330,529.00)	(330,529.00)	100.0%
Total Personnel Costs	<u>10,682,874.88</u>	<u>10,706,878.22</u>	<u>24,003.34</u>	<u>0.2%</u>	<u>10,768,704.00</u>	<u>61,825.78</u>	<u>0.6%</u>

**CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT**

General Fund - Detail
Fiscal Year Ended June 30, 2015

	Actual Year Ended 6/30/2014	Actual Year Ended 6/30/2015	Actual Increase (Decrease) FY15 - FY14	Percent Increase (Decrease) FY15 - FY14	Budget Year Ended 6/30/2015	Budget Remaining 6/30/2015	Percent Budget Remaining 6/30/2015
Library Materials							
Adult Fiction Books	317,795.88	275,849.56	(41,946.32)	-13.2%	300,000.00	24,150.44	8.1%
Adult Non-fiction Books	228,342.37	181,658.49	(46,683.88)	-20.4%	232,000.00	50,341.51	21.7%
Adult Reference	12,933.83	11,783.20	(1,150.63)	-8.9%	15,000.00	3,216.80	21.4%
SC Room	4,770.33	4,565.82	(204.51)	-4.3%	8,000.00	3,434.18	42.9%
Young Adult	76,531.76	62,134.09	(14,397.67)	-18.8%	76,540.00	14,405.91	18.8%
Juvenile Books	272,827.76	277,918.60	5,090.84	1.9%	320,000.00	42,081.40	13.2%
McNaughtons	40,698.00	40,698.00	-	0.0%	41,000.00	302.00	0.7%
Large Print	39,874.56	36,215.73	(3,658.83)	-9.2%	45,000.00	8,784.27	19.5%
Continuations	60,453.45	51,961.78	(8,491.67)	-14.0%	75,000.00	23,038.22	30.7%
<i>Total Books</i>	<u>1,054,227.94</u>	<u>942,785.27</u>	<u>(111,442.67)</u>	<u>-10.6%</u>	<u>1,112,540.00</u>	<u>169,754.73</u>	<u>15.3%</u>
Periodicals	75,657.23	74,869.50	(787.73)	-1.0%	80,000.00	5,130.50	6.4%
Microforms	30,857.71	21,225.25	(9,632.46)	-31.2%	35,000.00	13,774.75	39.4%
<i>Total Periodicals</i>	<u>106,514.94</u>	<u>96,094.75</u>	<u>(10,420.19)</u>	<u>-9.8%</u>	<u>115,000.00</u>	<u>18,905.25</u>	<u>16.4%</u>
Adult DVD and Blu Ray	327,470.20	208,014.55	(119,455.65)	-36.5%	210,000.00	1,985.45	0.9%
Juvenile DVD and Blu Ray	-	67,407.49	67,407.49	100.0%	100,000.00	32,592.51	32.6%
Adult Books on CD	95,222.49	55,026.74	(40,195.75)	-42.2%	45,000.00	(10,026.74)	-22.3%
Juvenile Books on CD	-	5,738.90	5,738.90	100.0%	20,000.00	14,261.10	71.3%
Young Adult Books on CD	-	3,983.93	3,983.93	100.0%	5,000.00	1,016.07	20.3%
<i>Total Media</i>	<u>422,692.69</u>	<u>340,171.61</u>	<u>(82,521.08)</u>	<u>-19.5%</u>	<u>380,000.00</u>	<u>39,828.39</u>	<u>10.5%</u>
Reference Databases	195,107.31	154,265.69	(40,841.62)	-20.9%	174,000.00	19,734.31	11.3%
Magazines - Zinio	-	23,453.36	23,453.36	100.0%	25,000.00	1,546.64	6.2%
Music - Freegal	39,800.00	39,800.00	-	0.0%	40,000.00	200.00	0.5%
E-Books	144,822.97	162,612.75	17,789.78	12.3%	160,000.00	(2,612.75)	-1.6%
Downloadable Audio Books	78,729.99	83,912.73	5,182.74	6.6%	75,000.00	(8,912.73)	-11.9%
Streaming Video	-	6,066.66	6,066.66	100.0%	15,000.00	8,933.34	59.6%
<i>Total Digital Products</i>	<u>458,460.27</u>	<u>470,111.19</u>	<u>11,650.92</u>	<u>2.5%</u>	<u>489,000.00</u>	<u>18,888.81</u>	<u>3.9%</u>
Processing Fees	306,946.67	251,643.93	(55,302.74)	-18.0%	300,000.00	48,356.07	16.1%
MARC Technical Services	6,658.10	4,415.80	(2,242.30)	-33.7%	7,220.00	2,804.20	38.8%
LCATS Resources	-	26,105.00	26,105.00	100.0%	33,000.00	6,895.00	20.9%
Bindery	3,537.35	3,750.85	213.50	6.0%	4,000.00	249.15	6.2%
<i>Total Other Library Materials</i>	<u>317,142.12</u>	<u>285,915.58</u>	<u>(31,226.54)</u>	<u>-9.8%</u>	<u>344,220.00</u>	<u>58,304.42</u>	<u>16.9%</u>
Total Library Materials	<u>2,359,037.96</u>	<u>2,135,078.40</u>	<u>(223,959.56)</u>	<u>-9.5%</u>	<u>2,440,760.00</u>	<u>305,681.60</u>	<u>12.5%</u>

**CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT**

General Fund - Detail

Fiscal Year Ended June 30, 2015

	<u>Actual Year Ended 6/30/2014</u>	<u>Actual Year Ended 6/30/2015</u>	<u>Actual Increase (Decrease) FY15 - FY14</u>	<u>Percent Increase (Decrease) FY15 - FY14</u>	<u>Budget Year Ended 6/30/2015</u>	<u>Budget Remaining 6/30/2015</u>	<u>Percent Budget Remaining 6/30/2015</u>
Information Technology							
Internet	2,728.10	915.10	(1,813.00)	-66.5%	15,000.00	14,084.90	93.9%
Cataloging Subscriptions	55,608.87	61,324.09	5,715.22	10.3%	61,000.00	(324.09)	-0.5%
Events/Reservation Software	4,900.00	4,900.00	-	0.0%	4,900.00	-	0.0%
IT Systems Maintenance Contracts	290,975.58	281,993.44	(8,982.14)	-3.1%	306,000.00	24,006.56	7.8%
IT Purchases	67,129.31	57,672.35	(9,456.96)	-14.1%	65,000.00	7,327.65	11.3%
IT Purchases Special Projects	-	-	-	0.0%	60,000.00	60,000.00	100.0%
IT Lease Payments	109,490.12	168,091.44	58,601.32	53.5%	200,000.00	31,908.56	16.0%
IT Consultants	-	3,900.00	3,900.00	100.0%	-	(3,900.00)	-100.0%
Total Information Technology	530,831.98	578,796.42	47,964.44	9.0%	711,900.00	133,103.58	18.7%
Copier Leases and Supplies							
Copier Leases	134,858.15	134,856.72	(1.43)	0.0%	136,000.00	1,143.28	0.8%
Copier Lease Overages	39,214.61	40,980.18	1,765.57	4.5%	38,350.00	(2,630.18)	-6.9%
Copier Supplies	8,738.45	12,032.04	3,293.59	37.7%	12,000.00	(32.04)	-0.3%
Microform Supplies	790.01	1,022.46	232.45	29.4%	1,500.00	477.54	31.8%
Total Copier Leases and Supplies	183,601.22	188,891.40	5,290.18	2.9%	187,850.00	(1,041.40)	-0.6%
Supplies							
Library Cards	4,457.29	4,918.29	461.00	10.3%	6,800.00	1,881.71	27.7%
Library Supplies	11,764.43	9,249.04	(2,515.39)	-21.4%	12,000.00	2,750.96	22.9%
Library Program Supplies	2,331.43	4,225.97	1,894.54	81.3%	2,900.00	(1,325.97)	-45.7%
Data Processing Supplies	32,149.33	28,724.89	(3,424.44)	-10.7%	30,750.00	2,025.11	6.6%
Technical Supplies	15,794.25	10,440.51	(5,353.74)	-33.9%	15,250.00	4,809.49	31.5%
RFID Tags	26,744.32	24,974.18	(1,770.14)	-6.6%	25,000.00	25.82	0.1%
Office Supplies	29,832.67	36,757.06	6,924.39	23.2%	35,950.00	(807.06)	-2.2%
AV Supplies	7,806.73	3,952.30	(3,854.43)	-49.4%	7,000.00	3,047.70	43.5%
Minor Equipment	19,955.00	18,094.78	(1,860.22)	-9.3%	18,150.00	55.22	0.3%
Total Supplies	150,835.45	141,337.02	(9,498.43)	-6.3%	153,800.00	12,462.98	8.1%

**CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT**

General Fund - Detail
Fiscal Year Ended June 30, 2015

	Actual Year Ended <u>6/30/2014</u>	Actual Year Ended <u>6/30/2015</u>	Actual Increase (Decrease) <u>FY15 - FY14</u>	Percent Increase (Decrease) <u>FY15 - FY14</u>	Budget Year Ended <u>6/30/2015</u>	Budget Remaining <u>6/30/2015</u>	Percent Budget Remaining <u>6/30/2015</u>
Printing							
Programming Printing	6,526.09	8,882.74	2,356.65	36.1%	7,000.00	(1,882.74)	-26.9%
Other Printing	14,549.26	15,276.04	726.78	5.0%	15,500.00	223.96	1.4%
Total Printing	21,075.35	24,158.78	3,083.43	14.6%	22,500.00	(1,658.78)	-7.4%
Equipment Repairs and Maintenance							
Checkpoint Security	8,633.70	9,367.58	733.88	8.5%	9,375.00	7.42	0.1%
Fire and Security Alarms	3,159.62	4,082.92	923.30	29.2%	2,959.00	(1,123.92)	-38.0%
Postage Machine	4,771.54	4,660.88	(110.66)	-2.3%	4,700.00	39.12	0.8%
Microfiche/Film	6,510.00	6,510.00	-	0.0%	6,510.00	-	0.0%
Cell Phones	8,366.63	10,371.41	2,004.78	24.0%	8,200.00	(2,171.41)	-26.5%
Typewriters	104.62	-	(104.62)	-100.0%	105.00	105.00	100.0%
Repairs and Maintenance	1,780.37	872.47	(907.90)	-51.0%	3,000.00	2,127.53	70.9%
Parking Equipment	4,877.75	12,495.72	7,617.97	156.2%	10,000.00	(2,495.72)	-25.0%
Total Equipment Repairs and Maintenance	38,204.23	48,360.98	10,156.75	26.6%	44,849.00	(3,511.98)	-7.8%
Building Repairs and Maintenance							
General Repairs	38,324.67	53,201.15	14,876.48	38.8%	43,600.00	(9,601.15)	-22.0%
Garbage Collections	10,434.74	10,419.98	(14.76)	-0.1%	11,000.00	580.02	5.3%
Janitorial	229,117.00	229,718.40	601.40	0.3%	232,706.00	2,987.60	1.3%
Carpet Cleaning	24,208.92	24,942.12	733.20	3.0%	24,942.00	(0.12)	0.0%
Security Services	132,106.74	155,598.63	23,491.89	17.8%	159,000.00	3,401.37	2.1%
All Other General Services (County)	117,058.08	122,390.04	5,331.96	4.6%	122,390.00	(0.04)	0.0%
Total Building Repairs and Maintenance	551,250.15	596,270.32	45,020.17	8.2%	593,638.00	(2,632.32)	-0.4%

**CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT**

General Fund - Detail
Fiscal Year Ended June 30, 2015

	Actual Year Ended <u>6/30/2014</u>	Actual Year Ended <u>6/30/2015</u>	Actual Increase (Decrease) <u>FY15 - FY14</u>	Percent Increase (Decrease) <u>FY15 - FY14</u>	Budget Year Ended <u>6/30/2015</u>	Budget Remaining <u>6/30/2015</u>	Percent Budget Remaining <u>6/30/2015</u>
Utilities							
Electricity and Gas	722,626.92	755,721.11	33,094.19	4.6%	739,190.00	(16,531.11)	-2.2%
Water and Sewer	62,226.01	59,352.42	(2,873.59)	-4.6%	63,225.00	3,872.58	6.1%
Solid Waste Fee	12,970.08	12,821.04	(149.04)	-1.1%	12,821.00	(0.04)	0.0%
Telephone	62,418.51	63,610.05	1,191.54	1.9%	63,200.00	(410.05)	-0.6%
Data Lines	12,101.23	31,619.28	19,518.05	161.3%	13,440.00	(18,179.28)	-135.3%
Fax Lines	6,478.87	8,747.88	2,269.01	35.0%	6,415.00	(2,332.88)	-36.4%
Total Utilities	878,821.62	931,871.78	53,050.16	6.0%	898,291.00	(33,580.78)	-3.7%
Other Expenditures							
Audit Services (CCPL and FOL)	40,464.00	27,415.00	(13,049.00)	-32.2%	31,000.00	3,585.00	11.6%
Bank Charges	5,973.64	8,637.45	2,663.81	44.6%	6,000.00	(2,637.45)	-44.0%
Advertising	1,417.37	2,055.25	637.88	0.0%	3,000.00	944.75	31.5%
Interlibrary Loans	1,311.44	624.50	(686.94)	-52.4%	1,000.00	375.50	37.6%
Messenger Service (County)	1,037.00	1,037.00	-	0.0%	1,037.00	-	0.0%
Postage	46,094.89	54,404.13	8,309.24	18.0%	50,000.00	(4,404.13)	-8.8%
Dues	7,891.11	4,569.00	(3,322.11)	-42.1%	5,500.00	931.00	16.9%
Professional Services	28,676.20	32,142.25	3,466.05	12.1%	32,500.00	357.75	1.1%
Material Recovery Service	45,385.45	41,152.10	(4,233.35)	-9.3%	50,000.00	8,847.90	17.7%
Training and Conferences	7,805.83	3,477.24	(4,328.59)	-55.5%	8,000.00	4,522.76	56.5%
Total Other Expenditures	186,056.93	175,513.92	(10,543.01)	-5.7%	188,037.00	12,523.08	6.7%
Motor Vehicles							
Motor Vehicle Repairs and Maintenance	21,112.84	22,148.31	1,035.47	4.9%	28,087.00	5,938.69	21.1%
Motor Vehicle Fuel	22,959.67	17,955.58	(5,004.09)	-21.8%	36,077.00	18,121.42	50.2%
Motor Vehicle Employee Expense	1,499.42	3,093.35	1,593.93	106.3%	1,500.00	(1,593.35)	-106.2%
Total Motor Vehicles	45,571.93	43,197.24	(2,374.69)	-5.2%	65,664.00	22,466.76	34.2%

**CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT**

General Fund - Detail
Fiscal Year Ended June 30, 2015

	<u>Actual Year Ended 6/30/2014</u>	<u>Actual Year Ended 6/30/2015</u>	<u>Actual Increase (Decrease) FY15 - FY14</u>	<u>Percent Increase (Decrease) FY15 - FY14</u>	<u>Budget Year Ended 6/30/2015</u>	<u>Budget Remaining 6/30/2015</u>	<u>Percent Budget Remaining 6/30/2015</u>
Insurance							
Fire Insurance	72,975.00	77,550.00	4,575.00	6.3%	77,550.00	-	0.0%
Auto Liability Insurance	4,680.00	4,680.00	-	0.0%	4,680.00	-	0.0%
Auto Comp Collision Insurance	744.00	737.04	(6.96)	-0.9%	737.00	(0.04)	0.0%
Inland Marine Insurance (Bookmobile)	2,007.96	2,007.96	-	0.0%	2,008.00	0.04	0.0%
Tort Liability Insurance	7,727.04	7,727.04	-	0.0%	7,727.00	(0.04)	0.0%
MIS Business Interruption Insurance	6,015.96	6,015.96	-	0.0%	6,016.00	0.04	0.0%
Total Insurance	94,149.96	98,718.00	4,568.04	4.9%	98,718.00	-	0.0%
Miscellaneous Expenditures							
Board Contingency	96.57	1,338.30	1,241.73	1285.8%	500.00	(838.30)	-167.7%
Miscellaneous	2,340.00	225.00	(2,115.00)	-90.4%	-	(225.00)	-100.0%
Total Miscellaneous Expenditures	2,436.57	1,563.30	(873.27)	100.0%	500.00	(1,063.30)	-212.7%
Capital Expenditures							
Vehicles	42,413.26	-	(42,413.26)	-100.0%	-	-	N/A
Other	-	-	-	0.0%	-	-	N/A
Total Capital Expenditures	42,413.26	-	(42,413.26)	100.0%	-	-	N/A
TOTAL EXPENDITURES	15,767,161.49	15,670,635.78	(96,525.71)	-0.6%	16,175,211.00	504,575.22	3.1%
FUND BALANCE INCREASED (DECREASED)	(302,010.18)	179,215.01	481,225.19	-159.3%	(489,270.00)	(668,485.01)	136.6%

Board Blurbs
August 2015

10. Library Reports

B. Perry will review our annual budget report. We did end up in the black this year due to unforeseen circumstances. The head of Library Collections and Technical Services retired and that caused a reduction in staff for a while and due to that we underspent our materials budget. They are back on track this year. We also received unexpected funds from the State in the form of unclaimed lottery funds.

C. Perry will be bringing a budget amendment to the Board. The county has determined that our vehicles should be listed as a county asset so we will be shifting those to them.

11.

A. The County has retained the firm of Cummings and McCrady to help develop the Program Manual for our facilities. They have put together a team to work on all phases of the program. Jerry English will be the lead and he will be at the Board meeting. The work is in three phases:

- Phase I Programming for five new libraries
- Phase I Guideline specifications
- Phase II Programming for existing facilities + Wayfinding Guide specification

The team consists of the following firms structured with C&M as prime consultant and the others as sub-consultants to C&M:

Cummings & McCrady, Inc. – preparing/assisting in coordination for all community meetings, programming for all existing facilities, assisting MPS with design guidelines and specifications, and coordinating consultants

McMillan Pazdan Smith – library programming consulting lead for programming five new libraries and design guidelines (Phase I), and lead for guide specifications for library specialty items

J&A Engineering Consultants – low voltage engineering services to include security systems, audio visual and telecom systems

The Galecia Group – technology consulting services for RFID and materials handling technology

Typographic Communication – creating branding and wayfinding design guidelines

MECA, Inc. – preparing guide specifications/quality standards for mechanical, plumbing, and fire protection systems

Epic Engineering – preparing guide specifications/quality standards for electrical systems.

11. B. The RFQ for the facilities is nearly complete. The standard American institute of Architects has changed and the legal department is checking the new iteration to make sure it does what we need. There will be a member of the Procurement Department present to update the Board.

11. C. Bryan Whitley has asked when the Library will name all the libraries so he can include the names in any contracts or any plans. Bryan will be at the meeting.

One recommendation is:

Current West Ashley becomes S. Windemere Library

Current St. Andrews becomes Cynthia Graham Hurd West Ashley Library

Current Cooper River Memorial becomes Pinehaven

New James Island remains James Island

New Bee's Ferry becomes Bee's Ferry

New Carolina Park become North Mt. Pleasant

12. Christmas Closing. We generally follow the County's schedule but this year they are closing for five consecutive days for Christmas. The rule is they close Christmas Eve, Christmas and the day after Christmas but since they are basically closed for the weekend they will be closed Monday December 28. We feel that is too many consecutive days closed and wish to open the 28th and give staff a floating holiday.

CIRCULATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	33,995	37,111	-8.40
BOOKMOBILE	2,429	2,171	11.88
CRM	10,243	11,072	-7.49
DART	5,014	6,759	-25.82
JAMES ISLAND	18,495	20,527	-9.90
WEST ASHLEY	13,716	16,168	-15.17
VILLAGE	3,930	3,529	11.36
MT PLEASANT	63,644	67,204	-5.30
ST ANDREWS	39,552	45,376	-12.83
DORCHESTER RD	14,679	18,879	-22.25
OTRANTO RD	18,664	22,086	-15.49
JOHN'S ISLAND	17,381	21,747	-20.08
POE	2,827	3,252	-13.07
EDISTO	1,195	1,377	-13.22
FOLLY	2,191	2,184	0.32
ST PAULS	2,206	2,229	-1.03
MCCLELLANVILLE	1,105	1,432	-22.84
Total Downloads	43,797	26,996	62.24
TOTALS	295,063	310,099	-4.85

USER VISITS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	29,903	32,657	-8.43
BOOKMOBILE	927	903	2.66
CRM	13,145	14,341	-8.34
DART	7,033	6,947	1.24
JAMES ISLAND	10,853	11,549	-6.03
WEST ASHLEY	9,454	10,130	-6.67
VILLAGE	2,018	1,907	5.82
MT PLEASANT	26,266	26,982	-2.65
ST ANDREWS	23,725	23,790	-0.27
DORCHESTER RD	12,910	12,154	6.22
OTRANTO	14,261	14,448	-1.29
JOHN'S ISLAND	10,339	12,785	-19.13
POE	1,742	1,486	17.23
EDISTO	470	577	-18.54
FOLLY	1,076	1,212	-11.22
ST PAULS	995	982	1.32
MCCLELLANVILLE	1,057	1,066	-0.84
TOTALS	166,174	173,916	-4.45

PC USE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	5,870	6,433	-8.75
BOOKMOBILE	0	0	0.00
CRM	2,797	2,656	5.31
DART	2,031	1,483	36.95
JAMES ISLAND	1,340	1,425	-5.96
WEST ASHLEY	1,133	1,342	-15.57
VILLAGE	318	376	-15.43
MT PLEASANT	2,877	2,996	-3.97
ST ANDREWS	4,374	5,105	-14.32
DORCHESTER RD	2,956	2,676	10.46
OTRANTO RD	3,754	3,765	-0.29
JOHN'S ISLAND	2,317	2,489	-6.91
POE	137	109	25.69
EDISTO	97	162	-40.12
FOLLY	134	127	5.51
ST PAULS	281	395	-28.86
MCCLELLANVILLE	215	240	-10.42
Wifi USE	20,209	18,871	7.09
TOTALS	50,840	50,650	0.38

OUT-OF-COUNTY REGISTRATIONS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	11	6	83.33
BOOKMOBILE	0	0	0.00
CRM	0	1	-100.00
DART	0	0	0.00
JAMES ISLAND	0	0	0.00
WEST ASHLEY	0	1	-100.00
VILLAGE	0	0	0.00
MT PLEASANT	8	3	166.67
ST ANDREWS	1	2	-50.00
DORCHESTER RD	4	9	-55.56
OTRANTO RD	5	4	25.00
JOHN'S ISLAND	0	0	0.00
POE	0	1	-100.00
EDISTO	0	1	-100.00
FOLLY	0	0	0.00
ST PAULS	0	0	0.00
MCCLELLANVILLE	0	0	0.00
TOTALS	29	28	3.57

REFERENCE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	15,544	20,385	-23.75
BOOKMOBILE	97	226	-57.08
CRM	1,715	3,743	-54.18
DART	1,526	1,088	40.26
JAMES ISLAND	2,180	3,077	-29.15
WEST ASHLEY	2,435	2,708	-10.08
VILLAGE	90	107	-15.89
MT PLEASANT	7,837	9,063	-13.53
ST ANDREWS	5,919	8,218	-27.98
DORCHESTER RD	3,007	2,463	22.09
OTRANTO RD	3,434	3,339	2.85
JOHN'S ISLAND	4,646	5,116	-9.19
POE	184	75	145.33
EDISTO	34	34	0.00
FOLLY	510	527	-3.23
ST PAULS	160	95	68.42
MCCLELLANVILLE	455	433	5.08
TOTALS	49,773	60,697	-18.00

REGISTRATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	1,081	961	12.49
BOOKMOBILE	56	39	43.59
CRM	244	207	17.87
DART	109	110	-0.91
JAMES ISLAND	589	426	38.26
WEST ASHLEY	466	436	6.88
VILLAGE	126	91	38.46
MT PLEASANT	1,740	1,452	19.83
ST ANDREWS	775	753	2.92
DORCHESTER RD	338	341	-0.88
OTRANTO RD	345	305	13.11
JOHN'S ISLAND	552	450	22.67
POE	103	75	37.33
EDISTO	15	13	15.38
FOLLY	54	34	58.82
ST PAULS	69	63	9.52
MCCLELLANVILLE	44	38	15.79
TOTALS	6,706	5,794	15.74

PROGRAMMING

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN			
NO OF PROG	96	111	-13.51
ATTENDANCE	3,495	6,125	-42.94
BKMOBILE/OUTREACH			
NO OF PROG	0	4	-100.00
ATTENDANCE	0	136	-100.00
CRM			
NO OF PROG	18	19	-5.26
ATTENDANCE	1,420	1,084	31.00
DART			
NO OF PROG	86	101	-14.85
ATTENDANCE	2,293	3,909	-41.34
JAMES ISLAND			
NO OF PROG	25	23	8.70
ATTENDANCE	1,527	1,401	8.99
WEST ASHLEY			
NO OF PROG	29	31	-6.45
ATTENDANCE	1,011	994	1.71
VILLAGE			
NO OF PROG	14	11	27.27
ATTENDANCE	431	307	40.39
MT PLEASANT			
NO OF PROG	58	47	23.40
ATTENDANCE	2,546	2,360	7.88
ST ANDREWS			
NO OF PROG	45	65	-30.77
ATTENDANCE	2,020	2,427	-16.77
DORCHESTER RD			
NO OF PROG	46	39	17.95
ATTENDANCE	1,487	743	100.13
OTRANTO RD			
NO OF PROG	42	31	29.03
ATTENDANCE	1,113	528	110.80
JOHN'S ISLAND			
NO OF PROG	58	55	5.45
ATTENDANCE	1,651	1,673	-1.32
POE			
NO OF PROG	49	24	104.17
ATTENDANCE	1,503	1,100	36.64
EDISTO			
NO OF PROG	6	4	50.00
ATTENDANCE	66	46	43.48
FOLLY			
NO OF PROG	21	22	-4.55
ATTENDANCE	483	666	-27.48
ST PAULS			
NO OF PROG	4	3	33.33
ATTENDANCE	27	42	-35.71
MCCLELLANVILLE			
NO OF PROG	9	9	0.00
ATTENDANCE	325	210	54.76
TOTALS			
NO OF PROG	606	599	1.17
ATTENDANCE	21,398	23,751	-9.91



Charleston County Public Library

SERVICE EFFECTIVENESS MEASURES FY2015

<i>Through June 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	2.52	1.77	1.31	1.49	1.52	1.35	1.72	0.86	0.80	2.46	2.08	2.23	1.00	2.08	2.07	1.78
CIRC/FTE	10,149	32,180	25,136	14,246	13,185	11,952	21,151	25,341	18,985	11,868	9,277	16,279	12,347	7,953	10,763	15,938	19,974
COST/CIRC	7.63	1.55	2.22	3.95	3.77	4.42	2.29	1.93	2.70	4.72	4.43	2.26	3.70	6.04	3.80	4.01	2.90
FTE COST/CIRC	4.94	1.37	1.98	3.54	3.31	3.85	2.07	1.71	2.18	3.99	3.89	2.13	3.70	5.46	3.13	3.66	2.34
FTES	37.750	20.125	17.125	14.000	13.000	16.000	7.5	7.625	6.375	5.375	1.375	1.375	1.875	1.625	2.625	2.375	156.125
FY15 PERSONNEL BUDGET	1,891,461	888,554	852,636	705,115	566,731	735,324	328,171	330,260	264,059	254,553	49,571	47,777	75,754	70,573	88,465	138,700	7,287,704
FY15 BRANCH BUDGET	2,921,423	1,005,784	956,673	787,797	645,660	845,481	366,021	372,595	326,583	300,777	56,527	50,621	85,640	78,118	107,453	151,880	9,059,033

YEAR-END FISCAL DATA

	FY2015	FY2014	%
Interlibrary Loans	3,219	2,987	7.77
Reference Questions	559,931	615,009	-8.96
Summer Reading Participants	14339	13057	9.82
User Visits	1,754,008	1,834,352	-4.38
County Population (est. 2013)	372,803	372,803	n/a
Total Circulation	3,118,474	3,301,695	-5.55
Circulation per Capita	8.36	8.86	-5.64