



Charleston County Public Library Board of Trustees Agenda
 5:15 p.m., June 27, 2017 | Auditorium, Main Library, Charleston

	<u>Informational</u>	<u>Action</u>
1. Welcome and Freedom of Information, 2 minutes		x
2. Public Comment, 2 minutes		x
3. Board Comment, 5 minutes	x	
4. Additions or Corrections to the Agenda, 2 minutes	x	
5. Approval of Minutes (5/23/17), 2 minutes		x
6. Friends of the Library Update: Brittany Mathis, 8 minutes	x	
7. Capital Plan Update, 20 minutes	x	
a. Presentation of Bee's Ferry Branch: <i>MPS</i>		
8. Adoption of FY18 CCPL Budget, 5 minutes		x
9. Election of Officers, 5 minutes	x	
10. Public Comment Policy – 2nd Reading, 5 minutes		x
11. Fines and Policies – 2nd Reading, 5 minutes		x
12. Unattended Children Policy – 1st Reading, 5 minutes	x	
13. Library Reports, 5 minutes	x	
a. Director Report: <i>Jim McQueen for Nicolle Davies</i>		
14. Committee Reports, 10 minutes	x	
a. Future: <i>Maya Hollinshead</i>		
b. Building Projects: <i>Ed Fava</i>		
15. Adjournment	x	

Board service

Term ends Dec. 2017: Hollinshead, Norris, Reider, Strunk
 Term ends Dec. 2018: Clem, Fava
 Term ends Dec. 2020: Brack, Strother, Crosby, Nesbitt



Board of Trustees Meeting Minutes
May 23, 2017

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, May 23, 2017 at 5:15pm in the auditorium of the St. Andrews Library, 1735 N. Woodmere Drive, Charleston, SC.

Board members present were Mr. Brack, Mr. Fava, Ms. Crosby, Mr. Strother, Ms. Hollinshead, Ms. Strunk, Ms. Reider, Mr. Clem and Ms. Nesbitt. Mr. Norris was absent. Staff members present were Nicolle Davies, Toni Pattison, Darlene Jackson, Jim McQueen and Heather Kiessling. Also present were Brittany Mathis representing the Friends of the Library and Janette Alexander of Charleston County.

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

Public Comment

Joanne Stebbins, a library employee, said that she really likes the updates to the St. Andrews auditorium and said thank you for everyone's hard work.

Board Comment

Mr. Clem congratulated the staff on a well-done update to the auditorium as well. Mr. Strother read a poem by Nikki Giovanni. He also read a quote by James Baldwin.

Mr. Brack said that he and Ms. Davies attended National Library Legislative Day in Washington, DC and met with various congressional members. He said that he encourages other board members to attend next year. Mr. Brack also passed around pictures and print materials that were sent to the board by Candy Lowe. Mr. Brack mentioned that the board will start having two readings of important materials; the first to become familiar with it and the second to vote on the material.

Additions or Corrections to the Agenda

Mr. Brack added a library naming item to the agenda as item 7a.

Review of Minutes

The minutes were approved as written; Mr. Clem abstained as he was absent during the

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April meeting.

Friends of the Library Update

Ms. Mathis said that the first one-day pop up sale was held at the Mt. Pleasant branch, which raised more than \$800. The first beach book sale is being held on Thursday, May 25 at the Sullivan's Island Farmer's Market from 2:30-6:30pm. Ms. Mathis passed out a summer book sale flyer; the sale will be at the main branch on June 23-25 and Ms. Mathis encouraged everyone to sign up for a volunteer slot.

Capital Plan Update

Ms. Pattison said that the opening day collection is going through ongoing coordination. The AMH RFP is being finalized and the RFID RFP will be prepared after the AMH RFP goes out. There is one furniture design team for all the new branches and they have started working on Mt. Pleasant, James Island, and St. Paul's. Ms. Pattison said that they would also like to use them for the support services building. There is a kick-off meeting for the furniture design team scheduled for June 13.

Ms. Crosby asked if there is room for furniture differentiation between branches so that the branches have a different feel depending on the community. Ms. Pattison said that some things will be standard, such as auditorium chairs, but that the items such as help desks and lounge chairs will be personalized.

Ms. Pattison said that she and Ms. Davies completed product installation site visits to view local building materials.

West Ashley's schematic package was completed and submitted to the county; MB Kahn is working on a cost estimate and is anticipated to present at the June board meeting.

Cooper River has no update.

St. Paul's Design Development kick-off was held on May 15 and the community meeting is tentatively scheduled for June 6.

James Island held a first finishes meeting on May 15 to view paint, floor tiles, etc. One the finishes are completed, a detailed review will commence and the GMP will be prepared.

Mt. Pleasant's GMP is anticipated in the next week or so; after that, the design team will begin preparing construction documents.

The support services building's RFQ for architecture and engineering services were received and are being reviewed.

Mr. Brack asked if there is an exact site for the West Ashley site. Ms. Pattison said that there was. Mr. Brack also said that he is frustrated with the lack of progress on Cooper River. Ms. Alexander said that three of the buildings have been demolished, but the fourth building had an asbestos problem that is being worked on. Mr. Brack said that he met with North Charleston Mayor Keith Summey to let him know that the board would highly prefer a separate

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building for Cooper River.

Ms. Nesbitt asked about the process of finalizing the date for the St. Paul's community meeting. Ms. Alexander said that they have been waiting to have a more complete agreement for the land transfer before holding the community meeting.

Ms. Alexander displayed a chart of the financial status of the building projects. She explained that the numbers shown include the baseline originally budgeted as well as the current working estimates. The numbers include all values, including inspections, staffing, opening collections, etc. Ms. Alexander explained that the numbers are a snapshot in time and may change in the future. She also said that the GMP for Mt. Pleasant was lower than the budgeted amount.

Mr. Fava asked if any of the demolition costs for Cooper River are included in the Cooper River CWE. Ms. Alexander said that those costs and the cost of the asbestos mediating are included in the cost of the Cooper River site.

Mr. Brack asked about the bids for the project. Ms. Alexander said that MB Kahn was handling the bids. Mr. Brack also asked about the baseline listed in the financial status chart. Ms. Alexander said that the cost estimates were completed before the referendum passed and the number will not change as the projects progress.

Ms. Strunk asked if each building project has its own contingency plan built in. Ms. Alexander said that it does. Ms. Strunk asked how the funds for library upgrades are being protected so that the new branches do not take up too much. Ms. Alexander said that they have not touched that money yet and intend to make sure the renovations are still possible. Ms. Davies said that they have been working on value estimations in order to save money on the new buildings to ensure as much money as possible for the renovations.

Mr. Fava said that if County Council decides to keep the existing James Island site open, the library needs to be notified as soon as possible. He suggested sending a letter to County Council to ask about it. Mr. Brack agreed. Mr. Fava also said that he was surprised to hear that a swimming pool is planned to go next to the St. Paul's site. Ms. Alexander said that they just learned of the proposed recreational facility, but that they have not been asked to participate in it in any way.

Ms. Alexander provided a report from MB Kahn discussing their intern program.

Naming of the Libraries

Mr. Brack said that he has been contacted with concerns about the naming of the James Island library. He said that according to Robert's Rules of Order, there are three methods of going against a vote and read those rules. Mr. Brack read some background on the Baxter Patrick Elementary School and the two women for which it was named. Mr. Brack said that according to library policy, the library names should be based on geographical location and may include in addition the names of important individuals that have contributed to the library system in a meaningful way.

Mr. Clem said that the board spent a lot of time and thought two years ago on the

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subject of library naming. Mr. Clem read the exact wording of the naming policy. He said that the backgrounds of Ms. Baxter and Ms. Patrick are educational rather than library related. He believes that the board went against the policy in the previous vote. Mr. Clem made a motion to name the new James Island library the James Island Library. Mr. Fava seconded the motion. The board discussed the naming of the library; Mr. Strother stated that the name was already voted on according to established policy and that County Council has the final decision anyway. He said the board needs to stick with what was already decided upon.

Mr. Brack said that he does not believe the few people that spoke at last month's meeting was an accurate representation of the James Island community. Mr. Clem said that his objection is with the name going against established policy about naming, as the two educators did not contribute directly to the Charleston County Library. Mr. Strother reiterated that his issue is that the board is now wishing to go against what was voted on through the proper procedure. Mr. Fava said that the board violated their own policy.

Ms. Hollinshead said that the community knows that area as the Baxter Patrick area, which makes it geographically relevant. She also said that all they can do is recommend it to County Council. Ms. Crosby agreed. Ms. Strunk said that she voted against the name because she thought the naming was premature. She said that she would be in favor of naming a room in the new library in honor of the two women. She does not feel the need to revisit the vote, however.

The board voted on Mr. Clem's motion. The motion failed with four in favor and five opposed.

FY18 Budget Approval – 1st Reading

Ms. Davies said that Mr. Litchfield is at the county for their first review of the budget. She directed the board to a page of the budget which highlights the increased funding for the library for programming and professional development. She explained that programming is part of the core operations of the library and is glad the budget will have space for it instead of depending on Friends money.

Mr. Clem said that he would like to still track the spending on building maintenance even when those costs are transferred to the county. Ms. Davies said that she met with the new county maintenance director and that the library has never had a maintenance schedule. She said she is optimistic about the leadership changes in county maintenance.

Mr. Fava pointed out that the county is not using referendum money to complete routine maintenance on existing branches. Mr. Brack said that if the county does not fix things in a timely manner, the library needs to be notified.

Public Comment Policy – 1st Reading

Mr. Brack discussed the proposed public comment policy. The policy covers the practice of providing a sign in sheet for public comments. Ms. Strunk suggested adding a provision for a large group to designate one spokesperson to sign the sheet.

Fines and Policies – 1st Reading

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Ms. Davies said that the biggest complaint from patrons is that their library cards must be renewed yearly in person. The new policy takes off that requirement. Other changes include the fixing of a typo and the removal of the \$5.00 processing fee for losing an item. Ms. Strunk asked if the out of county resident fee is still relevant. Ms. Davies said that they will look into it and base it on a per capita basis. Ms. Hollinshead asked about the stopping of the floating collection. Ms. Davies said that the decision is based primarily on feedback from staff. Ms. Davies explained what the floating collection is and the challenges of it.

Mr. Fava asked if the policy will include details on inactive accounts being removed after a certain number of years. Ms. Davies said that usually that is just an internal procedure rather than a stated policy item. Ms. Davies pointed out the importance of various statistics, such as foot traffic and virtual users, in addition to circulation numbers. Ms. Reider said that she supports an easier way to process library cards.

Library Reports

Ms. Davies spoke on the visit to Washington, DC to talk to lawmakers about library funding. Mr. Brack mentioned speaking to Mark Sanford. Ms. Davies also pointed out some Summer Reading materials.

Committee Reports

- a. Finance
There was no report.
- b. Nominations
There was no report.
- c. Future and Strategic Planning
There was no report.
- d. Building
There was no report.

Library Presentation: IT Services

Thomas Wheeler, IT Manager, provided a presentation on IT services. He discussed the various components of IT, including the technical support and resources for staff and patrons. He also discussed ILS, which is the system that allows checkouts, discharges, catalog searches, etc. He also spoke on the various electronic resources that the library offers.

Adjournment

The meeting was adjourned at 7:00pm.

Respectfully submitted,

Maya Hollinshead, Secretary

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Brittany Mathis will provide a Friends of the Library Update.

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Toni Pattison and Janette Alexander will provide a capital plan update. MPS will present a presentation on the Bee's Ferry Branch.

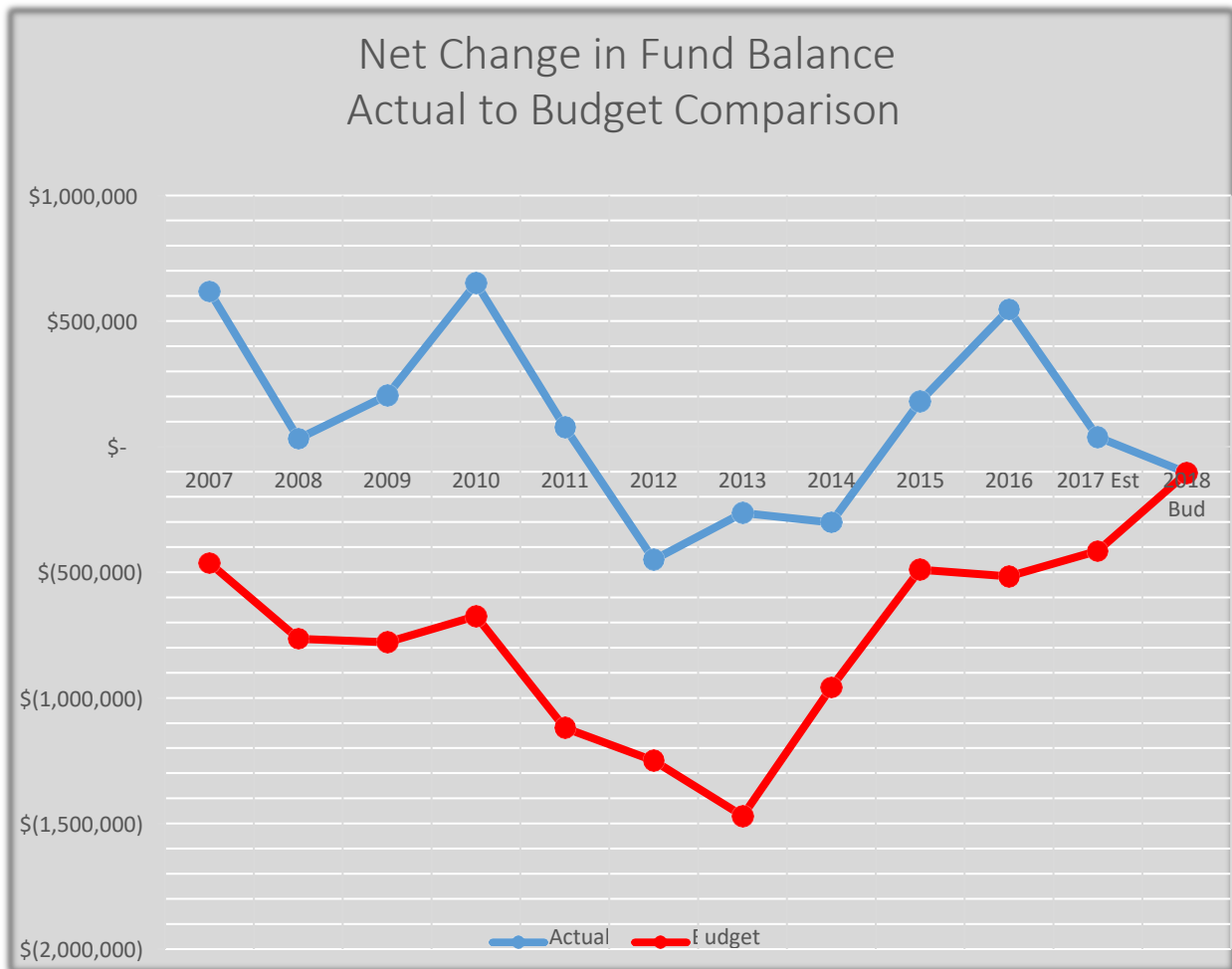
CHARLESTON COUNTY PUBLIC LIBRARY

ANNUAL BUDGET FISCAL YEAR 2018

GENERAL FUND BUDGET HIGHLIGHTS

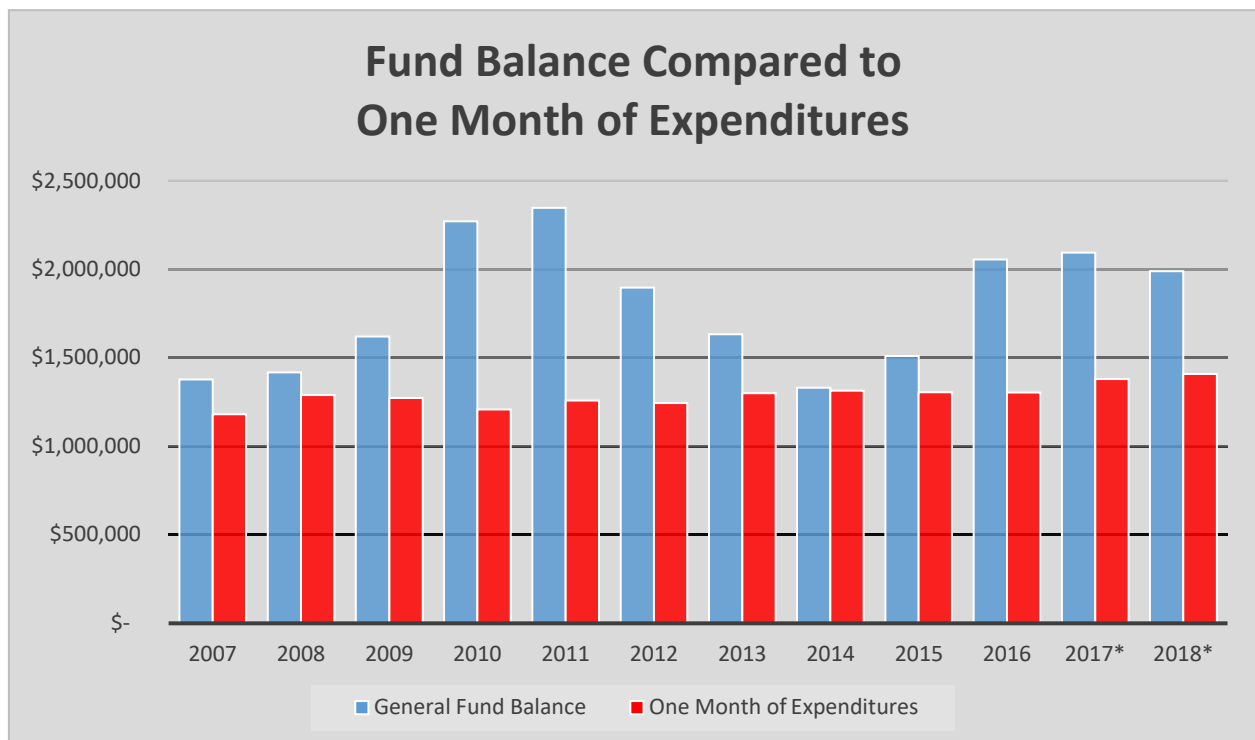
The General Fund finances the day-to-day provision of library services for Charleston County. The Library’s budget was prepared using the appropriation amount approved by Charleston County Council. The Fiscal Year 2018 (FY18) budget includes expenditures of \$16,901,724 and revenues of \$16,796,724 resulting in a deficit of \$105,000. The deficit will be financed with fund balance.

The following chart is a comparison of the Library’s budgeted vs. actual surplus or deficit since FY2007:



Current projection of total fund balance at the end of fiscal year 2017 is \$2,092,983. After financing the FY18 projected deficit, fund balance at June 30, 2018 would be \$1,987,983. One month of FY18 budgeted expenditures is \$1,408,477.

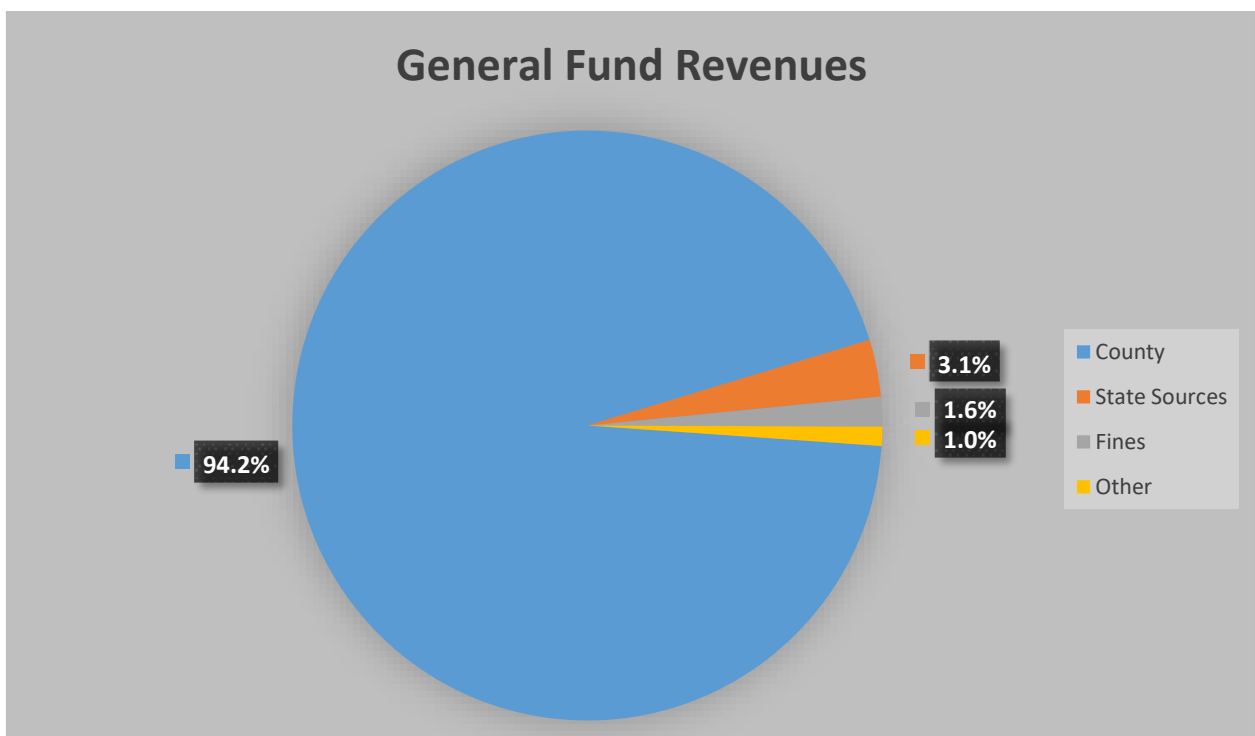
The following chart shows a history of the Library’s fund balance since FY2007:



*Projected

REVENUES

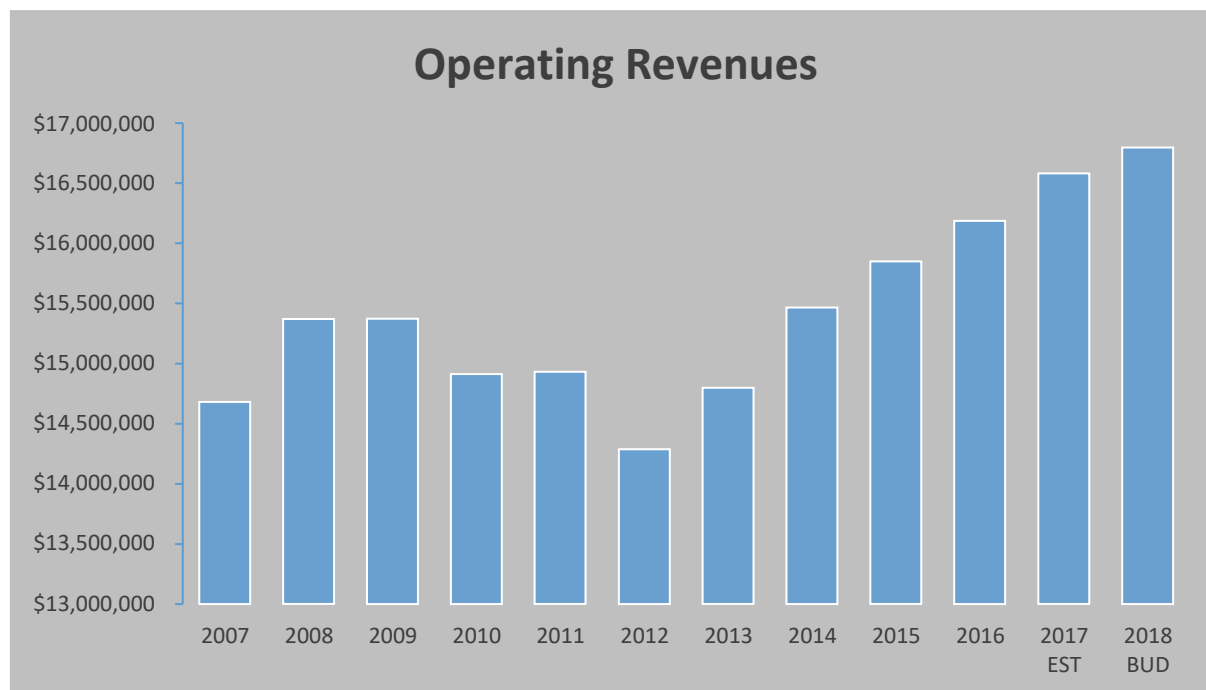
The Library's operations are funded primarily through County appropriations. Additional funding comes from State Aid, fines, and other sources such as copier/printer charges, parking fees, etc. General fund revenues budgeted for FY18 are shown in the chart below:



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Total General Fund budgeted revenues for FY18 are 1.6 percent greater than the FY17 budget. The FY18 County budget appropriation is 2.1 percent, or \$327,063, greater than the FY17 budget. County appropriation includes reimbursement from the bond referendum of costs associated with a project manager. State Aid is budgeted at the same level as FY17 (\$1.50 per capita). State Education Lottery Funds of \$36,957 are expected in FY17. This funding is dependent each year on State legislative action and has not been budgeted for FY18. Fine revenues are budgeted 16.0 percent less than FY17 to reflect the continuing decline in receipts. Other revenues include parking fees in the Main Library garage and E-Rate funding used to fund information technology projects.

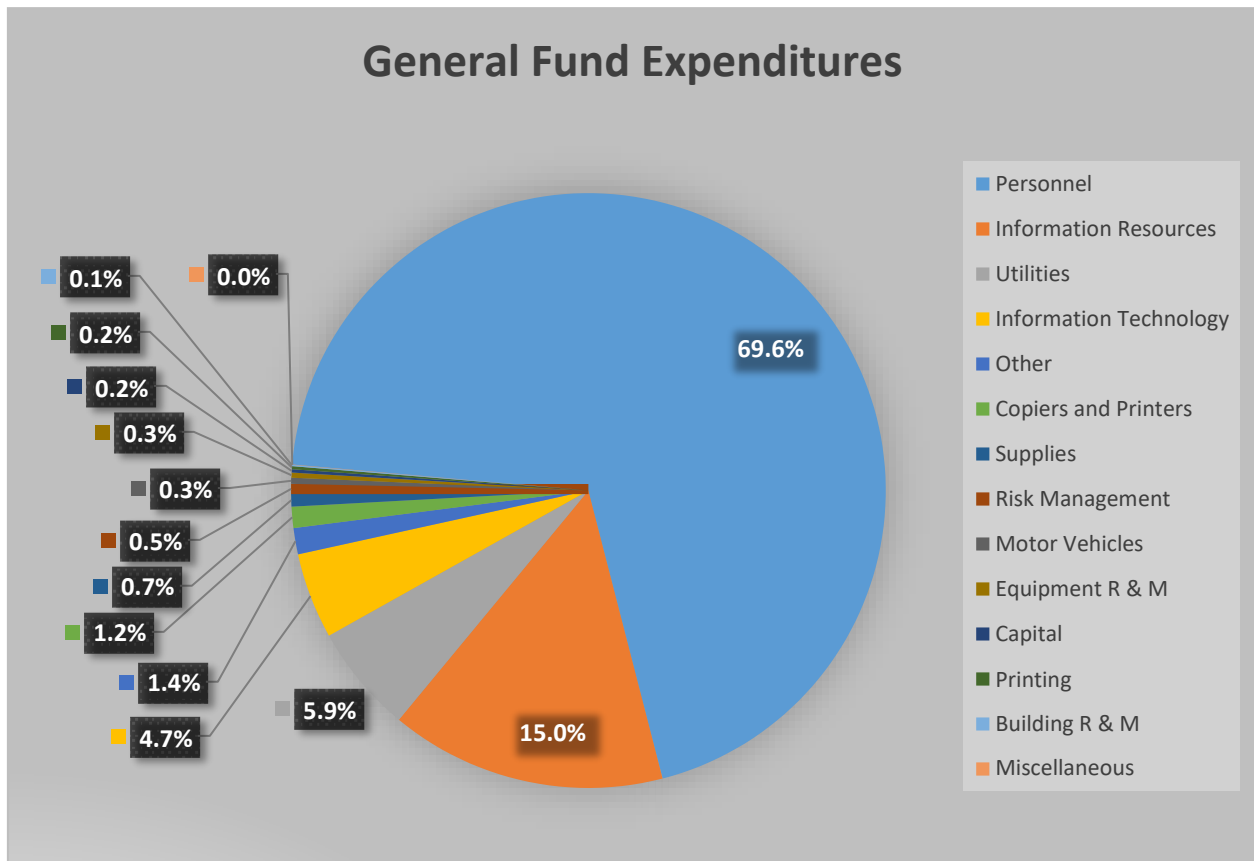
The following chart shows total operating revenues since FY2003:



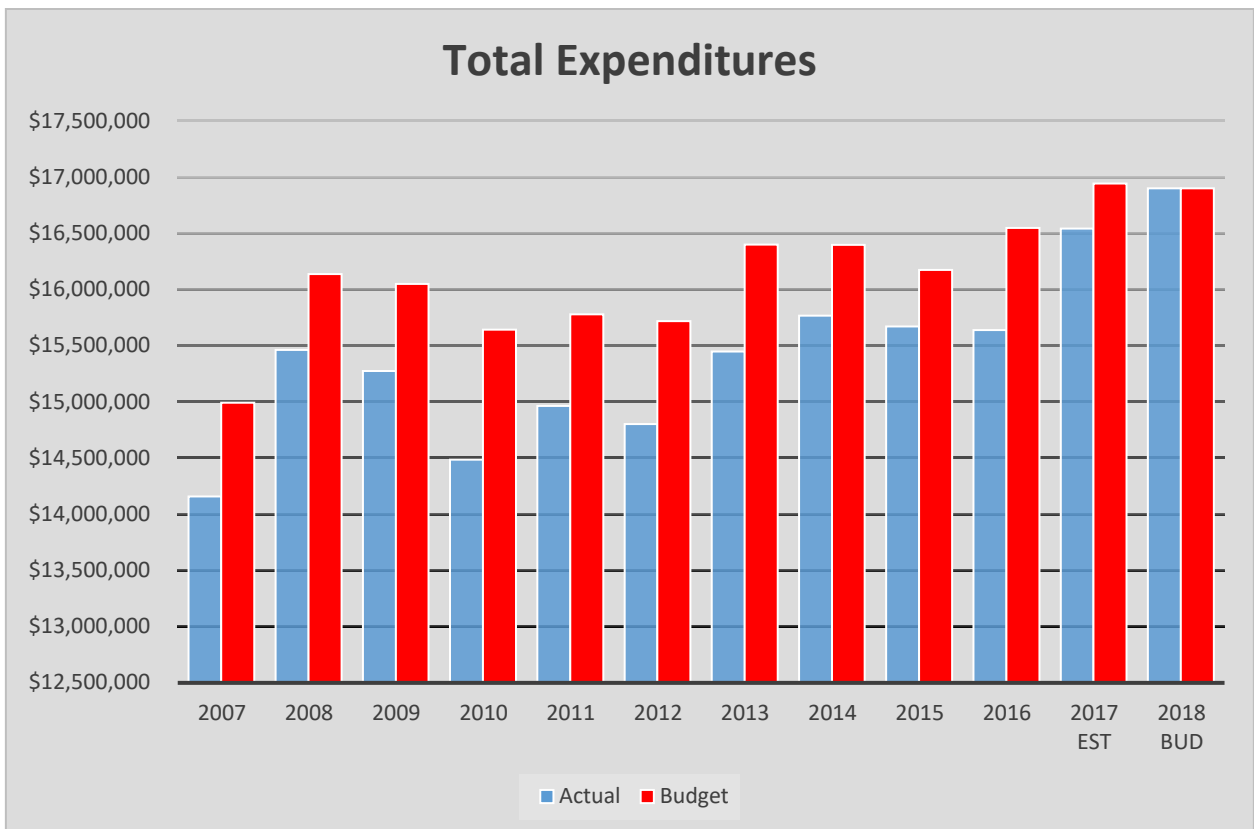
EXPENDITURES

The normal operations of the Library are accounted for in the General Fund. Budgeted expenditures for FY18 are 0.2 percent less than the FY17 budget. The largest increase is personnel costs related to the longevity and merit pay program, rises in employee benefits, parking for Main Library employees, and implementation of the results of a market study conducted by Charleston County. Other significant increases include additional funding for staff development and public programming. Primary decreases include, information resources, information technology, equipment repairs and maintenance, building repairs and maintenance, and miscellaneous. See below for discussion of specific increases and decreases.

The chart below shows the relative size of each major expenditure category for FY18 to the total:



The following chart shows total operating expenditures compared to budget since FY2007. Actual expenditures were less than budgeted for each year presented.



PERSONNEL COSTS

Personnel costs include wages and the associated employer costs. The budget for FY18 is \$11,762,780. This represents 69.6 percent of the General Fund budget. The budget does not include a provision for an employee COLA. However, it does include the costs to implement mid-year the effects of a compensation market study conducted by Charleston County. It also includes the estimated costs of employee Longevity pay as well as a Merit Pay program. Under the Longevity program, employees receive increases in annual wages at specified anniversary dates. The Merit Pay program provides an opportunity for employees with at least seven years of service to receive an adjustment in their rate of pay based upon performance reviews in years they are not eligible for a longevity adjustment. County Council approves the Merit Pay program rates of increase each year. A four percent vacancy allowance has been included in the budget.

Personnel costs also include parking for staff of the Main Library in City of Charleston owned parking garages. For FY15, the City notified the Library that the monthly rate would increase on an annual schedule until FY18. At that time, the monthly rate would equal the rate the City charges its internal operations. The monthly rate per space rose in FY15 from \$40 to \$60. For FY16 the monthly rate increased to \$75 and the FY17 rate was \$90. For FY18, the monthly budgeted rate is \$125 per space. The Library leases 104 spaces for annual budgeted cost of \$156,000, a budget increase of \$43,680, or 38.9 percent.

INFORMATION RESOURCES

Information resources are Library collection items in various formats and certain costs associated with preparing them for public access. The budget for FY18 of \$2,537,850 is a decrease of \$44,000, or 1.7 percent. This represents 15.0 percent of the General Fund budget, meeting State Aid minimum requirements.

INFORMATION TECHNOLOGY

Information technology includes hardware and software acquisitions and maintenance of the Library's automation systems, network infrastructure, staff and public computers, internet access, and other related costs. IT costs are budgeted for FY18 at \$790,400. This represents 4.7 percent of the General Fund budget. Primary costs include leasing of public and staff use computers as well as certain network hardware at \$240,000, software maintenance contracts totaling \$340,000, web site hosting of \$30,000, and other purchases of \$180,400.

COPIERS AND PRINTERS

Lease costs and related supplies are included in the copiers and printers category. Expenditures are budgeted for FY18 at \$194,900. This represents 1.1 percent of the General Fund budget. The current copier/printer lease expires in August 2017. An increase of 4.5 percent is budgeted to cover potential increases associated with the new contract.

SUPPLIES

Supplies include various operating supplies such as office, data processing, and minor equipment. The FY18 budget is \$114,060. This represents 0.7 percent of the General Fund budget. There is little change

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from the FY17 budget.

PRINTING

Printing includes the costs of items printed externally for programs and internal use forms. The budget for FY18 is \$28,000, an increase of \$4,000, or 16.7 percent, to finance costs associated with introduction of the Library's new logo and other professional printing. This represents 0.2 percent of the General Fund budget.

EQUIPMENT REPAIRS AND MAINTENANCE

Equipment repairs and maintenance include annual contracts and repairs on various Library equipment. The FY18 budget is \$46,230. This represents 0.3 percent of the General Fund budget and a decrease of \$8,674 from FY17. A reduction in a maintenance contract accounts for the majority of the decrease.

BUILDING REPAIRS AND MAINTENANCE

For FY18, the Charleston County Facilities Department will assume responsibility for all repairs and maintenance for buildings used by the Library. This includes various maintenance activities, janitorial, and security services. The Library will retain responsibility for garbage collections. Total expenditures are budgeted for FY18 at \$11,560, or 0.1 percent of the General Fund budget. This is a decrease of \$687,446, or 98.3 percent.

UTILITIES

Utilities include electricity and gas, water and sewer, data lines, and telephone related costs. Expenditures are budgeted for FY18 at \$993,910 or 5.9 percent of the General Fund Budget. Electricity and gas for FY18 is budgeted approximately 5.6 percent higher than FY17. Increased utilization plus an expected rate increase account for the change. Water and sewer rates are running less than expected in FY17. Overall telephone costs are expected to decrease for FY18 due the acquisition in FY17 of a voice over internet protocol (VOIP) system. The lease costs are partially offset by a decrease in traditional telephone service. Solid waste disposal fees will be covered by the County Facilities Department for FY18 and are not included in the Library's budget.

MOTOR VEHICLES

Motor vehicles include repairs, maintenance, and fuel for vehicles used in Library operations and employee mileage reimbursements when appropriate. Expenditures are budgeted for FY18 at \$56,614 or 0.3 percent of the General Fund budget. This is an increase of \$4,614, or 8.9 percent, from the prior fiscal year primarily due to higher repairs and maintenance costs. Repairs and fuel cost estimates are provided by the Charleston County Fleet Operations Department.

RISK MANAGEMENT/INSURANCES

Risk management includes property insurance, tort liability, business interruption, bookmobile, and other vehicle coverage. These costs are budgeted for FY18 at \$91,480 or 0.5 percent of the General Fund Budget. This is an increase of \$2,899, or 3.3 percent from the prior year primarily due to higher cost of property insurance. In addition to Library employees, the Board of Trustees are covered under tort liability insurance up to a maximum of \$1,000,000.

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, the material recovery service, public programming, and staff development and training. Expenditures are budgeted for FY18 at \$241,440 or 1.4 percent of the General Fund budget. This represents an increase of 49.6 percent from the prior year. The most significant changes are provision for increased public programming costs, staff development, and training.

MISCELLANEOUS EXPENDITURES

Miscellaneous expenditures include the board contingency account and other costs not classified elsewhere. The board contingency for FY18 is budgeted at \$2,500, an increase of \$1,500 over the prior year. This reflects a budget that facilitates greater board member engagement on national library trends and discussions.

CAPITAL

Capital expenditures include replacement of two microfilm/fiche readers at the Main Library for an estimated cost of \$30,000.

SPECIAL REVENUE FUNDS

Special revenue funds account for revenues restricted for specific purposes. The Library includes grants and donations in various special revenue fund. For FY18, \$160,000 is budgeted for donations and other restricted revenues based on prior experience. Grants are not budgeted.

Charleston County Public Library
Differences Between Budget Request and County Proposed Budget

	Budget Request	Proposed Budget	Increase (Decrease)	Comments
Revenues				
County Appropriation	\$ 15,842,552	\$ 15,823,001	\$ <u>(19,551)</u>	Restoration of allocated maintenance/insurance costs, net of reduced fringe rate
Expenditures				
Personnel costs	\$ 11,379,579	\$ 11,762,780	\$ 383,201	Additional 4 full-time positions to support new facilities, 3 of the 4 for 1/4 year; increased vacancy savings rate from 3% to 4%; increase some salaries based on findings of a market study commissioned by the County
Information Resources (Library Collections)	\$ 2,632,850	\$ 2,537,850	\$ (95,000)	Maintains 15% of total expenditures
Building Repairs and Maintenance	\$ 892,897	\$ 11,560	\$ (881,337)	Transferred building maintenance, janitorial, carpet cleaning, and security costs to County Facilities
Utilities	\$ 1,006,724	\$ 993,910	\$ (12,814)	Transferred solid waste disposal fees to County Facilities
Other Expenditures	\$ 343,467	\$ 241,440	\$ <u>(102,027)</u>	Removed strategic plan consultant fees; reduced staff development request
Net Operating Cost Decrease			\$ (707,977)	
Deficit reduction			\$ 688,426	

Charleston County Public Library General Fund Annual Budget Summary

	FY 2016 Actual Results	FY 2017 Amended Budget	FY 2017 Projected Results	FY 2018 Proposed Budget	FY 2018 Percent of Total	Budget Change 2017 vs. 2018	
						Amount	Percent
REVENUES							
County	\$ 15,091,224	\$ 15,495,938	\$ 15,562,366	\$ 15,823,001	94.2%	\$ 327,063	2.1%
State Aid	\$ 437,761	\$ 525,313	\$ 525,313	\$ 525,313	3.1%	\$ -	0.0%
Education Lottery Funding	\$ 121,210	\$ -	\$ 36,957	\$ -	0.0%	\$ -	--
Other	\$ 535,888	\$ 507,500	\$ 455,894	\$ 448,410	2.7%	\$ (59,090)	-11.6%
Total Revenues	\$ 16,186,083	\$ 16,528,751	\$ 16,580,530	\$ 16,796,724	100.0%	\$ 267,973	1.6%
EXPENDITURES							
Personnel	\$ 10,534,380	\$ 11,138,790	\$ 10,786,181	\$ 11,762,780	69.6%	\$ 623,990	5.6%
Information Resources	\$ 2,286,050	\$ 2,581,850	\$ 2,575,946	\$ 2,537,850	15.0%	\$ (44,000)	-1.7%
Other Operating	<u>\$ 2,819,482</u>	<u>\$ 3,222,583</u>	<u>\$ 3,180,812</u>	\$ 2,601,094	<u>15.4%</u>	<u>\$ (621,489)</u>	-19.3%
Total Expenditures	\$ 15,639,912	\$ 16,943,223	\$ 16,542,939	\$ 16,901,724	100.0%	\$ (41,499)	-0.2%
Fund Balance Increase (Decrease)	\$ 546,171	\$ (414,472)	\$ 37,591	\$ (105,000)		\$ 309,472	-74.7%
Fund Balance From Prior Year	\$ 1,509,221	\$ 2,055,392	\$ 2,055,392	\$ 2,092,983			
Fund Balance at End of Year	\$ 2,055,392	\$ 1,640,920	\$ 2,092,983	\$ 1,987,983			

Note - Projected results are based on actual amounts through March 2017.

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

	FY 2016	FY 2017	FY 2017	FY 2018	Budget Change	
	YTD Actual	Amended Budget	Projected Actual	Proposed Budget	2017 vs. 2018 Amount	Percent
Revenues						
County Appropriation						
Annual Appropriation	\$ 15,072,774	\$ 15,495,938	\$ 15,495,938	\$ 15,726,146	\$ 230,208	1.5%
Bond Reimbursement	\$ -	\$ -	\$ 44,316	\$ 96,855	\$ 96,855	--
Supplemental Summer Youth	\$ 18,450	\$ -	\$ 22,112	\$ -	\$ -	0.0%
Supplemental COLA	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<i>Total County Appropriations</i>	\$ 15,091,224	\$ 15,495,938	\$ 15,562,366	\$ 15,823,001	\$ 327,063	2.1%
State Aid	\$ 437,761	\$ 525,313	\$ 525,313	\$ 525,313	\$ -	0.0%
Education Lottery Funding	\$ 121,210	\$ -	\$ 36,957	\$ -	\$ -	--
Copier/Printer Receipts	\$ 107,799	\$ 102,000	\$ 107,694	\$ 110,550	\$ 8,550	8.4%
Fine Receipts	\$ 330,877	\$ 325,500	\$ 284,021	\$ 273,420	\$ (52,080)	-16.0%
Other Revenue	\$ 97,212	\$ 80,000	\$ 64,179	\$ 64,440	\$ (15,560)	0.0%
Total Revenues	\$ 16,186,083	\$ 16,528,751	\$ 16,580,530	\$ 16,796,724	\$ 267,973	1.6%
Expenditures						
Personnel Costs	\$ 10,534,380	\$ 11,138,790	\$ 10,786,181	\$ 11,762,780	\$ 623,990	5.6%
Information Resources	\$ 2,286,050	\$ 2,581,850	\$ 2,575,946	\$ 2,537,850	\$ (44,000)	-1.7%
Information Technology	\$ 622,722	\$ 836,400	\$ 800,712	\$ 790,400	\$ (46,000)	-5.5%
Copiers and Printers	\$ 186,742	\$ 186,450	\$ 185,856	\$ 194,900	\$ 8,450	4.5%
Supplies	\$ 101,632	\$ 112,450	\$ 94,030	\$ 114,060	\$ 1,610	1.4%
Printing	\$ 15,525	\$ 24,000	\$ 11,532	\$ 28,000	\$ 4,000	16.7%
Equipment Repairs and Maintenance	\$ 51,424	\$ 54,904	\$ 54,891	\$ 46,230	\$ (8,674)	-15.8%
Building Repairs and Maintenance	\$ 629,267	\$ 699,006	\$ 750,430	\$ 11,560	\$ (687,446)	-98.3%
Utilities	\$ 949,458	\$ 976,354	\$ 976,923	\$ 993,910	\$ 17,556	1.8%
Motor Vehicles	\$ 36,667	\$ 52,000	\$ 28,606	\$ 56,614	\$ 4,614	8.9%
Risk Management	\$ 98,208	\$ 88,591	\$ 88,591	\$ 91,480	\$ 2,889	3.3%
Other Expenditures	\$ 123,423	\$ 161,428	\$ 142,242	\$ 241,440	\$ 80,012	49.6%
Miscellaneous Expenditures	\$ 4,414	\$ 31,000	\$ 46,999	\$ 2,500	\$ (28,500)	-91.9%
Capital	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	100.0%
Total Expenditures	\$ 15,639,912	\$ 16,943,223	\$ 16,542,939	\$ 16,901,724	\$ (41,499)	-0.2%
Fund Balance Increase (Decrease)	\$ 546,171	\$ (414,472)	\$ 37,591	\$ (105,000)	\$ 309,472	-74.7%
Fund Balance From Prior Year	\$ 1,509,221	\$ 2,055,392	\$ 2,055,392	\$ 2,092,983	\$ 37,591	
Fund Balance at End of Year	\$ 2,055,392	\$ 1,640,920	\$ 2,092,983	\$ 1,987,983	\$ 347,063	

Note - Projected results are based on actual amounts through March 2017.

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

	FY 2016 YTD Actual	FY 2017 Amended Budget	FY 2017 Projected Actual	Annual Budget Request	FY 2018 County Budget	FY 2018 Proposed Budget	Budget Change 2017 vs. 2018	
							Amount	Percent
REVENUE								
County Appropriations								
Annual Appropriation	\$ 15,072,774	\$ 15,495,938	\$ 15,495,938	\$ 15,842,552	\$ 15,726,146	\$ 15,726,146	\$ 230,208	1.5%
Bond Reimbursement			\$ 44,316	\$ -	\$ 96,855	\$ 96,855	\$ 96,855	--
Supplemental Summer Youth	\$ 18,450	\$ -	\$ 22,112	\$ -	\$ -	\$ -	\$ -	0.0%
Supplemental Longevity Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<i>Total County Appropriations</i>	<i>\$ 15,091,224</i>	<i>\$ 15,495,938</i>	<i>\$ 15,562,366</i>	<i>\$ 15,842,552</i>	<i>\$ 15,823,001</i>	<i>\$ 15,823,001</i>	<i>\$ 327,063</i>	<i>2.1%</i>
State Aid	\$ 437,761	\$ 525,313	\$ 525,313	\$ 525,313	\$ 525,313	\$ 525,313	\$ -	0.0%
Education Lottery Funding	\$ 121,210	\$ -	\$ 36,957	\$ -	\$ -	\$ -	\$ -	--
Copier/Printer Receipts	\$ 107,799	\$ 102,000	\$ 107,694	\$ 110,550	\$ 110,550	\$ 110,550	\$ 8,550	8.4%
Fine Receipts	\$ 330,877	\$ 325,500	\$ 284,021	\$ 273,420	\$ 273,420	\$ 273,420	\$ (52,080)	-16.0%
Other Revenue	\$ 97,212	\$ 80,000	\$ 64,179	\$ 64,440	\$ 64,440	\$ 64,440	\$ (15,560)	-19.5%
Total Revenue	\$ 16,186,083	\$ 16,528,751	\$ 16,580,530	\$ 16,816,275	\$ 16,796,724	\$ 16,796,724	\$ 267,973	1.6%
EXPENDITURES								
Personnel Costs								
Wages	\$ 7,510,704	\$ 8,238,026	\$ 7,653,247	\$ 8,378,623	\$ 8,549,289	\$ 8,549,289	\$ 311,263	3.8%
Market Study Provision	\$ -	\$ -	\$ -	\$ -	\$ 270,000	\$ 270,000	\$ 270,000	--
Other Costs	\$ 3,023,676	\$ 3,240,177	\$ 3,132,934	\$ 3,346,031	\$ 3,413,101	\$ 3,413,101	\$ 172,924	5.3%
Budgeted Vacancies	\$ -	\$ (339,413)	\$ -	\$ (345,075)	\$ (469,610)	\$ (469,610)	\$ (130,197)	38.4%
Total Personnel Costs	\$ 10,534,380	\$ 11,138,790	\$ 10,786,181	\$ 11,379,579	\$ 11,762,780	\$ 11,762,780	\$ 623,990	5.6%
Information Resources								
Books (includes State Aid)	\$ 983,119	\$ 1,282,000	\$ 1,282,000	\$ 1,282,000	\$ 1,282,000	\$ 1,282,000	\$ -	0.0%
Periodicals	\$ 84,865	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ -	0.0%
Media	\$ 355,520	\$ 486,000	\$ 486,000	\$ 486,000	\$ 486,000	\$ 486,000	\$ -	0.0%
Digital Products	\$ 508,938	\$ 575,000	\$ 629,000	\$ 575,000	\$ 575,000	\$ 575,000	\$ -	0.0%
Other Library Materials and Costs	\$ 353,608	\$ 143,850	\$ 83,946	\$ 194,850	\$ 99,850	\$ 99,850	\$ (44,000)	-30.6%
Total Library Materials	\$ 2,286,050	\$ 2,581,850	\$ 2,575,946	\$ 2,632,850	\$ 2,537,850	\$ 2,537,850	\$ (44,000)	-1.7%

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

	<u>FY 2016 YTD Actual</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 Projected Actual</u>	<u>Annual Budget Request</u>	<u>FY 2018 County Budget</u>	<u>FY 2018 Proposed Budget</u>	<u>Budget Change 2017 vs. 2018</u>	
							<u>Amount</u>	<u>Percent</u>
Information Technology								
Web Site Hosting and Development	\$ 900	\$ 76,000	\$ 30,000	\$ 50,000	\$ 50,000	\$ 30,000	\$ (46,000)	-60.5%
Event/Reservation Software	\$ 5,145	\$ 5,400	\$ 5,145	\$ 5,400	\$ 5,400	\$ -	\$ (5,400)	-100.0%
Financial Software Maintenance	\$ 33,240	\$ 30,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 10,000	33.3%
IT Systems Maintenance Contracts	\$ 289,853	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 310,000	\$ 10,000	3.3%
IT Repairs and Supplies	\$ 388	\$ 10,000	\$ 4,456	\$ 10,000	\$ 10,000	\$ 10,400	\$ 400	4.0%
IT Noncapital Purchases	\$ 65,666	\$ 45,000	\$ 43,940	\$ 50,000	\$ 50,000	\$ 65,000	\$ 20,000	44.4%
IT Capital Purchases	\$ -	\$ 120,000	\$ 120,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ (45,000)	-37.5%
IT Lease Payments	\$ 222,155	\$ 235,000	\$ 233,471	\$ 240,000	\$ 240,000	\$ 240,000	\$ 5,000	2.1%
IT Consultants	\$ 5,375	\$ 15,000	\$ 23,700	\$ 20,000	\$ 20,000	\$ 20,000	\$ 5,000	100.0%
Total Information Technology	\$ 622,722	\$ 836,400	\$ 800,712	\$ 790,400	\$ 790,400	\$ 790,400	\$ (46,000)	-5.5%
Copiers and Printers								
Copier/Printer Leases	\$ 134,652	\$ 134,900	\$ 134,864	\$ 140,260	\$ 140,260	\$ 140,260	\$ 5,360	4.0%
Copier/Printer Lease Overages	\$ 41,203	\$ 38,250	\$ 40,666	\$ 41,240	\$ 41,240	\$ 41,240	\$ 2,990	7.8%
Copier Supplies	\$ 9,485	\$ 11,800	\$ 9,960	\$ 11,950	\$ 11,950	\$ 11,950	\$ 150	1.3%
Microform Supplies	\$ 1,402	\$ 1,500	\$ 366	\$ 1,450	\$ 1,450	\$ 1,450	\$ (50)	-3.3%
Total Copiers and Printers	\$ 186,742	\$ 186,450	\$ 185,856	\$ 194,900	\$ 194,900	\$ 194,900	\$ 8,450	4.5%
Supplies								
Library Supplies	\$ 17,493	\$ 21,050	\$ 15,030	\$ 22,060	\$ 22,060	\$ 22,060	\$ 1,010	4.8%
Data Processing Supplies	\$ 35,668	\$ 21,750	\$ 17,202	\$ 21,750	\$ 21,750	\$ 21,750	\$ -	0.0%
Office Supplies	\$ 39,303	\$ 38,800	\$ 34,420	\$ 39,000	\$ 39,000	\$ 39,000	\$ 200	0.5%
AV Supplies	\$ 5,000	\$ 6,200	\$ 6,352	\$ 6,600	\$ 6,600	\$ 6,600	\$ 400	6.5%
Minor Equipment	\$ 4,168	\$ 24,650	\$ 21,026	\$ 24,650	\$ 24,650	\$ 24,650	\$ -	0.0%
Total Supplies	\$ 101,632	\$ 112,450	\$ 94,030	\$ 114,060	\$ 114,060	\$ 114,060	\$ 1,610	1.4%
Printing	\$ 15,525	\$ 24,000	\$ 11,532	\$ 28,000	\$ 28,000	\$ 28,000	\$ 4,000	16.7%

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

	FY 2016 YTD Actual	FY 2017 Amended Budget	FY 2017 Projected Actual	Annual Budget Request	FY 2018 County Budget	FY 2018 Proposed Budget	Budget Change 2017 vs. 2018	
							Amount	Percent
Equipment Repairs and Maintenance								
Checkpoint Security	\$ 10,720	\$ 10,890	\$ 10,370	\$ 1,500	\$ 1,500	\$ 1,500	\$ (9,390)	-86.2%
Fire and Security Alarms	\$ 8,720	\$ 5,614	\$ 5,524	\$ 5,730	\$ 5,730	\$ 5,730	\$ 116	2.1%
Postage Machine	\$ 3,154	\$ 5,100	\$ 4,269	\$ 5,000	\$ 5,000	\$ 5,000	\$ (100)	-2.0%
Microfiche/Film	\$ 7,268	\$ 6,600	\$ 6,184	\$ 8,000	\$ 8,000	\$ 8,000	\$ 1,400	21.2%
Cell Phones	\$ 11,283	\$ 11,700	\$ 10,491	\$ 10,500	\$ 10,500	\$ 10,500	\$ (1,200)	-10.3%
Typewriters	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	--
Miscellaneous Repairs and Maintenance	\$ 744	\$ 3,000	\$ 2,061	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.0%
Parking Equipment and Supplies	\$ 9,535	\$ 12,000	\$ 15,992	\$ 12,500	\$ 12,500	\$ 12,500	\$ 500	4.2%
Total Equipment Repairs and Maintenance	\$ 51,424	\$ 54,904	\$ 54,891	\$ 46,230	\$ 46,230	\$ 46,230	\$ (8,674)	-15.8%
Building Repairs and Maintenance								
General Repairs	\$ 45,135	\$ 51,900	\$ 116,388	\$ 94,300	\$ -	\$ -	\$ (51,900)	-100.0%
Garbage Collections	\$ 9,781	\$ 10,060	\$ 11,250	\$ 11,560	\$ 11,560	\$ 11,560	\$ 1,500	14.9%
Janitorial	\$ 233,312	\$ 252,796	\$ 254,097	\$ 261,131	\$ -	\$ -	\$ (252,796)	-100.0%
Carpet Cleaning	\$ 26,832	\$ 53,128	\$ 53,128	\$ 39,237	\$ -	\$ -	\$ (53,128)	-100.0%
Security Services	\$ 158,077	\$ 159,000	\$ 143,445	\$ 298,688	\$ -	\$ -	\$ (159,000)	-100.0%
County General Services	\$ 156,130	\$ 172,122	\$ 172,122	\$ 187,981	\$ -	\$ -	\$ (172,122)	-100.0%
Total Building Repairs and Maintenance	\$ 629,267	\$ 699,006	\$ 750,430	\$ 892,897	\$ 11,560	\$ 11,560	\$ (687,446)	-98.3%
Utilities								
Electricity and Gas	\$ 763,570	\$ 779,620	\$ 769,946	\$ 823,490	\$ 823,490	\$ 823,490	\$ 43,870	5.6%
Water and Sewer	\$ 71,021	\$ 71,090	\$ 75,505	\$ 69,060	\$ 69,060	\$ 69,060	\$ (2,030)	-2.9%
Solid Waste Disposal Fee	\$ 12,814	\$ 12,814	\$ 12,814	\$ 12,814	\$ -	\$ -	\$ (12,814)	-100.0%
VOIP Lease Payments	\$ -	\$ -	\$ 38,492	\$ 48,100	\$ 48,100	\$ 48,100	\$ 48,100	--
Telephone	\$ 63,848	\$ 73,580	\$ 50,494	\$ 22,790	\$ 22,790	\$ 22,790	\$ (50,790)	-69.0%
Data Lines	\$ 29,465	\$ 30,380	\$ 23,887	\$ 24,400	\$ 24,400	\$ 24,400	\$ (5,980)	-19.7%
Fax Lines	\$ 8,740	\$ 8,870	\$ 5,785	\$ 6,070	\$ 6,070	\$ 6,070	\$ (2,800)	-31.6%
Total Utilities	\$ 949,458	\$ 976,354	\$ 976,923	\$ 1,006,724	\$ 993,910	\$ 993,910	\$ 17,556	1.8%

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

	<u>FY 2016 YTD Actual</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 Projected Actual</u>	<u>Annual Budget Request</u>	<u>FY 2018 County Budget</u>	<u>FY 2018 Proposed Budget</u>	<u>Budget Change 2017 vs. 2018 Amount</u>	<u>Percent</u>
Other Expenditures								
Audit Services								
CCPL	\$ 17,030	\$ 20,000	\$ 17,464	\$ 19,000	\$ 19,000	\$ 19,000	\$ (1,000)	-5.0%
FOL	\$ 9,100	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0.0%
Bank Charges, net of interest	\$ 6,624	\$ 8,500	\$ 7,202	\$ 8,500	\$ 8,500	\$ 8,500	\$ -	0.0%
Advertising and Marketing	\$ 4,580	\$ 3,000	\$ 10,607	\$ 11,500	\$ 11,500	\$ 11,500	\$ 8,500	283.3%
Interlibrary Loans	\$ 596	\$ 1,000	\$ 287	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.0%
Messenger Service (County)	\$ 1,037	\$ 928	\$ 928	\$ 1,087	\$ 1,087	\$ 1,087	\$ 159	17.1%
Postage and Shipping	\$ 38,603	\$ 60,000	\$ 36,312	\$ 50,880	\$ 50,880	\$ 50,880	\$ (9,120)	-15.2%
Dues	\$ 4,631	\$ 5,500	\$ 6,271	\$ 5,500	\$ 5,500	\$ 5,500	\$ -	0.0%
Professional Services	\$ 1,116	\$ 2,500	\$ 118	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0.0%
Consultants	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	--
Material Recovery Service	\$ 37,250	\$ 42,000	\$ 36,003	\$ 40,000	\$ 40,000	\$ 40,000	\$ (2,000)	-4.8%
Programming	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	--
Staff Development	\$ 2,856	\$ 8,000	\$ 15,855	\$ 62,000	\$ 39,973	\$ 39,973	\$ 31,973	399.7%
Entertainment and Awards	\$ -	\$ -	\$ 1,195	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	--
Total Other Expenditures	\$ 123,423	\$ 161,428	\$ 142,242	\$ 343,467	\$ 241,440	\$ 241,440	\$ 80,012	49.6%
Motor Vehicles								
Repairs and Maintenance	\$ 21,144	\$ 29,000	\$ 13,897	\$ 39,766	\$ 39,766	\$ 39,766	\$ 10,766	37.1%
Fuel	\$ 12,677	\$ 20,000	\$ 12,003	\$ 13,848	\$ 13,848	\$ 13,848	\$ (6,152)	-30.8%
Employee Mileage Expense	\$ 2,846	\$ 3,000	\$ 2,706	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.0%
Total Motor Vehicles	\$ 36,667	\$ 52,000	\$ 28,606	\$ 56,614	\$ 56,614	\$ 56,614	\$ 4,614	8.9%
Risk Management								
Property Insurance	\$ 76,748	\$ 67,300	\$ 67,300	\$ 69,988	\$ 69,988	\$ 69,988	\$ 2,688	4.0%
Tort Liability	\$ 8,113	\$ 7,727	\$ 7,727	\$ 7,727	\$ 7,727	\$ 7,727	\$ -	0.0%
Business Interruption Insurance	\$ 6,016	\$ 6,016	\$ 6,016	\$ 6,016	\$ 6,016	\$ 6,016	\$ -	0.0%
Inland Marine Insurance (Bookmobile)	\$ 1,913	\$ 1,913	\$ 1,913	\$ 1,913	\$ 1,913	\$ 1,913	\$ -	0.0%
Auto Liability	\$ 4,680	\$ 4,680	\$ 4,680	\$ 4,680	\$ 4,680	\$ 4,680	\$ -	0.0%
Auto Comp and Collision	\$ 738	\$ 955	\$ 955	\$ 1,156	\$ 1,156	\$ 1,156	\$ 201	21.0%
Total Risk Management	\$ 98,208	\$ 88,591	\$ 88,591	\$ 91,480	\$ 91,480	\$ 91,480	\$ 2,889	3.3%

Agenda Item #8

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

	<u>FY 2016 YTD Actual</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 Projected Actual</u>	<u>Annual Budget Request</u>	<u>FY 2018 County Budget</u>	<u>FY 2018 Proposed Budget</u>	<u>Budget Change 2017 vs. 2018</u>	
							<u>Amount</u>	<u>Percent</u>
Miscellaneous Expenditures								
Board Contingency	\$ 164	\$ 1,000	\$ 1,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 1,500	150.0%
Executive Search Expenses	\$ 4,250	\$ 30,000	\$ 45,999	\$ -	\$ -	\$ -	\$ (30,000)	-100.0%
Miscellaneous Expenditures	\$ 4,414	\$ 31,000	\$ 46,999	\$ 2,500	\$ 2,500	\$ 2,500	\$ (28,500)	-91.9%
Capital Expenditures								
Microfilm Readers	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	0.0%
IT Purchases (one-time funds)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total Capital Expenditures	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	0.0%
Total Expenditures	\$ 15,639,912	\$ 16,943,223	\$ 16,542,939	\$ 17,609,701	\$ 16,901,724	\$ 16,901,724	\$ (41,499)	-0.2%
Fund Balance Increase (Decrease)	\$ 546,171	\$ (414,472)	\$ 37,591	\$ (793,426)	\$ (105,000)	\$ (105,000)	\$ 309,472	-74.7%
Fund Balance From Prior Year	\$ 1,509,221	\$ 2,055,392	\$ 2,055,392	\$ 2,092,983	\$ 2,092,983	\$ 2,092,983	\$ 37,591	
Fund Balance at End of Year	\$ 2,055,392	\$ 1,640,920	\$ 2,092,983	\$ 1,299,557	\$ 1,987,983	\$ 1,987,983	\$ 347,063	

Note - Projected results are based on actual amounts through March 2017.

Agenda Item #8

**Charleston County Public Library
Trends**

Revenues	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Trends
County Appropriation								
Annual Appropriation	\$ 13,322,999	\$ 13,762,658	\$ 14,287,911	\$ 14,702,230	\$ 15,072,774	\$ 15,495,938	\$ 15,726,146	
Bond Reimbursement'	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,316	\$ 96,855	
Supplemental Summer Youth	\$ 28,305	\$ 32,282	\$ 22,200	\$ 23,172	\$ 18,450	\$ 22,112	\$ -	
Supplemental COLA	\$ 169,595	\$ 227,142	\$ 226,065	\$ -	\$ -	\$ -	\$ -	
Longevity Adjustments	\$ -	\$ -	\$ -	\$ 43,517	\$ -	\$ -	\$ -	
One-time Funds	\$ -	\$ 158,530	\$ -	\$ -	\$ -	\$ -	\$ -	
Total County Appropriations	\$ 13,520,899	\$ 14,180,612	\$ 14,536,176	\$ 14,768,919	\$ 15,091,224	\$ 15,562,366	\$ 15,823,001	
State Aid	\$ 256,669	\$ 350,209	\$ 437,761	\$ 437,761	\$ 437,761	\$ 525,313	\$ 525,313	
Lottery Receipts	\$ 43,047	\$ 47,843	\$ -	\$ 107,334	\$ 121,210	\$ 36,957	\$ -	
Copier/Printer Receipts	\$ 82,702	\$ 89,035	\$ 94,660	\$ 104,907	\$ 107,150	\$ 107,694	\$ 110,550	
Fine Receipts	\$ 397,248	\$ 367,439	\$ 357,365	\$ 342,982	\$ 327,873	\$ 284,021	\$ 273,420	
Other Revenue	\$ 29,373	\$ 125,561	\$ 39,188	\$ 87,948	\$ 22,204	\$ 64,179	\$ 64,440	
Total Revenues	\$ 14,329,938	\$ 15,160,699	\$ 15,465,150	\$ 15,849,851	\$ 16,107,422	\$ 16,580,530	\$ 16,796,724	

Expenditures	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Trends
Personnel Costs	\$ 10,180,013	\$ 10,470,753	\$ 10,682,875	\$ 10,706,878	\$ 10,537,335	\$ 10,786,181	\$ 11,762,780	
Information Resources	\$ 2,022,375	\$ 2,269,343	\$ 2,359,038	\$ 2,135,078	\$ 2,581,850	\$ 2,575,946	\$ 2,537,850	
Information Technology	\$ 404,756	\$ 393,220	\$ 530,832	\$ 578,796	\$ 598,597	\$ 800,712	\$ 790,400	
Copiers and Printers	\$ 219,677	\$ 195,203	\$ 183,601	\$ 188,891	\$ 184,894	\$ 185,856	\$ 194,900	
Supplies	\$ 186,447	\$ 148,480	\$ 150,835	\$ 141,337	\$ 106,641	\$ 94,030	\$ 114,060	
Printing	\$ 21,156	\$ 17,716	\$ 21,075	\$ 24,159	\$ 18,596	\$ 11,532	\$ 28,000	
Equipment Repairs and Maintenance	\$ 43,413	\$ 45,142	\$ 38,204	\$ 48,361	\$ 50,331	\$ 54,891	\$ 46,230	
Building Repairs and Maintenance	\$ 515,410	\$ 512,923	\$ 551,250	\$ 596,270	\$ 627,348	\$ 750,430	\$ 11,560	
Utilities	\$ 846,905	\$ 863,187	\$ 878,822	\$ 931,872	\$ 940,256	\$ 976,923	\$ 993,910	
Motor Vehicles	\$ 49,024	\$ 46,401	\$ 45,572	\$ 43,197	\$ 37,984	\$ 28,606	\$ 56,614	
Risk Management	\$ 89,967	\$ 92,299	\$ 94,150	\$ 98,718	\$ 98,208	\$ 88,591	\$ 91,480	
Other Expenditures	\$ 201,097	\$ 181,260	\$ 186,057	\$ 175,514	\$ 163,063	\$ 142,242	\$ 241,440	
Miscellaneous Expenditures	\$ 268	\$ 157	\$ 2,437	\$ 1,565	\$ 164	\$ 46,999	\$ 2,500	
Capital	\$ -	\$ 188,986	\$ 42,413	\$ -	\$ -	\$ -	\$ 30,000	
Total Expenditures	\$ 14,780,508	\$ 15,425,070	\$ 15,767,161	\$ 15,670,636	\$ 15,945,267	\$ 16,542,939	\$ 16,901,724	

Fund Balance Used	\$ (450,570)	\$ (264,371)	\$ (302,011)	\$ 179,215	\$ 162,155	\$ 37,591	\$ (105,000)	
Fund Balance From Prior Year	\$ 2,346,958	\$ 1,896,388	\$ 1,632,017	\$ 1,330,006	\$ 1,509,221	\$ 1,671,376	\$ 1,708,967	
Fund Balance at End of Year	\$ 1,896,388	\$ 1,632,017	\$ 1,330,006	\$ 1,509,221	\$ 1,671,376	\$ 1,708,967	\$ 1,603,967	

Notes:

FY2017 is projected based on actual results through March 2017.
FY2018 is budgeted amounts.

**Charleston County Public Library
Special Revenue Funds Annual Budget Summary**

	FY 2016 Actual Results	FY 2017 Projected Results	FY 2018 Proposed Budget
REVENUES			
Restricted contributions	\$ 117,770	\$ 35,000	\$ 50,000
Friends of the Library contributions	\$ 100,000	\$ 100,000	\$ 100,000
Charleston Tells Ticket Sales	\$ 7,952	\$ 1,700	\$ 10,000
Grants	\$ 30,084	\$ 20,000	\$ -
Total Revenues	<u>\$ 255,806</u>	<u>\$ 156,700</u>	<u>\$ 160,000</u>
EXPENDITURES			
Grant related	\$ 30,084	\$ 20,000	\$ -
Information Resources	\$ 9,978	\$ 8,000	\$ -
Information Technology	\$ 3,530	\$ -	\$ -
Public Programming	\$ 158,791	\$ 150,000	\$ 150,000
Improvements	\$ -	\$ 40,000	\$ -
Staff Development	\$ 9,465	\$ 15,000	\$ 10,000
Total Expenditures	<u>\$ 211,848</u>	<u>\$ 233,000</u>	<u>\$ 160,000</u>
Fund Balance Increase (Decrease)	<u>\$ 43,958</u>	<u>\$ (76,300)</u>	<u>\$ -</u>
Fund Balance From Prior Year	<u>\$ 64,060</u>	<u>\$ 108,018</u>	<u>\$ 31,718</u>
Fund Balance at End of Year	<u>\$ 108,018</u>	<u>\$ 31,718</u>	<u>\$ 31,718</u>

Notes:

Potential grant awards not included.

Projected results are based on actual amounts through March 2017.

Agenda Item #9

The following slate of officers has been submitted by the Nominating Committee, which consists of Maya Hollinshead, Ed Fava and Peggy Reider.

Slate of Officers:

Andy Brack for Chair

Steven Clem for Vice-Chair

Troy Strother for Secretary

Susan Strunk for Treasurer



Public Comment Policy

The Trustees for the Charleston County Public Library provide a Public Comment period at the beginning of each regularly scheduled monthly board meeting.

The Public Comment period is limited to 20 minutes. A sign in sheet will be available at each board meeting prior to the posted meeting time. The first 10 people to sign in will be allowed to speak for two minutes each and the Trustees will immediately begin conducting their business at the end of the Public Comment period. If several people are requesting time to speak on the same topic, the Board requests that one spokesperson be designated, in an effort to allow for equal participation by all citizens.

As a reminder to citizens, Library Trustees will not engage in discussion during the Public Comment period.

Citizens wishing for a response will receive a written communication from library staff within seven business days of the board meeting.

Agenda Item #11

Fines and Policies

As a follow-up to the question on the amount to charge citizen's that would like a CCPL card that live outside of the County, the FY18 County appropriation will be \$15,726,146. Dividing this by the 2015 population estimate found on the SC Association of Counties website of 389,262, the amount is \$40.40 per capita. The current fee is \$40 for an out of county card and appears to be at the proper level at this time.

Agenda Item # 11

Fines and Policies

Library cards are free to Charleston County residents, business owners, students, teachers of accredited K-12 grade schools, members of the military and employees of Charleston County.

Stop by any [branch location](#) to apply for your card. To receive a card, you must present valid identification showing proof of your current address. Applications for children age 11 and under require a signature from a parent or guardian. If you are a South Carolina resident living outside of Charleston County, you can obtain a library card by paying an annual fee of \$40.

Borrowing Limits

Books.....	Unlimited
Magazines.....	5 per cardholder
Musical CDs, multi-media sets.....	Unlimited
DVDs / Blu-rays.....	10 per cardholder
Audio books on CDs	Unlimited
Downloadable eBooks/audio books.....	4 per cardholder

Reference or SC Room Items: These items cannot leave the library. You may check to see if the library owns circulating copies.

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Loan Periods

Books (includes juvenile, young adult, large print).....	28 days
Magazines.....	14 days
*Please note that all branches circulate back issues of magazines, though Main Library only features back issues of YA and Children's magazines.	
New books.....	14 days
Audio book CDs	28 days
Musical CDs.....	28 days
DVDs.....	7 days
Downloadable eBooks/audio books.....	14 days

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Overdue Fines

All CCPL library materials are 20 cents per day, up to a maximum of \$5 per item. Children's materials checked out on children's cards are fine fee, but overdue children's items must be returned in order to check out library materials. Interlibrary loan materials are 25 cents per day, up to a maximum of \$15.

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Lost and Damaged Items

Library cardholders are responsible for the replacement cost of lost or damaged items. A library card

replacement fee is \$2. Patrons must pay any fines or lost item charges on their account to renew a library card (every year for county residents and for non-residents). There is no fee to county residents for an initial Library Card. The replacement cost for media containers is \$5; individual audio book cassettes or CDs cost \$7.

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Collection of Overdue Items and Fines

Charleston County Public Library first tries to collect any overdue fines or materials by sending postcards or e-mails directly to patrons. Once an account becomes 60 days overdue and has a balance of \$25 or more, it will be sent to Unique Management Services, a collection agency. Although the majority of patrons return items on time and in good condition, there are a few who do not respond to overdue notices sent by the Library. It is important to have these items returned so they can be available for other customers to use and enjoy. For more information and tips on how to keep your account current, read these [Collection Agency FAQs](#).

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Electronic Payment of Overdue Fines

Patrons may pay fines and fees by credit card, debit card or PayPal account via the public library catalog. Payments may be made for an entire item fine or group of item fines or fees where the total exceeds \$1.99. Partial payment of an item fine or payment of a fine less than \$2 will not be accepted by credit card, debit card or PayPal account.

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Reserving Items

Patrons may have a maximum of 25 items on hold at any one time. Any circulating library item may be reserved. Reserved items will be held for 10 days at the [branch location](#) you request to have your items sent. The library offers [e-mail notification](#) for your reserve requests. Items can be reserved over the phone or [online](#) by selecting the My Account link. To renew online, you must have your library card number and your 4 digit PIN. If you do not have a PIN, you can call any [branch location](#) and have one set up over the phone.

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Renewing Items

Two renewals per item are allowed unless there is a waiting list for that item. In the case of a waiting list, return the item and your name will go on the waiting list. Not returning the item will result in an overdue fine appearing on your library card account.

Items can be renewed in person, over the phone or [online](#) by selecting the My Account link. To renew online, you must have your library card number and your 4 digit PIN. If you do not have a PIN, you can call any [branch location](#) and have one set up over the phone or [online](#) by selecting the My Account link.

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Returning Items

Book drops are available at all [branch locations](#). To avoid damage to audio visual items, please return them to the Circulation Desk. Library materials may be returned to any Charleston County Public Library branch or the bookmobile. To avoid fines, the item must be returned by the date printed on the date due card or receipt.

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Unattended Children – Current Policy

The safety and wellbeing of children left unattended in a public building is of serious concern. Children left alone may become frightened, anxious, or bored. Older children cannot be expected to deal with a small child who is frightened, tired or ill. Library staff have many public duties and cannot serve as babysitters

We ask your cooperation in the following areas as we strive to make the library a safe and happy place for your child.

1. Children **5-years-old and younger** must always be accompanied by a parent or responsible caregiver 16-years-old or older.
2. Children **6-8 years old** must have a parent or responsible caregiver 16-years old or older in the building at all times.
3. Children **9years-old and older** are responsible for their own behavior in the library and must follow library rules and regulations. Any child 9 or older who is left unattended must have a means of contacting his/her parent or guardian.
4. The library staff will attempt to contact parents of children whose safety is in doubt. If parents are unavailable, the library staff and/or the security guard will contact the police department to provide custody.
5. If any child under 18 has not been picked up at closing, the Library will contact the police to provide custody.



Unattended Children – Proposed Policy

The safety and well-being of children left unattended in a public building is of serious concern. Children left alone may become frightened, anxious, or bored. Older children cannot be expected to deal with a small child who is frightened, tired or ill. Library staff have many public duties and cannot serve as caregivers.

We ask your cooperation in the following areas as we strive to make the library a welcoming and happy place for your child.

1. Children **five years old and younger** must always be accompanied by a parent or responsible caregiver 16 years old or older.
2. Children **six to eight years old** must have a parent or responsible caregiver 16 years old or older in the library building at all times.
3. Children **nine years old and older** are responsible for their own behavior in the library and must follow library rules and regulations. Any child nine or older who is left unattended must have a means of contacting his/her parent or guardian.
4. The library staff will attempt to contact parents of children whose safety is in doubt. If parents are unavailable, the library staff and/or the security guard will contact the police department to provide custody.
5. If any child under 18 has not been picked up at closing, the Library will contact the police to provide custody.



Library Report

June 27, 2017

Nicolle Davies, Executive Director:

I wanted to share with you something I shared with staff recently:

CCPL Staff,

You may have noticed some of the leaders in the organization were at an offsite meeting last week at our John's Island branch. I wanted to share who was there, what we were doing and why. First, the group consisted of a cross section of leaders within the organization. I selected 20 individuals representing varying branch sizes and departments and levels within the organization. I felt that this cross section would be helpful for the work we are doing. The group included the following individuals: Jim McQueen, Darlene Jackson, Toni Pattison, Natalie Hauff, Perry Litchfield, Thomas Wheeler, Nancy Sullivan, Pam Cadden, Cary Jones, Jackie Peters, Rene Stepp, Jennifer Myers, Devon Andrews, Nancy Lupton, Susan Frohnsdorff, Lucia Hayes, Gerald Moore, Deborah Harris, Amy Quesenberg and me.

So, what are we doing? This group will meet seven times over the next four months (three of which occurred last week). In our time together, we are working on the following things:

- Preparing for more meaningful Staff Development Day
- Working on team building
- Starting to develop the new customer service model and developing methods on how we can involve staff in building this new model
- Working on methods to gather input from staff on forthcoming changes
- Getting clarity and guidance on forthcoming changes
- Learning facilitation skills to produce more effective meetings

Why are we doing this? There will be many changes to our workflow with the introduction of self-check, automated material handling and RFID. I want to make sure we position our staff to be successful with these new changes and that we can provide our customers with an even better customer experience in our current and new branches. I cannot do this alone, and I am tapping into these leaders to help me develop a roadmap for this new journey. On October 6, at Staff Development Day, we will then be tapping into your expertise to further help with this work.

If you have specific questions, please reach out to your supervisor.

Reusable Bag Giveaway

The National Marine Sanctuary Foundation, in partnership with the NOAA Marine Debris Program, awarded us a grant for \$6,400. This grant allowed us to purchase 3,700 reusable bags, featuring our logo and partner's logos. These bags are being given out, one per household, at all of our branches through June and July. We have received considerable media coverage about this project on TV, print and online as well as our social media channels. As part of this effort to fight marine debris, that pollutes our waterways and oceans, our branches will no longer be distributing plastic bags to patrons. Staff can still offer paper bags to patrons who are in need of a carrying case for their items. However, we are encouraging our patrons to use their reusable bags at the branches and will be providing incentives such as monthly giveaways to those who use reusable bags. This would not have been possible without the efforts from all our branches in distributing the bags and planning programs around the bag giveaway.

Owlbert, CCPL's Children's Mascot

Our Office of PR is ramping up the use of our Children's Department mascot, Owlbert. For those of you unaware, the costume for Owlbert, was purchased through the awarding of a grant to the Children's Department a few years ago. CCPL will use Owlbert to promote literacy among children and increase the brand awareness of CCPL by increasing engagement with our young patrons as well as creating a connection with our patrons.

Who is Owlbert? He's an owl who was looking for a quiet place to sleep during the day (since they're nocturnal). He thought CCPL's downtown branch roof was the perfect spot since he'd heard libraries were quiet. Much to his surprise, he came across our Children's storytime. While he was annoyed at first, Owlbert came around. He fell in love with Storytime and reading and has become one of CCPL's favorite patrons. We've developed this storyline into a Children's book, which we are working on having illustrated in order to print paperback copies as part of our promotional efforts. Owlbert will appear at several CCPL programs and outreach events throughout the rest of this year. Also, we will be further promoting him on our social media channels as well as print and digital promotions.

New website and photo promotional campaign

Progress is being made on the development of our new website. Behind the scenes, staff is working on the design and content development of the site, which we hope to launch around October. A large component of that development includes the collection of photos of our branch facilities and our patrons for use on the site as well as other promotional material. Our Office of PR will be launching a casting call to patrons of our regional branches to have their photos taken using their branch. The campaign will also include an amateur photo contest on social media, in order to collect photos of our smaller branch facilities.

May 2017

Circulation

	Current YTD Total	Previous YTD Total	% change
Main	304,031	321,729	-5.50%
Bookmobile	23,677	20,173	17.37%
CRM	74,803	93,785	-20.24%
Dart	35,374	48,968	-27.76%
Dorchester Road	101,780	126,198	-19.35%
Edisto	8,308	10,647	-21.97%
Folly	15,960	17,561	-9.12%
James Island	158,091	171,895	-8.03%
John's Island	139,257	154,646	-9.95%
McClellanville	6,963	8,464	-17.73%
Mt. Pleasant	481,121	565,332	-14.90%
Otranto Road	126,501	160,689	-21.28%
Poe	22,884	17,542	30.45%
St. Andrews	320,351	356,223	-10.07%
St. Pauls	19,969	19,168	4.18%
Village	29,356	33,772	-13.08%
West Ashley	107,462	121,055	-11.23%
Total Downloads	557,734	531,444	4.95%
TOTALS	2,533,622	2,779,291	-8.84%

PC Use

	Current YTD Total	Previous YTD Total	% change
Main	50,749	57,748	-12.12%
Bookmobile	0	0	0.00%
CRM	27,036	28,269	-4.36%
Dart	17,104	17,522	-2.39%
Dorchester Road	24,808	27,600	-10.12%
Edisto	1,660	867	91.46%
Folly	1,098	1,402	-21.68%
James Island	13,889	13,307	4.37%
John's Island	20,804	24,977	-16.71%
McClellanville	1,901	2,001	-5.00%
Mt. Pleasant	21,887	27,425	-20.19%
Otranto Road	27,916	36,769	-24.08%
Poe	946	801	18.10%
St. Andrews	36,518	42,970	-15.02%
St. Pauls	2,734	2,621	4.31%
Village	2,558	2,724	-6.09%
West Ashley	11,473	12,243	-6.29%
WiFi USE	205,066	227,936	-10.03%
TOTALS	468,147	527,182	-11.20%

Registrations

	Current YTD Total	Previous YTD Total	% change
Main	8,229	9,271	-11.24%
Bookmobile	33	408	-91.91%
CRM	1,959	2,052	-4.53%
Dart	923	1,141	-19.11%
Dorchester Road	2,387	2,902	-17.75%
Edisto	139	139	0.00%
Folly	409	455	-10.11%
James Island	3,942	4,460	-11.61%
John's Island	3,534	3,898	-9.34%
McClellanville	246	297	-17.17%
Mt. Pleasant	10,884	12,752	-14.65%
Otranto Road	2,922	3,225	-9.40%
Poe	700	689	1.60%
St. Andrews	5,152	5,944	-13.32%
St. Pauls	448	485	-7.63%
Village	50	1,043	-95.21%
West Ashley	59	3,812	-98.45%
TOTALS	42,016	52,973	-20.68%
Total Active Library Card Holders			156,464

User Visits

	Current YTD Total	Previous YTD Total	% change
Main	383,978	266,863	43.89%
Bookmobile	4,485	7,595	-40.95%
CRM	127,499	129,493	-1.54%
Dart	71,555	66,174	8.13%
Dorchester Road	97,909	111,626	-12.29%
Edisto	3,704	4,940	-25.02%
Folly	13,931	9,819	41.88%
James Island	94,657	100,723	-6.02%
John's Island	104,528	109,102	-4.19%
McClellanville	11,215	10,654	5.27%
Mt. Pleasant	200,100	228,782	-12.54%
Otranto Road	110,393	138,345	-20.20%
Poe	10,980	9,320	17.81%
St. Andrews	175,196	212,532	-17.57%
St. Pauls	8,972	8,462	6.03%
Village	18,524	16,620	11.46%
West Ashley	90,572	98,683	-8.22%
TOTALS	1,528,198	1,529,733	-0.10%

Reference

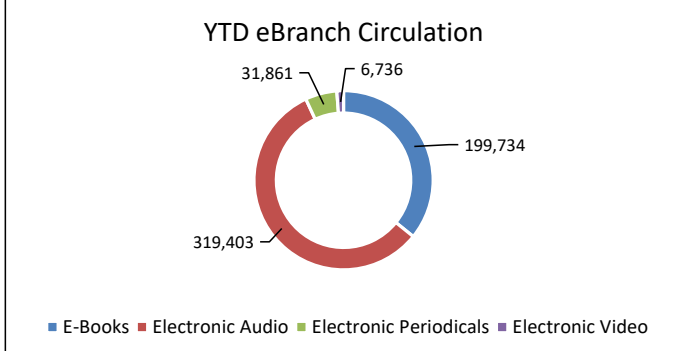
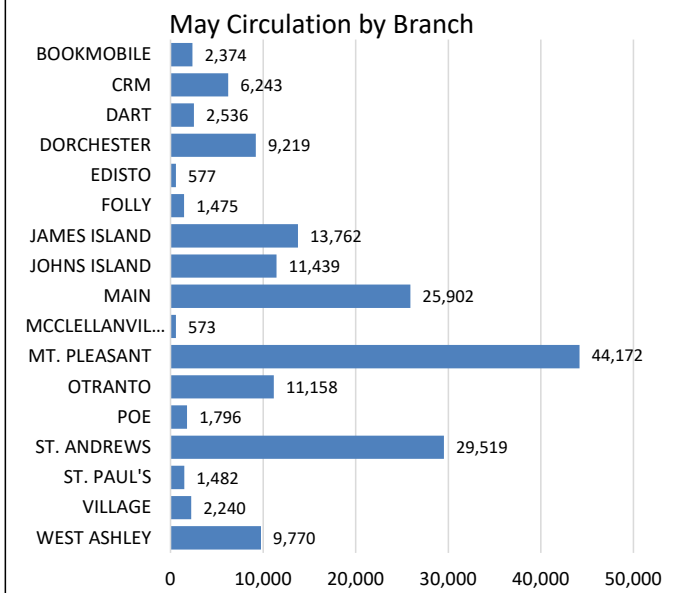
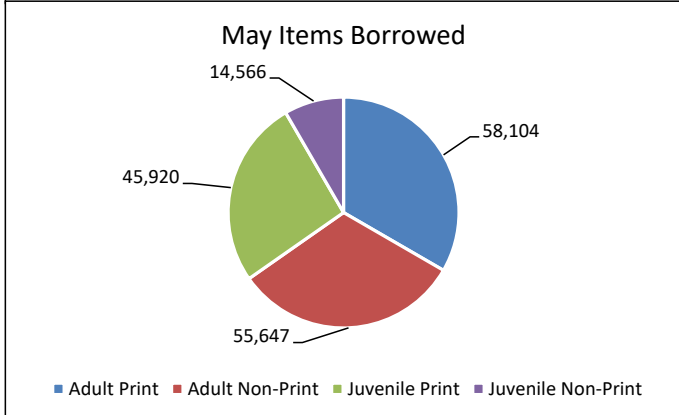
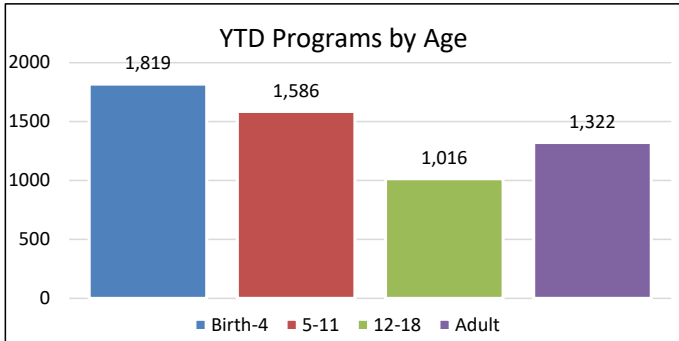
	Current YTD Total	Previous YTD Total	% change
Main	119,182	136,071	-12.41%
Bookmobile	2,216	1,258	76.15%
CRM	30,938	28,709	7.76%
Dart	11,646	15,812	-26.35%
Dorchester Road	26,913	36,895	-27.06%
Edisto	669	704	-4.97%
Folly	7,571	4,365	73.45%
James Island	23,270	24,652	-5.61%
John's Island	51,369	42,086	22.06%
McClellanville	4,177	5,261	-20.60%
Mt. Pleasant	53,930	63,659	-15.28%
Otranto Road	30,473	36,461	-16.42%
Poe	1,588	1,084	46.49%
St. Andrews	87,338	85,095	2.64%
St. Pauls	6,870	3,483	97.24%
Village	4,207	1,894	122.12%
West Ashley	29,431	29,636	-0.69%
TOTALS	491,788	517,125	-4.90%

Out-of-County Registrations

	Current YTD Total	Previous YTD Total	% change
Main	55	64	-14.06%
Bookmobile	0	0	0.00%
CRM	10	5	100.00%
Dart	1	1	0.00%
Dorchester Road	55	58	-5.17%
Edisto	9	1	800.00%
Folly	0	0	0.00%
James Island	1	4	-75.00%
John's Island	1	3	-66.67%
McClellanville	2	0	200.00%
Mt. Pleasant	55	79	-30.38%
Otranto Road	71	55	29.09%
Poe	2	0	200.00%
St. Andrews	13	12	8.33%
St. Pauls	1	0	100.00%
Village	2	3	-33.33%
West Ashley	8	7	14.29%
TOTALS	286	292	-2.05%

Programming

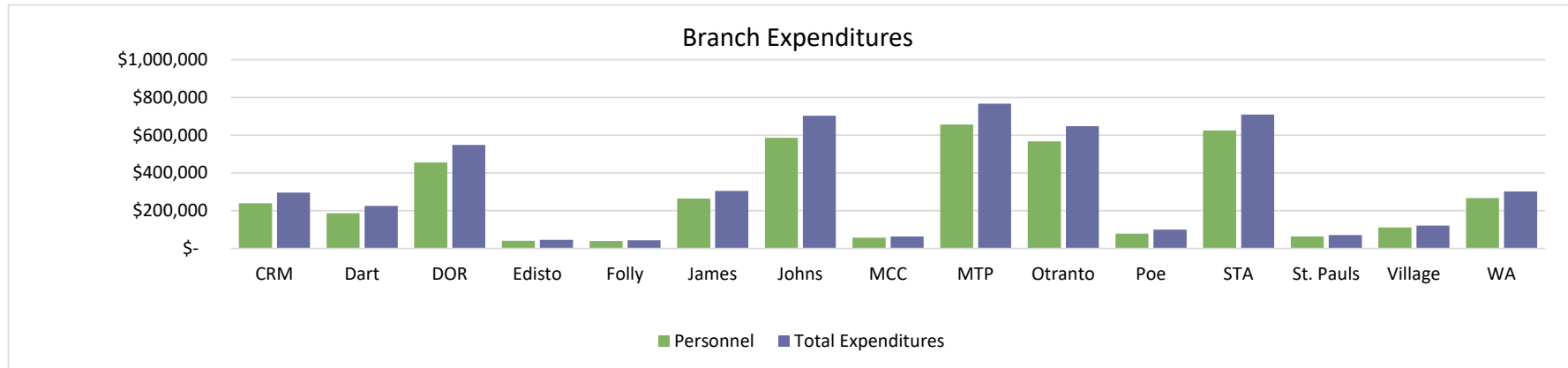
	Current YTD Total	Previous YTD	% change
Main			
# of Programs	1,338	1,350	-0.89%
Attendance	55,165	49,014	12.55%
Bookmobile			
# of Programs	18	19	-5.26%
Attendance	1,031	771	33.72%
CRM			
# of Programs	267	245	8.98%
Attendance	6,540	6,524	0.25%
Dart			
# of Programs	662	796	-16.83%
Attendance	12,052	17,424	-30.83%
Dorchester Road			
# of Programs	324	464	-30.17%
Attendance	14,381	12,150	18.36%
Edisto			
# of Programs	57	61	-6.56%
Attendance	348	341	2.05%
Folly			
# of Programs	140	117	19.66%
Attendance	2,889	2,145	34.69%
James Island			
# of Programs	247	271	-8.86%
Attendance	9,141	10,091	-9.41%
John's Island			
# of Programs	633	651	-2.76%
Attendance	19,537	14,931	30.85%
McClellanville			
# of Programs	67	65	3.08%
Attendance	1,539	2,459	-37.41%
Mt. Pleasant			
# of Programs	331	547	-39.49%
Attendance	21,815	24,001	-9.11%
Otranto Road			
# of Programs	363	453	-19.87%
Attendance	6,817	12,094	-43.63%
Poe			
# of Programs	447	270	65.56%
Attendance	8,269	5,106	61.95%
St. Andrews/Hurd			
# of Programs	492	477	3.14%
Attendance	14,173	18,835	-24.75%
St. Pauls			
# of Programs	73	23	217.39%
Attendance	2,381	435	447.36%
Village			
# of Programs	62	61	1.64%
Attendance	788	1,106	-28.75%
West Ashley			
# of Programs	222	199	11.56%
Attendance	12,408	7,350	68.82%
TOTALS			
# of Programs	5,743	6,069	-5.37%
Attendance	189,274	184,777	2.43%





SERVICE EFFECTIVENESS MEASURES FY2017

<i>Through April 2017</i>	Main	CRM	Dart	DOR	Edisto	Folly	James	Johns	MCC	MTP	Otranto	Poe	STA	St. Pauls	Village	WA	System
Total Circulation/Visit	0.78	0.58	0.51	1.05	2.27	1.15	1.68	1.34	0.63	2.40	1.15	2.11	1.86	2.26	1.60	1.19	1.66
Circulation/FTE	7,807	9,965	7,497	6,612	5,602	10,496	21,769	8,521	3,920	24,617	8,239	8,018	18,466	9,244	9,415	12,397	15,419
FTE Cost/Circulation	5.40	3.50	5.68	4.91	5.23	2.71	1.83	4.59	8.89	1.50	4.91	3.74	2.15	3.45	4.12	2.73	2.49
Cost/Circulation	8.41	4.32	6.86	5.93	6.03	2.98	2.11	5.50	9.91	1.75	5.61	4.74	2.44	3.85	4.48	3.10	3.16
FTEs	35.63	6.88	4.38	14.00	1.38	1.38	6.63	15.00	1.63	17.75	14.00	2.63	15.75	2.00	2.88	7.88	149.80
FY17 Personnel Expenditures	\$1,502,360	\$ 240,054	\$ 186,625	\$ 454,933	\$ 40,439	\$ 39,187	\$ 264,135	\$ 586,594	\$ 56,819	\$ 657,116	\$ 566,781	\$ 78,876	\$ 624,608	\$ 63,706	\$ 111,784	\$ 267,076	\$ 5,741,093
FY17 Branch Expenditures	\$2,338,137	\$ 296,145	\$ 225,154	\$ 548,659	\$ 46,588	\$ 43,210	\$ 304,502	\$ 702,754	\$ 63,340	\$ 766,782	\$ 647,193	\$ 100,002	\$ 709,874	\$ 71,101	\$ 121,422	\$ 302,763	\$ 7,287,624



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 Libraries Closed Independence Day	5	6	7	8
9	10	11	12 5:30pm – FOL Board Meeting	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28 FOL Book Sale at John's Island	29 FOL Book Sale at John's Island
30	31					

NEXT MONTH

August

9: FOL Board Meeting

22: Board Meeting at Otranto