



Charleston County Public Library Board of Trustees Agenda
 5:15 p.m., September 26, 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 (8/22/17, 5/10/17 Finance), 2 minutes		x
6. Friends of the Library Update: Brittany Mathis, 5 minutes	x	
7. Capital Plan Update, Toni Pattison and Janette Alexander, 20 minutes	x	
8. Strategic Vision Discussion	x	
9. Board Resolution, 1st Reading	x	
10. Meeting Room Policy, 1st Reading	x	
11. Library Reports, 10 minutes	x	
a. Executive Director Report: <i>Nicolle Davies</i>		
12. Committee Reports, 10 minutes	x	
a. Finance: <i>Susan Strunk</i>		
b. Nominations: <i>Peggy Reider</i>		
c. Building Projects: <i>Ed Fava</i>		
13. Executive Session: Library Director Annual Review		x
14. Adjournment		x

Board service

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



Board of Trustees Meeting Minutes
August 22, 2017

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, August 22, 2017 at 5:15pm in the auditorium of the Otranto Road Regional Library, North Charleston, SC.

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

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

Public Comment

Kristen French said that she is dismayed about how little information has been given about the progress of the Cooper River site. She said that she has reviewed previous board minutes and wonders why the County seems to be trying to hide the activities going on in the background. She stressed that she and the community want to see progress on the library. Ms. French said that she would like the library board to vote to formally request that County Council answer two questions: is the Council committed to building a standalone community centered library, and is the Council committed to keeping the current Cooper River library open throughout construction. She listed some nearby neighborhood communities that are very concerned with the progress as well.

Cindy Bohn Coats said that she lives in the south end of North Charleston and said that she is concerned about the new Cooper River library as well. She said that she would like to see the library separate from any other facility. Ms. Coats said that she is on the Charleston County School District board and asked the library board to take an official position on the status of the library. Mr. Brack said that the library board does not build the libraries; Charleston County Council has the final say.

Board Comment

Mr. Brack said that Dyllan Rankin has replaced Peter McKellar on the board of trustees. Mr. Brack guided Mr. Rankin in the pledge of office for the board position. Mr. Rankin introduced himself and gave some background on himself.

Ms. Reider said that she has been pleased to see positive press about the library in the

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newspaper.

Ms. Hollinshead said that she recently returned from the Conference for African-American librarians held in Atlanta. She also said that she is disappointed in the names chosen for the new libraries and said that she would also like to see progress made with Cooper River.

Additions or Corrections to the Agenda

There were none.

Review of Minutes

The minutes were approved as written.

Friends of the Library Update

Mr. Brack provided a Friends update in Ms. Mathis' absence. The Friends have received a grant from the Renee B. Fisher Foundation to provide books for teachers in high-need Charleston County public schools by giving teachers a \$50 book voucher to use at That BIG Book Sale. The Friends are participating in Black Ink, an African-American book festival that takes place on September 23 at the main library. Its featured author is Kwame Alexander. That BIG Book Sale is October 13-15 at Omar Shrine Temple. A giving day is also scheduled for September 19 at Joe Riley stadium. Library night at the Charleston Battery is on September 9.

Capital Plan Update

Ms. Pattison provided a capital plan update. The Baker and Taylor team have been holding monthly coordination calls, and are beginning the selection process for Wando Mt. Pleasant. The AMH (Automated Material Handling) RFP (Request for Proposals) is being finalized by the County and the RFID (Radio Frequency Identification) RFP has begun. A coordination meeting is scheduled to begin coordination.

Ms. Pattison explained the voted-upon library names and her acronyms for the buildings. Furniture has been selected for all locations except Cooper River and Support Services. An AV/Low-Voltage coordination meeting was held earlier this month, and a signage coordination meeting is scheduled for later this month.

The site master planning strategies are still in progress at the County for the R. Keith Summey North Charleston library. MB Kahn is working on the GMP (Guaranteed Maximum Price) for St. Paul's Hollywood. The community meeting for Bees Ferry West Ashley was held in July and it received positive feedback. The design team is working through design development with expected wrap up in September. The GMP is being estimated for Baxter Patrick James Island.

Wando Mt. Pleasant's groundbreaking was held on July 25 and site work is expected to start in October. The process has been delayed by permitting. The Support Services kick-off meeting was held on August 18.

A member of the audience asked about the location for the support services building. Mr. Brack explained the location.

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Ms. French of the audience asked if the Cooper River site would be designed by the same architects. Mr. Brack explained that it is up to County Council to decide.

Ms. Alexander explained that the numbers on the financial status page are similar to the numbers provided at the last board meeting. Mr. Brack asked about the language used in the chart. Ms. Alexander said that the CWE (Current Working Estimate) reflects the GMP when the GMP is available.

Mr. Fava asked if personnel costs have been included in the CWE costs. Ms. Alexander said that they have been. Mr. Fava also asked for clarification about the discrepancy of the final baseline total and CWE.

Mr. Brack asked for clarification on potential increase of the GMP. Ms. Alexander explained that costs are assumed and specified that the unforeseen circumstances would come out of the contingency fund.

Ms. Crosby asked if they could have a three month snapshot of the financial status.

Unattended Children Policy – 2nd Reading

Ms. Davies explained why the ages in the policy are of significance and said that the policy is very similar to other public libraries in the state. She also said that in the month of July, three branches had unattended children incidents with only one resulting in the police being contacted.

Mr. Brack explained some fine points of the policy to the audience. Ms. Davies explained that the policy has been in place for a long time, but that the proposed policy cleans up the language a little.

Ms. Reider moved to accept the policy. Mr. Strother seconded. The motion passed unanimously. Mr. Norris was not present for the vote.

Board Bylaws – 1st Reading

Mr. Brack said that the existing board bylaws needed to be cleaned up. He explained some examples of the reasons to update the bylaws, such as the advocacy committee clause that is no longer needed. Mr. Brack asked that the board members read through the proposed policy before the next board meeting and come prepared to discuss. He pointed out the attendance policy change, which clarifies that a board member that misses more than three meetings is automatically removed. Previously, the bylaws were unclear on whether a member would be removed after three meetings in a year or three consecutive meetings.

Mr. Brack also pointed out that in part 3(d), the bylaws need to be updated concerning signatures on checks. He mentioned that article five also allows more flexibility in preparing the agenda. The strategic planning process has been changed in article nine as well.

Strategic Vision – 1st Reading

Ms. Davies explained that the strategic vision is a draft and asked for board input. She went through the proposed vision, including goals for the new libraries, a new customer service

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model, enhancing patron experiences and eliminating patron fines. She also mentioned that she would like to see an automated library service available in the community. Ms. Davies said that CCPL needs to enhance safety and security plans. Staff should also have a basic technological proficiency. Ms. Davies would also like to see the establishment of an Outreach department that encompasses more than just the bookmobile.

Ms. Davies spoke on her goals for programming. She would like to see more centralized programming and more programs that can be reproduced at many branches.

Mr. Brack explained that the library has been operating under a five-year strategic plan. Ms. Davies was tasked with coming up with a strategic vision for the next year and a half until an official strategic plan can be developed.

Ms. Hollinshead said that she is concerned with the County potentially cutting back funding without the fines.

Mr. Strunk said that she would like the strategic vision to “consider” eliminating fines, rather than definitively eliminating them. Ms. Strunk also said that it could also include a section for Human Resources to make sure that staff are supported as fully as possible.

Mr. Strother said that he thinks the areas covered by the strategic vision are spot on. He agreed that he would like to see the vulnerable populations reached further.

Library Reports

Ms. Davies asked for questions about the provided report. She also mentioned that at the September board meeting photos will be taken of the board members for posting on the library website.

Committee Reports

a. Finance

Ms. Strunk said that the board has been provided with letters from the Webster Rogers explaining the audit process. The Finance Committee will be meeting to discuss the closing budget figures for the last fiscal year. She asked that if board members have big picture concerns for the budget, to let the committee know. The next finance committee will meet on September 11 at 10:00am at the Main Library.

Mr. Strother asked about a possible alternate auditing company. Ms. Strunk said that the library will look into it for the future, but that CCPL’s policy on auditing procedures and company choice is in line with the County.

b. Nominations

Ms. Reider said that the terms expire in December for Ms. Hollinshead, Ms. Reider, Ms. Strunk, and Mr. Norris. She said that Ms. Strunk intends to reapply, but that she and Ms. Hollinshead will be at their term limits. She asked the board members to think about who they might be able to fill the empty slots, and mentioned that they would like a representative from Mt. Pleasant.

Mr. Brack said that board members should also keep diversity and skill sets in mind when thinking about new board members. He explained the process of selecting new

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board members. The County will post the vacancies in early November and people will be able to apply starting then. County Council will have the final decision.

Ms. Reider suggested the board look for one or two people that are technologically competent.

c. Building Projects

Mr. Fava said that there is a road near the Bees Ferry West Ashley site that the City wants to make public rather than private. He also said that the board has always wanted a stand-alone facility for the Keith Summey North Charleston library. He also said that he will continue to keep an eye on personnel charges for the projects.

d. Director Review

Mr. Brack passed out evaluation forms for the director review. He explained some background on the review process. The evaluation is a three-part form. Board members should fill out the first part of the form and send it to Mr. Brack. There are also three short answer questions. Mr. Brack said that part two of the form includes a staff component of Ms. Davies' direct reports. Part three includes goals set by Ms. Davies that can be compared to the previous year (starting next year). Mr. Brack explained that there will be an executive session at the next board meeting to discuss the review.

The fourth and fifth parts of the evaluation form include a self-evaluation for the board. Ms. Davies will provide goals for the board as well. Suggestions will be discussed at the January board retreat.

Adjournment

The meeting was adjourned at 6:32pm.

Respectfully submitted,

Troy Strother, Secretary

Charleston County Public Library Board of Trustees
Finance Committee Meeting
May 10, 2017
Minutes

The meeting was called to order at 10:05 a.m.

Staff present: Nicolle Davies, Perry Litchfield

Trustees present: Ed Fava, Susan Strunk

Minutes for the committee meeting of February 10, 2017 were approved as presented. The approved minutes will be included in the agenda packet for the regular May board meeting.

The committee reviewed the current proposed FY2018 operating budget. This version of the budget is very likely the one that will be submitted to the County Council for approval. Perry will email the current proposed budget to Trustees. Staff noted that communications with the county regarding the budget went well this year. Pending approval of the budget, the county will be taking over most costs for the Library's maintenance, security and utilities.

The committee reviewed the FY2018 budget calendar. The council is expected to adopt the budget at the June 20, 2017 meeting. The Library board's budget approval will be on the agenda of the regular meeting on June 27th.

The committee reviewed the FY 2017 3rd quarter financial report. Income and expenditures are on track.

There were no other finance topics.

The meeting was adjourned at 11:07 a.m.

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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.



Strategic Vision 2017-2020

Fulfill our commitment to the voters (Build)

- Complete the building of five new library branches by 2019.
- Update and renovate (as budget allows) 13 existing branch libraries by 2021.
- Move administrative functions to a separate location create more patron space in the Main library by 2019.

Enhance the patron experience with improved customer service and removing barriers (Customer Service)

- Launch CCPL's new brand by 2017.
 - Which will include a new website, updated collateral materials, and an improved social media presence.
- Establish a new Customer Service model by 2019
 - Focus on removing barriers to service for patrons, meet patrons at their point of need as opposed to patrons seeking out staff, and focus on providing patrons with a positive and memorable experience.
- Enhance Readers Advisory by 2020
 - Increase our focus on providing patrons with excellent recommendations on books, music, media, apps and technology and provide tools for staff in order to accomplish this goal.
- Eliminate patron fines by 2019
 - Eliminate fines for all items.
- Automated self-serve kiosk in the community by 2020
 - Have three additional service points in the community where there is currently no library presence by providing patrons with a library vending option.

Increase CCPL's focus on safety and security in library branches (SAFETY)

- Establish a system wide approach to security issues by 2018
- Develop a plan for staff to practice drills and scenarios by 2018

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- Develop and implement plan to install security cameras and other tools to compliment the current security presence by 2020

Progress with technology to ensure technological literacy in our communities (TECHNOLOGY)

- Train all staff on technology competencies.
 - By 2019, all staff will be able to meet basic technology proficiencies.
 - By 2020, become known by a broader segment of the population for helping patrons with their technology needs.

Increase the reach into vulnerable populations (REACH)

- Create an outreach department by 2019.
 - Replace the existing bookmobile with a modern, technology-adapted library on wheels by 2018.
 - Explore partnerships with additional agencies to take the library outside of brick and mortar facilities to reach more patrons by 2019.
 - Partner to offer English as a Second Language (ESL) classes by 2018.
 - Partner to offer adult literacy education by 2019.
 - Partner to offer collections and resources for new Americans and Refugees by 2018.
 - Establish an outreach-mobile van to offer library materials (print/media) and technology (I-pads, tablets, Wi-Fi connection) to system-wide group engagements in remote areas to include children/adult daycares, senior centers, and community centers, homeless shelters, juvenile detention centers, etc. by 2019.

Expand programming opportunities to provide more high quality programs across CCPL's service area (PROGRAMMING)

Ensure there is a strategy for system-wide programming by 2019

- Establish a programming department by 2018.
 - Hire a manager to direct system-wide programming of the adult services coordinator, the young adult services coordinator and the children services coordinator by 2018.
 - Develop a system-wide programming guide that reflects our organization's missions and values for staff to follow in the development of the programs in their respective branches/departments by 2019.

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- o Develop tools to determine appropriate library focused programs for communities surrounding our library branches and tools to evaluate program effectiveness by 2019.

DRAFT

Agenda Item #9

Andy Brack will prepare and distribute a resolution for the board's consideration.



COMMUNITY AND MEETING ROOM USE POLICY

Purpose: To make community and meeting rooms available to non-profit, civic, educational and cultural groups or organizations on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The Library's community and meeting rooms are available for reservations during normal operating hours. The meeting rooms are available at no charge for use by non-profit, civic, educational and cultural groups or organizations and official government entities (Federal, State, County, and Municipal). All activities conducted inside the community and meeting rooms must be open to general public audiences. Outside Organizations may reserve rooms up to three months in advance. A single organization may make a reservation no more than once per week.

The branch manager, according to the following priorities, will approve requests for use of the rooms:

1. Library-sponsored or related meetings and programs;
2. Government-sponsored or related meetings and activities; and
3. Community groups as described above.

Regular library service takes precedence over all other activities and the use of the meeting rooms must not interfere with the operation of the library. Library meeting rooms are intended to serve the community in its broadest sense.

Only library-related groups, either sponsoring or co- sponsoring a program, may charge an admission fee or sell a product. A percentage, to be determined by the Charleston Friends of the Library, of the admission or product's revenue is subject to be collected and donated to the Friends to benefit the Library.

All meetings or programs must be open to the public. No alcohol may be served in County buildings.

The name, address and phone number of the Library may not be used as the official address of any organization using the meeting rooms, nor may any non-library group using the meeting rooms publicize its activities in such a way as to imply library sponsorship.

The branch manager reserves the right to refuse the use of the rooms whenever, in the branch manager's best judgment, the use does not conform to this policy.

In unforeseen emergencies in which the Library has to cancel a meeting, the Library will attempt to give the group as much notice as possible.

The Library accepts no responsibility for the personal safety of any person, either inside or outside a library building. The Library is not responsible for damage, loss or theft of personal property.



Library Report

September 26, 2017

Nicolle Davies, Executive Director:

I would like to recognize the outstanding job staff did during the Eclipse in August. The CCPL staff handed out close to 10,000 pairs of glasses on or before the event, and hosted numerous programs. I would also like to recognize the staff that worked at the branches that remained open on August 21, including Otranto, Cooper River and Dorchester. Special recognition to Lucia Hayes, Jackie Peterson and Natalie Hauff who all went above and beyond in assisting staff around the system with solar eclipse glasses and other materials.

I send this communiqué out to staff August 31, 2017 and wanted to make sure to share it with the Board as well:

I wanted to reach out in light of the recent shooting tragedies both here at Virginia's on King, as well as at the Clovis Carver Library in New Mexico. I want to recognize that this may be unsettling for many of you and I am aware of safety concerns that have been expressed. Please know I care about your safety, as does everyone on my Senior Leadership Team.

You may have read in the Strategic Vision that I have proposed to the Board to ways improve system wide safety and security. In the meantime, I have already identified a new role for Nancy Sullivan to serve as Manager of Safety, Security and Facilities and she will transition into this role this fall.

It is going to take some time to create this security plan and implement it. In the meantime, we will be working with the County and will offer Active Shooter training next month and in October, so stay tuned for this training opportunity.

I also wanted to share information about Run, Hide, Fight. I have used this training in the past at my previous library system and it was well received and useful. This is a link to the video:

<https://www.youtube.com/watch?v=5VcSwejU2D0> and there is good information online related to this curriculum.

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Again, please know your safety and security are important and it is on my radar. I am working as quickly as I can to get better processes and procedures in place. In the meantime, please educate yourself and look for training opportunities in the near future.

PUBLISHED: SEPTEMBER 18, 2017

MEDIA REPORT

An Overview of Media and Social Media Coverage
August 2017

CHARLESTON
COUNTY PUBLIC



LIBRARY

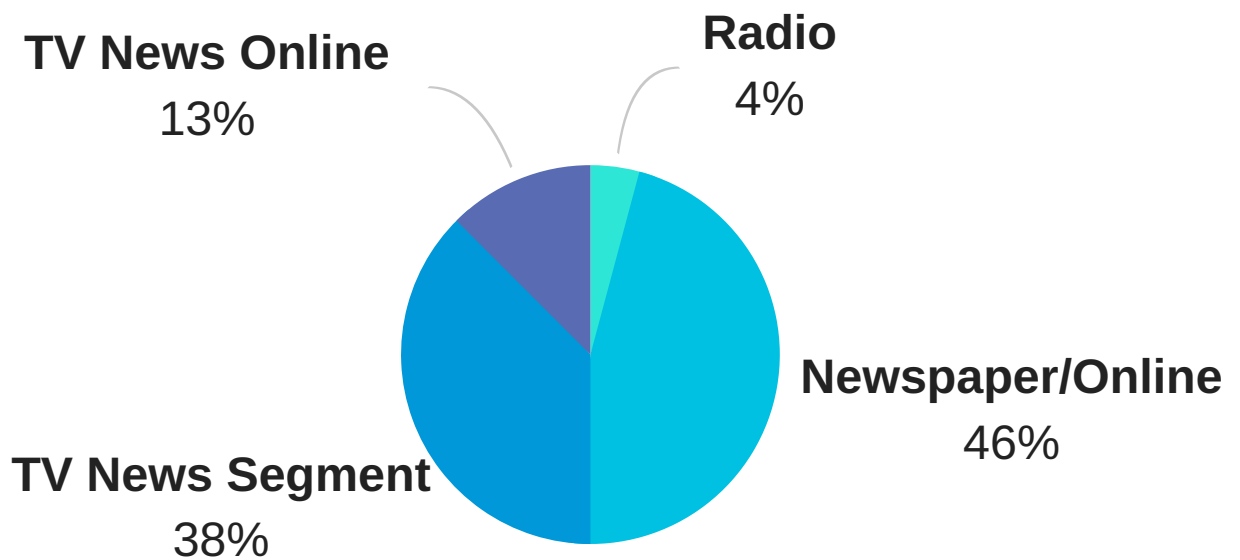
PREPARED BY NATALIE HAUFF
PUBLIC RELATIONS MANAGER



SUMMARY:

MEDIA COVERAGE

Charleston County Public Library received significant media coverage during this period. Most of the coverage focused on the solar eclipse programs and safety glasses giveaway campaign. Other coverage included the Summer Reading Program, Black Ink Festival and more. A breakdown of all coverage is provided in this report.



SOCIAL MEDIA

Social media exposure experienced a significant peak, due mainly to the solar eclipse. CCPL's audience on social media continues to grow on Facebook, Twitter and the recently launched Instagram page.



**6,036
LIKES**

Date	Title or subject	Publication type	Publication	Link	Details/Notes
8/7/2017	Charleston RiverDogs hold off Greenville Drive, 2-1	Newspaper/Online	Post and Courier	http://www.postandcourier.com/sports/charleston-riverdogs-hold-off-greenville-drive/article_77043642-7b25-11e7-a25a-1f581b4de382.html	
8/13/2017	School starts soon so that means one thing: Students scramble to finish summer reading assignments	Newspaper/Online	Post and Courier	http://www.postandcourier.com/news/school-starts-soon-so-that-means-one-thing-students-scramble/article_d8ef2d32-7e98-11e7-bb4c-0fe9f30815ef.html	
8/13/2017	Promised N. Chas. library overdue	Newspaper/Online	Post and Courier-OpEd Section	http://www.postandcourier.com/opinion/editorials/promised-n-chas-library-overdue/article_431b7d26-7c43-11e7-bb72-7b4424e2c5fa.html	
8/14/2017	Charleston-area memos and distinctions	Newspaper/Online	Post and Courier	http://www.postandcourier.com/business/charleston-area-memos-and-distinctions/article_6a76b7ba-5884-11e7-af5c-5beb1e2bc875.html	
8/15/2017	How to find solar eclipse glasses in the Lowcountry	TV/Online	WCBD.com	http://counton2.com/2017/08/15/how-to-find-solar-eclipse-glasses-in-the-lowcountry/	
8/15/2017	Eclipse glasses giveaway	Radio	WTMA	N/A	

8/17/2017	Award-winning Author Kwame Alexander will headline local black book festival	Newspaper/ Online	Moultrie News	http://www.moultrienews.com/news/award-winning-author-kwame-alexander-will-headline-local-black-book/article_2b77d104-8348-11e7-8cba-77c12d6f126c.html	
8/17/2017	Charleston County Public Library announces additional branch closures for day of solar eclipse	Newspaper/ Online	Moultrie News	http://www.moultrienews.com/news/charleston-county-public-library-announces-additional-branch-closures-for-day/article_b3e4946c-8354-11e7-9cc7-0740b9042061.html	
8/18/2017	Record interest for appointment to Charleston County park and library boards	Newspaper/ Online	Post and Courier	http://www.postandcourier.com/news/record-interest-for-appointment-to-charleston-county-park-and-library/article_46fa4afc-845a-11e7-a5b7-6fde034bb225.html	
8/18/2017	Where to find Solar Eclipse glasses in the Lowcountry	TV/Online	Live5news.com	http://www.live5news.com/story/36170766/where-to-find-solar-eclipse-glasses-in-the-lowcountry	
8/18/2017	Remembering last eclipse	TV	WCIV @ 5 p.m.	Clip available upon request.	Local Market Viewership Audience: 18,806 Persons Ad Value: \$239.85 per 30 seconds

8/19/2017	Discovering the dead: Gullah Society takes on preservation of black burial grounds in Charleston	Newspaper/ Online	Post and Courier	http://www.postandcourier.com/features/discovering-the-dead-gullah-society-takes-on-preservation-of-black/article_16837424-8131-11e7-9059-cfd92f7e6eaf.html	
8/19/2017	Eclipse program at CCPL	TV	WCSC @ 11 p.m.	Clip available upon request.	
8/19/2017	Eclipse programs at CCPL	TV	WCSC @ 7 a.m.	Clip available upon request.	Local Market Viewership Audience: 20,674 Persons Ad Value: \$184.43 per 30 seconds
8/20/2017	Eclipse program at CCPL	TV	WCBD @ 11 p.m.	Clip available upon request.	Local Market Viewership Audience: 5,142 Persons; Ad Value: \$170.66 US dollars per 30 seconds
8/20/2017	Eclipse glasses giveaway	TV	WTAT @ 10 p.m.	Clip available upon request.	Local Market Viewership Audience: 9,290 Persons; Ad Value: \$190.16 US dollars per 30 seconds

8/20/2017	Eclipse glasses giveaway	TV	WCIV @ 6 p.m.	Clip available upon request.	Local Market Viewership Audience: 2,734 Persons; Ad Value: \$37.28 US dollars per 30 seconds
8/20/2017	Eclipse program at CCPL	TV	WCBD @ 9 a.m.	Clip available upon request.	Local Market Viewership Audience: 5,500 Persons; Ad Value: \$93.80 US dollars per 30 seconds
8/22/2017	Award-winning Author Kwame Alexander Will Headline Local Black Book Festival	Newspaper/ Online	The Chronicle	https://www.charlestonchronicle.net/2017/08/22/award-winning-author-kwame-alexander-will-headline-local-black-book-festival/	
8/22/2017	No more late fines? Charleston County libraries could join a national movement	Newspaper/ Online	Post and Courier	http://www.postandcourier.com/news/no-more-late-fines-charleston-county-libraries-could-join-a/article_cac99e5c-874b-11e7-8202-b383343303ce.html	
8/23/2017	Between the Stacks: Helpful databases for school	Newspaper/ Online	Moultrie News	http://www.moultrienews.com/opinion/between-the-stacks-helpful-databases-for-school/article_dea1d410-8347-11e7-a91d-8f7bf5e54d28.html	

8/23/2017	African America book festival will feature Kwame Alexander	TV/Online	WCIV.COM	http://abcnews4.com/features/4-the-lowcountry/holy-city-sinner/african-america-book-festival-will-feature-kwame-alexander	
8/23/2017	Possible elimination of late fees	TV	WCSC @ 7 p.m.	Clip available upon request.	Local Market Viewership Audience: 43,000 Persons; Ad Value \$549.69 US dollars per 30 seconds
8/25/2017	Charleston Tells Performance	TV	WCSC @ 5:30 a.m.	Clip available upon request.	Local Market Viewership Audience: 12,685 Persons; Ad Value: \$130.85 US dollars per 30 seconds

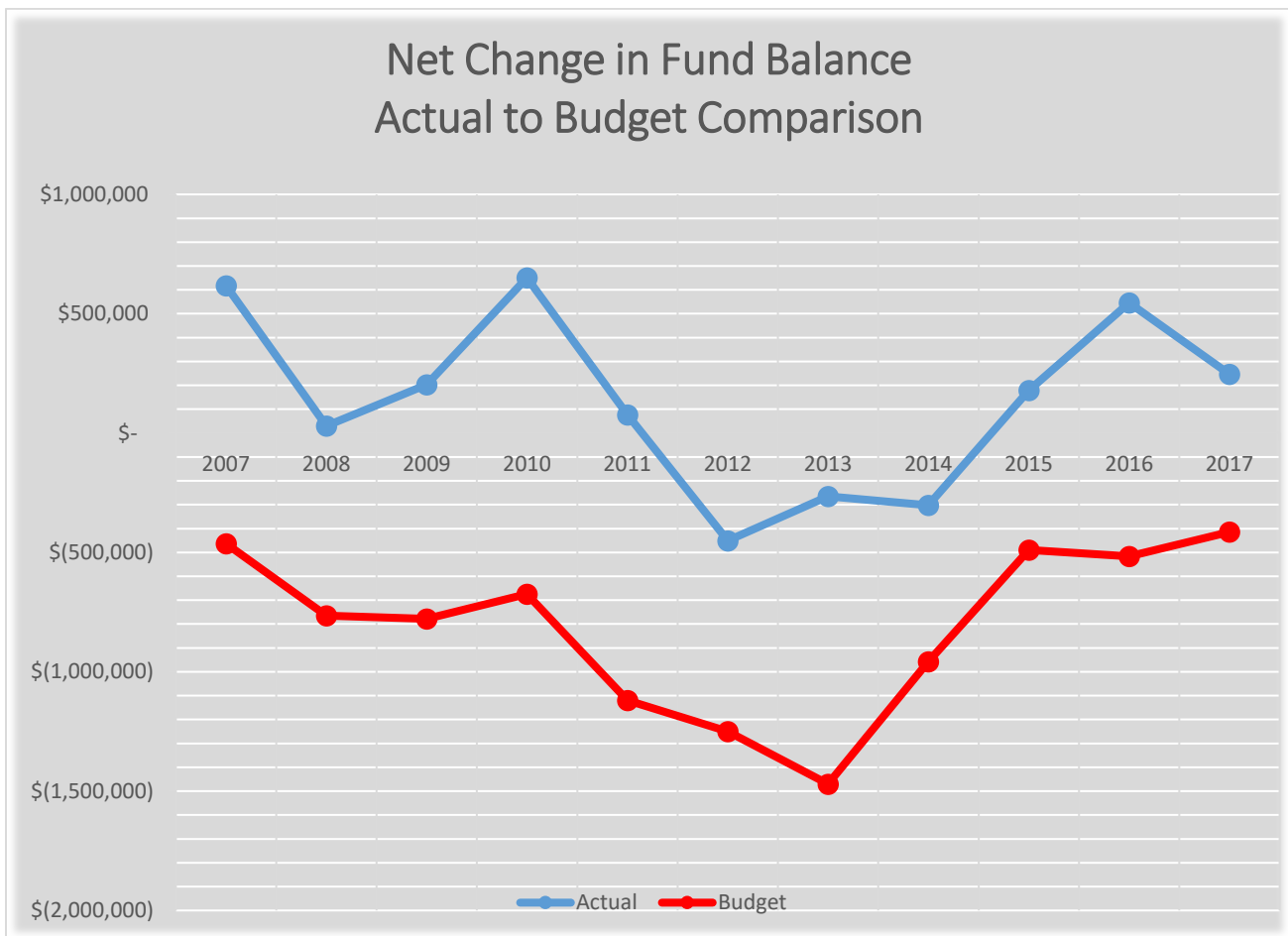
CHARLESTON COUNTY PUBLIC LIBRARY

FINANCIAL HIGHLIGHTS FOR THE FISCAL YEAR ENDED JUNE 30, 2017

GENERAL FUND

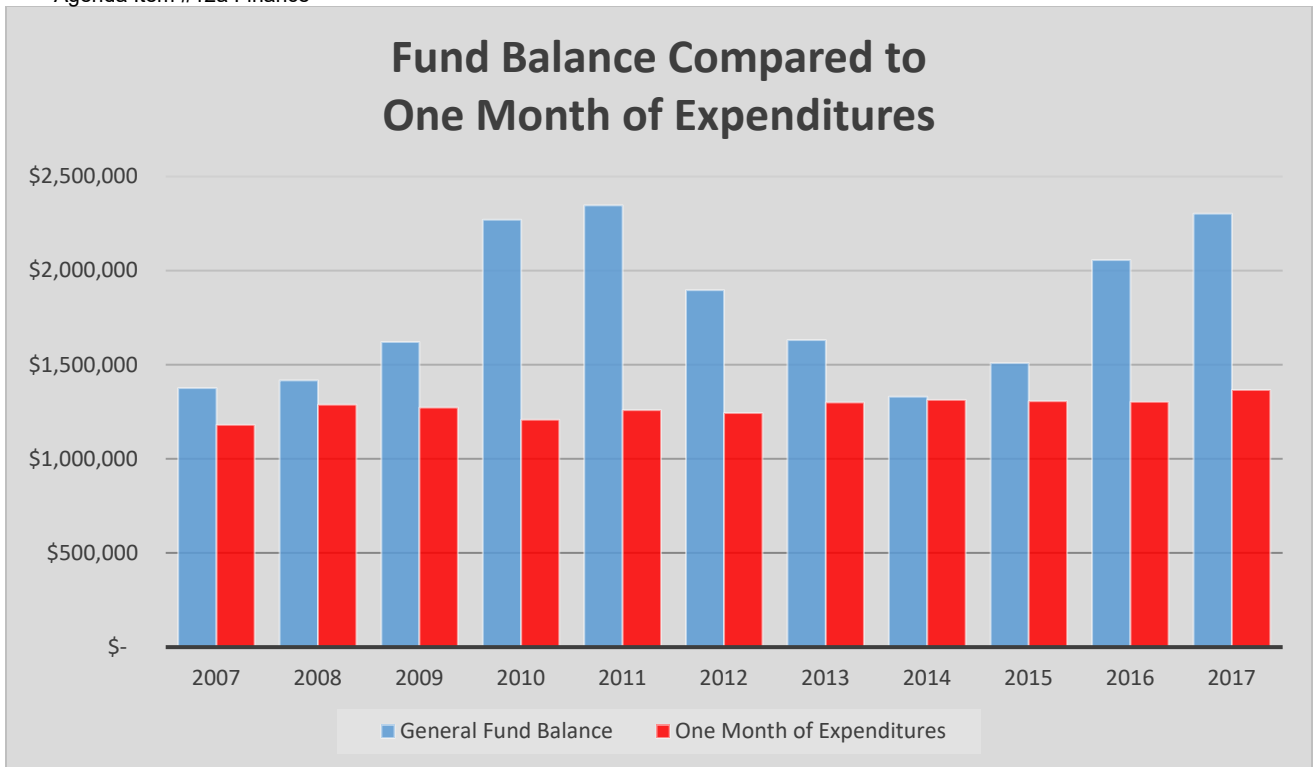
The General Fund finances the day-to-day provision of library services for Charleston County. Revenues exceeded expenditures resulting in an increase of fund balance of \$247,216 for the fiscal year ended June 30, 2017. This was due primarily to personnel vacancies and less spending on information resources and technology than planned. See further discussion below. General fund assets of \$3,045,027 less liabilities of \$742,418 resulted in a total fund balance at June 30, 2017 of \$2,302,609. Fund balance represents the amount available to finance future operations.

The following chart is a comparison of the Library’s budgeted vs. actual net change in fund balance since FY2007:



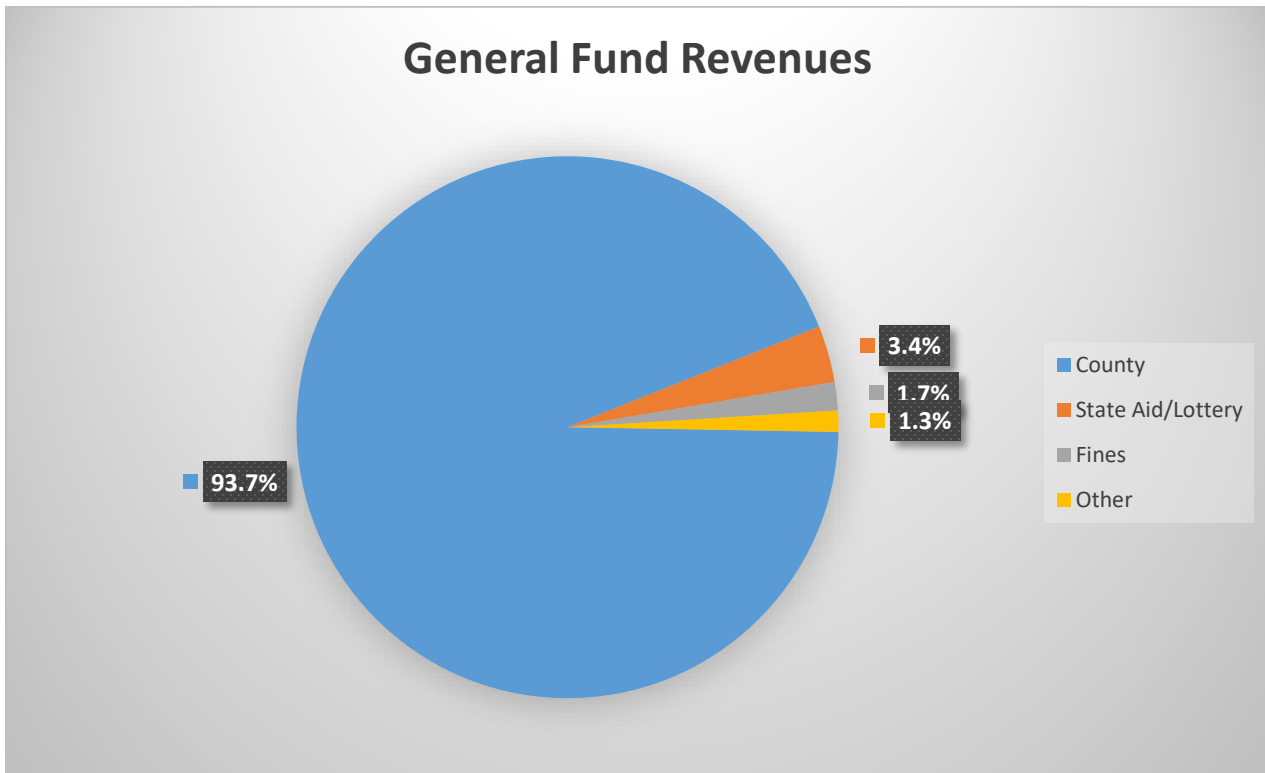
Actual results have consistently been better than budget.

The following chart shows a history of the Library’s fund balance as compared to one month of expenditures since FY2007. The Library attempts to maintain this minimum level of resources as a hedge for future needs.



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. The relative share of General fund revenue sources for fiscal year 2017 are shown in the chart below:



County appropriations included \$22,112 to offset the cost of the County’s Summer Youth Program and \$65,080 from the County’s library expansion budget to cover the cost of the Library’s Project Manager. State Aid was \$1.25 per capita for September 18, 2017

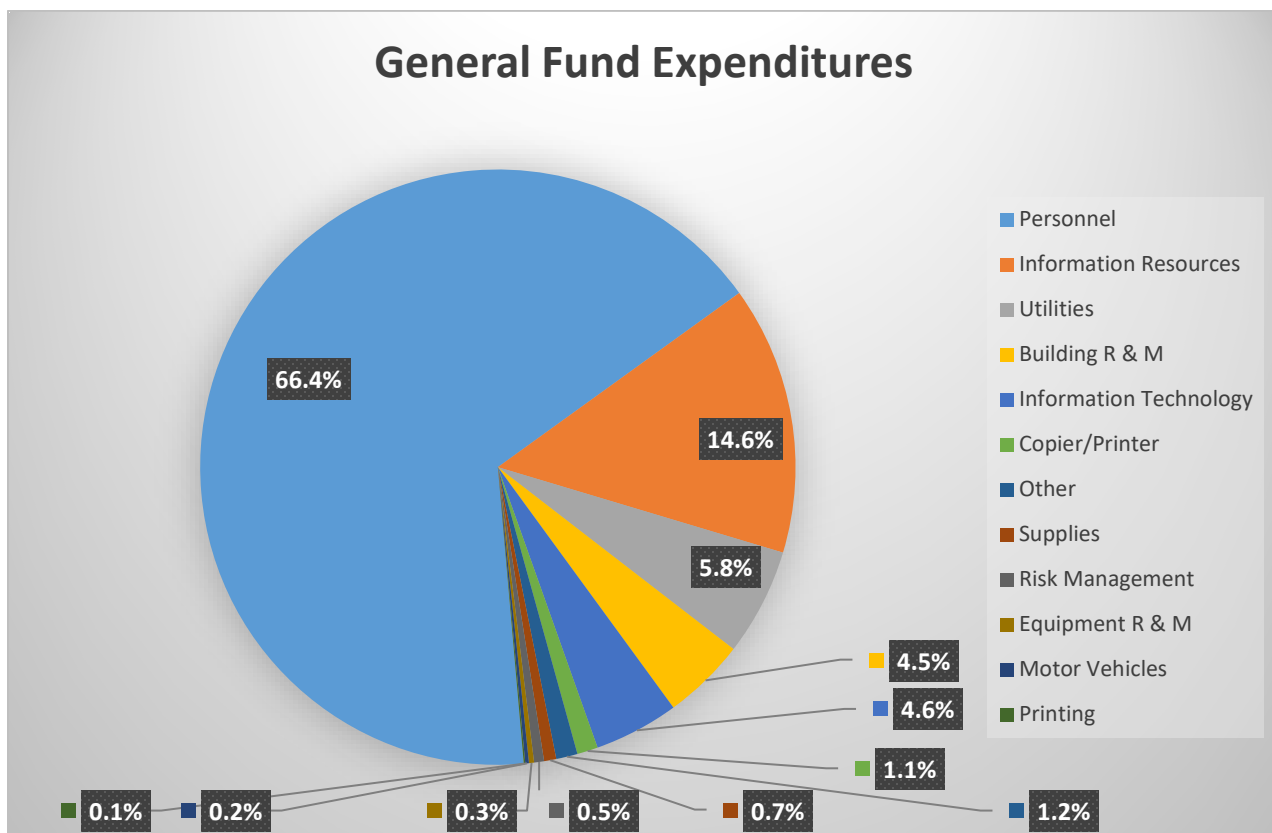
FY17. Lottery distributions for FY17 totaling \$36,957 were received. Fine revenues were 18.4 percent less than the prior year while copier/printer fees were up 0.7 percent. Total revenues were \$106,553 over budget due to the Lottery distributions, additional county funding, and E Rate reimbursement that offset the decline in fine revenues.

The following chart shows total operating revenues since FY2007:

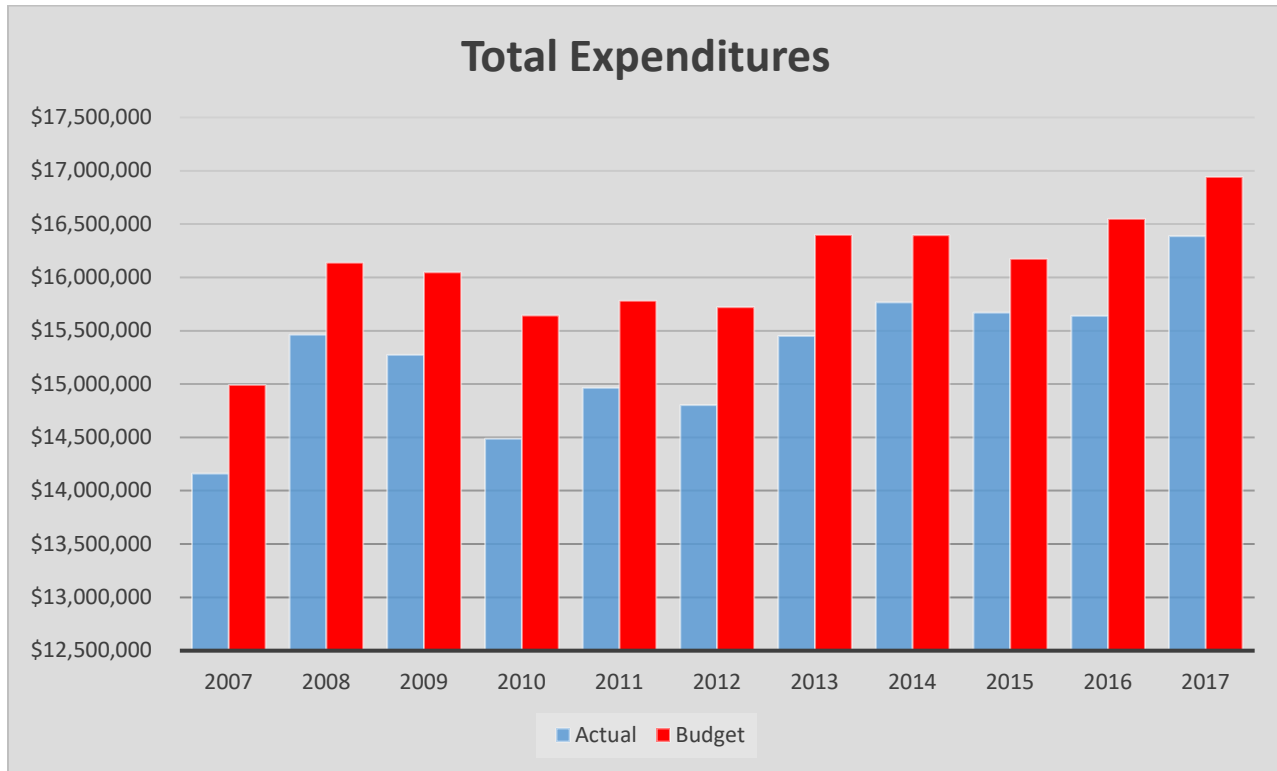


GENERAL FUND EXPENDITURES

The normal operations of the Library are accounted for in the General Fund. Expenditures for the fiscal year ended June 30, 2017 were 3.2 percent less than budget while 4.6 percent greater 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 FY2007. Actual expenditures were less than budgeted for each year presented.



Following are comments on specific categories:

PERSONNEL COSTS

Personnel costs include salaries and associated employer costs. Actual expenditures were 2.2 percent under budget while 3.2 percent greater than last fiscal year. Rising retirement, health insurance rates, parking for Main Library employees, the provision for other post-employment benefits (OPEB), and addition of the County’s Wellness Program coupled with filling several significant vacancies accounted the majority of the increase over the prior year.

INFORMATION RESOURCES

Information resources are collection items in various formats acquired for public use along with certain costs incurred in preparing materials for public use. Expenditures were 7.4 percent under budget while 4.4 percent greater than the prior 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 9.9 percent under budget while 17.4 percent greater than the prior year. Current year costs include beginning a redesign of the Library’s web site and additional infrastructure to provide redundancy.

COPIERS AND PRINTERS

Lease costs and related supplies are included in the copiers and printers category. Expenditures were 0.6 percent under budget and 0.8 percent less than the prior year.

SUPPLIES

Supplies include various operating supplies such as office, data processing, and minor equipment. Expenditures were 3.4 percent under budget while 6.4% greater than the prior year. Increases in office, audio visual, and minor equipment were offset by data processing supplies.

PRINTING

Printing includes the costs of items printed externally for programs and internal use forms. Expenditures were 44.9% under budget as well as 17.3 percent less than the prior year. Savings were seen in increased use of electronic forms.

EQUIPMENT REPAIRS AND MAINTENANCE

Equipment repairs and maintenance include annual contracts and repairs on various Library equipment. Expenditures were 17.5 percent under budget while 13.5 percent greater than the prior year. The decrease was primarily due to discontinuance of gate security equipment maintenance.

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 5.5 percent over budget and 14.7 percent greater than the prior year. Costs were over budget primarily due to unanticipated repairs. Changes from the prior year included additional maintenance contract costs paid to the County, increased janitorial and carpet cleaning, along with unanticipated repairs. For fiscal year 2018, the County Facilities Department will assume all building related costs.

UTILITIES

Utilities include electricity and gas, water and sewer, solid waste disposal fees, and telephone related costs. Expenditures were 2.2 percent under budget and 0.6 percent more than the prior fiscal year. Telephone costs include leasing a new Voice Over Internet Protocol (VOIP) system.

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 decreased 10.9 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 37.8 percent under budget while 13.4 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, staff development, and the material recovery service. Expenditures were 11.3 percent under budget while 13.8 percent greater than the prior year. Increased staff development spending was the primary change.

MISCELLANEOUS EXPENDITURES

Miscellaneous expenditures include \$956 for Board retreat expense and gifts for expiring terms. Executive search expenses totaled \$45,999.

CAPITAL EXPENDITURES

The only capital expenditures during the year were accounted for as part of information technology expenditures and telephone costs.

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 \$28,244 for the fiscal year ended June 30, 2017. The most significant grants were \$12,636 in LSTA funds from the State Library for the FM Radio Station and \$6,400 from the National Marine Sanctuary Foundation for purchase of reusable bags. There were nine active grants during the fiscal year with grant awards ranging from \$200 to \$25,000. Unspent funds on hand at year end were \$9,454.

DONATIONS SPECIAL REVENUE FUNDS

The Donations Special Revenue Fund accounts for donations, including private foundation grants, typically restricted for specific purposes. Revenues totaled \$33,265 for the fiscal year with expenditures of \$50,599. Major donations included \$6,586 for the Cynthia Graham Hurd Memorial Fund, \$7,200 for the Dart branch, \$7,400 from the College of Charleston Foundation for books to be distributed in connection with a jointly sponsored program, and \$18,399 distributed from the Charleston County Library Fund at the Coastal Community Foundation.

The Charleston Tells Festival received donations and grants of \$15,050 during the fiscal year along with net ticket, merchandise and beverage sales of \$1,826. Included in donations and grants was \$10,000 of the balance received from the Coastal Community Foundation for reduction of the prior year deficit. Expenses related to Charleston Tells were \$2,085. Charleston Tells had \$3,464 on hand at June 30, 2017 for fiscal year 2018 performances.

Total unspent funds on hand at year end were \$105,475. The Cynthia Graham Hurd Fund balance at June 30, 2017 was \$44,425.

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, 2017, program and staff development expenses totaled \$99,101 and FOL operating expenses totaled \$3,512. 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 2016, the Library spent \$100,005 for programs and staff development funded by the FOL. At June 30, 2017, the FOL owed the Library \$57,177 which was subsequently received.

**CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT
GENERAL FUND - RECAP
Fiscal Year Ended June 30, 2017**

	Fiscal Year 2016	Fiscal Year 2017	Actual Increase (Decrease)	Percent Increase (Decrease)	Budget Fiscal Year 2017	Budget Remaining	Percent Budget Remaining
REVENUES							
County Appropriation	\$ 15,072,773.76	\$ 15,495,938.04	\$ 423,164.28	2.73%	\$ 15,495,938.00	\$ (0.04)	0.00%
Supplemental Appropriation Summer Youth	18,450.13	22,111.58	\$ 3,661.45	16.56%	-	\$ (22,111.58)	--
Bond Reimbursement (Project Manager)	-	65,080.36	\$ 65,080.36	100.00%	-	\$ (65,080.36)	--
<i>Total County Appropriations</i>	<u>15,091,223.89</u>	<u>15,583,129.98</u>	<u>491,906.09</u>	<u>3.16%</u>	<u>15,495,938.00</u>	<u>(87,191.98)</u>	<u>-0.56%</u>
Copier Income	107,799.62	108,579.34	\$ 779.72	0.72%	102,000.00	\$ (6,579.34)	-6.45%
Fine Income	330,876.86	279,549.55	\$ (51,327.31)	-18.36%	325,500.00	\$ 45,950.45	14.12%
Other Income	424.72	2,349.16	\$ 1,924.44	81.92%	-	\$ (2,349.16)	--
Insurance Proceeds	35,405.89	-	\$ (35,405.89)	--	-	\$ -	--
Parking Garage Receipts	22,148.03	25,419.79	\$ 3,271.76	12.87%	20,000.00	\$ (5,419.79)	-27.10%
E Rate Reimbursement	39,233.30	74,006.12	\$ 34,772.82	46.99%	60,000.00	\$ (14,006.12)	-23.34%
Lottery Revenues	121,209.62	36,956.52	\$ (84,253.10)	-227.98%	-	\$ (36,956.52)	--
State Aid Receipts	437,761.24	525,313.52	\$ 87,552.28	16.67%	525,313.00	\$ (0.52)	0.00%
TOTAL REVENUE	<u>16,186,083.17</u>	<u>16,635,303.98</u>	<u>449,220.81</u>	<u>2.70%</u>	<u>16,528,751.00</u>	<u>(106,552.98)</u>	<u>-0.64%</u>
EXPENDITURES							
Personnel Costs	10,534,379.10	10,888,089.19	\$ 353,710.09	3.25%	11,138,790.00	\$ 250,700.81	2.25%
Information Resources	2,286,052.06	2,390,422.17	\$ 104,370.11	4.37%	2,581,850.00	\$ 191,427.83	7.41%
Information Technology	622,722.75	753,884.16	\$ 131,161.41	17.40%	836,400.00	\$ 82,515.84	9.87%
Copiers and Printers	186,743.13	185,248.98	\$ (1,494.15)	-0.81%	186,450.00	\$ 1,201.02	0.64%
Supplies	101,625.96	108,565.55	\$ 6,939.59	6.39%	112,450.00	\$ 3,884.45	3.45%
Printing	15,524.48	13,231.23	\$ (2,293.25)	-17.33%	24,000.00	\$ 10,768.77	44.87%
Equipment Repairs and Maintenance	51,426.08	45,307.13	\$ (6,118.95)	-13.51%	54,904.00	\$ 9,596.87	17.48%
Building Repairs and Maintenance	629,265.81	737,500.76	\$ 108,234.95	14.68%	699,006.00	\$ (38,494.76)	-5.51%
Utilities	949,459.35	954,704.36	\$ 5,245.01	0.55%	976,354.00	\$ 21,649.64	2.22%
Other Expenditures	123,423.62	143,258.38	\$ 19,834.76	13.85%	161,428.00	\$ 18,169.62	11.26%
Motor Vehicles	36,667.66	32,329.60	\$ (4,338.06)	-13.42%	52,000.00	\$ 19,670.40	37.83%
Risk Management (Insurance)	98,208.00	88,590.96	\$ (9,617.04)	-10.86%	88,591.00	\$ 0.04	0.00%
Miscellaneous Expenditures	4,413.86	46,955.47	\$ 42,541.61	90.60%	31,000.00	\$ (15,955.47)	-51.47%
TOTAL EXPENDITURES	<u>15,639,911.86</u>	<u>16,388,087.94</u>	<u>748,176.08</u>	<u>4.57%</u>	<u>16,943,223.00</u>	<u>555,135.06</u>	<u>3.28%</u>
FUND BALANCE INCREASED (DECREASED)	<u>\$ 546,171.31</u>	<u>\$ 247,216.04</u>	<u>\$ (298,955.27)</u>	<u>-120.93%</u>	<u>\$ (414,472.00)</u>	<u>\$ (661,688.04)</u>	<u>159.65%</u>

CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT
GENERAL FUND - DETAIL
 Fiscal Year Ended June 30, 2017

	Fiscal Year 2016	Fiscal Year 2017	Actual Increase (Decrease)	Percent Increase (Decrease)	Budget Fiscal Year 2017	Budget Remaining	Percent Budget Remaining
REVENUES							
County Appropriation	\$ 15,072,773.76	\$ 15,495,938.04	\$ 423,164.28	2.73%	\$ 15,495,938.00	\$ (0.04)	0.00%
Supplemental Appropriation Summer Youth	18,450.13	22,111.58	\$ 3,661.45	16.56%	-	(22,111.58)	--
Bond Reimbursement (Project Manager)	-	65,080.36	\$ 65,080.36	100.00%	-	(65,080.36)	--
<i>Total County Appropriations</i>	<u>15,091,223.89</u>	<u>15,583,129.98</u>	<u>491,906.09</u>	<u>3.16%</u>	<u>15,495,938.00</u>	<u>(87,191.98)</u>	<u>-0.56%</u>
Copier and Printer Income	107,799.62	108,579.34	779.72	0.72%	102,000.00	(6,579.34)	-6.45%
Fine Income	330,876.86	279,549.55	(51,327.31)	-18.36%	325,500.00	45,950.45	14.12%
Other Income	424.72	2,349.16	1,924.44	81.92%	-	(2,349.16)	--
Insurance Proceeds	35,405.89	-	(35,405.89)	--	-	-	--
Parking Garage Receipts	22,148.03	25,419.79	3,271.76	12.87%	20,000.00	(5,419.79)	-27.10%
E Rate Reimbursement	39,233.30	74,006.12	34,772.82	46.99%	60,000.00	(14,006.12)	-23.34%
Lottery Revenues	121,209.62	36,956.52	(84,253.10)	-227.98%	-	(36,956.52)	--
State Aid Receipts	437,761.24	525,313.52	87,552.28	16.67%	525,313.00	(0.52)	0.00%
TOTAL REVENUES	<u>16,186,083.17</u>	<u>16,635,303.98</u>	<u>449,220.81</u>	<u>2.70%</u>	<u>16,528,751.00</u>	<u>(106,552.98)</u>	<u>-0.64%</u>
EXPENDITURES							
Personnel Costs							
Salaries	7,468,123.61	7,684,557.77	216,434.16	2.82%	8,212,026.00	527,468.23	6.42%
Temporary Wages	22,417.91	30,148.83	7,730.92	25.64%	26,000.00	(4,148.83)	-15.96%
Summer Youth Program Wages	20,164.46	12,682.42	(7,482.04)	-59.00%	-	(12,682.42)	--
<i>Total Wages</i>	<u>7,510,705.98</u>	<u>7,727,389.02</u>	<u>216,683.04</u>	<u>2.80%</u>	<u>8,238,026.00</u>	<u>510,636.98</u>	<u>6.20%</u>
Social Security	542,902.61	561,258.86	18,356.25	3.27%	628,218.00	66,959.14	10.66%
State Retirement	807,969.45	866,474.39	58,504.94	6.75%	874,381.00	7,906.61	0.90%
Life Insurance	12,797.94	12,315.56	(482.38)	-3.92%	13,707.00	1,391.44	10.15%
Health Insurance	914,444.38	923,741.54	9,297.16	1.01%	970,834.00	47,092.46	4.85%
Dental Insurance	24,413.92	25,794.88	1,380.96	5.35%	26,241.00	446.12	1.70%
Workers Compensation	325,346.88	315,944.76	(9,402.12)	-2.98%	315,945.00	0.24	0.00%
Other Post Employment Benefits	315,100.92	321,571.08	6,470.16	2.01%	321,571.00	(0.08)	0.00%
County Wellness Program	-	35,544.00	35,544.00	100.00%	35,544.00	-	0.00%
Employee Assistance Program	1,800.00	3,177.00	1,377.00	43.34%	1,800.00	(1,377.00)	-76.50%
Other Personnel Costs	5,097.02	6,435.86	1,338.84	20.80%	20,000.00	13,564.14	67.82%
Staff Parking Main Library	73,800.00	87,617.00	13,817.00	15.77%	112,320.00	24,703.00	21.99%
Relocation Assistance	-	825.24	825.24	100.00%	-	(825.24)	--
Fringe Rate Budget Adjustment	-	-	-	--	(80,384.00)	(80,384.00)	100.00%
<i>Total Fringe Benefits</i>	<u>3,023,673.12</u>	<u>3,160,700.17</u>	<u>137,027.05</u>	<u>4.34%</u>	<u>3,240,177.00</u>	<u>79,476.83</u>	<u>2.45%</u>
Budgeted Vacancies (wages plus fringe)	-	-	-	--	(339,413.00)	(339,413.00)	100.00%
Total Personnel Costs	<u>10,534,379.10</u>	<u>10,888,089.19</u>	<u>353,710.09</u>	<u>3.25%</u>	<u>11,138,790.00</u>	<u>250,700.81</u>	<u>2.25%</u>

CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT
GENERAL FUND - DETAIL
 Fiscal Year Ended June 30, 2017

	Fiscal Year 2016	Fiscal Year 2017	Actual Increase (Decrease)	Percent Increase (Decrease)	Budget Fiscal Year 2017	Budget Remaining	Percent Budget Remaining
Information Resources							
Adult Fiction Books	250,020.30	286,497.59	36,477.29	12.73%	352,000.00	65,502.41	18.61%
Adult Non-fiction Books	259,570.81	249,065.95	(10,504.86)	-4.22%	320,000.00	70,934.05	22.17%
Adult Reference	11,221.09	9,059.68	(2,161.41)	-23.86%	15,000.00	5,940.32	39.60%
SC Room	3,199.28	2,934.39	(264.89)	-9.03%	4,000.00	1,065.61	26.64%
Young Adult	61,878.71	93,379.78	31,501.07	33.73%	87,000.00	(6,379.78)	-7.33%
Juvenile Books	260,069.15	308,719.81	48,650.66	15.76%	340,000.00	31,280.19	9.20%
McNaughtons	40,698.00	40,698.00	-	0.00%	41,000.00	302.00	0.74%
Large Print	45,979.55	37,212.58	(8,766.97)	-23.56%	60,000.00	22,787.42	37.98%
Spanish	-	-	-	--	10,000.00	10,000.00	100.00%
Continuations	50,482.30	46,347.46	(4,134.84)	-8.92%	53,000.00	6,652.54	12.55%
<i>Total Books</i>	<u>983,119.19</u>	<u>1,073,915.24</u>	<u>90,796.05</u>	<u>8.45%</u>	<u>1,282,000.00</u>	<u>208,084.76</u>	<u>16.23%</u>
Periodicals	69,538.43	72,040.43	2,502.00	3.47%	75,000.00	2,959.57	3.95%
Microforms	15,327.00	17,532.00	2,205.00	12.58%	20,000.00	2,468.00	12.34%
<i>Total Periodicals</i>	<u>84,865.43</u>	<u>89,572.43</u>	<u>4,707.00</u>	<u>5.25%</u>	<u>95,000.00</u>	<u>5,427.57</u>	<u>5.71%</u>
Adult DVD and Blu Ray	203,991.12	260,633.72	56,642.60	21.73%	265,000.00	4,366.28	1.65%
Juvenile DVD and Blu Ray	41,404.41	65,963.73	24,559.32	37.23%	100,000.00	34,036.27	34.04%
Adult Books on CD	77,406.38	94,067.59	16,661.21	17.71%	86,000.00	(8,067.59)	-9.38%
Juvenile Books on CD	32,006.20	3,400.03	(28,606.17)	-841.35%	30,000.00	26,599.97	88.67%
Young Adult Books on CD	712.84	5,971.55	5,258.71	88.06%	5,000.00	(971.55)	-19.43%
<i>Total Media</i>	<u>355,520.95</u>	<u>430,036.62</u>	<u>74,515.67</u>	<u>17.33%</u>	<u>486,000.00</u>	<u>55,963.38</u>	<u>11.52%</u>
Reference Databases	171,818.26	172,080.43	262.17	0.15%	185,000.00	12,919.57	6.98%
E-Books	186,814.66	201,301.35	14,486.69	7.20%	190,000.00	(11,301.35)	-5.95%
E-Audio Books	89,693.56	117,255.30	27,561.74	23.51%	100,000.00	(17,255.30)	-17.26%
Media Subscriptions	60,611.24	175,883.35	115,272.11	65.54%	100,000.00	(75,883.35)	-75.88%
<i>Total Digital Products</i>	<u>508,937.72</u>	<u>666,520.43</u>	<u>157,582.71</u>	<u>23.64%</u>	<u>575,000.00</u>	<u>(91,520.43)</u>	<u>-15.92%</u>
Processing Fees	243,383.93	-	(243,383.93)	--	-	-	--
MARC Technical Services	4,746.00	-	(4,746.00)	--	7,000.00	7,000.00	100.00%
Cataloging Subscriptions	63,289.58	70,971.33	7,681.75	10.82%	62,000.00	(8,971.33)	-14.47%
RFID Tags	24,600.00	28,778.41	4,178.41	14.52%	28,000.00	(778.41)	-2.78%
Processing Supplies	11,714.45	381.21	(11,333.24)	-2972.97%	14,850.00	14,468.79	97.43%
LCATS Resources	4,745.83	29,779.00	25,033.17	84.06%	30,000.00	221.00	0.74%
Bindery	1,128.98	467.50	(661.48)	-141.49%	2,000.00	1,532.50	76.63%
<i>Total Other Information Resources</i>	<u>353,608.77</u>	<u>130,377.45</u>	<u>(223,231.32)</u>	<u>-171.22%</u>	<u>143,850.00</u>	<u>13,472.55</u>	<u>9.37%</u>
Total Information Resources	<u>2,286,052.06</u>	<u>2,390,422.17</u>	<u>104,370.11</u>	<u>4.37%</u>	<u>2,581,850.00</u>	<u>191,427.83</u>	<u>7.41%</u>

**CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT
GENERAL FUND - DETAIL
Fiscal Year Ended June 30, 2017**

	<u>Fiscal Year 2016</u>	<u>Fiscal Year 2017</u>	<u>Actual Increase (Decrease)</u>	<u>Percent Increase (Decrease)</u>	<u>Budget Fiscal Year 2017</u>	<u>Budget Remaining</u>	<u>Percent Budget Remaining</u>
Information Technology							
Web Site Hosting/Development	900.00	8,000.00	7,100.00	88.75%	76,000.00	68,000.00	89.47%
Events/Reservation Software	5,145.00	5,145.00	-	0.00%	5,400.00	255.00	4.72%
IT Systems Maintenance Contracts	289,853.13	302,513.16	12,660.03	4.18%	300,000.00	(2,513.16)	-0.84%
Financial Software Maintenance	33,239.66	39,299.29	6,059.63	15.42%	30,000.00	(9,299.29)	-31.00%
IT Purchases and Repairs	66,054.97	5,467.21	(60,587.76)	-1108.20%	10,000.00	4,532.79	45.33%
IT Non-Capital Purchases under \$5K	-	57,831.63	57,831.63	100.00%	45,000.00	(12,831.63)	-28.51%
IT Capital Purchases over \$5K	-	75,965.14	75,965.14	100.00%	120,000.00	44,034.86	36.70%
IT Lease Payments	222,154.99	233,688.90	11,533.91	4.94%	235,000.00	1,311.10	0.56%
IT Consultants	5,375.00	25,973.83	20,598.83	79.31%	15,000.00	(10,973.83)	-73.16%
Total Information Technology	622,722.75	753,884.16	131,161.41	17.40%	836,400.00	82,515.84	9.87%
Copiers and Printers							
Copier/Printer Leases	134,652.07	134,858.52	206.45	0.15%	134,900.00	41.48	0.03%
Copier/Printer Lease Overages	41,204.96	40,389.48	(815.48)	-2.02%	38,250.00	(2,139.48)	-5.59%
Copier Supplies	9,484.39	9,154.75	(329.64)	-3.60%	11,800.00	2,645.25	22.42%
Microform Supplies	1,401.71	846.23	(555.48)	-65.64%	1,500.00	653.77	43.58%
Total Copiers and Printers	186,743.13	185,248.98	(1,494.15)	-0.81%	186,450.00	1,201.02	0.64%
Supplies							
Library Cards	3,999.31	3,652.80	(346.51)	-9.49%	6,700.00	3,047.20	45.48%
Library Supplies	8,305.39	6,427.56	(1,877.83)	-29.22%	11,000.00	4,572.44	41.57%
Library Program Supplies	5,188.32	3,923.44	(1,264.88)	-32.24%	3,350.00	(573.44)	-17.12%
Data Processing Supplies	35,666.15	18,189.73	(17,476.42)	-96.08%	21,750.00	3,560.27	16.37%
Office Supplies	39,301.77	46,931.06	7,629.29	16.26%	38,800.00	(8,131.06)	-20.96%
AV Supplies	4,997.02	8,449.45	3,452.43	40.86%	6,200.00	(2,249.45)	-36.28%
Minor Equipment	4,168.00	20,991.51	16,823.51	80.14%	24,650.00	3,658.49	14.84%
Total Supplies	101,625.96	108,565.55	6,939.59	6.39%	112,450.00	3,884.45	3.45%
Printing							
Programming Printing	5,380.59	8,673.13	3,292.54	37.96%	8,000.00	(673.13)	-8.41%
Other Printing	10,143.89	4,558.10	(5,585.79)	-122.55%	16,000.00	11,441.90	71.51%
Total Printing	15,524.48	13,231.23	(2,293.25)	-17.33%	24,000.00	10,768.77	44.87%

**CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT
GENERAL FUND - DETAIL
Fiscal Year Ended June 30, 2017**

	<u>Fiscal Year 2016</u>	<u>Fiscal Year 2017</u>	<u>Actual Increase (Decrease)</u>	<u>Percent Increase (Decrease)</u>	<u>Budget Fiscal Year 2017</u>	<u>Budget Remaining</u>	<u>Percent Budget Remaining</u>
Equipment Repairs and Maintenance							
Checkpoint Security	10,720.91	4,216.69	(6,504.22)	-154.25%	10,890.00	6,673.31	61.28%
Fire and Security Alarms	8,720.72	5,524.63	(3,196.09)	-57.85%	5,614.00	89.37	1.59%
Postage Machine Lease	3,154.48	4,140.24	985.76	23.81%	5,100.00	959.76	18.82%
Microfiche/Film	7,267.75	6,184.00	(1,083.75)	-17.53%	6,600.00	416.00	6.30%
Cell Phones	11,283.48	10,326.67	(956.81)	-9.27%	11,700.00	1,373.33	11.74%
Repairs and Maintenance	743.86	971.78	227.92	23.45%	3,000.00	2,028.22	67.61%
Parking Equipment	9,534.88	13,943.12	4,408.24	31.62%	12,000.00	(1,943.12)	-16.19%
Total Equipment Repairs and Maintenance	51,426.08	45,307.13	(6,118.95)	-13.51%	54,904.00	9,596.87	17.48%
Building Repairs and Maintenance							
General Repairs	45,136.33	105,393.52	60,257.19	57.17%	51,900.00	(53,493.52)	-103.07%
Garbage Collections	9,778.22	11,518.39	1,740.17	15.11%	10,060.00	(1,458.39)	-14.50%
Janitorial	233,312.68	254,250.22	20,937.54	8.24%	252,796.00	(1,454.22)	-0.58%
Carpet Cleaning	26,831.76	53,128.20	26,296.44	49.50%	53,128.00	(0.20)	0.00%
Security Services	158,076.86	141,088.55	(16,988.31)	-12.04%	159,000.00	17,911.45	11.27%
All Other General Services (County)	156,129.96	172,121.88	15,991.92	9.29%	172,122.00	0.12	0.00%
Total Building Repairs and Maintenance	629,265.81	737,500.76	108,234.95	14.68%	699,006.00	(38,494.76)	-5.51%
Utilities							
Electricity and Gas	763,569.01	759,761.88	(3,807.13)	-0.50%	779,620.00	19,858.12	2.55%
Water and Sewer	71,020.45	71,429.97	409.52	0.57%	71,090.00	(339.97)	-0.48%
Solid Waste Fee	12,814.08	12,814.08	-	0.00%	12,814.00	(0.08)	0.00%
Telephone (including VOIP)	63,849.22	82,194.79	18,345.57	22.32%	73,580.00	(8,614.79)	-11.71%
Data Lines	29,464.99	23,856.64	(5,608.35)	-23.51%	30,380.00	6,523.36	21.47%
Fax Lines	8,741.60	4,647.00	(4,094.60)	-88.11%	8,870.00	4,223.00	47.61%
Total Utilities	949,459.35	954,704.36	5,245.01	0.55%	976,354.00	21,649.64	2.22%

**CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT
GENERAL FUND - DETAIL
Fiscal Year Ended June 30, 2017**

	<u>Fiscal Year 2016</u>	<u>Fiscal Year 2017</u>	<u>Actual Increase (Decrease)</u>	<u>Percent Increase (Decrease)</u>	<u>Budget Fiscal Year 2017</u>	<u>Budget Remaining</u>	<u>Percent Budget Remaining</u>
Other Expenditures							
Audit Services-CCPL	17,030.00	17,464.00	434.00	2.49%	20,000.00	2,536.00	12.68%
Audit Services-FOL	9,100.00	11,625.00	2,525.00	21.72%	10,000.00	(1,625.00)	-16.25%
Banking Costs	6,623.82	6,937.53	313.71	4.52%	8,500.00	1,562.47	18.38%
Advertising	4,579.69	5,130.24	550.55	10.73%	3,000.00	(2,130.24)	-71.01%
Marketing	-	4,500.00	4,500.00	100.00%	-	(4,500.00)	--
Interlibrary Loans	596.18	247.94	(348.24)	-140.45%	1,000.00	752.06	75.21%
Messenger Service (County)	1,037.00	928.00	(109.00)	-11.75%	928.00	-	0.00%
Postage and Shipping	38,604.08	38,552.51	(51.57)	-0.13%	60,000.00	21,447.49	35.75%
Dues and Memberships	4,631.00	4,803.00	172.00	3.58%	5,500.00	697.00	12.67%
Professional Services	1,116.25	117.50	(998.75)	-850.00%	2,500.00	2,382.50	95.30%
Material Recovery Service	37,249.90	34,090.55	(3,159.35)	-9.27%	42,000.00	7,909.45	18.83%
Staff Development	2,855.70	16,997.63	14,141.93	83.20%	8,000.00	(8,997.63)	-112.47%
Entertainment and Awards	-	1,864.48	1,864.48	100.00%	-	(1,864.48)	--
Total Other Expenditures	123,423.62	143,258.38	19,834.76	13.85%	161,428.00	18,169.62	11.26%
Motor Vehicles							
Motor Vehicle Repairs and Maintenance	21,143.74	17,394.45	(3,749.29)	-21.55%	29,000.00	11,605.55	40.02%
Motor Vehicle Fuel	12,677.47	12,010.76	(666.71)	-5.55%	20,000.00	7,989.24	39.95%
Motor Vehicle Employee Expense	2,846.45	2,924.39	77.94	2.67%	3,000.00	75.61	2.52%
Total Motor Vehicles	36,667.66	32,329.60	(4,338.06)	-13.42%	52,000.00	19,670.40	37.83%
Risk Management							
Property Insurance	76,748.04	67,299.96	(9,448.08)	-14.04%	67,300.00	0.04	0.00%
Auto Liability Insurance	4,680.00	4,680.00	-	0.00%	4,680.00	-	0.00%
Auto Comp Collision Insurance	738.00	954.96	216.96	22.72%	955.00	0.04	0.00%
Inland Marine Insurance (Bookmobile)	1,913.04	1,913.04	-	0.00%	1,913.00	(0.04)	0.00%
Tort Liability Insurance	8,112.96	7,727.04	(385.92)	-4.99%	7,727.00	(0.04)	0.00%
MIS Business Interruption Insurance	6,015.96	6,015.96	-	0.00%	6,016.00	0.04	0.00%
Total Risk Management	98,208.00	88,590.96	(9,617.04)	-10.86%	88,591.00	0.04	0.00%
Miscellaneous Expenditures							
Board Contingency	164.35	956.33	791.98	82.81%	1,000.00	43.67	0.00%
Executive Search Expenses	4,249.51	45,999.14	41,749.63	90.76%	30,000.00	(15,999.14)	100.00%
Total Miscellaneous Expenditures	4,413.86	46,955.47	42,541.61	90.60%	31,000.00	(15,955.47)	0.00%
TOTAL EXPENDITURES	15,639,911.86	16,388,087.94	748,176.08	4.57%	16,943,223.00	555,135.06	3.28%
FUND BALANCE INCREASED (DECREASED)	\$ 546,171.31	\$ 247,216.04	\$ (298,955.27)	-120.93%	\$ (414,472.00)	\$ (661,688.04)	159.65%

Charleston County Public Library General Fund Trends

Revenues	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Trends
County Appropriation							
Annual Appropriation	13,322,999	13,762,658	14,287,911	14,702,230	15,072,774	15,495,938	
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	-	-	
Bond Reimbursement	-	-	-	-	-	65,080	
One-time Funds	-	158,530	-	-	-	-	
Total County Appropriations	13,520,899	14,180,612	14,536,176	14,768,919	15,091,224	15,583,130	
State Aid	256,669	350,209	437,761	437,761	437,761	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	107,800	108,579	
Fine Receipts	397,248	367,439	357,365	342,982	330,877	279,550	
Other Revenue	29,373	125,561	39,188	87,948	97,212	101,775	
Total Revenues	14,329,938	15,160,699	15,465,150	15,849,851	16,186,084	16,635,304	

Expenditures	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Trends
Personnel Costs	10,180,013	10,470,753	10,682,875	10,706,878	10,534,379	10,888,089	
Information Resources	2,022,375	2,269,343	2,359,038	2,135,078	2,286,052	2,390,422	
Information Technology	404,756	393,220	530,832	578,796	589,483	753,884	
Copiers and Printers	219,677	195,203	183,601	188,891	186,743	185,249	
Supplies	186,447	148,480	150,835	141,337	101,626	108,566	
Printing	21,156	17,716	21,075	24,159	15,524	13,231	
Equipment Repairs and Maintenance	43,413	45,142	38,204	48,361	51,426	45,307	
Building Repairs and Maintenance	515,410	512,923	551,250	596,270	629,266	737,501	
Utilities	846,905	863,187	878,822	931,872	949,459	954,704	
Motor Vehicles	49,024	46,401	45,572	43,197	36,668	32,330	
Risk Management	89,967	92,299	94,150	98,718	98,208	88,591	
Other Expenditures	201,097	181,260	186,057	175,514	156,663	143,258	
Miscellaneous Expenditures	268	157	2,437	1,565	4,414	46,956	
Capital	-	188,986	42,413	-	-	-	
Total Expenditures	14,780,508	15,425,070	15,767,161	15,670,636	15,639,911	16,388,088	

Fund Balance Used	(450,570)	(264,371)	(302,011)	179,215	546,173	247,216	
Fund Balance From Prior Year	2,346,958	1,896,388	1,632,017	1,330,006	1,509,221	2,055,394	
Fund Balance at End of Year	1,896,388	1,632,017	1,330,006	1,509,221	2,055,394	2,302,610	

Note: Fiscal year 2017 are budgeted amounts.

**CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT
SPECIAL REVENUE FUND - GRANTS
Fiscal Year Ended June 30, 2017**

	<u>Fiscal Year 2016</u>	<u>Fiscal Year 2017</u>	<u>Actual Increase (Decrease)</u>	<u>Percent Increase (Decrease)</u>
REVENUES				
Governmental Grants	21,373.48	\$ 21,511.33	\$ 137.85	0.64%
Nongovernmental Grants	<u>8,710.23</u>	<u>6,733.01</u>	<u>\$ (1,977.22)</u>	-29.37%
Total Revenues	<u>\$ 30,083.71</u>	<u>\$ 28,244.34</u>	<u>\$ (1,839.37)</u>	-6.51%
EXPENDITURES				
Governmental Grants	\$ 21,373.48	\$ 21,511.33	\$ 137.85	0.64%
Nongovernmental Grants	<u>8,710.23</u>	<u>6,733.01</u>	<u>(1,977.22)</u>	-29.37%
Total Expenditures	<u>\$ 30,083.71</u>	<u>\$ 28,244.34</u>	<u>\$ (1,839.37)</u>	-6.51%
Total Fund Balance Increased (Decreased)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 0.00</u>	--

**CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT
SPECIAL REVENUE FUND - DONATIONS
Fiscal Year Ended June 30, 2017**

	<u>Fiscal Year 2016</u>	<u>Fiscal Year 2017</u>	<u>Actual Increase (Decrease)</u>	<u>Percent Increase (Decrease)</u>
REVENUES				
Restricted Gifts	84,001.06	\$ 33,165.13	\$ (50,835.93)	-153.28%
Unrestricted Gifts	300.00	100.00	\$ (200.00)	-200.00%
Total Revenues	<u>\$ 84,301.06</u>	<u>\$ 33,265.13</u>	<u>\$ (51,035.93)</u>	<u>-153.42%</u>
EXPENDITURES				
Information Resources	\$ 9,977.90	\$ 10,262.46	\$ 284.56	2.77%
Information Technology	3,530.49	1,192.69	(2,337.80)	-196.01%
Programming Supplies	11,747.32	8,718.40	(3,028.92)	-34.74%
Programming Performers	1,111.46	1,055.00	(56.46)	-5.35%
Repairs	-	25,252.42	25,252.42	100.00%
Dues	-	118.00	118.00	100.00%
Staff Development	-	4,000.00	4,000.00	100.00%
Total Expenditures	<u>\$ 26,367.17</u>	<u>\$ 50,598.97</u>	<u>\$ 24,231.80</u>	<u>47.89%</u>
 Total Fund Balance Increased (Decreased)	 <u>\$ 57,933.89</u>	 <u>\$ (17,333.84)</u>	 <u>\$ (75,267.73)</u>	 <u>434.22%</u>

**CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT
SPECIAL REVENUE FUND - CHARLESTON TELLS
Fiscal Year Ended June 30, 2017**

	<u>Fiscal Year 2016</u>	<u>Fiscal Year 2017</u>	<u>Actual Increase (Decrease)</u>	<u>Percent Increase (Decrease)</u>
REVENUES				
Restricted Gifts	20,246.02	\$ 15,050.00	\$ (5,196.02)	-34.53%
Ticket Sales, net	7,660.13	\$ 1,550.51	\$ (6,109.62)	-394.04%
Merchandise and Beverage Sales, net	291.51	275.25	\$ (16.26)	-5.91%
Total Revenues	<u>\$ 28,197.66</u>	<u>\$ 16,875.76</u>	<u>\$ (11,321.90)</u>	<u>-67.09%</u>
EXPENDITURES				
Program Supplies	\$ 5,658.45	\$ 88.49	\$ (5,569.96)	-6294.45%
Performers	22,067.11	1,396.97	(20,670.14)	-1479.64%
Audio Supplies and Rental	8,841.88	99.93	(8,741.95)	-8748.07%
Janitorial	307.50	-	(307.50)	--
Security	350.00	-	(350.00)	--
Electricity	17.82	-	(17.82)	--
Advertising	4,929.86	500.00	(4,429.86)	-885.97%
Total Expenditures	<u>\$ 42,172.62</u>	<u>\$ 2,085.39</u>	<u>\$ (40,087.23)</u>	<u>-1922.29%</u>
 Total Fund Balance Increased (Decreased)	 <u>\$ (13,974.96)</u>	 <u>\$ 14,790.37</u>	 <u>\$ 28,765.33</u>	 <u>194.49%</u>

**CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT
SPECIAL REVENUE FUND - FRIENDS OF THE LIBRARY
Fiscal Year Ended June 30, 2017**

	<u>Fiscal Year 2016</u>	<u>Fiscal Year 2017</u>	<u>Actual Increase (Decrease)</u>	<u>Percent Increase (Decrease)</u>
REVENUES				
Contributions from FOL	113,222.80	102,255.63	\$ (10,967.17)	-10.73%
Thrift Books Proceeds	-	357.16	357.16	100.00%
Total Revenues	<u>\$ 113,222.80</u>	<u>\$ 102,612.79</u>	<u>\$ (10,610.01)</u>	<u>-10.34%</u>
EXPENDITURES				
CCPL Programming				
Film Licensing Fees	\$ 6,272.00	\$ 6,592.00	\$ 320.00	4.85%
Programming Supplies	15,278.79	18,091.90	2,813.11	15.55%
Programming Performers	19,110.50	13,390.00	(5,720.50)	-42.72%
Summer Reading				
Children's Supplies	5,436.65	4,051.02	(1,385.63)	-34.20%
Children's Performers	21,189.50	14,805.00	(6,384.50)	-43.12%
Young Adults Supplies	7,391.03	5,986.12	(1,404.91)	-23.47%
Adults Supplies	2,825.00	2,050.00	(775.00)	-37.80%
Printing	7,079.80	6,235.50	(844.30)	-13.54%
Special Projects	12,794.65	7,002.27	(5,792.38)	-82.72%
Printing and Publicity	2,354.34	4,602.14	2,247.80	48.84%
Legislative Day	-	-	-	--
Staff Training and Development	9,464.87	16,294.88	6,830.01	41.92%
Total CCPL Programming	<u>\$ 109,197.13</u>	<u>\$ 99,100.83</u>	<u>\$ (10,096.30)</u>	<u>-10.19%</u>
FOL Expenditures Paid by CCPL				
Office Supplies (boxes, etc.)	\$ 1,200.35	\$ 2,533.61	\$ 1,333.26	52.62%
Items for Sale (USB, headphones, etc.)	2,425.32	978.35	(1,446.97)	-147.90%
Printing	-	-	-	--
Postage	-	-	-	--
Advertising	400.00	-	(400.00)	--
Total FOL Expenditures	<u>\$ 4,025.67</u>	<u>\$ 3,511.96</u>	<u>\$ (513.71)</u>	<u>-14.63%</u>
Total Expenditures	<u>\$ 113,222.80</u>	<u>\$ 102,612.79</u>	<u>\$ (10,610.01)</u>	<u>-10.34%</u>
Total Fund Balance Increased (Decreased)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>--</u>

Charleston County Public Library

General Donations Fiscal Year Ended June 30, 2017

(Excludes Cynthia Graham Hurd Fund and Charleston Tells)

Date	Donor	Amount	Purpose	Comments
7/28/2016	C of C Foundation	\$ 7,400.00	Book purchase	592 Copies of Between World and Me
2/10/2017	Mills	\$ 2,200.00	Dart	Programming
1/15/2017	T. Raymond Gregory Family Foundation	\$ 5,000.00	Dart	Children's and music programs
1/11/2017	Melrose Garden Club	\$ 25.00	Historian	
5/16/2017	Speaking Fee (Butler)	\$ 1,000.00	Historian	
5/4/2017	Longo	\$ 40.00	Hurd/St Andrews	
3/22/2017	McGurk	\$ 100.00	Hurd/St Andrews	
4/30/2017	Eger	\$ 100.00	Hurd/St Andrews	Staff
5/24/2017	Lane Memorial Library	\$ 100.00	Hurd/St Andrews	Memory of Marija Sanderling
11/3/2016	Wheeler	\$ 300.00	Johns Island	
1/15/2017	Kiawah Seabrook Exchange Club	\$ 1,000.00	Johns Island	Children's furniture and equipment
10/29/2016	Dvorine	\$ 50.00	LCATS	
3/15/2017	Moore	\$ 50.00	LCATS	Memorial
5/1/2017	Anonymous	\$ 75.00	Mt Pleasant	Cash
8/1/2016	Anonymous	\$ 10.00	Poe	Cash
3/31/2017	Anonymous	\$ 15.00	Poe	Cash
3/31/2017	DeHart	\$ 50.00	Poe	
4/18/2017	Reasoner	\$ 10.00	SCR/Archives	
3/10/2017	Delwiche	\$ 75.00	SCR/Archives	Excellent service, Lish Thompson
6/5/2017	Coastal Community Foundation	\$ 8,399.00	Staff Development	
12/19/2016	Hoover	\$ 100.00	Unrestricted	
8/1/2016	Watson	\$ 20.00	Young Adults	Cash
6/30/2017	AFFA Grant	\$ 559.80	Young Adults	Remaining funds
Total		23 \$ 26,678.80		

Charleston County Public Library Cynthia Graham Hurd Fund Donations Nine Months Ended March 31, 2017

Date	Donor	Amount	Comments
6/30/2016	Shumpert	\$ 50.00	
6/30/2016	West	\$ 200.00	
6/20/2015	Kraeszig	\$ 10.00	
8/22/2016	Stokes Enterprises, Inc. (Mazda)	\$ 360.00	Picture
8/25/2016	Content	\$ 165.00	
9/26/2016	FOL	\$ 50.00	
10/27/2016	Community Foundation of Greater Fort Wayne, Inc.	\$ 3,000.00	Literacy programs
11/11/2016	Arcadia Publishing, Inc.	\$ 2,500.00	Bike rack
12/18/2016	Bodanyi	\$ 20.00	
12/19/2016	Croft	\$ 25.00	
12/31/2016	Paypal Fees	\$ (1.91)	
2/13/2017	Ross	\$ 20.00	
2/7/2017	Cash from unknown donor	\$ 50.00	
2/6/2017	Todd	\$ 20.00	
2/13/2017	Paypal Fees	\$ (0.88)	
4/29/2017	Bartholomew	\$ 100.00	
6/18/2017	Enoch	\$ 20.00	
6/18/2017	Paypal Fees	\$ (0.88)	
Total			18 \$ 6,586.33

Charleston County Public Library Charleston Tells Program Donations

Nine Months Ended March 31, 2017

Date	Donor	Amount	Comments	Column1
12/30/2016	FOL	\$ 4,000.00	Charleston Tells	From annual allocation
3/8/2017	Cynthia Bledsoe	\$ 300.00	Charleston Tells	
1/26/2017	City of Charleston	\$ 375.00	Charleston Tells	Lowcountry Arts Program
6/5/2017	City of Charleston	\$ 375.00	Charleston Tells	Lowcountry Arts Program
6/5/2017	Coastal Community Foundation	\$ 10,000.00	Charleston Tells	
Total		5 \$ 15,050.00		

Charleston County Public Library
Donation Special Revenue Fund Activity Recap
Fiscal Year Ended June 30, 2017

	Beginning Balance	Receipts	Expenditures	Ending Balance
Branches				
West Ashley	\$ 432.42	\$ -	\$ -	\$ 432.42
Cooper River	\$ -	\$ -	\$ -	\$ -
James Island	\$ 280.00	\$ -	\$ -	\$ 280.00
Dart Anniversary	\$ 2,220.59	\$ -	\$ (406.35)	\$ 1,814.24
Dart	\$ -	\$ 2,200.00	\$ -	\$ 2,200.00
Dart-Gregory Foundation	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
Village	\$ -	\$ -	\$ -	\$ -
McClellanville	\$ 300.00	\$ -	\$ -	\$ 300.00
Edisto	\$ -	\$ -	\$ -	\$ -
Poe	\$ 1,690.41	\$ 75.00	\$ (532.71)	\$ 1,232.70
St Pauls	\$ -	\$ -	\$ -	\$ -
Folly Beach	\$ -	\$ -	\$ -	\$ -
Mt Pleasant	\$ 9,608.43	\$ 75.00	\$ (2,380.51)	\$ 7,302.92
Hurd/St Andrews	\$ 561.47	\$ 340.00	\$ -	\$ 901.47
St Andrews (estate)	\$ 43,460.93	\$ -	\$ (25,252.42)	\$ 18,208.51
Otranto	\$ 81.03	\$ -	\$ -	\$ 81.03
Dorchester	\$ 251.33	\$ -	\$ (118.00)	\$ 133.33
Johns Island	\$ 4,597.23	\$ 1,300.00	\$ (4,513.92)	\$ 1,383.31
Main Library	\$ 50.00	\$ -	\$ -	\$ 50.00
Circulation	\$ -	\$ -	\$ -	\$ -
Bookmobile	\$ 2,356.02	\$ -	\$ -	\$ 2,356.02
Reference	\$ 384.88	\$ -	\$ -	\$ 384.88
SC Room/Archive	\$ 725.00	\$ 85.00	\$ -	\$ 810.00
Popular Materials	\$ -	\$ -	\$ -	\$ -
Young Adults	\$ 2,058.30	\$ 579.80	\$ (493.83)	\$ 2,144.27
Children	\$ 3,874.78	\$ -	\$ (585.86)	\$ 3,288.92
Historian	\$ 488.41	\$ 1,025.00	\$ (1,513.41)	\$ -
Tech Team	\$ -	\$ -	\$ -	\$ -
LCATS	\$ -	\$ 100.00	\$ (100.00)	\$ -
Other				
Planned Parenthood	\$ 438.32	\$ -	\$ (438.32)	\$ -
CCF Roper Medical	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
Coastal Comm. Foundation	\$ -	\$ 8,399.00	\$ (4,000.00)	\$ 4,399.00
One Book	\$ 273.18	\$ -	\$ (273.18)	\$ -
Boeing	\$ -	\$ -	\$ -	\$ -
CofC Foundation	\$ 252.40	\$ 7,400.00	\$ (7,652.40)	\$ -
Charleston Tells	\$ (11,325.89)	\$ 16,875.76	\$ (2,085.39)	\$ 3,464.48
Cynthia Graham Hurd Fund	\$ 40,168.41	\$ 6,586.33	\$ (2,329.50)	\$ 44,425.24
Unrestricted	\$ 1,790.84	\$ 100.00	\$ (8.56)	\$ 1,882.28
Totals	\$ 108,018.49	\$ 50,140.89	\$ (52,684.36)	\$ 105,475.02

**Charleston County Public Library
Grants Special Revenue Fund Activity Recap
Fiscal Year Ended June 30, 2017**

Funding Source	Description	Original Award	FY Awarded	Beginning Balance	Receipts	Expenditures	Ending Balance	Status
The Humanities Council	LTAI: Exploring the Classics	\$ 300.00	2016	\$ 300.00	\$ -	\$ (300.00)	\$ -	Closed
SC State Library	LSTA Conference Attendance	\$ 200.00	2017	\$ -	\$ 200.00	\$ (200.00)	\$ -	Closed
SC State Library	LSTA Book to Action: Bees and Our Environment	\$ 1,740.00	2016	\$ (510.43)	\$ 1,485.51	\$ (975.08)	\$ -	Closed
SC State Library	LSTA Community FM Radio Station	\$ 25,000.00	2016	\$ -	\$ 12,636.25	\$ (12,636.25)	\$ -	Closed
SC State Library	Summer Youth Reading	\$ 1,000.00	2017	\$ -	\$ 1,000.00	\$ (1,000.00)	\$ -	Closed
Tides Foundation (passed through from FOL)	The Bridging Peace Fund	\$ 10,000.00	2016	\$ 8,288.44	\$ -	\$ (1,970.45)	\$ 6,317.99	Open
AFFA (passed through from FOL)	AFFA Small Grants Program	\$ 3,000.00	2017	\$ -	\$ 2,440.20	\$ (2,440.20)	\$ -	Closed
National Marine Sanctuary Foundation	Charleston County Library Outreach Zero Waste Initiative	\$ 6,400.00	2017	\$ -	\$ 6,400.00	\$ (6,400.00)	\$ -	Closed
James E. Campbell	Campbell Memorial Fund	NA	NA	\$ 5,458.25	\$ -	\$ (2,322.36)	\$ 3,135.89	Open
Total		\$ 47,640.00		\$ 13,536.26	\$ 24,161.96	\$ (28,244.34)	\$ 9,453.88	9

August 2017

Circulation			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	60,469	60,809	-0.56%
Bookmobile	3,737	4,281	-12.71%
CRM	14,322	16,298	-12.12%
Dart	5,255	6,964	-24.54%
Dorchester Road	21,818	22,695	-3.86%
Edisto	1,503	2,010	-25.22%
Folly	3,328	3,560	-6.52%
James Island	30,876	33,936	-9.02%
John's Island	28,158	31,608	-10.91%
McClellanville	1,553	1,713	-9.34%
Mt. Pleasant	108,459	113,930	-4.80%
Otranto Road	27,472	31,147	-11.80%
Poe	4,681	4,653	0.60%
St. Andrews	68,954	74,844	-7.87%
St. Pauls	3,608	4,165	-13.37%
Village	4,732	6,216	-23.87%
West Ashley	20,434	24,369	-16.15%
Total Downloads	104,327	104,846	-0.50%
TOTALS	513,686	548,044	-6.27%

PC Use			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	10,032	10,684	-6.10%
Bookmobile	n/a	0	n/a
CRM	5,023	5,243	-4.20%
Dart	3,132	3,716	-15.72%
Dorchester Road	5,196	5,449	-4.64%
Edisto	125	156	-19.87%
Folly	182	211	-13.74%
James Island	2,577	2,580	-0.12%
John's Island	3,632	4,194	-13.40%
McClellanville	394	483	-18.43%
Mt. Pleasant	4,638	5,025	-7.70%
Otranto Road	5,413	6,439	-15.93%
Poe	255	172	48.26%
St. Andrews	7,000	8,397	-16.64%
St. Pauls	613	584	4.97%
Village	375	526	-28.71%
West Ashley	1,950	2,353	-17.13%
WiFi USE	36,233	37,636	-3.73%
TOTALS	86,770	93,848	-7.54%

Registrations*			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	682	1,962	-65.24%
Bookmobile	11	84	-86.90%
CRM	156	477	-67.30%
Dart	97	202	-51.98%
Dorchester Road	406	625	-35.04%
Edisto	11	29	-62.07%
Folly	25	102	-75.49%
James Island	216	1,060	-79.62%
John's Island	241	922	-73.86%
McClellanville	28	56	-50.00%
Mt. Pleasant	813	3,183	-74.46%
Otranto Road	337	728	-53.71%
Poe	47	166	-71.69%
St. Andrews	387	1,404	-72.44%
St. Pauls	35	122	-71.31%
Village	31	209	-85.17%
West Ashley	207	896	-76.90%
TOTALS	3,730	12,227	-69.49%
Total Active Library Card Holders			156,342

*registration numbers declined due to removing annual renewal requirement

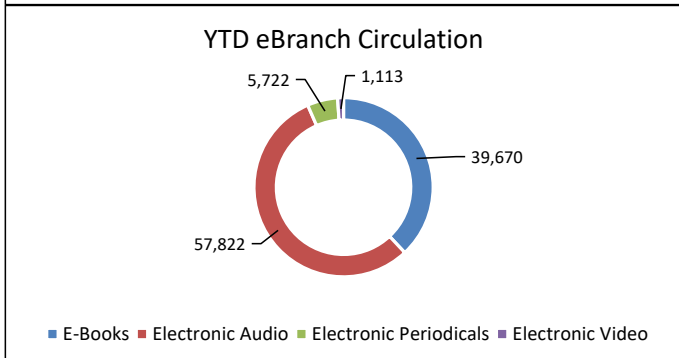
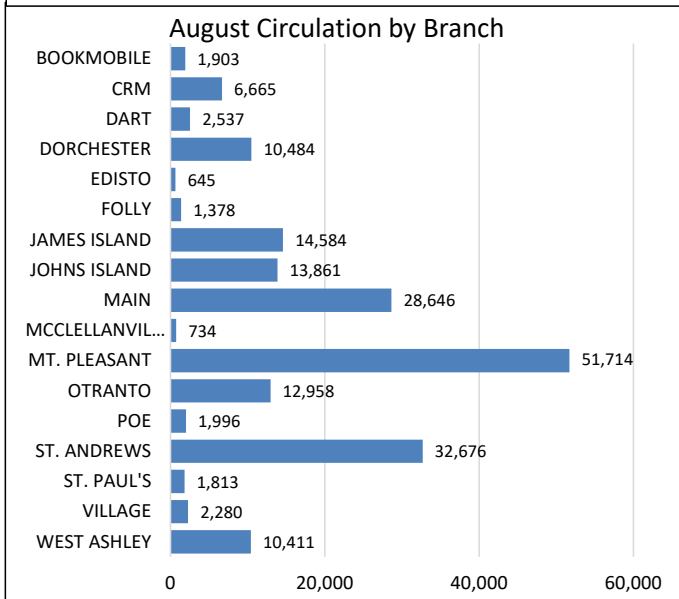
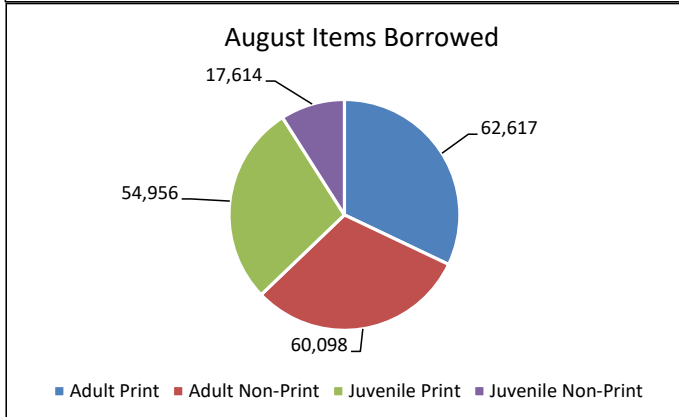
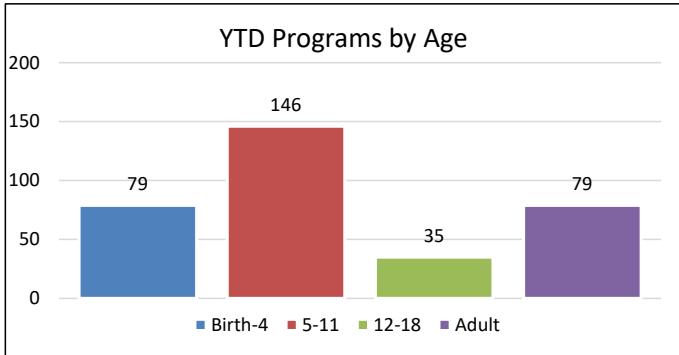
User Visits			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	60,969	63,477	-3.95%
Bookmobile	541	609	-11.17%
CRM	20,848	23,645	-11.83%
Dart	12,354	14,426	-14.36%
Dorchester Road	22,729	21,835	4.09%
Edisto	966	847	14.05%
Folly	3,694	2,766	33.55%
James Island	21,400	19,017	12.53%
John's Island	30,264	20,431	48.13%
McClellanville	2,832	2,264	25.09%
Mt. Pleasant	47,302	49,012	-3.49%
Otranto Road	24,969	25,112	-0.57%
Poe	2,443	2,494	-2.04%
St. Andrews	50,530	40,215	25.65%
St. Pauls	2,043	1,907	7.13%
Village	3,139	3,249	-3.39%
West Ashley	18,050	20,113	-10.26%
TOTALS	325,073	311,419	4.38%

Reference			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	26,548	25,703	3.29%
Bookmobile	206	482	-57.26%
CRM	8,753	5,630	55.47%
Dart	2,099	3,579	-41.35%
Dorchester Road	5,947	5,865	1.40%
Edisto	169	156	8.33%
Folly	2,178	1,234	76.50%
James Island	4,727	5,038	-6.17%
John's Island	10,616	8,680	22.30%
McClellanville	915	1,012	-9.58%
Mt. Pleasant	13,175	14,138	-6.81%
Otranto Road	8,687	7,249	19.84%
Poe	373	242	54.13%
St. Andrews	18,022	22,028	-18.19%
St. Pauls	1,485	1,554	-4.44%
Village	603	409	47.43%
West Ashley	4,869	6,518	-25.30%
TOTALS	109,372	109,517	-0.13%

Out-of-County Registrations			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	4	12	-66.67%
Bookmobile	0	0	0.00%
CRM	0	2	-100.00%
Dart	0	0	0.00%
Dorchester Road	2	11	-81.82%
Edisto	0	2	-100.00%
Folly	0	0	0.00%
James Island	11	0	1100.00%
John's Island	0	0	0.00%
McClellanville	1	0	100.00%
Mt. Pleasant	3	15	-80.00%
Otranto Road	1	16	-93.75%
Poe	0	1	-100.00%
St. Andrews	0	1	-100.00%
St. Pauls	0	0	0.00%
Village	0	0	0.00%
West Ashley	0	0	0.00%
TOTALS	22	60	-63.33%

Programming

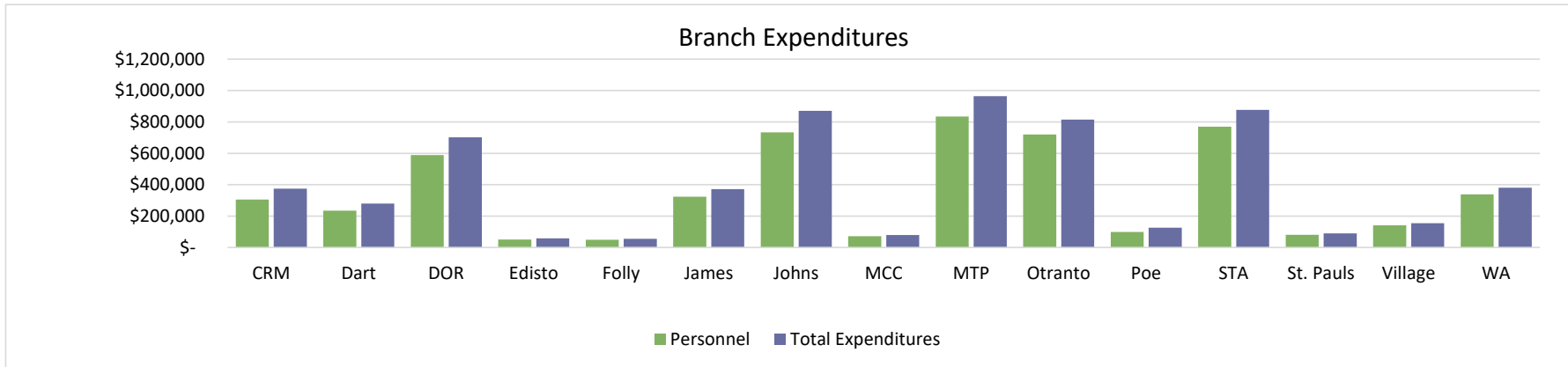
	Current YTD Total	Previous YTD	% change
Main			
# of Programs	221	178	24.16%
Attendance	9,288	7,072	31.33%
Bookmobile			
# of Programs	3	3	0.00%
Attendance	26	90	-71.11%
CRM			
# of Programs	47	54	-12.96%
Attendance	4,548	2,029	124.15%
Dart			
# of Programs	130	143	-9.09%
Attendance	4,645	2,989	55.40%
Dorchester Road			
# of Programs	71	70	1.43%
Attendance	5,016	2,644	89.71%
Edisto			
# of Programs	11	12	-8.33%
Attendance	138	74	86.49%
Folly			
# of Programs	26	22	18.18%
Attendance	643	428	50.23%
James Island			
# of Programs	33	46	-28.26%
Attendance	1,971	2,440	-19.22%
John's Island			
# of Programs	91	94	-3.19%
Attendance	3,140	3,017	4.08%
McClellanville			
# of Programs	16	16	0.00%
Attendance	860	304	182.89%
Mt. Pleasant			
# of Programs	90	86	4.65%
Attendance	4,198	4,287	-2.08%
Otranto Road			
# of Programs	88	80	10.00%
Attendance	5,335	2,928	82.21%
Poe			
# of Programs	68	68	0.00%
Attendance	1,413	1,817	-22.23%
St. Andrews/Hurd			
# of Programs	88	105	-16.19%
Attendance	7,181	5,734	25.24%
St. Pauls			
# of Programs	18	19	-5.26%
Attendance	771	878	-12.19%
Village			
# of Programs	38	13	192.31%
Attendance	405	304	33.22%
West Ashley			
# of Programs	45	48	-6.25%
Attendance	2,671	1,895	40.95%
TOTALS			
# of Programs	1,084	1,057	2.55%
Attendance	52,249	38,930	34.21%





SERVICE EFFECTIVENESS MEASURES FY2017

<i>Through June 2017</i>	Main	CRM	Dart	DOR	Edisto	Folly	James	Johns	MCC	MTP	Otranto	Poe	STA	St. Pauls	Village	WA	System
Total Circulation/Visit	0.83	0.59	0.49	1.05	2.25	1.11	1.67	1.36	0.64	2.41	1.16	2.05	1.79	2.23	1.57	1.19	1.68
Circulation/FTE	9,915	12,835	7,090	8,115	6,665	12,784	30,389	10,114	4,809	28,172	9,388	11,520	24,714	11,081	11,155	15,767	18,902
FTE Cost/Circulation	5.55	3.73	6.14	5.18	5.59	2.82	1.85	4.76	9.19	1.55	5.11	3.82	2.17	3.64	4.41	2.86	2.57
Cost/Circulation	8.62	4.57	7.35	6.17	6.39	3.10	2.13	5.64	10.18	1.79	5.78	4.88	2.47	4.05	4.80	3.22	3.25
FTEs	33.88	6.38	5.38	14.00	1.38	1.38	5.75	15.25	1.63	19.13	15.00	2.25	14.38	2.00	2.88	7.50	148.17
FY17 Personnel Expenditures	\$1,862,614	\$ 305,185	\$ 234,356	\$ 588,963	\$ 51,401	\$ 49,786	\$ 323,403	\$ 734,292	\$ 72,032	\$ 834,642	\$ 720,089	\$ 99,138	\$ 769,590	\$ 80,743	\$ 141,533	\$ 338,139	\$ 7,205,906
FY17 Branch Expenditures	\$2,894,304	\$ 374,355	\$ 280,452	\$ 701,271	\$ 58,798	\$ 54,645	\$ 371,989	\$ 870,303	\$ 79,769	\$ 964,877	\$ 814,358	\$ 126,613	\$ 876,754	\$ 89,827	\$ 154,089	\$ 381,199	\$ 9,093,604



YEAR-END FISCAL DATA

	FY2017	FY2016	% Change
Interlibrary Loans	4,564	4,997	-8.67%
Reference Questions	547,267	579,734	-5.60%
Summer Reading Participants	7728	8193	-5.68%
User Visits	1,670,712	1,711,360	-2.38%
County Population (est. 2015)	389,262	372,803	4.41%
Total Circulation	2,800,552	3,068,536	-8.73%
Circulation per Capita	7.19	8.23	-12.58%

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Libraries Closed Staff Development Day	7 Star Wars Reads Day
8	9	10	11 5:30pm – FOL Board Meeting	12	13 That BIG Book Sale	14 That BIG Book Sale Indie Author Day
15 That BIG Book Sale	16	17	18	19	20	21
22	23	24 5:15pm – Board Meeting at John’s Island	25	26	27	28
29	30	31				

NEXT MONTH

November

- 8: Friends Board Meeting
- 10-11: Libraries Closed for Veteran’s Day
- 17: Charleston Tells
- 23-24: Libraries Closed for Thanksgiving
- 28: Board Meeting at Main (8:00am)