

AGENDA

Charleston County Public Library

Board of Trustees Meeting

December 1, 2015

5:15pm

#	TOPIC	WHO	ACTION/ PROPOSED ACTION	FOLLOW-UP
1	Welcome	Janet Segal		
2	Public Comment			
3	Board Comment			
4	Freedom of Information Report	Susan Parsons		
5	Deletions and/or Additions to Agenda			
6	Approval of Minutes from October 27, 2015 meeting			
7	Friends of the Library Update	Brittany Mathis		
8	Capital Plan Report			
9	John L. Dart Request to Use Cynthia Graham Hurd Memorial Funds			
10	Board Retreat Update			
11	Library Reports: A. Financial Report B. Director's Report			
12	Evaluation of Executive Director (Executive Session Expected)			
13	Adjournment			

All items on the agenda will be discussed and possible action taken.

This Board meeting will be held in the Board Room at the Main Library, 68 Calhoun Street
Charleston, SC 29401

CHARLESTON COUNTY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
October 27, 2015

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, October 27, 2015, at 5:15p.m. at the Main Library, 68 Calhoun Street.

Board members present were Ms. Segal, Ms. Reider, Ms. Manigault, Ms. Hollinshead, Mr. Clem, Mr. Brack, Mr. Fava, Mr. Norris and Mr. Strother. Mr. McKellar was unable to attend. Staff members present were Doug Henderson, Cynthia Bledsoe, Nancy Sullivan, Perry Litchfield, and Susan Parsons. Ms. Brittany Mathis, representing the Friends of the Library, was also in attendance, as were Janette Alexander and Walt Smalls, representing the County. Mr. Jerry English of Cummings and McCrady also attended the meeting.

Ms. Segal called the meeting to order and stated that the media had been informed of the meeting and its agenda.

Public Comment

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

Board Comment

Ms. Segal asked whether there was any Board comment.

Ms. Hollinshead thanked everyone for their thoughts and prayers during her bereavement.

Deletions or Additions to Agenda

Ms. Segal asked whether there were any deletions or additions to the minutes. There were none.

Minutes of Previous Meeting

The minutes of the September 29, 2015 meeting were reviewed.

Mr. Norris stated that on page four that retirement options should be listed

as both defined benefit and defined contribution.

The minutes were accepted as written with the addition mentioned in the previous paragraph.

Friends of the Library

Mr. Henderson reported that the Friends of the Library have eight Board vacancies and at their annual meeting in November they will vote on the nominations for these positions.

Mr. Henderson stated that at the last Big Book Sale, the Friends made \$70,000, which was more than last year. He added that a lot of books were boxed up and given to non-profits at the end of the sale.

Library Reports

Mr. Henderson reported that Ms. Nancy Sullivan is the point person for the building plan. He added that all questions and comments should go directly to Ms. Sullivan.

Ms. Sullivan stated that last week there was a meeting with the branding and wayfinding committee. This committee discussed an updated logo, and this will affect all of our printed and electronic material as well. She added that more meetings are upcoming.

Ms. Sullivan reported that there was also a tour of the branches last week with County staff and the consultant.

Ms. Sullivan stated that there will be a two day workshop with the RFID consultant this week. She added that key people including branch managers and the head of the library's circulation will be in attendance.

Mr. Henderson reported that our staff is very excited about the projects now, and they are very involved with the process. He added that he thinks we have made a lot of progress.

Mr. Henderson reported that on Saturday a mass cleaning was done at the Poe Branch Library. The branch will be completely cleaned out this week and air testing will then be done once again.

Ms. Hollinshead asked if we have thought about flooding long-range at the Poe Library since we plan to do some work on it soon. Mr. Henderson responded that the work that will be done at Poe is still four years from now, so we need to keep it in as good condition as possible until then.

Mr. Norris asked whether we have just looked at keeping the Poe Library as an historical site, rather than a library. Mr. Henderson responded that he was told that in 1999 there was a major discussion about moving that branch, but the public wanted to keep it, and were very vocal about that.

Mr. Fava added on the same subject that times have changed, but he thinks that if there were discussion about moving the Poe Branch, there would be the same issue with the public. Ms. Sullivan noted that we rent that building, so that is also an issue.

Ms. Manigault asked how the flood damage costs were covered. Mr. Henderson responded that we sent a list of all damaged books to the County and they are taking care of it. He added that we do have plenty of books that we can shift from other branches, but we want to wait until the building is cleared and we are told the air quality is up to par.

Mr. Clem asked whether we were fronting the cost of the ruined portion of the collection. Mr. Henderson replied that we are not and that we are just going to shift items from other branches to Poe.

Mr. Clem asked if there were an event that caused even more damage to the materials would we have to front the cost to replace the collection. Mr. Henderson assured Mr. Clem that the County will do that and all of the library systems collections are insured.

Ms. Alexander distributed a project update to all the Trustees. She stated that the committee had a good month.

Ms. Alexander reported that on October 20, 2015, County Council approved amending the procurement process to Design-Build for the new libraries. She added that the Request for Proposals (RFP) is anticipated to be issued in November 2015 and it will be based on qualifications and fee proposals.

Ms. Alexander said that the selection will be for one Design-Build aligned with multiple architecture firms to design and construct five new libraries.

Mr. Strother asked Ms. Alexander to explain how a vendor gets to be a member of the team. Ms. Alexander said that it will be advertised, and vendors can also contact the County.

Mr. Whitley stated that if a vendor is interested in the project, they should get in touch with the County's Procurement Office so that they can be kept updated.

Mr. Strother asked who the leader of the deciding team is. Ms. Alexander responded that the Procurement Department for Charleston County will decide. She added that then the selection committee consists of one Library Board of Trustee, one Library staff member and three County employees. The Trustee is Ms. Segal and the library staff member is Ms. Sullivan.

Mr. Strother asked if the recommendation is then submitted to County Council. Ms. Alexander replied yes.

Mr. Fava asked whether the RFP is a package-type thing. Ms. Alexander responded that it is, but Mr. Whitley added that the County will be asking for local participation. Mr. Fava noted that the "big guy" will make the final decision and he will pay his people.

Ms. Segal asked whether the contractor is going to present up to five different architects as part of the team. Ms. Alexander responded affirmatively.

Mr. Fava asked what the reason was to go with Design-Build at the last minute. Ms. Alexander responded that it is to strive for better participation as well as cost.

Ms. Alexander reported that on September 30, 2015, Charleston County Council voted to approve renovation of the current James Island Library if finances are available at the end of the library constructions projects and if funding is not available, bring the renovation back to Council for consideration. She noted that this would make any renovations to this branch quite a few years out.

Ms. Alexander updated the Board on property acquisition. She noted that there is an anticipated Land Transfer Agreement from Charleston County School District by the first week of November 2015. There was also a Land Transfer agreement draft received from the Town of Hollywood on October 20, 2015.

Ms. Alexander noted that the County owns the Pinehaven (Cooper River) and Mount Pleasant North properties so those locations are not an issue.

Ms. Alexander stated that there is a four-acre site to be determined after Charleston County School District does the master plans for the West Ashley High campus. This is expected to start in the spring of 2016.

Ms. Alexander noted that community meetings have been held at Pinehaven (Cooper River), West Ashley, St. Paul's, and Mount Pleasant. She added that most recently a community meeting was held on James Island and there were forty-four members of the public in attendance. She added that due to flooding issues, an additional James Island Community Meeting will be held on November 2, 2015, at 7:00p.m. at the James Island Elementary School.

Ms. Alexander noted that the architectural team conducted a program review for each new facility with library and County staff. She added that from those discussions, a final first draft of the Program was submitted for review on October 19, 2015.

Ms. Alexander stated that Guide Specifications were submitted for first draft review and County and Library staff conducted review meetings for mechanical, electrical and plumbing as well as low voltage.

Ms. Alexander said that Library Specialist Consultants conducted additional meetings and toured library facilities for RFID (Radio Frequency Identification) and B&W (Branding & Way-finding). She added that Library and County staff also met with Library Specialist Consultants to review a design presentation for B&W.

Ms. Alexander discussed the schedule update included in the Project Update document. She noted that all changes are noted with an "X" on the spreadsheet and she added that all new library building completion dates have been moved out two months, as well as work on all the current regional libraries.

Ms. Alexander noted that Design-Build can in some ways be faster. Mr. Henderson added that he was told that Design-Build would take 60% of the time that Design-Bid-Build would take. Ms. Alexander agreed with that and noted that there can be time effectiveness with the Design-Build option.

Mr. Clem asked whether we are really are anticipating three new libraries to open simultaneously. Ms. Segal responded that we are.

Mr. Strother asked whether work on the Main Library will be done after all of the new buildings are completed. Ms. Alexander said that she is not sure and added that we will have to wait and see. This would mean that the new libraries would be complete and open to the public.

Mr. Henderson noted that if we have to build to house Administrative, Systems and Technical Services, funds will be very, very tight for six to eight months, as we would need an additional \$600,000 in operating funds. That is why we are hoping to renovate rather than build, because it is faster.

After some discussion about purchasing space now to use later for this purpose, Ms. Alexander stated that Administration space will be procured later in the project.

Mr. Clem asked whether we can include five new buildings plus renovation of the James Island Library in the RFP's. Mr. Whitley responded that there is \$66,000,000 in funding for the five new libraries. After those are complete, we will have an idea where we stand.

Mr. Fava asked about the response time for the RFP's. Ms. Alexander stated that it should take between forty-five and sixty days.

Friends of the Library Update

Ms. Segal congratulated Ms. Mathis and the Friends of the Library on hosting a great annual book sale.

Ms. Mathis reported that That Holiday Book Sale will be held from December 4th through December 6th at the Main Library. She added that the Holiday Member Event will take place on Thursday, December 3rd, and added that the link to sign up

for volunteer shifts is on the Friends website.

Ms. Mathis reported that the Friends Annual Meeting will be held on Wednesday, November 18th, in the Main Library Auditorium. College of Charleston Professor and the Founder/CEO of the Gullah Society, Dr. Abe Ofunnlyin will be the guest speaker. She added that the Friends will also be nominating new Board members and discussing successes in 2015 as well as plans for 2016. Everyone is invited to attend.

Ms. Mathis announced that the Friends have been asked to participate in Lowcountry Giving Day again next year. More details will be forthcoming.

Ms. Mathis reported that for National Friends of the Libraries Week, the Friends partnered with Barnes & Noble to celebrate. During that week, anyone who made a purchase and mentioned the Friends, or presented a voucher at any of the three local Barnes & Noble stores – a percentage of the sales went back to the Friends. Ms. Mathis noted that the Friends are still waiting to find out how much money was raised, but in any case she was pleased with the events that were scheduled at each of the stores. Library staff members participated and did an exceptional job.

Ms. Mathis stated that the Friends decided to partner again with Barnes & Noble to participate in a “Gift Wrap Fundraiser” on December 18th. She noted that individuals who purchase presents inside the store can stop to have them wrapped by one of the Friends’ volunteers. All donations received from giftwrapping will go to the Friends.

The Trustees thanked Ms. Mathis for all the great work the Friends do for the Library system.

Board Schedule for 2016

Mr. Henderson reported that the Board of Trustees Meeting Schedule for 2016 will be normal because the date in November does not conflict with the Thanksgiving holidays.

Library Holiday Schedule for 2016

Mr. Henderson noted that the Library follows the County’s lead regarding library closures due to holidays. However, he added, this year if the library followed the County’s lead we would be closed a total of five days. We think this is too long to close to the public, so we would like to just close four days and give staff a “floating” day that they can choose themselves. Mr. Litchfield added that the Business Department would just add one vacation day for each staff member.

Mr. Norris noted that when he worked for the private sector he always worked December 26th.

Mr. Clem asked whether faiths other than Christian are given holidays. Mr. Litchfield noted that staff are given a personal day every year to use whenever they choose, and that can cover holidays of other faiths.

Mr. Clem asked whether we know how many library employees belong to faiths other than Christian and are affected by the holiday schedule.

Mr. Fava reminded everyone that library staff are County employees and follow County policy regarding holidays.

Evaluation Process for Executive Director and Library Board

Mr. Norris moved that the Library Trustees go in to Executive Session to discuss the Director's evaluation process because it is a personnel matter.

Mr. Brack tabled Mr. Norris' motion and Mr. Clem seconded the motion and the motion carried with Mr. Strother and Mr. Norris opposing it.

Mr. Brack said that the reason he tabled the motion is because the Board is not ready to evaluate the Director because they do not have a good tool.

Mr. Brack noted that the evaluation should have been done in September but it was not ready, and then the flooding happened and it was pushed back again. He added that he looked at the tool the Trustees planned to use and it is lacking. It is too broad and not specific enough.

Mr. Brack stated that library employees are rated on a scale of zero to four where the Director is rated on a scale from one to five. He added that there is a list of ways the evaluations are different, and the Trustees need to craft a tool that is best for them.

Mr. Brack said that he asked several libraries in the state for information on the tools they use to evaluate their respective Directors. He added that the current tool we have is not easy to use. Also, Mr. Brack noted that the Board's evaluation of the Director and their self-evaluation should be completely separate.

Mr. Brack suggested that in the next week or two that a draft evaluation tool for the Director is sent to the Trustees. He noted that then, as Mr. Norris requested, going into Executive Session to discuss the Director's job performance and the tool to evaluate that, would be highly appropriate.

Mr. Brack stated that there is a vast difference between the way library supervisors rate their staff and the way the Trustees rate the Director. He added

that the Trustees meet between ten to twelve times per year, but do not have day-to-day supervision, so we need a slightly different tool.

Ms. Manigault asked what the time frame is to do the Director's evaluation. Mr. Strother stated that one of the major roles of the Trustees is to evaluate the Director, but he also wants to make sure that we are fair, timewise. Also, Mr. Strother stated that he thought the Trustees should get input from library staff.

Mr. Clem noted that his understanding is that the Director's evaluations are annual reviews, so we would be honoring it if it is completed by the end of this calendar year. He added that he agrees with Mr. Brack that the tool could be "tweaked" a little.

Mr. Brack said that he meant no disrespect to Mr. Norris regarding tabling of the motion. He added that he envisions an Executive Session for the Director's evaluation at the December 1, 2015 regular Board meeting.

Mr. Norris asked whether everyone on the Board will be a part of the evaluation process. Ms. Segal replied yes, everyone can be included. Mr. Brack added that he would be more comfortable if everyone takes part in the process.

Mr. Norris asked whether there is a salary study envisioned for the Director position. Mr. Brack said that he does not think that needs to be a part of the evaluation, but if Mr. Norris wants to write a salary study as an attachment to the evaluation that would be good.

Mr. Norris stated that the principle job of the Trustees is the hiring, firing, and evaluating of the Library Director, so he does not see how a salary study is separate.

Mr. Brack noted that he has no problem with a study being done of library jobs in general. He added that if Mr. Norris wants to write a salary study memo he will believe it and he agrees that it is good information to have.

Ms. Reider stated that in other organizations with which she had been involved salary scales for different positions were reviewed to ensure that the organizations' salaries were in line with current practices. Mr. Brack noted that the South Carolina State Library would have all of that information. Mr. Henderson added that their information is always about two years old though, so please keep that in mind.

Ms. Manigault stated that we are currently talking about performance, not salary. Ms. Reider agreed with that statement.

Mr. Brack suggested that the Library Director's performance evaluation be done at the December 1st Library Board meeting. He said that this means there are two weeks to get a tool together and out to everyone. He added that everyone would need to complete it by Thanksgiving.

Mr. Brack noted that if Mr. Norris or someone else would like to add a salary survey as an attachment, it would be welcome.

Ms. Segal agreed with Mr. Brack's recommendations.

Date for Library Board Retreat

Ms. Segal noted that all current Trustees attended the retreat last year, with the exception of our newest member, Mr. Strother.

Ms. Segal stated that items that could be discussed at the retreat could include things not discussed at regular Board meetings, and also a discussion about creating a foundation.

Ms. Segal suggested that the retreat take place over half a day, and Mr. George Stevens, former CEO of The Coastal Community Foundation, said that he would be willing to facilitate discussion of a Foundation.

Ms. Manigault asked whether more things could be discussed, and Mr. Strother asked the same question. Mr. Clem responded that it could include discussion of many things, and could be considered a brainstorming session.

Dates for the retreat were discussed, and Mr. Brack noted that most Board members could make the session on either January 9th or January 23rd. Mr. Brack stated that he will check with Mr. Stevens to see if either of these dates would work for him.

Discussion Regarding James Island Renovation Letter to Council

Mr. Henderson stated that Mr. Strother requested that this item be placed on the agenda this month.

Mr. Strother stated that he is taking it off the plate, due to data he has received at this meeting this evening. He noted though, that if we don't believe, as this body, that the renovation decision was racial, we are mistaken. He added that the travesty here is that we will not be able to do what we put in the referendum originally.

Mr. Strother stated that this is racial and it is racism. He added to put more money at the Camp Road location is racial.

Mr. Strother appreciated the item being put on the agenda. He noted that he thought it was important since two Council members who never spend money, are for putting more money into the current James Island Library.

Ms. Reider agreed with Mr. Strother. However, she added, she did not want

the Trustees to send a letter because it would possibly hurt the library and it would not do any good.

Ms. Hollinshead also agreed with Mr. Strother, but added that she thought the James Island area will eventually need two libraries. She noted that she was not really comfortable having only one library in the West Ashley area since Mt. Pleasant and North Charleston will have three.

Ms. Hollinshead also stated though that once Grimball Road opens and everyone sees how nice it is, they may change their minds.

Ms. Manigault said that the Trustees had a division as well on this subject. She added that when it went to Council, they made the decision of Baxter Patrick, not the Board of Trustees.

Ms. Segal stated that regardless of what group we talk too, there is always someone who says that they are currently able to ride their bike or walk to their library and they want to keep it that way. It seems selfish, but it is a recurring statement.

Mr. Norris stated that if we are to write this letter in the future, dissenting members should not be named.

Mr. Henderson wished everyone a happy Thanksgiving.

Ms. Segal adjourned the meeting at 6:50p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Maya Hollinshead". The signature is written in a cursive, flowing style.

Maya Hollinshead, Secretary

Director's Report
Dec. 1, 2015

We have finished the community meetings and the consultants are working on the program manuals. Hopefully by the time we meet the RFP for the new buildings will be on the street and the RFP for the Opening Day Collections could be available. I would like to thank everyone who participated in the meetings and County Staff and the consultants who have been working on the projects.

Our own Andria Amaral, our YA Coordinator has been in the news. The first article concerns at risk teens and the second discusses her support of intellectual freedom.

<http://www.slj.com/2015/11/teens-ya/public-libraries-safe-havens-for-at-risk-teens/#>

<http://ncac.org/blog/15-in-15-celebrating-this-years-free-speech-heroes/>

Andria is also very active with the Y'ALL Festival. This year the festival was over the top. Not only was it successful but Jonathan Sanchez, the founder of the festival and the owner of the Blue Bicycle donated \$5,000 to the Cynthia Graham Hurd Fund. Thank you Andria and Jonathan.

The Cynthia Graham Hurd fund is still receiving donations. The purpose of the Fund is to provide educational programs and services to the John L. Dart Library and the Saint Andrews Library. We have received a couple of donations to the Fund that are a bit more specific. We received \$5,000 to go toward a mural at Dart and we are talking with Jonathan Green and others to determine what we can do and what is still needed. We have been promised another sum to supply memorial benches at both locations.

Trustee Andy Brack and I attended a day long workshop in Walterboro hosted by the Susan DuPlessis of the South Carolina Arts Commission. The focus was how to build place making spaces in the rural areas. How do we provide the arts, promote entrepreneurship and how do we sustain it? There were 40 participants, including Kathryn Matthew, the new Head of the Institute of Museums and Library Services.

Cynthia Graham Hurd Family Literacy Program Proposal

General Description:

A Family Literacy Program in partnership with the Housing Authority of the City of Charleston. The program series will take place, primarily, at the Marion Stroble Community Center, located at 1 Stroble Lane in Charleston, with the use of the Cynthia Graham Hurd Memorial Fund monies.

Details:

Our goal is to reach 100 families who reside in the Housing Authority's communities over 2 years, to provide family literacy support and training with 4-5 family encounters per series. The first session will sign all families up for library cards and one session will be a visit to the John L. Dart Library. The series, in which families must commit to attend all four 1-hour sessions, will conclude with the families receiving 1 tote bag per family and a free copy of *Can Make a Difference: A Treasury to Inspire Our Children* by Marian Wright Edelman.

The books utilized in teaching families the 5 strategies for improving literacy skills, according to the Every Child Ready to Read © model (Talking, Singing, Reading, Writing, Playing) will be : *I Can Make a Difference: A Treasury to Inspire Our Children* by Marian Wright Edelman, *Lola at the Library* by Anna McQuinn, and *The Giving Tree* by Shel Silverstein. Simple, art-infused literacy activities will be incorporated in each session, which will be led by Library Staff.

Additionally, we will provide a Read-Aloud and Story Discussion Circle at six academic institutions serving children ages 5-10 in the Dart Library service area at least twice by June, 2017. At the first visit, a Story will be read then discussed with the group and a book will be left at the Site to keep. At the second scheduled visit, the Teacher and Students will present/demonstrate/show evidence of a lesson learned from the book to the Library Staff. These facilities are:

Sanders Clyde Elementary	James Simons Montessori	Meeting Street Academy
Sundrops Montessori	Charleston Catholic School	Charleston Development Academy
Carolina Voyager Charter School		

Budget Description:

The budget includes materials for the project: 100 tote bags, the instructional use materials and the books that will be provided for the schools

Item	Cost	Person Responsible
Tote bag	\$1.49/ea. + \$60 set-up fee + \$65 shipping (minimum order of 100 bags) = \$286.67	Kim Odom; Nancy Sullivan
<i>I Can Make a Difference: A Treasury to Inspire Our Children</i> book	8 books * \$21.99/book = 175.92 (7 for schools, 1 for Instructor)	Kim Odom; Amy Quesenbery
<i>Lola at the Library</i> book	1 of books * \$6.95/book =	Kim Odom; Amy Quesenbery
<i>The Giving Tree</i> book	1 of books * \$16.99/book =	Kim Odom; Amy Quesenbery
<i>I Can Make a Difference: A Treasury to Inspire Our Children</i> book	21.99 x 100 for families 219.90= Free- Foundation support	Kim Odom; Kim Bowlin; C of C grant partnership
TOTAL	\$486.53	

CHARLESTON COUNTY PUBLIC LIBRARY

FINANCIAL HIGHLIGHTS FOR THE QUARTER ENDED SEPTEMBER 30, 2015

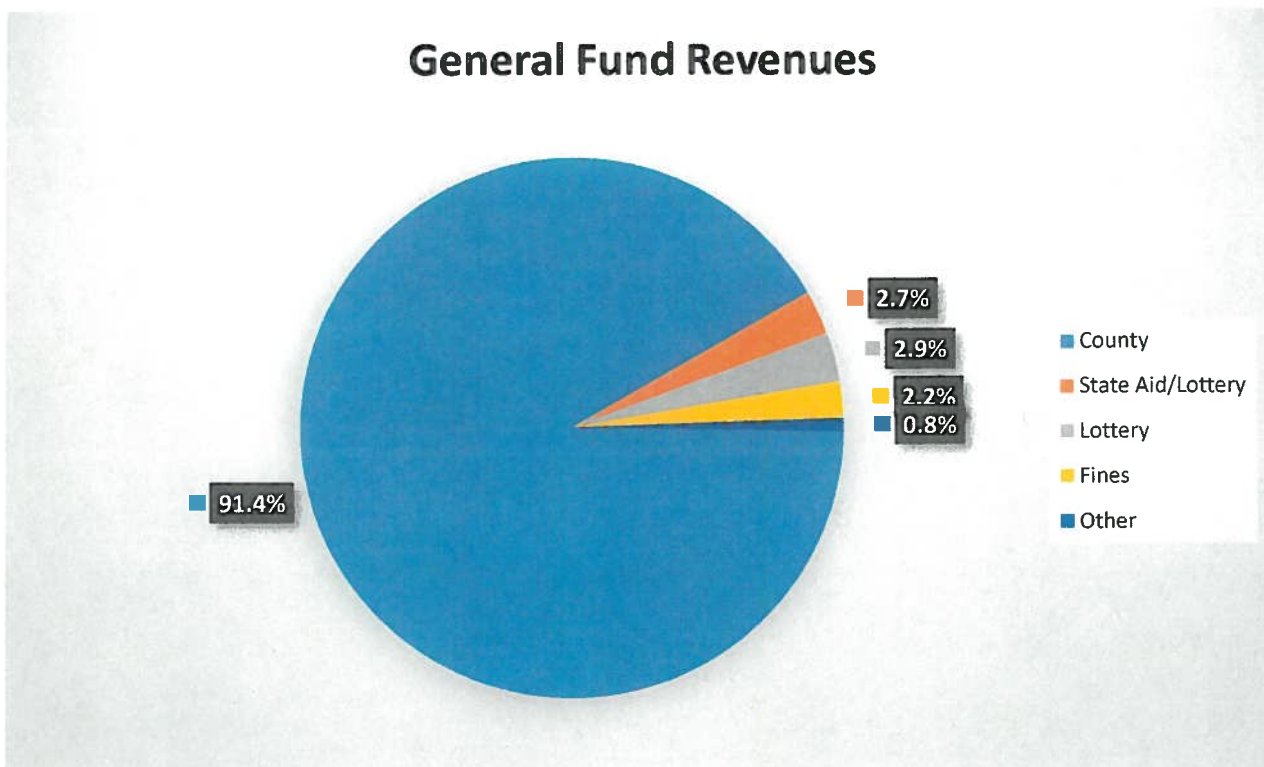
GENERAL FUND

The General Fund finances the day-to-day provision of library services for Charleston County. Revenues exceeded expenditures resulting in an increase of fund balance of \$168,775.77 for the three months ended September 30, 2015. This compares favorably to same period in the prior fiscal year when fund balance was decreased by \$138,028.47.

Fund balance represents the available to finance future operations. The total general fund balance at September 30, 2015 was \$1,677,997.37. One month of fiscal year 2016 budgeted expenditures is \$1,379,058.33.

GENERAL FUND REVENUES

The Library's operations are primarily funded through County appropriations. Additional funding comes from State Aid, fines, and other sources such as copier/printer charges, parking fees, etc. General fund revenues for the three months ended September 30, 2015 are shown in the chart below:

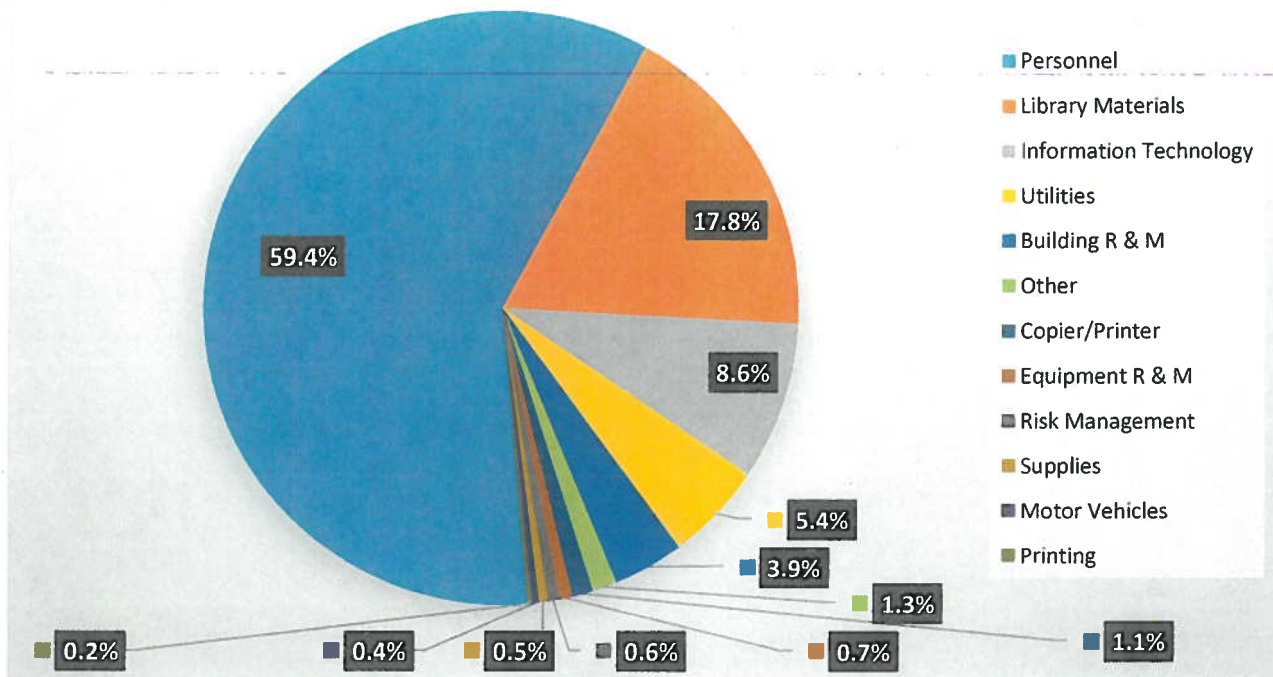


State Aid is \$1.25 per capita for FY16. Lottery distributions for FY16 totaling \$121,209.62 were received. Fine revenues were 1.37 percent less than the prior year while copier/printer fees were up 3.72 percent.

GENERAL FUND EXPENDITURES

The normal operations of the Library are accounted for in the General Fund. Expenditures for the three months ended September 30, 2015 were 1.12 percent less than budget while 2.17 percent less than the prior year. The chart below shows the relative size of each major expenditure category to the total:

General Fund Expenditures



Following are comments on specific categories:

PERSONNEL COSTS

Personnel costs include salaries and associated employer costs. Actual expenditures were 3.66 percent under budget while 2.36 percent less than last fiscal year. Rising retirement, health insurance rates, and parking for Main Library employees was offset by decreases in workers compensation insurance and the provision for other post-employment benefits (OPEB).

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 2.31 percent over budget while 4.35 percent less than the prior year. This was primarily due to the timing of the purchase cycle.

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 30.05 percent over budget while 2.44 percent greater than the prior year. Costs were over budget due to payment of annual maintenance contracts. Current year includes new lease that began July 1, 2015 for network infrastructure hardware components.

COPIERS AND PRINTERS

Lease costs and related supplies are included in the copiers and printers category. Expenditures were 1.00 percent under budget and 3.20 percent less than the prior year. Expenditures were lower primarily due to the timing of paper purchases.

SUPPLIES

Supplies include various operating supplies such as office, data processing, and minor equipment. Expenditures were 9.30 percent under budget while 47.56% less than the prior year. Minor equipment purchases are expected later in the fiscal year.

PRINTING

Printing includes the costs of items printed externally for programs and internal use forms. Expenditures were 10.85 percent over budget while 12.30 percent less than the prior year. Program related printing was higher than anticipated.

EQUIPMENT REPAIRS AND MAINTENANCE

Equipment repairs and maintenance include annual contracts and repairs on various Library equipment. Expenditures were 27.80 percent over budget and 9.92 percent greater than the prior year. Costs are over budget due to payment of annual contracts. The increase over the prior year was due to maintenance contract increases.

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 1.72 percent under budget and 2.83 percent greater than the prior year. The cost increase is primarily related to increased building maintenance expenses charged by the County.

UTILITIES

Utilities include electricity and gas, water and sewer, solid waste disposal fees, and telephone related costs. Expenditures were 2.56 percent under budget and 3.55 percent more than the prior fiscal year.

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. Costs are similar to the prior year.

MOTOR VEHICLES

Motor vehicles include repairs, maintenance, and fuel for Library vehicles and employee mileage reimbursements when appropriate. Expenditures were 1.70 percent over budget while 31.95 percent less than the prior year. Bookmobile repairs accounted for the increase over the same period in the prior fiscal year.

OTHER EXPENDITURES

Other expenditures include various system-wide costs that are not otherwise classified. The most significant of these are audit services, postage and shipping, financial software maintenance, and the material recovery service. Overall expenditures were 1.38 percent over budget primarily due to the annual contract for financial accounting software. This was offset by no audit costs paid by September 30, 2015. Costs are 8.33 percent less than the prior year due to timing of postage expense.

MISCELLANEOUS EXPENDITURES

Board contingency expenditures include \$40.00 for food at board special meeting.

CAPITAL EXPENDITURES

There were no capital expenditures during the period.

GRANTS SPECIAL REVENUE FUND

The Grants Special Revenue Fund accounts for grants received for special projects primarily from governmental sources. The Library recognized revenue of \$713.25 and expenditures in the amount of \$4,713.25 for the three months ended September 30, 2015. The Library received \$4,000 in October 2015 to reimburse expenditures. Unspent funds on hand at year end were \$5,758.

DONATIONS SPECIAL REVENUE FUND

The Donations Special Revenue Fund accounts for donations, including private foundation grants, typically restricted for specific purposes. Other revenues, such as ticket sales, associated with special projects funded with donations are also included in the fund. Revenues totaled \$41,188 for the three months ended September 30, 2015 with expenditures of \$3,285. The Charleston Tells Festival received of \$10,000 from the Charleston County Library Fund at the Coastal Community Foundation. Donations include \$27,776 for the Cynthia Graham Hurd Fund. Through the middle of November 2015, approximately \$38,000 has been received. Total unspent donated funds on hand at September 30, 2015 were \$101,963.

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 three months ended September 30, 2015, program and staff development expenses totaled \$22,279.61 and FOL operating expenses totaled \$0.00. 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 2015, the Library spent \$79,234.08 for programs and staff development funded by the FOL. At September 30, 2015, the FOL owed the Library \$22,279.61.

CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT
General Fund - Recap
Fiscal Quarter Ended September 30, 2015

	Actual Year Ended <u>6/30/2015</u>	Actual 3 Months Ended <u>9/30/2014</u>	Actual 3 Months Ended <u>9/30/2015</u>	Actual Increase (Decrease) <u>FY16 - FY15</u>	Percent Increase (Decrease) <u>FY16 - FY15</u>	Budget Year Ended <u>6/30/2016</u>	Budget Remaining <u>6/30/2016</u>	Percent Budget Remaining <u>6/30/2016</u>
REVENUES								
County Appropriation	\$ 14,702,230.36	\$ 3,675,557.58	\$ 3,768,193.44	\$ 92,635.86	2.52%	\$ 15,072,774.00	\$ 11,304,580.56	75.00%
Supplemental Appropriation Summer Youth	23,171.91	23,171.91	-	(23,171.91)	-100.00%	-	-	--
Supplemental Appropriation Longevity Adjust	43,517.00	-	-	-	--	-	-	--
<i>Total County Appropriations</i>	<u>14,768,919.27</u>	<u>3,698,729.49</u>	<u>3,768,193.44</u>	<u>69,463.95</u>	<u>1.88%</u>	<u>15,072,774.00</u>	<u>11,304,580.56</u>	<u>75.00%</u>
Copier Income	104,907.10	25,675.75	26,629.80	954.05	3.72%	99,500.00	72,870.20	73.24%
Fine Income	342,981.52	90,780.77	89,533.48	(1,247.29)	-1.37%	337,000.00	247,466.52	73.43%
Other Income	373.43	94.73	80.57	(14.16)	-14.95%	-	(80.57)	--
Parking Garage Receipts	26,145.39	6,734.22	5,906.17	(828.05)	-12.30%	25,000.00	19,093.83	76.38%
E Rate Reimbursement	61,429.25	-	-	-	--	60,000.00	60,000.00	100.00%
Lottery Revenues	107,333.57	-	121,209.62	121,209.62	--	-	(121,209.62)	--
State Aid Receipts	437,761.26	79,973.73	109,440.31	29,466.58	36.85%	437,761.00	328,320.69	75.00%
TOTAL REVENUE	<u>15,849,850.79</u>	<u>3,901,988.69</u>	<u>4,120,993.39</u>	<u>219,004.70</u>	<u>5.61%</u>	<u>16,032,035.00</u>	<u>11,911,041.61</u>	<u>74.30%</u>
EXPENDITURES								
Personnel Costs	10,706,878.22	2,402,592.54	2,345,899.25	(56,693.29)	-2.36%	10,995,033.00	8,649,133.75	78.66%
Information Resources	2,231,817.18	737,070.03	705,041.27	(32,028.76)	-4.35%	2,581,850.00	1,876,808.73	72.69%
Information Technology	517,472.33	333,388.48	341,519.32	8,130.84	2.44%	620,400.00	278,880.68	44.95%
Copiers and Printers	188,891.40	46,506.43	45,018.65	(1,487.78)	-3.20%	187,600.00	142,581.35	76.00%
Supplies	105,922.33	36,396.84	19,088.15	(17,308.69)	-47.56%	121,550.00	102,461.85	84.30%
Printing	24,158.78	9,607.99	8,425.87	(1,182.12)	-12.30%	23,500.00	15,074.13	64.15%
Equipment Repairs and Maintenance	48,360.98	25,397.71	27,916.15	2,518.44	9.92%	52,870.00	24,953.85	47.20%
Building Repairs and Maintenance	596,270.32	148,420.80	152,623.57	4,202.77	2.83%	655,528.00	502,904.43	76.72%
Utilities	931,871.78	206,546.71	213,870.33	7,323.62	3.55%	953,234.00	739,363.67	77.56%
Other Expenditures	175,513.92	57,270.63	52,501.32	(4,769.31)	-8.33%	199,037.00	146,535.68	73.62%
Motor Vehicles	43,197.24	11,914.50	15,721.74	3,807.24	31.95%	58,890.00	43,168.26	73.30%
Risk Management (Insurance)	98,718.00	24,679.50	24,552.00	(127.50)	-0.52%	98,208.00	73,656.00	75.00%
Miscellaneous Expenditures	1,563.30	225.00	40.00	(185.00)	-82.22%	1,000.00	960.00	96.00%
TOTAL EXPENDITURES	<u>15,670,635.78</u>	<u>4,040,017.16</u>	<u>3,952,217.62</u>	<u>(87,799.54)</u>	<u>-2.17%</u>	<u>16,548,700.00</u>	<u>12,596,482.38</u>	<u>76.12%</u>
FUND BALANCE INCREASED (DECREASED)	<u>\$ 179,215.01</u>	<u>\$ (138,028.47)</u>	<u>\$ 168,775.77</u>	<u>\$ 306,804.24</u>	<u>-222.28%</u>	<u>\$ (516,665.00)</u>	<u>\$ (685,440.77)</u>	<u>132.67%</u>

CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT
General Fund - Detail
Fiscal Quarter Ended September 30, 2015

	Actual Year Ended 6/30/2015	Actual 3 Months Ended 9/30/2014	Actual 3 Months Ended 9/30/2015	Actual Increase (Decrease) FY16 - FY15	Percent Increase (Decrease) FY16 - FY15	Budget Year Ended 6/30/2016	Budget Remaining 6/30/2016	Percent Budget Remaining 6/30/2016
REVENUES								
County Appropriation	\$ 14,702,230.36	\$ 3,675,557.58	\$ 3,768,193.44	\$ 92,635.86	2.52%	\$ 15,072,774.00	\$ 11,304,580.56	75.00%
Supplemental Appropriation Summer Youth	23,171.91	23,171.91	-	(23,171.91)	-100.00%	-	-	--
Supplemental Appropriation Longevity Adjust	43,517.00	-	-	-	--	-	-	--
<i>Total County Appropriations</i>	<u>14,768,919.27</u>	<u>3,698,729.49</u>	<u>3,768,193.44</u>	<u>69,463.95</u>	<u>1.88%</u>	<u>15,072,774.00</u>	<u>11,304,580.56</u>	<u>75.00%</u>
Copier and Printer Income	104,907.10	25,675.75	26,629.80	954.05	3.72%	99,500.00	72,870.20	73.24%
Fine Income	342,981.52	90,780.77	89,533.48	(1,247.29)	-1.37%	337,000.00	247,466.52	73.43%
Other Income	373.43	94.73	80.57	(14.16)	-14.95%	-	(80.57)	--
Parking Garage Receipts	26,145.39	6,734.22	5,906.17	(828.05)	-12.30%	25,000.00	19,093.83	76.38%
E Rate Reimbursement	61,429.25	-	-	-	--	60,000.00	60,000.00	100.00%
Lottery Revenues	107,333.57	-	121,209.62	121,209.62	--	-	(121,209.62)	--
State Aid Receipts	437,761.26	79,973.73	109,440.31	29,466.58	36.85%	437,761.00	328,320.69	75.00%
TOTAL REVENUES	<u>15,849,850.79</u>	<u>3,901,988.69</u>	<u>4,120,993.39</u>	<u>219,004.70</u>	<u>5.61%</u>	<u>16,032,035.00</u>	<u>11,911,041.61</u>	<u>74.30%</u>
EXPENDITURES								
Personnel Costs								
Salaries	7,572,553.03	1,660,255.43	1,620,821.69	(39,433.74)	-2.38%	8,087,490.00	6,466,668.31	79.96%
Temporary Wages	6,970.08	1,496.68	1,020.67	(476.01)	-31.80%	26,000.00	24,979.33	96.07%
Summer Youth Program Wages	20,230.41	12,865.85	9,843.33	(3,022.52)	-23.49%	-	(9,843.33)	--
<i>Total Wages</i>	<u>7,599,753.52</u>	<u>1,674,617.96</u>	<u>1,631,685.69</u>	<u>(42,932.27)</u>	<u>-2.56%</u>	<u>8,113,490.00</u>	<u>6,481,804.31</u>	<u>79.89%</u>
Social Security	548,344.98	119,776.98	117,466.22	(2,310.76)	-1.93%	618,693.00	501,226.78	81.01%
State Retirement	800,235.07	175,397.48	176,319.85	922.37	0.53%	860,610.00	684,290.15	79.51%
Life Insurance	11,928.60	3,269.58	3,233.83	(35.75)	-1.09%	15,002.00	11,768.17	78.44%
Health Insurance	899,420.52	219,227.14	227,224.01	7,996.87	3.65%	1,064,497.00	837,272.99	78.65%
Dental Insurance	24,672.98	6,181.02	6,031.90	(149.12)	-2.41%	26,723.00	20,691.10	77.43%
Workers Compensation	387,796.92	96,949.23	81,336.72	(15,612.51)	-16.10%	325,347.00	244,010.28	75.00%
Other Post Employment Benefits	359,100.24	89,775.06	78,775.23	(10,999.83)	-12.25%	315,101.00	236,325.77	75.00%
Employee Assistance Program	1,800.00	450.00	450.00	-	0.00%	1,800.00	1,350.00	75.00%
Other Personnel Costs	10,805.39	(131.91)	4,925.80	5,057.71	-3834.21%	20,000.00	15,074.20	75.37%
Staff Parking Main Library	63,020.00	17,080.00	18,450.00	1,370.00	8.02%	93,600.00	75,150.00	80.29%
Fringe Rate Adjustment	-	-	-	-	--	(125,447.00)	(125,447.00)	100.00%
<i>Total Fringe Benefits</i>	<u>3,107,124.70</u>	<u>727,974.58</u>	<u>714,213.56</u>	<u>(13,761.02)</u>	<u>-1.89%</u>	<u>3,215,926.00</u>	<u>2,501,712.44</u>	<u>77.79%</u>
Budgeted Vacancies (wages plus fringe)	-	-	-	-	--	(334,383.00)	(334,383.00)	100.00%
Total Personnel Costs	<u>10,706,878.22</u>	<u>2,402,592.54</u>	<u>2,345,899.25</u>	<u>(56,693.29)</u>	<u>-2.36%</u>	<u>10,995,033.00</u>	<u>8,649,133.75</u>	<u>78.66%</u>

CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT
General Fund - Detail
Fiscal Quarter Ended September 30, 2015

	Actual Year Ended 6/30/2015	Actual 3 Months Ended 9/30/2014	Actual 3 Months Ended 9/30/2015	Actual Increase (Decrease) FY16 - FY15	Percent Increase (Decrease) FY16 - FY15	Budget Year Ended 6/30/2016	Budget Remaining 6/30/2016	Percent Budget Remaining 6/30/2016
Information Resources								
Adult Fiction Books	275,849.56	82,975.20	62,103.45	(20,871.75)	-25.15%	300,000.00	237,896.55	79.30%
Adult Non-fiction Books	181,658.49	49,880.58	34,704.34	(15,176.24)	-30.43%	220,000.00	185,295.66	84.23%
Adult Reference	11,783.20	-	140.09	140.09	--	15,000.00	14,859.91	99.07%
SC Room	4,565.82	1,871.85	720.91	(1,150.94)	-61.49%	8,000.00	7,279.09	90.99%
Young Adult	62,134.09	15,920.04	10,732.27	(5,187.77)	-32.59%	80,000.00	69,267.73	86.58%
Juvenile Books	277,918.60	26,925.52	42,960.01	16,034.49	59.55%	320,000.00	277,039.99	86.57%
McNaughtons	40,698.00	40,698.00	40,698.00	-	0.00%	41,000.00	302.00	0.74%
Large Print	36,215.73	9,827.16	7,280.34	(2,546.82)	-25.92%	50,000.00	42,719.66	85.44%
Continuations	51,961.78	10,275.58	9,542.28	(733.30)	-7.14%	65,000.00	55,457.72	85.32%
<i>Total Books</i>	<i>942,785.27</i>	<i>238,373.93</i>	<i>208,881.69</i>	<i>(29,492.24)</i>	<i>-12.37%</i>	<i>1,099,000.00</i>	<i>890,118.31</i>	<i>80.99%</i>
Periodicals	74,869.50	40,084.71	35,156.98	(4,927.73)	-12.29%	80,000.00	44,843.02	56.05%
Microforms	21,225.25	12,010.00	8,482.00	(3,528.00)	-29.38%	25,000.00	16,518.00	66.07%
<i>Total Periodicals</i>	<i>96,094.75</i>	<i>52,094.71</i>	<i>43,638.98</i>	<i>(8,455.73)</i>	<i>-16.23%</i>	<i>105,000.00</i>	<i>61,361.02</i>	<i>58.44%</i>
Adult DVD and Blu Ray	208,014.55	53,133.42	48,350.72	(4,782.70)	-9.00%	220,000.00	171,649.28	78.02%
Juvenile DVD and Blu Ray	67,407.49	19,517.66	6,645.02	(12,872.64)	-65.95%	100,000.00	93,354.98	93.35%
Adult Books on CD	55,026.74	9,412.70	16,094.71	6,682.01	70.99%	55,000.00	38,905.29	70.74%
Juvenile Books on CD	5,738.90	967.40	11,805.20	10,837.80	1120.30%	20,000.00	8,194.80	40.97%
Young Adult Books on CD	3,983.93	-	712.84	712.84	--	5,000.00	4,287.16	85.74%
<i>Total Media</i>	<i>340,171.61</i>	<i>83,031.18</i>	<i>83,608.49</i>	<i>577.31</i>	<i>0.70%</i>	<i>400,000.00</i>	<i>316,391.51</i>	<i>79.10%</i>
Reference Databases	154,265.69	151,498.88	139,617.86	(11,881.02)	-7.84%	174,000.00	34,382.14	19.76%
Magazines - Zinio	23,453.36	401.76	-	(401.76)	-100.00%	28,000.00	28,000.00	100.00%
Music - Freegal	39,800.00	39,800.00	54,994.00	15,194.00	38.18%	41,000.00	(13,994.00)	-34.13%
E-Books	162,612.75	52,481.20	57,049.19	4,567.99	8.70%	184,000.00	126,950.81	69.00%
Downloadable Audio Books	83,912.73	14,726.44	20,120.58	5,394.14	36.63%	90,000.00	69,879.42	77.64%
Streaming Video	6,066.66	-	-	-	--	15,000.00	15,000.00	100.00%
<i>Total Digital Products</i>	<i>470,111.19</i>	<i>258,908.28</i>	<i>271,781.63</i>	<i>12,873.35</i>	<i>4.97%</i>	<i>532,000.00</i>	<i>260,218.37</i>	<i>48.91%</i>
Processing Fees	251,643.93	63,162.00	49,212.68	(13,949.32)	-22.08%	300,000.00	250,787.32	83.60%
MARC Technical Services	4,415.80	1,446.60	106.80	(1,339.80)	-92.62%	7,000.00	6,893.20	98.47%
Cataloging Subscriptions	61,324.09	12,975.77	13,342.32	366.55	2.82%	62,000.00	48,657.68	78.48%
RFID Tags	24,974.18	22,925.00	24,600.00	1,675.00	7.31%	25,000.00	400.00	1.60%
Processing Supplies	10,440.51	2,738.66	7,847.28	5,108.62	186.54%	14,850.00	7,002.72	47.16%
LCATS Resources	26,105.00	-	1,795.00	1,795.00	--	33,000.00	31,205.00	94.56%
Bindery	3,750.85	1,413.90	226.40	(1,187.50)	-83.99%	4,000.00	3,773.60	94.34%
<i>Total Other Information Resources</i>	<i>382,654.36</i>	<i>104,661.93</i>	<i>97,130.48</i>	<i>(7,531.45)</i>	<i>-7.20%</i>	<i>445,850.00</i>	<i>348,719.52</i>	<i>78.21%</i>
Total Information Resources	2,231,817.18	737,070.03	705,041.27	(32,028.76)	-4.35%	2,581,850.00	1,876,808.73	72.69%

CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT
General Fund - Detail
Fiscal Quarter Ended September 30, 2015

	Actual Year Ended 6/30/2015	Actual 3 Months Ended 9/30/2014	Actual 3 Months Ended 9/30/2015	Actual Increase (Decrease) FY16 - FY15	Percent Increase (Decrease) FY16 - FY15	Budget Year Ended 6/30/2016	Budget Remaining 6/30/2016	Percent Budget Remaining 6/30/2016
Information Technology								
Internet	915.10	240.10	225.00	(15.10)	-6.29%	1,500.00	1,275.00	85.00%
Events/Reservation Software	4,900.00	4,900.00	5,145.00	245.00	5.00%	4,900.00	(245.00)	-5.00%
IT Systems Maintenance Contracts	281,993.44	265,868.99	273,226.25	7,357.26	2.77%	295,000.00	21,773.75	7.38%
IT Purchases	57,672.35	20,356.53	10,314.38	(10,042.15)	-49.33%	65,000.00	54,685.62	84.13%
IT Lease Payments	168,091.44	42,022.86	51,633.69	9,610.83	22.87%	250,000.00	198,366.31	79.35%
IT Consultants	3,900.00	-	975.00	975.00	--	4,000.00	3,025.00	75.63%
Total Information Technology	517,472.33	333,388.48	341,519.32	8,130.84	2.44%	620,400.00	278,880.68	44.95%
Copiers and Printers								
Copier/Printer Leases	134,856.72	33,714.63	33,714.63	-	0.00%	134,900.00	101,185.37	75.01%
Copier/Printer Lease Overages	40,980.18	9,200.59	9,856.36	655.77	7.13%	39,400.00	29,543.64	74.98%
Copier Supplies	12,032.04	3,395.49	1,447.66	(1,947.83)	-57.37%	11,800.00	10,352.34	87.73%
Microform Supplies	1,022.46	195.72	-	(195.72)	-100.00%	1,500.00	1,500.00	100.00%
Total Copiers and Printers	188,891.40	46,506.43	45,018.65	(1,487.78)	-3.20%	187,600.00	142,581.35	76.00%
Supplies								
Library Cards	4,918.29	-	-	-	--	7,000.00	7,000.00	100.00%
Library Supplies	9,249.04	4,360.49	2,516.05	(1,844.44)	-42.30%	10,700.00	8,183.95	76.49%
Library Program Supplies	4,225.97	808.48	762.13	(46.35)	-5.73%	3,400.00	2,637.87	77.58%
Data Processing Supplies	28,724.89	4,846.70	4,482.32	(364.38)	-7.52%	31,500.00	27,017.68	85.77%
Office Supplies	36,757.06	12,428.38	9,524.09	(2,904.29)	-23.37%	37,900.00	28,375.91	74.87%
AV Supplies	3,952.30	959.95	1,790.07	830.12	86.48%	6,400.00	4,609.93	72.03%
Minor Equipment	18,094.78	12,992.84	13.49	(12,979.35)	-99.90%	24,650.00	24,636.51	99.95%
Total Supplies	105,922.33	36,396.84	19,088.15	(17,308.69)	-47.56%	121,550.00	102,461.85	84.30%
Printing								
Programming Printing	8,882.74	4,550.48	3,414.32	(1,136.16)	-24.97%	8,000.00	4,585.68	57.32%
Other Printing	15,276.04	5,057.51	5,011.55	(45.96)	-0.91%	15,500.00	10,488.45	67.67%
Total Printing	24,158.78	9,607.99	8,425.87	(1,182.12)	-12.30%	23,500.00	15,074.13	64.15%

CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT
General Fund - Detail
Fiscal Quarter Ended September 30, 2015

	Actual Year Ended 6/30/2015	Actual 3 Months Ended 9/30/2014	Actual 3 Months Ended 9/30/2015	Actual Increase (Decrease) FY16 - FY15	Percent Increase (Decrease) FY16 - FY15	Budget Year Ended 6/30/2016	Budget Remaining 6/30/2016	Percent Budget Remaining 6/30/2016
Equipment Repairs and Maintenance								
Checkpoint Security	9,367.58	9,367.58	10,720.91	1,353.33	14.45%	10,722.00	1.09	0.01%
Fire and Security Alarms	4,082.92	2,959.00	5,418.22	2,459.22	83.11%	3,386.00	(2,032.22)	-60.02%
Postage Machine	4,660.88	1,419.49	-	(1,419.49)	-100.00%	5,100.00	5,100.00	100.00%
Microfiche/Film	6,510.00	6,510.00	6,965.00	455.00	6.99%	7,557.00	592.00	7.83%
Cell Phones	10,371.41	2,423.08	2,777.02	353.94	14.61%	10,500.00	7,722.98	73.55%
Typewriters	-	-	-	-	-	105.00	105.00	100.00%
Repairs and Maintenance	872.47	529.00	535.00	6.00	1.13%	3,000.00	2,465.00	82.17%
Parking Equipment	12,495.72	2,189.56	1,500.00	(689.56)	-31.49%	12,500.00	11,000.00	88.00%
Total Equipment Repairs and Maintenance	48,360.98	25,397.71	27,916.15	2,518.44	9.92%	52,870.00	24,953.85	47.20%
Building Repairs and Maintenance								
General Repairs	53,201.15	13,226.90	9,670.28	(3,556.62)	-26.89%	55,700.00	46,029.72	82.64%
Garbage Collections	10,419.98	2,686.92	2,520.86	(166.06)	-6.18%	11,000.00	8,479.14	77.08%
Janitorial	229,718.40	57,562.89	57,862.90	300.01	0.52%	241,866.00	184,003.10	76.08%
Carpet Cleaning	24,942.12	6,235.53	6,707.94	472.41	7.58%	26,832.00	20,124.06	75.00%
Security Services	155,598.63	38,111.05	36,829.10	(1,281.95)	-3.36%	164,000.00	127,170.90	77.54%
All Other General Services (County)	122,390.04	30,597.51	39,032.49	8,434.98	27.57%	156,130.00	117,097.51	75.00%
Total Building Repairs and Maintenance	596,270.32	148,420.80	152,623.57	4,202.77	2.83%	655,528.00	502,904.43	76.72%
Utilities								
Electricity and Gas	755,721.11	160,424.24	166,117.95	5,693.71	3.55%	773,290.00	607,172.05	78.52%
Water and Sewer	59,352.42	12,322.66	17,305.11	4,982.45	40.43%	60,650.00	43,344.89	71.47%
Solid Waste Fee	12,821.04	3,205.26	3,203.52	(1.74)	-0.05%	12,814.00	9,610.48	75.00%
Telephone	63,610.05	15,718.45	16,448.36	729.91	4.64%	64,750.00	48,301.64	74.60%
Data Lines	31,619.28	12,689.13	8,611.39	(4,077.74)	-32.14%	32,850.00	24,238.61	73.79%
Fax Lines	8,747.88	2,186.97	2,184.00	(2.97)	-0.14%	8,880.00	6,696.00	75.41%
Total Utilities	931,871.78	206,546.71	213,870.33	7,323.62	3.55%	953,234.00	739,363.67	77.56%

CHARLESTON COUNTY PUBLIC LIBRARY
REVENUE & EXPENDITURE STATEMENT
General Fund - Detail
Fiscal Quarter Ended September 30, 2015

	Actual Year Ended 6/30/2015	Actual 3 Months Ended 9/30/2014	Actual 3 Months Ended 9/30/2015	Actual Increase (Decrease) FY16 - FY15	Percent Increase (Decrease) FY16 - FY15	Budget Year Ended 6/30/2016	Budget Remaining 6/30/2016	Percent Budget Remaining 6/30/2016
Other Expenditures								
Audit Services	27,415.00	-	-	-	--	30,000.00	30,000.00	100.00%
Bank Charges	8,637.45	2,361.28	1,946.52	(414.76)	-17.57%	8,500.00	6,553.48	77.10%
Advertising	2,055.25	-	-	-	0.00%	3,000.00	3,000.00	100.00%
Interlibrary Loans	624.50	201.75	356.47	154.72	76.69%	1,000.00	643.53	64.35%
Messenger Service (County)	1,037.00	-	-	-	--	1,037.00	1,037.00	100.00%
Postage	54,404.13	16,782.18	11,448.40	(5,333.78)	-31.78%	65,000.00	53,551.60	82.39%
Dues	4,569.00	1,549.00	965.00	(584.00)	-37.70%	5,500.00	4,535.00	82.45%
Professional Services	32,142.25	26,629.87	28,031.89	1,402.02	5.26%	35,000.00	6,968.11	19.91%
Material Recovery Service	41,152.10	9,746.55	9,558.60	(187.95)	-1.93%	45,000.00	35,441.40	78.76%
Training and Conferences	3,477.24	-	194.44	194.44	--	5,000.00	4,805.56	96.11%
Total Other Expenditures	175,513.92	57,270.63	52,501.32	(4,769.31)	-8.33%	199,037.00	146,535.68	73.62%
Motor Vehicles								
Motor Vehicle Repairs and Maintenance	22,148.31	5,774.45	11,516.40	5,741.95	99.44%	29,345.00	17,828.60	60.76%
Motor Vehicle Fuel	17,955.58	5,734.01	3,657.68	(2,076.33)	-36.21%	26,545.00	22,887.32	86.22%
Motor Vehicle Employee Expense	3,093.35	406.04	547.66	141.62	34.88%	3,000.00	2,452.34	81.74%
Total Motor Vehicles	43,197.24	11,914.50	15,721.74	3,807.24	31.95%	58,890.00	43,168.26	73.30%
Risk Management								
Property Insurance	77,550.00	19,387.50	19,187.01	(200.49)	-1.03%	76,748.00	57,560.99	75.00%
Auto Liability Insurance	4,680.00	1,170.00	1,170.00	-	0.00%	4,680.00	3,510.00	75.00%
Auto Comp Collision Insurance	737.04	184.26	184.50	0.24	0.13%	738.00	553.50	75.00%
Inland Marine Insurance (Bookmobile)	2,007.96	501.99	478.26	(23.73)	-4.73%	1,913.00	1,434.74	75.00%
Tort Liability Insurance	7,727.04	1,931.76	2,028.24	96.48	4.99%	8,113.00	6,084.76	75.00%
MIS Business Interruption Insurance	6,015.96	1,503.99	1,503.99	-	0.00%	6,016.00	4,512.01	75.00%
Total Risk Management	98,718.00	24,679.50	24,552.00	(127.50)	-0.52%	98,208.00	73,656.00	75.00%
Miscellaneous Expenditures								
Board Contingency	1,338.30	-	40.00	40.00	--	1,000.00	960.00	0.00%
Miscellaneous	225.00	225.00	-	(225.00)	-100.00%	-	-	0.00%
Total Miscellaneous Expenditures	1,563.30	225.00	40.00	(185.00)	-82.22%	1,000.00	960.00	0.00%
TOTAL EXPENDITURES	15,670,635.78	4,040,017.16	3,952,217.62	(87,799.54)	-2.17%	16,548,700.00	12,596,482.38	76.12%
FUND BALANCE INCREASED (DECREASED)	\$ 179,215.01	\$ (138,028.47)	\$ 168,775.77	\$ 306,804.24	-222.28%	\$ (516,665.00)	\$ (685,440.77)	132.67%

CIRCULATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	122,653	136,773	-10.32
BOOKMOBILE	7,167	9,187	-21.99
CRM	39,018	43,942	-11.21
DART	18,847	23,780	-20.74
JAMES ISLAND	60,272	73,270	-17.74
WEST ASHLEY	47,794	57,897	-17.45
VILLAGE	13,270	13,335	-0.49
MT PLEASANT	226,040	234,807	-3.73
ST ANDREWS	142,575	161,906	-11.94
DORCHESTER RD	53,604	66,638	-19.56
OTRANTO RD	67,451	77,759	-13.26
JOHN'S ISLAND	61,639	72,048	-14.45
POE	7,350	11,039	-33.42
EDISTO	4,448	4,559	-2.43
FOLLY	6,841	8,069	-15.22
ST PAULS	7,358	8,258	-10.90
MCCLELLANVILLE	4,033	4,947	-18.48
Total Downloads	192,435	131,268	46.60
TOTALS	1,082,795	1,139,482	-4.97

USER VISITS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	105,355	131,379	-19.81
BOOKMOBILE	2,958	3,257	-9.18
CRM	49,188	45,684	7.67
DART	26,094	25,442	2.56
JAMES ISLAND	39,631	41,045	-3.44
WEST ASHLEY	37,319	41,368	-9.79
VILLAGE	6,418	6,598	-2.73
MT PLEASANT	90,537	94,356	-4.05
ST ANDREWS	84,494	87,479	-3.41
DORCHESTER RD	47,130	43,705	7.84
OTRANTO	53,554	59,761	-10.39
JOHNS ISLAND	42,050	47,347	-11.19
POE	3,871	5,077	-23.75
EDISTO	1,756	2,029	-13.45
FOLLY	3,418	3,852	-11.27
ST PAULS	3,078	3,530	-12.80
MCCLELLANVILLE	4,170	4,105	1.58
TOTALS	601,021	646,014	-6.96

PC USE

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	22,832	25,397	-10.10
BOOKMOBILE	0	0	0.00
CRM	10,952	11,161	-1.87
DART	7,067	6,614	6.85
JAMES ISLAND	5,086	5,636	-9.76
WEST ASHLEY	4,542	5,643	-19.51
VILLAGE	1,166	1,104	5.62
MT PLEASANT	11,003	11,720	-6.12
ST ANDREWS	17,146	18,871	-9.14
DORCHESTER RD	11,028	11,135	-0.96
OTRANTO RD	14,331	15,199	-5.71
JOHN'S ISLAND	9,206	9,565	-3.75
POE	351	475	-26.11
EDISTO	368	633	-41.86
FOLLY	488	549	-11.11
ST PAULS	1,062	1,375	-22.76
MCCLELLANVILLE	794	886	-10.38
Wifi USE	83,015	80,109	3.63
TOTALS	200,437	206,072	-2.73

OUT-OF-COUNTY
REGISTRATIONS

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	34	27	25.93
BOOKMOBILE	0	0	0.00
CRM	2	4	-100.00
DART	0	0	0.00
JAMES ISLAND	2	1	100.00
WEST ASHLEY	1	2	-100.00
VILLAGE	1	0	100.00
MT PLEASANT	33	20	65.00
ST ANDREWS	7	6	16.67
DORCHESTER RD	22	22	0.00
OTRANTO RD	18	25	-28.00
JOHN'S ISLAND	0	1	-100.00
POE	0	1	-100.00
EDISTO	0	2	-100.00
FOLLY	0	0	0.00
ST PAULS	0	0	0.00
MCCLELLANVILLE	0	0	0.00
TOTALS	120	111	8.11

REFERENCE

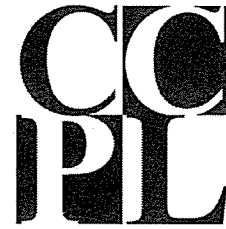
	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	53,468	75,563	-29.24
BOOKMOBILE	389	838	-53.58
CRM	6,948	14,736	-52.85
DART	5,890	4,244	38.78
JAMES ISLAND	8,122	10,365	-21.64
WEST ASHLEY	10,827	11,328	-4.42
VILLAGE	415	414	0.24
MT PLEASANT	25,442	28,897	-11.96
ST ANDREWS	25,745	27,376	-5.96
DORCHESTER RD	10,686	10,010	6.75
OTRANTO RD	12,727	12,737	-0.08
JOHN'S ISLAND	17,541	16,787	4.49
POE	346	515	-32.82
EDISTO	109	101	7.92
FOLLY	1,804	1,825	-1.15
ST PAULS	580	363	59.78
MCCLELLANVILLE	2,407	2,404	0.12
TOTALS	183,446	218,503	-16.04

REGISTRATION

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN	3,815	3,908	-2.38
BOOKMOBILE	196	233	-15.88
CRM	956	1,026	-6.82
DART	476	504	-5.56
JAMES ISLAND	1,937	1,668	16.13
WEST ASHLEY	1,600	1,638	-2.32
VILLAGE	460	396	16.16
MT PLEASANT	5,574	4,997	11.55
ST ANDREWS	2,688	2,855	-5.85
DORCHESTER RD	1,309	1,306	0.23
OTRANTO RD	1,313	1,407	-6.68
JOHN'S ISLAND	1,712	1,565	9.39
POE	269	323	-16.72
EDISTO	58	51	13.73
FOLLY	183	163	12.27
ST PAULS	230	239	-3.77
MCCLELLANVILLE	159	131	21.37
TOTALS	22,935	22,410	2.34

PROGRAMMING

	CURRENT YTD TOTAL	PREVIOUS YTD TOTAL	% change
MAIN			
NO OF PROG	521	498	4.62
ATTENDANCE	16,579	18,714	-11.41
BKMOBILE/OUTREACH			
NO OF PROG	8	23	-65.22
ATTENDANCE	218	1,062	-79.47
CRM			
NO OF PROG	69	62	11.29
ATTENDANCE	2,658	2,028	31.07
DART			
NO OF PROG	302	329	-8.21
ATTENDANCE	6,870	9,636	-28.70
JAMES ISLAND			
NO OF PROG	97	101	-3.96
ATTENDANCE	5,768	4,683	23.17
WEST ASHLEY			
NO OF PROG	82	93	-11.83
ATTENDANCE	2,432	3,153	-22.87
VILLAGE			
NO OF PROG	25	26	-3.85
ATTENDANCE	514	612	-16.01
MT PLEASANT			
NO OF PROG	191	169	13.02
ATTENDANCE	9,081	6,891	31.78
ST ANDREWS			
NO OF PROG	149	237	-37.13
ATTENDANCE	5,496	9,044	-39.23
DORCHESTER RD			
NO OF PROG	162	130	24.62
ATTENDANCE	4,455	3,814	16.81
OTRANTO RD			
NO OF PROG	152	151	0.66
ATTENDANCE	3,085	3,090	-0.16
JOHN'S ISLAND			
NO OF PROG	230	266	-13.53
ATTENDANCE	5,137	7,327	-29.89
POE			
NO OF PROG	118	123	-4.07
ATTENDANCE	2,806	2,979	-5.81
EDISTO			
NO OF PROG	24	25	-4.00
ATTENDANCE	218	174	25.29
FOLLY			
NO OF PROG	55	61	-9.84
ATTENDANCE	1,388	1,711	-18.88
ST PAULS			
NO OF PROG	5	13	-61.54
ATTENDANCE	32	177	-81.92
MCCLELLANVILLE			
NO OF PROG	25	29	-13.79
ATTENDANCE	1,932	592	226.35
TOTALS			
NO OF PROG	2,215	2,336	-5.18
ATTENDANCE	68,669	75,687	-9.27



Charleston County Public Library

SERVICE EFFECTIVENESS MEASURES FY2016

<i>Through September 2015</i>	MAIN	MTP	STA	OTR	DOR	JOHNS	W ASH	JAMES	CRM	DART	EDI	FOLLY	STP	MCC	POE	VILL	SYSTEM
TOTAL CIRC/VISIT	1.17	2.48	1.68	1.26	1.16	1.42	1.31	1.48	0.82	0.72	2.51	2.00	2.19	1.00	1.89	2.05	1.79
CIRC/FTE	2,615	9,896	6,878	3,749	3,299	3,148	5,018	7,668	4,314	2,664	2,511	3,939	7,755	1,898	2,750	3,572	5,613
COST/CIRC	6.89	1.24	1.74	3.29	3.65	4.18	2.11	1.70	2.91	4.68	4.24	2.27	2.68	5.67	3.52	3.16	2.42
FTE COST/CIRC	4.44	1.07	1.48	2.86	3.08	3.53	1.85	1.38	2.30	3.82	3.21	2.09	2.33	5.07	2.80	2.94	1.90
FTES	36.750	17.750	16.125	14.000	12.625	15.000	7.875	5.875	6.875	5.375	1.375	1.375	0.75	1.625	2.625	2.875	148.875
FY15 PERSONNEL BUDGET	426,970	188,533	164,469	150,273	128,441	166,845	72,919	62,356	68,156	54,686	11,077	11,343	13,575	15,643	20,211	30,181	1,585,678
FY15 BRANCH BUDGET	661,846	218,437	192,490	172,435	152,023	197,232	83,554	76,672	86,305	66,973	14,637	12,316	15,613	17,503	25,402	32,468	2,025,906

YEAR-END FISCAL DATA

	FY2016	FY2015	%
Interlibrary Loans		3,219	
Reference Questions		559,931	
Summer Reading Participants		14339	
User Visits		1,754,008	
County Population (est. 2013)		372,803	
Total Circulation		3,118,474	
Circulation per Capita		8.36	