



**Charleston County Public Library Board of Trustees Agenda**  
 8:00 a.m., February 28, 2017 | Auditorium, Main Library, Charleston

	<u>Informational</u>	<u>Action</u>
<b>1. Welcome and Freedom of Information, 2 minutes</b>		<b>x</b>
<b>2. Public Comment, 2 minutes</b>		<b>x</b>
<b>3. Board Comment, 5 minutes</b>	<b>x</b>	
<b>4. Additions or Corrections to the Agenda, 2 minutes</b>	<b>x</b>	
<b>5. Approval of Minutes (1/24/17), 2 minutes</b>		<b>x</b>
<b>6. Friends of the Library Update: Brittany Mathis, 8 minutes</b>	<b>x</b>	
<b>7. Social Media Policy: Nicolle Davies, 5 minutes</b>		<b>x</b>
<b>8. Capital Plan Update, 20 minutes</b>	<b>x</b>	
a. Presentation of James Island Site Plan: <i>Cummings and McCrady</i>		
b. Questions about the Support Services Building		
<b>9. Library Presentation, 20 minutes</b>	<b>x</b>	
a. Children's Area: <i>Pam Cadden and Devon Andrews</i>		
<b>10. Library Reports, 5 minutes</b>	<b>x</b>	
a. Executive Director Report: <i>Nicolle Davies</i>		
b. Financials: <i>Perry Litchfield</i>		
<b>11. Committee Reports, 10 minutes</b>	<b>x</b>	
a. Finance: <i>Susan Strunk</i>		
b. Foundation: <i>Steven Clem</i>		
c. Nominations: <i>Peggy Reider</i>		
d. Future: <i>Maya Hollinshead/Brian Norris</i>		
e. Building Projects: <i>Ed Fava/Pete McKellar</i>		
<b>12. Adjournment, no later than 9:30am</b>		<b>x</b>

**Board service**

Term ends Dec. 2017: Hollinshead, Norris, Reider, Strunk

Term ends Dec. 2018: Clem, Fava, McKellar

Term ends Dec. 2020: Brack, Strother, Crosby, Nesbitt



**Board of Trustees Meeting Minutes**  
*January 24, 2017*

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, January 24, 2017 at 5:15pm in the auditorium of the Dorchester Road Regional Library located at 6325 Dorchester Road, Charleston, SC.

Board members present were Mr. Brack, Mr. Fava, Ms. Crosby, Mr. Norris, Mr. Strother, Mr. Clem, Ms. Reider, Ms. Hollinshead, Ms. Strunk and Ms. Nesbitt. Mr. McKellar was absent. Staff members present were Nicolle Davies, Cynthia Bledsoe, Perry Litchfield, Toni Pattison, and Heather Kiessling. Also present were Charleston County Councilman Herbert Sass; Brittany Mathis, representing the Friends of the Library; and Janette Alexander, Bryan Whitley and Walt Smalls 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**

There was no public comment.

**Board Comment**

Mr. Brack welcomed Ms. Crosby and Ms. Nesbitt to the board. Mr. Brack also said that the board will have a retreat on Saturday, Jan. 28 at Drayton Hall that is open to the public. Mr. Brack thanked Gerald Moore of the Dorchester Road branch for allowing the board to meet at the branch.

Ms. Reider mentioned the article about the Mt. Pleasant branch in the Moultrie News. She also explained how to access Drayton Hall on Saturday for the retreat.

Mr. Strother said that he is glad to have been reappointed back to the board.

Mr. Norris thanked Frances Richardson for helping to arrange a display case on the Peace Corps in Bolivia. He explained the contents of the display.

## **Deletions and Additions to the Agenda**

Ms. Davies asked to add a Dart Gift to the agenda as item 9b.

## **Review of Minutes**

The minutes were approved as written. Ms. Strunk abstained as she was absent at the previous meeting.

## **Friends of the Library Update**

Ms. Mathis said that the Friends had their first board meeting and that they have their first strategic plan being worked on, including action items to increase funds for the library. She mentioned the four new board members and went over the dates for the 2017 book sales. She encouraged the board to attend the book sales and invited them to visit the website to see book sale information and volunteer opportunities.

## **Capital Plan Update**

Ms. Pattison explained that in November 2016 the library went through the negotiation phase for the opening day collection and that the negotiations were successful. Two notices of award were passed to Baker and Taylor for the books, and Midwest Tapes for multimedia. She also said that the RFID/AMH consultants visited the library over December 14-15, 2016 for an onsite workshop. She explained what occurred during the two days. She said that the consultant is preparing a Scope of Work for the RFP. She said the RFP will be split into two pieces to encourage competition.

Ms. Pattison also discussed the project signage that was established at the Mt. Pleasant, James Island and Support Services sites. The St. Paul's sign is pending owner approval and the West Ashley and Cooper River sites will be installed as the projects progress. Ms. Pattison then talked about the location updates for West Ashley and Cooper River. She also explained that the St. Paul's and James Island projects are progressing together and a design review meeting was held at the main library on Jan. 11, 2017. She explained the next steps for the library in response for the proposed Schematic Design packages. She anticipates architectural presentations at the February board meeting. Both projects remain on schedule to break ground in summer of this year.

Ms. Pattison showed some images of the site plans, floor plans, and front and rear prospective for St. Paul's branch and explained some details of those plans. Mr. Fava asked about the elevation of the building; Ms. Pattison explained that the elevation was to raise the building without bringing in filler as well as to give the building more stature.

Mr. Clem asked about the exterior book drop; Ms. Pattison explained the location for it and said that the book drop will be a walk-up drop. She also said that a walk-up book drop is planned for all new branches, due to the cost of running the AMH to a drive-through book drop and the logistics of the drive through system.

Mr. Strother said that he thought the teen area for the site seemed a little small. Ms. Davies said that the buildings are being built to have flex space and that it will not be

problematic to alter the spaces to accommodate demographic changes.

Ms. Pattison then went over the images for the James Island site, including the site plan, floor plan, and interior proposed images. She explained how the library is connected to the nearby cemetery and how the library is working to incorporate information about the cemetery into the design. Mr. Brack asked about access from the nearby school to the new library. Ms. Pattison said that they are still working on the placement of a sidewalk.

Mr. Clem expressed his concern about the size of the teen space. Mr. Brack said that he is concerned with the lack of space for future expansion.

Ms. Pattison explained how the libraries are being built to be flexible and change if needed in the future. She went over the details for the upcoming community meeting at which the architects will present the design for the new Mt. Pleasant branch. She also said that the county is finalizing the design RFQ for the support services building and that the furniture kick-off meeting was held on Jan. 11 at the main library. She said that the overview was submitted to the county for preliminary pricing.

Mr. Fava asked that Ms. Pattison have a site plan for the support services building at the next board meeting. Mr. Norris said that he would really like to see a drive-through book drop, even if it is not connected to the AMH system.

The architects from LS3P then gave a presentation on the new Mt. Pleasant branch. The group explained about the location of the branch and about their process of defining which elements the design team thought beneficial or important. They also spoke on the materials used in the historic Mt. Pleasant area, including the bricks that were once produced in the area.

The architects displayed the site analysis for Carolina Park and explained the decision of the location of the building. They also discussed the elevation of the building, the floor plan, roof plan and the site plan for the project. Mr. Norris asked about outdoor access from the children's area. He said that he would prefer that the outdoor area for children be controlled so that parents are able to watch their children from inside. The architects also displayed the preliminary interior perspectives for the site and the exterior elevations.

Mr. Brack asked for clarification of the planned oculus. The architects said that the oculus brings a lot of natural light into the space and created a good environment for the children that connects the indoor and outdoor spaces. They said that the material of the oculus will probably be stucco to allow it to blend better with the rest of the building. Mr. Norris asked about the maintenance of the oculus; the architects said that the oculus is built with average materials that any firm should be able to handle. They also discussed the renewable and energy efficiency of the building, as well as the proposed entrance view.

Mr. Clem reiterated Mr. Norris' concern about needing a dedicated children's exterior space. He also asked about the incorporation of art into the building. The architects said that the entrance area will function as a gallery, as well as the hallway to the children's area.

### **Collection Development**

Laura Jamison of the LCATS department talked about their responsibilities in terms of

purchasing books, media, and online resources. She said that their goal is to increase circulation in both paper book and e-book formats. Ms. Jamison went over the types of materials they purchase as well as the vendors purchased from. She explained that there are four (soon to be five) selectors that are responsible for certain areas; the selectors buy for the entire system, not just certain branches. LCATS is also responsible for monitoring holds to see if additional materials need to be ordered.

Ms. Jamison explained the two major e-book vendors and the differences between them; she also went over the budget for the downloadable and streaming material. Ms. Jamison then spoke on the opening day collection and mentioned that they are planning to have waves of new material so that as the libraries are used, the shelves will always be full. She also said that the materials in the new Mt. Pleasant branch will all be new, rather than older books transferred from existing libraries.

Mr. Clem asked if Ms. Jamison has experienced a price increase with streaming downloadable material, and if the budget is prepared to handle a potential increase. Mr. Norris mentioned the possibility of consulting with College of Charleston faculty to gain their opinion on travel/region specific books. Ms. Davies said that there would have to be enough interest from the public to justify investing in those books.

Ms. Hollinshead asked about the possibility of an online submission for material purchases. Ms. Jamison said that it is being worked on.

#### **Library Report: 2017-2018 Proposed Budget**

Ms. Davies said that the library must submit a preliminary budget request to the county by Jan. 25 and it must be approved by the board before it is sent. Ms. Davies explained some of the budget changes, including the decrease of fines, parking fees, and the increase of utility costs. She also mentioned that the website will be worked on this year but will not be completed until next year. Ms. Davies also included some items in the budget that have not had dedicated funds before, such as staff development and programming. The library has been relying on Friends money for those items and Ms. Davies believes that they should be included in the overall budget. She also mentioned the library does have a fund balance and she plans to ask for additional funds from the county.

Ms. Strunk said that the staff has done a good job on assessing the needs of the library. She also said that it is important for the board to support the library's request for additional funds from the library. Mr. Brack said that the finance committee has been meeting with staff and that the staff needs provisional approval of the budget request. Mr. Brack asked that the proposed budget be sent out to board members a few days before the motion is needed in the future. Mr. Fava said that he believes that some members of the board can meet with the county administrator to discuss budget.

Mr. Fava moved to submit the budget and move forward with the additional \$350,000 that the library has requested for the budget. Mr. Clem seconded and the motion passed unanimously.

Ms. Davies said that the library has been awarded a \$5,000 gift for the Dart library to be used for children's and youth programs. Ms. Abbey Adams of the Dart branch explained some of

the background of the family that has provided the gift. Ms. Davies said that under the Gift, Solicitations and Donations Policy, the board needs to approve all donations over \$2,500. Mr. Clem motioned to accept the gift. Mr. Fava seconded. The motion passed unanimously.

### **Committee Reports**

- a. Finance  
Ms. Strunk said that the committee met with Ms. Davies and Mr. Litchfield in January and looked at the external audit. She said that the financial statements are now posted on the library's website. She also said that the finance committee plans to meet with the auditors prior to the next audit draft being sent to the county. She also mentioned the non-resident library card fee and that library staff feel that the board's most important role in financial matters is to interface with the county.
- b. Foundation  
Mr. Clem said that Mr. George Stephens has been volunteering his time for the foundation committee. He said that the committee will meet tomorrow evening to discuss further.
- c. Nominations  
There was no report.
- d. Future  
There was no report.
- e. Building  
There was no report.

### **Adjournment**

Mr. Brack reminded everyone that the next meeting will be on Feb. 28 at 8:00am at the Main library. The meeting was adjourned at 7:06pm.

Respectfully submitted,

Maya Hollinshead, Secretary



# Social Media Policy

DRAFT

---

Approved by:  
Nicolle Davies  
Executive Director



## **Charleston County Public Library: Social Media Policy**

### **Official Charleston County Public Library Users**

Charleston County Public Library encourages the use of social media as a way to communicate with patrons before, during and after their visit to a physical branch or the library website. We use these tools as opportunities to promote our services, improve brand awareness and promote our community relations. Staff members who post content to social media on behalf of the Charleston County Public Library must follow the library's social media guidelines.

#### **Defining Social Media:**

A website or other online application that enables users to communicate with each other by posting information, comments, messages, images or videos.

#### **Objectives:**

- 1) Increase patron awareness.
- 2) Improve patron experience by answering inquiries in a timely manner.
- 3) Increase brand awareness by consistently posting and sharing information and media to our platforms. Show the public what we are doing and feature our events and services.
- 4) Gauge patron experience by monitoring posts and routinely reporting positive and negative feedback.





## **Guidelines for Charleston County Public Library Social Media Representatives:**

### **Who Can Post**

The PR Department must review and approve which staff members will post on social media accounts on behalf of the library. Authorized staff must read, sign and adhere to the social media policy as well as participate in a social media training session, hosted by the PR Department.

### **Post Professionally**

While we encourage conversations with social media users, those conversations must be conducted in a professional manner. When posting, be aware that you are represent the library. Do not use inappropriate language or negative tones. Do not post comments that reflect personal opinions.

### **Consistency**

The user should post content on a consistent basis to maintain credibility. For Facebook, this includes at least one post a day. For Twitter, this includes at least once a day but no more than six a day.

### **Rich Media**

Photos, graphics and/or videos should be associated to nearly all posts. Select media should feature correct standards for resolution and size (see image guidelines).

### **Treat Content as Permanent**

Even if you delete a comment or post, it lives forever on the internet. Every comment and post should be made knowing it is permanent.

### **Responding to Negativity**

Social media users should respond to negative feedback in a professional and courteous manner. Treat users on social media as you would in person. In the event of an unwarranted attack, take the conversation offline and ask the user to email you to further discuss an issue. Do not engage in a back-and-forth dialogue on a public post. If an individual or group continues to lash out after already being addressed, halt engagement with that user or users. Further response may fuel additional negative comments.



In most cases, you should avoid deleting negative comments. Special circumstances may warrant a post deletion and should be considered on a case by case basis. If you are uncertain of a proper response, seek the advice of the PR Department.

**Pay Special Attention to Links and Shared Content**

Before posting a link of another user’s content, be sure you have read the content and that it is appropriate/accurate and properly reflects the library’s image and brand. Also, pay close attention to its relevance.

**Know your Copyright Laws**

Do not post content or images/video owned by someone else without their permission.

**Exercise Caution when posting photos/videos of minors**

A disclaimer is placed in the CCPL Calendar of Events that “photos or videos taken at CCPL events may be used for promotion/publicity. Anyone not wanting their photo taken should notify library staff at the event.

**Active Platforms**

Currently, the Public Relations Department manages pages on the following platforms: Facebook and Twitter.

Active social media pages must be updated regularly with new and original content.

-----  
I \_\_\_\_\_, have read and agree to adhere to the Charleston County Public Library Social Media Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CCPL Capital Improvement Plan

## Project Update

# Opening Day Collection (ODC)

*January 2017*

- County working on contract preparation

*February 2017*

- Baker & Taylor (print materials) kick-off meeting scheduled for March 14 + 15
- Midwest Tape (multimedia) kick-off meeting in scheduling process

# RFID/AMH

*January 2017*

- Consultant preparing Scope of Work for RFP

*February 2017*

- 2 RFPs (Sorters>Returns and Check-outs) to increase competition
- 1<sup>st</sup> RFP Scope of Work reviewed by County/CCPL for necessary components (equipment, warranties, maintenance, etc.)
- Follow-up adjustments in process by Consultant/County/CCPL

# Furniture

## *January 2017*

- Kick-off Meeting, January 11
- Submitted overview to County/Kahn for preliminary pricing, January 23

## *February 2017*

- One furniture design team for all branches to maintain consistency and accuracy
  - Will work together with each branch location design team
  - Mt. Pleasant in progress

# General

## *February 2017*

- IT kick-off/coordination Meeting Feb. 3
- Wayfinding (building signage) kick-off/coordination meeting Feb. 6

# Location Updates

## *West Ashley*

- Notice to Proceed issued by County to MB Kahn on Feb. 9, 2017 authorizing design work to begin
- Kick-off meeting scheduled for March 9, 2017

## *Cooper River*

- Asbestos abatement complete at former Sheriff's Complex buildings
- Actual building demolition in progress

# Location Updates

## *St. Paul's*

- Several items included in Schematic Design were not part of original cost estimates
  - MB Kahn is reviewing designs for potential cost savings
  - Integrity of design should be preserved
- Project should not be delayed in overall schedule
- Anticipate architectural presentation at March Board Meeting, followed by community meeting in April

## *James Island*

- Schematic Design required some modifications to meet budget
  - MB Kahn prepared a list of potential cost savings for review by County/CCPL
  - Options reviewed, selected, and incorporated into February Board Meeting architectural presentation
- Community meeting scheduled for Monday, March 6 at 7pm at James Island Elementary Cafeteria

# Location Updates

## *Mt. Pleasant*

- Community Meeting held January 30<sup>th</sup>
  - Architectural presentation followed by questions and answers
  - Handful of community members in attendance
- Design team working on Design Development (DD) phase
  - Design progress meetings at LS3P office February 10 and 21, 2017
  - More detailed reviews of materials, finishes etc.
  - Project remains on schedule to break ground Summer 2017 and complete before the end of 2018
- Next steps include:
  - Finalizing DD phase followed by detailed review by County/CCPL
  - Pricing by MB Kahn at conclusion of DD phase

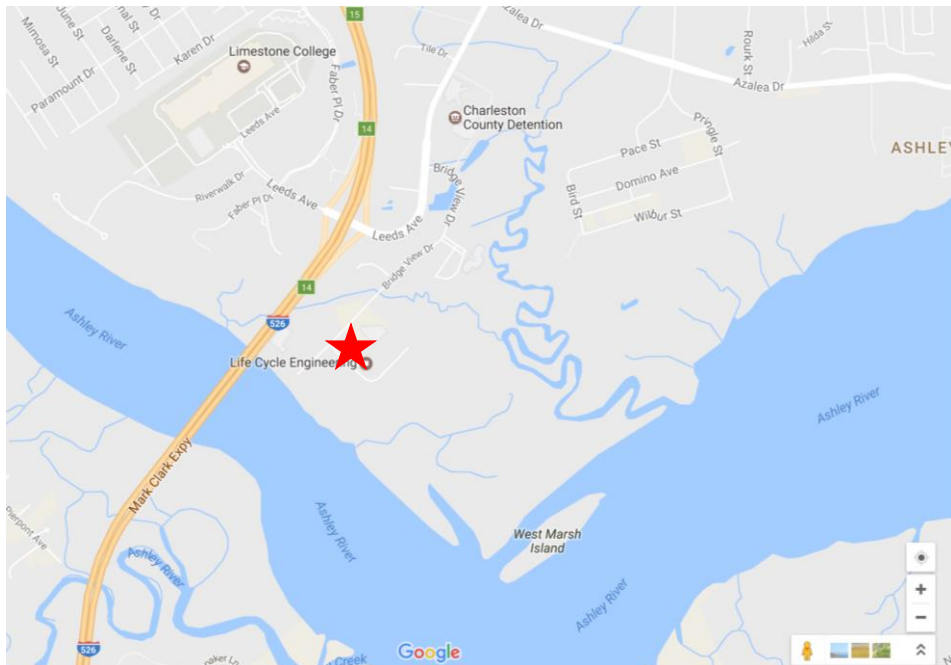


# Location Updates

## Support Services – 4355 Bridge View Drive

- Request at January Board Meeting for additional images of Support Services location/building
- County finalizing design RFQ, anticipated release by end of February

★ Building Location



# Location Updates

## *Support Services – Existing Building Exterior*



Front of building  
facing Bridge  
View Drive



↑  
View



←  
View Side of building facing  
Corporate Road



Rear of building at  
Corporate Rd exit

↙  
View



# Location Updates

## *Support Services – Existing Building Interior*

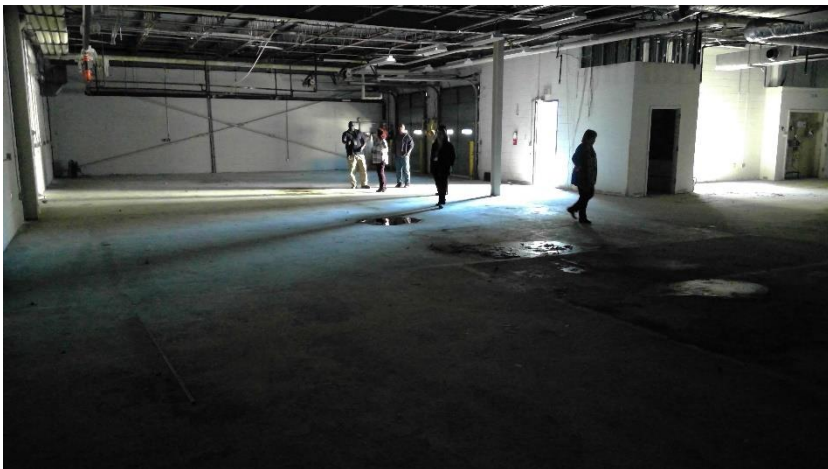
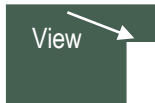
Standing inside  
Entry looking  
towards Rear-Left



Standing at  
Rear-Left  
looking towards  
Front-Left



Standing at Rear-  
Center looking  
towards Loading  
Docks



Just inside Entry  
looking out



# DIRECTORS' REPORT

FEBRUARY 23, 2017

From: Nicolle Davies, Executive Director

## **Cynthia Bledsoe**

It is with mixed emotions that I share that Cynthia Bledsoe has announced her retirement from CCPL. While I have had the pleasure of working with Cynthia for just five months, I quickly realized her knowledge of CCPL and her thoughtfulness and commitment to the success of the organization. I am going to miss her sense of humor and kindness. Cynthia's last day will be March 30.

## **Deputy Director Position**

With the recent retirement announcement of Cynthia Bledsoe, I have decided to promote Darlene Jackson into the Deputy role that Cynthia will be vacating. I have chosen Jim McQueen to serve as the other Deputy Director. Jim has a strong background in public libraries, serving in several leadership roles at CCPL, as well as leading the Ashe County Public Library as their County Librarian for seven years. During his time in North Carolina, Jim also led the system through a major remodel. Jim also has vast experience with strategic planning, budgeting and community outreach. I am confident Jim's previous experience, coupled with his enthusiasm and positive outlook will benefit CCPL. I am thrilled to have Jim join the senior leadership team.

Both Darlene and Jim will begin transitioning into these roles in the coming weeks, in order to ensure a smooth transition while we can still work closely with Cynthia, before her retirement on March 30, 2017. We will be posting the job openings soon for the Main Library Manager, as well as the John's Island Manager position.

## **Welcome Natalie**

I would like to welcome Natalie Caula Hauff as the new Public Relations Manager. Natalie is an award-winning journalist and has worked for both the Post and Courier Newspaper and WCIV-TV. Most recently, Natalie served as the Media Relations Coordinator for the Charleston County Government.

## **Researching other library systems**

My senior leadership team is looking into other library systems locally that have established maker spaces and digital media labs. We are using this to learn more about what items they have purchased and which items are being used most by the patrons. We are also exploring the liability issues surrounding some of the items we could offer our patrons (thinking saws, cbc

routers, sewing machines, etc.). Our new 40,000 square foot library has spaces slated to include a maker space and a digital media lab. Depending on the success of those spaces, we may want to consider these options for the remodels or other new spaces.

### **Staff Development Day**

Our 2017 Staff Development Day is now scheduled for October 6 (previously September 29). We will meet offsite for a day of training on staffing changes coming from the opportunities that RFID, self-check and automated material handling will provide. We will also spend time recognizing staff, and teaching all staff about the importance of intellectual freedom and patron privacy in the public library setting. It is going to be a wonderful day!

### **From: Darlene Jackson, Deputy Director**

Andria's interview on the Y'all means All display,  
The Christian Science Monitor

A reporter with the Christian Science Monitor heard about the Y'ALL means ALL display in the Teen Lounge and requested an interview. Andria Amaral was asked to do the interview for CCPL. As indicated in the article, Andria used this interview as an opportunity to communicate what CCPL and other libraries are about, such as "creating an inclusive environment for young adults" and "reaching out to vulnerable youth, showcasing resources that celebrate diversity." The article appeared in The Christian Science Monitor on February 15, by Reporter Amanda Hoover.

Here is the article:

<http://www.csmonitor.com/The-Culture/2017/0215/The-fight-against-fake-news-is-putting-librarians-on-the-front-line-and-they-say-they-re-ready>



[The fight against fake news is putting librarians on the ...](http://www.csmonitor.com/The-Culture/2017/0215/The-fight-against-fake-news-is-putting-librarians-on-the-front-line-and-they-say-they-re-ready)

[www.csmonitor.com](http://www.csmonitor.com)

As fake news and complex immigration orders have inundated the public sphere, libraries are opening their doors and fact-checking skills to people of all backgrounds ...

## Sensitivity Training with Warren Redman-Gress

Warren Redman-Gress, Executive Director of the Alliance for Full Acceptance (AFFA), offered the library seven sessions of his workshop, "**Beyond the Stereotypes: Understanding the LGBT Community.**" AFFA is a social justice organization seeking equality and acceptance for lesbian, gay, bisexual, and transgender people.

We have been working with Warren Redman-Gress since April 2016 to bring sensitivity training to the entire staff so that we would be better equipped to handle sensitive encounters, such as transgender bathroom usage, resulting from the controversial North Carolina Transgender Bathroom Law. The training was provided to the Department Heads Managers in August 2016. In February, training was offered to the entire staff at Main, Mt. Pleasant, John's Island and Dorchester. The comments from staff have been positive. Warren's training will kick off a series of sensitivity training on other groups in our community.

## Black History Month programs

The library celebrated Black History month with a dozen programs for children, teens, adults and families from February 3-25, at Main, Cooper River Memorial, John L. Dart, Dorchester Rd and John's Island.

# CHARLESTON COUNTY PUBLIC LIBRARY

FINANCIAL HIGHLIGHTS FOR THE QUARTER ENDED DECEMBER 31, 2016

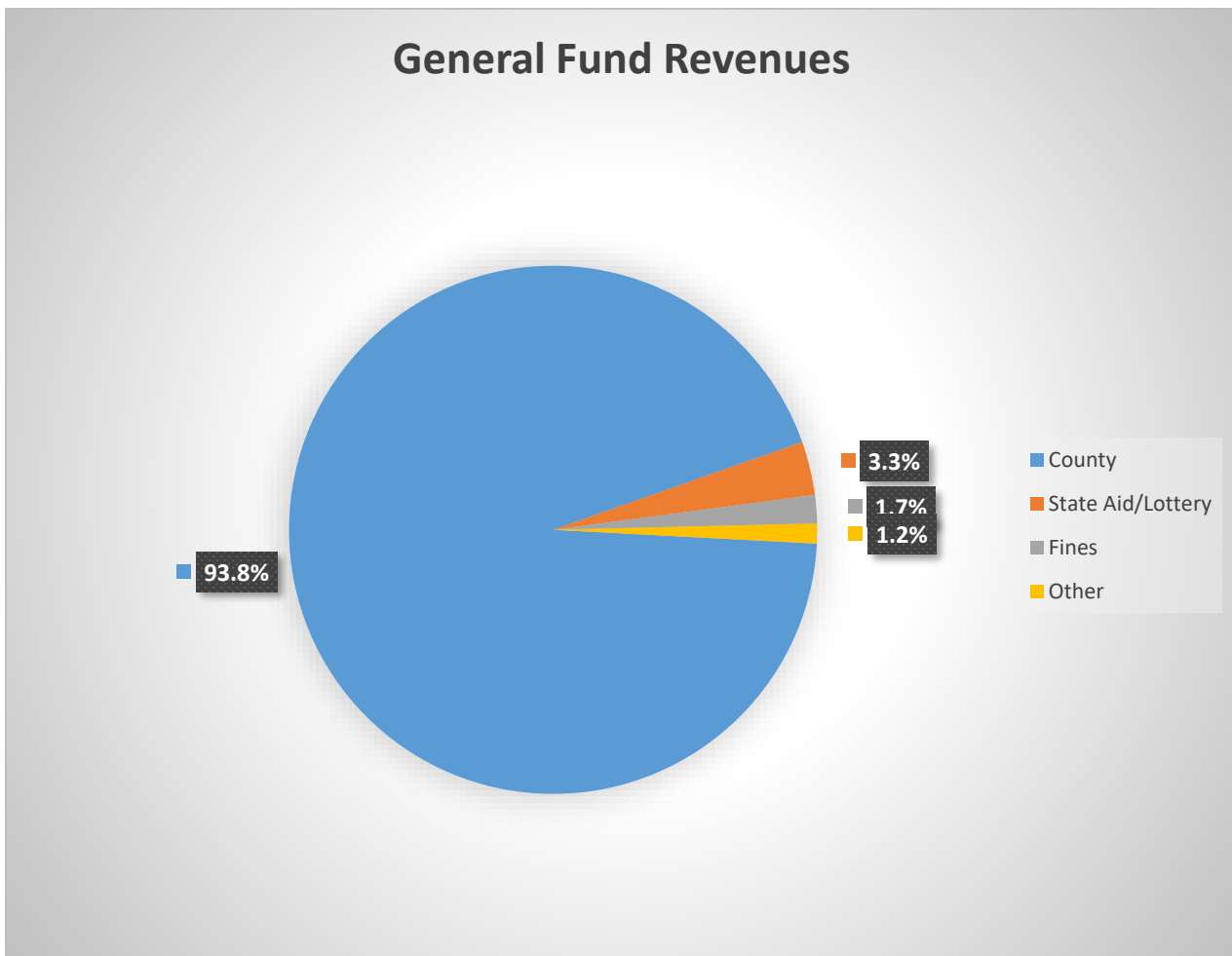
## GENERAL FUND

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 \$98,215.33 for the six months ended December 31, 2016. The same period in the prior fiscal year fund balance increased by \$394,857.06.

Fund balance represents the available to finance future operations. The total general fund balance at December 31, 2016 was \$2,153,608.24. One month of fiscal year 2017 budgeted expenditures is \$1,411,935.

## GENERAL FUND REVENUES

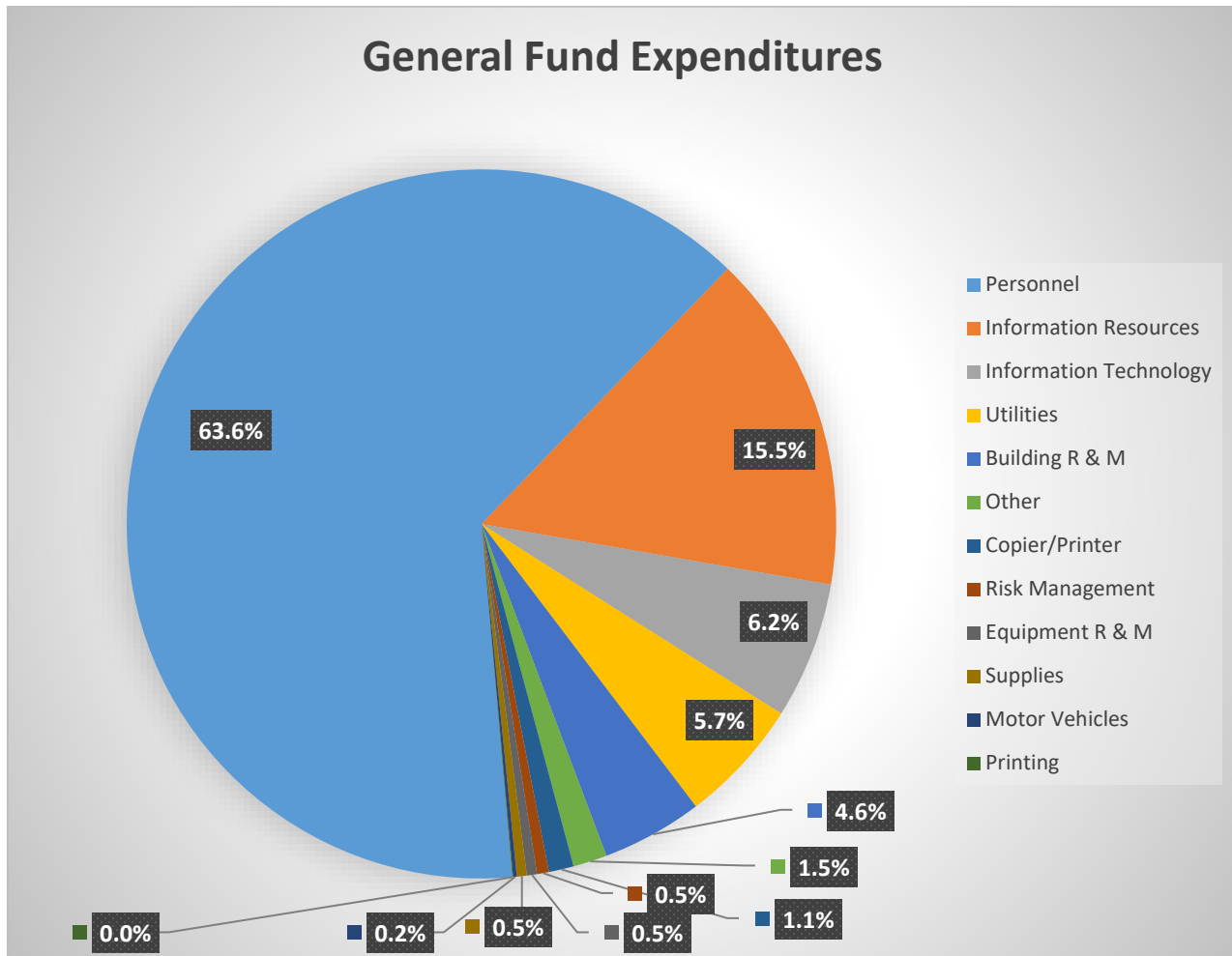
The primary funding of Library operations is through County appropriations. Additional funding comes from State Aid, fines, and other sources such as copier/printer charges, parking fees, etc. General fund revenues for the six months ended December 31, 2016 are shown in the chart below:



State Aid is \$1.50 per capita for FY17. The Library received a quarterly Lottery distribution of \$9,185 for FY17. Fine revenues were 12.5 percent less than the prior year while copier/printer fees were up 2.8 percent. The Library received \$36,663 in E-Rate reimbursement funds for FY16 expenditures. The payment was received too late to include in the FY16 financial statements.

## GENERAL FUND EXPENDITURES

The General Fund accounts for the normal operations of the Library. Expenditures for the six months ended December 31, 2016 were 1.7 percent under budget while 6.0 percent greater than the prior year. The chart below shows the relative size of each major expenditure category to the total:



Following are comments on specific categories:

---

### PERSONNEL COSTS

Personnel costs include salaries, wages, and associated employer costs. Actual expenditures were 6.5 percent under the period's budget while 2.1 percent greater than last fiscal year. Rising retirement, health insurance rates, and parking for Main Library employees offset decreases in workers' compensation insurance and the provision for other post-employment benefits (OPEB). Beginning with FY17, Library employees are eligible to participate in the County's Wellness Program.

---

### 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 1.5 percent under the period's budget while 13.6 percent greater than the prior year. The Library remains on track to spend most of its information resource budget by the end of the fiscal 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 22.1 percent over the period's budget while 16.7 percent greater than the prior year. Costs were over budget due to payment of annual maintenance contracts.

---

## COPIERS AND PRINTERS

Lease costs and related supplies are included in the copiers and printers category. Expenditures were 0.3 percent under the period's budget and 2.1 percent greater than the prior year. Expenditures were greater primarily due to the timing of paper purchases.

---

## SUPPLIES

Supplies include various operating supplies such as office, data processing, and minor equipment. Expenditures were 33.8 percent under the period's budget while 7.1 percent less than the prior year. The budget difference is due to timing of purchases. Additional spending is expected in the second half of the fiscal year.

---

## PRINTING

Printing includes the costs of items printed externally for programs and internal use forms. Expenditures were 76.4 percent under the period's budget while 68.6 percent less than the prior year. Increased internal use and programming printing is expected later in the fiscal year.

---

## EQUIPMENT REPAIRS AND MAINTENANCE

Equipment repairs and maintenance include annual contracts and repairs on various Library equipment. Expenditures were 37.5 percent over the quarterly budget while 14.3 percent greater than the prior year. Costs are ahead of budget due to payment of annual contracts.

---

## 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 7.8 percent over the period's budget and 22.4 percent greater than the prior year. Additional building maintenance expenses charged by the County as well as unexpected repairs at several locations contributed to the increase over the prior year.

---

## UTILITIES

Utilities include electricity and gas, water and sewer, solid waste disposal fees, and telephone related costs. Expenditures were 4.6 percent under the period's budget while 4.7 percent more than the prior fiscal year.

---

## RISK MANAGEMENT/INSURANCES

Risk management includes property insurance, tort liability, business interruption, bookmobile, and other vehicle coverage. The County Risk Management Department provides budgeted amounts and these are withheld from the County Appropriation in equal monthly installments. Property insurance is less than the prior year.

---

## MOTOR VEHICLES

Motor vehicles include repairs, maintenance, and fuel for Library vehicles and employee mileage reimbursements when appropriate. Expenditures were 47.0 percent under the period's budget and 38.1 percent less than the prior year. Repairs and fuel costs have been less than projected by County Fleet Operations.

---

## 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, and the material recovery service. Overall expenditures were 0.9 percent under the period's budget while 13.9 percent greater than the prior year due to personnel advertising, training, and marketing costs.

---

## MISCELLANEOUS EXPENDITURES

Miscellaneous expenditures include \$45,999.14 for executive director search and relocation costs and \$629.07 related to board meetings.

## 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 of \$18,137.00 for the six months ended December 31, 2016. The completion of the State Library grant to acquire equipment for the Radio Station of \$12,636 was the most significant during the period.

## 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 \$18,186.89 for the six months ended December 31, 2016 with expenditures of \$12,572.64. Donations include \$6,378.09 for the Cynthia Graham Hurd Fund and \$7,400.00 from the College of Charleston Foundation for books given away in connection with a program. Through the December 2016, the Cynthia Graham Hurd Fund has received \$53,519.64 with expenditures of \$8,434.00 leaving a balance of \$45,085.64. Total unspent donated funds on hand at December 31, 2016 were \$113,633.

## 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 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 six months ended December 31, 2016, program and staff development expenses totaled \$42,208.26 and FOL operating expenses totaled \$2,920.43. 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 \$100,005.04 for programs and staff development funded by the FOL. At December 31, 2016, the FOL owed the Library \$36,098.80.

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

**General Fund - Recap**

Fiscal Quarter Ended December 31, 2016

	<b>Actual Year Ended 6/30/2016</b>	<b>Actual 6 Months Ended 12/31/2015</b>	<b>Actual 6 Months Ended 12/31/2016</b>	<b>Actual Increase (Decrease) FY17 - FY16</b>	<b>Percent Increase (Decrease) FY17 - FY16</b>	<b>Budget Year Ended 6/30/2017</b>	<b>Budget Remaining 6/30/2017</b>	<b>Percent Budget Remaining 6/30/2017</b>
<b>REVENUES</b>								
County Appropriation	\$ 15,072,773.76	\$ 7,536,386.88	\$ 7,747,969.02	\$ 211,582.14	2.81%	\$ 15,495,938.00	\$ 7,747,968.98	50.00%
Supplemental Appropriation Summer Youth	18,450.13	18,450.13	22,111.58	3,661.45	19.85%	-	(22,111.58)	--
<i>Total County Appropriations</i>	<u>15,091,223.89</u>	<u>7,554,837.01</u>	<u>7,770,080.60</u>	<u>215,243.59</u>	<u>2.85%</u>	<u>15,495,938.00</u>	<u>7,725,857.40</u>	<u>49.86%</u>
Copier Income	107,799.62	50,784.66	52,204.81	1,420.15	2.80%	102,000.00	49,795.19	48.82%
Fine Income	330,876.86	163,921.29	143,479.29	(20,442.00)	-12.47%	325,500.00	182,020.71	55.92%
Other Income	424.72	190.13	361.98	171.85	90.39%	-	(361.98)	--
Insurance Proceeds	35,405.89	-	-	-	--	-	-	--
Parking Garage Receipts	22,148.03	9,501.52	11,406.21	1,904.69	20.05%	20,000.00	8,593.79	42.97%
E Rate Reimbursement	39,233.30	-	36,663.34	36,663.34	--	60,000.00	23,336.66	38.89%
Lottery Revenues	121,209.62	121,209.62	9,184.56	(112,025.06)	-92.42%	-	(9,184.56)	--
State Aid Receipts	437,761.24	218,880.62	262,656.76	43,776.14	20.00%	525,313.00	262,656.24	50.00%
<b>TOTAL REVENUE</b>	<u>16,186,083.17</u>	<u>8,119,324.85</u>	<u>8,286,037.55</u>	<u>166,712.70</u>	<u>2.05%</u>	<u>16,528,751.00</u>	<u>8,242,713.45</u>	<u>49.87%</u>
<b>EXPENDITURES</b>								
Personnel Costs	10,534,379.10	5,100,152.83	5,207,769.03	107,616.20	2.11%	11,138,790.00	5,931,020.97	53.25%
Information Resources	2,286,052.06	1,118,940.91	1,271,103.56	152,162.65	13.60%	2,581,850.00	1,310,746.44	50.77%
Information Technology	622,722.75	437,786.62	510,789.93	73,003.31	16.68%	836,400.00	325,610.07	38.93%
Copiers and Printers	186,743.13	91,038.69	92,979.97	1,941.28	2.13%	186,450.00	93,470.03	50.13%
Supplies	101,625.96	40,061.66	37,238.84	(2,822.82)	-7.05%	112,450.00	75,211.16	66.88%
Printing	15,524.48	9,006.82	2,831.76	(6,175.06)	-68.56%	24,000.00	21,168.24	88.20%
Equipment Repairs and Maintenance	51,426.08	33,010.86	37,745.92	4,735.06	14.34%	54,904.00	17,158.08	31.25%
Building Repairs and Maintenance	629,265.81	307,861.38	376,831.90	68,970.52	22.40%	699,006.00	322,174.10	46.09%
Utilities	949,459.35	444,914.04	465,815.43	20,901.39	4.70%	976,354.00	510,538.57	52.29%
Other Expenditures	123,423.62	70,254.83	80,015.11	9,760.28	13.89%	161,428.00	81,412.89	50.43%
Motor Vehicles	36,667.66	22,295.15	13,777.08	(8,518.07)	-38.21%	52,000.00	38,222.92	73.51%
Risk Management (Insurance)	98,208.00	49,104.00	44,295.48	(4,808.52)	-9.79%	88,591.00	44,295.52	50.00%
Miscellaneous Expenditures	4,413.86	40.00	46,628.21	46,588.21	116470.53%	31,000.00	(15,628.21)	-50.41%
<b>TOTAL EXPENDITURES</b>	<u>15,639,911.86</u>	<u>7,724,467.79</u>	<u>8,187,822.22</u>	<u>463,354.43</u>	<u>6.00%</u>	<u>16,943,223.00</u>	<u>8,755,400.78</u>	<u>51.67%</u>
<b>FUND BALANCE INCREASED (DECREASED)</b>	<u>\$ 546,171.31</u>	<u>\$ 394,857.06</u>	<u>\$ 98,215.33</u>	<u>\$ (296,641.73)</u>	<u>-75.13%</u>	<u>\$ (414,472.00)</u>	<u>\$ (512,687.33)</u>	<u>123.70%</u>

**CHARLESTON COUNTY PUBLIC LIBRARY**  
**REVENUE & EXPENDITURE STATEMENT**  
**General Fund - Detail**  
**Fiscal Quarter Ended December 31, 2016**

	Actual Year Ended 6/30/2016	Actual 6 Months Ended 12/31/2015	Actual 6 Months Ended 12/31/2016	Actual Increase (Decrease) FY17 - FY16	Percent Increase (Decrease) FY17 - FY16	Budget Year Ended 6/30/2017	Budget Remaining 6/30/2017	Percent Budget Remaining 6/30/2017
<b>REVENUES</b>								
County Appropriation	\$ 15,072,773.76	\$ 7,536,386.88	\$ 7,747,969.02	\$ 211,582.14	2.81%	\$ 15,495,938.00	\$ 7,747,968.98	50.00%
Supplemental Appropriation Summer Youth	18,450.13	18,450.13	22,111.58	3,661.45	19.85%	-	(22,111.58)	--
<i>Total County Appropriations</i>	<u>15,091,223.89</u>	<u>7,554,837.01</u>	<u>7,770,080.60</u>	<u>215,243.59</u>	2.85%	<u>15,495,938.00</u>	<u>7,725,857.40</u>	49.86%
Copier and Printer Income	107,799.62	50,784.66	52,204.81	1,420.15	2.80%	102,000.00	49,795.19	48.82%
Fine Income	330,876.86	163,921.29	143,479.29	(20,442.00)	-12.47%	325,500.00	182,020.71	55.92%
Other Income	424.72	190.13	361.98	171.85	90.39%	-	(361.98)	--
Insurance Proceeds	35,405.89	-	-	-	--	-	-	--
Parking Garage Receipts	22,148.03	9,501.52	11,406.21	1,904.69	20.05%	20,000.00	8,593.79	42.97%
E Rate Reimbursement	39,233.30	-	36,663.34	36,663.34	--	60,000.00	23,336.66	38.89%
Lottery Revenues	121,209.62	121,209.62	9,184.56	(112,025.06)	-92.42%	-	(9,184.56)	--
State Aid Receipts	437,761.24	218,880.62	262,656.76	43,776.14	20.00%	525,313.00	262,656.24	50.00%
<b>TOTAL REVENUES</b>	<b><u>16,186,083.17</u></b>	<b><u>8,119,324.85</u></b>	<b><u>8,286,037.55</u></b>	<b><u>166,712.70</u></b>	<b>2.05%</b>	<b><u>16,528,751.00</u></b>	<b><u>8,242,713.45</u></b>	<b>49.87%</b>
<b>EXPENDITURES</b>								
<b>Personnel Costs</b>								
Salaries	7,468,123.61	3,597,107.66	3,653,298.52	56,190.86	1.56%	8,212,026.00	4,558,727.48	55.51%
Temporary Wages	22,417.91	7,288.10	7,580.75	292.65	4.02%	26,000.00	18,419.25	70.84%
Summer Youth Program Wages	20,164.46	9,843.33	10,219.12	375.79	3.82%	-	(10,219.12)	--
<i>Total Wages</i>	<u>7,510,705.98</u>	<u>3,614,239.09</u>	<u>3,671,098.39</u>	<u>56,859.30</u>	1.57%	<u>8,238,026.00</u>	<u>4,566,927.61</u>	55.44%
Social Security	542,902.61	260,546.44	266,106.53	5,560.09	2.13%	628,218.00	362,111.47	57.64%
State Retirement	807,969.45	389,893.69	409,893.28	19,999.59	5.13%	874,381.00	464,487.72	53.12%
Life Insurance	12,797.94	7,121.10	6,153.84	(967.26)	-13.58%	13,707.00	7,553.16	55.10%
Health Insurance	914,444.38	452,673.26	458,808.42	6,135.16	1.36%	970,834.00	512,025.58	52.74%
Dental Insurance	24,413.92	12,392.17	12,052.36	(339.81)	-2.74%	26,241.00	14,188.64	54.07%
Workers Compensation	325,346.88	162,673.44	157,972.38	(4,701.06)	-2.89%	315,945.00	157,972.62	50.00%
Other Post Employment Benefits	315,100.92	157,550.46	160,785.54	3,235.08	2.05%	321,571.00	160,785.46	50.00%
County Wellness Program	-	-	17,772.00	17,772.00	--	35,544.00	17,772.00	50.00%
Employee Assistance Program	1,800.00	900.00	900.00	-	0.00%	1,800.00	900.00	50.00%
Other Personnel Costs	5,097.02	5,263.18	2,529.29	(2,733.89)	-51.94%	20,000.00	17,470.71	87.35%
Staff Parking Main Library	73,800.00	36,900.00	43,697.00	6,797.00	18.42%	112,320.00	68,623.00	61.10%
Fringe Rate Adjustment	-	-	-	-	--	(80,384.00)	(80,384.00)	100.00%
<i>Total Fringe Benefits</i>	<u>3,023,673.12</u>	<u>1,485,913.74</u>	<u>1,536,670.64</u>	<u>50,756.90</u>	3.42%	<u>3,240,177.00</u>	<u>1,703,506.36</u>	52.57%
Budgeted Vacancies (wages plus fringe)	-	-	-	-	--	(339,413.00)	(339,413.00)	100.00%
<b>Total Personnel Costs</b>	<b><u>10,534,379.10</u></b>	<b><u>5,100,152.83</u></b>	<b><u>5,207,769.03</u></b>	<b><u>107,616.20</u></b>	<b>2.11%</b>	<b><u>11,138,790.00</u></b>	<b><u>5,931,020.97</u></b>	<b>53.25%</b>

**CHARLESTON COUNTY PUBLIC LIBRARY**  
**REVENUE & EXPENDITURE STATEMENT**  
**General Fund - Detail**  
**Fiscal Quarter Ended December 31, 2016**

	Actual Year Ended 6/30/2016	Actual 6 Months Ended 12/31/2015	Actual 6 Months Ended 12/31/2016	Actual Increase (Decrease) FY17 - FY16	Percent Increase (Decrease) FY17 - FY16	Budget Year Ended 6/30/2017	Budget Remaining 6/30/2017	Percent Budget Remaining 6/30/2017
<b>Information Resources</b>								
Adult Fiction Books	250,020.30	112,074.22	<b>123,200.72</b>	11,126.50	9.93%	352,000.00	228,799.28	65.00%
Adult Non-fiction Books	259,570.81	96,616.88	<b>112,785.80</b>	16,168.92	16.74%	320,000.00	207,214.20	64.75%
Adult Reference	11,221.09	11,131.09	<b>8,991.00</b>	(2,140.09)	-19.23%	15,000.00	6,009.00	40.06%
SC Room	3,199.28	1,971.86	<b>1,427.11</b>	(544.75)	-27.63%	4,000.00	2,572.89	64.32%
Young Adult	61,878.71	20,379.15	<b>37,014.43</b>	16,635.28	81.63%	87,000.00	49,985.57	57.45%
Juvenile Books	260,069.15	68,633.23	<b>94,583.36</b>	25,950.13	37.81%	340,000.00	245,416.64	72.18%
McNaughtons	40,698.00	40,698.00	<b>40,698.00</b>	-	0.00%	41,000.00	302.00	0.74%
Large Print	45,979.55	13,871.57	<b>20,305.22</b>	6,433.65	46.38%	60,000.00	39,694.78	66.16%
Spanish	-	-	-	-	--	10,000.00	10,000.00	100.00%
Continuations	50,482.30	26,787.93	<b>23,928.60</b>	(2,859.33)	-10.67%	53,000.00	29,071.40	54.85%
<i>Total Books</i>	<u>983,119.19</u>	<u>392,163.93</u>	<u><b>462,934.24</b></u>	<u>70,770.31</u>	<u>18.05%</u>	<u>1,282,000.00</u>	<u>819,065.76</u>	<u>63.89%</u>
Periodicals	69,538.43	63,808.38	<b>64,785.69</b>	977.31	1.53%	75,000.00	10,214.31	13.62%
Microforms	15,327.00	15,327.00	<b>10,482.00</b>	(4,845.00)	-31.61%	20,000.00	9,518.00	47.59%
<i>Total Periodicals</i>	<u>84,865.43</u>	<u>79,135.38</u>	<u><b>75,267.69</b></u>	<u>(3,867.69)</u>	<u>-4.89%</u>	<u>95,000.00</u>	<u>19,732.31</u>	<u>20.77%</u>
Adult DVD and Blu Ray	203,991.12	79,125.59	<b>114,728.50</b>	35,602.91	45.00%	265,000.00	150,271.50	56.71%
Juvenile DVD and Blu Ray	41,404.41	19,606.11	<b>43,223.92</b>	23,617.81	120.46%	100,000.00	56,776.08	56.78%
Adult Books on CD	77,406.38	25,789.25	<b>56,467.72</b>	30,678.47	118.96%	86,000.00	29,532.28	34.34%
Juvenile Books on CD	32,006.20	11,805.20	<b>132.54</b>	(11,672.66)	-98.88%	30,000.00	29,867.46	99.56%
Young Adult Books on CD	712.84	712.84	-	(712.84)	-100.00%	5,000.00	5,000.00	100.00%
<i>Total Media</i>	<u>355,520.95</u>	<u>137,038.99</u>	<u><b>214,552.68</b></u>	<u>77,513.69</u>	<u>56.56%</u>	<u>486,000.00</u>	<u>271,447.32</u>	<u>55.85%</u>
Reference Databases	171,818.26	162,328.06	<b>141,230.70</b>	(21,097.36)	-13.00%	185,000.00	43,769.30	23.66%
E-Books	186,814.66	90,981.91	<b>92,308.89</b>	1,326.98	1.46%	190,000.00	97,691.11	51.42%
E-Audio	89,693.56	39,514.48	<b>42,390.28</b>	2,875.80	7.28%	100,000.00	57,609.72	57.61%
Media Subscriptions	60,611.24	56,413.39	<b>153,901.85</b>	97,488.46	172.81%	100,000.00	(53,901.85)	-53.90%
<i>Total Digital Products</i>	<u>508,937.72</u>	<u>349,237.84</u>	<u><b>429,831.72</b></u>	<u>80,593.88</u>	<u>23.08%</u>	<u>575,000.00</u>	<u>145,168.28</u>	<u>25.25%</u>
Processing Fees	243,383.93	94,386.52	-	(94,386.52)	-100.00%	-	-	--
MARC Technical Services	4,746.00	3,993.00	-	(3,993.00)	-100.00%	7,000.00	7,000.00	100.00%
Cataloging Subscriptions	63,289.58	26,819.58	<b>28,144.42</b>	1,324.84	4.94%	62,000.00	33,855.58	54.61%
RFID Tags	24,600.00	24,600.00	<b>28,778.41</b>	4,178.41	16.99%	28,000.00	(778.41)	-2.78%
Processing Supplies	11,714.45	8,837.12	<b>1,347.90</b>	(7,489.22)	-84.75%	14,850.00	13,502.10	90.92%
LCATS Resources	4,745.83	2,095.00	<b>29,779.00</b>	27,684.00	1321.43%	30,000.00	221.00	0.74%
Bindery	1,128.98	633.55	<b>467.50</b>	(166.05)	-26.21%	2,000.00	1,532.50	76.63%
<i>Total Other Information Resources</i>	<u>353,608.77</u>	<u>161,364.77</u>	<u><b>88,517.23</b></u>	<u>(72,847.54)</u>	<u>-45.14%</u>	<u>143,850.00</u>	<u>55,332.77</u>	<u>38.47%</u>
<b>Total Information Resources</b>	<u><b>2,286,052.06</b></u>	<u><b>1,118,940.91</b></u>	<u><b>1,271,103.56</b></u>	<u><b>152,162.65</b></u>	<u><b>13.60%</b></u>	<u><b>2,581,850.00</b></u>	<u><b>1,310,746.44</b></u>	<u><b>50.77%</b></u>

**CHARLESTON COUNTY PUBLIC LIBRARY**  
**REVENUE & EXPENDITURE STATEMENT**  
**General Fund - Detail**  
**Fiscal Quarter Ended December 31, 2016**

	Actual Year Ended 6/30/2016	Actual 6 Months Ended 12/31/2015	Actual 6 Months Ended 12/31/2016	Actual Increase (Decrease) FY17 - FY16	Percent Increase (Decrease) FY17 - FY16	Budget Year Ended 6/30/2017	Budget Remaining 6/30/2017	Percent Budget Remaining 6/30/2017
<b>Information Technology</b>								
Web Site Hosting/Development	900.00	450.00	450.00	-	0.00%	76,000.00	75,550.00	99.41%
Events/Reservation Software	5,145.00	5,145.00	5,145.00	-	0.00%	5,400.00	255.00	4.72%
IT Software/Hardware Maint Contracts	289,853.13	275,736.69	291,583.25	15,846.56	5.75%	300,000.00	8,416.75	2.81%
Financial Software Maintenance Contract	33,239.66	27,561.89	28,388.83	826.94	3.00%	30,000.00	1,611.17	5.37%
IT Purchases and Repairs	66,054.97	22,373.65	2,200.38	(20,173.27)	-90.17%	10,000.00	7,799.62	78.00%
IT Non-Capital Purchases under \$5K	-	-	24,968.01	24,968.01	--	45,000.00	20,031.99	44.52%
IT Capital Purchases over \$5K	-	-	25,893.86	25,893.86	--	120,000.00	94,106.14	78.42%
IT Lease Payments	222,154.99	105,544.39	116,610.60	11,066.21	10.48%	235,000.00	118,389.40	50.38%
IT Consultants	5,375.00	975.00	15,550.00	14,575.00	1494.87%	15,000.00	(550.00)	-3.67%
<b>Total Information Technology</b>	<b>622,722.75</b>	<b>437,786.62</b>	<b>510,789.93</b>	<b>73,003.31</b>	<b>16.68%</b>	<b>836,400.00</b>	<b>325,610.07</b>	<b>38.93%</b>
<b>Copiers and Printers</b>								
Copier/Printer Leases	134,652.07	67,222.81	67,429.26	206.45	0.31%	134,900.00	67,470.74	50.02%
Copier/Printer Lease Overages	41,204.96	19,449.59	20,260.51	810.92	4.17%	38,250.00	17,989.49	47.03%
Copier Supplies	9,484.39	4,366.29	5,015.42	649.13	14.87%	11,800.00	6,784.58	57.50%
Microform Supplies	1,401.71	-	274.78	274.78	--	1,500.00	1,225.22	81.68%
<b>Total Copiers and Printers</b>	<b>186,743.13</b>	<b>91,038.69</b>	<b>92,979.97</b>	<b>1,941.28</b>	<b>2.13%</b>	<b>186,450.00</b>	<b>93,470.03</b>	<b>50.13%</b>
<b>Supplies</b>								
Library Cards	3,999.31	-	(637.43)	(637.43)	--	6,700.00	7,337.43	109.51%
Library Supplies	8,305.39	3,817.03	1,766.45	(2,050.58)	-53.72%	11,000.00	9,233.55	83.94%
Library Program Supplies	5,188.32	1,691.50	1,731.12	39.62	2.34%	3,350.00	1,618.88	48.32%
Data Processing Supplies	35,666.15	11,132.66	7,382.88	(3,749.78)	-33.68%	21,750.00	14,367.12	66.06%
Office Supplies	39,301.77	18,593.09	17,269.60	(1,323.49)	-7.12%	38,800.00	21,530.40	55.49%
AV Supplies	4,997.02	2,220.76	2,130.22	(90.54)	-4.08%	6,200.00	4,069.78	65.64%
Minor Equipment	4,168.00	2,606.62	7,596.00	4,989.38	191.41%	24,650.00	17,054.00	69.18%
<b>Total Supplies</b>	<b>101,625.96</b>	<b>40,061.66</b>	<b>37,238.84</b>	<b>(2,822.82)</b>	<b>-7.05%</b>	<b>112,450.00</b>	<b>75,211.16</b>	<b>66.88%</b>
<b>Printing</b>								
Programming Printing	5,380.59	3,414.32	2,072.63	(1,341.69)	-39.30%	8,000.00	5,927.37	74.09%
Other Printing	10,143.89	5,592.50	759.13	(4,833.37)	-86.43%	16,000.00	15,240.87	95.26%
<b>Total Printing</b>	<b>15,524.48</b>	<b>9,006.82</b>	<b>2,831.76</b>	<b>(6,175.06)</b>	<b>-68.56%</b>	<b>24,000.00</b>	<b>21,168.24</b>	<b>88.20%</b>

**CHARLESTON COUNTY PUBLIC LIBRARY**  
**REVENUE & EXPENDITURE STATEMENT**  
**General Fund - Detail**  
**Fiscal Quarter Ended December 31, 2016**

	Actual Year Ended 6/30/2016	Actual 6 Months Ended 12/31/2015	Actual 6 Months Ended 12/31/2016	Actual Increase (Decrease) FY17 - FY16	Percent Increase (Decrease) FY17 - FY16	Budget Year Ended 6/30/2017	Budget Remaining 6/30/2017	Percent Budget Remaining 6/30/2017
<b>Equipment Repairs and Maintenance</b>								
Checkpoint Security	10,720.91	10,720.91	10,369.05	(351.86)	-3.28%	10,890.00	520.95	4.78%
Fire and Security Alarms	8,720.72	5,555.42	7,022.88	1,467.46	26.41%	5,614.00	(1,408.88)	-25.10%
Postage Machine	3,154.48	1,185.21	2,071.62	886.41	74.79%	5,100.00	3,028.38	59.38%
Microfiche/Film Readers	7,267.75	6,444.33	6,184.00	(260.33)	-4.04%	6,600.00	416.00	6.30%
Cell Phones	11,283.48	5,569.99	4,972.69	(597.30)	-10.72%	11,700.00	6,727.31	57.50%
Repairs and Maintenance	743.86	535.00	498.37	(36.63)	-6.85%	3,000.00	2,501.63	83.39%
Parking Equipment	9,534.88	3,000.00	6,627.31	3,627.31	120.91%	12,000.00	5,372.69	44.77%
<b>Total Equipment Repairs and Maintenance</b>	<b>51,426.08</b>	<b>33,010.86</b>	<b>37,745.92</b>	<b>4,735.06</b>	<b>14.34%</b>	<b>54,904.00</b>	<b>17,158.08</b>	<b>31.25%</b>
<b>Building Repairs and Maintenance</b>								
General Repairs	45,136.33	18,247.08	57,980.27	39,733.19	217.75%	51,900.00	(6,080.27)	-11.72%
Garbage Collections	9,778.22	5,009.92	5,658.77	648.85	12.95%	10,060.00	4,401.23	43.75%
Janitorial	233,312.68	116,346.16	126,744.88	10,398.72	8.94%	252,796.00	126,051.12	49.86%
Carpet Cleaning	26,831.76	13,415.88	26,564.10	13,148.22	98.00%	53,128.00	26,563.90	50.00%
Security Services	158,076.86	76,777.36	73,822.94	(2,954.42)	-3.85%	159,000.00	85,177.06	53.57%
County Paid Maintenance Contracts	156,129.96	78,064.98	86,060.94	7,995.96	10.24%	172,122.00	86,061.06	50.00%
<b>Total Building Repairs and Maintenance</b>	<b>629,265.81</b>	<b>307,861.38</b>	<b>376,831.90</b>	<b>68,970.52</b>	<b>22.40%</b>	<b>699,006.00</b>	<b>322,174.10</b>	<b>46.09%</b>
<b>Utilities</b>								
Electricity and Gas	763,569.01	349,097.29	356,465.29	7,368.00	2.11%	779,620.00	423,154.71	54.28%
Water and Sewer	71,020.45	33,504.61	36,210.87	2,706.26	8.08%	71,090.00	34,879.13	49.06%
Solid Waste Fee	12,814.08	6,407.04	6,407.04	-	0.00%	12,814.00	6,406.96	50.00%
Telephone	63,849.22	32,956.59	50,662.58	17,705.99	53.73%	73,580.00	22,917.42	31.15%
Data Lines	29,464.99	18,580.51	11,959.36	(6,621.15)	-35.63%	30,380.00	18,420.64	60.63%
Fax Lines	8,741.60	4,368.00	4,110.29	(257.71)	-5.90%	8,870.00	4,759.71	53.66%
<b>Total Utilities</b>	<b>949,459.35</b>	<b>444,914.04</b>	<b>465,815.43</b>	<b>20,901.39</b>	<b>4.70%</b>	<b>976,354.00</b>	<b>510,538.57</b>	<b>52.29%</b>

**CHARLESTON COUNTY PUBLIC LIBRARY**  
**REVENUE & EXPENDITURE STATEMENT**  
**General Fund - Detail**  
**Fiscal Quarter Ended December 31, 2016**

	Actual Year Ended 6/30/2016	Actual 6 Months Ended 12/31/2015	Actual 6 Months Ended 12/31/2016	Actual Increase (Decrease) FY17 - FY16	Percent Increase (Decrease) FY17 - FY16	Budget Year Ended 6/30/2017	Budget Remaining 6/30/2017	Percent Budget Remaining 6/30/2017
<b>Other Expenditures</b>								
Audit Services CCPL	17,030.00	17,030.00	17,464.00	434.00	2.55%	20,000.00	2,536.00	12.68%
Audit Services FOL	9,100.00	-	2,025.00	2,025.00	--	10,000.00	7,975.00	79.75%
Bank Charges	6,623.82	3,492.42	4,062.47	570.05	16.32%	8,500.00	4,437.53	52.21%
Advertising	4,579.69	225.00	3,184.88	2,959.88	1315.50%	3,000.00	(184.88)	-6.16%
Marketing	-	-	4,500.00	4,500.00	100.00%	-	(4,500.00)	--
Interlibrary Loans	596.18	291.47	150.00	(141.47)	-48.54%	1,000.00	850.00	85.00%
Messenger Service (County)	1,037.00	-	-	-	--	928.00	928.00	100.00%
Postage	38,604.08	22,050.32	21,590.13	(460.19)	-2.09%	60,000.00	38,409.87	64.02%
Dues	4,631.00	3,357.00	1,439.00	(1,918.00)	-57.13%	5,500.00	4,061.00	73.84%
Professional Services	1,116.25	470.00	117.50	(352.50)	-75.00%	2,500.00	2,382.50	95.30%
Material Recovery Service	37,249.90	20,987.75	19,421.50	(1,566.25)	-7.46%	42,000.00	22,578.50	53.76%
Training and Conferences	2,855.70	2,350.87	5,415.95	3,065.08	130.38%	8,000.00	2,584.05	32.30%
Meals and Entertainment	-	-	644.68	644.68	--	-	(644.68)	--
<b>Total Other Expenditures</b>	<b>123,423.62</b>	<b>70,254.83</b>	<b>80,015.11</b>	<b>9,760.28</b>	<b>13.89%</b>	<b>161,428.00</b>	<b>81,412.89</b>	<b>50.43%</b>
<b>Motor Vehicles</b>								
Motor Vehicle Repairs and Maintenance	21,143.74	14,141.13	6,909.03	(7,232.10)	-51.14%	29,000.00	22,090.97	76.18%
Motor Vehicle Fuel	12,677.47	6,839.56	5,660.33	(1,179.23)	-17.24%	20,000.00	14,339.67	71.70%
Motor Vehicle Employee Expense	2,846.45	1,314.46	1,207.72	(106.74)	-8.12%	3,000.00	1,792.28	59.74%
<b>Total Motor Vehicles</b>	<b>36,667.66</b>	<b>22,295.15</b>	<b>13,777.08</b>	<b>(8,518.07)</b>	<b>-38.21%</b>	<b>52,000.00</b>	<b>38,222.92</b>	<b>73.51%</b>
<b>Risk Management</b>								
Property Insurance	76,748.04	38,374.02	33,649.98	(4,724.04)	-12.31%	67,300.00	33,650.02	50.00%
Auto Liability Insurance	4,680.00	2,340.00	2,340.00	-	0.00%	4,680.00	2,340.00	50.00%
Auto Comp Collision Insurance	738.00	369.00	477.48	108.48	29.40%	955.00	477.52	50.00%
Inland Marine Insurance (Bookmobile)	1,913.04	956.52	956.52	-	0.00%	1,913.00	956.48	50.00%
Tort Liability Insurance	8,112.96	4,056.48	3,863.52	(192.96)	-4.76%	7,727.00	3,863.48	50.00%
MIS Business Interruption Insurance	6,015.96	3,007.98	3,007.98	-	0.00%	6,016.00	3,008.02	50.00%
<b>Total Risk Management</b>	<b>98,208.00</b>	<b>49,104.00</b>	<b>44,295.48</b>	<b>(4,808.52)</b>	<b>-9.79%</b>	<b>88,591.00</b>	<b>44,295.52</b>	<b>50.00%</b>
<b>Miscellaneous Expenditures</b>								
Board Contingency	164.35	40.00	629.07	589.07	1472.68%	1,000.00	370.93	0.00%
Executive Search/Relocation Expenses	4,249.51	-	45,999.14	45,999.14	--	30,000.00	(15,999.14)	0.00%
<b>Total Miscellaneous Expenditures</b>	<b>4,413.86</b>	<b>40.00</b>	<b>46,628.21</b>	<b>46,588.21</b>	<b>116470.53%</b>	<b>31,000.00</b>	<b>(15,628.21)</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>15,639,911.86</b>	<b>7,724,467.79</b>	<b>8,187,822.22</b>	<b>463,354.43</b>	<b>6.00%</b>	<b>16,943,223.00</b>	<b>8,755,400.78</b>	<b>51.67%</b>
<b>FUND BALANCE INCREASED (DECREASED)</b>	<b>\$ 546,171.31</b>	<b>\$ 394,857.06</b>	<b>\$ 98,215.33</b>	<b>\$ (296,641.73)</b>	<b>-75.13%</b>	<b>\$ (414,472.00)</b>	<b>\$ (512,687.33)</b>	<b>123.70%</b>



**Charleston County Public Library**  
**General Donations Fiscal Quarter Ended December 31, 2016**

(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
8/1/2016	Anonymous	\$ 10.00	Poe	Cash
8/1/2016	Watson	\$ 20.00	Young Adults	Cash
10/29/2016	Dvorine	\$ 50.00	LCATS	
11/3/2016	Wheeler	\$ 300.00	Johns Island	
12/19/2016	Hoover	\$ 100.00	Unrestricted	
<b>Total</b>		<b>6 \$ 7,880.00</b>		

**Charleston County Public Library  
Cynthia Graham Hurd Fund Donations  
Fiscal Quarter Ended September 30, 2016**

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)	
<b>Total</b>		<b>11 \$ 6,378.09</b>	

**Charleston County Public Library  
Charleston Tells Program Donations**

Fiscal Year Ended June 30, 2016

Date	Donor	Amount	Comments	Column1
12/30/2016	FOL	\$ 4,000.00	Charleston Tells	From annual allocation
<b>Total</b>		<b>1 \$ 4,000.00</b>		

January 2017

Circulation			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	190,347	205,114	-7.20%
Bookmobile	13,995	12,600	11.07%
CRM	50,484	63,970	-21.08%
Dart	24,670	31,808	-22.44%
Dorchester Road	63,356	85,421	-25.83%
Edisto	5,417	7,111	-23.82%
Folly	9,866	11,631	-15.17%
James Island	104,397	111,076	-6.01%
John's Island	92,719	101,136	-8.32%
McClellanville	4,617	6,039	-23.55%
Mt. Pleasant	338,585	368,081	-8.01%
Otranto Road	83,719	107,406	-22.05%
Poe	13,083	10,314	26.85%
St. Andrews	230,248	230,513	-0.11%
St. Pauls	12,992	12,358	5.13%
Village	16,792	21,922	-23.40%
West Ashley	63,727	78,233	-18.54%
Total Downloads	358,464	334,655	7.11%
<b>TOTALS</b>	<b>1,677,478</b>	<b>1,799,388</b>	<b>-6.78%</b>

PC Use			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	33,067	37,929	-12.82%
Bookmobile	0	0	0.00%
CRM	17,351	18,183	-4.58%
Dart	11,164	11,586	-3.64%
Dorchester Road	14,767	17,852	-17.28%
Edisto	480	593	-19.06%
Folly	650	827	-21.40%
James Island	8,739	8,359	4.55%
John's Island	13,661	15,680	-12.88%
McClellanville	1,238	1,251	-1.04%
Mt. Pleasant	15,388	17,836	-13.73%
Otranto Road	17,242	23,847	-27.70%
Poe	507	484	4.75%
St. Andrews	25,665	27,716	-7.40%
St. Pauls	1,722	1,741	-1.09%
Village	1,606	1,906	-15.74%
West Ashley	6,600	7,642	-13.64%
<i>Wifi USE</i>	127,806	142,341	-10.21%
<b>TOTALS</b>	<b>297,653</b>	<b>335,773</b>	<b>-11.35%</b>

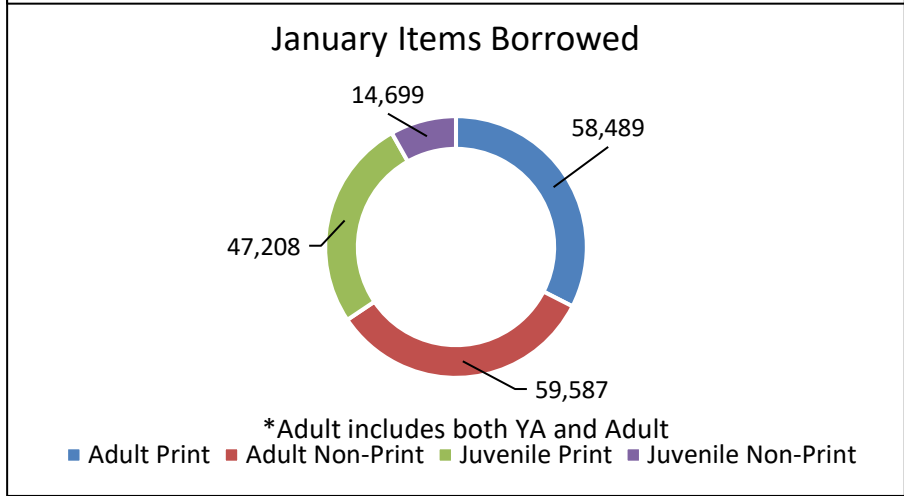
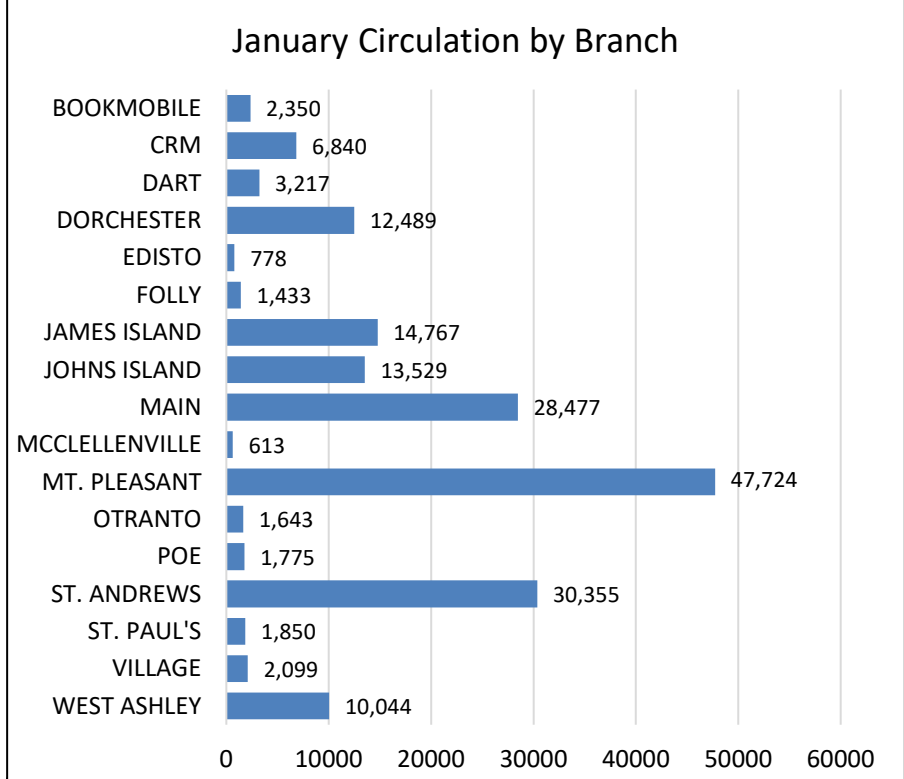
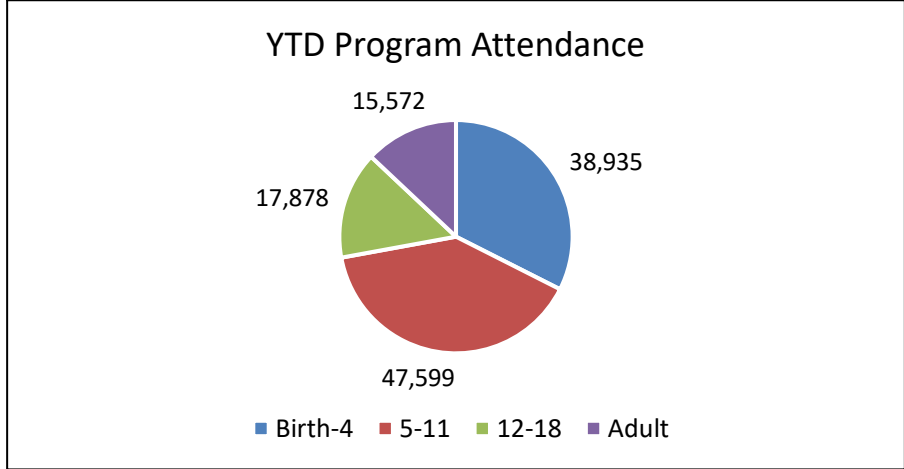
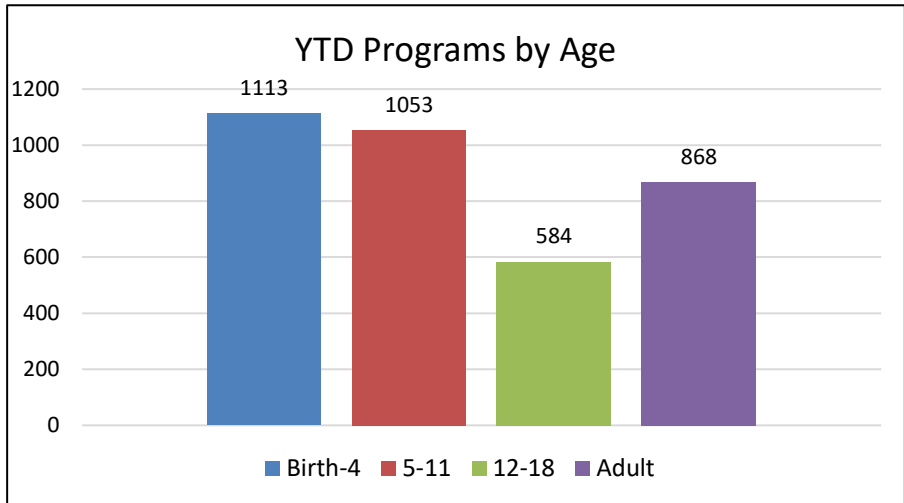
Reference			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	76,670	87,487	-12.36%
Bookmobile	1,425	519	174.57%
CRM	17,607	12,350	42.57%
Dart	8,265	9,413	-12.20%
Dorchester Road	15,343	25,844	-40.63%
Edisto	443	370	19.73%
Folly	3,998	2,989	33.76%
James Island	14,896	14,395	3.48%
John's Island	28,347	30,466	-6.96%
McClellanville	2,862	3,642	-21.42%
Mt. Pleasant	37,973	40,827	-6.99%
Otranto Road	19,899	21,966	-9.41%
Poe	886	632	40.19%
St. Andrews	65,011	47,645	36.45%
St. Pauls	4,351	1,241	250.60%
Village	1,465	982	49.19%
West Ashley	17,778	17,594	1.05%
<b>TOTALS</b>	<b>317,219</b>	<b>318,362</b>	<b>-0.36%</b>

User Visits			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	267,523	169,104	58.20%
Bookmobile	2,514	4,670	-46.17%
CRM	89,384	88,070	1.49%
Dart	45,571	42,771	6.55%
Dorchester Road	58,304	72,949	-20.08%
Edisto	2,354	3,443	-31.63%
Folly	7,895	5,649	39.76%
James Island	59,736	64,179	-6.92%
John's Island	66,161	69,537	-4.85%
McClellanville	6,998	7,006	-0.11%
Mt. Pleasant	142,045	146,422	-2.99%
Otranto Road	69,241	88,682	-21.92%
Poe	6,764	5,433	24.50%
St. Andrews	119,466	136,791	-12.67%
St. Pauls	5,679	4,732	20.01%
Village	10,897	10,582	2.98%
West Ashley	53,082	62,508	-15.08%
<b>TOTALS</b>	<b>1,013,614</b>	<b>982,528</b>	<b>3.16%</b>

Out-of-County Registrations			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	40	46	-13.04%
Bookmobile	0	0	0.00%
CRM	9	4	125.00%
Dart	0	0	0.00%
Dorchester Road	40	35	14.29%
Edisto	6	0	600.00%
Folly	0	0	0.00%
James Island	1	2	-50.00%
John's Island	0	0	0.00%
McClellanville	0	0	0.00%
Mt. Pleasant	38	55	-30.91%
Otranto Road	51	37	37.84%
Poe	1	0	100.00%
St. Andrews	6	9	-33.33%
St. Pauls	1	0	100.00%
Village	2	2	0.00%
West Ashley	5	3	66.67%
<b>TOTALS</b>	<b>200</b>	<b>193</b>	<b>3.63%</b>

Registrations			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	5,762	6,043	-4.65%
Bookmobile	286	288	-0.69%
CRM	1,353	1,412	-4.18%
Dart	660	752	-12.23%
Dorchester Road	1,660	1,893	-12.31%
Edisto	92	93	-1.08%
Folly	300	320	-6.25%
James Island	2,957	2,958	-0.03%
John's Island	2,621	2,688	-2.49%
McClellanville	167	208	-19.71%
Mt. Pleasant	8,214	8,396	-2.17%
Otranto Road	2,045	2,127	-3.86%
Poe	506	460	10.00%
St. Andrews	3,809	4,007	-4.94%
St. Pauls	305	317	-3.79%
Village	601	662	-9.21%
West Ashley	2,378	2,485	-4.31%
<b>TOTALS</b>	<b>33,716</b>	<b>35,109</b>	<b>-3.97%</b>

<b>Programming</b>			
	Current	Previous	
Main	YTD Total	YTD	% change
# of Programs	<b>765</b>	833	-8.16%
Attendance	<b>30,649</b>	26,704	14.77%
<b>Bookmobile</b>			
# of Programs	<b>5</b>	13	-61.54%
Attendance	<b>187</b>	508	-63.19%
<b>CRM</b>			
# of Programs	<b>160</b>	128	25.00%
Attendance	<b>3,340</b>	3,518	-5.06%
<b>Dart</b>			
# of Programs	<b>447</b>	494	-9.51%
Attendance	<b>9,011</b>	10,264	-12.21%
<b>Dorchester Road</b>			
# of Programs	<b>181</b>	265	-31.70%
Attendance	<b>7,802</b>	5,663	37.77%
<b>Edisto</b>			
# of Programs	<b>39</b>	40	-2.50%
Attendance	<b>202</b>	274	-26.28%
<b>Folly</b>			
# of Programs	<b>84</b>	79	6.33%
Attendance	<b>1,639</b>	1,879	-12.77%
<b>James Island</b>			
# of Programs	<b>147</b>	161	-8.70%
Attendance	<b>5,633</b>	6,728	-16.28%
<b>John's Island</b>			
# of Programs	<b>378</b>	394	-4.06%
Attendance	<b>11,981</b>	8,867	35.12%
<b>McClellanville</b>			
# of Programs	<b>45</b>	39	15.38%
Attendance	<b>1,206</b>	2,057	-41.37%
<b>Mt. Pleasant</b>			
# of Programs	<b>297</b>	312	-4.81%
Attendance	<b>13,034</b>	12,581	3.60%
<b>Otranto Road</b>			
# of Programs	<b>245</b>	270	-9.26%
Attendance	<b>7,726</b>	5,214	48.18%
<b>Poe</b>			
# of Programs	<b>262</b>	184	42.39%
Attendance	<b>4,806</b>	3,741	28.47%
<b>St. Andrews/Hurd</b>			
# of Programs	<b>343</b>	241	42.32%
Attendance	<b>16,190</b>	8,800	83.98%
<b>St. Pauls</b>			
# of Programs	<b>45</b>	7	542.86%
Attendance	<b>1,118</b>	39	2766.67%
<b>Village</b>			
# of Programs	<b>39</b>	38	2.63%
Attendance	<b>494</b>	628	-21.34%
<b>West Ashley</b>			
# of Programs	<b>136</b>	107	27.10%
Attendance	<b>4,966</b>	2,655	87.04%
<b>TOTALS</b>			
# of Programs	<b>3,618</b>	3,605	<b>0.36%</b>
Attendance	<b>119,984</b>	100,120	<b>19.84%</b>





**SERVICE EFFECTIVENESS MEASURES FY2017**

<i>Through December 2016</i>	Main	CRM	Dart	DOR	Edisto	Folly	James	Johns	MCC	MTP	Otranto	Poe	STA	St. Pauls	Village	WA	System
Total Circulation/Visit	0.68	0.58	0.54	1.05	2.31	1.22	1.76	1.41	0.67	2.41	1.21	1.89	1.87	2.27	1.56	1.19	1.63
Circulation/FTE	4,346	7,590	4,898	4,374	3,362	6,111	11,025	4,949	2,456	16,980	5,863	4,300	11,262	5,571	5,102	6,813	9,511
FTE Cost/Circulation	5.78	3.38	5.73	5.29	5.29	2.85	1.78	4.48	8.60	1.38	4.24	4.27	1.91	3.47	4.64	3.01	2.44
Cost/Circulation	8.78	4.21	6.86	6.34	5.98	3.14	2.09	5.61	9.64	1.64	4.84	5.35	2.18	3.88	5.03	3.41	3.10
FTEs	37.25	5.75	4.38	11.63	1.38	1.38	8.13	16.00	1.63	17.13	14.00	2.63	17.75	2.00	2.88	7.88	151.80
<b>FY17 Personnel Expenditures</b>	<b>\$ 935,854</b>	<b>\$ 147,560</b>	<b>\$ 123,010</b>	<b>\$ 269,284</b>	<b>\$ 24,522</b>	<b>\$ 24,032</b>	<b>\$ 159,227</b>	<b>\$ 354,947</b>	<b>\$ 34,454</b>	<b>\$ 402,449</b>	<b>\$ 348,365</b>	<b>\$ 48,249</b>	<b>\$ 381,764</b>	<b>\$ 38,650</b>	<b>\$ 68,240</b>	<b>\$ 161,764</b>	<b>\$ 3,522,370</b>
<b>FY17 Branch Expenditures</b>	<b>\$1,420,977</b>	<b>\$ 183,717</b>	<b>\$ 147,178</b>	<b>\$ 322,430</b>	<b>\$ 27,762</b>	<b>\$ 26,479</b>	<b>\$ 187,339</b>	<b>\$ 444,647</b>	<b>\$ 38,597</b>	<b>\$ 476,299</b>	<b>\$ 396,970</b>	<b>\$ 60,517</b>	<b>\$ 436,683</b>	<b>\$ 43,253</b>	<b>\$ 73,932</b>	<b>\$ 183,090</b>	<b>\$ 4,469,870</b>

**YEAR-END FISCAL DATA**

	FY2017	FY2016	%
Interlibrary Loans		4,997	
Reference Questions		579,734	
Summer Reading Participants		8193	
User Visits		1,711,360	
County Population (est. 2013)		372,803	
Total Circulation		3,068,536	
Circulation per Capita		8.23	