



Charleston County Public Library Board of Trustees Agenda

5:15p.m., January 23, 2018 | Auditorium, Dorchester Road, North Charleston

	<u>Informational</u>	<u>Action</u>
1. Welcome and Freedom of Information, 2 minutes		x
2. Public Comment, 2 minutes		x
3. Board Comment, 5 minutes	x	
4. Additions or Corrections to the Agenda, 2 minutes	x	
5. Approval of Minutes (11/28/17), 2 minutes		x
6. Friends of the Library Update, Brittany Mathis, 4 minutes	x	
7. Capital Plan Update, Toni Pattison and Janette Alexander, 20 minutes	x	
8. Ethical Conduct Policy, 1st Reading, Nicolle Davies, 7 minutes	x	
9. Library Presentation, 15 minutes <i>Archives, Nic Butler and Katie Gray</i>	x	
10. Library Reports, 5 minutes	x	
a. Executive Director Report, <i>Nicolle Davies</i>		
b. FY 2019 Budget, <i>Perry Litchfield</i>	x	
11. Committee Reports, 5 minutes	x	
a. Finance, <i>Susan Strunk</i>		
b. Building Projects, <i>Ed Fava</i>		
12. Adjournment		x

Board service

- Term ends Dec. 2018: Clem, Fava
- Term ends Dec. 2020: Brack, Crosby, Nesbitt, Strother
- Term ends Dec. 2021: Collins, Gale, Jordan
- Term ends Dec. 2022: Rankin, Strunk



Board of Trustees Meeting Minutes
November 28, 2017

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, November 28, 2017 at 8:00am in the auditorium of the Main Library, 68 Calhoun Street, Charleston, SC.

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

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. Strother thanked the outgoing board members for their service. He said that in his travels he has heard great things about Ms. Davies and thanked her for her work as well.

Mr. Brack recognized Ms. Reider, Mr. Norris and Ms. Hollinshead for their service on the board.

Ms. Reider said that serving on the board has been a great experience. She mentioned that she served during a great time of change in the library and was happy to do so.

Ms. Hollinshead thanked the board for allowing her to serve as a Trustee for the last eight years. She mentioned some events that have transpired since she and Ms. Reider joined the board, including hiring two directors and passing the referendum. She also thanked her family and her mother for influencing her to join the board.

Additions or Corrections to the Agenda

Mr. Brack requested to add an item for Net Neutrality as item 11c.

Approval of Minutes

The minutes were approved as written with one abstained.

Support Services Building Architectural Presentation

Jennifer Charzewski from Liollo introduced her team and talked about the layout of the support services outdoor space. She showed some inspiration images for the outside and inside of the building, which are intended to brighten the space. She displayed an image of the proposed floor plan for the building. They are planning to add skylights and windows, as well as paint the exterior.

Mr. Fava asked about the flooding issue. Ms. Charzewski said that the building is in a flood zone, and they are planning to add a concrete wall that comes to the bottom of the windows to comply with municipal laws. There are also flood gates planned for the doors. Mr. Fava asked if the April date to start construction is still valid. Ms. Charzewski and Ms. Alexander said that it should still be April or possibly May, depending on permitting. Mr. Fava also asked about the cost estimate. Ms. Alexander said that the initial cost estimate was high and they have changed some items to bring the price down.

Mr. Sass asked how high the flood wall will be. Ms. Charzewski said that it varies from 2-3 feet above the ground.

Mr. Brack clarified the need for the support services building for the audience. He also asked about the flood barriers for the doors. Ms. Charzewski said that they work really well downtown and explained some of the engineering.

Mr. Clem asked if the building will be secure and accessible only by keycard. Ms. Charzewski said that it will be secure and will have an entry lobby that people can wait in. Ms. Davies talked about the support services building at her last library system and explained what they would do when people came thinking it was a library.

Capital Plan Update

Ms. Pattison provided the capital plan update. She explained that the opening day collection selections will be completed a few months before the new libraries open. After that, ongoing selections will be worked on, as they are for existing libraries. Ms. Davies said that LCATS (Library Collections and Technical Services) will take into consideration the current circulation within the library so the collection reflects the community fully.

Self-check technology is planned to be installed at existing buildings around the same time as the new branches are opened. Ms. Pattison has been travelling to the branches with County staff to determine where best to put the self-check equipment.

Mr. Fava said that he is concerned with encountering delays when items go to County Procurement and County Legal for review.

Ms. Crosby asked what the library plans to do to communicate the changes of self-check and AMH (Automated Material Handling) to the patrons. Ms. Pattison said that a lot of people are

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already familiar with the concept, and staff will always be around to help patrons with the machine. Ms. Davies said that the renovations are still years away, and she wanted the existing branches to feel like they were getting something now instead of waiting years. She also said that most people are familiar with self-check from grocery and hardware stores, so it won't be a foreign concept. She also said that staff numbers will not be reduced, so they will be around to help anyone that needs it.

Ms. Pattison said that there were furniture coordination meetings held November 16-17, and a design progress meeting held on November 8.

The GMP (Guaranteed Maximum Price) should be available within the next few weeks for St. Paul's. The GMP for Bees Ferry and James Island are underway. The final permit was obtained for Mt. Pleasant, and construction should start next week. Mr. Brack asked that either County or CCPL Public Relations should work to get pictures of construction starting.

Ms. Crosby asked when the renovations will begin. Ms. Pattison said that the behind the scenes work will probably begin in the next six months, but the renovations themselves will not begin until after the new branches are open.

Ms. Alexander said that they are waiting on the final GMP numbers for James Island, Bees Ferry and St. Paul's. There has been no major change with the rest of the financial status numbers. Mr. Fava asked if the GMP has to go back to County Legal before being approved. Ms. Alexander says that it does, and explained some details. Mr. Fava said that he thinks it will be overwhelming for the legal department and asked if a construction lawyer could be hired for the project to speed the process along.

Ms. Alexander displayed the expenditures to date. The costs include the purchase of the support services building, salary for those working solely on the project, and other items.

Audit Presentation

Charlotte Allen introduced herself and thanked the staff for their help in conducting the audit. She reviewed the letter of governance and the opinion letter.

Mr. Fava asked about the statements concerning internal controls. Ms. Allen said that the auditors must understand the internal controls, but they do not audit the controls themselves and focus on ensuring the financial statements are accurate. Mr. Fava asked how fraud is found if the internal controls are not audited. Ms. Allen said that fraud is rarely found through audits, and is instead found by a whistleblower, the bank, or by accident.

Ms. Crosby asked if a staff member would feel comfortable approaching someone in the event that fraud is found. Ms. Allen said that during the audit they ask staff members how they would feel about inappropriate requests concerning finances, and she believes that the environment at CCPL would encourage someone to come forward if they found something wrong.

Mr. Fava asked about the cash and cash equivalent terms. Mr. Litchfield said that the money in bank accounts is referred to as "cash."

Library Reports

Ms. Davies recognized Mr. Litchfield and the finance team for their work with the audit. She said that the launch of the website has been a little rocky, but problems are being worked on every day. CCPL is the largest system the developer has worked with. Ms. Davies thanked Ms. Kiessling for her service as the Executive Assistant and introduced Amanda Shinn as the new assistant. She also said that National Library Legislative Day is on May 7-8, 2018 and she would like to bring at least one trustee. Mr. Brack said that board members who would like to go should let him know; the trip will be paid for through Friends funds.

Ms. Jackson said that CCPL hosted two YALLfest events: the Red Carpet event and Fierce Friday. Over 300 people came to the red carpet event at Main and Dart was packed with people for Fierce Friday. Dart will be celebrating its 90th anniversary on December 9; a historical marker will go up in front of the library and a documentary produced by Julian Gooding from Dart will be available to view. Three Dart family members will also be in attendance.

Mr. Brack mentioned the 2018 Holiday Closures sheet; the holidays are decided by the County and do not need approval. Mr. Fava also mentioned that Ms. Davies was asked to run for PLA (Public Library Association) president and said that the board supports her.

Committee Reports

a. Nominations

Ms. Reider said that there are four slots available on the board, and Ms. Strunk has reapplied. The application process closes on December 4. County Council will vote on December 15 to appoint the board members.

b. Building Projects

There was no report. Mr. Fava reminded the board that the committee meets once a month, and to send questions to him.

Net Neutrality

Mr. Brack said that there is a threat to net neutrality, which means internet costs could go up for everyone, including the library. He said that the American Library Association has taken a strong stance for net neutrality, and he suggested the board to pass a resolution on it as well. Mr. Brack read the proposed resolution:

“RESOLUTION OF SUPPORT FOR PRINCIPLE OF NET NEUTRALITY

WHEREAS, the principle of network neutrality, or “net neutrality,” guarantees unfettered and unrestricted access to information and is fundamental to the work of public libraries in Charleston County, South Carolina, it is:

RESOLVED, that the Board of Trustees of the Charleston County Public Library strongly supports net neutrality as described in the American Library Association’s resolution on net neutrality adopted July 1, 2014; and

RESOLVED, that the Board of Trustees encourages the South Carolina federal legislative

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delegation to support and maintain net neutrality.”

Mr. Brack made a motion to accept for resolution. Ms. Reider seconded and the motion passed unanimously.

Adjournment

Mr. Brack invited board members to visit the boardroom and pick a photo as their holiday present.

The meeting was adjourned at 9:19am.

Respectfully submitted,

Troy Strother, Secretary

DRAFT

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Brittany Mathis will provide a Friends of the Library Update.

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Toni Pattison and Janette Alexander will provide a capital plan update.



Ethical Conduct Policy

All Board, management and staff of CCPL are expected to conduct themselves in the best interest of the public, including, but not limited to:

- avoiding conflicts of interest where they might exist;
- considering public input in policy decision-making;
- responding to the public in ways that are complete, prompt, clear, and easy to understand; and, promoting accountability in decision-making through appropriate internal controls.

When any breach of ethical conduct has been observed it should be reported to the Executive Director or the Deputy Directors who will investigate any allegations.

CCPL prohibits any retaliatory or other punitive actions against the person(s) who report the alleged conduct. Every effort will be made to maintain the confidentiality of any person(s) reporting such conduct, as well as the confidentiality of the person(s) accused of such conduct; however, strict confidentiality cannot be guaranteed.

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Nic Butler and Katie Gray will provide a presentation on the CCPL archives.



**Library Report
January 23, 2018**

Nicolle Davies, Executive Director:

Board photos:

For our current and new board members, we would like to have your photos taken for our website. The ones previously taken are not working well. We are in the process of making arrangements to have your photos taken and will be in touch with next steps in the coming weeks.

Inaugural Policy Corps:

I am honored to have been selected for the American Library Association (ALA) inaugural Policy Corps. ALA President Jim Neal recently announced the 12 library and information professionals selected to participate in the Policy Corp, which aims to develop a cadre of experts with deep, and sustained knowledge of national public policies in areas key to ALA's strategic goals.

- **Hannah Buckland**, Director of Library Services, Leech Lake Tribal College, Minn.
- **Todd Carpenter**, Executive Director, National Information Standards Organization, Md.
- **Nicolle Davies**, Executive Director, Charleston County Public Library, S.C.
- **Ann Ewbank**, Associate Professor of School Library Media, Montana State University Department of Education, Mont.
- **Samantha Hines**, Associate Dean of Instructional Resources, Peninsula College, Wash.
- **Qiana Johnson**, Collection & Organizational Data Analysis Librarian, Northwestern University Libraries, Ill.
- **Candice Mack**, Senior Librarian/Manager, Systemwide Teen Services, Los Angeles Public Library, Calif.
- **Jenna Nemec-Loise**, Head Librarian, North Shore Country Day School, Ill.
- **Hallie Rich**, Communications & External Relations Director, Cuyahoga County Public Library, Ohio
- **Deborah Rinio**, Secretary, Alaska Association of School Librarians, Ala.
- **Lisa Varga**, Executive Director, Virginia Library Association, Va.
- **Lance Werner**, Director, Kent District Library, Mich.

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“The past year has brought sweeping changes and challenges to policies that ALA has advocated for, from net neutrality to federal library funding to privacy protections,” said Neal. “It is imperative that information professionals have a voice, not only in defending, but in shaping national policies that impact our patrons, our profession and our nation. This first cohort exemplifies diversity from across library types and geography, as well as a breadth of policy expertise and passion that represents our profession.”

In addition to cultivating issue expertise, the cohort will receive training in other skills such as public speaking and media engagement to be effective advocates. Training will take place in webinars throughout the coming months as well as in a March workshop in Washington, D.C. and during ALA’s 2018 National Library Legislative Day on May 7-8.

Darlene Jackson, Deputy Director:

Dart’s 90th anniversary celebration brought in 126 people. Some highlights of the event included the unveiling of a historical marker, presentation of portrait of Susan Dart Butler, and readings of city and county proclamations in honor of the anniversary. The frame used for the Susan Dart Butler portrait was donated by the family of Molly French, South Carolina Room Librarian. Members of Rev. Dart’s family, CCPL Library Board Chair Andy Brack, Mayor John Tecklenburg, County Councilwoman Anna Johnson, and City Councilman James Lewis were some of the distinguished guests in attendance. Many thanks to Executive Director Nicolle Davies; Deputy Director Darlene Jackson; Young Adult Specialist Julian Gooding; Special Events Coordinator Kim Bowlin; Main Manager Nancy Lupton; Historian Nic Butler; PR’s Maggie Mohr, Frances Richardson, and Sam Tyson; and the Dart staff for their support and work at making the anniversary event a rousing success!



November 2017

Circulation			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	136,993	137,533	-0.39%
Bookmobile	8,919	9,960	-10.45%
CRM	31,800	36,494	-12.86%
Dart	13,101	18,218	-28.09%
Dorchester Road	48,958	48,994	-0.07%
Edisto	2,938	3,979	-26.16%
Folly	3,562	7,117	-49.95%
James Island	75,916	76,545	-0.82%
John's Island	63,086	67,888	-7.07%
McClellanville	3,266	3,514	-7.06%
Mt. Pleasant	236,414	248,925	-5.03%
Otranto Road	60,234	68,952	-12.64%
Poe	9,610	9,700	-0.93%
St. Andrews	155,816	171,004	-8.88%
St. Pauls	9,007	9,225	-2.36%
Village	11,173	13,015	-14.15%
West Ashley	23,933	45,791	-47.73%
Total Downloads	244,964	255,243	-4.03%
TOTALS	1,139,690	1,232,097	-7.50%

PC Use			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	22,938	24,035	-4.56%
Bookmobile	n/a	0	n/a
CRM	11,386	12,092	-5.84%
Dart	6,851	8,044	-14.83%
Dorchester Road	11,474	11,963	-4.09%
Edisto	279	370	-24.59%
Folly	193	466	-58.58%
James Island	6,310	6,282	0.45%
John's Island	9,171	9,951	-7.84%
McClellanville	809	952	-15.02%
Mt. Pleasant	10,257	11,135	-7.89%
Otranto Road	12,286	14,198	-13.47%
Poe	572	375	52.53%
St. Andrews	16,413	19,057	-13.87%
St. Pauls	1,357	1,264	7.36%
Village	715	1,218	-41.30%
West Ashley	2,282	4,482	-49.09%
WiFi USE	97,660	90,138	8.34%
TOTALS	210,953	216,022	-2.35%

Registrations*			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	1,658	4,209	-60.61%
Bookmobile	86	211	-59.24%
CRM	470	1,065	-55.87%
Dart	249	495	-49.70%
Dorchester Road	932	1,259	-25.97%
Edisto	21	75	-72.00%
Folly	27	208	-87.02%
James Island	487	2,270	-78.55%
John's Island	521	1,970	-73.55%
McClellanville	53	140	-62.14%
Mt. Pleasant	1,703	6,155	-72.33%
Otranto Road	738	1,667	-55.73%
Poe	89	372	-76.08%
St. Andrews	974	2,936	-66.83%
St. Pauls	73	239	-69.46%
Village	136	453	-69.98%
West Ashley	285	1,755	-83.76%
TOTALS	8,502	25,479	-66.63%
Total Active Library Card Holders			151,739

*registration numbers declined due to removing annual renewal requirement

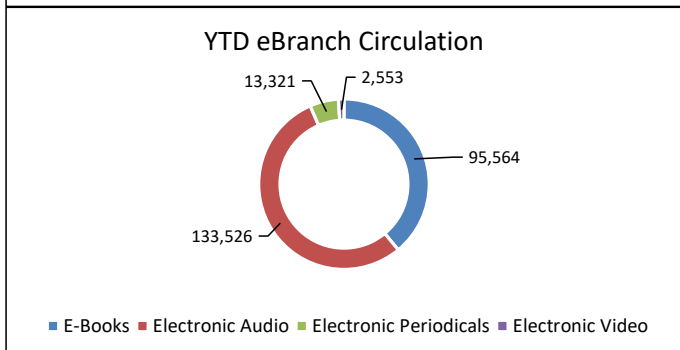
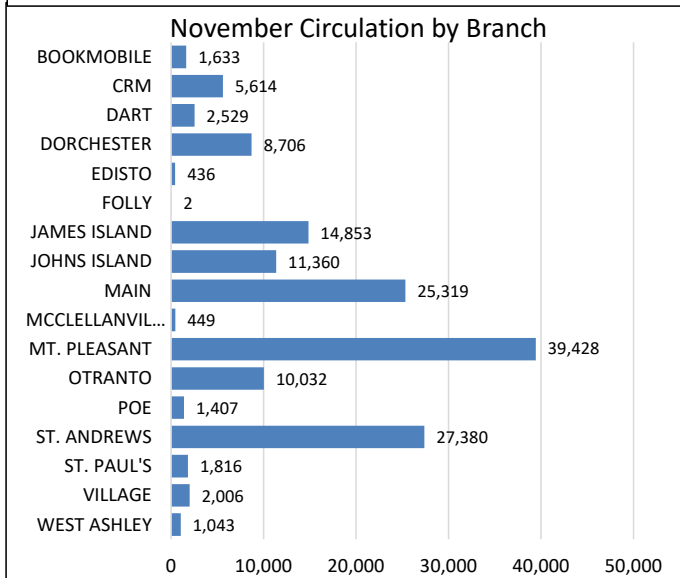
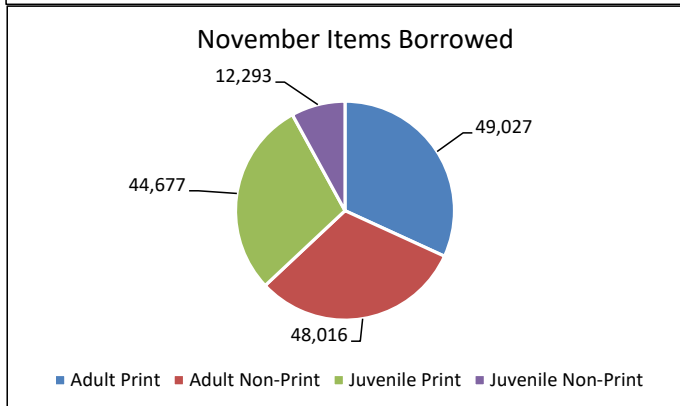
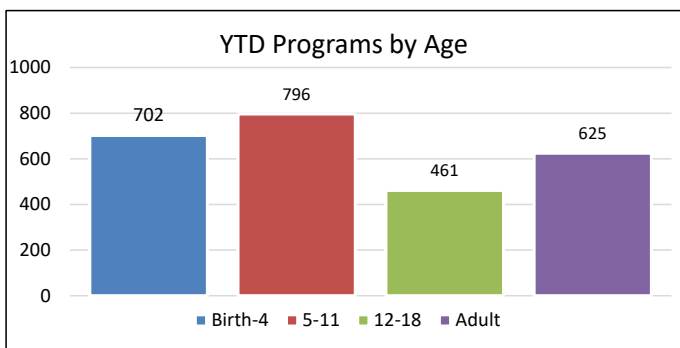
User Visits			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	132,748	217,787	-39.05%
Bookmobile	1,406	1,450	-3.03%
CRM	44,957	60,665	-25.89%
Dart	29,289	34,715	-15.63%
Dorchester Road	47,216	46,187	2.23%
Edisto	1,823	1,772	2.88%
Folly	3,962	5,771	-31.35%
James Island	47,998	43,287	10.88%
John's Island	57,467	48,139	19.38%
McClellanville	6,292	5,035	24.97%
Mt. Pleasant	98,628	102,735	-4.00%
Otranto Road	52,962	56,772	-6.71%
Poe	4,605	5,272	-12.65%
St. Andrews	106,215	88,085	20.58%
St. Pauls	4,607	4,140	11.28%
Village	7,360	8,101	-9.15%
West Ashley	20,890	37,899	-44.88%
TOTALS	668,425	767,812	-12.94%

Reference			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	54,778	55,848	-1.92%
Bookmobile	430	1,073	-59.93%
CRM	20,903	12,531	66.81%
Dart	4,409	6,924	-36.32%
Dorchester Road	12,759	12,363	3.20%
Edisto	340	341	-0.29%
Folly	2,255	2,782	-18.94%
James Island	11,812	10,931	8.06%
John's Island	22,630	19,970	13.32%
McClellanville	1,953	2,163	-9.71%
Mt. Pleasant	27,166	28,540	-4.81%
Otranto Road	15,998	16,645	-3.89%
Poe	742	637	16.48%
St. Andrews	40,177	49,538	-18.90%
St. Pauls	3,474	3,178	9.31%
Village	1,427	1,083	31.76%
West Ashley	5,987	13,001	-53.95%
TOTALS	227,240	237,548	-4.34%

Out-of-County Registrations			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	12	26	-53.85%
Bookmobile	0	0	0.00%
CRM	1	7	-85.71%
Dart	0	0	0.00%
Dorchester Road	8	27	-70.37%
Edisto	0	3	-100.00%
Folly	0	0	0.00%
James Island	11	1	1000.00%
John's Island	0	0	0.00%
McClellanville	1	0	100.00%
Mt. Pleasant	6	28	-78.57%
Otranto Road	3	43	-93.02%
Poe	0	1	-100.00%
St. Andrews	0	5	-100.00%
St. Pauls	0	0	0.00%
Village	0	1	-100.00%
West Ashley	0	4	-100.00%
TOTALS	42	146	-71.23%

Programming

	Current YTD	Previous YTD	% change
Main			
# of Programs	596	559	6.62%
Attendance	26,625	22,922	16.15%
Bookmobile			
# of Programs	7	5	40.00%
Attendance	113	187	-39.57%
CRM			
# of Programs	98	111	-11.71%
Attendance	5,650	2,828	99.79%
Dart			
# of Programs	302	344	-12.21%
Attendance	6,534	7,593	-13.95%
Dorchester Road			
# of Programs	208	158	31.65%
Attendance	9,553	6,972	37.02%
Edisto			
# of Programs	25	30	-16.67%
Attendance	182	178	2.25%
Folly			
# of Programs	34	55	-38.18%
Attendance	1,613	1,173	37.51%
James Island			
# of Programs	69	110	-37.27%
Attendance	3,996	4,430	-9.80%
John's Island			
# of Programs	254	256	-0.78%
Attendance	7,855	8,605	-8.72%
McClellanville			
# of Programs	28	34	-17.65%
Attendance	1,512	1,037	45.81%
Mt. Pleasant			
# of Programs	206	223	-7.62%
Attendance	8,932	10,055	-11.17%
Otranto Road			
# of Programs	191	96	98.96%
Attendance	8,602	6,576	30.81%
Poe			
# of Programs	190	179	6.15%
Attendance	3,168	3,485	-9.10%
St. Andrews/Hurd			
# of Programs	222	260	-14.62%
Attendance	13,681	13,278	3.04%
St. Pauls			
# of Programs	37	33	12.12%
Attendance	953	1,007	-5.36%
Village			
# of Programs	49	32	53.13%
Attendance	465	422	10.19%
West Ashley			
# of Programs	68	99	-31.31%
Attendance	3,468	3,506	-1.08%
TOTALS			
# of Programs	2,584	2,584	0.00%
Attendance	102,902	94,254	9.18%



December 2017

Circulation

	Current		% change
	YTD Total	Previous YTD Total	
Main	159,570	161,870	-1.42%
Bookmobile	10,452	11,645	-10.24%
CRM	36,886	43,644	-15.48%
Dart	15,489	21,453	-27.80%
Dorchester Road	56,950	50,867	11.96%
Edisto	3,433	4,639	-26.00%
Folly	4,589	8,433	-45.58%
James Island	87,723	89,630	-2.13%
John's Island	72,992	79,190	-7.83%
McClellanville	3,631	4,004	-9.32%
Mt. Pleasant	271,505	290,861	-6.65%
Otranto Road	70,059	82,076	-14.64%
Poe	10,815	11,308	-4.36%
St. Andrews	179,019	199,893	-10.44%
St. Pauls	10,752	11,142	-3.50%
Village	12,667	14,693	-13.79%
West Ashley	29,074	53,683	-45.84%
Total Downloads	290,493	304,709	-4.67%
TOTALS	1,326,099	1,443,740	-8.15%

PC Use

	Current		% change
	YTD Total	Previous YTD Total	
Main	26,615	28,294	-5.93%
Bookmobile	n/a	0	n/a
CRM	13,354	14,590	-8.47%
Dart	7,922	9,613	-17.59%
Dorchester Road	13,574	12,253	10.78%
Edisto	331	408	-18.87%
Folly	260	577	-54.94%
James Island	7,400	7,467	-0.90%
John's Island	10,659	11,608	-8.18%
McClellanville	910	1,098	-17.12%
Mt. Pleasant	11,921	13,138	-9.26%
Otranto Road	14,419	16,928	-14.82%
Poe	639	434	47.24%
St. Andrews	18,985	22,336	-15.00%
St. Pauls	1,591	1,474	7.94%
Village	845	1,385	-38.99%
West Ashley	2,970	5,506	-46.06%
WiFi USE	116,351	107,578	8.16%
TOTALS	248,746	254,687	-2.33%

Registrations*

	Current		% change
	YTD Total	Previous YTD Total	
Main	1,784	4,877	-63.42%
Bookmobile	89	237	-62.45%
CRM	522	1,197	-56.39%
Dart	269	565	-52.39%
Dorchester Road	1,041	1,376	-24.35%
Edisto	22	80	-72.50%
Folly	35	243	-85.60%
James Island	542	2,586	-79.04%
John's Island	567	2,250	-74.80%
McClellanville	61	144	-57.64%
Mt. Pleasant	1,871	7,012	-73.32%
Otranto Road	831	1,903	-56.33%
Poe	85	441	-80.73%
St. Andrews	1,056	3,324	-68.23%
St. Pauls	78	266	-70.68%
Village	137	509	-73.08%
West Ashley	333	2,011	-83.44%
TOTALS	9,323	29,021	-67.87%
Total Active Library Card Holders			150,900

User Visits

	Current		% change
	YTD Total	Previous YTD Total	
Main	152,811	239,653	-36.24%
Bookmobile	1,731	1,838	-5.82%
CRM	53,837	74,781	-28.01%
Dart	33,422	39,761	-15.94%
Dorchester Road	53,957	48,528	11.19%
Edisto	2,057	2,009	2.39%
Folly	5,089	6,893	-26.17%
James Island	55,437	51,035	8.63%
John's Island	64,515	56,107	14.99%
McClellanville	7,315	5,995	22.02%
Mt. Pleasant	113,559	120,826	-6.01%
Otranto Road	61,704	67,680	-8.83%
Poe	5,148	5,974	-13.83%
St. Andrews	119,765	106,670	12.28%
St. Pauls	5,335	4,900	8.88%
Village	8,547	9,415	-9.22%
West Ashley	31,834	45,121	-29.45%
TOTALS	776,063	887,186	-12.53%

Reference

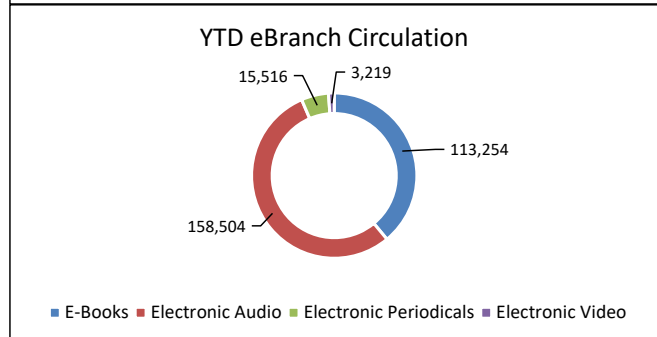
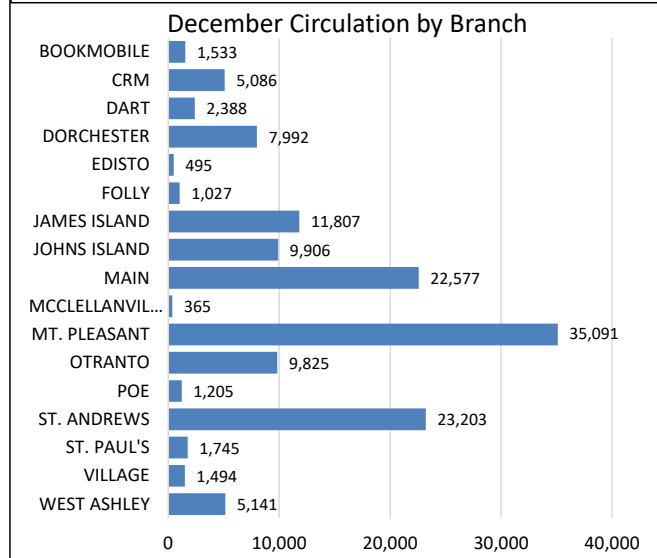
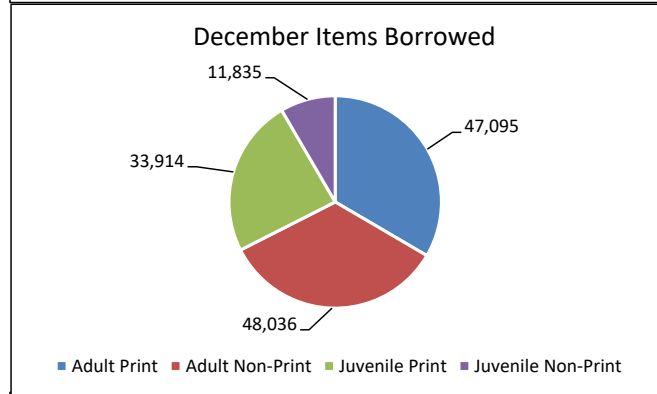
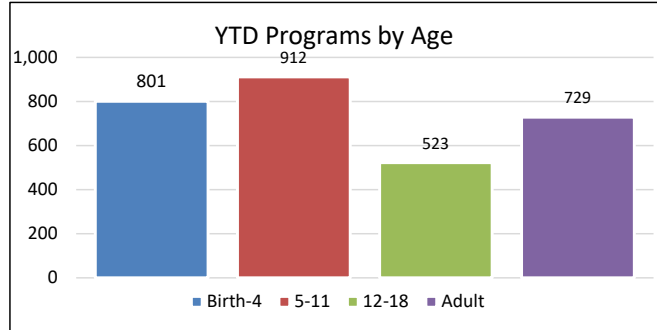
	Current		% change
	YTD Total	Previous YTD Total	
Main	62,880	67,075	-6.25%
Bookmobile	547	1,274	-57.06%
CRM	24,680	14,927	65.34%
Dart	4,903	8,265	-40.68%
Dorchester Road	14,588	12,733	14.57%
Edisto	369	385	-4.16%
Folly	2,918	3,453	-15.49%
James Island	13,695	12,695	7.88%
John's Island	25,686	23,680	8.47%
McClellanville	2,346	2,526	-7.13%
Mt. Pleasant	30,983	32,509	-4.69%
Otranto Road	18,107	19,387	-6.60%
Poe	816	740	10.27%
St. Andrews	45,671	56,764	-19.54%
St. Pauls	4,020	3,749	7.23%
Village	1,605	1,209	32.75%
West Ashley	7,308	15,376	-52.47%
TOTALS	261,122	276,747	-5.65%

Out-of-County Registrations

	Current		% change
	YTD Total	Previous YTD Total	
Main	13	31	-58.06%
Bookmobile	0	0	0.00%
CRM	1	8	-87.50%
Dart	0	0	0.00%
Dorchester Road	12	29	-58.62%
Edisto	0	4	-100.00%
Folly	0	0	0.00%
James Island	11	1	1000.00%
John's Island	0	0	0.00%
McClellanville	2	0	200.00%
Mt. Pleasant	6	30	-80.00%
Otranto Road	5	49	-89.80%
Poe	0	1	-100.00%
St. Andrews	0	5	-100.00%
St. Pauls	0	0	0.00%
Village	0	1	-100.00%
West Ashley	0	5	-100.00%
TOTALS	50	164	-69.51%

*registration numbers declined due to removing annual renewal requirement

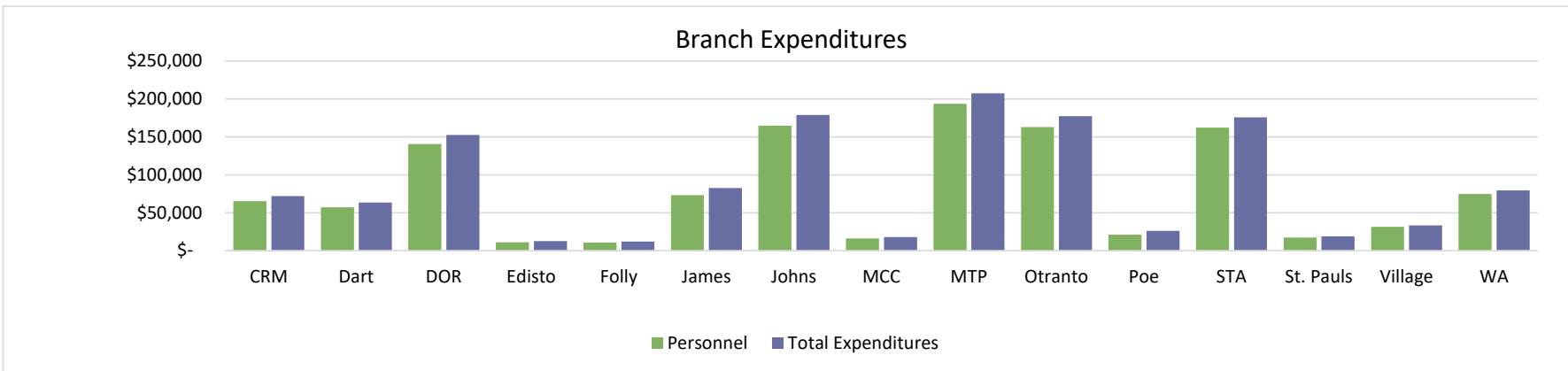
Programming			
	Current	Previous	
Main	YTD Total	YTD Total	% change
# of Programs	675	654	3.21%
Attendance	28,841	25,621	12.57%
Bookmobile			
# of Programs	7	5	40.00%
Attendance	113	187	-39.57%
CRM			
# of Programs	113	135	-16.30%
Attendance	5,727	3,084	85.70%
Dart			
# of Programs	340	398	-14.57%
Attendance	7,006	8,304	-15.63%
Dorchester Road			
# of Programs	234	158	48.10%
Attendance	9,957	6,972	42.81%
Edisto			
# of Programs	29	35	-17.14%
Attendance	209	195	7.18%
Folly			
# of Programs	46	72	-36.11%
Attendance	1,774	1,487	19.30%
James Island			
# of Programs	84	124	-32.26%
Attendance	4,724	5,039	-6.25%
John's Island			
# of Programs	280	314	-10.83%
Attendance	8,301	10,257	-19.07%
McClellanville			
# of Programs	33	39	-15.38%
Attendance	1,597	1,108	44.13%
Mt. Pleasant			
# of Programs	239	247	-3.24%
Attendance	11,013	11,107	-0.85%
Otranto Road			
# of Programs	214	234	-8.55%
Attendance	9,365	7,462	25.50%
Poe			
# of Programs	224	213	5.16%
Attendance	3,594	4,086	-12.04%
St. Andrews/Hurd			
# of Programs	266	295	-9.83%
Attendance	14,485	14,646	-1.10%
St. Pauls			
# of Programs	43	39	10.26%
Attendance	1,023	1,072	-4.57%
Village			
# of Programs	56	36	55.56%
Attendance	485	474	2.32%
West Ashley			
# of Programs	82	119	-31.09%
Attendance	4,019	4,275	-5.99%
TOTALS			
# of Programs	2,965	3,117	-4.88%
Attendance	112,233	105,376	6.51%





SERVICE EFFECTIVENESS MEASURES FY2018

<i>Through September 2017</i>	Main	CRM	Dart	DOR	Edisto	Folly	James	Johns	MCC	MTP	Otranto	Poe	STA	St. Pauls	Village	WA	System
Total Circulation/Visit	1.01	0.67	0.41	1.01	1.64	0.90	1.52	1.00	0.55	2.39	1.13	2.06	1.47	1.89	1.54	1.17	1.66
Circulation/FTE	2,482	3,111	2,661	2,273	1,451	2,580	6,694	2,611	1,287	7,984	2,560	2,449	5,563	2,683	2,445	3,052	4,817
FTE Cost/Circulation	4.60	3.29	7.45	4.54	5.53	2.98	1.62	4.20	7.69	1.27	4.25	3.26	1.65	3.24	4.46	3.26	2.20
Cost/Circulation	6.31	3.62	8.26	4.92	6.27	3.35	1.83	4.57	8.55	1.36	4.62	4.05	1.79	3.53	4.74	3.47	2.56
FTEs	34.25	6.38	2.88	13.63	1.38	1.38	6.75	15.00	1.63	19.13	15.00	2.63	17.63	2.00	2.88	7.50	150.05
FY18 Personnel Expenditures	\$ 390,764	\$ 65,300	\$ 57,100	\$ 140,751	\$ 11,074	\$ 10,600	\$ 73,307	\$ 164,695	\$ 16,122	\$ 193,646	\$ 163,012	\$ 21,006	\$ 162,230	\$ 17,394	\$ 31,442	\$ 74,716	\$ 1,593,157
FY18 Branch Expenditures	\$ 536,341	\$ 71,865	\$ 63,348	\$ 152,538	\$ 12,567	\$ 11,935	\$ 82,488	\$ 178,988	\$ 17,932	\$ 207,548	\$ 177,504	\$ 26,063	\$ 175,836	\$ 18,917	\$ 33,358	\$ 79,482	\$ 1,846,708



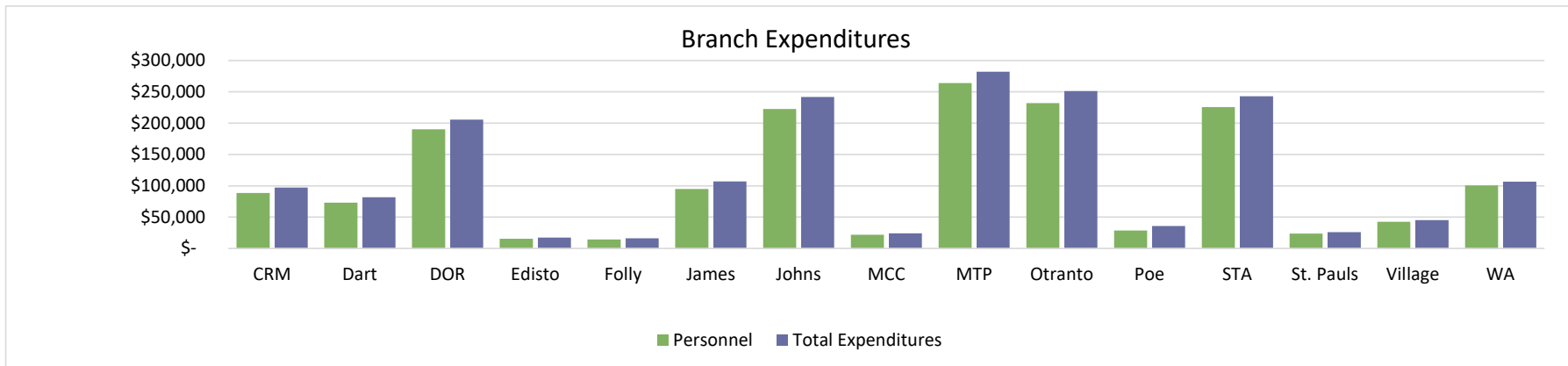
YEAR-END FISCAL DATA

	FY2018	FY2017	% Change
Interlibrary Loans		4,564	
Reference Questions		547,267	
Summer Reading Participants		7728	
User Visits		1,670,712	
County Population (est. 2015)		389,262	
Total Circulation		2,800,552	
Circulation per Capita		7.19	



SERVICE EFFECTIVENESS MEASURES FY2018

<i>Through October 2017</i>	Main	CRM	Dart	DOR	Edisto	Folly	James	Johns	MCC	MTP	Otranto	Poe	STA	St. Pauls	Village	WA	System
Total Circulation/Visit	1.01	0.71	0.44	1.01	1.59	0.90	1.57	1.06	0.53	2.39	1.15	2.06	1.46	1.89	1.52	1.17	1.68
Circulation/FTE	3,168	4,104	2,414	3,187	1,813	2,580	10,620	3,448	1,728	10,297	3,862	3,119	7,084	3,596	3,183	3,052	6,309
FTE Cost/Circulation	4.77	3.38	6.93	4.73	6.13	4.07	1.56	4.31	7.81	1.34	4.63	3.51	1.76	3.32	4.65	4.39	2.31
Cost/Circulation	6.55	3.71	7.74	5.11	6.90	4.55	1.75	4.67	8.62	1.43	5.01	4.36	1.89	3.61	4.93	4.67	2.67
FTEs	35.25	6.38	4.38	12.63	1.38	1.38	5.75	15.00	1.63	19.13	13.00	2.63	18.13	2.00	2.88	7.50	149.05
FY18 Personnel Expenditures	\$ 532,230	\$ 88,404	\$ 73,218	\$ 190,296	\$ 15,340	\$ 14,475	\$ 95,041	\$ 222,840	\$ 22,004	\$ 264,026	\$ 232,263	\$ 28,761	\$ 225,676	\$ 23,865	\$ 42,600	\$ 100,515	\$ 2,171,554
FY18 Branch Expenditures	\$ 731,610	\$ 97,224	\$ 81,778	\$ 205,651	\$ 17,260	\$ 16,182	\$ 106,851	\$ 241,715	\$ 24,270	\$ 282,269	\$ 251,395	\$ 35,749	\$ 243,172	\$ 25,968	\$ 45,239	\$ 106,787	\$ 2,513,119



YEAR-END FISCAL DATA

	FY2018	FY2017	% Change
Interlibrary Loans		4,564	
Reference Questions		547,267	
Summer Reading Participants		7728	
User Visits		1,670,712	
County Population (est. 2015)		389,262	
Total Circulation		2,800,552	
Circulation per Capita		7.19	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 7pm - Charleston Tells	3
4	5	6	7	8	9	10 11am - Charleston Symphony Orchestra Kids Concert
11	12	13	14 5:30pm - FOL Board Meeting	15	16	17
18	19 Libraries Closed - President's Day	20	21 CCPL Day at the State Capital	22	23	24
25	26	27 8am - Board meeting at Main	28			

NEXT MONTH

March

2-3: Spring Book Sale at Otranto

14: FOL Board Meeting

27: Board Meeting at Mt. Pleasant