



**Charleston County Public Library Board of Trustees Agenda**  
*8:00a.m., February 26, 2019 | 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 (1/16, 1/22, 1/26, 1/29, 1/30), 2 minutes</b>		<b>x</b>
<b>6. Report from Search Committee, Susan Strunk, 5 minutes</b>		<b>x</b>
<b>7. Trespass Hearing, 5 minutes</b>	<b>x</b>	
<b>8. Friends of the Library Update, Brittany Mathis, 5 minutes</b>	<b>x</b>	
<b>9. Library Foundation of the Lowcountry, Janet Segal, 5 minutes</b>	<b>x</b>	
<b>10. Capital Plan Update, Toni Pattison and Janette Alexander, 20 minutes</b>	<b>x</b>	
<b>11. Naming Policy Discussion, 5 minutes</b>	<b>x</b>	
<b>12. Library Reports, 5 minutes</b>	<b>x</b>	
a. Acting Director Report, Darlene Jackson		
<b>13. Committee Reports, 5 minutes</b>	<b>x</b>	
<b>14. Adjournment</b>		<b>x</b>

**Board Service:**

Term ends Dec. 2020: Brack, Crosby, Nesbitt, Strother  
 Term ends Dec. 2021: Cameron, Collins, Riley, Strunk  
 Term ends Dec. 2022: Blue, Byko, Rankin



**Board of Trustees Minutes of a Special Meeting**  
*January 16, 2019*

The Charleston County Library Board of Trustees met for a special meeting on Wednesday, January 16, 2019 at 5:30pm in the Board Room of the Main Library, located at 68 Calhoun Street, Charleston, SC.

Board members present were Mr. Brack, Ms. Strunk, Ms. Crosby, Mr. Strother, Ms. Cameron, Ms. Blue, Mr. Byko, Ms. Collins, Ms. Nesbitt, Mr. Rankin, and Ms. Riley. Staff members present were Darlene Jackson, Nancy Lupton, and Amanda Shinn. Also present was Steven Clem of Clem Collaborative, Janet Segal of the Library Foundation of the Lowcountry, and Dan Bradbury and JoBeth Bradbury of Bradbury Miller Associates via Skype.

Mr. Brack called the meeting to order and confirmed 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 the group, and explained the purpose of the special meeting was to review the Executive Director applicants with the search firm Bradbury Miller Associates via Skype during an executive session. He further explained the review will be conducted by the Executive Director Search Committee, which is a committee of the whole plus two previous board members, Mr. Clem and Ms. Segal.

Mr. Brack asked the newly appointed board members, Mr. Byko, Ms. Blue and Ms. Riley, to stand and state the Board of Trustees Pledge of Office.

**Executive Session**

Ms. Blue made a motion to move into executive session to review candidates with Bradbury Miller Associates via Skype. The motion passed unanimously, and the board entered executive session at 5:35pm with Mr. Clem and Ms. Segal present.

The board exited executive session at 7:08pm. Mr. Brack said the Search Committee reviewed the Executive Director applicants with Bradbury Miller Associates, and no action was taken during the executive session. He said the Search Committee will meet again in two weeks.

Agenda Item #5

**Adjournment**

Mr. Byko made a motion to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 7:10pm.

Respectfully submitted,

Leah Crosby, Secretary

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**Board of Trustees Meeting Minutes**  
*January 22, 2019*

The Charleston County Library Board of Trustees met for a regular meeting on Tuesday, January 22, 2019 at 5:15pm in the Auditorium of the Dorchester Library, located at 6325 Dorchester Road, North Charleston, S.C. 29418.

Board members present were Mr. Brack, Ms. Strunk, Mr. Strother, Ms. Crosby, Ms. Blue, Ms. Cameron, Ms. Collins, Mr. Byko, Ms. Nesbitt, Mr. Rankin, and Ms. Riley. Staff members present were Darlene Jackson, Jim McQueen, Perry Litchfield, Natalie Hauff, Nancy Lupton, Toni Pattison, Doug Reynolds, and Amanda Shinn. Also present was Brittany Mathis of the Friends of the Library, and Janet Segal of the Library Foundation of the Lowcountry.

Mr. Brack called the meeting to order and confirmed 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 thanked Gerald Moore, manager of the Dorchester Library, for hosting the meeting. He also informed the audience the board retreat would occur 9:00am on Saturday, January 26 at the James Island County Park Conference Center. The board discussed their most recently read books and discussed further reading suggestions.

For Standing Committees as outlined in the board bylaws, Mr. Brack appointed Ms. Collins as chair of the Nominations Committee with Mr. Byko as a member. He appointed Mr. Strother as chair of the Finance Committee with Ms. Cameron, Ms. Blue and Ms. Strunk as members. For Ad Hoc Committees, Mr. Brack appointed Mr. Rankin as chair of the Building Committee with Ms. Collins and Mr. Byko as members. Mr. Brack also appointed Ms. Crosby as chair of the Bylaws Committee with Ms. Nesbitt and Ms. Riley as members.

**Additions or Corrections to the Agenda**

Ms. Strunk suggested changing the Financial Report to an action item. Mr. Brack suggested the board wait to vote on the Financial Report at the board retreat in order to give board members ample time to review the budget. There were no additions or corrections to the agenda.

## Agenda Item #5

### **Approval of Minutes**

The minutes were approved as written.

### **Friends of the Library Update**

Ms. Mathis said the Friends of the Library (FOL) held their first board meeting of the year earlier this month. She said they have four new board members and introduced Ms. Susan Hoffius as the FOL Board Chair.

The FOL Holiday Book Sale in December was a great success despite the heavy rain. Ms. Mathis said they raised nearly \$10,000, and commended the Mount Pleasant Library staff for created ornaments for the FOL to sell during the Holiday Book Sale. Ms. Mathis said this last sale of 2018 brought the FOL total revenue last year for book sales to more than \$130,000. She said they plan to host 6 book sales in 2019. They have decided to add an additional sale on May 23 and 24 at the Cynthia Graham Hurd/St. Andrew's Library. Their first book sale of 2019 will be held at the Otranto Regional Library on March 1 and 2. Volunteer sign up will go out in the February e-newsletter.

Ms. Mathis announced after nearly 4 years as the director of the FOL, she has submitted her letter of resignation to the FOL board. She said she has enjoyed her time working with the FOL and with the library. She thanked everyone who has helped her along the way. Her official departure date will be May 10. Mr. Brack said on behalf of the board he appreciates her leadership within the FOL and everything she has helped them bring to the library during her time.

### **Library Foundation of the Lowcountry Update**

Ms. Segal said the Library Foundation of the Lowcountry will be partnering with CCPL to provide sneak peaks of the new library branches, with the first being the Wando Mount Pleasant branch. She said the Library Foundation plans to hold a fundraiser the Saturday prior to branch opening to raise funds for the library.

Ms. Segal reminded the board of the Spark Grants offered at the On the Table events in October. She said they received seven proposals in total, and were excited to announce they have decided to fund all seven ideas.

### **Capital Plan Update**

Ms. Pattison introduced herself to the new board members. She said RFID (Radio Frequency Identification) tagging continues on the existing collection. She thanked Ms. Nancy Lupton, manager of the Main Library, for her efforts on managing the schedule for tagging.

The final design development meeting for the R. Keith Summey North Charleston (RKSNC) site occurred on December 4, 2018, and included fine-tuning the building design and finalizing interior finish selections. Ms. Pattison said they expect the GMP (Guaranteed Maximum Price) to be in development until the end of January.

The Bees Ferry West Ashley (BFWA) groundbreaking was held on December 4, 2018. Site clearing is expected to begin today. Ms. Pattison provided photos of the site, and said the

## Agenda Item #5

construction team will develop the parking lot in advance of building to aid with site drainage. Ms. Pattison said this was being performed to help prevent any further flooding at the construction site. The substantial completion date is spring of 2020.

Ms. Pattison said the aggregate pier work at the St. Paul's Hollywood (SPH) site is complete. Pouring of the concrete slab is expected later this week, and the webcam for the site is active on the library's website.

The roofing is underway at the Baxter-Patrick James Island (BPJI) site and is expected to finish in about two weeks. Interior stud framing, mechanical duct installation and fire protection installation are all underway. The substantial completion date is June. Ms. Pattison provided several photos of the site.

Several trades are on site at the Wando Mount Pleasant (WMP) site including drywall, electrical, access flooring, painting and glaziers. Ms. Pattison said the library team fought to have access flooring installed because it provides a significantly easier way to manage under-flooring electrical work should they need to install or move anything. Work on the oculus is underway, but was delayed due to issues in obtaining materials. The substantial completion date for the majority of the building is March, with the oculus to be completed in April, and an estimated branch opening date in May. Ms. Pattison said they aiming to receive a receipt of occupancy as soon as possible to get staff into the building. Ms. Pattison provided several photos of the site. She pointed out the metal panels designed to look like wood paneling on the exterior of the building, as well as the progress on the oculus.

Ms. Pattison said the Library reviewed alternative solutions in regards to the Support Services (SS) site with the County due to concerns with the cost associated with renovations. The County has decided to move forward with the site as originally planned. The County has awarded a bid and is still finalizing the contract. The contractor should be announced within the next few weeks. The estimated opening date is January of 2020.

Ms. Pattison provided the Financial Status and explained a few acronyms and factors for the new board members. She explained the numbers are only updated when a large update has occurred, such as awarding a GMP. She said consequently the numbers have not changed since October, however they expect updated numbers by the next board meeting to account for the Support Services and the RKSNC sites.

Mr. Brack said the CWE (Current Working Estimate) of the existing library upgrades is below the baseline. He said it was his understanding any money left over from new construction projects is to be spent on the renovations for existing library buildings. Ms. Pattison said Mr. Brack was correct. Mr. Brack asked if this meant there would be no money left over for the renovation of the existing James Island Library Branch. Ms. Pattison said this was correct.

Mr. Rankin asked what the awarded GMP bid was for the Support Services building. Ms. Pattison said the accepted bid was approximately \$4.7 million. Mr. Rankin asked if this stood out as exceptional. Ms. Pattison said it was a high figure but necessary for the appropriate renovations of the building. Ms. Blue asked why the CWE for BPJI was higher than the baseline estimate. Ms. Pattison said the baseline estimates were established when the original project scope was developed around the time of the referendum in 2014. Several factors have changed over the past few years, especially construction costs in Charleston. As a result, some of the projects have

## Agenda Item #5

come in a bit higher than the original estimates. We are working diligently to keep costs down where possible without sacrificing the integrity of the facilities and maintaining a balance against the overall project total of \$108.5 million.

### **Library Presentation**

Mr. Reynolds introduced himself as the Communications Manager. He provided a PowerPoint presentation in which he explained the goals and objectives of the Communications Department, as well as various projects they are currently working on.

Mr. Reynolds said a patron-focused e-newsletter began circulation the previous week. Mr. Brack asked how patrons are selected to receive the e-newsletter. Mr. Reynolds explained patrons can opt into receive library news when they sign-up for a library card. He said Communications was working on a sign-up link for the e-newsletter.

Mr. Reynolds also said the library was currently hosting a Library Card Design Contest for a limited edition community card designed by a member of the community. Entries for the contest are being accepted online through January 31. He said the card will be unveiled at the Wando Mount Pleasant ribbon cutting ceremony.

Mr. Strother said he felt what the Communications Department has improved on is very exciting, and commended Mr. Reynolds on the hard work from his department. Mr. Byko asked how the Communications Department plans to grow the e-newsletter subscriber base. Mr. Reynolds said cross-promotion was a huge initiative for the department, and links to subscribe to the e-newsletter are included in the notifications patrons receive for holds and due dates. Mr. Byko suggested partnering with local realtor associations to help promote awareness of the Library.

### **Library Reports**

- a. Ms. Jackson introduced Mr. John Walden, the new East Cooper District Manager, and Ms. Delores Schweitzer, the Wando Mount Pleasant Branch Manager. She also introduced Mr. Ray Turner, the new Otranto Library Branch Library.

Ms. Jackson announced the Library has partnered with the Charleston County Parks and Recreation Commission to develop a StoryWalk around the lagoon at the North Charleston Wannamaker County Park, which debuted January 19. The StoryWalk currently features Eric Carle's book "From Head to Toe". Ms. Jackson also announced library has added Citizens Welcome Kits to the circulating collection as part of CCPL's Strategic Plan to offer resources to new Americans.

Ms. Jackson said around 500 people visited the Main Library on January 12 to attend the Author Talk and Book Signing by Ms. Kate DiCamillo. Patrons had the chance to meet Ms. DiCamillo, listen to her read from her latest novel, answer audience questions, and sign books for all attendees. She thanked the various departments involved in putting together the event and promoting it.

Ms. Jackson said effective January 14, the Library has reduced the holds length from 10 days to 7 days. Ms. Blue asked if it was possible to extend the length of a hold if

## Agenda Item #5

you are unable to pick up a hold item when it becomes available. Ms. Jackson said patrons could contact the library prior to the expiration of the hold to have the hold time adjusted. Ms. Crosby also suggested staff use the opportunity to teach patrons how to suspend holds to help with such situations.

Mr. Jackson said CCPL received a grant from the S.C. State Library to purchase 121 mobile hotspots with the specific aim at reaching students who have limited or no access to the internet at home. She said the hotspots are currently in a pilot run with previously identified at-need students. Mr. Brack asked how much the grant awarded. Mr. McQueen said the grant awarded \$21,000. Ms. Collins asked who the internet provider for the mobile hotspots were. Mr. McQueen explained the hotspots operated on the Sprint network through an agreement with the nonprofit Mobile Beacon. Ms. Blue asked if the hotspots were only available for school age children. Ms. Jackson said the pilot run was for school age children, but they will soon be available for general circulation.

- b. Mr. Litchfield Provided a PowerPoint presentation outlining the Library's Fiscal Year 2020 Proposed Budget to the County. He said it was an abbreviated version of the budget presentation to be shown at the board retreat on Saturday, January 26. He gave a brief explanation of the key budget dates from the FY2020 budget calendar. Mr. Litchfield reviewed the County's budget priorities, and explained the Library's Budget Goals. He provided the General Fund Budget Overview and some General Fund Budget Highlights. He specifically spoke about how the General Fund Budget includes a supplemental request to meet compliance with State Aid requirements. Mr. Litchfield explained this would mean restoring building maintenance, utilities, and security costs to the Library's budget, and increasing information resources (collections) spending. He briefly explained the background on why the building maintenance, utilities, and security costs were originally moved out of the Library's budget. Mr. Litchfield said the funding for this change has been agreed upon by the County budget director. Mr. Brack clarified that because the County took the responsibility of paying for certain elements of the library, it offset the personnel balance. He reiterated the restoration of these elements to the Library's budget brings parity back to the budget. Mr. Litchfield confirmed this explanation. He continued his presentation by showing the General Fund Balance Estimates and General Fund Expenditure Budget Highlights. He said the Library would be adding 77 additional FTEs (Full-Time Employees) for FY2019 and another 30 FTEs in FY2020. He added this is to match with the timing of library branch openings. Mr. Brack encouraged the board to review the FY2020 budget prior to the board retreat on January 26. He said they will vote on the draft proposal for the County at the retreat.

### **Committee Reports**

- a. Buildings  
Mr. Rankin said he plans to follow-up with County concerning the Support Services renovations.
- b. Bylaws  
Ms. Crosby had nothing to report.



## Agenda Item #5

- c. Finance  
Mr. Strother had nothing to report
- d. Nominations  
Ms. Collins had nothing to report.
- e. Executive Director Search  
Ms. Strunk said the open application period for the Executive Director position closed on January 6. The Search Committee has reviewed the applicants and chose 10 candidates with whom they will hold interviews with. The interviews will be held on January 29 and 30, and will occur while the board is in executive session. Ms. Strunk said the Search Committee will not identify the candidates until they decided on the finalists. Mr. Brack said the finalists will meet with both the Board and with staff, and there will be a community meeting for the public as well. Mr. Brack said they plan to extend an offer mid-February, and he estimates the new Executive Director could begin sometime around May.

### **Adjournment**

The meeting was adjourned at 6:46pm.

Respectfully submitted,

Leah Crosby, Secretary



## **Charleston County Public Library Board of Trustees Agenda**

*Annual Board Retreat*

*Saturday, January 26, 2019 | 9am – 2:00pm*

*James Island County Park Conference Center, 871 Riverland Drive, Charleston, SC 29412*

The CCPL Board of Trustees met for the annual retreat at the time, date, location above.

Board members present were Mr. Brack, Ms. Strunk, Mr. Strother, Ms. Cameron, Mr. Byko, Ms. Collins, Ms. Riley, Mr. Rankin, and Ms. Crosby. Board members absent were Ms. Blue and Ms. Nesbitt. Staff members present were Darlene Jackson, Jim McQueen, Natalie Huff, Nancy Lupton, Perry Litchfield, and Toni Pattison.

Mr. Brack welcomed everyone and confirmed notice of this meeting according to the Freedom of Information Act. Board members participated in an ice-breaker activity.

Ms. Jackson, Mr. McQueen, Ms. Lupton, and Ms. Hauff, provided an update and overview of the strategic vision.

Ms. Pattison provided an update on building projects.

Ms. Hauff introduced the board intranet.

Mr. Litchfield reviewed the draft budget. Mr. Strother made a motion to accept the draft budget to be submitted to County Council. Ms. Strunk seconded and the motion was passed.

Ms. Strunk provided board leadership training and an update on the Executive Director search.

Mr. Brack proposed two new ad hoc committees, Policy Committee and Visioning Committee. He suggested the board adopt a physical features naming policy and reviewed expectations of board service.

Ms. Jackson reported on initiatives to grow future librarians and leaders.

The meeting was adjourned at 2:08pm.

Respectfully submitted,  
Leah Crosby

### **Board Service:**

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

Term ends Dec. 2021: Cameron, Collins, Riley, Strunk

Term ends Dec. 2022: Blue, Byko, Rankin



**Board of Trustees Minutes of a Special Meeting**  
*January 29, 2019*

The Charleston County Library Board of Trustees met for a special meeting on Tuesday, January 29, 2019 at 10:00am in the Board Room of the Main Library, located at 68 Calhoun Street, Charleston, SC.

Board members present were Mr. Brack, Ms. Strunk, Mr. Strother, Ms. Crosby, Ms. Blue, Ms. Cameron, Mr. Byko, Ms. Collins, Ms. Nesbitt, Mr. Rankin, and Ms. Riley. Staff members present were Darlene Jackson, and Amanda Shinn. Also present was Steven Clem of Clem Collaborative, Janet Segal of the Library Foundation of the Lowcountry, and Dan Bradbury and JoBeth Bradbury of Bradbury Miller Associates.

Ms. Strunk called the meeting to order and confirmed the media had been informed of the meeting and its agenda according to the Freedom of Information Act.

**Executive Session**

Ms. Strunk explained the special meeting concerns a personnel matter, namely to conduct Skype interviews with the Executive Director candidates. Mr. Byko made a motion to enter executive session to conduct interviews. The motion passed, and the board entered executive session at 10:31am with Ms. Jackson, Mr. & Mrs. Bradbury, Mr. Clem and Ms. Segal present.

The board exited executive session at 2:31pm. No action was taken during executive session. Mr. Brack made a motion to recess the meeting. The motion passed unanimously, and the meeting was recessed until 5:00pm on Wednesday, January 30.

Respectfully submitted,

Leah Crosby, Secretary



**Board of Trustees Minutes of a Special Meeting**  
*January 30, 2019*

The Charleston County Library Board of Trustees met for a special meeting on Tuesday, January 30, 2019 at 5:00pm in the Board Room of the Main Library, located at 68 Calhoun Street, Charleston, SC.

Board members present were Mr. Brack, Ms. Strunk, Mr. Strother, Ms. Crosby, Ms. Blue, Ms. Cameron, Mr. Byko, Ms. Collins, Mr. Rankin, and Ms. Riley. Board member absent was Ms. Nesbitt. Staff members present were Darlene Jackson, and Amanda Shinn. Also present was Steven Clem of Clem Collaborative, Janet Segal of the Library Foundation of the Lowcountry, and Dan Bradbury and JoBeth Bradbury of Bradbury Miller Associates.

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

**Executive Session**

Mr. Brack said the time of recess has expired and the board would resume the meeting of the previous day to conduct Skype interviews with the Executive Director candidates. Ms. Strunk made a motion to enter executive session. Ms. Blue seconded and the motion passed. The board entered executive session at 5:02pm with Ms. Jackson, Mr. & Mrs. Bradbury, Mr. Clem and Ms. Segal present.

The board exited executive session at 9:00pm. No action was taken during executive session.

**Adjournment**

Mr. Strother moved to adjourn the meeting and Ms. Collins seconded. The meeting was adjourned at 9:01pm.

Respectfully submitted,

Leah Crosby, Secretary

Agenda Items #8 - #10



**#8 - Brittany Mathis will provide a Friends of the Library update.**

**#9 - Janet Segal will provide a Library Foundation of the Lowcountry update.**

**#10 - Toni Pattison and Janette Alexander will provide a capital plan update.**



**Darlene Jackson, Acting Executive Director:**

**Host Branch Manager:** Cary Jones, Acting Main Library Manager

### **Job Fair**

Our very first job fair held Saturday, February 2, from 9:00am to 12noon resulted in nearly 50 applicants. We had volunteers from various departments and branches to help make this job fair a success. A video clip ( <https://www.youtube.com/watch?v=d9mk8F8GA2Y> ) promoting the job fair was instrumental in bringing in these applicants. Our second job fair is scheduled for Saturday, April 20.

### **Security Training**

All staff received 4 hours of training from Training Force USA held at Main, Hurd-St. Andrews, Mt. Pleasant Regional, and Dorchester Road Regional libraries. Each training session included Library Safety and Security-Prevention, Planning, Response, and Recovery techniques. Specifically, situational awareness, self-protection and challenging patrons. Each staff member received a Certificate of Achievement and rated this training with a high score. We also received an assessment report with safety and security recommendations. Training Force USA was the company chosen by Sheriff Cannon to provide safety and security training to Faith Leaders and Law Enforcement after the Emanuel tragedy.

### **Best of Nominations**

CCPL was nominated in five categories of the 2019 Charleston City Paper Best Of Awards. These awards shine a spotlight on some of the many things that make Charleston great. Voting is open through March 5, and CCPL is nominated in the following categories:

- Best Local Podcast (Charleston Time Machine),
- Best Cultural Event (The Human Library),
- Best Local Twitter Account
- Best Place to Work
- Best City Paper Cover Story (the story about libraries called "Checking In")

## Agenda Item #12a

### **SEWE**

For the first time, CCPL and SEWE joined forces. Seven CCPL branches hosted wildlife and animal-related programs in conjunction with the SEWE weekend. This included programs for children, teens and adults and included a lecture about hunting wild prey by Historian Dr. Nic Butler, a children's puppet show, a collaborative program featuring James Island Ocean ActKIDvist, which was founded by two 8-year-olds who started their own initiative to help Charleston reduce its plastic consumption and more. More than 200 people attended the ActKIDvist event at the James Island branch. SEWE promoted our events as part of their own marketing collateral including their event listing on their website. We reached hundreds of patrons, new and existing, through this new collaboration and hope to continue this partnership in following years.

### **Black History Programs**

Throughout the month of February, the Charleston County Public Library celebrates Black History Month with programs for all ages. These programs prompt us to remember important people, events, achievements and contributions by African Americans to the arts, literature, sports and pop culture. Whether you're into history, learning about the Gullah culture, tales from the high seas, or games and activities, there's something for everyone. Fifteen branches showcased black history-related programs for a total of 74 programs.

### **Citizenship Award**

Historian Dr. Nic Butler will be awarded the Charleston Police Department's Citizens of the Year award for his work with the department on incorporating Civil Rights education into CPD's training. Nic and a group of other historians involved in the project were nominated last month and after a peer review by CPD's awards committee of officers and professional staff (all of whom have been through the course), unanimously selected Nic and the others for this honor. Nic will receive the award on February 27.

# CHARLESTON COUNTY PUBLIC LIBRARY

FINANCIAL HIGHLIGHTS FOR THE SIX MONTHS ENDED DECEMBER 31, 2018

## GENERAL FUND

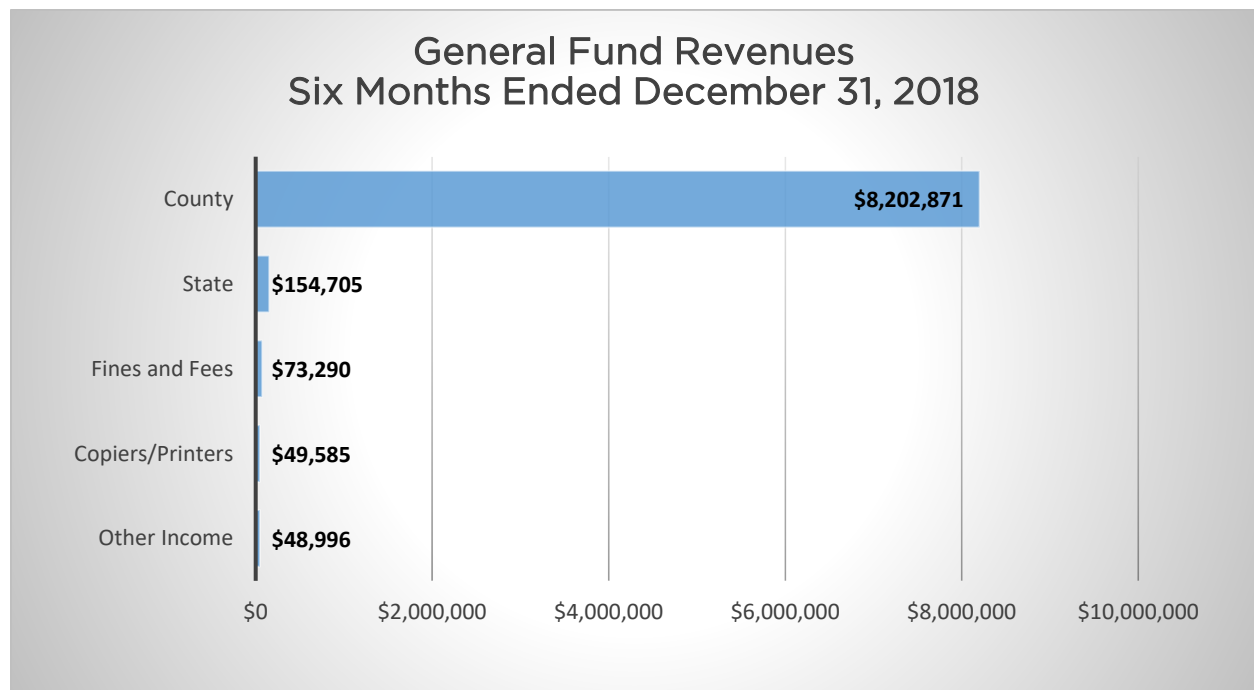
The General Fund finances the day-to-day provision of library services for Charleston County. Expenditures exceeded revenues resulting in a decrease of fund balance of \$32,955 for the six months ended December 31, 2018. The same period in the prior fiscal year fund balance decreased by \$32,235.

Fund balance represents the amount available to finance future operations. The total general fund balance at December 31, 2018 was \$2,182,217. One month of fiscal year 2019 budgeted expenditures, before expansion, is \$1,438,070.

Budget references below do not include amounts related to the Library's expansion program.

## GENERAL FUND REVENUES

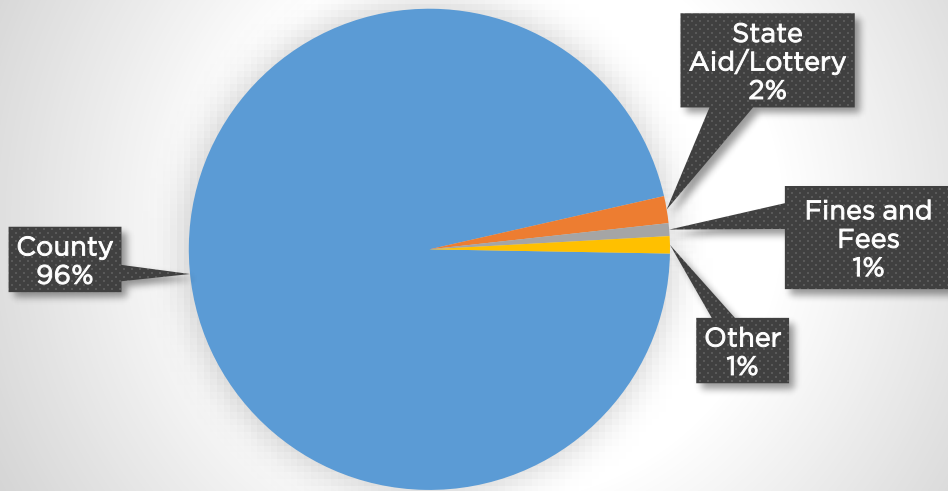
The primary funding of Library operations is through County appropriations. Additional funding comes from State Aid, fines, and other sources such as copier/printer charges, parking fees, etc. The chart below shows general fund revenues for the six months ended December 31, 2018:



The following chart shows general fund revenues as a percentage of the whole:



## General Fund Revenues Six Months Ended December 31, 2018

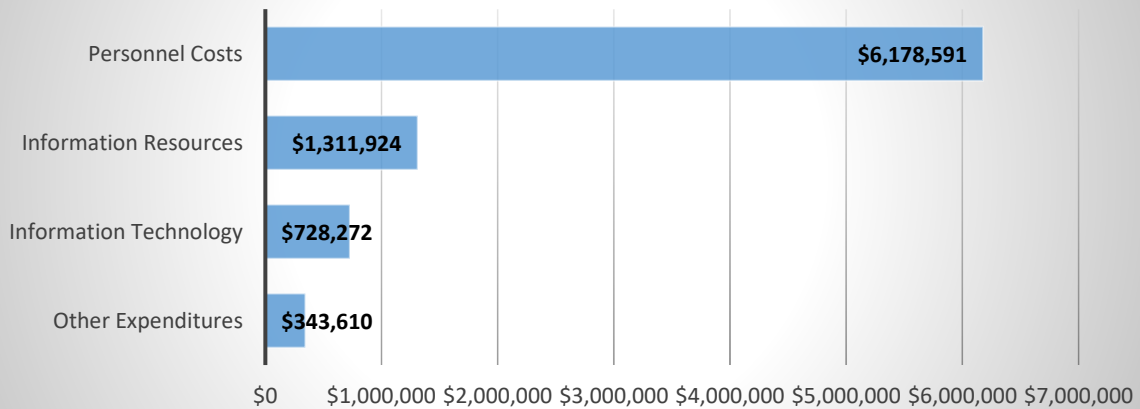


State Aid is \$1.75 per capita for FY19. Fines and fees were 34.8 percent less than the prior year while copier/printer fees were up 3.6 percent.

### GENERAL FUND EXPENDITURES

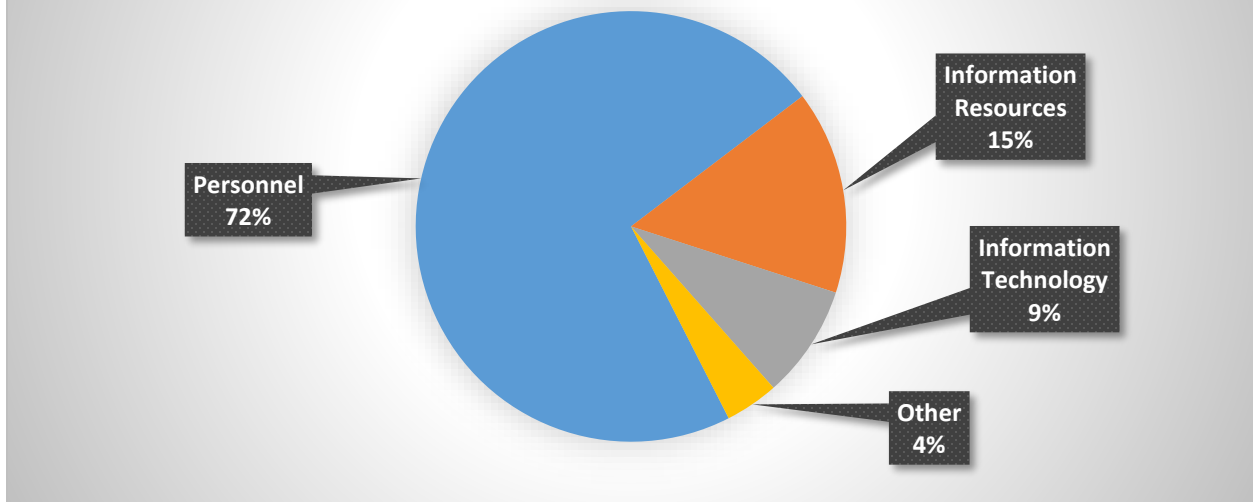
The General Fund accounts for the normal operations of the Library. Expenditures for the six months ended December 31, 2018 were 3.8 percent under budget while 1.5 percent greater than the prior year. The chart below shows the amount of each major expenditure category:

## General Fund Expenditures Six Months Ended December 31, 2018



The following chart shows general fund expenditures as a percentage of the whole:

## General Fund Expenditures Six Months Ended December 31, 2018



Following are comments on specific categories:

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### PERSONNEL COSTS

Salaries, wages, and associated employer costs are included in personnel costs. Actual expenditures were 5.7 percent under the period's budget, while 12.1 percent greater than the same period last fiscal year. Rising retirement, health insurance rates, other post-employment benefits (OPEB), the County's Wellness Program, and parking for Main Library employees contributed to the increase.

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### 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 3.8 percent under the period's budget, while 5.2 percent less than the same period in the prior year. The budget includes operational spending related to new locations to occur later in the fiscal year. Differences from prior spending are due to timing of various purchases.

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### 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, web site, and other related costs. IT costs for the period were 19.2 percent over the period's budget due to incurring the annual cost of the integrated library system (ILS), completion of the continuity of operations project (COOP), ILS site licenses for new facilities, and other one-time purchases. Costs were 0.9 percent less than the same period in the prior year.

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## OTHER EXPENDITURES

Other expenditures shown in the charts above include the categories described below.

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### Copiers and Printers

Lease costs and related supplies are included in the copiers and printers category. Expenditures were 36.3 percent under the period's budget and 32.8 percent less than the same period in the prior year. A new copier contract was effective June 1, 2018 at significant savings.

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### Supplies

Supplies include various operating supplies such as office, data processing, and minor equipment. Expenditures were 3.4 percent under the period's budget while 4.7 percent less than the prior year. The differences are primarily due to timing of purchase of library cards and data processing supplies.

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### Printing

Printing includes the costs of items printed externally for programs and internal use forms. Expenditures were 22.6 percent under the period's budget while 131.2 percent greater than the same period in the prior year. Increase is due to timing of printing purchases from year to year.

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### Repairs and maintenance

Repairs and maintenance include annual contracts and repairs on various Library equipment, minor building repairs, and garbage collections. Expenditures were 24.9 percent under the period's budget while 1.4 percent less than the same period in the prior year. The fire and security alarm budget includes purchase and installation of security cameras at various locations. Payment of these expenditures had not occurred as of the end of the period. Charleston County provides major facilities repairs, maintenance contracts, janitorial and security. Such costs are not included in the Library's budget for FY2019.

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### Utilities

In prior years, utilities included electricity and gas, water and sewer, solid waste disposal fees, and telephone related costs (including VOIP equipment lease payments). For fiscal year 2019, Charleston County assumed responsibility for utilities other than telephones. Telephone related expenditures were 5.5 percent over the period's budget while 18.8 percent greater than the same period in the prior fiscal year. Costs are greater primarily due to additional data lines associated with the COOP redundancy project.

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### Risk Management/Insurances

Risk management includes property insurance, tort liability, business interruption, bookmobile, and other vehicle coverage. For fiscal year 2019, Charleston County has assumed responsibility for these costs.

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### Motor vehicles

Motor vehicles include repairs, maintenance, and fuel for Library vehicles and employee mileage reimbursements when appropriate. Expenditures were 20.2 percent under the period's budget and 22.1 percent less than the same period in the prior year. Repairs have been less than projected by County Fleet Operations. However, fuel costs have been significantly higher than expected.

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### Other Expenditures

Other expenditures include various system-wide costs that are not otherwise classified. The most significant of these are audit services (CCPL and FOL), postage and shipping, staff development and training, and the material recovery service. Overall expenditures were 13.3 percent under the period's budget while 22.8 percent less than the same period in the prior year. Postage costs have been significantly less than the prior year due to implementation of voice and text messaging of library notices to patrons. Increased spending for staff development is expected during the remainder of the fiscal year due to timing of professional conferences.

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### Programming

Programming includes supplies, performer fees, and other costs associated with providing public programming for all ages. This was a new budget category for the second half of fiscal year 2018. Expenditures were 1.9 percent over budget for the period. The Friends of the Library, donations, and occasional grants, accounted for in special revenue funds, provide the majority of funding for programming.

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### Miscellaneous expenditures

Miscellaneous expenditures included \$596 in board related expenses and executive search expenses of \$5,000.

## GRANTS SPECIAL REVENUE FUND

The Grants Special Revenue Fund accounts for grants received for special projects primarily from governmental sources. The Library had revenues and expenditures of \$22,154 for the six months ended December 31, 2018. The Library's expenditures were for a Homework Help Center grant, and Family Place Libraries Training grant, each awarded by the State Library.

## DONATIONS SPECIAL REVENUE FUND

The Donations Special Revenue Fund accounts for donations, including private foundation grants, typically restricted for specific purposes. Revenues totaled \$15,245 for the six months ended December 31, 2018 with expenditures of \$48,372. Expenditures included \$38,541 for renovations and furniture at the Dart, Hurd/St. Andrews, and Dorchester branches. Through December 2018, the Cynthia Graham Hurd Fund has received \$65,392 to-date with expenditures of \$50,463 leaving a balance of \$14,929. Total unspent donated funds on hand at December 31, 2018 from all sources were \$122,616.

## 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. Such expenses totaled \$47,330 during the three months ended December 31, 2018. 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 the calendar year through December 31, 2018, the Library spent \$96,897 for programs and staff development funded by the FOL.

**CHARLESTON COUNTY PUBLIC LIBRARY  
REVENUE & EXPENDITURE STATEMENT  
General Fund - Recap  
Fiscal Quarter Ended December 31, 2018**

	Actual					Budget		
	Fiscal Year 2018	6 Months Ended 12/31/2017	6 Months Ended 12/31/2018	Increase (Decrease)	Percent Change	Fiscal Year 2019	(Over) Under	Percent Remaining
<b>REVENUES</b>								
County								
Annual Appropriation	\$ 15,726,145.84	\$ 7,863,072.90	\$ 8,169,080.31	\$ 306,007.41	3.9%	\$ 17,401,586.00	\$ 9,232,505.69	53.1%
Summer Youth Reimbursement	\$ 15,891.48	\$ 15,891.48	\$ 13,485.42	\$ (2,406.06)	-15.1%	\$ -	\$ (13,485.42)	--
Bond Reimbursement	93,917.82	19,415.98	20,305.22	889.24	4.6%	99,658.00	79,352.78	79.6%
<i>Total County</i>	<u>15,835,955.14</u>	<u>7,898,380.36</u>	<u>8,202,870.95</u>	<u>304,490.59</u>	<u>3.9%</u>	<u>17,501,244.00</u>	<u>9,298,373.05</u>	<u>53.1%</u>
Copier Income	99,299.37	47,878.10	49,585.47	1,707.37	3.6%	90,170.00	40,584.53	45.0%
Fine and Fees	227,125.99	112,491.50	73,290.45	(39,201.05)	-34.8%	165,460.00	92,169.55	55.7%
Other Income	863.40	453.79	942.68	488.89	107.7%	-	(942.68)	--
Parking Garage Receipts	21,137.03	9,689.56	9,610.34	(79.22)	-0.8%	21,410.00	11,799.66	55.1%
E Rate Reimbursement	52,897.34	28,191.77	38,443.32	10,251.55	36.4%	-	(38,443.32)	--
Lottery Revenues	17,391.30	-	1,482.22	1,482.22	--	-	(1,482.22)	--
State Aid Receipts	612,865.76	306,432.88	153,216.44	(153,216.44)	-50.0%	612,866.00	459,649.56	75.0%
<b>TOTAL REVENUE</b>	<b>16,867,535.33</b>	<b>8,403,517.96</b>	<b>8,529,441.87</b>	<b>125,923.91</b>	<b>1.5%</b>	<b>18,391,150.00</b>	<b>9,861,708.13</b>	<b>53.6%</b>
<b>EXPENDITURES</b>								
Personnel Costs	11,864,665.21	5,511,696.22	6,178,591.31	666,895.09	12.1%	13,951,541.00	7,772,949.69	55.7%
Information Resources	2,506,411.42	1,384,420.98	1,311,924.37	(72,496.61)	-5.2%	2,842,348.00	1,530,423.63	53.8%
Information Technology	924,659.44	734,518.46	728,272.23	(6,246.23)	-0.9%	1,051,722.00	323,449.77	30.8%
Copiers and Printers	180,235.39	91,419.21	61,439.62	(29,979.59)	-32.8%	219,216.00	157,776.38	72.0%
Supplies	143,079.21	61,498.72	58,631.50	(2,867.22)	-4.7%	125,896.00	67,264.50	53.4%
Printing	31,085.42	2,159.25	4,991.77	2,832.52	131.2%	18,214.00	13,222.23	72.6%
Repairs and Maintenance	42,444.26	25,248.45	24,895.14	(353.31)	-1.4%	99,014.00	74,118.86	74.9%
Utilities	862,544.13	411,752.15	68,820.36	(342,931.79)	-83.3%	124,006.00	55,185.64	44.5%
Other Expenditures	166,776.94	97,097.95	74,965.51	(22,132.44)	-22.8%	204,404.00	129,438.49	63.3%
Motor Vehicles	56,534.44	22,471.97	17,513.85	(4,958.12)	-22.1%	58,686.00	41,172.15	70.2%
Risk Management (Insurance)	91,479.96	45,739.98	-	(45,739.98)	-100.0%	-	-	--
Programming	39,634.84	3,030.18	26,754.86	23,724.68	782.9%	51,503.00	24,748.14	48.1%
Miscellaneous Expenditures	1,113.12	390.68	5,596.05	5,205.37	1332.4%	2,500.00	(3,096.05)	-123.8%
Capital Expenditures	44,308.50	44,308.50	-	(44,308.50)	-100.0%	200,000.00	-	0.0%
<b>TOTAL EXPENDITURES</b>	<b>16,954,972.28</b>	<b>8,435,752.70</b>	<b>8,562,396.57</b>	<b>126,643.87</b>	<b>1.5%</b>	<b>18,949,050.00</b>	<b>10,186,653.43</b>	<b>53.8%</b>
<b>FUND BALANCE INCREASED (DECREASED)</b>	<b>\$ (87,436.95)</b>	<b>\$ (32,234.74)</b>	<b>\$ (32,954.70)</b>	<b>\$ (719.96)</b>	<b>2.2%</b>	<b>\$ (557,900.00)</b>	<b>\$ (324,945.30)</b>	<b>58.2%</b>

**CHARLESTON COUNTY PUBLIC LIBRARY**  
**REVENUE & EXPENDITURE STATEMENT**  
**General Fund - Detail**  
**Fiscal Quarter Ended December 31, 2018**

	Actual					Budget		
	Fiscal Year 2018	6 Months Ended 12/31/2017	6 Months Ended 12/31/2018	Increase (Decrease)	Percent Change	Fiscal Year 2019	(Over) Under	Percent Remaining
<b>REVENUES</b>								
County Appropriation	\$ 15,726,145.84	\$ 7,863,072.90	\$ 8,169,080.31	\$ 306,007.41	3.9%	\$ 17,401,586.00	\$ 9,232,505.69	53.1%
Supplemental Appropriation Summer Youth	15,891.48	15,891.48	13,485.42	(2,406.06)	-15.1%	-	(13,485.42)	--
Bond Reimbursement (Project Manager)	93,917.82	19,415.98	20,305.22	889.24	4.6%	99,658.00	79,352.78	79.6%
<i>Total County Appropriations</i>	<u>15,835,955.14</u>	<u>7,898,380.36</u>	<u>8,202,870.95</u>	<u>304,490.59</u>	<u>3.9%</u>	<u>17,501,244.00</u>	<u>9,298,373.05</u>	<u>53.1%</u>
Copier Income	99,299.37	47,878.10	49,585.47	1,707.37	3.6%	90,170.00	40,584.53	45.0%
Fines and Fees	227,125.99	112,491.50	73,290.45	(39,201.05)	-34.8%	165,460.00	92,169.55	55.7%
Other Income	863.40	453.79	942.68	488.89	107.7%	-	(942.68)	--
Parking Garage Receipts	21,137.03	9,689.56	9,610.34	(79.22)	-0.8%	21,410.00	11,799.66	55.1%
E Rate Reimbursement	52,897.34	28,191.77	38,443.32	10,251.55	36.4%	-	(38,443.32)	--
Lottery Revenues	17,391.30	-	1,482.22	1,482.22	--	-	(1,482.22)	--
State Aid Receipts	612,865.76	306,432.88	153,216.44	(153,216.44)	-50.0%	612,866.00	459,649.56	75.0%
<b>TOTAL REVENUES</b>	<b>16,867,535.33</b>	<b>8,403,517.96</b>	<b>8,529,441.87</b>	<b>125,923.91</b>	<b>1.5%</b>	<b>18,391,150.00</b>	<b>9,861,708.13</b>	<b>53.6%</b>
<b>EXPENDITURES</b>								
<b>Personnel Costs</b>								
Salaries	8,319,560.79	3,867,604.82	4,291,694.58	424,089.76	11.0%	10,372,168.00	6,080,473.42	58.6%
Temporary Wages	42,979.65	19,266.21	14,843.43	(4,422.78)	-23.0%	26,000.00	11,156.57	42.9%
Summer Youth Program Wages	13,361.49	11,599.95	10,179.00	(1,420.95)	-12.2%	-	(10,179.00)	--
<i>Total Wages</i>	<u>8,375,901.93</u>	<u>3,898,470.98</u>	<u>4,316,717.01</u>	<u>418,246.03</u>	<u>10.7%</u>	<u>10,398,168.00</u>	<u>6,081,450.99</u>	<u>58.5%</u>
Social Security	609,763.07	283,310.91	312,876.75	29,565.84	10.4%	793,471.00	480,594.25	60.6%
State Retirement	1,029,755.79	438,371.76	539,951.22	101,579.46	23.2%	1,402,037.00	862,085.78	61.5%
Life Insurance	13,461.98	6,720.19	6,222.03	(498.16)	-7.4%	15,992.00	9,769.97	61.1%
Health Insurance	1,025,578.43	482,489.18	561,879.81	79,390.63	16.5%	1,321,518.00	759,638.19	57.5%
Dental Insurance	28,895.80	14,428.98	14,362.06	(66.92)	-0.5%	34,875.00	20,512.94	58.8%
Workers Compensation	325,121.88	162,560.94	175,424.56	12,863.62	7.9%	373,202.00	197,777.44	53.0%
Other Post Employment Benefits	304,158.12	152,079.06	159,213.39	7,134.33	4.7%	339,310.00	180,096.61	53.1%
County Wellness Program	12,005.88	6,002.94	15,697.29	9,694.35	161.5%	33,453.00	17,755.71	53.1%
Employee Assistance Program	4,005.00	2,101.50	2,322.00	220.50	10.5%	4,500.00	2,178.00	48.4%
Other Personnel Costs	4,162.87	542.82	654.19	111.37	20.5%	20,000.00	19,345.81	96.7%
Staff Parking Main Library	130,987.50	63,750.00	71,271.00	7,521.00	11.8%	146,625.00	75,354.00	51.4%
Relocation Assistance	866.96	866.96	2,000.00	1,133.04	130.7%	-	(2,000.00)	--
Fringe Rate Adjustment	-	-	-	-	--	(241,426.00)	(241,426.00)	100.0%
<i>Total Fringe Benefits</i>	<u>3,488,763.28</u>	<u>1,613,225.24</u>	<u>1,861,874.30</u>	<u>248,649.06</u>	<u>15.4%</u>	<u>4,243,557.00</u>	<u>2,381,682.70</u>	<u>56.1%</u>
Budgeted Vacancies (wages plus fringe)	-	-	-	-	--	(690,184.00)	(690,184.00)	100.0%
<b>Total Personnel Costs</b>	<b>11,864,665.21</b>	<b>5,511,696.22</b>	<b>6,178,591.31</b>	<b>666,895.09</b>	<b>12.1%</b>	<b>13,951,541.00</b>	<b>7,772,949.69</b>	<b>55.7%</b>

**CHARLESTON COUNTY PUBLIC LIBRARY**  
**REVENUE & EXPENDITURE STATEMENT**  
**General Fund - Detail**  
**Fiscal Quarter Ended December 31, 2018**

	Actual					Budget		
	Fiscal Year 2018	6 Months Ended 12/31/2017	6 Months Ended 12/31/2018	Increase (Decrease)	Percent Change	Fiscal Year 2019	(Over) Under	Percent Remaining
<b>Information Resources</b>								
Adult Fiction Books	302,197.13	125,872.12	<b>155,894.58</b>	30,022.46	23.9%	392,060.00	236,165.42	60.2%
Adult Non-fiction Books	259,761.71	123,730.95	<b>114,050.70</b>	(9,680.25)	-7.8%	311,342.00	197,291.30	63.4%
Adult Reference	6,022.00	-	<b>220.41</b>	220.41	--	12,684.00	12,463.59	98.3%
SC Room	212.09	60.45	<b>2,570.18</b>	2,509.73	4151.7%	5,000.00	2,429.82	48.6%
Young Adult	80,988.89	38,156.76	<b>39,287.40</b>	1,130.64	3.0%	92,250.00	52,962.60	57.4%
Juvenile Books	396,205.81	211,056.04	<b>153,206.25</b>	(57,849.79)	-27.4%	345,936.00	192,729.75	55.7%
McNaughtons	39,884.04	39,884.04	<b>39,884.04</b>	-	0.0%	41,000.00	1,115.96	2.7%
Large Print	33,979.68	15,467.64	<b>16,121.56</b>	653.92	4.2%	34,594.00	18,472.44	53.4%
Spanish	-	-	-	-	--	17,297.00	17,297.00	100.0%
Continuations	49,201.04	25,082.88	<b>24,531.30</b>	(551.58)	-2.2%	46,125.00	21,593.70	46.8%
<i>Total Books</i>	<i>1,168,452.39</i>	<i>579,310.88</i>	<i>545,766.42</i>	<i>(33,544.46)</i>	<i>-5.8%</i>	<i>1,298,288.00</i>	<i>752,521.58</i>	<i>58.0%</i>
Periodicals	71,169.32	64,534.37	<b>61,251.14</b>	(3,283.23)	-5.1%	75,000.00	13,748.86	18.3%
Microforms	16,548.27	9,288.27	<b>7,478.00</b>	(1,810.27)	-19.5%	18,000.00	10,522.00	58.5%
<i>Total Periodicals</i>	<i>87,717.59</i>	<i>73,822.64</i>	<i>68,729.14</i>	<i>(5,093.50)</i>	<i>-6.9%</i>	<i>93,000.00</i>	<i>24,270.86</i>	<i>26.1%</i>
Adult DVD and Blu Ray	231,456.64	96,607.07	<b>91,838.44</b>	(4,768.63)	-4.9%	253,686.00	161,847.56	63.8%
Juvenile DVD and Blu Ray	55,308.38	20,567.55	<b>15,684.81</b>	(4,882.74)	-23.7%	80,718.00	65,033.19	80.6%
Adult Books on CD	63,587.89	16,166.75	<b>26,970.71</b>	10,803.96	66.8%	80,718.00	53,747.29	66.6%
Juvenile Books on CD	7,426.29	4,841.16	<b>3,620.18</b>	(1,220.98)	-25.2%	8,072.00	4,451.82	55.2%
Young Adult Books on CD	5,057.67	3,335.20	<b>1,234.15</b>	(2,101.05)	-63.0%	5,766.00	4,531.85	78.6%
<i>Total Media</i>	<i>362,836.87</i>	<i>141,517.73</i>	<i>139,348.29</i>	<i>(2,169.44)</i>	<i>-1.5%</i>	<i>428,960.00</i>	<i>289,611.71</i>	<i>67.5%</i>
Reference Databases	174,283.89	155,779.89	<b>147,653.34</b>	(8,126.55)	-5.2%	205,000.00	57,346.66	28.0%
E-Books	199,164.10	95,534.75	<b>89,509.85</b>	(6,024.90)	-6.3%	210,000.00	120,490.15	57.4%
E-Audio	110,161.06	53,683.37	<b>52,142.95</b>	(1,540.42)	-2.9%	130,000.00	77,857.05	59.9%
Media Subscriptions	237,253.67	166,122.87	<b>208,097.09</b>	41,974.22	25.3%	328,550.00	120,452.91	36.7%
<i>Total Digital Products</i>	<i>720,862.72</i>	<i>471,120.88</i>	<i>497,403.23</i>	<i>26,282.35</i>	<i>5.6%</i>	<i>873,550.00</i>	<i>376,146.77</i>	<i>43.1%</i>
Cataloging Subscriptions	68,328.76	23,948.35	<b>29,815.56</b>	5,867.21	24.5%	67,000.00	37,184.44	55.5%
RFID Tags	59,056.61	59,056.61	-	(59,056.61)	-100.0%	30,000.00	30,000.00	100.0%
Processing Supplies	2,736.39	817.89	<b>1,664.02</b>	846.13	103.5%	6,700.00	5,035.98	75.2%
LCATS Resources	28,286.00	28,095.00	<b>28,763.98</b>	668.98	2.4%	30,000.00	1,236.02	4.1%
Bindery	1,954.85	648.80	<b>312.55</b>	(336.25)	-51.8%	2,000.00	1,687.45	84.4%
Other Materials	6,179.24	6,082.20	<b>121.18</b>	(5,961.02)	-98.0%	12,850.00	12,728.82	99.1%
<i>Total Other Information Resources</i>	<i>166,541.85</i>	<i>118,648.85</i>	<i>60,677.29</i>	<i>(57,971.56)</i>	<i>-48.9%</i>	<i>148,550.00</i>	<i>87,872.71</i>	<i>59.2%</i>
<b>Total Information Resources</b>	<b>2,506,411.42</b>	<b>1,384,420.98</b>	<b>1,311,924.37</b>	<b>(72,496.61)</b>	<b>-5.2%</b>	<b>2,842,348.00</b>	<b>1,530,423.63</b>	<b>53.8%</b>



**CHARLESTON COUNTY PUBLIC LIBRARY**  
**REVENUE & EXPENDITURE STATEMENT**  
**General Fund - Detail**  
**Fiscal Quarter Ended December 31, 2018**

	Actual					Budget		
	Fiscal Year 2018	6 Months Ended 12/31/2017	6 Months Ended 12/31/2018	Increase (Decrease)	Percent Change	Fiscal Year 2019	(Over) Under	Percent Remaining
<b>Information Technology</b>								
Web Site Hosting/Development	29,638.90	28,978.00	43,490.71	14,512.71	50.1%	37,000.00	(6,490.71)	-17.5%
SirsiDynix (ILS) Maintenance	299,737.37	327,948.00	360,037.68	32,089.68	9.8%	387,998.00	27,960.32	7.2%
AMH/Self-check Maintenance	-	-	-	-	--	36,747.00	36,747.00	100.0%
Software and Licenses	19,864.57	5,283.18	15,656.37	10,373.19	196.3%	27,000.00	11,343.63	42.0%
IT Maintenance Contracts	70,826.83	50,127.34	56,712.57	6,585.23	13.1%	76,000.00	19,287.43	25.4%
Financial Software Maintenance Contract	44,761.11	39,009.02	33,296.44	(5,712.58)	-14.6%	44,000.00	10,703.56	24.3%
IT Repairs and Supplies	16,577.31	8,760.18	13,288.85	4,528.67	51.7%	15,000.00	1,711.15	11.4%
IT Non-Capital Equipment	59,574.21	46,196.93	27,881.03	(18,315.90)	-39.6%	60,000.00	32,118.97	53.5%
IT Capital Equipment	133,950.68	107,840.22	51,417.40	(56,422.82)	-52.3%	75,000.00	23,582.60	31.4%
IT Operating Lease Payments	198,840.14	97,950.18	106,769.52	8,819.34	9.0%	237,977.00	131,207.48	55.1%
IT Capital Lease Payments	38,443.32	19,221.66	19,221.66	-	0.0%	40,000.00	20,778.34	51.9%
IT Consultants	12,445.00	3,203.75	500.00	(2,703.75)	-84.4%	15,000.00	14,500.00	96.7%
<b>Total Information Technology</b>	<b>924,659.44</b>	<b>734,518.46</b>	<b>728,272.23</b>	<b>(6,246.23)</b>	<b>-0.9%</b>	<b>1,051,722.00</b>	<b>323,449.77</b>	<b>30.8%</b>
<b>Copiers and Printers</b>								
Copier/Printer Leases	132,077.33	67,425.73	31,317.22	(36,108.51)	-53.6%	78,011.00	78,011.00	100.0%
Copier/Printer Usage	38,182.08	20,048.82	24,589.11	4,540.29	22.6%	117,961.00	93,371.89	79.2%
Copier Supplies	9,696.81	3,665.49	5,533.29	1,867.80	51.0%	21,994.00	16,460.71	74.8%
Microform Supplies	279.17	279.17	-	(279.17)	-100.0%	1,250.00	1,250.00	100.0%
<b>Total Copiers and Printers</b>	<b>180,235.39</b>	<b>91,419.21</b>	<b>61,439.62</b>	<b>(29,979.59)</b>	<b>-32.8%</b>	<b>219,216.00</b>	<b>189,093.60</b>	<b>86.3%</b>
<b>Supplies</b>								
Library Cards	5,371.95	4,345.22	-	(4,345.22)	-100.0%	5,660.00	5,660.00	100.0%
Library Supplies	12,808.57	5,461.43	5,662.13	200.70	3.7%	15,709.00	10,046.87	64.0%
Data Processing Supplies	16,904.30	10,870.78	3,734.47	(7,136.31)	-65.6%	20,095.00	16,360.53	81.4%
Office Supplies	66,263.98	23,127.88	18,883.18	(4,244.70)	-18.4%	46,158.00	27,274.82	59.1%
Audio Visual Supplies	9,493.57	4,567.30	2,574.61	(1,992.69)	-43.6%	12,192.00	9,617.39	78.9%
Minor Equipment	32,236.84	13,126.11	27,777.11	14,651.00	111.6%	26,082.00	(1,695.11)	-6.5%
<b>Total Supplies</b>	<b>143,079.21</b>	<b>61,498.72</b>	<b>58,631.50</b>	<b>(2,867.22)</b>	<b>-4.7%</b>	<b>125,896.00</b>	<b>67,264.50</b>	<b>53.4%</b>
<b>Printing</b>								
Programming Printing	27,281.71	1,564.21	2,399.42	835.21	53.4%	11,500.00	9,100.58	79.1%
Other Printing	3,803.71	595.04	2,592.35	1,997.31	335.7%	6,714.00	4,121.65	61.4%
<b>Total Printing</b>	<b>31,085.42</b>	<b>2,159.25</b>	<b>4,991.77</b>	<b>2,832.52</b>	<b>131.2%</b>	<b>18,214.00</b>	<b>13,222.23</b>	<b>72.6%</b>

**CHARLESTON COUNTY PUBLIC LIBRARY**  
**REVENUE & EXPENDITURE STATEMENT**  
**General Fund - Detail**  
**Fiscal Quarter Ended December 31, 2018**

	Actual				Budget			
	Fiscal Year 2018	6 Months Ended 12/31/2017	6 Months Ended 12/31/2018	Increase (Decrease)	Percent Change	Fiscal Year 2019	(Over) Under	Percent Remaining
<b>Repairs and Maintenance</b>								
Checkpoint Security	1,247.25	1,247.25	-	(1,247.25)	-100.0%	1,600.00	1,600.00	100.0%
Fire and Security Alarms	4,189.91	3,549.41	<b>3,388.00</b>	(161.41)	-4.5%	52,510.00	49,122.00	93.5%
Postage Machine	4,097.55	1,925.56	<b>1,714.34</b>	(211.22)	-11.0%	5,000.00	3,285.66	65.7%
Microfiche/Film Readers	5,164.75	5,164.75	<b>1,972.91</b>	(3,191.84)	-61.8%	5,400.00	3,427.09	63.5%
Equipment Repairs/Maintenance	362.43	228.52	<b>65.04</b>	(163.48)	-71.5%	3,000.00	2,934.96	97.8%
Parking Equipment	6,379.03	3,182.70	<b>7,788.45</b>	4,605.75	144.7%	12,500.00	4,711.55	37.7%
General Repairs	6,795.86	3,176.42	<b>2,434.41</b>	(742.01)	-23.4%	5,759.00	3,324.59	57.7%
Garbage Collections	14,207.48	6,773.84	<b>7,531.99</b>	758.15	11.2%	13,245.00	5,713.01	43.1%
<b>Total Repairs and Maintenance</b>	<b>42,444.26</b>	<b>25,248.45</b>	<b>24,895.14</b>	<b>(353.31)</b>	<b>-1.4%</b>	<b>99,014.00</b>	<b>74,118.86</b>	<b>74.9%</b>
<b>Utilities</b>								
Electricity and Gas	672,622.56	321,308.74	-	(321,308.74)	-100.0%	-	-	--
Water and Sewer	70,554.51	32,521.58	-	(32,521.58)	-100.0%	-	-	--
Cell Phones	10,675.19	5,176.22	<b>5,730.36</b>	554.14	10.7%	10,500.00	4,769.64	45.4%
Telephone	33,257.32	15,025.96	<b>15,565.32</b>	539.36	3.6%	23,306.00	7,740.68	33.2%
Data Lines	27,287.59	13,646.19	<b>19,238.32</b>	5,592.13	41.0%	41,200.00	21,961.68	53.3%
VOIP Equipment Capital Lease Payments	48,146.96	24,073.46	<b>28,286.36</b>	4,212.90	17.5%	49,000.00	20,713.64	42.3%
<b>Total Utilities</b>	<b>862,544.13</b>	<b>411,752.15</b>	<b>68,820.36</b>	<b>(347,144.69)</b>	<b>-84.3%</b>	<b>124,006.00</b>	<b>55,185.64</b>	<b>44.5%</b>
<b>Other Expenditures</b>								
Audit Services CCPL	17,810.00	17,810.00	<b>21,810.00</b>	4,000.00	22.5%	19,000.00	(2,810.00)	-14.8%
Audit Services FOL	11,325.00	2,075.00	<b>2,975.00</b>	900.00	43.4%	11,000.00	8,025.00	73.0%
Banking Costs	2,749.15	2,546.43	<b>1,205.20</b>	(1,341.23)	-52.7%	7,000.00	5,794.80	82.8%
Advertising	2,668.49	1,164.28	<b>1,688.01</b>	523.73	45.0%	7,000.00	5,311.99	75.9%
Marketing	3,300.00	2,500.00	<b>2,600.00</b>	100.00	100.0%	2,500.00	(100.00)	-4.0%
Interlibrary Loans	1,837.32	596.30	<b>279.69</b>	(316.61)	-53.1%	1,000.00	720.31	72.0%
Messenger Service (County)	1,087.00	-	-	-	--	1,100.00	1,100.00	100.0%
Postage and Shipping	35,376.89	22,678.56	<b>6,964.38</b>	(15,714.18)	-69.3%	30,880.00	23,915.62	77.4%
Dues	7,039.00	4,570.00	<b>3,082.00</b>	(1,488.00)	-32.6%	5,500.00	2,418.00	44.0%
Professional Services	-	-	-	-	--	2,500.00	2,500.00	100.0%
Material Recovery Service	29,615.55	16,136.85	<b>17,130.30</b>	993.45	6.2%	35,000.00	17,869.70	51.1%
Staff Development/Training	48,539.20	24,448.42	<b>14,962.04</b>	(9,486.38)	-38.8%	78,924.00	63,961.96	81.0%
Food and Recognitions	5,429.34	2,572.11	<b>2,268.89</b>	(303.22)	-11.8%	3,000.00	731.11	24.4%
<b>Total Other Expenditures</b>	<b>166,776.94</b>	<b>97,097.95</b>	<b>74,965.51</b>	<b>(22,132.44)</b>	<b>-22.8%</b>	<b>204,404.00</b>	<b>129,438.49</b>	<b>63.3%</b>

**CHARLESTON COUNTY PUBLIC LIBRARY**  
**REVENUE & EXPENDITURE STATEMENT**  
**General Fund - Detail**  
**Fiscal Quarter Ended December 31, 2018**

	Actual					Budget		
	Fiscal Year 2018	6 Months Ended 12/31/2017	6 Months Ended 12/31/2018	Increase (Decrease)	Percent Change	Fiscal Year 2019	(Over) Under	Percent Remaining
<b>Motor Vehicles</b>								
Motor Vehicle Repairs and Maintenance	38,022.48	13,212.39	<b>6,974.81</b>	(6,237.58)	-47.2%	41,088.00	34,113.19	83.0%
Motor Vehicle Fuel	15,606.42	8,270.34	<b>8,405.69</b>	135.35	1.6%	14,598.00	6,192.31	42.4%
Motor Vehicle Employee Expense	2,905.54	989.24	<b>2,133.35</b>	1,144.11	115.7%	3,000.00	866.65	28.9%
<b>Total Motor Vehicles</b>	<b>56,534.44</b>	<b>22,471.97</b>	<b>17,513.85</b>	<b>(4,958.12)</b>	<b>-22.1%</b>	<b>58,686.00</b>	<b>41,172.15</b>	<b>70.2%</b>
<b>Risk Management</b>								
Property Insurance	69,987.96	34,993.98	-	(34,993.98)	-100.0%	-	-	--
Auto Liability Insurance	4,680.00	2,340.00	-	(2,340.00)	-100.0%	-	-	--
Auto Comp Collision Insurance	1,155.96	577.98	-	(577.98)	-100.0%	-	-	--
Inland Marine Insurance (Bookmobile)	1,913.04	956.52	-	(956.52)	-100.0%	-	-	--
Tort Liability Insurance	7,727.04	3,863.52	-	(3,863.52)	-100.0%	-	-	--
Technology Service Insurance	6,015.96	3,007.98	-	(3,007.98)	-100.0%	-	-	--
<b>Total Risk Management</b>	<b>91,479.96</b>	<b>45,739.98</b>	<b>-</b>	<b>(45,739.98)</b>	<b>-100.0%</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Programming</b>								
<b>System-wide Programming</b>	<b>39,634.84</b>	<b>3,030.18</b>	<b>26,754.86</b>	<b>23,724.68</b>	<b>782.9%</b>	<b>51,503.00</b>	<b>24,748.14</b>	<b>48.1%</b>
<b>Capital Expenditures</b>								
Microfilm Readers	44,308.50	44,308.50	-	(44,308.50)	-100.0%	-	-	--
Main Parking Garage	-	-	-	-	--	200,000.00	200,000.00	100.0%
<b>Total Capital Expenditures</b>	<b>44,308.50</b>	<b>44,308.50</b>	<b>-</b>	<b>(44,308.50)</b>	<b>-100.0%</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>100.0%</b>
<b>Miscellaneous Expenditures</b>								
Board Contingency	1,113.12	390.68	<b>596.05</b>	205.37	52.6%	2,500.00	1,903.95	0.0%
Executive Search/Relocation Expenses	-	-	<b>5,000.00</b>	5,000.00	--	-	(5,000.00)	0.0%
<b>Total Miscellaneous Expenditures</b>	<b>1,113.12</b>	<b>390.68</b>	<b>5,596.05</b>	<b>5,205.37</b>	<b>1332.4%</b>	<b>2,500.00</b>	<b>(3,096.05)</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>16,954,972.28</b>	<b>8,435,752.70</b>	<b>8,562,396.57</b>	<b>122,430.97</b>	<b>1.5%</b>	<b>18,949,050.00</b>	<b>10,417,970.65</b>	<b>55.0%</b>
<b>FUND BALANCE INCREASED (DECREASED)</b>	<b>\$ (87,436.95)</b>	<b>\$ (32,234.74)</b>	<b>\$ (32,954.70)</b>	<b>\$ 3,492.94</b>	<b>-10.8%</b>	<b>\$ (557,900.00)</b>	<b>\$ (556,262.52)</b>	<b>99.7%</b>

**CHARLESTON COUNTY PUBLIC LIBRARY  
REVENUE & EXPENDITURE STATEMENT  
SPECIAL REVENUE FUND - GRANTS  
Fiscal Quarter Ended December 31, 2018**

	Actual				
	Fiscal Year 2018	6 Months Ended 12/31/2017	6 Months Ended 12/31/2018	Increase (Decrease)	Percent Change
<b>REVENUES</b>					
Governmental Grants	\$ 1,000.00	\$ 1,000.00	\$ 22,154.19	\$ 21,154.19	95.5%
Nongovernmental Grants	9,453.88	6,317.99	-	\$ (6,317.99)	--
<b>Total Revenues</b>	<b>10,453.88</b>	<b>7,317.99</b>	<b>22,154.19</b>	<b>14,836.20</b>	<b>67.0%</b>
<b>EXPENDITURES</b>					
Governmental Grants	\$ 1,000.00	\$ 1,000.00	\$ 22,154.19	\$ 21,154.19	95.5%
Nongovernmental Grants	9,453.88	6,317.99	-	(6,317.99)	--
<b>Total Expenditures</b>	<b>10,453.88</b>	<b>7,317.99</b>	<b>22,154.19</b>	<b>14,836.20</b>	<b>67.0%</b>
<b>Total Fund Balance Increased (Decreased)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>--</b>

**CHARLESTON COUNTY PUBLIC LIBRARY  
REVENUE & EXPENDITURE STATEMENT  
SPECIAL REVENUE FUND - DONATIONS  
Fiscal Quarter Ended December 31, 2018**

	Actual				
	Fiscal Year 2018	6 Months Ended 12/31/2017	6 Months Ended 12/31/2018	Increase (Decrease)	Percent Change
<b>REVENUES</b>					
Restricted Gifts	\$ 98,427.16	\$ 5,641.28	\$ 15,245.00	\$ 9,603.72	63.0%
Unrestricted Gifts	5,140.00	40.00	-	\$ (40.00)	--
<b>Total Revenues</b>	<b><u>103,567.16</u></b>	<b><u>5,681.28</u></b>	<b><u>15,245.00</u></b>	<b><u>9,563.72</u></b>	<b><u>62.7%</u></b>
<b>EXPENDITURES</b>					
Information Resources	\$ 642.80	\$ 240.00	\$ -	\$ (240.00)	--
Programming	37,670.43	13,360.71	9,831.26	(3,529.45)	-35.9%
Renovations and repairs	7,122.34	-	38,540.90	38,540.90	100.0%
Staff Development	4,399.00	-	-	-	--
<b>Total Expenditures</b>	<b><u>49,834.57</u></b>	<b><u>13,600.71</u></b>	<b><u>48,372.16</u></b>	<b><u>34,771.45</u></b>	<b><u>71.9%</u></b>
<b>Total Fund Balance Increased (Decreased)</b>	<b><u>\$ 53,732.59</u></b>	<b><u>\$ (7,919.43)</u></b>	<b><u>\$ (33,127.16)</u></b>	<b><u>\$ (25,207.73)</u></b>	<b><u>76.1%</u></b>

**CHARLESTON COUNTY PUBLIC LIBRARY  
REVENUE & EXPENDITURE STATEMENT  
SPECIAL REVENUE FUND - FRIENDS OF THE LIBRARY  
Fiscal Quarter Ended December 31, 2018**

	Actual				Percent Change
	Fiscal Year 2018	6 Months Ended 12/31/2017	6 Months Ended 12/31/2018	Increase (Decrease)	
<b>REVENUES</b>					
Contributions from FOL	\$ 95,057.26	\$ 43,057.26	\$ 52,000.00	\$ 8,942.74	17.2%
<b>EXPENDITURES</b>					
General Programming	26,289.42	13,591.82	16,143.59	\$ 2,551.77	15.8%
Summer Reading	19,171.00	1,454.76	13,844.84	\$ 12,390.08	89.5%
Special Projects	4,350.41	4,350.41	-	\$ (4,350.41)	--
Printing and Publicity	264.55	264.55	-	\$ (264.55)	--
Staff Recognitions	858.19	-	945.34	\$ 945.34	100.0%
Staff Training and Development	41,720.72	23,395.72	16,396.04	\$ (6,999.68)	-42.7%
<b>Total Expenditures</b>	<b>92,654.29</b>	<b>43,057.26</b>	<b>47,329.81</b>	<b>4,272.55</b>	<b>9.0%</b>
<b>Total Fund Balance Increased (Decreased)</b>	<b>\$ 2,402.97</b>	<b>\$ -</b>	<b>\$ 4,670.19</b>	<b>\$ 4,670.19</b>	<b>100.0%</b>

**Charleston County Public Library**  
**Donation Special Revenue Fund Activity Recap**  
**Fiscal Year Ended June 30, 2019**  
**Transactions Through December 31, 2018**

	Beginning Balance	Receipts	Transfers	Expenditures	Ending Balance
<b>Branches</b>					
West Ashley	\$ 432.42	\$ -	\$ -	\$ -	\$ 432.42
Cooper River	\$ 224.97	\$ -	\$ -	\$ -	\$ 224.97
James Island	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00
Dart Anniversary	\$ -	\$ -	\$ -	\$ -	\$ -
Dart	\$ 5,336.23	\$ -	\$ -	\$ (2,029.04)	\$ 3,307.19
Village	\$ -	\$ -	\$ -	\$ -	\$ -
McClellanville	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00
Edisto	\$ -	\$ -	\$ -	\$ -	\$ -
Poe	\$ 787.68	\$ -	\$ -	\$ -	\$ 787.68
St Pauls	\$ -	\$ -	\$ -	\$ -	\$ -
Folly Beach	\$ 125.00	\$ -	\$ -	\$ -	\$ 125.00
Mt Pleasant	\$ 6,332.45	\$ 100.00	\$ -	\$ (715.79)	\$ 5,716.66
Mt Pleasant (estate)	\$ 59,629.08	\$ -	\$ -	\$ -	\$ 59,629.08
Hurd/St Andrews	\$ 911.73	\$ -	\$ -	\$ -	\$ 911.73
St Andrews (estate)	\$ 11,086.17	\$ -	\$ -	\$ (905.60)	\$ 10,180.57
Otranto	\$ 81.03	\$ -	\$ -	\$ -	\$ 81.03
Dorchester	\$ 133.33	\$ -	\$ -	\$ -	\$ 133.33
Johns Island	\$ 2,718.37	\$ 1,625.00	\$ -	\$ (1,560.39)	\$ 2,782.98
<b>Main Library</b>	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00
Circulation	\$ -	\$ -	\$ -	\$ -	\$ -
Bookmobile	\$ 2,356.02	\$ -	\$ -	\$ -	\$ 2,356.02
Reference	\$ 384.88	\$ -	\$ -	\$ -	\$ 384.88
SC Room/Archive	\$ 885.00	\$ 116.00	\$ -	\$ -	\$ 1,001.00
Young Adults	\$ 1,113.41	\$ -	\$ -	\$ -	\$ 1,113.41
Children	\$ 649.57	\$ 6,000.00	\$ -	\$ -	\$ 6,649.57
Historian	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,500.00
Tech Team	\$ -	\$ -	\$ -	\$ -	\$ -
LCATS	\$ -	\$ -	\$ -	\$ -	\$ -
Communications	\$ 1,750.00	\$ -	\$ -	\$ (1,750.00)	\$ -
<b>Other</b>					
CCF Roper Medical	\$ 3,000.00	\$ 3,500.00	\$ -	\$ (2,816.33)	\$ 3,683.67
Coastal Comm. Foundation	\$ -	\$ -	\$ -	\$ -	\$ -
Cynthia Graham Hurd Fund	\$ 48,936.95	\$ 404.00	\$ -	\$ (34,411.86)	\$ 14,929.09
Estates	\$ 5,000.00	\$ -	\$ -	\$ (4,044.74)	\$ 955.26
The Library Foundation	\$ -	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00
Storytime Kits	\$ 138.41	\$ -	\$ -	\$ (138.41)	\$ -
Unrestricted	\$ 530.43	\$ -	\$ -	\$ -	\$ 530.43
	\$ -				
<b>Totals</b>	<b>\$ 155,743.13</b>	<b>\$ 15,245.00</b>	<b>\$ -</b>	<b>\$ (48,372.16)</b>	<b>\$ 122,615.97</b>

**Charleston County Public Library  
General Donations Fiscal Year Ended June 30, 2019  
Received through December 31, 2018**

Date	Donor	Amount	Purpose	Comments
7/1/2018	Rosen & Associates	\$ 100.00	CGH Fund	
7/31/2018	Gedney Howe III PA	\$ 100.00	CGH Fund	
8/3/2018	Independent Television Service	\$ 100.00	Mt Pleasant	Honorarium
8/25/2018	Wheeler	\$ 200.00	Johns Island	Honorarium
9/6/2018	Davis	\$ 5.00	SCR/Archives	
9/23/2018	Godfrey	\$ 25.00	SCR/Archives	
10/2/2018	Cooper River Bapt Assoc Women's Aux	\$ 204.00	CGH Fund	
11/1/2018	Godfrey	\$ 31.00	SCR/Archives	
11/5/2018	Kiawah-Seabrook Exchange Club	\$ 1,025.00	Johns Island	Pop Up Library
11/6/2018	Wheeler	\$ 300.00	Johns Island	
12/11/2018	Sidelman	\$ 100.00	Johns Island	
12/3/2018	Barton	\$ 50.00	SCR/Archives	
12/8/2018	Anonymous	\$ 5.00	SCR/Archives	
11/16/2018	CCF Roper Foundation Fund	\$ 3,500.00	LCATS	Health education collections
12/11/2018	Burton Family Foundation	\$ 6,000.00	Main Children	
12/24/2018	The Library Foundation	\$ 3,500.00	Summer Reading	
<b>Total</b>		<b>16 \$ 15,245.00</b>		



**Charleston County Public Library**  
**Grants Special Revenue Fund Activity Recap**  
**Fiscal Year Ended June 30, 2018**  
**Activity Through December 31, 2018**

<b>Funding Source</b>	<b>Description</b>	<b>Original Award</b>	<b>FY Awarded</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>	<b>Status</b>
SC State Library	Homework Help Grant	\$ 21,000.00	2019	\$ -	\$ 20,952.00	\$ (20,952.00)	\$ -	Closed
SC State Library	Family Place Libraries Training	\$ 1,130.00	2019	\$ -	\$ 1,202.00	\$ (1,202.00)	\$ -	Closed
				\$ -	\$ -	\$ -	\$ -	
<b>Total</b>		<b>\$ 22,130.00</b>		<b>\$ -</b>	<b>\$ 22,154.00</b>	<b>\$ (22,154.00)</b>	<b>\$ -</b>	<b>2</b>

**Charleston County Public Library**  
**Friends of the Library Special Revenue Fund**  
**Revenue and Expenditure Statement**  
For the Calendar Year Ended December 31, 2018

	Quarter Ended				Year-to Date
	<u>3/31/2018</u>	<u>6/30/18</u>	<u>9/30/18</u>	<u>12/31/18</u>	<u>Total</u>
<b>REVENUES</b>					
Contributions from FOL	\$ 26,000.00	\$ 26,000.00	\$ 26,000.00	\$ 26,000.00	\$ 104,000.00
<b>EXPENDITURES</b>					
General Programming					
Children	\$ 2,907.12	\$ 3,715.07	\$ 4,166.89	\$ 3,882.01	\$ 14,671.09
Young Adults	\$ 539.24	\$ 1,235.87	\$ 759.01	\$ 1,020.67	\$ 3,554.79
Adults	\$ 2,128.70	\$ 2,171.60	\$ 4,271.32	\$ 2,013.69	\$ 10,585.31
Total General Programming	\$ 5,575.06	\$ 7,122.54	\$ 9,197.22	\$ 6,916.37	\$ 28,811.19
Summer Reading					
Children	\$ 92.80	\$ 7,772.53	\$ 11,563.98	\$ 7.62	\$ 19,436.93
Young Adults	\$ -	\$ 7,548.77	\$ 1,559.27	\$ 57.97	\$ 9,166.01
Adults	\$ -	\$ 2,302.14	\$ 631.00	\$ -	\$ 2,933.14
Seniors	\$ -	\$ -	\$ 25.00	\$ -	\$ 25.00
Total Summer Reading	\$ 92.80	\$ 17,623.44	\$ 13,779.25	\$ 65.59	\$ 31,561.08
Staff Development					
Training and Conferences	\$ -	\$ 18,168.16	\$ 10,179.65	\$ 6,216.39	\$ 34,564.20
Staff Recognitions	\$ 156.84	\$ 858.19	\$ 461.96	\$ 483.38	\$ 1,960.37
Total Staff Development	\$ 156.84	\$ 19,026.35	\$ 10,641.61	\$ 6,699.77	\$ 36,524.57
<b>Total Expenditures</b>	<b>\$ 5,824.70</b>	<b>\$ 43,772.33</b>	<b>\$ 33,618.08</b>	<b>\$ 13,681.73</b>	<b>\$ 96,896.84</b>
<b>Fund Balance Increased (Decreased)</b>	<b>\$ 20,175.30</b>	<b>\$ (17,772.33)</b>	<b>\$ (7,618.08)</b>	<b>\$ 12,318.27</b>	<b>\$ 7,103.16</b>
<b>Beginning Fund Balance</b>	<b>\$ -</b>	<b>\$ 20,175.30</b>	<b>\$ 2,402.97</b>	<b>\$ (5,215.11)</b>	<b>\$ -</b>
<b>Ending Fund Balance</b>	<b>\$ 20,175.30</b>	<b>\$ 2,402.97</b>	<b>\$ (5,215.11)</b>	<b>\$ 7,103.16</b>	<b>\$ 7,103.16</b>

PUBLISHED: FEB. 14, 2019

# MEDIA REPORT

An Overview of Media Coverage  
January 2019



# SUMMARY:

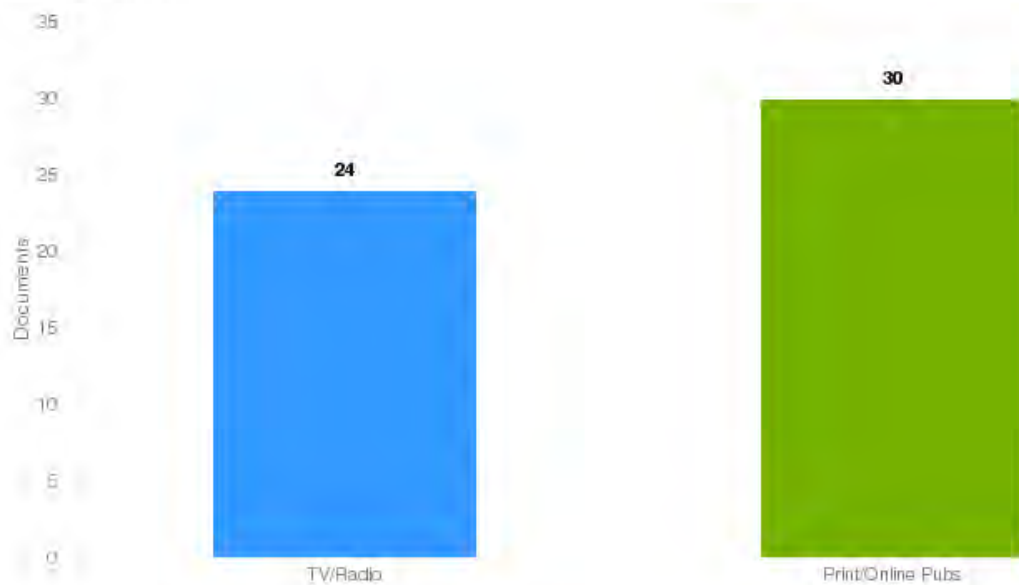
## MEDIA COVERAGE

Charleston County Public Library was featured on television news, online/print publications and social media shares during January 2019, and featured topics included the Kate DiCamillo appearance and book signing, the launch of our StoryWalk program, and more.

### Media Exposure



Media Exposure

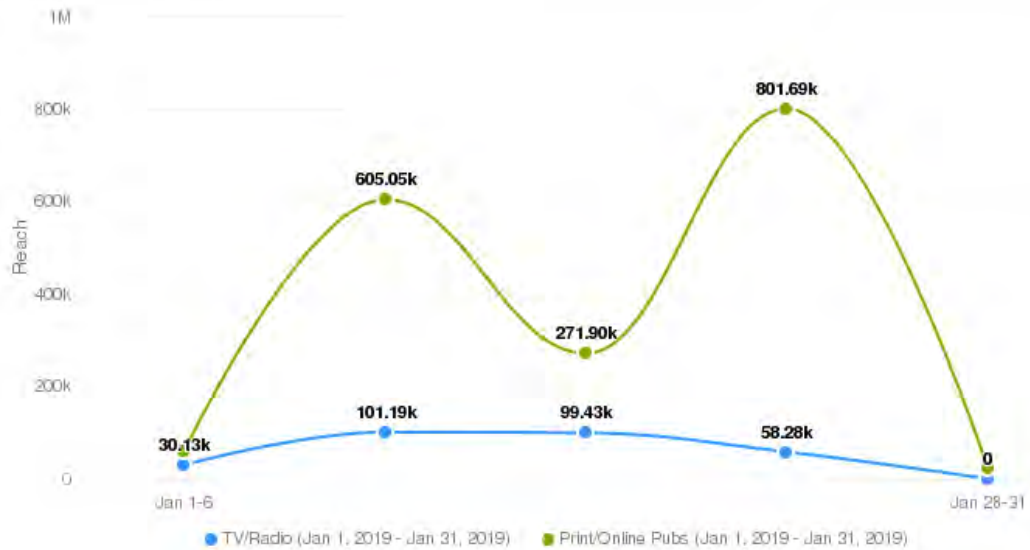


\*A full listing and details on the media coverage including links and estimated reach are included as an addendum to this report.

# Media Reach



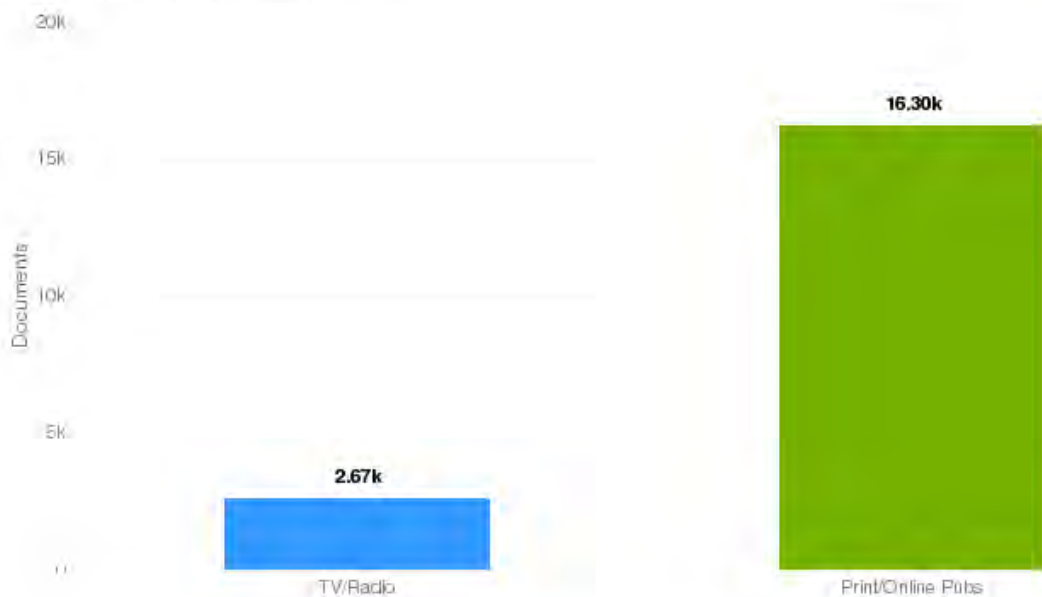
## Potential Reach



# Potential Ad Value of Media Exposure



## Advertising Value Equivalency





# Media Coverage January 2019

Date	Headline	URL	Source	Reach	AVE	Media Type
02-Jan-2019 02:22PM	2019 Artists and Exhibits at the Saul Alexander Gallery	<a href="https://www.charlestonchronicle.net/2019/01/02/2019-artists-and-exhibits-at-the-saul-alexander-gallery/">https://www.charlestonchronicle.net/2019/01/02/2019-artists-and-exhibits-at-the-saul-alexander-gallery/</a>	The Charleston Chronicle	5405	50	Print/Online Pubs
04-Jan-2019 12:00PM	Best-selling children's author coming to the Charleston County Public Library	<a href="https://www.moultrienews.com/community-news/best-selling-childrens-author-coming-to-the-charleston-county/article_5f8982fe-103b-11e9-bb1a-cbdd2320a3e1.html">https://www.moultrienews.com/community-news/best-selling-childrens-author-coming-to-the-charleston-county/article_5f8982fe-103b-11e9-bb1a-cbdd2320a3e1.html</a>	The Moultrie News	17904	165.61	Print/Online Pubs
06-Jan-2019 07:05AM	News 2 Today	Clip available upon request.	WCBD-CHS (NBC)	5169	47.81	TV/Radio
06-Jan-2019 07:26AM	News 2 Today	Clip available upon request.	WCBD-CHS (NBC)	5169	47.81	TV/Radio
06-Jan-2019 08:49AM	Meet & Greet With Award Winning Author At Charleston Country Library	<a href="https://www.counton2.com/community/meet-greet-with-award-winning-author-at-charleston-country-library/1688536016">https://www.counton2.com/community/meet-greet-with-award-winning-author-at-charleston-country-library/1688536016</a>	Count On News 2	36876	341.1	Print/Online Pubs
06-Jan-2019 09:05AM	News 2 Today	Clip available upon request.	WCBD-CHS (NBC)	19792	183.08	TV/Radio

07-Jan-2019 05:24PM	The 47th Annual Reverend Dr. Martin Luther King, Jr. Celebration	<a href="https://www.counton2.com/community/the-47th-annual-reverend-dr-martin-luther-king-jr-celebration/1690561777">https://www.counton2.com/community/the-47th-annual-reverend-dr-martin-luther-king-jr-celebration/1690561777</a>	Count On News 2	36876	341.1	Print/Online Pubs
08-Jan-2019 10:29AM	Lowcountry Live	Clip available upon request.	WCIV-CHS (ABC)	10028	92.76	TV/Radio
08-Jan-2019 11:15PM	FOX 24 News Now	Clip available upon request.	WTAT-CHS (FOX)	6444	59.61	TV/Radio
08-Jan-2019 12:45PM	FOX 24 News Now Midday	Clip available upon request.	WTAT-CHS (FOX)	411	3.8	TV/Radio
09-Jan-2019 01:32PM	Weekend Roundup: Back to reality	<a href="https://www.charlestoncitypaper.com/charleston/weekend-roundup-back-to-reality/Content?oid=26224998">https://www.charlestoncitypaper.com/charleston/weekend-roundup-back-to-reality/Content?oid=26224998</a>	Charleston City Paper	54983	508.59	Print/Online Pubs
09-Jan-2019 04:35PM	Lawyers to discuss SC child support at free library event downtown	<a href="https://abcnews4.com/news/local/lawyers-to-discuss-sc-child-support-at-free-library-event">https://abcnews4.com/news/local/lawyers-to-discuss-sc-child-support-at-free-library-event</a>	ABC News 4	71196	658.56	Print/Online Pubs
09-Jan-2019 07:45PM	Live 5 News at 7.30	Clip available upon request.	WCSC-CHS (CBS)	20885	193.19	TV/Radio
09-Jan-2019 10:10AM	Critics' Picks: The best arts events in town this week	<a href="https://www.charlestoncitypaper.com/charleston/critics-picks-the-best-arts-events-in-town-this-week/Content?oid=26178319">https://www.charlestoncitypaper.com/charleston/critics-picks-the-best-arts-events-in-town-this-week/Content?oid=26178319</a>	Charleston City Paper	54983	508.59	Print/Online Pubs

10-Jan-2019 02:24PM	New Publication: "Slavery to Civil Rights: A Walking Tour of African-American Charleston" by Alec Cooley and Ruth Miller	<a href="http://crjbizwire.com/new-publication-slavery-to-civil-rights-a-walking-tour-of-african-american-charleston-by-alec-cooley-and-ruth-miller/">http://crjbizwire.com/new-publication-slavery-to-civil-rights-a-walking-tour-of-african-american-charleston-by-alec-cooley-and-ruth-miller/</a>	CRBJ Biz Wire	1476	13.65	Print/Online Pubs
10-Jan-2019 12:20PM	Living Local	Clip available upon request.	WCBD-CHS (NBC)	4874	45.08	TV/Radio
11-Jan-2019 12:54PM	Take a Walk Through a Story at Wannamaker County Park	<a href="https://www.charlestonchronicle.net/2019/01/11/take-a-walk-through-a-story-at-wannamaker-county-park/">https://www.charlestonchronicle.net/2019/01/11/take-a-walk-through-a-story-at-wannamaker-county-park/</a>	The Charleston Chronicle	5405	50	Print/Online Pubs
12-Jan-2019 06:16AM	News 2 Today	Clip available upon request.	WCBD-CHS (NBC)	5614	51.93	TV/Radio
12-Jan-2019 08:50AM	Today	Clip available upon request.	WCBD-CHS (NBC)	15500	143.38	TV/Radio
12-Jan-2019 10:00AM	YWCA's MLK tribute a wide-reaching 10-day series of events	<a href="https://www.postandcourier.com/features/ywca-s-mlk-tribute-a-wide-reaching--day-series/article_3d6cc7a0-14f8-11e9-b6e1-7b4f0cdfdb05.html">https://www.postandcourier.com/features/ywca-s-mlk-tribute-a-wide-reaching--day-series/article_3d6cc7a0-14f8-11e9-b6e1-7b4f0cdfdb05.html</a>	The Post and Courier	325348	3009.47	Print/Online Pubs
12-Jan-2019 11:11PM	News 2 at 11PM	Clip available upon request.	WCBD-CHS (NBC)	7300	67.53	TV/Radio



13-Jan-2019 02:09PM	AARP Foundation Tax-Aide program offers free tax preparation assistance	<a href="https://www.moultrienews.com/news/aarp-foundation-tax-aide-program-offers-free-tax-preparation-assistance/article_76fff60e-15d4-11e9-91be-6f7aed8ba573.html">https://www.moultrienews.com/news/aarp-foundation-tax-aide-program-offers-free-tax-preparation-assistance/article_76fff60e-15d4-11e9-91be-6f7aed8ba573.html</a>	The Moultrie News	17904	165.61	Print/Online Pubs
13-Jan-2019 07:20AM	News 2 Today	Clip available upon request.	WCBD-CHS (NBC)	5169	47.81	TV/Radio
13-Jan-2019 07:29AM	News 2 Today	Clip available upon request.	WCBD-CHS (NBC)	5169	47.81	TV/Radio
13-Jan-2019 09:30AM	News 2 Today	Clip available upon request.	WCBD-CHS (NBC)	19792	183.08	TV/Radio
13-Jan-2019 11:52AM	Take a Walk through a Story at Wannamaker County Park	<a href="https://www.counton2.com/news/local-news/take-a-walk-through-a-story-at-wannamaker-county-park/1700235396">https://www.counton2.com/news/local-news/take-a-walk-through-a-story-at-wannamaker-county-park/1700235396</a>	Count On News 2	36876	341.1	Print/Online Pubs
14-Jan-2019 03:50PM	Charleston YWCA's 10 days honoring Dr. Martin Luther King Jr. start Tuesday, on what would be King's 90th birthday	<a href="https://www.charlestoncitypaper.com/TheBattery/archives/2019/01/14/charleston-ywca-s-10-days-honoring-dr-martin-luther-king-jr-kick-off-tuesday-on-what-would-be-kings-90th-birthday">https://www.charlestoncitypaper.com/TheBattery/archives/2019/01/14/charleston-ywca-s-10-days-honoring-dr-martin-luther-king-jr-kick-off-tuesday-on-what-would-be-kings-90th-birthday</a>	Charleston City Paper	54983	508.59	Print/Online Pubs

14-Jan-2019 11:42AM	Charleston library and Wannamaker park team up for interactive Storywalk to get kids excited about reading	<a href="https://www.charlestoncitypaper.com/CultureShock/archives/2019/01/14/charleston-library-and-wannamaker-park-team-up-for-interactive-storywalk-to-get-kids-excited-about-reading">https://www.charlestoncitypaper.com/CultureShock/archives/2019/01/14/charleston-library-and-wannamaker-park-team-up-for-interactive-storywalk-to-get-kids-excited-about-reading</a>	Charleston City Paper	54983	508.59	Print/Online Pubs
14-Jan-2019 10:06AM	FOCUS: King Day events in Charleston to continue Jan. 17	<a href="http://charlestoncurrents.com/2019/01/focus-king-day-events-in-charleston-to-continue-jan-17/">http://charlestoncurrents.com/2019/01/focus-king-day-events-in-charleston-to-continue-jan-17/</a>	Charleston Currents	N/A	N/A	Print/Online Pubs
14-Jan-2019 10:00AM	MYSTERY: Maybe This One Will Be Easier	<a href="http://charlestoncurrents.com/2019/01/mystery-maybe-this-one-will-be-easier/">http://charlestoncurrents.com/2019/01/mystery-maybe-this-one-will-be-easier/</a>	Charleston Currents	N/A	N/A	Print/Online Pubs
16-Jan-2019 05:25PM	Between the Stacks: In honor of Dr. Martin Luther King, Jr.	<a href="https://www.moultrienews.com/opinion/between-the-stacks-in-honor-of-dr-martin-luther-king/article_75658584-145d-11e9-b354-4b0ebe31800d.html">https://www.moultrienews.com/opinion/between-the-stacks-in-honor-of-dr-martin-luther-king/article_75658584-145d-11e9-b354-4b0ebe31800d.html</a>	The Moultrie News	17904	165.61	Print/Online Pubs
17-Jan-2019 04:34PM	AARP Foundation Tax-Aide Free Tax Preparation Assistance Available at North Charleston and Mount Pleasant Locations	<a href="https://www.charlestonchronicle.net/2019/01/17/aarp-foundation-tax-aide-free-tax-preparation-assistance-available-at-north-charleston-and-mount-pleasant-locations/">https://www.charlestonchronicle.net/2019/01/17/aarp-foundation-tax-aide-free-tax-preparation-assistance-available-at-north-charleston-and-mount-pleasant-locations/</a>	The Charleston Chronicle	5405	50	Print/Online Pubs

17-Jan-2019 07:17PM	Effort underway to save Camp Road library on James Island	<a href="http://www.live5news.com/2019/01/18/effort-underway-save-camp-road-library-james-island/">http://www.live5news.com/2019/01/18/effort-underway-save-camp-road-library-james-island/</a>	Live5News.com	100727	931.72	Print/Online Pubs
17-Jan-2019 09:20PM	AARP Foundation Tax-Aide Free Tax Preparation Assistance Available at North Charleston and Mount Pleasant Locations	<a href="http://www.blacknewsportal.com/aarp-foundation-tax-aide-free-tax-preparation-assistance-available-at-north-charleston-and-mount-pleasant-locations">http://www.blacknewsportal.com/aarp-foundation-tax-aide-free-tax-preparation-assistance-available-at-north-charleston-and-mount-pleasant-locations</a>	Black News Portal	1025	9.48	Print/Online Pubs
19-Jan-2019 06:05PM	News 2 at 6PM	Clip available upon request.	WCBD-CHS (NBC)	36799	340.39	TV/Radio
19-Jan-2019 07:05PM	News 2 at 7PM	Clip available upon request.	WCBD-CHS (NBC)	25880	239.39	TV/Radio
19-Jan-2019 10:34PM	News at 10	Clip available upon request.	WTAT-CHS (FOX)	4493	41.56	TV/Radio
19-Jan-2019 11:10PM	News 2 at 11PM	Clip available upon request.	WCBD-CHS (NBC)	7300	67.53	TV/Radio
19-Jan-2019 11:13AM	MLK Parade Youth Poetry Slam	<a href="https://www.counton2.com/news/local-news/mlk-parade-youth-poetry-slam/1711360245">https://www.counton2.com/news/local-news/mlk-parade-youth-poetry-slam/1711360245</a>	Count On News 2	36876	341.1	Print/Online Pubs
20-Jan-2019 07:05AM	News 2 Today	Clip available upon request.	WCBD-CHS (NBC)	5169	47.81	TV/Radio
20-Jan-2019 09:05AM	News 2 Today	Clip available upon request.	WCBD-CHS (NBC)	19792	183.08	TV/Radio
21-Jan-2019 06:04AM	News 2 Today	Clip available upon request.	WCBD-CHS (NBC)	10209	94.43	TV/Radio

22-Jan-2019 01:03PM	Charleston County Public Library to host "Slavery to Civil Rights: A Walking Tour of African-American Charleston" lecture and book signing	<a href="https://www.charlestonchronicle.net/2019/01/22/charleston-county-public-library-to-host-slavery-to-civil-rights-a-walking-tour-of-african-american-charleston-lecture-and-book-signing/">https://www.charlestonchronicle.net/2019/01/22/charleston-county-public-library-to-host-slavery-to-civil-rights-a-walking-tour-of-african-american-charleston-lecture-and-book-signing/</a>	The Charleston Chronicle	5405	50	Print/Online Pubs
23-Jan-2019 06:35PM	FOX 24 News at 6.30	Clip available upon request.	WTAT-CHS (FOX)	2920	27.01	TV/Radio
24-Jan-2019 04:15PM	Upcoming lecture for "Slavery to Civil Rights: A Walking Tour of African-American Charleston"	<a href="https://www.moultrienews.com/community-news/upcoming-lecture-for-slavery-to-civil-rights-a-walking-tour/article_b3d0fbd0-2017-11e9-8859-1f12d6929781.html">https://www.moultrienews.com/community-news/upcoming-lecture-for-slavery-to-civil-rights-a-walking-tour/article_b3d0fbd0-2017-11e9-8859-1f12d6929781.html</a>	The Moultrie News	17904	165.61	Print/Online Pubs
24-Jan-2019 05:05AM	Good Morning Charleston	Clip available upon request.	WCIV-CHS (ABC)	8369	77.41	TV/Radio
24-Jan-2019 10:24PM	News at 10	Clip available upon request.	WTAT-CHS (FOX)	36786	340.27	TV/Radio
25-Jan-2019 03:25PM	Weekend Roundup: It's the freakin' weekend	<a href="https://www.charlestoncitypaper.com/charleston/weekend-roundup-its-the-freakin-weekend/Content?oid=26468655">https://www.charlestoncitypaper.com/charleston/weekend-roundup-its-the-freakin-weekend/Content?oid=26468655</a>	Charleston City Paper	54983	508.59	Print/Online Pubs

25-Jan-2019 03:58PM	'Green Book' film boosts Lowcountry interest in African American history – ABC NEWS 4	<a href="https://www.blacknewsglobal.com/green-book-film-boosts-lowcountry-interest-in-african-american-history-abc-news-4/">https://www.blacknewsglobal.com/green-book-film-boosts-lowcountry-interest-in-african-american-history-abc-news-4/</a>	Black News and Information	753	6.97	Print/Online Pubs
25-Jan-2019 06:00AM	Hicks column: James Island stirs up old controversy, and lingering political problems	<a href="https://www.postandcourier.com/columnists/hicks-column-james-island-stirs-up-old-controversy-and-lingering/article_5f8dfd80-1f30-11e9-98d8-2fc6db81ff79.html">https://www.postandcourier.com/columnists/hicks-column-james-island-stirs-up-old-controversy-and-lingering/article_5f8dfd80-1f30-11e9-98d8-2fc6db81ff79.html</a>	The Post and Courier	325348	3009.47	Print/Online Pubs
25-Jan-2019 11:18AM	'Green Book' film boosts Lowcountry interest in African American history	<a href="https://abcnews4.com/news/local/green-book-film-boosts-lowcountry-interest-in-african-american-history">https://abcnews4.com/news/local/green-book-film-boosts-lowcountry-interest-in-african-american-history</a>	ABC News 4	71196	658.56	Print/Online Pubs
26-Jan-2019 05:21PM	Hicks column: James Island stirs up old controversy, and lingering political problems – Charleston Post Courier	<a href="https://www.blacknewsglobal.com/hicks-column-james-island-stirs-up-old-controversy-and-lingering-political-problems-charleston-post-courier/">https://www.blacknewsglobal.com/hicks-column-james-island-stirs-up-old-controversy-and-lingering-political-problems-charleston-post-courier/</a>	Black News and Information	753	6.97	Print/Online Pubs
26-Jan-2019 11:30PM	Letter: The real thing	<a href="https://www.postandcourier.com/opinion/letters-to-editor/letter-the-real-thing/article_0f83e668-1f3c-11e9-ab10-a30b3f7182f1.html">https://www.postandcourier.com/opinion/letters-to-editor/letter-the-real-thing/article_0f83e668-1f3c-11e9-ab10-a30b3f7182f1.html</a>	The Post and Courier	325348	3009.47	Print/Online Pubs

28-Jan-2019 03:24AM	Upcoming lecture for "Slavery to Civil Rights: A Walking Tour of African-American Charleston" – Moultrie News	<a href="https://www.blacknewsglobal.com/upcoming-lecture-for-slavery-to-civil-rights-a-walking-tour-of-african-american-charleston-moultrie-news/">https://www.blacknewsglobal.com/upcoming-lecture-for-slavery-to-civil-rights-a-walking-tour-of-african-american-charleston-moultrie-news/</a>	Black News and Information	753	6.97	Print/Online Pubs
29-Jan-2019 03:00PM	Between the Stacks: Free yoga and meditation classes, resources at the library	<a href="https://www.moultrienews.com/opinion/between-the-stacks-free-yoga-and-meditation-classes-resources-at/article_880498c4-1fe3-11e9-a365-cf63331ca5a0.html">https://www.moultrienews.com/opinion/between-the-stacks-free-yoga-and-meditation-classes-resources-at/article_880498c4-1fe3-11e9-a365-cf63331ca5a0.html</a>	The Moultrie News	17904	165.61	Print/Online Pubs
31-Jan-2019 01:52AM	PlanAhead - February 2019   CHS	<a href="https://chstoday.6amcity.com/planahead-february-2019-chs/">https://chstoday.6amcity.com/planahead-february-2019-chs/</a>	CHStoday	4221	39.04	Print/Online Pubs

PREPARED BY THE  
CCPL COMMUNICATIONS OFFICE

**JAN. '19  
REPORT**



# WEB TRAFFIC REPORT

ANALYTICS DATA FOR CCPL.ORG PROPERTIES

# AT A GLANCE

CCPL digital properties kicked off 2019 with a big start, keeping up the pace of continued growth from month to month.

Social media continues to grow and generate a lot of attention on CCPL properties, services, and collections, adding more than 12,000 page views in the month. That exceeds each monthly total for every month in 2018.

January also focused on a lot of attention for our soon-to-open Wando Mt. Pleasant branch and the need to fill dozens of positions there. The Careers page, job application online, and the individual job entries generated tens of thousands of page views.

With more jobs, and libraries, coming open this year and next, that number will continue to grow.

## TOTAL PAGEVIEWS

# 765K

Visits: 122,798

Pages/Visit: 6.23

Previous Month

54.32%

Previous Year

-11.83%

## UNIQUE VISITORS

# 64K

Avg. Time: 4:32

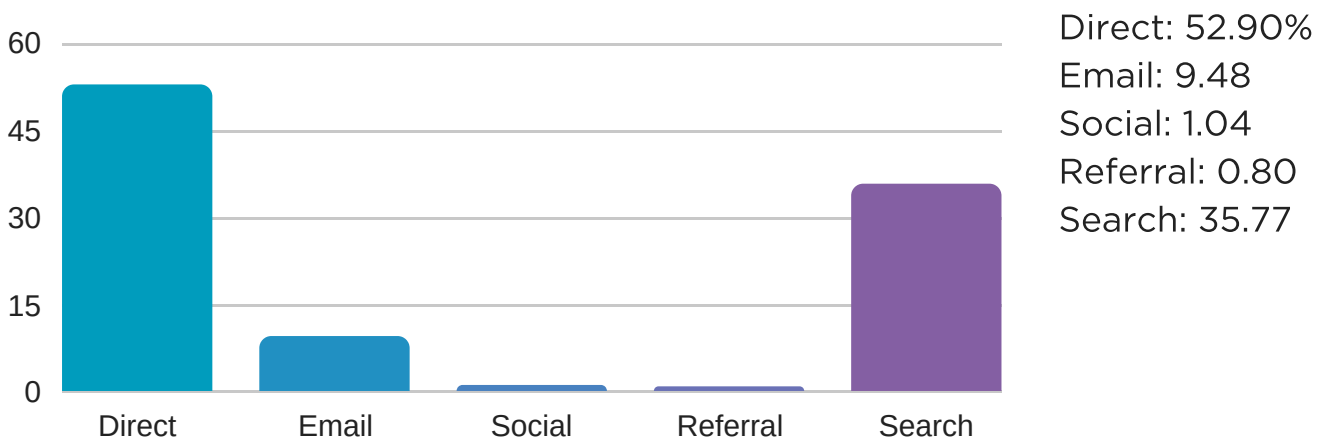
Bounce: 29.25%



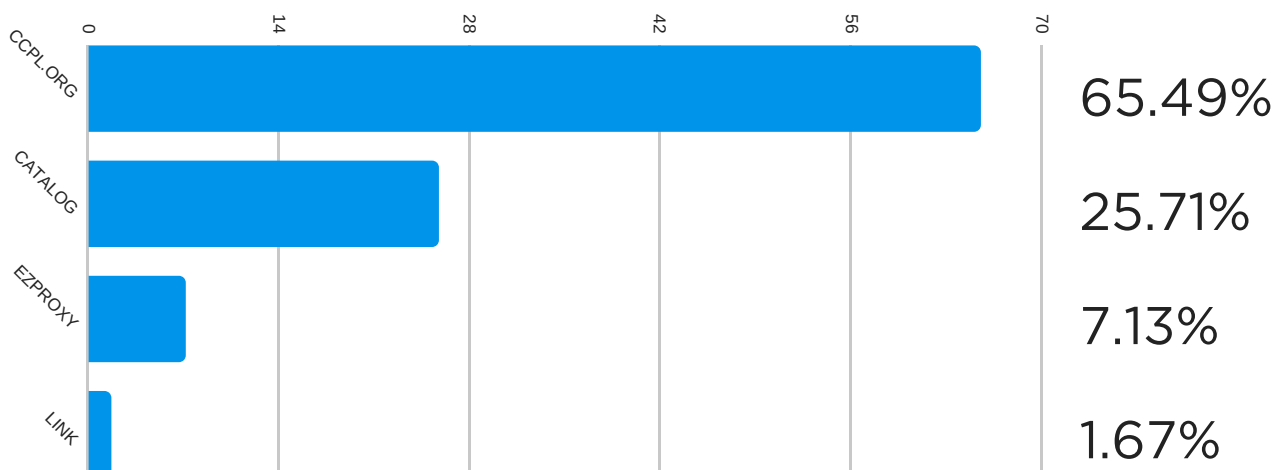
### TRAFFIC SHARE



### CHANNELS



### WEB CONTENT



# FY2019

## 2Q2019 COMPARISON

**2018**

**1.79M**

OCTOBER: 762,008  
NOVEMBER: 540,927  
DECEMBER: 495,736

**2017**

**2.38M**

OCTOBER: 576,548  
NOVEMBER: 590,187  
DECEMBER: 1,220,248

## 1Q2019 COMPARISON

**2018**

**1.93M**

JULY: 903,467  
AUGUST: 556,496  
SEPTEMBER: 472,886

**2017**

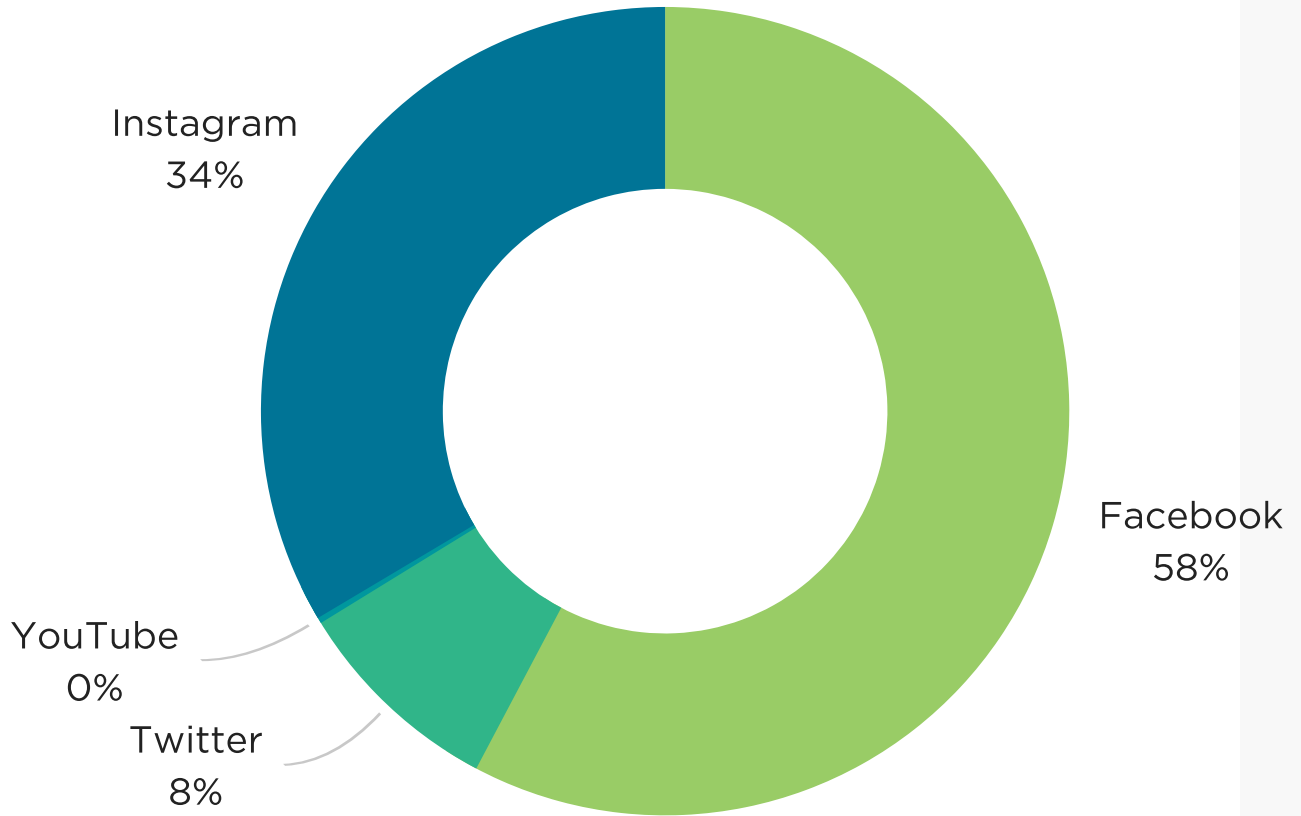
**1.05M**

JULY: 347,261  
AUGUST: 467,926  
SEPTEMBER: 241,267

NOTE: Moving forward, end-of-calendar year metrics will be provided in the December/January web statistics report alongside the quarterly statistics, but quarterly information will only align to the CCPL fiscal year.

# SOCIAL MEDIA

## SOCIAL REFERRALS



### FACEBOOK

7,600

GAIN: 131  
% GAIN: 1.75%  
YTD GAIN: 1,350

### TWITTER

2,918

GAIN: 42  
% GAIN: 1.46%  
YTD GAIN: 782

### INSTAGRAM

1,612

GAIN: 78  
% GAIN: 5.08%  
YTD GAIN: 836

## TRAFFIC FROM SOCIAL MEDIA

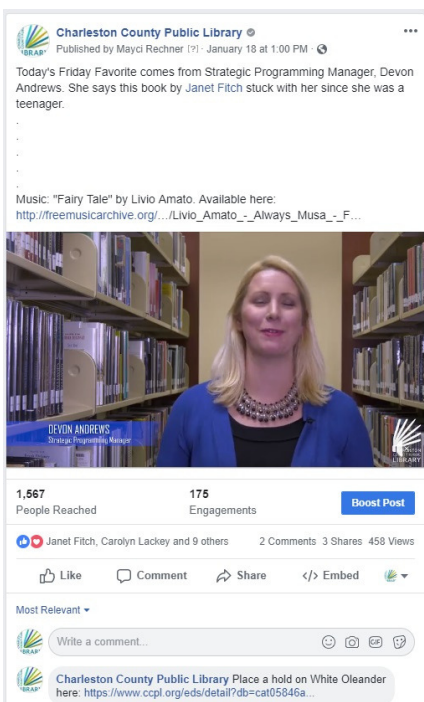
2.35%

COMPARISON  
NOVEMBER 2018: 1.25%  
DECEMBER 2017: 0.5%

# SOCIAL SUCCESS STORIES

CCPL has had a number of successful social media campaigns, and an expanding reach that is getting the attention of other systems and authors. Here are several examples.

With original content creation becoming a priority now, CCPL is seeing an increase in the number of shares of that content -- including from other library systems. Oconee County has started sharing our book recommendations instead of creation their own.



We've started a new video franchise called "Friday Favorites" that showcases a member of the CCPL staff and their favorite book.

They're quickly gaining in popularity, usually reaching 2,000 people over the course of a week. We also take the opportunity to mention the authors of those books, who are also sharing and liking the videos.

# SOCIAL SUCCESS STORIES

With so many positions open or being created in the near future, the Human Resources team needed some help casting a wider net to attract great candidates to help staff our new branches.

We crafted an ad and trafficked it strategically around the state, seeking out some early career

professionals. The goal was to get them into our application process or attend our Feb. 2 job fair. In all, the ad reached nearly 6,000 people and generated 108 online application completions from people around the state, and as far away as Boston, Chicago, Boulder, and Wichita.

At the same time, we put together a video featuring staff talking about what makes CCPL special and a great place to work.

That video reached nearly 3,700 people during the last week of January.

When looking at the return, the cost per engagement was just over 8 cents -- effective enough to start up another campaign.



# SOCIAL SUCCESS STORIES

January is International Creativity Month. CCPL used that as a springboard to promote the Lynda.com service throughout the month by generating a story that laid out some of the many ways to use Lynda to enhance creative endeavors.

We asked the LCATS team to track logins to Lynda during the month to see if original content creation and social promotion was driving up access to our services.

In short, it proved to be effective.

Turn on.  
Log in.  
Get smart.



## DECEMBER 2018

Logins: 375

Hours Viewed: 89

Total views: 1,354

## JANUARY 2019

Logins: 475

Hours Viewed: 110

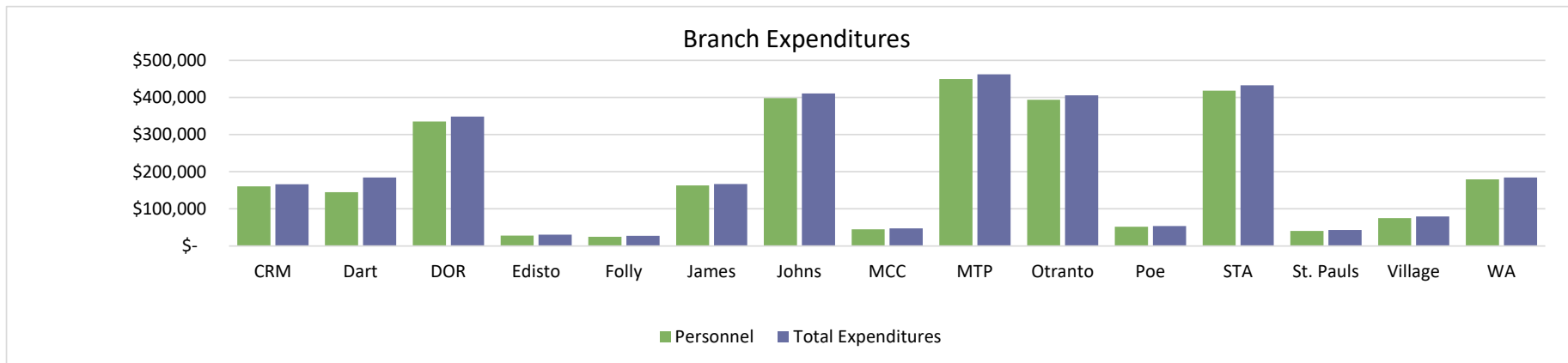
Total views: 1,795

Promotion was done through special banners on the homepage and the Teens homepage, and regular posts on social media. Anecdotally, when those banners were cycled off their pages we saw an immediate uptick in the number of people asking reference how to find the Lynda link.



**SERVICE EFFECTIVENESS MEASURES FY2019**

<i>Through December 2018</i>	Main	CRM	Dart	DOR	Edisto	Folly	James	Johns	MCC	MTP	Otranto	Poe	STA	St. Pauls	Village	WA	System
Total Circulation/Visit	0.95	0.89	0.58	1.12	1.90	1.12	1.62	1.20	0.50	2.36	1.05	1.81	1.73	2.00	1.49	1.03	1.85
Circulation/FTE	3,438	5,033	1,509	3,326	2,642	5,250	10,339	4,563	1,963	14,239	4,433	4,003	10,466	5,439	4,533	5,407	8,133
FTE Cost/Circulation	8.25	4.33	16.01	7.21	7.70	3.44	1.94	5.45	14.13	1.74	6.07	4.90	2.52	3.75	5.75	4.22	3.11
Cost/Circulation	8.65	4.48	20.40	7.48	8.41	3.80	1.99	5.63	14.82	1.79	6.25	5.10	2.61	3.98	6.08	4.33	3.26
FTEs	40.25	7.38	6.00	14.00	1.38	1.38	8.13	16.00	1.63	18.13	14.63	2.63	15.88	2.00	2.88	7.88	160.18
<b>FY18 Personnel Expenditures</b>	\$ 1,141,257	\$ 160,651	\$ 144,942	\$ 335,608	\$ 28,075	\$ 24,958	\$ 163,048	\$ 398,219	\$ 45,199	\$ 450,121	\$ 393,664	\$ 51,574	\$ 418,365	\$ 40,845	\$ 75,008	\$ 179,733	\$ 4,051,266
<b>FY18 Branch Expenditures</b>	\$ 1,196,284	\$ 166,281	\$ 184,655	\$ 348,433	\$ 30,653	\$ 27,561	\$ 167,157	\$ 410,689	\$ 47,412	\$ 462,618	\$ 405,635	\$ 53,642	\$ 433,167	\$ 43,331	\$ 79,340	\$ 184,435	\$ 4,241,294



**YEAR-END FISCAL DATA**

	FY2018	FY2017	% Change
Interlibrary Loans	3,890	4,564	-14.77%
Reference Questions	541,900	547,267	-0.98%
Summer Reading Participants	8,428	7,728	9.06%
User Visits	1,543,027	1,670,712	-7.64%
County Population (est. 2017, 2015)	401,438	389,262	3.13%
Total Circulation	2,639,170	2,800,552	-5.76%
Circulation per Capita	6.57	7.19	-8.62%

## January 2019

### Circulation

	Current		% change
	YTD Total	Previous YTD Total	
Main	162,570	185,114	-12.18%
Bookmobile	10,548	11,953	-11.75%
CRM	43,281	42,697	1.37%
Dart	11,606	18,086	-35.83%
Dorchester Road	54,491	65,735	-17.11%
Edisto	4,290	3,917	9.52%
Folly	8,422	5,774	45.86%
James Island	98,635	100,797	-2.14%
John's Island	85,715	84,720	1.17%
McClellanville	3,777	4,053	-6.81%
Mt. Pleasant	300,984	312,342	-3.64%
Otranto Road	75,159	79,890	-5.92%
Poe	12,216	12,660	-3.51%
St. Andrews	194,419	205,618	-5.45%
St. Pauls	12,405	12,573	-1.34%
Village	15,269	14,921	2.33%
West Ashley	50,149	35,909	39.66%
Total Downloads	385,338	341,065	12.98%
<b>TOTALS</b>	<b>1,529,274</b>	<b>1,537,824</b>	<b>-0.56%</b>

### PC Use

	Current		% change
	YTD Total	Previous YTD Total	
Main	31,269	30,399	2.86%
Bookmobile	n/a	n/a	n/a
CRM	16,428	15,423	6.52%
Dart	8,739	8,939	-2.24%
Dorchester Road	16,378	15,586	5.08%
Edisto	476	355	34.08%
Folly	747	338	121.01%
James Island	7,930	8,500	-6.71%
John's Island	13,007	12,291	5.83%
McClellanville	1,585	1,015	56.16%
Mt. Pleasant	14,309	13,667	4.70%
Otranto Road	19,276	16,631	15.90%
Poe	622	731	-14.91%
St. Andrews	21,818	21,756	0.28%
St. Pauls	2,089	1,817	14.97%
Village	909	932	-2.47%
West Ashley	6,524	2,970	119.66%
<b>WiFi USE</b>	<b>177,206</b>	<b>137,073</b>	<b>29.28%</b>
<b>TOTALS</b>	<b>339,312</b>	<b>288,423</b>	<b>17.64%</b>

### Registrations\*

	Current		% change
	YTD Total	Previous YTD Total	
Main	3,218	2,016	59.62%
Bookmobile	81	96	-15.63%
CRM	498	589	-15.45%
Dart	143	285	-49.82%
Dorchester Road	891	1,147	-22.32%
Edisto	66	26	153.85%
Folly	84	49	71.43%
James Island	598	609	-1.81%
John's Island	680	653	4.13%
McClellanville	46	66	-30.30%
Mt. Pleasant	1,956	2,149	-8.98%
Otranto Road	828	932	-11.16%
Poe	124	96	29.17%
St. Andrews	1,262	1,201	5.08%
St. Pauls	104	86	20.93%
Village	69	158	-56.33%
West Ashley	570	401	42.14%
<b>TOTALS</b>	<b>11,218</b>	<b>10,559</b>	<b>6.24%</b>
<b>Patrons Active Within Last 3 Years</b>			<b>147,795</b>

### User Visits

	Current		% change
	YTD Total	Previous YTD Total	
Main	170,659	176,253	-3.17%
Bookmobile	5,938	2,056	188.81%
CRM	50,885	63,240	-19.54%
Dart	19,602	37,577	-47.84%
Dorchester Road	49,382	60,698	-18.64%
Edisto	2,248	2,303	-2.39%
Folly	7,809	6,751	15.67%
James Island	60,713	63,353	-4.17%
John's Island	70,346	72,357	-2.78%
McClellanville	7,362	8,303	-11.33%
Mt. Pleasant	127,463	130,076	-2.01%
Otranto Road	71,699	70,833	1.22%
Poe	6,574	5,892	11.58%
St. Andrews	109,895	134,225	-18.13%
St. Pauls	6,266	6,042	3.71%
Village	10,169	9,805	3.71%
West Ashley	47,585	38,082	24.95%
<b>TOTALS</b>	<b>824,595</b>	<b>887,846</b>	<b>-7.12%</b>

### Reference

	Current		% change
	YTD Total	Previous YTD Total	
Main	71,894	71,277	0.87%
Bookmobile	1,035	626	65.34%
CRM	12,232	29,448	-58.46%
Dart	4,292	5,455	-21.32%
Dorchester Road	13,815	16,583	-16.69%
Edisto	4,440	417	964.75%
Folly	4,604	3,213	43.29%
James Island	21,669	16,129	34.35%
John's Island	31,234	29,998	4.12%
McClellanville	2,359	2,739	-13.87%
Mt. Pleasant	38,978	35,877	8.64%
Otranto Road	16,297	20,207	-19.35%
Poe	927	967	-4.14%
St. Andrews	38,155	51,928	-26.52%
St. Pauls	5,008	4,616	8.49%
Village	6,106	1,926	217.03%
West Ashley	21,468	8,870	142.03%
<b>TOTALS</b>	<b>294,513</b>	<b>300,276</b>	<b>-1.92%</b>

### Out-of-County Registrations

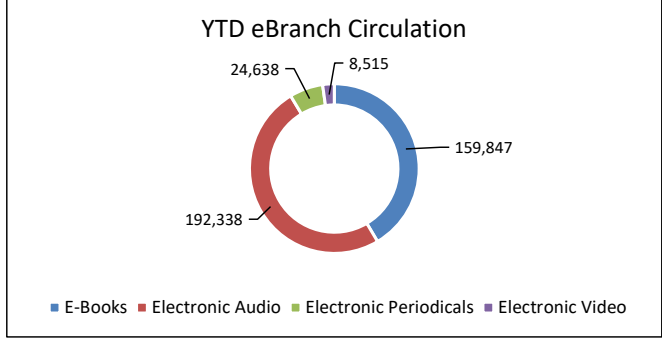
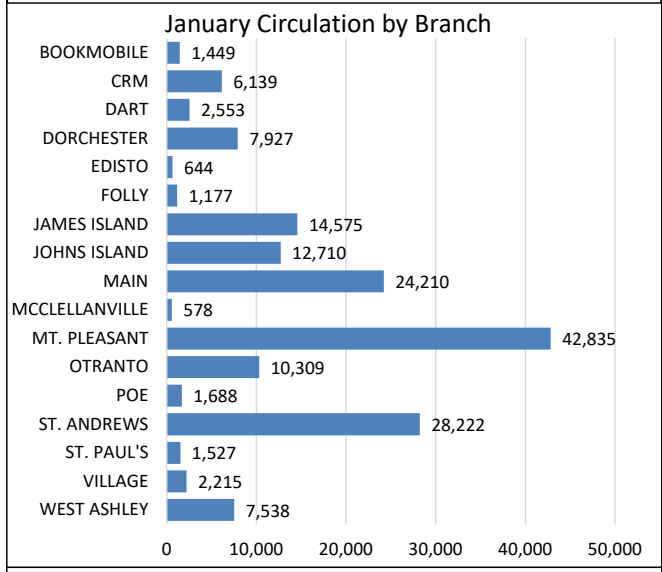
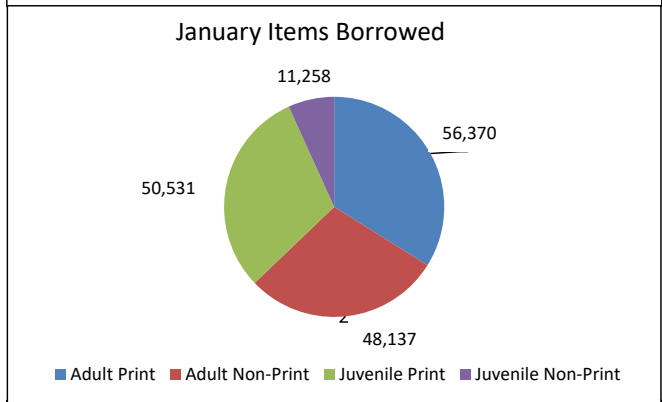
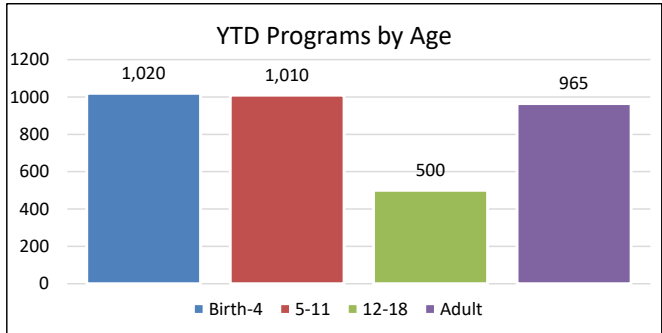
	Current		% change
	YTD Total	Previous YTD Total	
Main	32	16	100.00%
Bookmobile	0	0	0.00%
CRM	2	1	100.00%
Dart	0	0	0.00%
Dorchester Road	20	15	33.33%
Edisto	0	1	-100.00%
Folly	0	0	0.00%
James Island	0	11	-100.00%
John's Island	1	0	100.00%
McClellanville	1	2	-50.00%
Mt. Pleasant	11	6	83.33%
Otranto Road	14	7	100.00%
Poe	1	0	100.00%
St. Andrews	0	1	-100.00%
St. Pauls	0	1	-100.00%
Village	0	0	0.00%
West Ashley	1	0	100.00%
<b>TOTALS</b>	<b>83</b>	<b>61</b>	<b>36.07%</b>

\*registration numbers declined due to removing annual renewal requirement



## Programming

	Current YTD Total	Previous YTD Total	% change
<b>Main</b>			
# of Programs	<b>785</b>	791	-0.76%
Attendance	<b>30,266</b>	35,036	-13.61%
<b>Bookmobile</b>			
# of Programs	<b>1</b>	7	-85.71%
Attendance	<b>50</b>	113	-55.75%
<b>CRM</b>			
# of Programs	<b>111</b>	121	-8.26%
Attendance	<b>3,527</b>	5,769	-38.86%
<b>Dart</b>			
# of Programs	<b>156</b>	379	-58.84%
Attendance	<b>3,934</b>	7,323	-46.28%
<b>Dorchester Road</b>			
# of Programs	<b>254</b>	256	-0.78%
Attendance	<b>7,870</b>	10,215	-22.96%
<b>Edisto</b>			
# of Programs	<b>38</b>	33	15.15%
Attendance	<b>252</b>	213	18.31%
<b>Folly</b>			
# of Programs	<b>89</b>	60	48.33%
Attendance	<b>3,146</b>	2,187	43.85%
<b>James Island</b>			
# of Programs	<b>178</b>	97	83.51%
Attendance	<b>10,021</b>	5,334	87.87%
<b>John's Island</b>			
# of Programs	<b>336</b>	318	5.66%
Attendance	<b>8,908</b>	9,214	-3.32%
<b>McClellanville</b>			
# of Programs	<b>38</b>	36	5.56%
Attendance	<b>1,484</b>	1,618	-8.28%
<b>Mt. Pleasant</b>			
# of Programs	<b>299</b>	286	4.55%
Attendance	<b>15,286</b>	13,505	13.19%
<b>Otranto Road</b>			
# of Programs	<b>293</b>	241	21.58%
Attendance	<b>12,501</b>	10,324	21.09%
<b>Poe</b>			
# of Programs	<b>342</b>	256	33.59%
Attendance	<b>4,949</b>	4,007	23.51%
<b>St. Andrews/Hurd</b>			
# of Programs	<b>327</b>	307	6.51%
Attendance	<b>9,412</b>	15,596	-39.65%
<b>St. Pauls</b>			
# of Programs	<b>62</b>	49	26.53%
Attendance	<b>1,792</b>	1,077	66.39%
<b>Village</b>			
# of Programs	<b>61</b>	62	-1.61%
Attendance	<b>682</b>	542	25.83%
<b>West Ashley</b>			
# of Programs	<b>125</b>	93	34.41%
Attendance	<b>3,846</b>	4,420	-12.99%
<b>TOTALS</b>			
# of Programs	<b>3,495</b>	3,392	<b>3.04%</b>
Attendance	<b>117,926</b>	126,493	<b>-6.77%</b>



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 9:00am - FOL Otranto Book Sale	2 9:00am - FOL Otranto Book Sale
3	4	5	6	7	8	9 2:00pm - Human Library: Get to Know Gullah Geechee Culture
10	11	12	13 5:30pm - FOL Board Meeting	14	15	16
17	18	19	20	21	22	23
24	25	26 5:15pm - Board Meeting at the Otranto Library	27	28	29	30
31						

## NEXT MONTH:

### April

10: FOL Board Meeting  
23: Board Meeting at the Main Library