



## Charleston County Public Library Board of Trustees Agenda

5:15p.m., February 27, 2020 | Auditorium, Main Library

	<u>Informational</u>	<u>Action</u>
1. Welcome and Freedom of Information, 2 minutes		x
2. Public Comment, 2 minutes		x
3. Board Comment, 5 minutes	x	
4. Additions or Corrections to the Agenda, 2 minutes	x	
5. Approval of Minutes (1/23/20, 1/25/20 Board Retreat), 2 minutes		x
6. Executive Director Report, Perry Litchfield, 5 minutes	x	
7. Friends of the Library Update, Jeanell Marvin, 5 minutes	x	
8. Capital Plan Update, Toni Lombardoizzi & Janette Alexander, 20 minutes	x	
9. Committee Reports, 5 minutes	x	
10. Executive Session		x
11. Adjournment		x

### Board Service:

Term ends Dec. 2020: Crosby, Nesbitt, Strother  
 Term ends Dec. 2021: Cameron, Collins, Riley, Strunk  
 Term ends Dec. 2022: Blue, Byko, Rankin  
 Term ends Dec. 2024: Page



## **Board of Trustees Meeting Minutes**

*January 23, 2020*

The Charleston County Public Library Board of Trustees met for a regular meeting on Thursday, January 23, 2020 at 5:15pm in the auditorium of the Baxter-Patrick James Island Library located at 1858 South Grimball Road, Charleston, S.C. 29412.

Board members present were Ms. Collins, Ms. Strunk, Mr. Strother, Ms. Crosby, Ms. Blue, Mr. Byko, Ms. Cameron, Ms. Nesbitt, Mr. Page, Mr. Rankin, and Ms. Riley. Staff members present were Angela Craig, Natalie Hauff, Perry Litchfield, Rene Benton, and Amanda Shinn. Also present were Jeanell Marvin of the Friends of the Library, Janette Alexander of Charleston County, Anna Johnson of County Council, and Charlotte Allen of WebsterRogers LLP.

Ms. Collins 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**

Ms. Nesbitt said this was her first visit to the new Baxter-Patrick James Island Library (BPJI) and she was impressed with both the building and the staff. She was even more excited for the replacement St. Paul's Hollywood branch.

Ms. Collins said the Board should feel proud to represent their predecessors for their success regarding the referendum, and for having the privilege of watching the referendum come to fruition.

Councilwoman Johnson said she is pleased with the outcome of BPJI and has been a frequent visitor to the branch since it's opening. Ms. Blue congratulated BPJI Branch Manager Mr. Chris Johnston for his hard work transitioning branch staff.

### **Additions or Corrections to the Agenda**

There were no additions or corrections to the agenda.

### **Approval of Minutes**

The minutes were approved as written.

## **Executive Director's Update**

Ms. Craig introduced and thanked Mr. Marc Belle of County Legal for attending the meeting. She also thanked the Trustees for voting to move the Board meetings to Thursday evenings, allowing her to attend County Council meetings and allowing Councilwoman Johnson to attend CCPL meetings. She said attendance by both parties serves to maintain a positive and informational relationship.

Ms. Craig said she attended a South Carolina Association of Public Library Administrators (SCAPLA) meeting on January 22 where the boycott against the e-book embargo established by Macmillan Publishers was discussed. The boycott will officially end on February 15. Statistics will be collected, such as how much money libraries did not spend on Macmillan products, and be used to demonstrate how valuable public libraries are as customers to publishers. Ms. Craig said other publishers have taken note of the public response to Macmillan's embargo and many have condoned Macmillan's embargo. Ms. Collins asked if books already purchased from Macmillan prior to the boycott were allowed in the libraries. Ms. Craig said any items already purchased were processed into the system, but no additional books were ordered during the boycott period. Ms. Strunk asked who would be overseeing the collection of statistics. Ms. Craig said Ms. Lisa Aiken, SC State Library Director, will be working with both ALA and PLA to compile the statewide statistics. Mr. Page asked if any libraries in South Carolina were openly opposed to the boycott. Ms. Craig said Greenville County felt Macmillan's embargo did not damage access to books and allowed libraries to vet whether they wanted to purchase titles. She said Richland County was not opposed to the boycott but did not feel the need to join it. She added there was overwhelming support of the boycott within Charleston County.

Ms. Craig announced she has been asked to provide a presentation to County Council regarding CCPL's successes on February 20. She will be speaking about successes in 2019 and upcoming goals for 2020.

Ms. Craig spoke about a few upcoming programs she encouraged the Board to attend, including National Book Award Finalists Jericho Brown and Akwaeke Emezi on January 30, and the Anne Rivers Siddons Tribute on February 7.

## **Friends of the Library Update**

Ms. Marvin said the Holiday Book Sale occurred December 6 and 7 at the Mount Pleasant Library. They welcomed nearly 800 visitors and raised \$12,000. The first Pop-Up Book Sale of the year will take place at the Wando Mount Pleasant Library on February 29.

Ms. Marvin said the next Black Ink Book Festival will take place in January 2021 instead of the coming fall. The FOL will host quarterly programs to continually connect black authors with the community and keep patrons engaged with the festival. The FOL will sponsor the National Book Award Finalists to be hosted at the Main Library on January 30 with authors Jericho Brown and Akwaeke Emezi to have a moderated discussion on breaking norms in literature.

The FOL held their first Board of Trustees Retreat at the Main Library on January 11. The Board and its five new members met for a half day to evaluate the past year, the FOL mission, and outline a new strategic plan for the coming years. They also established committees for 2020.

## **Audit Report**

Mr. Litchfield introduced Ms. Charlotte Allen, a CPA and a certified fraud examiner with WebsterRogers LLP. He also introduced Mr. Tommy Taylor, Assistant Finance Director at the library who was the primary point of contact with WebsterRogers during the audit.

Ms. Allen thanked the Library for the longstanding partnership with her firm. She explained the process the firm utilizes to maintain independence and objectiveness. She said the Board received a copy of the Letter of Governance which details the respective responsibilities of the auditor and management, an overview of the planned scope and timing of the audit, and significant accounting practices, including policies, estimates and disclosures. Ms. Allen provided a brief review of each section. She apologized for the delay in delivering the audit. She explained the merchandise for the new library branches were bought by the County but ultimately owned by the Library, and the process through which to obtain those financial documents was slow.

Ms. Allen said this was the second year in a row the firm has found no issue with the internal controls of accounting. She explained with the advent of Mr. Taylor, concerns regarding segregation of internal duties has been alleviated. She advised the library to perform regular risk assessments regarding segregation of duties as job titles change and positions are added.

## **Capital Plan Update**

Ms. Lombardozzi said she was pleased with all the positive feedback regarding the new Baxter-Patrick James Island Library. She said the initial schematic design process was performed, explaining many ideas were incorporated to see how much they would cost, and the design came back affordable. The next design meeting is scheduled for January 24. She said CCPL is working with the County to develop a scheduling strategy for closing the branches during renovations.

The R. Keith Summey North Charleston (RKSNC) site has been put on hold by the County. Ms. Lombardozzi said the reason the site is on hold is because the County is looking at options for redeveloping the Shipwatch Square corridor, which is adjacent to the new library site and the existing Cooper River Memorial Library. Ms. Blue asked how long the hold will last before a decision is made. Ms. Lombardozzi said there is no timeline for the site at this time. Mr. Strother asked if there is an estimate in cost for delaying the project. Ms. Lombardozzi said she hopes to have such information soon. Mr. Rankin asked how the hold on the RKSNC site will affect the renovations for the existing North Charleston branches. Ms. Lombardozzi said both her and Ms. Craig felt it would be a disservice to the community to wait for the RKSNC site to be built before renovating Otranto Road and Dorchester Road Libraries. They will move forward with renovation in sequence with the other regional libraries. Ms. Collins asked if the renovation schedule for those two branches could be bumped up. Ms. Lombardozzi said one of the two branches will become a priority, but they will not be closing both branches at the same time to allow maximum library access for patrons.

Ms. Collins asked if a delineation has been made between what will be purchased as part of renovations and what will be purchased as necessary maintenance which the County would be responsible for. Ms. Alexander explained various details of the buildings to be renovated that fall within the scope of library renovations, maintenance upgrades and ADA compliance requirements. Ms. Alexander said she and Ms. Lombardozzi can only work on the areas that fall under renovations. There is a separate maintenance team working on necessary maintenance.



Ms. Collins asked if there were requirements regarding inspections. Ms. Alexander said in order to obtain permitting for renovations they are required to perform an environmental assessment. She said they do not expect to find any surprises, but contingencies are in place. Ms. Collins asked if the bookmobile will be present during the renovation closures. Ms. Lombardozzi said the bookmobile will be present.

The Bees Ferry West Ashley site (BFWA) is coming together with window framing and glass installation to begin in the coming week. Installation of mechanical, electrical and plumbing continues. The anticipated date of substantial completion is late April with an opening sometime in Summer 2020. Ms. Lombardozzi provided recent photos of the BFWA site.

The St. Paul's Hollywood site (STP) is working on finishes as carpeting, light fixture installation and final painting. Furniture will arrive next month. The anticipated date of substantial completion is February 7. Staff will then start prepping the building to receive the opening day collection (ODC). Ms. Lombardozzi said she expects an opening in late March or early April 2020. She provided current photos of the new STP site.

Ms. Lombardozzi said they are currently working on correcting and finalizing items at the Baxter-Patrick James Island Library (BPJI). Ms. Blue asked when the book drop will be added. Ms. Lombardozzi said installation for both BPJI and WMP were supposed to occur a few weeks back, but the weather was not cooperating. Installation should be complete within the next few weeks. Councilwoman Johnson asked when the signage for the portraits of Ms. Baxter and Ms. Patrick were arriving. Ms. Lombardozzi explained there were a handful of areas needing signage. While they have been ordered, but you are put in the back of a queue when another order is placed. She expects the company to produce the remaining BPJI signage when the signage for STP begins since the templates are all the same. Ms. Blue asked when a lower table for the card catalog would arrive. Ms. Lombardozzi said the table, plus a few additional items, have been ordered and there is a 16-week lead time for furniture. She expects the furniture to arrive sometime in April.

Ms. Lombardozzi said she and Ms. Alexander would keep in close contact with the Wando Mount Pleasant Library (WMP) staff for a year after opening. They are working on issues as they come up and addressing issues while they are still under warranty. Ms. Cameron asked if the buzzing noise at WMP has been addressed. Ms. Lombardozzi said she believes the buzzing is coming from the mechanical equipment and the contractors are aware and working on the issue.

The Support Services building is close to finalization. Painting, cabinetry and carpet installation are all underway. The anticipated date of substantial completion is late February with an opening in May. She explained it wouldn't make sense to move the support staff into the building and expect them to work while the contractors are still working. She also explained the AMH system at the Support Services building is huge and will take three weeks to install, which can only occur after substantial completion. She provided current photos of the Support Services site.

Ms. Blue said some severe weather in December led to flooding on South Grimball Road. She asked if this issue had been investigated. Ms. Lombardozzi said Ms. Alexander and the County evaluated the area to ensure the excess water was not a result of the library site, and thankfully it was not. The bioswale behind the building is working as intended. Ms. Alexander reiterated this, and added the stormwater is an ongoing downstream issue specific to the area, which the County

is aware of. Mr. Byko asked if the community has been updated with this information. Ms. Alexander said she has not received any official inquiries but assured the library would not be held accountable for the issue.

Ms. Alexander said she had no new report to share. The November report showed adjustments to the line item for the existing library renovations using funds that came back from the WMP and BPJI projects. She congratulated Ms. Craig on her NPR interview. She felt Ms. Craig was very professional and made the library sound progressive and forward thinking.

#### **Committee Reports**

Mr. Strother said the Finance Committee has approved the minutes from their August 22 and September 24, 2019 meetings. The approved minutes will be sent by email to the Board.

#### **Adjournment**

Ms. Blue made a motion to adjourn. The motion passed unanimously, and the meeting was adjourned at 6:25pm.

Respectfully submitted,

Leah Crosby, Secretary



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

### *Annual Board Retreat*

*Saturday, January 25, 2020 | 9am – 4:00pm*

*Baxter-Patrick James Island Library*

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

Board members present were Ms. Collins, Ms. Strunk, Mr. Strother, Ms. Crosby, Ms. Cameron, Mr. Byko, Ms. Riley, Mr. Rankin, Ms. Nesbitt, and Mr. Page. Board member absent was Ms. Blue. Staff members present were Angela Craig, Darlene Jackson, Jim McQueen, Natalie Huff, Renee Stepp, Perry Litchfield, and Toni Pattison. County Council member Anna Johnson was present, and facilitator Cheryl Gould was present.

Ms. Collins personally welcomed everyone and confirmed with the secretary notice of this meeting according to the Freedom of Information Act.

Ms. Craig reviewed CCPL's 2019 accomplishments and the 2020 Vision.

Mr. Byko made a motion to go into executive session with those present in the room for contractual issues. Ms. Riley seconded, and the motion was passed.

Ms. Nesbit motioned to adjourn executive session. Mr. Page seconded, and the motion passed. Ms. Collins reported that no motions were made during executive session.

Trustees enjoyed the Baxter-Patrick James Island Library's maker space and history walk.

Mr. Litchfield reviewed the fiscal year 2021 draft budget. Ms. Crosby made a motion to approve the draft budget to be submitted to County Council. Mr. Strother seconded, and the motion was passed.

Ms. Gould facilitated interactive sessions on board members as ambassadors, including communication pathways, working relationships, creating communication agreements, and the library's story.

The meeting was adjourned at 4:25pm.

Respectfully submitted,

Leah Crosby

#### **Board Service:**

Term ends Dec. 2020: Crosby, Nesbitt, Strother

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

Term ends Dec. 2022: Blue, Byko, Rankin

Term ends Dec. 2024: Page

Agenda Items #6, #7, #8



**Item #6:** Angela Craig will provide an Executive Director's Update.

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**Item #7:** Jeanell Marvin will provide a Friends of the Library update.

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**Item #8:** Toni Lombardozzi and Janette Alexander will provide a Capital Plan update.

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## **Executive Director's Report, February 2020**

Dear Trustees-

I hope you are staying warm in this sudden rush of cold weather. We have had a most productive February and we have moved our organization forward in positive ways.

As you know I have hit pause with an armed presence at CCPL due to issues with our Walden enhanced officers. I must give kudos to the CCPL frontline staff, who have helped me document the gaps in service. Simply put, we are not getting the quality of officer that Walden promised with our enhanced contract. I am working closely with Charleston County, Facilities and Procurement to amend the contract and ensure CCPL is receiving the higher standard of officer that we need. Walden has started the search for a new account manager, we hope to have them in place in March. Internally we are moving forward with our own security protocol training for CCPL staff. This training is in process and is a combination of online, classroom, and hands on learning. Our training will conclude in the spring, and this will help with our approach to security systemwide.

As a result of a request from Councilmen Brantley Moody, the West Ashley Library Community Forum took place on February 11<sup>th</sup>. During this forum, County Facility and CCPL updated the community regarding flooding issues found at the West Ashley Library location. The forum went very well and was an excellent example of partnership between the county and library staff, we worked to be transparent with our findings and how we want to solicit feedback. I have been working very closely with Councilman Brantley Moody as this is his district, and we agreed to extend the survey until the end of February to allow the community more time to provide feedback. We will have results of the survey in March, which I will share with the Board.

After twelve weeks, the CCPL MacMillan boycott has ended as of February 15th, in line with the collective end date of the 22 public libraries in South Carolina who were participating in the boycott. At the time of this report we are working on messaging for the Charleston community regarding the end of the boycott. Through this process we have had nothing but support from our patrons and it has been a chance to educate our public how we purchase books for our collection. During the boycott our LCATS team kept track of what books we were not ordering and are in the process of submitting the orders. The article linked [here](#) gives an update on the meeting between MacMillan John Sargent and library representatives at ALA Midwinter, which was very tense. As CCPL is ending our boycott, other libraries at a national level are starting to boycott MacMillan as the publishing house has not changed their stance on the 8-week embargo on new eBook titles. They are the only publishing house with the 8 week embargo, and other publishers have criticized MacMillan for this practice.

I was able to attend two of our featured programs this month, and was so pleased at the caliber of authors that have come to CCPL:

The National Book Foundation Presents: The Art of Invention with Jericho Brown and Akwaeke Emezi program was an empowering and energetic event with two very engaging authors. We had over 80 attendees and I had the opportunity to speak with attendees of the event. I was pleased to hear how happy patrons were to see African American and black authors featured at CCPL. Several attendees told me they felt seen and represented and that CCPL was doing an excellent job in the community.



The Anne Rivers Siddons Tribute had a who's who list of local authors- Mary Alice Monroe, Cassandra King, Nathalie Dupree, Cynthia Graubart, Barbara G. S. Hagerty, Patti Callahan Henry, Josephine Humphreys, Alex Sanders, Marjory Wentworth and Henry Hagerty. This event had well over 150 attendees, and it was so fun to hear stories about Ann Rivers Siddons, and to hear from so many talented writers and library lovers!





I'd like to also share these sweet pictures from popular programs at our branches:

Baxter Patrick Library:

Create Your Own 2020 Planner on Jan. 15.



*Tina teaches patrons how to use the Cinch machine to create their own planners, and Ms. Ann shows off her finished product.*

Dart Library:

Young patrons enjoying a STEAM Team session:



As always, thank you for your support and your time.

All the best,

**Angela Craig**

Executive Director Charleston County Public Library

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Visit us at [www.ccpl.org](http://www.ccpl.org)



# CHARLESTON COUNTY PUBLIC LIBRARY

FINANCIAL HIGHLIGHTS FOR THE SIX MONTHS ENDED DECEMBER 31, 2019

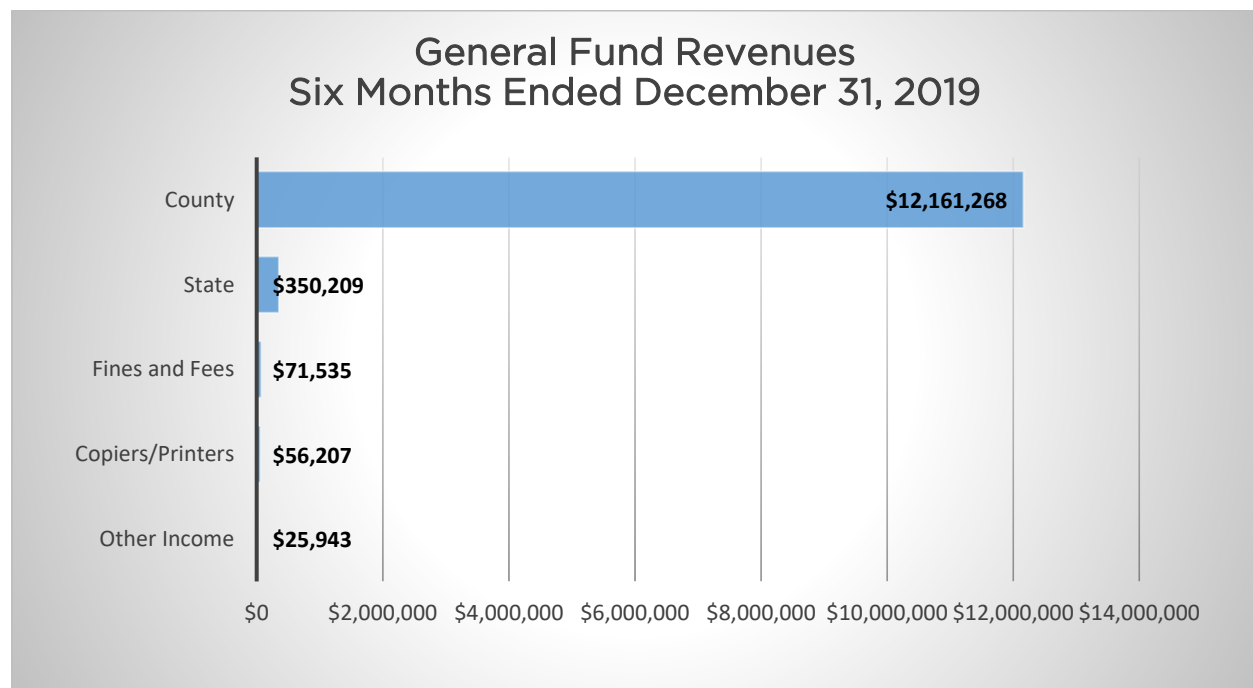
## GENERAL FUND

The General Fund finances the day-to-day provision of library services for Charleston County. Revenues exceeded expenditures resulting in an increase of fund balance of \$1,190,197 for the six months ended December 31, 2019. The same period in the prior fiscal year fund balance decreased by \$35,806.

Fund balance represents the amount available to finance future operations. The total general fund balance at December 31, 2019 was \$4,330,285. One month of fiscal year 2020 budgeted expenditures is \$2,140,820.

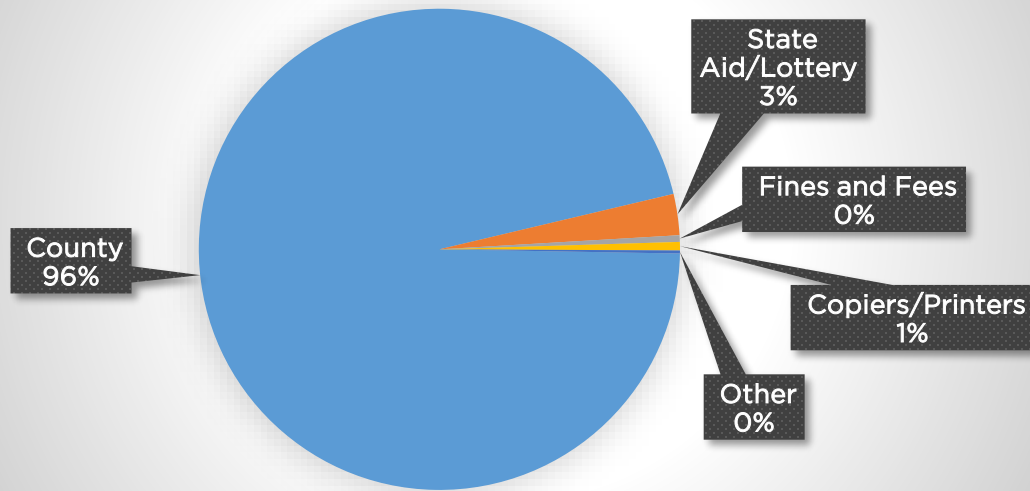
## GENERAL FUND REVENUES (\$12,665,163)

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, 2019:



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

### General Fund Revenues Six Months Ended December 31, 2019

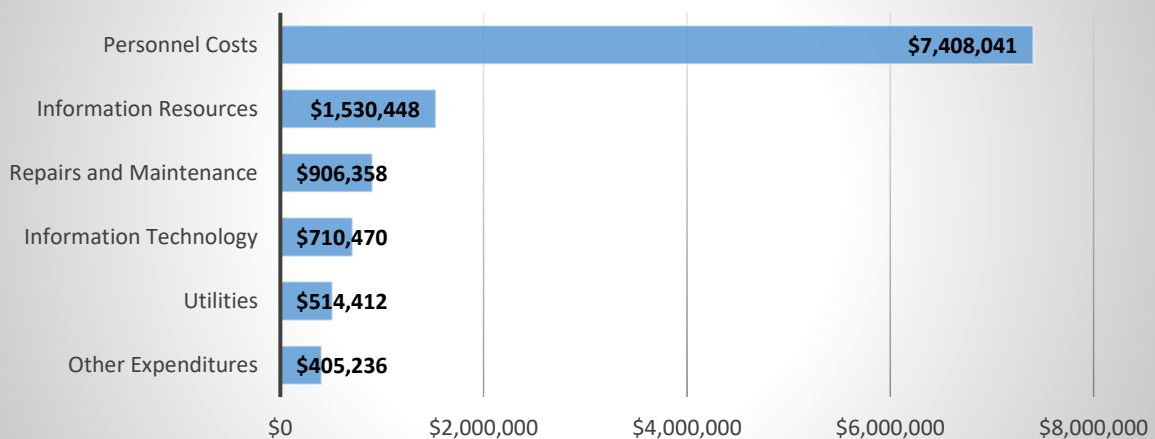


State Aid is \$2.00 per capita for FY20. Fines and fees were 2.4 percent less than the prior year while copier/printer fees were up 13.4 percent.

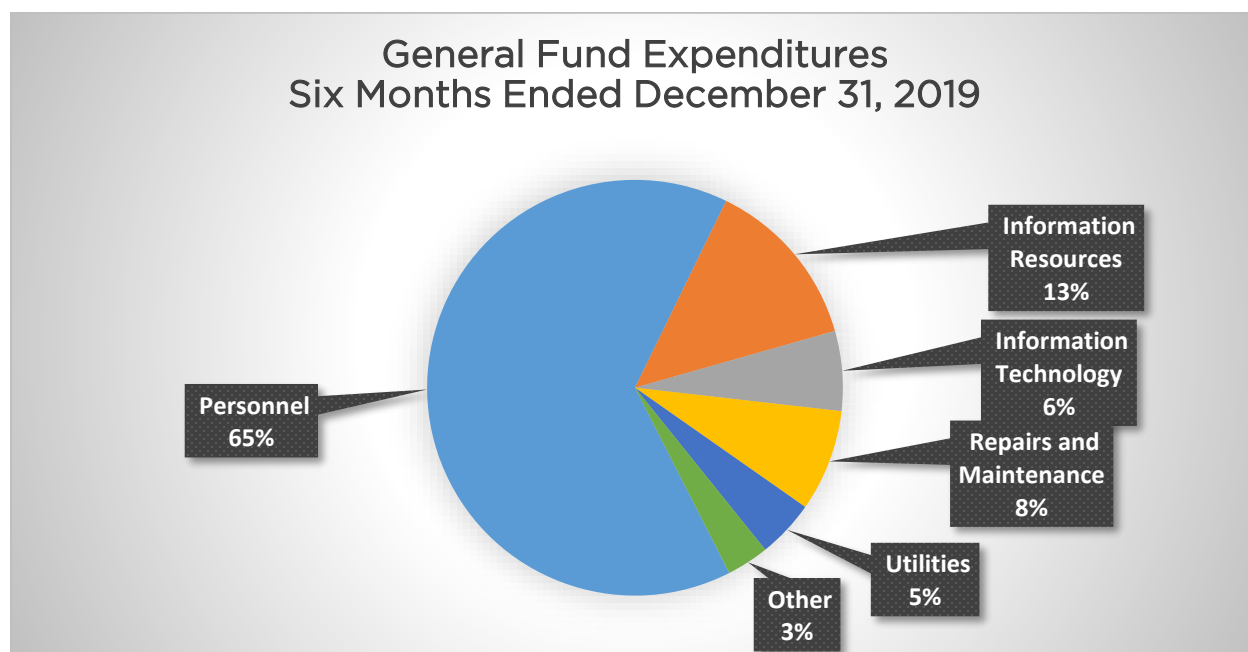
### GENERAL FUND EXPENDITURES (\$11,474,966)

The General Fund accounts for the normal operations of the Library. Expenditures for the six months ended December 31, 2019 were 5.3 percent under budget while 34.0 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, 2019



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



Following are comments on specific categories:

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#### PERSONNEL COSTS (\$7,408,041)

Salaries, wages, and associated employer costs are included in personnel costs. Actual expenditures were 6.1 percent under the period's budget, while 19.9 percent greater than the same period last fiscal year. Staffing for the Wando Mount Pleasant Library opened in June 2019, and Baxter Patrick James Island opened in November 2019, along with 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 (\$1,530,448)

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 9.9 percent under the period's budget, while 16.7 percent greater than the same period in the prior year. Differences from prior year spending are primarily due to new locations and timing of various purchases. The budget includes a provision for new locations opening later in the year.

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#### INFORMATION TECHNOLOGY (\$710,470)

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 14.0 percent over the period's budget due to incurring the annual cost of

the integrated library system (ILS), and other annual maintenance contracts. Costs were 2.4 percent less than the same period in the prior year.

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#### REPAIRS AND MAINTENANCE (\$906,358)

Repairs and maintenance include annual contracts and repairs on various Library buildings and equipment, garbage collections, janitorial, and security services. Expenditures were 0.2 percent under the period's budget while 3,491.0 percent greater than the same period in the prior year. The Charleston County Facilities Department manages major facilities repairs, maintenance contracts, janitorial and security. Such costs were not included in the Library's budget for FY2019.

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#### UTILITIES (\$514,412)

Utilities include electricity and gas, water and sewer, solid waste disposal fees, and telephone related costs (including VOIP equipment lease payments). Expenditures were 0.6 percent under the period's budget while 647.0 percent greater than the same period in the prior fiscal year. For FY2019, the Charleston County Facilities Department assumed responsibility for utility costs other than telephone. These were restored to the Library's budget for FY2020.

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#### OTHER EXPENDITURES (\$405,236)

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

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##### Copiers and Printers (\$83,084)

Lease costs and related supplies are included in the copiers and printer category. Expenditures were 9.4 percent under the period's budget and 35.2 percent greater than the same period in the prior year. Payments on a new copier contract began in August of the prior year resulting in less cost as compared to FY2020.

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##### Supplies (\$63,336)

Supplies include various operating supplies such as office, data processing, and minor equipment. Expenditures were 15.6 percent under the period's budget while 8.0 percent greater than the prior year. The increase over the prior year is related to new locations opened to date. The budget includes an allocation for additional locations to open later in the fiscal year.

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##### Printing (\$8,424)

Printing includes the costs of items printed externally for programs and internal use forms. Expenditures were 10.2 percent under the period's budget while 68.8 percent greater than the same period in the prior year due to timing of printing projects.

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##### Risk Management/Insurances (\$78,142)

Risk management includes property insurance, tort liability, business interruption, bookmobile, and other vehicle coverage. For fiscal year 2019, these costs were

included in Charleston County's budget. The Library has assumed budgetary responsibility for FY2020.

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#### Motor Vehicles (\$32,804)

Motor vehicles include repairs, maintenance, and fuel for Library vehicles and employee mileage reimbursements when appropriate. Expenditures were 81.0 percent over the period's budget and 87.3 percent greater than the same period in the prior year. Repairs in the prior fiscal year were less than expected while the current year have been higher than anticipated. At budget preparation time, delivery of the new bookmobile was expected earlier in the fiscal year.

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#### Other Expenditures (\$105,264)

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 5.4 percent over the period's budget while 35.0 percent greater than the same period in the prior year. Timing of spending for various categories affected the change from the prior year.

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#### Programming (\$24,963)

Programming includes supplies, performer fees, and other costs associated with providing public programming for all ages. Expenditures were 18.4 percent under budget for the period while 6.7 percent less than the same period in the prior year. The Friends of the Library, donations, and occasional grants, accounted for in special revenue funds, provide most of the funding for programming.

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#### Outreach (\$6,580)

Outreach includes costs associated with providing services outside of the library's facilities. This is a new category that began at the end of the prior fiscal year. Expenditures were 31.2 percent under budget for the period. Additional spending is expected as the program develops.

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#### Miscellaneous Expenditures (\$2,639)

Miscellaneous expenditures included \$804 in board related expenses and executive search expenses of \$1,835.

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### 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 \$6,000 for the six months ended December 31, 2019. The Library's expenditures were for a Family Place Libraries Project grant awarded by the State Library.

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### DONATIONS SPECIAL REVENUE FUND

The Donations Special Revenue Fund accounts for donations, including private foundation grants, typically restricted for specific purposes. Revenues totaled \$2,851

for the six months ended December 31, 2019 with expenditures of \$13,200. Expenditures included \$13,200 for programming. Through December 2019, the Cynthia Graham Hurd Fund has received \$65,987 to-date with expenditures of \$50,653 leaving a balance of \$15,334. Total unspent donated funds on hand at December 31, 2019 from all sources were \$83,003.

#### 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 \$40,388 during the six months ended December 31, 2019.

**CHARLESTON COUNTY PUBLIC LIBRARY**  
**REVENUE & EXPENDITURE STATEMENT**  
**General Fund - Recap**  
**Fiscal Quarter Ended December 31, 2019**

	Actual					Budget		
	Fiscal Year 2019	6 Months Ended		Increase (Decrease)	Percent Change	Fiscal Year 2020	(Over) Under	Percent Remaining
		12/31/2018	12/31/2019					
<b>REVENUES</b>								
County Appropriation	\$ 17,409,085.28	\$ 8,169,080.31	\$ 12,129,412.02	\$ 3,960,331.71	48.5%	\$ 24,258,824.00	\$ 12,129,411.98	50.0%
Supplemental Appropriation Summer Youth	13,485.42	13,485.42	12,465.87	(1,019.55)	-7.6%	-	(12,465.87)	-
Bond Reimbursement	93,653.61	20,305.22	19,390.32	(914.90)	-4.5%	102,909.00	83,518.68	81.2%
<i>Total County Appropriations</i>	<u>17,516,224.31</u>	<u>8,202,870.95</u>	<u>12,161,268.21</u>	<u>3,958,397.26</u>	<u>48.3%</u>	<u>24,361,733.00</u>	<u>12,200,464.79</u>	<u>50.1%</u>
Copier Income	108,375.72	49,585.47	56,207.17	6,621.70	13.4%	152,190.00	95,982.83	63.1%
Fine and Fees	143,324.37	73,290.45	71,535.00	(1,755.45)	-2.4%	151,710.00	80,175.00	52.8%
Other Income	47,152.50	39,386.00	16,047.67	(23,338.33)	-59.3%	-	(16,047.67)	-
Parking Garage Receipts	21,354.37	9,610.34	9,895.49	285.15	3.0%	20,410.00	10,514.51	51.5%
State Aid Receipts	634,604.89	154,698.66	350,209.00	195,510.34	126.4%	612,866.00	262,657.00	42.9%
<b>TOTAL REVENUE</b>	<u>18,471,036.16</u>	<u>8,529,441.87</u>	<u>12,665,162.54</u>	<u>4,135,720.67</u>	<u>48.5%</u>	<u>25,298,909.00</u>	<u>12,633,746.46</u>	<u>49.9%</u>
<b>EXPENDITURES</b>								
Personnel Costs	13,378,466.20	6,178,591.31	7,408,040.99	1,229,449.68	19.9%	16,876,589.00	9,468,548.01	56.1%
Information Resources	2,330,929.49	1,311,924.37	1,530,448.28	218,523.91	16.7%	3,818,819.00	2,288,370.72	59.9%
Information Technology	931,955.37	727,731.41	710,470.47	(17,260.94)	-2.4%	1,110,243.00	399,772.53	36.0%
Copiers and Printers	136,544.28	61,439.62	83,083.93	21,644.31	35.2%	204,395.00	121,311.07	59.4%
Supplies	174,149.02	58,631.50	63,335.80	4,704.30	8.0%	184,128.00	120,792.20	65.6%
Printing	13,454.28	4,991.77	8,423.77	3,432.00	68.8%	21,166.00	12,742.23	60.2%
Repairs and Maintenance	85,461.83	25,239.93	906,358.08	881,118.15	3491.0%	1,820,253.00	913,894.92	50.2%
Utilities	128,551.84	68,867.37	514,411.71	445,544.34	647.0%	1,040,476.00	526,064.29	50.6%
Other Expenditures	157,900.51	77,965.51	105,265.73	27,300.22	35.0%	189,888.00	84,622.27	44.6%
Motor Vehicles	34,773.53	17,513.85	32,803.74	15,289.89	87.3%	36,065.00	3,261.26	9.0%
Risk Management (Insurance)	-	-	78,141.54	78,141.54	100.0%	156,283.00	78,141.46	50.0%
Programming	48,629.40	26,754.86	24,962.60	(1,792.26)	-6.7%	79,041.00	54,078.40	68.4%
Outreach	865.18	-	6,580.03	6,580.03	100.0%	35,000.00	28,419.97	81.2%
Miscellaneous Expenditures	39,225.02	5,596.05	2,639.21	(2,956.84)	-52.8%	2,500.00	(139.21)	-5.6%
Capital Expenditures	85,213.52	-	-	-	-	115,000.00	115,000.00	100.0%
<b>TOTAL EXPENDITURES</b>	<u>17,546,119.47</u>	<u>8,565,247.55</u>	<u>11,474,965.88</u>	<u>2,909,718.33</u>	<u>34.0%</u>	<u>25,689,846.00</u>	<u>14,214,880.12</u>	<u>55.3%</u>
<b>FUND BALANCE INCREASED (DECREASED)</b>	<u>\$ 924,916.69</u>	<u>\$ (35,805.68)</u>	<u>\$ 1,190,196.66</u>	<u>\$ 1,226,002.34</u>	<u>-3424.0%</u>	<u>\$ (390,937.00)</u>	<u>\$ (1,581,133.66)</u>	<u>404.4%</u>

**CHARLESTON COUNTY PUBLIC LIBRARY  
REVENUE & EXPENDITURE STATEMENT  
General Fund - Detail  
Fiscal Quarter Ended December 31, 2019**

	Actual					Budget		
	Fiscal	6 Months Ended		Increase	Percent	Fiscal	(Over)	Percent
	Year 2019	12/31/2018	12/31/2019	(Decrease)	Change	Year 2020	Under	Remaining
<b>REVENUES</b>								
County Appropriation	\$ 17,409,085.28	\$ 8,169,080.31	\$ 12,129,412.02	\$ 3,960,331.71	48.5%	\$ 24,258,824.00	\$ 12,129,411.98	50.0%
Supplemental Appropriation Summer Youth	13,485.42	13,485.42	12,465.87	(1,019.55)	-7.6%	-	(12,465.87)	-
Bond Reimbursement (Project Manager)	93,653.61	20,305.22	19,390.32	(914.90)	-4.5%	102,909.00	83,518.68	81.2%
<i>Total County Appropriations</i>	<u>17,516,224.31</u>	<u>8,202,870.95</u>	<u>12,161,268.21</u>	<u>3,958,397.26</u>	<u>48.3%</u>	<u>24,361,733.00</u>	<u>12,200,464.79</u>	<u>50.1%</u>
Copier Income	108,375.72	49,585.47	56,207.17	6,621.70	13.4%	152,190.00	95,982.83	63.1%
Fines and Fees	143,324.37	73,290.45	71,535.00	(1,755.45)	-2.4%	151,710.00	80,175.00	52.8%
Other Income	47,152.50	39,386.00	16,047.67	(23,338.33)	-59.3%	-	(16,047.67)	-
Parking Garage Receipts	21,354.37	9,610.34	9,895.49	285.15	3.0%	20,410.00	10,514.51	51.5%
State Sources	634,604.89	154,698.66	350,209.00	195,510.34	126.4%	612,866.00	262,657.00	42.9%
<b>TOTAL REVENUES</b>	<u>18,471,036.16</u>	<u>8,529,441.87</u>	<u>12,665,162.54</u>	<u>4,135,720.67</u>	<u>48.5%</u>	<u>25,298,909.00</u>	<u>12,633,746.46</u>	<u>49.9%</u>
<b>EXPENDITURES</b>								
<b>Personnel Costs</b>								
Salaries	9,257,676.37	4,291,694.58	5,081,931.24	790,236.66	18.4%	12,492,657.00	7,410,725.76	59.3%
Temporary Wages	37,836.45	14,843.43	10,835.93	(4,007.50)	-27.0%	36,000.00	25,164.07	69.9%
Summer Youth Program Wages	12,491.00	10,179.00	9,268.00	(911.00)	-8.9%	-	(9,268.00)	-
<i>Total Wages</i>	<u>9,308,003.82</u>	<u>4,316,717.01</u>	<u>5,102,035.17</u>	<u>785,318.16</u>	<u>18.2%</u>	<u>12,528,657.00</u>	<u>7,426,621.83</u>	<u>59.3%</u>
Social Security	676,908.95	312,876.75	372,551.75	59,675.00	19.1%	909,802.00	537,250.25	59.1%
State Retirement	1,252,074.32	539,951.22	705,583.05	165,631.83	30.7%	1,736,633.00	1,031,049.95	59.4%
Life Insurance	13,213.25	6,222.03	8,021.80	1,799.77	28.9%	19,359.00	11,337.20	58.6%
Health Insurance	1,198,741.41	561,879.81	697,932.05	136,052.24	24.2%	1,647,687.00	949,754.95	57.6%
Dental Insurance	30,016.43	14,362.06	18,694.04	4,331.98	30.2%	41,751.00	23,056.96	55.2%
Workers Compensation	373,202.62	175,424.56	215,720.10	40,295.54	23.0%	431,440.00	215,719.90	50.0%
Other Post Employment Benefits	339,309.63	159,213.39	188,422.02	29,208.63	18.3%	376,844.00	188,421.98	50.0%
County Wellness Program	33,453.03	15,697.29	17,339.28	1,641.99	10.5%	34,679.00	17,339.72	50.0%
Employee Assistance Program	4,635.00	2,322.00	2,488.50	166.50	7.2%	4,500.00	2,011.50	44.7%
Other Personnel Costs	903.74	654.19	1,239.23	585.04	89.4%	10,000.00	8,760.77	87.6%
Staff Parking Main Library	146,004.00	71,271.00	78,014.00	6,743.00	9.5%	128,250.00	50,236.00	39.2%
Relocation Assistance	2,000.00	2,000.00	-	(2,000.00)	-100.0%	2,000.00	2,000.00	100.0%
Fringe Rate Adjustment	-	-	-	-	-	(93,444.00)	(93,444.00)	100.0%
<i>Total Fringe Benefits</i>	<u>4,070,462.38</u>	<u>1,861,874.30</u>	<u>2,306,005.82</u>	<u>444,131.52</u>	<u>23.9%</u>	<u>5,249,501.00</u>	<u>2,943,495.18</u>	<u>56.1%</u>
Budgeted Vacancies (wages plus fringe)	-	-	-	-	-	(901,569.00)	(901,569.00)	100.0%
<b>Total Personnel Costs</b>	<u>13,378,466.20</u>	<u>6,178,591.31</u>	<u>7,408,040.99</u>	<u>1,229,449.68</u>	<u>19.9%</u>	<u>16,876,589.00</u>	<u>9,468,548.01</u>	<u>56.1%</u>



**CHARLESTON COUNTY PUBLIC LIBRARY  
REVENUE & EXPENDITURE STATEMENT  
General Fund - Detail  
Fiscal Quarter Ended December 31, 2019**

	Actual					Budget		
	Fiscal Year 2019	6 Months Ended		Increase (Decrease)	Percent Change	Fiscal Year 2020	(Over) Under	Percent Remaining
		12/31/2018	12/31/2019					
<b>Information Resources</b>								
Adult Fiction Books	303,381.00	155,894.58	155,951.62	57.04	0.0%	527,065.00	371,113.38	70.4%
Adult Non-fiction Books	250,500.80	114,050.70	143,615.17	29,564.47	25.9%	418,552.00	274,936.83	65.7%
Adult Reference	2,733.40	220.41	542.28	321.87	146.0%	17,052.00	16,509.72	96.8%
SC Room	5,171.38	2,570.18	4,905.44	2,335.26	90.9%	10,722.00	5,816.56	54.2%
Young Adult	81,420.24	39,287.40	43,436.79	4,149.39	10.6%	124,016.00	80,579.21	65.0%
Juvenile Fiction Books	312,463.55	153,206.25	142,610.45	(10,595.80)	-6.9%	400,768.00	258,157.55	64.4%
Juvenile Nonfiction Books	-	-	67,440.87	67,440.87	100.0%	140,913.00	73,472.13	52.1%
McNaughtons	39,884.04	39,884.04	39,884.04	-	0.0%	40,698.00	813.96	2.0%
Large Print Fiction	28,532.46	16,121.56	17,466.20	1,344.64	8.3%	37,205.00	19,738.80	53.1%
Large Print Nonfiction	-	-	4,382.85	4,382.85	100.0%	9,301.00	4,918.15	52.9%
Spanish	-	-	-	-	-	15,253.00	15,253.00	100.0%
Continuations	40,943.85	24,531.30	27,184.19	2,652.89	10.8%	62,008.00	34,823.81	56.2%
<i>Total Books</i>	<i>1,065,030.72</i>	<i>545,766.42</i>	<i>647,419.90</i>	<i>101,653.48</i>	<i>18.6%</i>	<i>1,803,553.00</i>	<i>1,156,133.10</i>	<i>64.1%</i>
Periodicals	72,233.96	61,251.14	67,025.68	5,774.54	9.4%	80,000.00	12,974.32	16.2%
Microforms	7,478.00	7,478.00	-	(7,478.00)	-100.0%	-	-	-
<i>Total Periodicals</i>	<i>79,711.96</i>	<i>68,729.14</i>	<i>67,025.68</i>	<i>(1,703.46)</i>	<i>-2.5%</i>	<i>80,000.00</i>	<i>12,974.32</i>	<i>16.2%</i>
Adult DVD and Blu Ray	157,690.62	91,838.44	83,180.66	(8,657.78)	-9.4%	364,837.00	281,656.34	77.2%
Juvenile DVD and Blu Ray	40,488.46	15,684.81	38,591.60	22,906.79	146.0%	115,773.00	77,181.40	66.7%
Adult Books on CD	45,450.88	26,970.71	24,005.97	(2,964.74)	-11.0%	115,773.00	91,767.03	79.3%
Juvenile Books on CD	5,006.97	3,620.18	1,458.60	(2,161.58)	-59.7%	12,465.00	11,006.40	88.3%
Young Adult Books on CD	1,910.50	1,234.15	501.81	(732.34)	-59.3%	8,155.00	7,653.19	93.8%
<i>Total Media</i>	<i>250,547.43</i>	<i>139,348.29</i>	<i>147,738.64</i>	<i>8,390.35</i>	<i>6.0%</i>	<i>617,003.00</i>	<i>469,264.36</i>	<i>76.1%</i>
Reference Databases	184,753.09	147,653.34	204,265.65	56,612.31	38.3%	230,000.00	25,734.35	11.2%
E-Books	188,145.04	89,509.85	107,959.07	18,449.22	20.6%	282,313.00	174,353.93	61.8%
E-Audio	113,214.30	52,142.95	64,041.55	11,898.60	22.8%	174,765.00	110,723.45	63.4%
Media Subscriptions	330,355.30	208,097.09	250,703.36	42,606.27	20.5%	500,000.00	249,296.64	49.9%
<i>Total Digital Products</i>	<i>816,467.73</i>	<i>497,403.23</i>	<i>626,969.63</i>	<i>129,566.40</i>	<i>26.0%</i>	<i>1,187,078.00</i>	<i>560,108.37</i>	<i>47.2%</i>
Cataloging Subscriptions	70,957.11	29,815.56	30,958.44	1,142.88	3.8%	73,000.00	42,041.56	57.6%
Processing Supplies	4,881.39	1,664.02	-	(1,664.02)	-100.0%	-	-	-
LCATS Resources	28,954.98	28,763.98	9,010.04	(19,753.94)	-68.7%	30,000.00	20,989.96	70.0%
Bindery	838.10	312.55	-	(312.55)	-100.0%	2,689.00	2,689.00	100.0%
Other Materials	13,540.07	121.18	1,325.95	1,204.77	994.2%	25,496.00	24,170.05	94.8%
<i>Total Other Information Resources</i>	<i>119,171.65</i>	<i>60,677.29</i>	<i>41,294.43</i>	<i>(19,382.86)</i>	<i>-31.9%</i>	<i>131,185.00</i>	<i>89,890.57</i>	<i>68.5%</i>
<b>Total Information Resources</b>	<b>2,330,929.49</b>	<b>1,311,924.37</b>	<b>1,530,448.28</b>	<b>218,523.91</b>	<b>16.7%</b>	<b>3,818,819.00</b>	<b>2,288,370.72</b>	<b>59.9%</b>

**CHARLESTON COUNTY PUBLIC LIBRARY**  
**REVENUE & EXPENDITURE STATEMENT**  
**General Fund - Detail**  
**Fiscal Quarter Ended December 31, 2019**

	Actual					Budget		
	Fiscal Year 2019	6 Months Ended		Increase (Decrease)	Percent Change	Fiscal Year 2020	(Over) Under	Percent Remaining
		12/31/2018	12/31/2019					
<b>Information Technology</b>								
Web Site Hosting/Development	48,659.88	43,490.71	<b>33,779.82</b>	(9,710.89)	-22.3%	45,000.00	11,220.18	24.9%
SirsiDynix (ILS) Maintenance	361,027.68	360,037.68	<b>348,456.58</b>	(11,581.10)	-3.2%	365,000.00	16,543.42	4.5%
AMH/Self-Check Maintenance	-	-	-	-	-	16,743.00	16,743.00	100.0%
Staff Register Maintenance	-	-	-	-	-	14,500.00	14,500.00	100.0%
Software and Licenses	32,004.49	15,656.37	<b>23,244.12</b>	7,587.75	48.5%	27,000.00	3,755.88	13.9%
IT Maintenance Contracts	63,372.13	56,171.75	<b>61,655.21</b>	5,483.46	9.8%	80,000.00	18,344.79	22.9%
Financial Software Maintenance Contract	39,879.71	33,296.44	<b>37,724.52</b>	4,428.08	13.3%	45,000.00	7,275.48	16.2%
IT Repairs and Supplies	33,173.30	13,288.85	<b>10,968.67</b>	(2,320.18)	-17.5%	25,000.00	14,031.33	56.1%
IT Non-Capital Equipment	40,987.96	27,881.03	<b>40,368.53</b>	12,487.50	44.8%	65,000.00	24,631.47	37.9%
IT Capital Equipment	51,417.40	51,417.40	-	(51,417.40)	-100.0%	96,000.00	96,000.00	100.0%
IT Operating Lease Payments	220,504.44	106,769.52	<b>134,385.08</b>	27,615.56	25.9%	286,000.00	151,614.92	53.0%
IT Capital Lease Payments	38,443.32	19,221.66	<b>19,221.66</b>	-	0.0%	40,000.00	20,778.34	51.9%
IT Consultants	2,485.06	500.00	<b>666.28</b>	166.28	33.3%	5,000.00	4,333.72	86.7%
<b>Total Information Technology</b>	<b>931,955.37</b>	<b>727,731.41</b>	<b>710,470.47</b>	<b>(17,260.94)</b>	<b>-2.4%</b>	<b>1,110,243.00</b>	<b>399,772.53</b>	<b>36.0%</b>
<b>Copiers and Printers</b>								
Copier/Printer Leases	68,464.44	31,317.22	<b>42,406.30</b>	11,089.08	35.4%	100,779.00	58,372.70	57.9%
Copier/Printer Usage	55,314.26	24,589.11	<b>33,154.83</b>	8,565.72	34.8%	77,816.00	44,661.17	57.4%
Copier Supplies	12,765.58	5,533.29	<b>7,522.80</b>	1,989.51	36.0%	24,700.00	17,177.20	69.5%
Microform Supplies	-	-	-	-	-	1,100.00	1,100.00	100.0%
<b>Total Copiers and Printers</b>	<b>136,544.28</b>	<b>61,439.62</b>	<b>83,083.93</b>	<b>21,644.31</b>	<b>35.2%</b>	<b>204,395.00</b>	<b>121,311.07</b>	<b>59.4%</b>
<b>Supplies</b>								
Library Cards	9,694.86	-	-	-	-	8,716.00	8,716.00	100.0%
Library Supplies	16,618.86	5,662.13	<b>12,578.76</b>	6,916.63	122.2%	17,075.00	4,496.24	26.3%
Data Processing Supplies	10,409.18	3,734.47	<b>4,817.21</b>	1,082.74	29.0%	15,750.00	10,932.79	69.4%
Processing Supplies	-	-	<b>3,879.37</b>	3,879.37	100.0%	4,200.00	320.63	7.6%
RFID Tags	-	-	-	-	-	5,000.00	5,000.00	100.0%
Office Supplies	46,476.94	18,883.18	<b>25,359.03</b>	6,475.85	34.3%	67,469.00	42,109.97	62.4%
Audio Visual Supplies	31,718.28	2,574.61	<b>6,625.30</b>	4,050.69	157.3%	21,334.00	14,708.70	68.9%
Minor Equipment	59,230.90	27,777.11	<b>10,076.13</b>	(17,700.98)	-63.7%	44,584.00	34,507.87	77.4%
<b>Total Supplies</b>	<b>174,149.02</b>	<b>58,631.50</b>	<b>63,335.80</b>	<b>4,704.30</b>	<b>8.0%</b>	<b>184,128.00</b>	<b>120,792.20</b>	<b>65.6%</b>

**CHARLESTON COUNTY PUBLIC LIBRARY  
REVENUE & EXPENDITURE STATEMENT  
General Fund - Detail  
Fiscal Quarter Ended December 31, 2019**

	Actual					Budget		
	Fiscal Year 2019	6 Months Ended		Increase (Decrease)	Percent Change	Fiscal Year 2020	(Over) Under	Percent Remaining
		12/31/2018	12/31/2019					
<b>Printing</b>								
Programming Printing	9,111.16	2,399.42	<b>6,583.49</b>	4,184.07	174.4%	15,000.00	8,416.51	56.1%
Other Printing	4,343.12	2,592.35	<b>1,840.28</b>	(752.07)	-29.0%	6,166.00	4,325.72	70.2%
<b>Total Printing</b>	<b>13,454.28</b>	<b>4,991.77</b>	<b>8,423.77</b>	<b>3,432.00</b>	<b>68.8%</b>	<b>21,166.00</b>	<b>12,742.23</b>	<b>60.2%</b>
<b>Repairs and Maintenance</b>								
Checkpoint Security	-	-	-	-	-	1,600.00	1,600.00	100.0%
Fire and Security Alarms	46,723.16	3,388.00	<b>22,260.12</b>	18,872.12	557.0%	40,680.00	18,419.88	45.3%
Postage Machine	3,750.23	1,714.34	<b>1,960.77</b>	246.43	14.4%	4,500.00	2,539.23	56.4%
Microfiche/Film Readers	1,972.91	1,972.91	-	(1,972.91)	-100.0%	5,500.00	5,500.00	100.0%
Equipment Repairs/Maintenance	65.04	65.04	<b>160.00</b>	94.96	146.0%	1,500.00	1,340.00	89.3%
Parking Equipment	10,805.47	7,788.45	<b>4,444.52</b>	(3,343.93)	-42.9%	10,000.00	5,555.48	55.6%
General Repairs	6,966.34	2,779.20	<b>4,748.69</b>	1,969.49	70.9%	7,333.00	2,584.31	35.2%
Garbage Collections	15,178.68	7,531.99	<b>8,147.50</b>	615.51	8.2%	19,867.00	11,719.50	59.0%
Janitorial	-	-	<b>212,030.58</b>	212,030.58	100.0%	424,061.00	212,030.42	50.0%
Carpet Cleaning	-	-	<b>64,247.40</b>	64,247.40	100.0%	128,495.00	64,247.60	50.0%
Security Services	-	-	<b>275,566.02</b>	275,566.02	100.0%	551,132.00	275,565.98	50.0%
Other General Maintenance Contracts	-	-	<b>312,792.48</b>	312,792.48	100.0%	625,585.00	312,792.52	50.0%
<b>Total Repairs and Maintenance</b>	<b>85,461.83</b>	<b>25,239.93</b>	<b>906,358.08</b>	<b>881,118.15</b>	<b>3491.0%</b>	<b>1,820,253.00</b>	<b>913,894.92</b>	<b>50.2%</b>
<b>Utilities</b>								
Electricity and Gas	-	-	<b>377,813.46</b>	377,813.46	100.0%	755,627.00	377,813.54	50.0%
Water and Sewer	-	-	<b>60,003.96</b>	60,003.96	100.0%	120,008.00	60,004.04	50.0%
Solid Waste Fee	-	-	<b>12,095.16</b>	12,095.16	100.0%	24,190.00	12,094.84	50.0%
Cell Phones	10,868.29	5,730.36	<b>7,798.19</b>	2,067.83	36.1%	12,000.00	4,201.81	35.0%
Telephone	31,122.61	15,612.33	<b>18,324.77</b>	2,712.44	17.4%	36,127.00	17,802.23	49.3%
Data Lines	38,213.33	19,238.32	<b>14,302.67</b>	(4,935.65)	-25.7%	38,950.00	24,647.33	63.3%
VOIP Equipment Capital Lease Payments	48,347.61	28,286.36	<b>24,073.50</b>	(4,212.86)	-14.9%	53,574.00	29,500.50	55.1%
<b>Total Utilities</b>	<b>128,551.84</b>	<b>68,867.37</b>	<b>514,411.71</b>	<b>445,544.34</b>	<b>647.0%</b>	<b>1,040,476.00</b>	<b>526,064.29</b>	<b>50.6%</b>

**CHARLESTON COUNTY PUBLIC LIBRARY  
REVENUE & EXPENDITURE STATEMENT  
General Fund - Detail  
Fiscal Quarter Ended December 31, 2019**

	Actual					Budget		
	Fiscal Year 2019	6 Months Ended		Increase (Decrease)	Percent Change	Fiscal Year 2020	(Over) Under	Percent Remaining
		12/31/2018	12/31/2019					
<b>Other Expenditures</b>								
Audit Services CCPL	21,810.00	21,810.00	<b>20,450.00</b>	(1,360.00)	-6.2%	21,000.00	550.00	2.6%
Audit Services FOL	16,825.00	5,975.00	-	(5,975.00)	-100.0%	12,500.00	12,500.00	100.0%
Bank Charges	2,614.59	1,205.20	<b>1,118.58</b>	(86.62)	-7.2%	2,000.00	881.42	44.1%
Recruiting	3,065.40	1,350.00	<b>3,122.12</b>	1,772.12	131.3%	5,000.00	1,877.88	37.6%
Promotion	4,297.19	2,938.01	<b>4,756.52</b>	1,818.51	61.9%	5,200.00	443.48	8.5%
Interlibrary Loans	726.54	279.69	<b>96.92</b>	(182.77)	-65.3%	1,000.00	903.08	90.3%
Messenger Service (County)	1,175.00	-	-	-	-	1,200.00	1,200.00	100.0%
Postage and Shipping	18,362.87	6,964.38	<b>11,195.16</b>	4,230.78	60.7%	20,880.00	9,684.84	46.4%
Dues	6,727.83	3,082.00	<b>3,609.00</b>	527.00	17.1%	5,400.00	1,791.00	33.2%
Professional Services	159.00	-	-	-	-	2,500.00	2,500.00	100.0%
Material Recovery Service	31,459.25	17,130.30	<b>19,027.70</b>	1,897.40	11.1%	34,000.00	14,972.30	44.0%
Staff Development/Training	46,995.49	14,962.04	<b>37,220.76</b>	22,258.72	148.8%	75,208.00	37,987.24	50.5%
Food and Recognitions	3,682.35	2,268.89	<b>4,668.97</b>	2,400.08	105.8%	4,000.00	(668.97)	-16.7%
<b>Total Other Expenditures</b>	<b>157,900.51</b>	<b>77,965.51</b>	<b>105,265.73</b>	<b>27,300.22</b>	<b>35.0%</b>	<b>189,888.00</b>	<b>84,622.27</b>	<b>44.6%</b>
<b>Motor Vehicles</b>								
Motor Vehicle Repairs and Maintenance	13,063.41	6,974.81	<b>18,624.98</b>	11,650.17	167.0%	13,809.00	(4,815.98)	-34.9%
Motor Vehicle Fuel	16,594.89	8,405.69	<b>8,888.30</b>	482.61	5.7%	17,256.00	8,367.70	48.5%
Motor Vehicle Employee Expense	5,115.23	2,133.35	<b>5,290.46</b>	3,157.11	148.0%	5,000.00	(290.46)	-5.8%
<b>Total Motor Vehicles</b>	<b>34,773.53</b>	<b>17,513.85</b>	<b>32,803.74</b>	<b>15,289.89</b>	<b>87.3%</b>	<b>36,065.00</b>	<b>3,261.26</b>	<b>9.0%</b>
<b>Risk Management</b>								
Property Insurance	-	-	<b>61,487.52</b>	61,487.52	100.0%	122,975.00	61,487.48	50.0%
Auto Liability Insurance	-	-	<b>3,054.00</b>	3,054.00	100.0%	6,108.00	3,054.00	50.0%
Auto Comp Collision Insurance	-	-	<b>865.02</b>	865.02	100.0%	1,730.00	864.98	50.0%
Inland Marine Insurance (Bookmobile)	-	-	<b>981.00</b>	981.00	100.0%	1,962.00	981.00	50.0%
Tort Liability Insurance	-	-	<b>5,737.50</b>	5,737.50	100.0%	11,475.00	5,737.50	50.0%
MIS Business Interruption Insurance	-	-	<b>6,016.50</b>	6,016.50	100.0%	12,033.00	6,016.50	50.0%
<b>Total Risk Management</b>	<b>-</b>	<b>-</b>	<b>78,141.54</b>	<b>78,141.54</b>	<b>100.0%</b>	<b>156,283.00</b>	<b>78,141.46</b>	<b>50.0%</b>

**CHARLESTON COUNTY PUBLIC LIBRARY  
REVENUE & EXPENDITURE STATEMENT  
General Fund - Detail  
Fiscal Quarter Ended December 31, 2019**

	Actual					Budget		
	Fiscal Year 2019	6 Months Ended		Increase (Decrease)	Percent Change	Fiscal Year 2020	(Over) Under	Percent Remaining
		12/31/2018	12/31/2019					
<b>Programming</b>								
System-wide Programming	48,629.40	26,754.86	24,962.60	(1,792.26)	-6.7%	79,041.00	54,078.40	68.4%
<b>Outreach</b>								
System-wide Outreach	865.18	-	6,580.03	6,580.03	100.0%	35,000.00	28,419.97	81.2%
<b>Capital Expenditures</b>								
Main Parking Garage	85,213.52	-	-	-	-	115,000.00	115,000.00	100.0%
<b>Total Capital Expenditures</b>	<b>85,213.52</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>115,000.00</b>	<b>115,000.00</b>	<b>100.0%</b>
<b>Miscellaneous Expenditures</b>								
Board Contingency	1,544.34	596.05	804.21	208.16	34.9%	2,500.00	1,695.79	67.8%
Executive Search/Relocation Expenses	37,680.68	5,000.00	1,835.00	(3,165.00)	-63.3%	-	(1,835.00)	-
<b>Total Miscellaneous Expenditures</b>	<b>39,225.02</b>	<b>5,596.05</b>	<b>2,639.21</b>	<b>(2,956.84)</b>	<b>-52.8%</b>	<b>2,500.00</b>	<b>(139.21)</b>	<b>-5.6%</b>
<b>TOTAL EXPENDITURES</b>	<b>17,546,119.47</b>	<b>8,565,247.55</b>	<b>11,474,965.88</b>	<b>2,909,718.33</b>	<b>34.0%</b>	<b>25,689,846.00</b>	<b>14,214,880.12</b>	<b>55.3%</b>
<b>FUND BALANCE INCREASED (DECREASED)</b>	<b>\$ 924,916.69</b>	<b>\$ (35,805.68)</b>	<b>\$ 1,190,196.66</b>	<b>\$ 1,226,002.34</b>	<b>-3424.0%</b>	<b>\$ (390,937.00)</b>	<b>\$ (1,581,133.66)</b>	<b>404.4%</b>

**CHARLESTON COUNTY PUBLIC LIBRARY**  
**REVENUE & EXPENDITURE STATEMENT**  
**SPECIAL REVENUE FUND - GRANTS**  
Fiscal Quarter Ended December 31, 2019

	Actual				
	Fiscal	6 Months Ended		Increase	Percent
	Year 2019	12/31/2018	12/31/2019	(Decrease)	Change
<b>REVENUES</b>					
Governmental Grants	\$ 24,919.93	\$ 22,154.19	\$ 6,000.00	\$ (16,154.19)	-72.9%
Nongovernmental Grants	-	-	-	\$ -	-
<b>TOTAL REVENUE</b>	<b>24,919.93</b>	<b>22,154.19</b>	<b>6,000.00</b>	<b>(16,154.19)</b>	<b>-72.9%</b>
<b>EXPENDITURES</b>					
Governmental Grants	\$ 24,919.93	\$ 22,154.19	\$ 6,000.00	\$ (16,154.19)	-72.9%
Nongovernmental Grants	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>24,919.93</b>	<b>22,154.19</b>	<b>6,000.00</b>	<b>(16,154.19)</b>	<b>-72.9%</b>
<b>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, 2019**

	Actual					Budget		
	Fiscal	6 Months Ended		Increase	Percent	Fiscal	(Over)	Percent
	Year 2019	12/31/2018	12/31/2019	(Decrease)	Change	Year 2020	Under	Remaining
<b>REVENUES</b>								
Restricted Gifts	\$ 38,235.74	\$ 15,245.00	\$ 2,850.78	\$ (12,394.22)	-81.3%	\$ 29,160.00	\$ 26,309.22	90.2%
Unrestricted Gifts	-	-	-	\$ -	-	-	-	-
<b>TOTAL REVENUE</b>	<b>38,235.74</b>	<b>15,245.00</b>	<b>2,850.78</b>	<b>(12,394.22)</b>	<b>-81.3%</b>	<b>29,160.00</b>	<b>26,309.22</b>	<b>90.2%</b>
<b>EXPENDITURES</b>								
Programming	\$ 24,654.15	\$ 9,831.26	\$ 13,200.12	\$ 3,368.86	34.3%	\$ 53,160.00	\$ 39,959.88	75.2%
Renovations and repairs	75,972.80	38,540.90	-	(38,540.90)	-100.0%	30,000.00	30,000.00	100.0%
<b>TOTAL EXPENDITURES</b>	<b>100,626.95</b>	<b>48,372.16</b>	<b>13,200.12</b>	<b>(35,172.04)</b>	<b>-72.7%</b>	<b>83,160.00</b>	<b>69,959.88</b>	<b>84.1%</b>
<b>FUND BALANCE INCREASED (DECREASED)</b>	<b>\$ (62,391.21)</b>	<b>\$ (33,127.16)</b>	<b>\$ (10,349.34)</b>	<b>\$ 22,777.82</b>	<b>-68.8%</b>	<b>\$ (54,000.00)</b>	<b>\$ (43,650.66)</b>	<b>80.8%</b>

**CHARLESTON COUNTY PUBLIC LIBRARY  
REVENUE & EXPENDITURE STATEMENT  
SPECIAL REVENUE FUND - FRIENDS OF THE LIBRARY  
Fiscal Quarter Ended December 31, 2019**

	Actual					Budget		
	Fiscal	6 Months Ended		Increase	Percent	Fiscal	(Over)	Percent
	Year 2019	12/31/2018	12/31/2019	(Decrease)	Change	Year 2020	Under	Remaining
<b>REVENUES</b>								
Contributions from FOL	\$ 104,000.00	\$ 52,000.00	\$ 52,000.00	\$ -	0.0%	\$ 104,000.00	\$ 52,000.00	50.0%
<b>EXPENDITURES</b>								
General Programming	\$ 39,239.57	\$ 17,643.59	\$ 11,894.09	\$ (5,749.50)	-32.6%	\$ 36,804.00	\$ 24,909.91	67.7%
Summer Reading	32,115.66	13,844.84	2,825.20	\$ (11,019.64)	-79.6%	\$ 34,196.00	\$ 31,370.80	91.7%
Staff Recognitions	2,184.73	945.34	1,412.04	\$ 466.70	49.4%	\$ 4,000.00	\$ 2,587.96	64.7%
Staff Training and Development	29,254.91	16,396.04	24,257.06	\$ 7,861.02	47.9%	\$ 30,000.00	\$ 5,742.94	19.1%
<b>TOTAL EXPENDITURES</b>	<b>102,794.87</b>	<b>48,829.81</b>	<b>40,388.39</b>	<b>(8,441.42)</b>	<b>-17.3%</b>	<b>105,000.00</b>	<b>64,611.61</b>	<b>61.5%</b>
<b>FUND BALANCE INCREASED (DECREASED)</b>	<b>\$ 1,205.13</b>	<b>\$ 3,170.19</b>	<b>\$ 11,611.61</b>	<b>\$ 8,441.42</b>	<b>266.3%</b>	<b>\$ (1,000.00)</b>	<b>\$ (12,611.61)</b>	<b>1261.2%</b>



**Charleston County Public Library**  
**Donation Special Revenue Fund Activity Recap**  
**Fiscal Year Ended June 30, 2020**  
**Transactions Through December 31, 2019**

	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	\$ 935.00	\$ -	\$ -	\$ 1,235.00
Dart	\$ 2,678.65	\$ -	\$ -	\$ (656.88)	\$ 2,021.77
Village	\$ -	\$ -	\$ -	\$ -	\$ -
McClellanville	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00
Edisto	\$ -	\$ -	\$ -	\$ -	\$ -
Poe	\$ 787.68	\$ 725.00	\$ -	\$ -	\$ 1,512.68
St Pauls	\$ -	\$ -	\$ -	\$ -	\$ -
Folly Beach	\$ 125.00	\$ -	\$ -	\$ -	\$ 125.00
Mt Pleasant	\$ 5,497.35	\$ -	\$ -	\$ (502.81)	\$ 4,994.54
Mt Pleasant (estate)	\$ 22,197.18	\$ -	\$ -	\$ -	\$ 22,197.18
Hurd/St Andrews	\$ 931.73	\$ -	\$ -	\$ -	\$ 931.73
St Andrews (estate)	\$ 10,580.57	\$ -	\$ -	\$ -	\$ 10,580.57
Otranto	\$ 81.03	\$ -	\$ -	\$ -	\$ 81.03
Dorchester	\$ 133.33	\$ -	\$ -	\$ -	\$ 133.33
Johns Island	\$ 2,603.13	\$ 410.78	\$ -	\$ (98.54)	\$ 2,915.37
Wando Mt Pleasant	\$ 300.00	\$ 350.00	\$ -	\$ (350.00)	\$ 300.00
<b>Main Library</b>	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00
Circulation	\$ -	\$ 10.00	\$ -	\$ -	\$ 10.00
Bookmobile	\$ 2,356.02	\$ -	\$ -	\$ -	\$ 2,356.02
Adult Services	\$ 394.88	\$ -	\$ -	\$ -	\$ 394.88
SC Room/Archive	\$ 1,041.00	\$ 185.00	\$ -	\$ -	\$ 1,226.00
Young Adults	\$ 1,113.41	\$ -	\$ -	\$ -	\$ 1,113.41
Children	\$ 6,649.57	\$ -	\$ -	\$ (926.26)	\$ 5,723.31
Tech Team	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other</b>					
Historian	\$ 2,600.00	\$ -	\$ -	\$ -	\$ 2,600.00
LCATS	\$ -	\$ -	\$ -	\$ -	\$ -
Communications/Programming	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00
CCF Roper Medical	\$ 3,683.67	\$ -	\$ -	\$ -	\$ 3,683.67
Coastal Comm. Foundation	\$ 6,990.21	\$ -	\$ -	\$ (6,565.63)	\$ 424.58
Cynthia Graham Hurd Fund	\$ 15,099.43	\$ 235.00	\$ -	\$ -	\$ 15,334.43
Estates	\$ 955.26	\$ -	\$ -	\$ -	\$ 955.26
The Library Foundation	\$ 4,165.00	\$ -	\$ -	\$ (4,100.00)	\$ 65.00
Storytime Kits	\$ -	\$ -	\$ -	\$ -	\$ -
Undesignated	\$ 530.43	\$ -	\$ -	\$ -	\$ 530.43
	\$ -				
<b>Totals</b>	<b>\$ 93,351.92</b>	<b>\$ 2,850.78</b>	<b>\$ -</b>	<b>\$ (13,200.12)</b>	<b>\$ 83,002.58</b>

**Charleston County Public Library**  
**General Donations Fiscal Year Ended June 30, 2020**  
**Received through December 31, 2019**

Date	Donor	Amount	Purpose	Comments
7/1/2019	Notre Dame Club of Charleston	\$ 350.00	Wando Mt Pleasant	Starlab program
7/1/2019	The Housing Authority of City of Chas	\$ 235.00	Cynthia Hurd Fund	
8/16/2019	Ravenel United Methodist	\$ 100.00	SC Room	
9/19/2019	Michael Riley	\$ 100.00	BP James Island	Memory of Franklin Koonts
8/28/2019	David Casada and Ellen Simon	\$ 350.00	BP James Island	Memory of Franklin Koonts
8/23/2019	Rodney and Beth Councilman	\$ 50.00	BP James Island	Memory of Franklin Koonts
8/23/2019	Pittman & Steele, PLLC	\$ 50.00	BP James Island	Memory of Franklin Koonts
9/2/2019	Keith Tapscott	\$ 25.00	BP James Island	Memory of Franklin Koonts
8/28/2019	Timothy and Margaret Peeples	\$ 260.00	BP James Island	Memory of Franklin Koonts
9/3/2019	Richard Catanese and Nan Simon	\$ 50.00	BP James Island	Memory of Franklin Koonts
9/11/2019	Paul and Julie Steege	\$ 50.00	BP James Island	Memory of Franklin Koonts
9/15/2019	Anonymous	\$ 20.00	SC Room	
10/1/2019	Anonymous	\$ 10.00	Circulation	
10/30/2019	Marty and Mary Thomas	\$ 150.00	Poe	Memory of Betty Driemeyer
10/30/2019	RW Smith Company	\$ 300.00	Poe	Memory of Betty Driemeyer
11/5/2019	Anne Osborne Kilpatrick	\$ 200.00	Poe	Memory of Betty Driemeyer
11/19/2019	Barbara Stroud-Borth	\$ 75.00	Poe	Memory of Betty Driemeyer
12/2/2019	Sybil Sidelman	\$ 110.78	Johns Island	
11/16/2019	Paula Futrell	\$ 100.00	Johns Island	
11/5/2019	Mary Wheeler	\$ 200.00	Johns Island	
12/5/2019	Anonymous	\$ 10.00	SC Room	
12/19/2019	Thomas Barton	\$ 55.00	SC Room	
<b>Total</b>		<b>22 \$ 2,850.78</b>		

PUBLISHED: FEB. 19, 2020

# MEDIA REPORT

An Overview of Media Coverage  
January 2020



# SUMMARY:

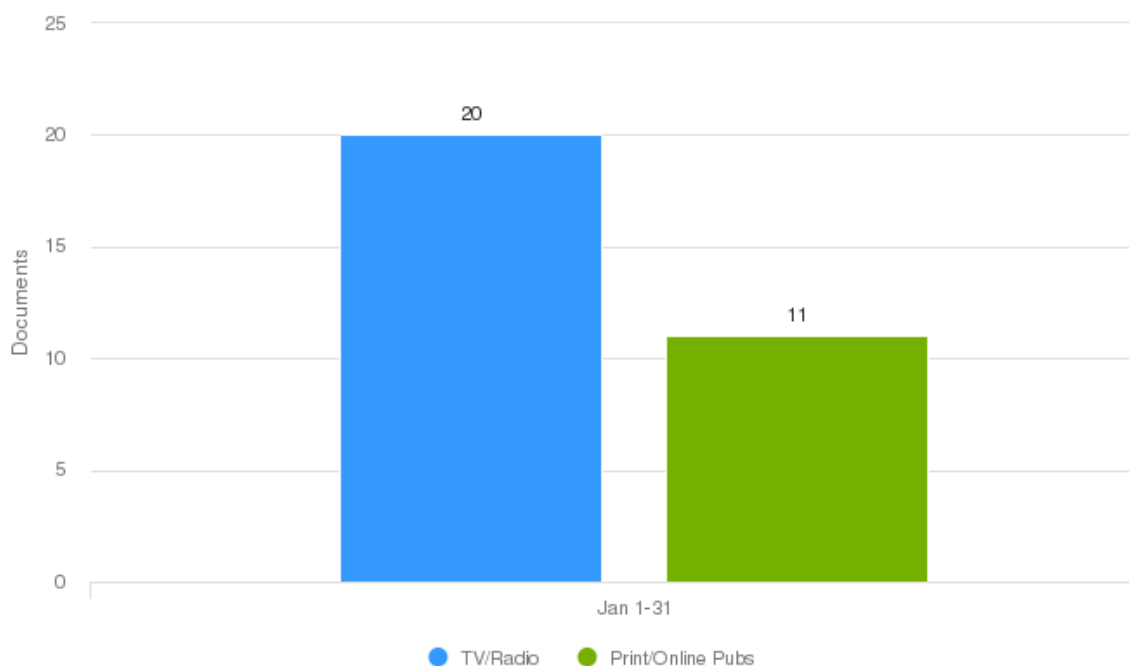
## MEDIA COVERAGE

Charleston County Public Library was featured on television news, online/print publications and social media shares during January 2020, and covered topics included the Y Girls Code program, Anne Rivers Siddons Tribute, a letter to the editor from Angela Craig, and more.

### Media Exposure



Media Exposure



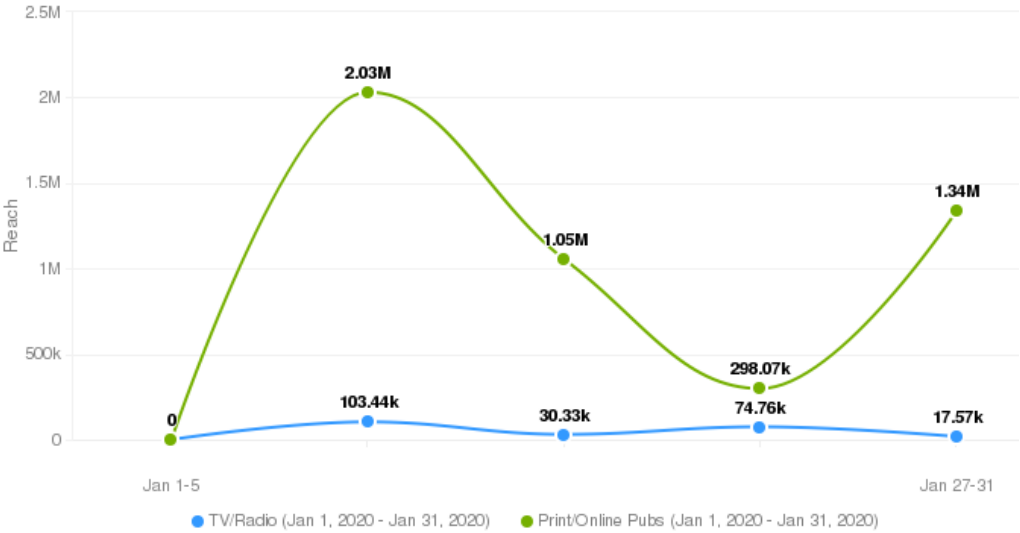
\*A full listing and details on the media coverage including links and estimated reach are included as an addendum to this report.

\*\*Due to limitations with our statistics provider, TV/Radio statistics do not include broadcast segments on Live 5 News (WCSC).

# Media Reach



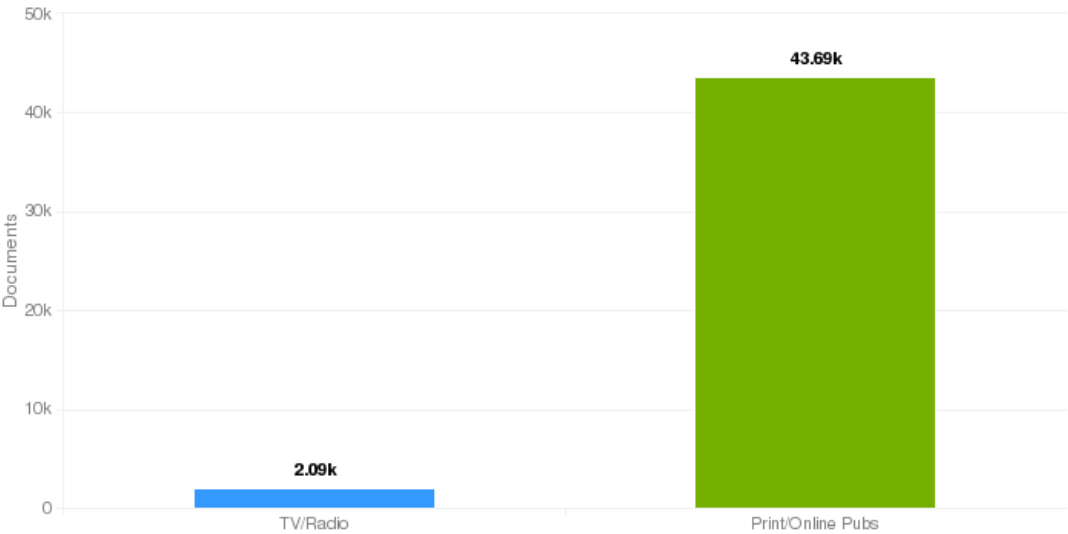
Potential Reach



# Potential Ad Value of Media Exposure



Advertising Value Equivalency



\*Due to limitations with our statistics provider, TV/Radio statistics do not include broadcast segments on Live 5 News (WCSC).



# Media Coverage January 2020

Date	Headline	URL	Source	Reach	AVE	Media Type
10-Jan-2020 04:15PM	News 2 at 4PM	Clip available upon request.	WCBD-CHS (NBC)	5576	51.58	TV/Radio
10-Jan-2020 06:07PM	ABC News 4 @ 6	Clip available upon request.	WCIV-CHS (ABC)	3518	32.54	TV/Radio
10-Jan-2020 10:31PM	News at 10	Clip available upon request.	WTAT-CHS (FOX)	26492	245.05	TV/Radio
10-Jan-2020 11:05PM	News 2 at 11PM	Clip available upon request.	WCBD-CHS (NBC)	12279	113.58	TV/Radio
10-Jan-2020 11:08AM	News 2 Midday	Clip available upon request.	WCBD-CHS (NBC)	15436	142.78	TV/Radio
11-Jan-2020 06:00AM	Letters to the Editor: Stop trying to limit our freedoms	<a href="https://www.postandcourier.com/opinion/letters_to_editor/letters-to-the-editor-stop-trying-to-limit-our-freedoms/article_fbb3f702-2bd5-11ea-b9ab-03e00105b642.html">https://www.postandcourier.com/opinion/letters_to_editor/letters-to-the-editor-stop-trying-to-limit-our-freedoms/article_fbb3f702-2bd5-11ea-b9ab-03e00105b642.html</a>	The Post and Courier	1015560	9393.93	Print/Online Pubs
11-Jan-2020 06:02AM	News 2 Today	Clip available upon request.	WCBD-CHS (NBC)	1904	17.61	TV/Radio
11-Jan-2020 08:00AM	Johns Island – Homes, lots and lovely landscapes draw buyers in to stay	<a href="https://www.postandcourier.com/business/johns-island-homes-lots-and-lovely-landscapes-draw-buyers-in/article_5540461a-322d-11ea-bd2c-bf525d171a73.html">https://www.postandcourier.com/business/johns-island-homes-lots-and-lovely-landscapes-draw-buyers-in/article_5540461a-322d-11ea-bd2c-bf525d171a73.html</a>	The Post and Courier	1015560	9393.93	Print/Online Pubs
11-Jan-2020 08:34AM	Today	Clip available upon request.	WCBD-CHS (NBC)	15330	141.8	TV/Radio

11-Jan-2020 10:05PM	News at 10	Clip available upon request.	WTAT-CHS (FOX)	20393	188.64	TV/Radio
11-Jan-2020 11:00PM	ABC News 4 @ 11	Clip available upon request.	WCIV-CHS (ABC)	2513	23.25	TV/Radio
13-Jan-2020 03:00PM	Charleston's annual 10-day Martin Luther King Celebration underway	<a href="https://www.postandcourier.com/news/charleston-s-annual-day-martin-luther-king-celebration-underway/article_195865e2-33ea-11ea-907e-f35b5a447238.html">https://www.postandcourier.com/news/charleston-s-annual-day-martin-luther-king-celebration-underway/article_195865e2-33ea-11ea-907e-f35b5a447238.html</a>	The Post and Courier	1015560	9393.93	Print/Online Pubs
13-Jan-2020 08:00AM	Join CCPL and authors to celebrate the life of local bestselling author Anne Rivers Siddons	<a href="https://www.moultrienews.com/news/join-ccpl-and-authors-to-celebrate-the-life-of-local/article_b392e188-322c-11ea-ad8a-cfce16b6c208.html">https://www.moultrienews.com/news/join-ccpl-and-authors-to-celebrate-the-life-of-local/article_b392e188-322c-11ea-ad8a-cfce16b6c208.html</a>	The Moultrie News	25647	237.23	Print/Online Pubs
17-Jan-2020 09:04AM	Some SC Public Libraries Begin to Drop Fines for Late Books	<a href="https://www.southcarolinapublicradio.org/post/some-sc-public-libraries-begin-drop-fines-late-books">https://www.southcarolinapublicradio.org/post/some-sc-public-libraries-begin-drop-fines-late-books</a>	South Carolina Public Radio	13615	125.94	Print/Online Pubs
17-Jan-2020 11:15PM	FOX 24 News Now	Clip available upon request.	WTAT-CHS (FOX)	29121	269.37	TV/Radio
17-Jan-2020 12:45PM	FOX 24 News Now Midday	Clip available upon request.	WTAT-CHS (FOX)	1209	11.18	TV/Radio
21-Jan-2020 10:47AM	Lowcountry Live	Clip available upon request.	WCIV-CHS (ABC)	707	6.54	TV/Radio
22-Jan-2020 05:30PM	News 2 at 5PM	Clip available upon request.	WCBD-CHS (NBC)	19686	182.1	TV/Radio
22-Jan-2020 06:10PM	News 2 at 6PM	Clip available upon request.	WCBD-CHS (NBC)	30750	284.44	TV/Radio

22-Jan-2020 06:13PM	CCPL, YWCA offering program designed to teach girls about coding	<a href="https://abcnews4.com/news/local/ccpl-ywca-offering-program-designed-to-teach-girls-about-coding">https://abcnews4.com/news/local/ccpl-ywca-offering-program-designed-to-teach-girls-about-coding</a>	ABC News 4	267501	2474.38	Print/Online Pubs
22-Jan-2020 06:35PM	FOX 24 News at 6.30	Clip available upon request.	WTAT-CHS (FOX)	2247	20.78	TV/Radio
23-Jan-2020 06:10AM	News 2 Today	Clip available upon request.	WCBD-CHS (NBC)	8783	81.24	TV/Radio
23-Jan-2020 10:02AM	National Book Award Finalists Jericho Brown and Akwaeke Emezi to speak at Charleston County Public Library Main Branch	<a href="https://www.charlestonchronicle.net/2020/01/23/national-book-award-finalists-jericho-brown-and-akwaeke-emezi-to-speak-at-charleston-county-public-library-main-branch/">https://www.charlestonchronicle.net/2020/01/23/national-book-award-finalists-jericho-brown-and-akwaeke-emezi-to-speak-at-charleston-county-public-library-main-branch/</a>	The Charleston Chronicle	30565	282.73	Print/Online Pubs
23-Jan-2020 11:23AM	News 2 Midday	Clip available upon request.	WCBD-CHS (NBC)	12591	116.47	TV/Radio
28-Jan-2020 04:05PM	News 2 at 4PM	Clip available upon request.	WCBD-CHS (NBC)	3441	31.83	TV/Radio
28-Jan-2020 04:45PM	CCPL seeking feedback for flooding issues at West Ashley Library	<a href="https://abcnews4.com/news/local/ccpl-seeking-feedback-for-flooding-issues-at-west-ashley-library">https://abcnews4.com/news/local/ccpl-seeking-feedback-for-flooding-issues-at-west-ashley-library</a>	ABC News 4	267501	2474.38	Print/Online Pubs
28-Jan-2020 05:10PM	News 2 at 5PM	Clip available upon request.	WCBD-CHS (NBC)	11649	107.75	TV/Radio
28-Jan-2020 07:00AM	CCPL offers free test prep resources for teens this February	<a href="https://www.moultrienews.com/community-news/ccpl-offers-free-test-prep-resources-for-teens-this-february/article_3f80b40a-3ee3-11ea-9b93-f30f371c3578.html">https://www.moultrienews.com/community-news/ccpl-offers-free-test-prep-resources-for-teens-this-february/article_3f80b40a-3ee3-11ea-9b93-f30f371c3578.html</a>	The Moultrie News	25647	237.23	Print/Online Pubs



28-Jan-2020 10:32AM	Lowcountry Live	Clip available upon request.	WCIV-CHS (ABC)	2482	22.96	TV/Radio
29-Jan-2020 12:10PM	Free software development courses launched in Columbia, Charleston	<a href="https://www.charlestonchronicle.net/2020/01/29/free-software-development-courses-launched-in-columbia-charleston/">https://www.charlestonchronicle.net/2020/01/29/free-software-development-courses-launched-in-columbia-charleston/</a>	The Charleston Chronicle	30565	282.73	Print/Online Pubs
31-Jan-2020 02:15PM	Metropolitan Opera simulcasts 'Porgy and Bess' in Charleston area	<a href="https://www.postandcourier.com/features/arts_and_travel/metropolitan-opera-simulcasts-porgy-and-bess-in-charleston-area/article_f7e2f298-4450-11ea-a9f2-83f670ca4f37.html">https://www.postandcourier.com/features/arts_and_travel/metropolitan-opera-simulcasts-porgy-and-bess-in-charleston-area/article_f7e2f298-4450-11ea-a9f2-83f670ca4f37.html</a>	The Post and Courier	1015560	9393.93	Print/Online Pubs

PREPARED BY THE  
CCPL COMMUNICATIONS OFFICE

**JAN'20  
REPORT**



# WEB TRAFFIC REPORT

ANALYTICS DATA FOR CCPL.ORG PROPERTIES

# AT A GLANCE

## TOTAL PAGEVIEWS

# 1.24M

Visits: 177,266

Pages/Visit: 6.98

Previous Month

49.20%

Previous Year

61.733%

## UNIQUE VISITORS

# 177.3K

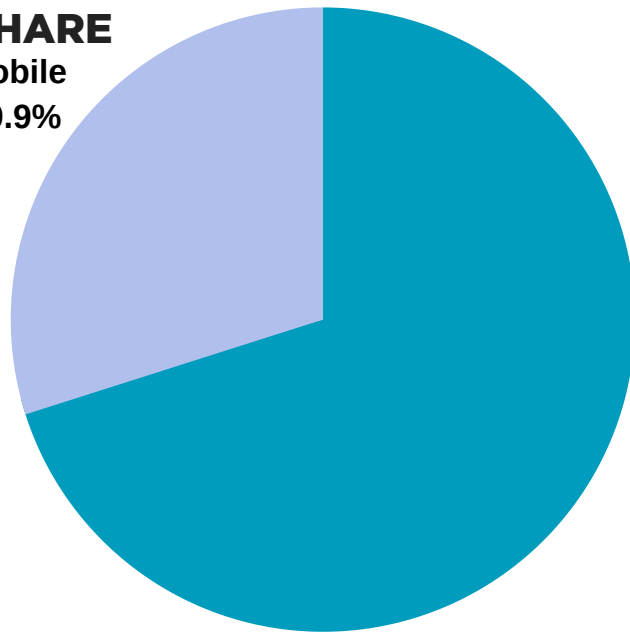
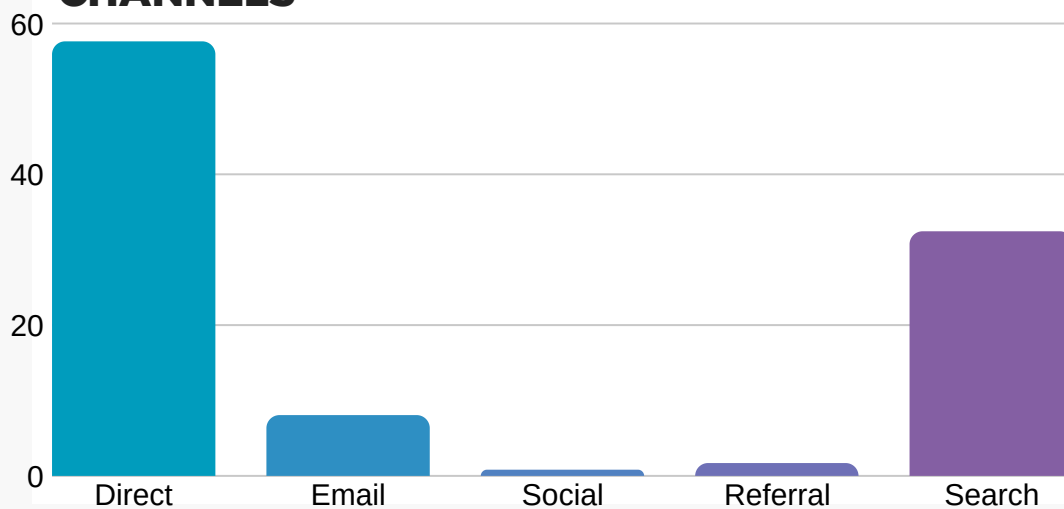
Avg. Time: 5:32

Bounce: 32.50%

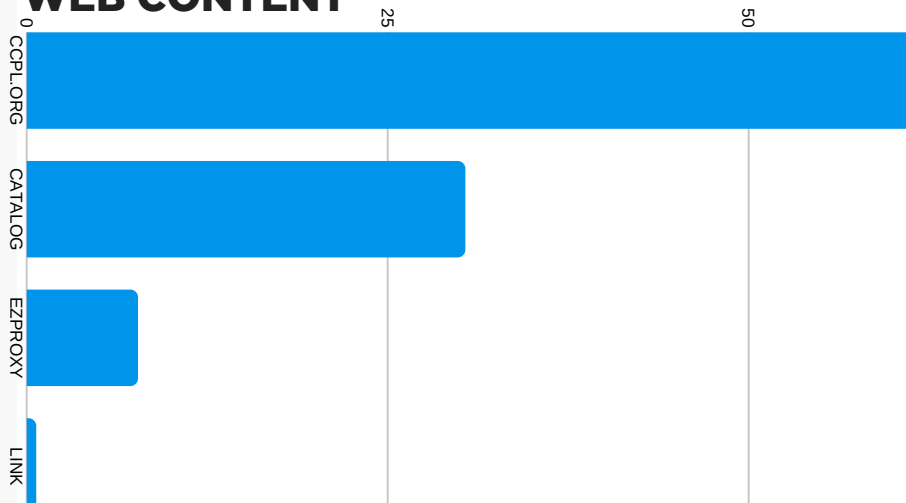
We started the year of 2020 and the third quarter of the fiscal year with a really strong January that exceeded our target goal by nearly 50 percent. Traditionally, December, January, and February are slower months for digital traffic, so going into January well above 1 million page views bodes well for the back half of the fiscal year, and as we look at opening two new branches, launching a new mobile library, and a bigger push on our outreach services.

We're creating more pushes to our digital services, such as Overdrive, rbDigital, and the research databases, and there have been notable increases in traffic to those platforms over the last few months.

The site refresh is still underway, and the change in layout for the branch pages has helped drive up traffic to them and to the monthly branch calendars. An update on the back end of our CMS has made it easier for CCPL content to show up in Google search results, and referral traffic from Google has been slowly increasing over the last several weeks.

**TRAFFIC SHARE****Mobile**  
**29.9%****Desktop**  
**70.1%****CHANNELS**

Direct: 57.50%  
Email: 7.93  
Social: 0.69  
Referral: 1.57  
Search: 32.31

**WEB CONTENT****61.46%****30.31%****7.64%****0.59%**

# FY2020

## 4Q2019 COMPARISON

**2019**  
**3.25M**

APRIL: 998,272

MAY: 927,352

JUNE: 1,323,433

## 3Q2019 COMPARISON

**2020**  
**1.24M**

JANUARY: 1,237,317

FEBRUARY:

MARCH:

**2019**  
**2.95M**

JANUARY: 765,034

FEBRUARY: 824,312

MARCH: 706,134

## 2Q2019 COMPARISON

**2019**  
**2.99M**

OCTOBER: 1,030,044

NOVEMBER: 1,136,621

DECEMBER: 829,277

**2018**  
**1.79M**

OCTOBER: 762,008

NOVEMBER: 540,927

DECEMBER: 495,736

## 1Q2019 COMPARISON

**2019**  
**3.75M**

JULY: 1,302,678

AUGUST: 1,264,957

SEPTEMBER: 1,181,798

**2018**  
**1.93M**

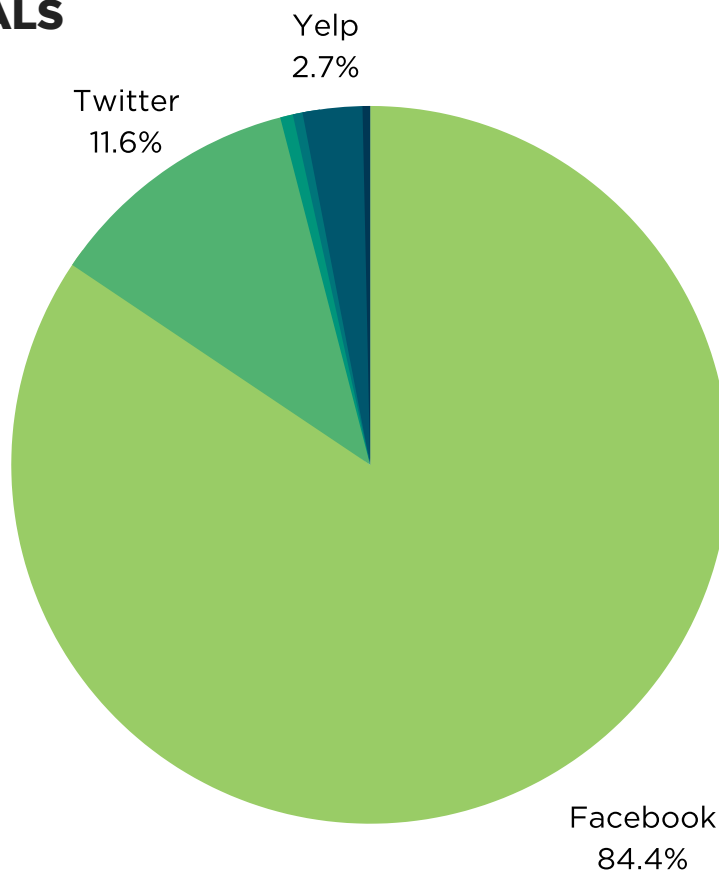
JULY: 903,467

AUGUST: 556,496

SEPTEMBER: 472,886

# SOCIAL MEDIA

## SOCIAL REFERRALS



### FACEBOOK

10,346

GAIN: 125  
% GAIN: 1.22  
FYTD GAIN: 1,506

### TWITTER

3,566

GAIN: 50  
% GAIN: 1.42  
FYTD GAIN: 371

### INSTAGRAM

2,880

GAIN: 99  
% GAIN: 3.56  
YTD GAIN: 720

## TRAFFIC FROM SOCIAL MEDIA

0.69%

COMPARISON  
DECEMBER 2019: 2.98%  
JANUARY 2019: 2.35%

## January 2020

Circulation			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	<b>151,433</b>	162,570	-6.85%
Baxter-Patrick <sup>2,3</sup>	<b>108,938</b>	98,635	10.45%
Bookmobile	<b>10,814</b>	10,548	2.52%
CRM	<b>32,816</b>	43,281	-24.18%
Dart	<b>24,570</b>	11,606	111.70%
Dorchester Road	<b>52,677</b>	54,491	-3.33%
Edisto	<b>5,182</b>	4,290	20.79%
Folly	<b>8,384</b>	8,422	-0.45%
John's Island	<b>90,860</b>	85,715	6.00%
McClellanville	<b>11,973</b>	3,777	217.00%
Mt. Pleasant	<b>208,458</b>	300,984	-30.74%
Otranto Road	<b>78,062</b>	75,159	3.86%
Poe	<b>12,119</b>	12,216	-0.79%
St. Andrews	<b>177,734</b>	194,419	-8.58%
St. Pauls	<b>9,950</b>	12,405	-19.79%
Village	<b>14,762</b>	15,269	-3.32%
West Ashley	<b>66,137</b>	50,149	31.88%
Wando <sup>1</sup>	<b>232,156</b>	n/a	n/a
Total Downloads	<b>473,106</b>	385,338	22.78%
<b>TOTALS</b>	<b>1,770,131</b>	<b>1,529,274</b>	<b>15.75%</b>

PC Use			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	<b>29,316</b>	31,269	-6.25%
Baxter-Patrick <sup>2,3</sup>	<b>8,122</b>	7,930	2.42%
Bookmobile	<b>n/a</b>	n/a	n/a
CRM	<b>16,269</b>	16,428	-0.97%
Dart	<b>9,851</b>	8,739	12.72%
Dorchester Road	<b>15,167</b>	16,378	-7.39%
Edisto	<b>501</b>	476	5.25%
Folly	<b>735</b>	747	-1.61%
John's Island	<b>12,207</b>	13,007	-6.15%
McClellanville	<b>1,250</b>	1,585	-21.14%
Mt. Pleasant	<b>11,085</b>	14,309	-22.53%
Otranto Road	<b>18,803</b>	19,276	-2.45%
Poe	<b>447</b>	622	-28.14%
St. Andrews	<b>21,073</b>	21,818	-3.41%
St. Pauls	<b>2,128</b>	2,089	1.87%
Village	<b>1,092</b>	909	20.13%
West Ashley	<b>6,362</b>	6,524	-2.48%
Wando <sup>1</sup>	<b>9,526</b>	n/a	n/a
<b>WIFI USE</b>	<b>255,383</b>	177,206	44.12%
<b>TOTALS</b>	<b>419,317</b>	<b>339,312</b>	<b>23.58%</b>

Registrations			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	<b>4,103</b>	3,218	27.50%
Baxter-Patrick <sup>2,3</sup>	<b>912</b>	598	52.51%
Bookmobile	<b>100</b>	81	23.46%
CRM	<b>490</b>	498	-1.61%
Dart	<b>221</b>	143	54.55%
Dorchester Road	<b>899</b>	891	0.90%
Edisto	<b>66</b>	66	0.00%
Folly	<b>59</b>	84	-29.76%
John's Island	<b>764</b>	680	12.35%
McClellanville	<b>79</b>	46	71.74%
Mt. Pleasant	<b>1,202</b>	1,956	-38.55%
Otranto Road	<b>783</b>	828	-5.43%
Poe	<b>103</b>	124	-16.94%
St. Andrews	<b>1,228</b>	1,262	-2.69%
St. Pauls	<b>145</b>	104	39.42%
Village	<b>78</b>	69	13.04%
West Ashley	<b>538</b>	570	-5.61%
Wando <sup>1</sup>	<b>3,366</b>	n/a	n/a
<b>TOTALS</b>	<b>15,136</b>	<b>11,218</b>	<b>34.93%</b>
<b>Patrons Active Within Last 3 Years</b>			<b>134,044</b>

User Visits			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	<b>162,056</b>	170,659	-5.04%
Baxter-Patrick <sup>2,3</sup>	<b>56,187</b>	60,713	-7.45%
Bookmobile	<b>5,960</b>	5,938	0.37%
CRM	<b>51,906</b>	50,885	2.01%
Dart	<b>32,065</b>	19,602	63.58%
Dorchester Road	<b>48,895</b>	49,382	-0.99%
Edisto	<b>3,932</b>	2,248	74.91%
Folly	<b>6,275</b>	7,809	-19.64%
John's Island	<b>66,508</b>	70,346	-5.46%
McClellanville	<b>8,907</b>	7,362	20.99%
Mt. Pleasant	<b>97,261</b>	127,463	-23.69%
Otranto Road	<b>72,259</b>	71,699	0.78%
Poe	<b>6,734</b>	6,574	2.43%
St. Andrews	<b>125,334</b>	109,895	14.05%
St. Pauls	<b>5,935</b>	6,266	-5.28%
Village	<b>13,328</b>	10,169	31.07%
West Ashley	<b>53,806</b>	47,585	13.07%
Wando <sup>1</sup>	<b>131,209</b>	n/a	n/a
<b>TOTALS</b>	<b>948,557</b>	<b>824,595</b>	<b>15.03%</b>

Reference			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	<b>68,110</b>	71,894	-5.26%
Baxter-Patrick <sup>2,3</sup>	<b>21,727</b>	21,669	0.27%
Bookmobile	<b>1,989</b>	1,035	92.17%
CRM	<b>12,279</b>	12,232	0.38%
Dart	<b>2,698</b>	4,292	-37.14%
Dorchester Road	<b>11,825</b>	13,815	-14.40%
Edisto	<b>7,473</b>	4,440	68.31%
Folly	<b>3,876</b>	4,604	-15.81%
John's Island	<b>26,543</b>	31,234	-15.02%
McClellanville	<b>2,425</b>	2,359	2.80%
Mt. Pleasant	<b>27,918</b>	38,978	-28.37%
Otranto Road	<b>16,739</b>	16,297	2.71%
Poe	<b>796</b>	927	-14.13%
St. Andrews	<b>49,223</b>	38,155	29.01%
St. Pauls	<b>2,601</b>	5,008	-48.06%
Village	<b>4,869</b>	6,106	-20.26%
West Ashley	<b>33,138</b>	21,468	54.36%
Wando <sup>1</sup>	<b>43,728</b>	n/a	n/a
<b>TOTALS</b>	<b>337,957</b>	<b>294,513</b>	<b>14.75%</b>

Out-of-County Registrations			
	Current	Previous	
	YTD Total	YTD Total	% change
Main	<b>24</b>	32	-25.00%
Baxter-Patrick <sup>2,3</sup>	<b>0</b>	0	0.00%
Bookmobile	<b>0</b>	0	0.00%
CRM	<b>0</b>	2	-100.00%
Dart	<b>0</b>	0	0.00%
Dorchester Road	<b>18</b>	20	-10.00%
Edisto	<b>1</b>	0	100.00%
Folly	<b>0</b>	0	0.00%
John's Island	<b>3</b>	1	200.00%
McClellanville	<b>0</b>	1	-100.00%
Mt. Pleasant	<b>11</b>	11	0.00%
Otranto Road	<b>12</b>	14	-14.29%
Poe	<b>0</b>	1	-100.00%
St. Andrews	<b>1</b>	0	100.00%
St. Pauls	<b>0</b>	0	0.00%
Village	<b>0</b>	0	0.00%
West Ashley	<b>1</b>	1	0.00%
Wando <sup>1</sup>	<b>24</b>	n/a	n/a
<b>TOTALS</b>	<b>95</b>	<b>83</b>	<b>14.46%</b>

<sup>1</sup> Wando Mount Pleasant opened June 10, 2019.

<sup>2</sup> James Island Library on Camp Road closed Sept. 28, 2019 in preparation for the replacement Baxter-Patrick James Island Library, resulting in decreased statistical data.

<sup>3</sup> Baxter-Patrick James Island opened November 2, 2019.



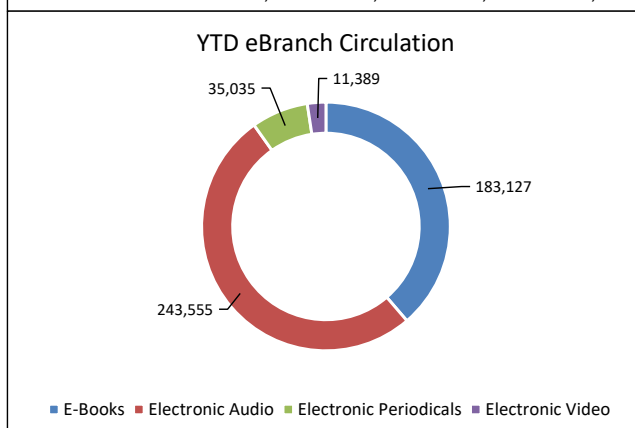
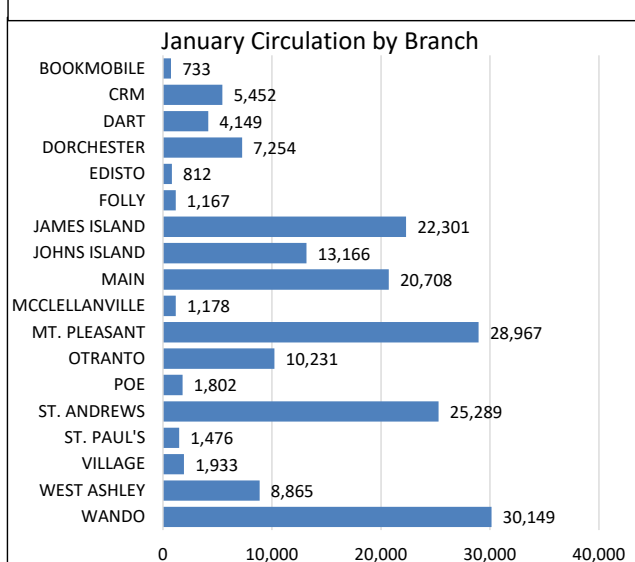
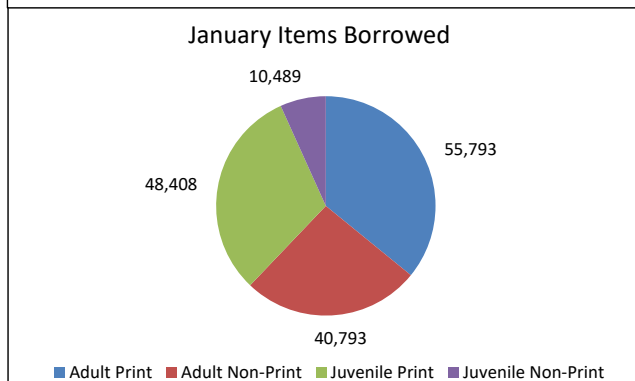
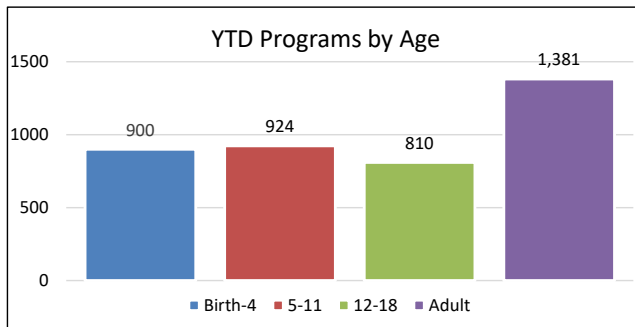
Programming			
	Current	Previous	
Main	YTD Total	YTD Total	% change
# of Programs	574	785	-26.88%
Attendance	21,735	30,266	-28.19%
Bookmobile			
# of Programs	0	1	-100.00%
Attendance	0	50	-100.00%
CRM			
# of Programs	126	111	13.51%
Attendance	2,702	3,527	-23.39%
Dart			
# of Programs	214	156	37.18%
Attendance	2,649	3,934	-32.66%
Dorchester Road			
# of Programs	322	254	26.77%
Attendance	2,856	7,870	-63.71%
Edisto			
# of Programs	59	38	55.26%
Attendance	540	252	114.29%
Folly			
# of Programs	53	89	-40.45%
Attendance	976	3,146	-68.98%
James Island <sup>2,3</sup>			
# of Programs	220	178	23.60%
Attendance	5,826	10,021	-41.86%
John's Island			
# of Programs	260	336	-22.62%
Attendance	4,978	8,908	-44.12%
McClellanville			
# of Programs	66	38	73.68%
Attendance	1,051	1,484	-29.18%
Mt. Pleasant			
# of Programs	253	299	-15.38%
Attendance	7,059	15,286	-53.82%
Otranto Road			
# of Programs	263	293	-10.24%
Attendance	4,061	12,501	-67.51%
Poe			
# of Programs	268	342	-21.64%
Attendance	3,725	4,949	-24.73%
St. Andrews/Hurd			
# of Programs	271	327	-17.13%
Attendance	7,481	9,412	-20.52%
St. Pauls			
# of Programs	69	62	11.29%
Attendance	146	1,792	-91.85%
Village			
# of Programs	61	61	0.00%
Attendance	502	682	-26.39%
West Ashley			
# of Programs	155	125	24.00%
Attendance	5,505	3,846	43.14%
Wando <sup>1</sup>			
# of Programs	653	n/a	n/a
Attendance	16,869	n/a	n/a
<b>TOTALS<sup>4</sup></b>			
# of Programs	3,887	3,495	11.22%
Attendance	88,661	117,926	-24.82%

<sup>1</sup> Wando Mount Pleasant opened June 10, 2019.

<sup>2</sup> James Island on Camp Road closed Sept. 28, 2019.

<sup>3</sup> Baxter-Patrick James Island opened November 2, 2019.

<sup>4</sup> Attendance decreased due to change in recording outreach statistics.

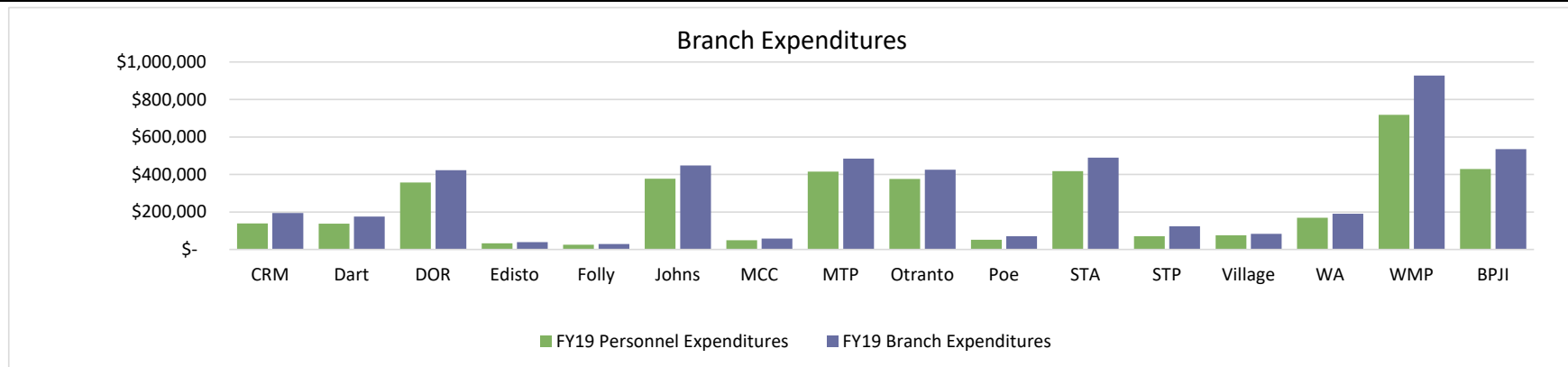






### SERVICE EFFECTIVENESS MEASURES FY2020

Through December 2019	Main	CRM	Dart	DOR	Edisto	Folly	Johns	MCC	MTP	Otranto	Poe	STA	STP	Village	WA	WMP	BPJI	System
Total Circulation/Visit	0.94	1.01	0.49	13.49	0.78	0.16	1.36	1.39	2.16	1.10	1.79	1.38	1.67	1.14	1.24	1.79	1.91	1.87
Circulation/FTE	3,657	4,289	3,404	3,245	3,167	5,230	5,180	6,623	9,900	4,483	3,923	8,771	1,541	4,455	8,182	7,151	3,871	7,556
FTE Cost/Circulation	7.98	5.09	6.74	7.86	7.56	3.54	4.86	4.56	2.31	5.54	5.07	2.74	8.41	5.91	2.96	3.56	4.96	3.22
Cost/Circulation	11.79	7.09	8.63	9.31	9.10	4.11	5.76	5.36	2.70	6.27	6.89	3.21	14.58	6.47	3.32	4.59	6.17	4.11
FTEs	35.75	6.38	6.00	14.00	1.38	1.38	15.00	1.63	18.13	15.13	2.63	17.38	5.50	2.88	7.00	28.25	22.38	200.80
<b>FY19 Personnel Expenditures</b>	<b>\$ 1,043,498</b>	<b>\$ 139,263</b>	<b>\$ 137,564</b>	<b>\$ 356,881</b>	<b>\$ 33,034</b>	<b>\$ 25,544</b>	<b>\$ 377,209</b>	<b>\$ 49,193</b>	<b>\$ 415,495</b>	<b>\$ 375,840</b>	<b>\$ 52,352</b>	<b>\$ 417,716</b>	<b>\$ 71,306</b>	<b>\$ 75,847</b>	<b>\$ 169,806</b>	<b>\$ 718,667</b>	<b>\$ 429,511</b>	<b>\$ 4,888,728</b>
<b>FY19 Branch Expenditures</b>	<b>\$ 1,541,283</b>	<b>\$ 193,896</b>	<b>\$ 176,166</b>	<b>\$ 422,774</b>	<b>\$ 39,780</b>	<b>\$ 29,648</b>	<b>\$ 447,843</b>	<b>\$ 57,876</b>	<b>\$ 484,156</b>	<b>\$ 425,374</b>	<b>\$ 71,118</b>	<b>\$ 489,636</b>	<b>\$ 123,573</b>	<b>\$ 82,953</b>	<b>\$ 190,149</b>	<b>\$ 927,300</b>	<b>\$ 534,915</b>	<b>\$ 6,238,443</b>



YEAR-END FISCAL DATA			
	FY2018	FY2019	% Change
Interlibrary Loans	3,890	5,257	35.14%
Reference Questions	541,900	522,220	-3.63%
Summer Reading Participants	8,428	9,668	14.71%
User Visits	1,543,027	1,491,407	-3.35%
County Population (est. '17, '18)	401,438	405,905	1.11%
Total Circulation	2,639,170	2,633,719	-0.21%
Circulation per Capita	6.57	6.49	-1.30%

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 9am – Otranto, FOL Book Sale	7 9am – Otranto, FOL Book Sale
8	9	10	11 5:30pm – Main, FOL Board Meeting	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 5:15pm – DOR, CCPL Board Meeting	28
29	30 6pm - Main, Author Talk with Lynn and Cele Seldon	31				

## NEXT MONTH:

### April

15: Main, FOL Board Meeting

23: Main, CCPL Board Meeting