



BEAUFORT COUNTY  
LIBRARY BOARD OF TRUSTEES  
Wednesday, September 10, 2014  
4:00 p.m.  
Bluffton Branch Library  
120 Palmetto Way,  
Bluffton, SC 29910  
843.255.6490

In accordance with South Carolina Code of Laws, 1976, as amended, Section 30-4-80(d), all local media was duly notified of the time, date, place and agenda of this meeting.

- I. Call to Order
- II. Pledge of Allegiance
- III. Public Comment
- IV. Executive Session
- V. Introduction of Patrick Goodman – Bluffton Branch Manager
- VI. Approval of Minutes:
  1. July 9, 2014 Minutes (**backup**)
  2. August 7, 2014 Minutes (**backup**)
- VII. Correspondence & Communications
- VIII. Library Director's Report (**backup**)
- IX. Assistant Librarian's Report – Jan O'Rourke (**backup**)
- X. Financial Report:  
FY 2015 Status Report
  1. County Funds – Alan Eisenman (**backup**)
  2. Library Revenues & Trustee Funds (**backup**)
- XI. Committee Reports:
  - A. Advocacy – Lynne Miller, Chair; Laura Sturkie and Peggy Martin

- B. Corresponding Secretary – Jean Morgan
  - C. Finance Committee - Anna Maria Tabernik, Chair; Joseph Bogacz and Peggy Martin
  - D. Foundation –Eileen Fitzgerald, Chair; and Laura Sturkie
  - E. Friends of the Library (FOL):
    - Beaufort: Peggy Martin
    - Bluffton: Jean Morgan and Anna Maria Tabernik
    - Hilton Head: Lynne Miller and Eileen Fitzgerald
  - F. Library Services – Peggy Martin
  - G. Library Director Evaluation Committee - Eileen Fitzgerald, Chair; Jean Morgan and Yolanda Riley
  - H. Membership – Lynne Miller, Chair
  - I. Nominating Committee - Peggy Martin, Chair; Yolanda Riley, Joseph Bogacz and Laura Sturkie
  - J. School Liaison – Eileen Fitzgerald, Chair; Yolanda Riley and Laura Sturkie
  - K. Policies & Procedures – Jean Morgan, Chair; Anna Maria Tabernik, Joseph Bogacz and Eileen Fitzgerald.
- XII. Old Business
- A. Approval of the Bylaws (**backup**)
- XIII. New Business
- 1. State Aid Agreement / Library Budget FY 2014 and Waiver (**backup**)
  - 2. Waiver for non-compliance of hours of service (**backup**)
  - 3. Hours of Services (**backup**)
- XIV. Branch Liaison Reports (**backup**)
- XV. Adjournment

Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes – July 9, 2014 – 3:00 pm

The fourth scheduled meeting for 2014 was held at the St. Helena Branch Library.

Trustees:

- Attendees: Bernard Kole, Chair; Joseph Bogacz; Peggy Martin; Jean Morgan, and Anna Maria Tabernik
  
- Absentees: Eileen Fitzgerald, Vice-Chair; Lynne Miller, Yolanda Riley, and Laura Sturkie.

Library Staff:

- Attendees: Wlodek Zaryczny, Library Director; Jan O'Rourke, Assistant Library Director, and Ileana Herrick, Administrative Specialist.

County Staff:

- Attendees: Morris Campbell, Director of Community Services; and Alan Eisenman, Financial Analyst.

Guests:

- Patsy Hand.

County Council Member: Steve Fobes, District 10.

Call to Order: The meeting was called to order at 3:00 p.m.

Pledge of Allegiance: The Chair of the Board Mr. Bernard Kole led those present in the Pledge of Allegiance to the Flag.

Public Comment: None.

Ms. Jan O'Rourke introduced the new Beaufort Branch Manager, Annette Greenway.

Minutes of May 14, 2014: Mr. Kole made a motion to accept the minutes. Mr. Bogacz seconded the motion. There was a unanimous vote.

Correspondences and Communications: The final revision of the Bylaws was sent to the Interim Director of the State Library. The *TEDTalk* presentation was sent to the Council Members for their information. The State Library sent a sample of their library director evaluation policy to the Board for their review.

Mr. Kole presented Patsy Hand with a plaque for being the Chair of the Trustees for two and a half years.

Librarian's Report: **The report is attached.** The current 66.375 FTE (full time equivalent) level at 50 hours is lower than the authorized 67.50 FTE at 40 hours of services. The low staffing level has a negative impact on the essential library services at the current 50 hours of service.

Assistant Librarian's Report: **The report is attached.** The increase in circulation statistics is normal at this time of the year since summer reading registration starts in June. The current circulation statistics may differ from last year since libraries were in operation for only 40 hours. Ms. O'Rourke will send the Summer Reading Evaluation to the Board for their review.

Financial Reports: **The report is attached.** Mr. Eisenman described the Beaufort County Library Fund accounts for the period ending May 30, 2014. After discussion, the *Net Expenditures* line item will not be included in the *Revenue Schedule Statement* since *Fines & Fees Revenues* do not go directly to the Library Budget. The *Library Personnel Benefits* Expenditure in the Revenue Statement with a *Negative YTD Variance* of \$ 41,268 offsets a positive variance of \$ 39,733 in Library controlled expenses. Mr. Eisenman confirmed that the \$ 63,700 charge for Hilton Head Meeting Room upgrades will very likely to be a FY2015 expense.

Committee Reports:

Advocacy: The committee will meet on the 28<sup>th</sup> of this month.

Corresponding Secretary: None.

Finance: Ms. Tabernik explained the report in detail (attached to these minutes). The committee will present a *critical budget analysis* to the Finance Committee of Beaufort County Council. Since the FY2015 Library Budget is short, the committee is considering alternatives such as reducing hours to 40 or cutting the programs. It was concluded that it is difficult to provide optimal services with the current FY2015 budget.

The committee is looking into the *Debt Setup Program* to collect outstanding overdue fines and fees of \$ 753,714.00. Ms. Martin will attend a workshop on August 18 to learn about this program by the SC Association of Counties. Ms. Morgan made a motion to pursue the investigation of the Debt Setup Program. Mr. Bogacz seconded the motion. There was a unanimous vote.

Foundation: None.

Friends of the Library (FOL):

- Beaufort Branch: None.
- Bluffton Branch: None.
- Hilton Head Branch: None.

Library Services: None.

Library Director Evaluation: The committee will meet in early August to evaluate the director's goals for FY 2014 and review established goals for FY 2015.

Membership: There are still two vacancies. The Friends of the Beaufort Library is sending recruitment letters to their members to check if they are interested.

Nominating: None.

School Liaison: The Assistant Library Director and Children staff will meet in early August to review the working relationship between the Beaufort County School District and the Library. The goal is to strengthen the current relationship between both entities to provide better service to the students in Beaufort County.

Policies and Procedures: Ms. Morgan sent a final draft of the Bylaws to the State Library for comments or questions. The final revision may be ready for vote at the September meeting. After Board approval, it will be sent to County Attorney Josh Gruber. The committee has prepared a good working draft to evaluate the Library Director.

Old Business: None.

New Business: None.

Miscellaneous: Ms. Tabernik prepared a draft of Board's goals and mission. She organized calendars for the Board members including different events: legislative dates, county council finance committee meeting dates, and Friends of the library meetings.

Proposal to change the Library Board meeting to 4 p.m. instead of 3 p.m. Ms. Morgan made the motion to approve the new time for board meetings. Ms. Martin seconded. There was a unanimous vote.

Mr. Kole mentioned the importance to issue agendas regardless of the new rule from the SC Supreme Court of South Carolina stating that it is not needed to prepare agendas for public meetings, schools or government agencies (libraries).

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 4:30 p.m. on a motion from Ms. Morgan and a second from Ms. Martin.

Respectfully submitted,

Jan O'Rourke  
*Library Assistant Director*

Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes – August 7, 2014 – 4:00 p.m.

A Special Library Board meeting was held at the Hilton Head Branch Library.

Trustees:

- Attendees: Bernard Kole, Chair; Eileen Fitzgerald, Vice-Chair; Joseph Bogacz; Peggy Martin (via FaceTime); Lynne Miller and Anna Maria Tabernik.
  
- Absentees: Yolanda Riley, Jean Morgan, and Laura Sturkie.

Library Staff:

- Attendees: Wlodek Zaryczny, Library Director; Jan O'Rourke, Assistant Library Director; and Ileana Herrick, Administrative Specialist.

County Staff:

- Attendees: Morris Campbell, Director of Community Services; Alan Eisenman, Financial Analyst; and Scott Grooms, Manager of Broadcast Services.

County Council Member: William McBride, District 3; Steve Fobes, District 10.

Call to Order: The meeting was called to order at 4:00 p.m.

Pledge of Allegiance: The Chair of the Board Mr. Bernard Kole led those present in the Pledge of Allegiance to the Flag.

Hilton Head Audio/Visual Renovation Project:

The meeting room of the Hilton Head Branch Library will be renovated to broadcast County Council meetings and conduct library programs. Mr. Grooms made a presentation about the acoustical and audiovisual new equipment as part of the project. Mr. Eisenman identified all the different funding sources for this project as well as the Hilton Head IT Upgrade. The presentation was intended to bring the Trustees up to date and seek Trustees approval to implement the project as planned using Impact Fees and General Funds. Ms. Fitzgerald made a motion to go forward with the project. Ms. Miller seconded the motion. There was a unanimous vote.

Presentation to County Council by Board Finance Committee:

Ms. Tabernik reported that the Committee will be making a *PowerPoint Presentation* to the County Council Finance Committee on the 18<sup>th</sup> of August. This presentation is about the lack of adequate funding to provide library services through the end of the fiscal year. Ms. Fitzgerald made a motion to move forward with the Presentation to the County Council. Ms. Miller seconded. There was a unanimous vote.

South Carolina Attorney General's Opinion of July 28, 2014 –Library Director & Board of Trustees:

Mr. Kole reiterated the Attorney General's opinions: a) The Director is responsible for the Library administration while the Board is responsible for the policies, b) The Director reports to the Library Board of Trustees, c) Board of Trustees does not report to the County Administrator.

Leesa Benggio, Acting Library Director of the SC State Library, will send a follow up letter clarifying other aspects of the Attorney General's opinion letter of July 28, 2014. Chairman Kole instructed Mr. Zaryczny to set up: a) A training session with the SC State Library, b) A meeting with County Officials, County Administration, County Attorney and Ms. Benggio to review the Attorney General's opinion.

Mr. Kole will meet with Gary Kubic and Bryan Hill on Wednesday, August 13 at 3 p.m. Mr. Fobes is also attending. Mr. Kole invited Board Members to attend.

Retirement of Wlodek Zaryczny, Library Director:

Mr. Kole recognized Wlodek Zaryczny, the Library Director, for his services and excellent contributions during the ten years and four months of his administration. Ms. Fitzgerald made a motion to accept the Director's retirement effective September 5, 2014. Ms. Miller seconded the motion. There was a unanimous vote. Mr. Zaryczny recommended Jan O'Rourke as Acting of Library Director effective September 8, 2014.

Ms. Fitzgerald made a motion that the *Policy & Procedure Committee* set up guidelines / procedures to hire a permanent Library Director. Ms. Miller seconded the motion. There was a unanimous vote.

Ms. Fitzgerald made a motion to appoint an *Interview committee*, and Mr. Bogacz made a motion to amend the motion until the members of the Committee establish the procedures and guidelines to hire the new Director. Ms. Tabernik seconded the motion. Mr. Kole and Ms. Fitzgerald were not in favor. Motion carried.

Job Descriptions & Pay Scale:

Attached are the Job Descriptions and Pay Scale for the Director and Assistant Library Director.

Board Executive Session:

Personnel.

Board Meeting Reopened:

The Board reopened the meeting at 5:40 p.m. to make a motion to appoint Jan O'Rourke as Interim Library Director effective September 8, 2014. Ms. Fitzgerald made a motion, and Ms. Miller seconded the motion. Ms. Tabernik and Mr. Bogacz voted against the motion. Motion carried.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 5:45 p.m. on a motion from Ms. Fitzgerald and a second from Ms. Tabernik.

Respectfully submitted,

Jan O'Rourke  
*Assistant Library Director*



## LIBRARIAN'S REPORT

September 5, 2014

### Staff/Staffing – 12 Vacancies

**Admin.:** FT Library Director (as of September 6, 2014), FT Youth Services Coordinator; **Technical Services:** FT Tech. Services Assistant; **Beaufort:** FT Reference Manager, PT Circulation Assistant (as of September 11); **Bluffton:** 2 FT Circulation Assistants, FT Children's Programmer, 2 PT Pages; **Lobeco:** FT Children's Programmer; **St. Helena:** FT Youth Services Manager

### Automation –

SC LENDS (SC Library Electronic Network Delivery System) – there is nothing new to report since our last Board meeting. There will be a two day retreat in September to discuss improving SLENDs efficiencies.

IT System-wide & Meeting Room Upgrades –The Lobeco and Hilton Head Branch IT Upgrades are in progress. The Bluffton Branch IT Upgrade including renovation (which will include a bid process) will be done as one whole project with completion expected in the spring of 2015.

### State Aid Grant & Lottery Funds –

State Aid of \$1.25 per capita with a minimum grant of \$75,000 per county on a recurring basis has been approved. BCL is earmarked to receive \$202,791.25 in State Aid. We received our first quarterly payment in July.

Lottery – If lottery funds become available in late spring, BCL would expect to receive \$43,000.

### Trespass Legislation – Senate Bill 813

South Carolina had lacked uniform implementation and enforcement of library trespass actions. The Governor vetoed the bill on 6/13. The veto was overridden by the Senate and most recently the House. Library staff will review and present any changes to our policy and the November 12, 2014 Trustee Meeting.

### Rotary Club of the Lowcountry –

Melanie Florencio and I gave two separate PowerPoint presentations about BCL to the Rotary in August. I presented a general overview of the Library and Ms. Florencio presented on the BCL of the future today.





south carolina  
**STATE LIBRARY**

August 28, 2014

Wlodek Zaryczny

Director, Beaufort County Library System

311 Scott Street

Beaufort, SC 29902

Dear Wlodek,

I hope this letter finds you well. Thank you for having me at the County Council meeting this week. I found the meeting very informative and I appreciate the opportunity to meet Mr. Kubic and the members of County Council. I am writing this letter in response to previous correspondence from you to answer questions as they relate to administration of the Beaufort County Library System.

The Beaufort County Library System must submit a budget to the Beaufort County Library Board of Trustees. The Board of Trustees then submits the budget to the County Council. However, the library is in control of the budget once funds have been appropriated by the county. Libraries can transfer funds from one line to another within their budget as appropriate for daily operations of the library. Management of the budget is the responsibility of the library director as part of the administrative responsibilities of managing the library, just as a change in hours of the library or closing of the library for maintenance or functioning issues would be. Funds should not be removed from the library's budget unless approved by the library director. Funds should not be carried over from year to year. Libraries retain any fines and fees collected; I am unfamiliar with another library system in this State who returns fines and fees to the general fund.

The director of the library is responsible for staffing of the library to include filling vacancies, laying off or terminating employees, and furloughing employees. However, if the county is furloughing employees as a whole, it would be in good practice for you to also furlough your employees as they are covered under the same employer, and one group should not have benefits and privileges over another. IT would be considered an unfair employment practice to target library employees separately from other departments' employees. Library staff need approval for conference attendance from the library director only. The library director is responsible for establishing the salary for staff of the library.

Please reference previous correspondence from the Attorney General's Office and myself with specific legislation cited. If I can be of assistance, please don't hesitate to contact me at (803) 734-8668.

Sincerely,

Leesa M. Benggio

Acting Director



South Carolina  
**STATE LIBRARY**

August 22, 2014

Wlodek Zaryczny

Director

Beaufort County Library System

311 Scott Street

Beaufort, SC 29902

Dear Wlodek,

I am in receipt of a copy of a letter that Mr. Joshua Gruber, Beaufort County Attorney sent to the Attorney General's office asking for a reconsideration of the Attorney General's opinion dated July 28, 2014. I am troubled that there seems to be difficulty between the library, and the county administrator's office. If I can help to relieve or mitigate this in some way, please let me know.

In response to Mr. Gruber's letter, I want to make sure that the Beaufort County Library Board of Trustees understands that the Attorney General's office has issued an opinion and they should adhere to that opinion as it relates to all points covered. Until or if, the Attorney General's office issues another opinion, the current opinion stands and details the relationships and responsibilities of the library, county, and Board of Trustees. Choosing not to operate under the Attorney General's opinion dated July 28, 2014 would be a serious error as the Attorney General's office may take several months to respond to Mr. Gruber's request an opinion has already been issued.

I reiterate in response to Mr. Gruber's letter the following information from previous correspondence:

The Attorney General's office agrees that "...pursuant to section 4-9-620, the county administrator is not responsible for the administration of the library board of trustees". Further that "...the county council does not "control" the library board of trustees" and that the "... county does not have the authority to force the library board of trustees to report to the county administrator". The director of the library is responsible for the administration of the library to include: posting vacant positions, hiring, disciplining, promoting, and terminating employees, along with all other issues related to employment and administration of the library. The public library director reports to the library board of trustees solely, and is responsible for the administration of the library.

Mr. Gruber references S.C. Code Ann. 4-9-35 in his letter however important sections, included in the Attorney General's opinion and detailed below were omitted:

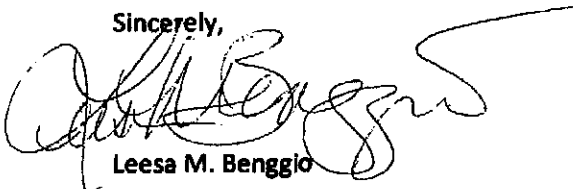
[s]ections which are part of the same statutory law of the State must be construed together. In construing statutory language, the statute must be read as a whole and sections which are part of the same general statutory law must be construed together and each one given effect, if it can be done by any reasonable construction. Statutes pertaining to the same subject matter must be harmonized if at all possible.' In Interest of Doe, 318 S.C. 527, 531-32, 458 S.E.2d 556, 559 (Ct. App. 1995). However, '[w]here there is one statute addressing an issue in general terms and another statute dealing with the identical issue in a more specific and definite manner, the more specific statute will be considered an exception to, or a qualifier of, the general statute and given such effect.' Capco of Summerville, Inc. v. J.H. Gayle Constr. Co., Inc., 368 S.C. 137, 142, 628 S.E.2d 38, 41 (2006)

Further, the Attorney General's office explained that "by the provisions contained in sections 4-9-35 et seq., the Legislature removed some authority from the County when it created county public library systems...the Legislature specified that county public library systems are to be "controlled and managed" by their boards of trustees. S.C. Code Ann. 4-9-35 (B)".

Section 4-9-35 empowers the library board of trustees to control and manage the county public library systems. Since section 4-9-35 specifically applies to county public library system, it is an exception to the general law and it means that the county council does not control the library system, nor does the county administrator.

Again, my sincere hope is that a resolution is reached in regards to administration of the library. As you know, libraries are so important to the people in our communities. They are the lifeline to many. I am happy to travel to Beaufort County to meet with the Board of Trustees, County Administrator, and anyone else so that a resolution can be reached of these issues. If I can be of assistance, please don't hesitate to contact me at (803) 734-8668.

Sincerely,



Leesa M. Benggio

Acting Director

cc: Mr. Bernie Kole, Board Chair, Beaufort County Library Board

Ms. Denise Lyons, Deputy Director, South Carolina State Library

Ms. Elinor V. Lister, Assistant Attorney General, Office of the South Carolina Attorney General



OFFICE OF THE COUNTY ADMINISTRATOR  
COUNTY COUNCIL OF BEAUFORT COUNTY

GARY KUBIC  
COUNTY ADMINISTRATOR

CHERYL HARRIS  
EXECUTIVE ASSISTANT

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BRYAN J. HILL  
DEPUTY COUNTY ADMINISTRATOR

JOSHUA A. GRUBER  
COUNTY ATTORNEY

August 11, 2014

Ms. Elinor V. Lister  
Assistant Attorney General  
P.O. Box 11549  
Columbia, SC 29211

Re: Clarification of Attorney General Opinion Issued July 28, 2014

Dear Ms. Lister:

I have been provided with a copy of your reconsidered and amended opinion of July 28, 2014 concerning the relationship of the Beaufort County Library Board of Trustees and the Beaufort County administrator. In response to this opinion, I would respectfully request a clarification on two issues that I believe are germane to your determination that the Beaufort County Library Board of Trustees are not accountable to the county administrator.

First, S.C. Code Ann. § 4-9-35 states, "...the governing body of any county may by ordinance provide for the composition, functions, duties, responsibilities, and operation of the county library system." In furtherance of this statutory requirement Beaufort County Council adopted such an ordinance codified in Beaufort County Code of Ordinances § 50-33 that provides the Beaufort County Library Board of Trustees with the authority to hire a chief librarian, upon the advice and consent of the county administrator. Given your opinion of July 28, 2014 and the statutory authority found in S.C. Code Ann. § 4-9-35, is this requirement for cooperation between the Beaufort County Library Board of Trustees and the county administrator still valid?

Second, an Attorney General's opinion issued February 3, 1995 found that service on the Beaufort County Library Board of Trustees was not an office for dual office holding considerations because the Board's charter provided for advisory responsibilities rather than autonomous decision making authority as was found in most other library board charters. See, Op. Atty. Gen., November 1, 1995 (Charleston County Library Board); Op. Atty. Gen., October 23, 1995 (Charleston County Library Board); Op. Atty. Gen., September 25, 1989 (Barnwell County Library Board); Op. Atty. Gen., February 11, 1981 (Allendale County Library Board); Op. Atty. Gen., July 24, 1980 (Greenville County Library Board); Op. Atty. Gen., March 11, 1976 (Florence County Library Board).

Given this information, does your opinion of July 28, 2014 have any effect on whether or not service on the Beaufort County Library Board of Trustees is considered an office for dual office holding consideration?

Thank you for your time and consideration of this matter. It is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joshua A. Gruber', with a long horizontal line extending to the right.

Joshua A. Gruber  
Beaufort County Attorney

cc: Beaufort County Council Members  
Beaufort County Library Board of Trustees  
Gary Kubic, Beaufort County Administrator  
Wlodek Zaryczny, Beaufort County Library Director



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MEMORANDUM

To: Gary Kubic, County Administrator  
D. Paul Sommerville, County Council Chairman  
Bernie Kole, Library Trustee Chairman

From: Wlodek Zaryczny, Director of Library

Subject: Letter from SC State Library, dated July 31, 2014; South Carolina Attorney General's Opinion dated July 28, 2014; Memorandum from Gary Kubic dated January 14, 2013.

Date: August 4, 2014

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Gentlemen,

Please see the attached documents referenced above. The first two documents delineate the responsibility, role and authority of the Beaufort County Library Board of Trustees as well as that of the Library Director. It follows that the third document is not in compliance with South Carolina legislation or the Attorney General's Office.

Historically, the Beaufort County Library System Director was responsible for posting job vacancies, interviewing, hiring, disciplining, and terminating employees along with all other aspects of employment and administration of the library. The Attorney General's Opinion agrees that this practice is correct and that the Library Director is responsible for the administration of the library. I respectfully request that we return to this best practice as supported by South Carolina legislation and the Attorney General immediately.

The SC State Library has offered its assistance in helping to review or discuss any concerns or provide any clarification. Leesa Benggio, Acting Director SC State Library, can meet Beaufort staff and officials and Trustee Board Members to provide assistance.

Thank you.

Cc: Members of Library Board of Trustees  
Members of County Council  
Bryan Hill, Deputy County Administrator  
Joshua Gruber, County Attorney  
Suzanne Gregory, Director Employee Services  
Morris Campbell, Executive Director – Community Services  
Jan O'Rourke, Assistant Director of Library



south carolina  
**STATE LIBRARY**

July 31, 2014

Wlodek Zaryczny

Director

Beaufort County Library System

311 Scott Street

Beaufort, SC 29902

Dear Wlodek,

I hope this letter finds you well and enjoying the last few weeks of summer reading. As you know, the South Carolina State Library requested a reconsideration of the SC Attorney General's Opinion dated March 27, 2014. We have received the response to that request for reconsideration; I have enclosed a copy with this letter.

In this Opinion, the SC Attorney General's office agrees that "...pursuant to section 4-9-620, the county administrator is not responsible for the administration of the library board of trustees". Further that "...the county council does not "control" the library board of trustees" and that the "... county does not have the authority to force the library board of trustees to report to the county administrator". The director of the library is responsible for the administration of the library to include: posting vacant positions, hiring, disciplining, promoting, and terminating employees, along with all other issues related to employment and administration of the library. The public library director reports to the library board of trustees solely, and is responsible for the administration of the library.

My hope is that you are able to use the SC Attorney General's Opinion to educate and work with the board of trustees, county council and county administrator so that you may continue the good work you have been doing for a number of years for the citizens of Beaufort County. If I can be of assistance in any way, please don't hesitate to contact me.

Sincerely,

Leesa M. Benggio

Acting Director





ALAN WILSON  
ATTORNEY GENERAL

July 28, 2014

Leesa Benggio  
Interim Director  
South Carolina State Library  
PO Box 11469  
Columbia, SC 29211

Dear Ms. Benggio:

In a prior opinion dated March 27, 2014 (*Op. S.C. Atty. Gen.*, March 27, 2014 (2014 WL 1284637)) concerning the Beaufort County Library Board of Trustees ("Board"), this Office determined that the Board reported to and was accountable to the county administrator and not to the county council. You have asked us to reconsider our conclusion.

**LAW/ANALYSIS:**

Both the South Carolina Code and our prior opinions are pertinent in our reconsideration. Beaufort County has a council-administrator form of government. The county administrator is given the following authority:

The council shall employ an administrator who shall be the administrative head of the county government and shall be responsible for the administration of all the departments of the county government which the council has the authority to control.

S.C. Code Ann. § 4-9-620 (1976 Code, as amended) (emphasis added).

Section 4-9-35 governs the establishment and operation of county public library systems. It states:

- (A) Each county council shall prior to July 1, 1979, by ordinance establish within the county a county public library system, which ordinance shall be consistent with the provisions of this section; *provided*, however, notwithstanding any other provision of this chapter, the governing body of any county may by ordinance provide for the composition, function, duties, responsibilities, and operation

of the county library system. County library systems created by such ordinances shall be deemed a continuing function of county government and shall not be subject to the provisions of § 4-9-50<sup>1</sup> except as state funds are specifically appropriated under other provisions of law.

(B) Each county library system shall be controlled and managed by a board of trustees. . .appointed by the county council. . . .

S.C. Code Ann. § 4-9-35 (1976 Code, as amended).

In a prior opinion, we determined that the chief librarian reported to the library board and not to the county administrator based on the following rules of statutory interpretation:

‘[s]ections which are part of the same statutory law of the State must be construed together. In construing statutory language, the statute must be read as a whole and sections which are part of the same general statutory law must be construed together and each one given effect, if it can be done by any reasonable construction. Statutes pertaining to the same subject matter must be harmonized if at all possible.’ *In Interest of Doe*, 318 S.C. 527, 531-32, 458 S.E.2d 556, 559 (Ct. App. 1995)(citations omitted). However, ‘[w]here there is one statute addressing an issue in general terms and another statute dealing with the identical issue in a more specific and definite manner, the more specific statute will be considered an exception to, or a qualifier of, the general statute and given such effect.’ *Capco of Summerville, Inc. v. J.H. Gayle Constr. Co., Inc.*, 368 S.C. 137, 142, 628 S.E.2d 38, 41 (2006).

Op. S.C. Atty. Gen., July 11, 2008 (2008 WL 3198122).

We further opined:

by the provisions contained in sections 4-9-35 et seq., the Legislature removed some authority from the County when it created county public

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<sup>1</sup> Section 4-9-50 provides:

Whenever the General Assembly shall provide by general law for the use of county personnel, facilities or equipment to implement such general law or rules and regulations promulgated pursuant thereto, the State agency or department responsible for administering such general law shall provide sufficient funds for county implementation from appropriations to that agency or department; *provided*, that this section shall not apply to construction of or improvement to county capital improvements or other permanent facilities required by the provisions of the general law or regulations promulgated pursuant thereto.

S.C. Code Ann. § 4-9-50 (1976 Code, as amended).

library systems. . .the Legislature specified that county public library systems are to be “controlled and managed” by their boards of trustees. S.C. Code Ann. § 4-9-35(B).

Id.

While the general law provides for the county administrator to be in charge of all departments “controlled” by the county council, section 4-9-35 empowers the library board of trustees to “control and manage” the county public library systems. Since section 4-9-35 specifically applies to county public library systems, it is an exception to the general law and it means that the county council does not control the library system. Since the county administrator does not have greater authority than the county council, the county administrator is not responsible for the administration of the library board of trustees.

It is true that the library board has to submit a budget to the county council to fund the operation and programs of the library system; annually file a report of its operations and expenditures with the county council; and have all contracts and agreements as well as conveyances and purchases of real property approved by county council. S.C. Code Ann. §§ 4-9-36, 4-9-37 (1976 Code, as amended). These requirements would seem to indicate that the library board is being controlled by the county council.

However, county councils are granted certain powers under section 4-9-30 of the Code. Section 4-9-30 provides:

each county government within the authority granted by the Constitution and subject to the general law of this State shall have the following enumerated powers which shall be exercised by the respective governing bodies thereof:

(2) to acquire real property by purchase or gift; to lease, sell or otherwise dispose of real and personal property; and to acquire tangible personal property and supplies;

(3) to make and execute contracts. . .

(5) to . . .make appropriations for functions and operations of the county, including, but not limited to, appropriations for. . . libraries. . .

S.C. Code Ann. § 4-9-30 (1976 Code, as amended).

Certain powers cannot be delegated to others. We have formerly opined:

It is well recognized that:

[t]he right of a county board to delegate its authority depends on the nature of the duty to be performed. Powers involving the exercise of judgment and

discretion are in the nature of public trusts and cannot be delegated to a committee or agent. Duties which are purely ministerial and executive and do not involve the exercise of discretion may be delegated by the board to a committee or to an agent, an employee, or a servant.

20 C.J.S., Counties, § 89. Another treatise similarly states:

While legislative or discretionary powers or trusts devolved by charter or law on a council or governing body, or a specified board or officer cannot be delegated to others, it is equally well established that ministerial or administrative functions may be delegated to subordinates. The law has always recognized and emphasized the distinction between instances in which a discretion must be exercised by the officer of department or governing body in which the power is vested, and the performance of merely ministerial duties by subordinates and agents.

McQuillin, Municipal Corporations, § 10.41.

Op. S.C. Atty. Gen., March 10, 2004 (2004 WL 736933).

Section 4-9-30 expressly provides that the powers granted within the statute to counties shall be exercised by the county councils subject to the State constitution and general laws. Making appropriations for county entities, entering into contracts, and acquiring and disposing of real estate are clearly duties which require discretion and judgment. Since county councils are not permitted to delegate these duties to the library boards or to other county entities, the county councils are not controlling the library boards. What is also significant is that "all funds appropriated, earned, granted or donated to the library system or any of its parts shall be used exclusively for library purposes." See S.C. Code Ann. § 4-9-37, supra.

We opined in another opinion that the Legislature intended for county library systems to be uniform. In Op. S.C. Atty. Gen., May 23, 1983 (1983 WL 181894), we stated:

[t]here is ample evidence that the General Assembly intended county library systems to be uniform throughout the State. As noted above, Section 4-9-35(A) provides that county library systems 'shall be consistent with the provisions of this section.' The title to Act No. 564 of 1978, which enacted Sections 4-9-35 through 4-9-39, provides:

An Act To Amend The Code of Laws of South Carolina, 1976, By Adding Section 4-9-35, 4-9-36, 4-9-37, 4-9-38 And 4-9-39, So As To Provide For The Establishment By County Council Of County Library Systems On A Uniform Basis, Provide For the Powers and

Responsibilities of County Libraries and The Governing  
Bodies Thereof. (Emphasis added.)

It is well settled that the title or caption of an act may be considered to aid in the construction of a statute and to show the intent of the Legislature. Lindsay v. Southern Farm Bureau Cas. Ins. Co., 258 S.C. 272, 188 S.E.2d 374 (1972). University of S.C. v. Elliott, 248 S.C. 218, 149 S.E.2d 433 (1966). It is clear from the title to Act 564 and the first sentence of Section 4-9-35(A) that the General Assembly intended to create uniform county library systems and, therefore, provided that such libraries would be managed by a board of trustees whose duties were further delineated by the General Assembly.

Also, we have opined that “the 1978 legislation was intended to provide for a mandatory county library system to be uniform throughout the State.” See Op. S.C. Atty. Gen., April 3, 1979 (1979 WL 42903).

We have explained in a prior opinion that the Legislature intended for county library systems to be uniform even though the language of section 4-9-35<sup>2</sup> appears to be contradictory:

Did the General Assembly intend by adding the proviso to Section 4-9-35 to permit County Councils to establish for library systems different from those established by the General Assembly? We think not. First, it must be recognized that exceptions or provisos in a statute should be strictly construed. See, Barringer v. Dinkler Hotels Co., 61 F.2d 82 (4th Cir. 1932). The proviso and the main provision of a statute are to be read together with a view to carry into effect the whole purpose of the law. Gasque, Inc. v. Nates, 191 S.C. 271, 2 S.E.2d 36 (1939). It would be absurd to conclude that the General Assembly would provide in the same sentence that counties shall establish by ordinance county library systems ‘which ordinance shall be consistent with the provisions of this section’ and then include a proviso that the counties could by ordinance change their system to be inconsistent with the state statute. Moreover, it would defeat the stated purpose of the statute to create ‘uniform’ library systems. It is the opinion of this office that the proviso in Section 4-9-

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<sup>2</sup> As stated above, section 4-9-35 provides:

- (A) Each county council shall prior to July 1, 1979, by ordinance establish within the county a county public library system, which ordinance shall be consistent with the provisions of this section; provided, however, notwithstanding any other provision of this chapter, the governing body of any county may by ordinance provide for the composition, function, duties, responsibilities, and operation of the county library system.

35(A) merely permits the County Council to further delineate the duties and responsibilities of the Boards of Trustees consistent with the state statute and does not permit County Council to remove duties conferred on the Boards by state law. 3

Op. S.C. Atty. Gen., May 23, 1983, supra.

Since the Legislature requires county library systems to be uniform, it is our opinion that requiring the library board of trustees to be responsible to the county administrator would interfere with the operation of library systems on a uniform basis.

It should also be noted that the county does not have constitutional authority to interfere with the uniformity of the county library system. S.C. Const. art. VIII § 14 provides:

In enacting provisions required or authorized by this article, general law provisions applicable to the following matters shall not be set aside. . .(6) the structure and the administration of any governmental service or function, responsibility for which rests with the State government or which requires statewide uniformity.

Brashier v. S.C. Dept. of Transportation, 327 S.C. 179, 490 S.E.2d 8 (1997) (overruled on other grounds by I'on, LLC v. Town of Mt. Pleasant, 338 S.C. 406, 526 S.E.2d 716 (2000)) explains:

Article VIII, section 14 "precludes the legislature from delegating to counties the responsibility for enacting legislation relating to the subjects encompassed by that section." *Robinson v. Richland County Council*, 293 S.C. 27, 30, 358 S.E.2d 392, 395 (1987). When construing Article VIII, section 14, this Court has consistently held a subject requiring statewide uniformity is effectively withdrawn from the field of local concern. *See, e.g., Davis v. County of Greenville*, 322 S.C. 73, 76, 470 S.E.2d 94, 96 (1996) ("Article VIII, § 14 limits the powers local governments may be granted"); *Kramer v. County Council*, 277 S.C. 71, 282 S.E.2d 850 (1981) (per curiam); *Douglas v. McLeod*, 277 S.C. 76, 282 S.E.2d 604 (1981).

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<sup>3</sup> In Op. S.C. Atty. Gen., May 23, 1983, supra, we had the following footnote:

Our conclusion is not altered by language in § 4-9-36, that the Board's powers shall not be inconsistent with the 'general policies' of the county governing body. Instead, this language is indicative of the legislative intent 'to define the relationship between county government and county library systems and to insure the continued operation and support of such libraries on a uniform basis.' Act No. 564 of 1978, § 1. The above provision in § 4-9-36 thus was simply intended to preserve the county governing body's authority where § 4-9-35, et seq., is not controlling. See also, § 4-9-37(b).

Our former opinions have made it clear that statewide uniformity is required of the county library systems. Since the county library systems involve a statewide function, the county does not have the authority to force the library board of trustees to report to the county administrator.

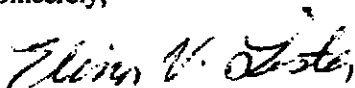
**CONCLUSION**

This Office concludes:

1. Since the county council does not "control" the library board of trustees pursuant to section 4-9-620, the county administrator is not responsible for the administration of the library board of trustees.
2. Our former opinions have made it clear that statewide uniformity is required of the county library systems. Since the county library systems involve a statewide function, the county does not have the authority to force the library board of trustees to report to the county administrator.

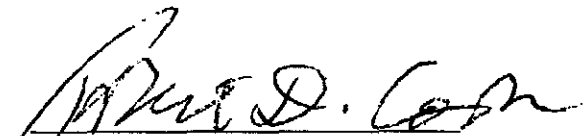
As a result of the aforesaid, we amend our March 27, 2014 opinion to the extent that the Beaufort County Library Board of Trustees is not accountable to the county administrator. The remainder of our former opinion remains valid.

Sincerely,



Elinor V. Lister  
Assistant Attorney General

REVIEWED AND APPROVED BY:



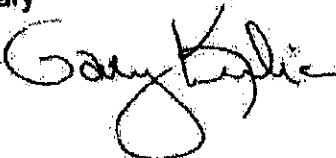
Robert D. Cook  
Solicitor General





## **MEMORANDUM**

**TO:** Wlodek Zaryczny, Director of Library

**FROM:** Gary Kubic, County Administrator 

**DATE:** January 14, 2013

**SUBJ:** Potential Candidates for Vacant Library Positions

All candidate interviews for county library service will be the authority of Suzanne Gregory, Director of Employee Services. Ms. Gregory will establish the protocol for the selection process. Library personnel will remain available to Employee Services on an as-needed basis.

Thank you.

GK:ch

cc: Members of County Council  
Members of Library Board Trustees  
Bryan Hill, Deputy County Administrator  
Joshua Gruber, County Attorney  
Suzanne Gregory, Director of Employee Services

## LOS (Level of Service) – Public Service Hours

The current library budget does not support 50 hours of public service at our three regional branch libraries. It supports less than the authorized 67.50 FTE staffing at the 40-hour service level. We are currently operating at a staffing level of 64.75 FTEs. This staffing level does not meet SC Staffing Standards.

Please note the vacant positions enumerated above. Given the number of unfilled positions, library services have been curtailed. Staffing schedules are increasingly problematic. Sharing staff among our Branches which we have been doing is difficult to schedule and results in the loss of services to our community.

Given the inability to hire additional staff due to a lack of funding, a reduction from the present 50 hour to a 40 hour service level at our three regional branches is necessary. New hours at our four regional Branches will take effect on Saturday, November 1, 2014. According to SC State Legislation and the SC Attorney General's Opinion released July 28, 2014 the decision to change hours of the Library falls under the purview of the Library Director. I sincerely hope that the Library Board of Trustees supports my decision. Please note that the Library Board of Trustees listed the need to reduce Library hours to 40 at our three regional Branches if funding was not increased during its presentation to the County Council Finance Committee Meeting of August 18, 2014. Service hours are listed as item XIII. 3 on the Trustee Board Agenda.

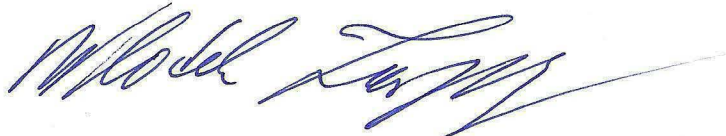
I hope that our community will not take its frustration out on Library Branch staff, our Library Administration or our Library Board of Trustees. The lack of funding is clearly the responsibility of our County Council. At the August 18, 2014 County Council Finance Committee Meeting, the Members of Council denied the request by our Library Board of Trustees to increase funding for the Library.

There are no Children's Programmers Staff at either the Bluffton or Lobeck Branches. There is no Children's Librarian at the St. Helena Branch. There is no Children's Services Coordinator for the Library system. And the list goes on. We can conclude that children in our County are not receiving the services that they should have. Other Library services also suffer including a lack of books; our customers may be 50<sup>th</sup> or 201<sup>st</sup> on the waiting list for a Library item.

The County Organizational Chart lists the Citizens of Beaufort County at the apex of the list, followed by our County Council. So it is up to the community to let County Council know the services it needs for sustenance and for its continued growth. Our Library is part of what makes a difference in the lives of our Citizens which stands for "Learning for Leisure for Life".

I have attached all documents pertaining to the SC Attorney General's Opinion issued July 28, 2014 so that they are easily found in one place. The Opinion and the SC State Library clearly delineate the role, responsibility and authority of both the Library Board of Trustees and the Library Director. Aforementioned documents include: Gary Kubic's Memorandum January 14, 2013; SC Attorney General's Opinion July 28, 2014; Letter from SC State Library July 31, 2014; Wlodek Zaryczny's Memorandum August 4, 2014; Josh Guber's Letter to the SC Attorney General August 11, 2014; Letter from SC State Library (Response to Josh Gruber's Letter) August 22, 2014; Letter from SC State Library (further clarification of SC Attorney General's Opinion) August 28, 2014.

Sincerely,

A handwritten signature in blue ink, appearing to read "Wlodek Zaryczny". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Wlodek Zaryczny, MSA, MLS.

Assistant Director's Report  
July/August 2014

### **Strategic Planning**

I am working with Kathy Sheppard, Data Analysis and Statistics Consultant at the SC State Library, to set up a session so that your questions and concerns about the strategic planning process can be addressed. She has been provided with the following information:

- BCL Strategic Plan 2011 – 2013
- 3 Annual Progress Reports on the Strategic Plan 2011 - 2013
- BCL Extended Strategic Plan 2014 – 2015
- Sample Toolkit (Civic Literacy)
- Definitions of the 5 literacies selected by the branches
- 2014 Survey
- Your questions and comments

As soon as a date has been secured, this packet will also be sent to the Board.

### **Extended Strategic Plan Update**

*Beaufort Branch:* has completed a draft of an Environmental Literacy Toolkit (attached). This resource is being used to plan programs.

*Lobeco:* Belinda Blue, Branch Manager attended a Financial Literacy Workshop. The resources and information acquired have been shared with the other branches and will become part of the Financial Literacy Toolkit.

*Bluffton:* Armistead Reasoner, Reference Librarian, Bluffton published an article on Civic Literacy in the Island Packet (attached)

Programs – John Adams biography book contest

Alexander Hamilton biography book contest

*House of Cards*, season 2 – viewing and discussion series

Webinar with the National Coalition for Dialogue and Deliberation

Underground Railroad presentation by Ron Toth

France Perkins and the New Deal by Caroline McIntyre

African-American Film Club

*Hilton Head:* The staff is doing a health and wellness triangle that involves Social, Mental and Physical Health. Research is being done for the toolkit and for program ideas.

*St. Helena:* Digital/Media literacy – Training sessions on software applications, formed a Teen Film Club

*BDC: Digital literacy – programs on preserving digital content*

### **LSTA Grant**

The grant funding the Creation Station at the St. Helena Library has been spent out. A final report is due to the State Library by the end of October. We are in the process of putting together a comprehensive analysis/evaluation of this project. The State Library is hoping to use the results of this report as the basis for providing makerspace workshops throughout the state.

### **Junior FIRST LEGO League STAR-Net Library Pilot Grant**

The 5 branches are participating in this project. Materials have been received (basic Lego kits, promotional materials, teacher guides, robotics sets, etc.) and will be distributed. Each branch will assemble a team led by a mentor from the community. The teams will be charged with building a solution to a challenge theme - a new theme is introduced every year, created by topic experts from the field. The finished products will be displayed at an Expo in the spring.

Normally, the Youth Services Coordinator would be overseeing this project.

### **Summer Reading Program 2014**

2365 children aged birth to 18 registered for the Summer Reading Program. That represents 3.91% participation in that age group county-wide. Unfortunately, we do not have the # of those participants who completed the program.

These numbers combined with: current economic reality, the amount of staff time that goes into planning and implementation, the cost of prizes and performers, the lack of a Youth Services Coordinator, St. Helena Children's Manager, and Children's Programmers in Lobeco and Bluffton, next year's Program will be greatly muted. We will participate but we cut back on the number of programs and we will not be using paid performers. A Committee has been convened that will look at the most efficient and effective way to meet the goal of summer reading – preventing the summer reading slide.

### **FY 2014 State Report**

The State Report is due on October 31 and we are in the process of inputting data. I have attached an informational document that describes the type of data that is collected. These statistics will be presented to the Board at the November meeting along with an update of where we stand in meeting SC State Standards.

## **EDGE Initiative**

The BCL is a participant in the Edge Initiative. This Initiative was developed by a national coalition of leading library and local government organizations, funded by the Bill and Melinda Gates Foundation and led by the Urban Libraries Council.

We have completed the Edge Assessment Workbook and have received our scores. Said scores tell us how well we are meeting the technology needs of our community.

To see the scores as well as recommendations for improvement, myriad tools and resources to guide us, marketing and advocacy resources, go to:

[www.libraryedge.org](http://www.libraryedge.org)

Login: SC0005

Password: ?chaos14

Admin staff will be selecting 5 + action items in areas where we are not meeting community needs and that are aligned with the Extended Strategic Plan.

## **Policy Review Committee**

Kathy Mitchell will be chairing the Policy Review Committee. We will do an audit of existing policies, identify those that need to be updated and those that need to be created to meet new services.

If a Trustee is interested in participating on this committee, contact Kathy Mitchell at [kathym@bcl.net](mailto:kathym@bcl.net).

# Environmental Literacy Toolkit

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## DEFINITION:

According to the Partnership for 21<sup>st</sup> Century Skills<sup>1</sup>, Environmental Literacy promotes the achievement of the following skill/knowledge sets:

- ✓ Demonstrate knowledge and understanding of the environment and the circumstances and conditions affecting it, particularly as relates to air, climate, land, food, energy, water and ecosystems
- ✓ Demonstrate knowledge and understanding of society's impact on the natural world (e.g. population growth, population development, resource consumption rate, etc.)
- ✓ Investigate and analyze environmental issues, and make accurate conclusions about effective solutions
- ✓ Take individual and collective action towards addressing environmental challenges (e.g. participating in local/global actions, developing/implementing plans for action on environmental issues)

## LITERACY RESOURCES:

### Partnership for 21<sup>st</sup> Century Skills – Resources

<http://www.p21.org/our-work/resources#overview>

P21 offers various tools and resources to assist educators, policy makers, parents and communities. Links to overview materials, videos and new resources provide a basic understanding of the Partnership's initiative.

### National Environmental Education Foundation – Publications

<http://www.neefusa.org/resources/publications.htm#neetfpubs>

The National Environmental Education Act of 1990 established the National Environmental Education Foundation as a complementary organization to the U.S. Environmental Protection Agency (EPA), extending its ability to foster environmental knowledge in all segments of the American public. (Note: Many of the NEEF publications on the website are in need of updating.)

### The Environmental Literacy Council – South Carolina

<http://eeinsc.org/net/org/info.aspx?s=57606.0.0.37431>

The Environmental Literacy Council has been dedicated to helping teachers, students, policymakers, and the public find cross-disciplinary resources on the environment. Our award-winning website, [Enviroliteracy.org](http://Enviroliteracy.org), offers over 1000 pages of information on environmental topics along with professional development modules, and an extensive reading list.

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<sup>1</sup> The Partnership for 21st Century Skills (P21) was founded in 2002 as a coalition bringing together the business community, education leaders, and policymakers to position 21st century readiness at the center of US K-12 education and to kick-start a national conversation on the importance of 21st century skills for all students.



# Environmental Literacy Toolkit

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## **Southeastern Environmental Education Alliance (SEEA)**

<http://southeastee.org/core/item/page.aspx?s=47560.0.0.22>

The Southeastern Environmental Education Alliance (SEEA) is a network of state affiliates of the North American Association for Environmental Education (NAAEE) located in the southeastern region of the U.S. Member states include AL, FL, GA, KY, MS, NC, SC, and TN. The mission of the Southeastern Environmental Education Alliance (SEEA) is to provide southeastern state environmental education associations and their members with valuable networking and communication opportunities that lead to greater success for all.

## **TRAINING RESOURCES:**

### **Clemson Public Service Activities – Environmental Education Program**

[http://www.clemson.edu/public/impacts/10fall/env/environmental\\_education.html](http://www.clemson.edu/public/impacts/10fall/env/environmental_education.html)

Directed by ethnobotanist Karen Hall, the Master Naturalist program trains and coordinates a statewide corps of volunteers who provide education and service to support natural resources management. Last year, Master Naturalist volunteers provided 4,500 hours of service removing invasive species such as beach vitex, monitoring water quality, and assisting state park rangers.

### **Coastal Conservation League – Programs**

<http://coastalconservationleague.org/programs>

Resources and programs specific to South Carolina cover the following topics: Air, Water and Public Health, Energy and Climate, Land and Communities, Sustainable Agriculture, and Environmental Legislation.

### **Environmental Literacy Council – Environmental Science Teaching Resources**

<http://enviroliteracy.org/category.php/17.html>

This website provides access to resources collected and developed by the Environmental Literacy Council for teachers. Topics include: Air & Climate, Land, Water, Ecosystems, Energy, Food, and Environment & Society.

### **Enable Education – 21<sup>st</sup> Century Skills Primer: Environmental Literacy**

<http://enableeducation.com/blog/21st-century-skills-primer-environmental-literacy/#.U4eAmnJdVGR>

This site provides a brief overview of what ecological studies entails and suggestions for environmental programs and study modules.

### **Environmental Education in South Carolina – Teaching Resources**

<http://eeinsc.org/core/item/topic.aspx?s=0.0.0.37431&tid=85005>

Resource links on a variety of environmental topics:

- How Do We Teach Adults to Make Changes in Lifestyle?
- Developing Creative Environmental Lesson Plans & Teaching Controversial Issues
- Learning to Communicate More Effectively with Reluctant or Resistant Parties
- One Child, One Planet: Inspiration for the Young Conservationist
- Doing Good Together: 101 Easy, Meaningful Service Projects for Families, Schools and Communities

# Environmental Literacy Toolkit

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## **South Carolina Coastal Information Network**

<http://www.sccoastalinfo.org>

The Network emerged as a result of a number of coastal outreach institutions and constituencies working in partnership to enhance coordination of the coastal community outreach efforts in South Carolina. This Web site has been established for the purpose of maximizing the efficient delivery of quality training and educational material to coastal decision-makers, community planners, local officials, and the public. The site provides a calendar of outreach events, links to collaborating partners, and links to event publications for further information.

## **South Carolina Green Steps Schools – Environmental Education Initiative**

<http://www.greenstepschools.com>

Green Steps Schools is an environmental education and action initiative that recognizes schools in South Carolina who take annual sustainable steps toward becoming more environmentally responsible.

## **Teaching Sustainable Forestry in Environmental Education - South Carolina Teachers' Tour**

<http://www.state.sc.us/forest/tour.htm>

The S.C. Teachers' Tour is a 7-day intensive environmental education workshop and tour of forests and forest industry in South Carolina. The purpose of the entire 7-day class is to provide an unbiased look into the impact sustainable forestry has on our state's economy, environment, and quality of life, and to equip teachers to take that knowledge into the classroom. Topics include: Forest Management, Forest Product Production, and Wildlife Conservation.

## **PROGRAMMING IDEAS AND RESOURCES:**

### **Carolina Clear – A Service of Clemson Extension**

<http://www.clemson.edu/public/carolinaclear/about/index.html>

**Carolina Clear** is a comprehensive approach developed by Clemson University to inform and educate communities about water quality, water quantity and the cumulative effects of stormwater. Programs include: youth-based environmental education, outreach tools, and a "What You Can Do" tab for residents, educators, businesses, and community decision-makers.

### **Clemson Cooperative Extension – Beaufort County**

<http://www.clemson.edu/extension/county/beaufort>

Local Extension Agents provide expertise in Agronomic Crops, Economic & Community Development, Food Safety & Nutrition, 4-H, Horticulture, Livestock & Forages, and Natural Resources.

### **Coastal Conservation League – Beaufort Sustainable Agriculture**

<http://coastalconservationleague.org/programs/sustainable-agriculture/beaufort>

Visiting this website is your first step in changing the paradigm of industrial food production! You can find information below on how to obtain the freshest local produce and meat

# Environmental Literacy Toolkit

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available in the Beaufort area and recipes for the season. Pointers are included on how you can participate in making your community more sustainable:

## **Coastal Discovery Museum – Hilton Head Island**

<http://www.coastaldiscovery.org>

Teaching the public about the cultural heritage and natural history of the Lowcountry, the Museum makes learning about Hilton Head Island and the surrounding region a fun filled experience for the whole family.

## **Hunting Island State Park – Saint Helena Island**

<http://www.southcarolinaparks.com/huntingisland>

Hunting Island is South Carolina's single most popular state park, attracting more than a million visitors a year, as well as a vast array of land and marine wildlife. Five miles of pristine South Carolina beaches, thousands of acres of marsh and maritime forest, a saltwater lagoon and ocean inlet are all part of the park's natural allure. Of all the lighthouses in South Carolina, the Hunting Island Lighthouse is the only one in the state that is publicly accessible.

## **Lowcountry Estuarium – Port Royal**

<http://lowcountryestuarium.org>

The Lowcountry Estuarium is a private nonprofit organization dedicated to the principle of "Conservation through Education"

## **LowCountry Institute – School Programs**

<http://www.lowcountryinstitute.org/what-we-do/school-programs>

School programs include Master Naturalist training for teachers; the Learning Expeditions Schools program which uses environmental science as a theme to integrate learning about science, social studies, math, and language arts; hands-on programs where LCI staff and volunteers conduct programs at schools to teach students about the plants and animals native to the Port Royal Sound System; and school field trip where LCI staff is able to invite a limited number of schools each year to participate in field trips on Spring Island where students learn about habitats and animals of the lowcountry..

## **Nature Nook, LLC – Marvin Bouknight, Naturalist**

<http://www.naturenookllc.com>

Nature Nook provides nature, history and interpretive "edutainment" programs, speaking engagements, workshops, seminars, and custom field trips on a variety of subjects, including bird watching, edible and medicinal plants, attracting wildlife to your yard, naturalist skill development, etc.

## **Nemours Wildlife Foundation – Education and Outreach**

<http://new.nemourswildlifeeducation.org/education>

The Foundation hosts local K-12 schools and teaches them about the ACE Basin, its wildlife and other natural resources through walks in the forest, exploring our waterways by boat, and classroom presentations. Recent programs include: Beaufort County Science Teachers Workshop; Sheldon Boys & Girls Club Harriet Tubman raid presentation; Osher Lifelong Learning Center field trip, and Whale Branch class trips.

# Environmental Literacy Toolkit

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## **Savannah National Wildlife Refuge – U.S. Fish and Wildlife Service**

<http://www.fws.gov/savannah/>

Savannah NWR is one of seven refuges administered by the Savannah Coastal Refuges Complex. This chain of national wildlife refuges extends from **Pinckney Island NWR near Hilton Head Island, South Carolina**, to Wolf Island NWR near Darien, Georgia. Between these lie Savannah (the largest unit in the complex), Wassaw, Tybee, Harris Neck, and Blackbeard Island refuges. Together they span a 100-mile coastline and total over 56,000 acres. There is a tab on the website for “Environmental Education” and an events calendar.

## **The Dolphin Project – Outreach Education**

<http://www.thedolphinproject.org/edu-lecture.html>

THE DOLPHIN PROJECT has developed a power point program featuring photography, graphics, sounds and videos to educate the public about the wild estuarine Bottlenose dolphins. The program focuses on dolphin anatomy, habits, behaviors, threats and research. The production also includes information about the environment which humans and dolphins share and how we can help protect it.

## **POTENTIAL PARTNERSHIPS:**

### **Clemson Cooperative Extension – Beaufort County**

<http://www.clemson.edu/extension/county/beaufort>

Local Extension Agents provide expertise in Agronomic Crops, Economic & Community Development, Food Safety & Nutrition, 4-H, Horticulture, Livestock & Forages, and Natural Resources.

### **Coastal Discovery Museum – Hilton Head Island**

<http://www.coastaldiscovery.org>

Teaching the public about the cultural heritage and natural history of the Lowcountry, the Museum makes learning about Hilton Head Island and the surrounding region a fun filled experience for the whole family.

### **Environmental Education Association of South Carolina (EEASC)**

<http://eeasc.org>

The Environmental Education Association of South Carolina (EEASC) is a non-profit association with a leadership role in environmental and natural resource conservation education in South Carolina.

### **Environmental Education in South Carolina**

<http://eeinsc.org/core/news/list.aspx>

A Project of the South Carolina National Heritage Corridor, this initiative is also a clearinghouse for organizations and events engaged in environmental education to share news, events, and ongoing environmental programs. There is an e-newsletter, contests and awards, and grant information.

# Environmental Literacy Toolkit

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## **Friends of Fort Fremont Historical Park – Saint Helena Island**

<http://www.fortfremont.org>

Fort Fremont is an historic park and treasure of the Lowcountry. The Friends of Fort Fremont Historical Park incorporated as a 501(c)3 charitable organization to raise funds and awareness for the continuance and improvement of the Preserve.

## **LowCountry Institute**

<http://www.lowcountryinstitute.org>

The mission of the LowCountry Institute is to provide responsible leadership in the conservation and use of Lowcountry natural resources – its biodiversity, pristine waters and ecological landscapes – by fostering learning opportunities and helping local policymakers, landowners and residents make informed decisions.

## **Open Land Trust, Beaufort County, SC**

<http://www.openlandtrust.com>

Beaufort County Open Land Trust permanently protects land by working with private citizens and communities. The Trust accepts donations of properties and helps landowners establish legal restrictions that limit harmful use and development. To carry out its purpose, the Trust acquires strategically important parcels of land, negotiates appropriate agreements, seeks financial support, and promotes public interest in and awareness of the Lowcountry environment.

## **South Carolina Department of Health and Environmental Control (SCDHEC)**

<http://www.scdhec.gov/HomeAndEnvironment>

DHEC provides data and resource links on a variety of topics: SC environmental data, maps, and reports; pollution clean-up and monitoring; recycling; your home/air/water/land; disaster preparedness; business and government entities (smoke-free workplace, “Going Green,” environmental loans and grants, etc.); and environmental resources for students and teachers.

## **POTENTIAL FUNDING SOURCES:**

Beaufort County

Friends of the Beaufort County Library organization

Environmental Education in South Carolina

South Carolina State Library

South Carolina Department of Health and Environmental Control (SCDHEC)

Institute of Museum and Library Services

## **ACTION PLAN:**

## GATHERING STATISTICS FOR THE ANNUAL REPORT (Updated 8/14)

The annual State Report is divided into Sections A – J:

### **GENERAL INFORMATION**

- Address, contact information, # of service outlets, hours open

### **LIBRARY BOARD, FRIENDS GROUPS, LIBRARY PERSONNEL**

### **LIBRARY REVENUE BY SOURCES**

### **OPERATING EXPENSES**

### **CAPITAL EXPENDITURES**

### **LIBRARY COLLECTIONS**

- Books/serials/volumes: added/weeded/total
- Print subscriptions: added/weeded/total
- Audio: added/weeded/total
- Video: added/weeded/total
- Downloadable audio: total
- Downloadable video: total
- Ebooks: total
- Audio titles available for download: total
- Video titles available for download: total
- Databases (excluded DISCUS): total
- DISCUS databases: total

### **LIBRARY USERS, VISITS, COMPUTER AND INTERNET USAGE**

#### **Registered Borrowers:**

- # of current, ACTIVE, registered borrowers. To assure that these numbers are correct the registration file needs to be purged annually.

**Annual Physical Visits:** the “gate count”.

**Population of Legal Service Area:** based on 2010 Census data.

#### **Number of Uses of Public Internet Computers:**

- # of uses/sessions conducted at Internet-connected computers. This is NOT a count of individual physical users sitting at PCs do not included staff internet activity unless you cannot separate these out. Do not include Internet searches performed by librarians assisting customers at staff computers unless you cannot separate them from customer activity. Do not include library staff work-related transactions in the online catalog. (This statistic can be counted via the PC reservation system or manually).

**Number of Public Internet Computers.**

**Number of Staff Internet Workstations.**

**REFERENCE, CIRCULATION, AND PROGRAMMING**

**Total Annual Reference Transactions:**

- A reference transaction is an information contact that involves the knowledge, use, recommendation, interpretation, or instruction in the use of one of more information sources by a staff member. Information sources include printed and non-printed materials, electronic databases, catalogs and other holding records; and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by fax, mail, email, chat or through live or networked reference service. Do not count directional transactions or questions of rules or policies. Examples of directional are "Where are the children's' books?" and "I'm looking for the call # 811". An example of a question regarding rules or policies is "Can my 7 year old remain alone in the J room?"

**Print Circulation**

**Non-Print Circulation:**

- Includes electronic downloads if these are transacted with our automation system.

**Interlibrary Loans (ILLs):**

- ILLs provided by one autonomous library to another upon request. The libraries involved in ILLs are not under the same library administration. This includes *SC LENDS intra-consortia holds*.

**Library Programs: (this section has been revised. New questions have been added about programs for mixed-aged audiences)**

- Programs are any planned event for the public, sponsored or co-sponsored by the library and held either in the library or conducted by staff offsite. Exclude programs sponsored or conducted by other groups that use the library facilities. If a program is offered as series, count as one each program in the series. Programs may include: those that directly provide information to participants; that cover use of the library or library services, including library tours; that provide cultural, recreational or educational information, often designed to meet a special need- e.g. film showings, lectures, story times, English as a second language, citizenship classes, and book discussions.
- Programs that provide cultural, recreational or educational information, often designed to meet a special need. Examples include film showings, lectures, story times, English as a second language, citizenship classes, and book discussions.



- Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring assistance.
- Report the number of programs conducted (including duplicate presentations) and the number of people in attendance. *Report the total # of people attending* – the primary audience and any others who attend.
- Ages: Children = birth to 11, teens = 12 to 18, adults = 19 and over.

#### **Outreach Activities:**

- Activities conducted outside the library facility and may include but are not limited to: visits to the homebound or to senior residences; visits to school and daycare facilities; promotional presentations to community organizations; training conducted for the public at an off-site venue; official participation in local events (e.g. Christmas parade, a table at the Water Festival).

#### **STAFF AND PUBLIC TRAINING**

(Comparisons between libraries on the basis of staff training is complicated as there is great variation in ways libraries document and track staff attendance and the duration and number of training opportunities. Two points of comparison seem valid: The % of library staff trained; and the average number of hours of staff participation in training. It is impractical for libraries to take individual staff attendance and repeat attendance into account for the statewide survey)

#### **Public Training:**

- The number of structured training sessions for the public conducted and / or sponsored by the library. A “session” is a class, lesson, lecture, workshop, or seminar of any length that provides instruction of any kind. “Structured” means a session with a designed, pre-planned curriculum.
- “Sponsored” means that the library plays some role (not limited to training) in the session.
- Do not include informal, unstructured assistance to individual library users.
- Count the total number of training sessions conducted, the total number of attendees at all training sessions and the total # hours spent by the staff conducting the sessions. For example: for four training sessions of four hours each taught by two library staff the number of sessions is 4 and total hours of training is 16.

#### **Staff training:**

- The number of structured library-related training sessions, workshops, conferences, etc. provided for library staff. Include sessions that are conducted and or sponsored by the library as well as those provided by other trainers and organizations, State Library, library associations and private companies.
- Report number of hours of training attended: Count the total number of hours staff spent attending structured training sessions. Count time spent at conferences in actual sessions (not total conference time) as training. Count structured

independent study as training time whether on-site or off-site, assuming such study is counted as paid work time.

- Do not include the number of hours spent by staff planning or conducting the sessions.

## **BRANCH DATA**

Added:

**G9: # of wireless sessions. Report the # of wireless sessions provided by the library wireless survey annually. Wireless internet service is a key and increasing service of libraries. This count contributes to a national statistic regarding the level of service to monitor trends and to inform local, state and national broadband policies and initiatives. Stuart will provide this information.**

# The Island Packet

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## If you want to improve your civil literacy, start at your local library

By ARMISTEAD REASONER

843-255-6490 August 16, 2014

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While enrolled in various civic and government classes, I often wondered why these classes were important enough to be included as part of any formal educational curriculum. I eventually realized the significant role and societal force government or civics plays in a person's life. The Voting Rights Act of 1965, the Federal Judiciary Act, the Constitution of the United States of America, the Keating-Owen Child Labor Act of 1916 and the Federalist Papers are prime examples. "Being civic-minded," a term frequently spoken by my teachers, professors and parents, took on a whole new meaning.

Today, being civic-minded is synonymous with civic literacy. So, what is civic literacy? Civic literacy embodies a person's schema, knowledge and skill set, which are necessary to comprehend, use and participate in the processes of all levels of government and the citizenry of a nation. Civic literacy can also be defined as how a person makes use of government to better his or her life and the common good. Examples of government agencies enriching lives and the common good are the Environmental Protection Agency, state and federal transportation agencies, fire and police services, and public school systems.

Commonly used United States, South Carolina, Beaufort County and municipal government websites that act as a portal for providing important civic information are:

[www.usa.gov](http://www.usa.gov)

[www.state.gov/misc/60289.htm](http://www.state.gov/misc/60289.htm)

[www.loc.gov/rr/news/extgovd.html](http://www.loc.gov/rr/news/extgovd.html)

[www.ready.gov](http://www.ready.gov)

[www.sc.gov](http://www.sc.gov)

[www.sccounties.org](http://www.sccounties.org)

[www.bcgov.net](http://www.bcgov.net)

[www.cityofbeaufort.org](http://www.cityofbeaufort.org)

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

[www.portroyal.org](http://www.portroyal.org)

[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

[www.beaufortcountylibrary.org](http://www.beaufortcountylibrary.org)

The Urban Libraries Council ([www.urbanlibraries.org](http://www.urbanlibraries.org)), Kettering Foundation ([www.kettering.org](http://www.kettering.org)), Indiana University Center for Civic Literacy ([www.civilliteracy.iupui.edu](http://www.civilliteracy.iupui.edu)), the Center for Civic Reflection ([www.civicreflection.org](http://www.civicreflection.org)), the American Library Association ([www.ala.org](http://www.ala.org)), Route 21 ([route21.p21.org](http://route21.p21.org)) and Everyday Democracy.org ([www.everyday-democracy.org](http://www.everyday-democracy.org)) are a few of the organizations actively working to help communities define civic literacy, engage community members and implement civic literacy action plans.

Due in large part to the worldwide impact of sweeping information technology changes and how people seek information, knowledge and services, libraries across America are asked daily to assist patrons in their search for credible, viable, timely and authoritative information pertaining to civic literacy. A prime example of this is the partnering tax assistance many library systems offer annually to the public. Also, libraries partner with government agencies and nonprofits to offer informational and how-to sessions related to government services, policies and changes of these policies and services.

In addition, Beaufort County libraries offer a wide range of print, online, audio-visual and audio resources related to civic literacy due in large part to SC LENDS (a consortium of South Carolina lending libraries) and Discus (South Carolina's virtual digital library). Beaufort County residents have access to 4,500 books, 316 films and 576 audiobooks related to civics or civic literacy. This abundance of credible, authoritative information and knowledge is a wonderful resource for all who have an interest in civic literacy.

Beaufort County library staff do more than help residents of the county obtain information that fits with their civic needs. They also create civic literacy programming. This fall, Beaufort County libraries will offer programming dealing with the legislative process, public administration, current events, civil rights, The New Deal, selective civil historical presentations and more. Not only do library staff locate credible, timely information and create civic literacy programming, they answer questions daily related to civic literacy, create civic-minded displays, search for new partners and ways to promote civic literacy, raise civic literacy awareness, embrace civic literacy as part of their mission and vision, and strive to create a civic-minded environment in each in their respective libraries.

*Armistead Reasoner is the reference librarian at Bluffton library.*

**RELATED CONTENT** Grab your girlfriends for a night of chick flicks Celebrate National Parks Month by reading up before your trip Cool down with some classic adventures at the library

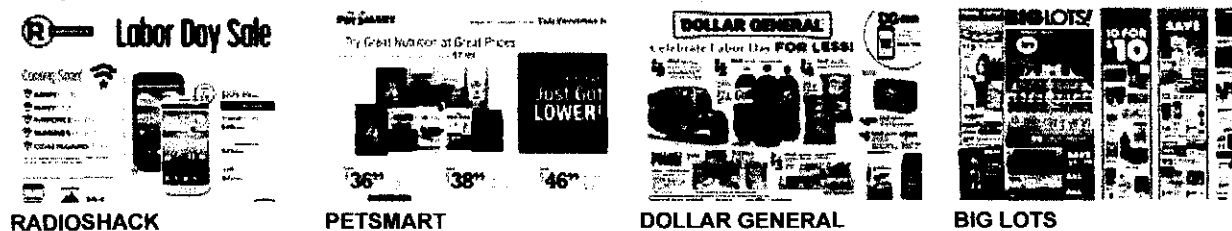
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## Join The Conversation

The Island Packet is pleased to provide this opportunity to share information, experiences and observations about what's in the news. Some of the comments may be reprinted elsewhere in the site or in the newspaper. We encourage lively, open debate on the issues of the day, and ask that you refrain from profanity, hate speech, personal comments and remarks that are off point. Thank you for taking the time to offer your thoughts.

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### Today's Circulares





COUNTY COUNCIL OF BEAUFORT COUNTY  
**FINANCE DEPARTMENT**  
Post Office Drawer 1228  
Beaufort, South Carolina 29901-1228

Alicia Holland, CPA  
Chief Financial Officer  
843.255.2296  
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September 5, 2014

Alan R. Eisenman, CPA  
Financial Supervisor  
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**July 2014 Library Financials Narrative and Analysis**

Janet Andrews  
Accounting Supervisor  
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The Library's General Fund is on track with the new fiscal year 2015 budget. Expenditures are currently at 10% of budget, which is slightly higher than the expect 8% of the first month of the fiscal year. It should be noted that the library has some annual contracts that were recorded in July, but they relate to the entire fiscal year.

Crystine Hendrick  
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There has not been much significant activity with the library's special revenue funds since most of these are tied to grants and have to be spent according to their restrictions or purpose. The Library and Finance Department had recently working together to get some of these grants closed out and they have been removed from the financials in fiscal year 2015. There are a couple of grant funds that have a negative fund balance. These are reimbursement grants, in which the library has to spend the money first, and then the grantor will reimburse the library for these qualified expenses.

Frances Collins  
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Library impact fees are restricted to the area in which they are generated. The Hilton Head library impact fees fund will go in the negative during fiscal year 2015 due to a few large capital projects, but Finance expects this fund to get back in the positive by June 30, 2015.

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Respectively submitted by,

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102 Industrial Village Road, Building 2, Beaufort, SC 29906

*"Professionally we serve; Personally we care!"*

**UNAUDITED AND PRELIMINARY**  
**BEAUFORT COUNTY LIBRARIES- GENERAL FUND**  
**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET (GAAP BASIS) AND ACTUAL**  
For the Period Ended July 31, 2014

|  | Annual<br>Budget | Year to Date<br>Budget | Actual         | Annual<br>Variance<br>Positive<br>(Negative) | Annual<br>Percent<br>of<br>Budget | Year to Date<br>Variance<br>Positive<br>(Negative) |
|--|------------------|------------------------|----------------|--|-----------------------------------|--|
| <b>Revenues</b>                                      |                  |                        |                |  |                                   |  |
| Copy Fees  | 3,200            | 267                    | 322            | (2,878)                                      | 10%                               | 55   |
| Fines  | 50,000           | 4,167                  | 8,959          | (41,041)                                     | 18%                               | 4,792  |
| <b>Total Revenues</b>                                | <u>53,200</u>    | <u>4,433</u>           | <u>9,281</u>   | <u>(43,919)</u>                              | <u>17%</u>                        | <u>4,848</u>                                       |
| <b>Library Administration</b>                        |                  |                        |                |  |                                   |  |
| Personnel  | 485,460          | 40,455                 | 42,918         | 442,542                                      | 9%                                | (2,463)  |
| Purchased Services                                   | 96,171           | 8,014                  | 24,272         | 71,899                                       | 25%                               | (16,258)   |
| Supplies   | 19,350           | 1,613                  | 475            | 18,875                                       | 2%                                | 1,138  |
| <b>Total Library Administration Expenditures</b>     | <u>600,981</u>   | <u>50,082</u>          | <u>67,665</u>  | <u>533,316</u>                               | <u>11%</u>                        | <u>(17,583)</u>                                    |
| <b>Beaufort Branch</b>                               |                  |                        |                |  |                                   |  |
| Personnel  | 450,127          | 37,511                 | 47,567         | 402,560                                      | 11%                               | (10,056)   |
| Purchased Services                                   | 93,744           | 7,812                  | 8,927          | 84,817                                       | 10%                               | (1,115)  |
| Supplies   | 9,000            | 750                    | 403            | 8,597  | 4%                                | 347  |
| <b>Total Beaufort Branch Expenditures</b>            | <u>552,871</u>   | <u>46,073</u>          | <u>56,897</u>  | <u>495,974</u>                               | <u>10%</u>                        | <u>(10,824)</u>                                    |
| <b>Bluffton Branch</b>                               |                  |                        |                |  |                                   |  |
| Personnel  | 415,966          | 34,664                 | 39,634         | 376,332                                      | 10%                               | (4,970)  |
| Purchased Services                                   | 98,154           | 8,180                  | 7,411          | 90,743                                       | 8%                                | 769  |
| Supplies   | 11,950           | 996                    | 1,148          | 10,802                                       | 10%                               | (152)  |
| <b>Total Bluffton Branch Expenditures</b>            | <u>526,070</u>   | <u>43,839</u>          | <u>48,193</u>  | <u>477,877</u>                               | <u>9%</u>                         | <u>(4,354)</u>                                     |
| <b>Hilton Head Branch</b>                            |                  |                        |                |  |                                   |  |
| Personnel  | 570,709          | 47,559                 | 50,377         | 520,332                                      | 9%                                | (2,818)  |
| Purchased Services                                   | 104,440          | 8,703                  | 7,443          | 96,997                                       | 7%                                | 1,260  |
| Supplies   | 12,750           | 1,063                  | 992            | 11,758                                       | 8%                                | 71   |
| <b>Total Hilton Head Branch Expenditures</b>         | <u>687,899</u>   | <u>57,325</u>          | <u>58,812</u>  | <u>629,087</u>                               | <u>9%</u>                         | <u>(1,487)</u>                                     |
| <b>Lobeco Branch</b>                                 |                  |                        |                |  |                                   |  |
| Personnel  | 116,229          | 9,686                  | 9,023          | 107,206                                      | 8%                                | 663  |
| Purchased Services                                   | 18,469           | 1,539                  | 1,013          | 17,456                                       | 5%                                | 526  |
| Supplies   | 4,775            | 398                    | 1,122          | 3,653  | 23%                               | (724)  |
| <b>Total Loceco Branch Expenditures</b>              | <u>139,473</u>   | <u>11,623</u>          | <u>11,158</u>  | <u>128,315</u>                               | <u>8%</u>                         | <u>465</u>   |
| <b>St. Helena Branch</b>                             |                  |                        |                |  |                                   |  |
| Personnel  | 352,222          | 29,352                 | 32,709         | 319,513                                      | 9%                                | (3,357)  |
| Purchased Services                                   | 93,691           | 7,808                  | 7,603          | 86,088                                       | 8%                                | 205  |
| Supplies   | 11,150           | 929                    | 669            | 10,481                                       | 6%                                | 260  |
| <b>Total St. Helena Branch Expenditures</b>          | <u>457,063</u>   | <u>38,089</u>          | <u>40,981</u>  | <u>416,082</u>                               | <u>9%</u>                         | <u>(2,892)</u>                                     |
| <b>Library Technical Services</b>                    |                  |                        |                |  |                                   |  |
| Personnel  | 228,119          | 19,010                 | 20,137         | 207,982                                      | 9%                                | (1,127)  |
| Purchased Services                                   | 22,310           | 1,859                  | 16,511         | 5,799  | 74%                               | (14,652)   |
| Supplies   | 40,500           | 3,375                  | 6,579          | 33,921                                       | 16%                               | (3,204)  |
| <b>Total Library Technical Services Expenditures</b> | <u>290,929</u>   | <u>24,244</u>          | <u>43,227</u>  | <u>247,702</u>                               | <u>15%</u>                        | <u>(18,983)</u>                                    |
| <b>Library SC Room</b>                               |                  |                        |                |  |                                   |  |
| Personnel  | 91,096           | 7,591                  | 8,062          | 83,034                                       | 9%                                | (471)  |
| Purchased Services                                   | 5,450            | 454                    | 182            | 5,268  | 3%                                | 272  |
| Supplies   | 4,575            | 381                    | -              | 4,575  | 0%                                | 381  |
| <b>Total Library SC Room Expenditures</b>            | <u>101,121</u>   | <u>8,427</u>           | <u>8,244</u>   | <u>92,877</u>                                | <u>8%</u>                         | <u>183</u>   |
| <b>Library Personnel Benefits</b>                    |                  |                        |                |  |                                   |  |
| Personnel  | 496,405          | 41,367                 | 41,367         | 455,038                                      | 8%                                | 0  |
| <b>Total Library Personnel Benefits</b>              | <u>496,405</u>   | <u>41,367</u>          | <u>41,367</u>  | <u>455,038</u>                               | <u>8%</u>                         | <u>0</u>   |
| <b>Total Expenditures</b>                            | <u>3,852,812</u> | <u>321,068</u>         | <u>376,544</u> | <u>3,476,268</u>                             | <u>10%</u>                        | <u>(55,476)</u>                                    |

**UNAUDITED AND PRELIMINARY**  
**BEAUFORT COUNTY, SOUTH CAROLINA**  
**COMBINING BALANCE SHEET**  
**LIBRARY SPECIAL REVENUE FUNDS**  
 July 31, 2014

|   | Library Grants   | Del Webb Library Agreement | Friends of HHI Library Grant | Library Trust    | Beaufort Library Special Trust | Hilton Head Library Special Trust | Library Special Trust | LSTA Summer Reading Grant | LSTA Creation Place Grant | Library State Aid | Total             |
|---|------------------|----------------------------|------------------------------|------------------|--------------------------------|-----------------------------------|-----------------------|---------------------------|---------------------------|-------------------|-------------------|
| <b>ASSETS</b>                             |                  |                            |                              |                  |                                |                                   |                       |                           |                           |                   |                   |
| Equity in Pooled Cash and Investments     | \$ 19,670        | \$ 199,154                 | 447                          | \$ 19,216        | \$ 29,490                      | \$ 22,590                         | \$ 206,701            | \$ -                      | -                         | 37,048            | 534,316           |
| Accounts Receivable                       | -                | -                          | -                            | -                | -                              | -                                 | -                     | -                         | -                         | -                 | -                 |
| <b>Total Assets</b>                       | <b>19,670</b>    | <b>199,154</b>             | <b>447</b>                   | <b>19,216</b>    | <b>29,490</b>                  | <b>22,590</b>                     | <b>206,701</b>        | <b>-</b>                  | <b>-</b>                  | <b>37,048</b>     | <b>534,316</b>    |
| <b>LIABILITIES AND FUND EQUITY</b>        |                  |                            |                              |                  |                                |                                   |                       |                           |                           |                   |                   |
| <b>Liabilities</b>                        |                  |                            |                              |                  |                                |                                   |                       |                           |                           |                   |                   |
| Accounts Payable                          | -                | -                          | -                            | -                | -                              | -                                 | -                     | 23                        | 5,776                     | -                 | 5,799             |
| <b>Total Liabilities</b>                  | <b>-</b>         | <b>-</b>                   | <b>-</b>                     | <b>-</b>         | <b>-</b>                       | <b>-</b>                          | <b>-</b>              | <b>23</b>                 | <b>5,776</b>              | <b>-</b>          | <b>5,799</b>      |
| <b>FUND BALANCE</b>                       |                  |                            |                              |                  |                                |                                   |                       |                           |                           |                   |                   |
| Reserved for Encumbrances                 | 19,670           | -                          | -                            | -                | -                              | -                                 | -                     | -                         | -                         | -                 | 19,670            |
| Reserved for Special Revenue Funds        | -                | 199,154                    | 447                          | 19,216           | 29,490                         | 22,590                            | 206,701               | (23)                      | (5,776)                   | 37,048            | 508,847           |
|   | <b>19,670</b>    | <b>199,154</b>             | <b>447</b>                   | <b>19,216</b>    | <b>29,490</b>                  | <b>22,590</b>                     | <b>206,701</b>        | <b>(23)</b>               | <b>(5,776)</b>            | <b>37,048</b>     | <b>528,517</b>    |
| <b>Total Liabilities and Fund Balance</b> | <b>\$ 19,670</b> | <b>\$ 199,154</b>          | <b>\$ 447</b>                | <b>\$ 19,216</b> | <b>\$ 29,490</b>               | <b>\$ 22,590</b>                  | <b>\$ 206,701</b>     | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ 37,048</b>  | <b>\$ 534,316</b> |

**UNAUDITED AND PRELIMINARY**  
**BEAUFORT COUNTY, SC**  
**COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**LIBRARY SPECIAL REVENUE FUNDS**  
**For the Period Ending July 31, 2014**

|  | Library Grants |           |                                    |                         |
|--|----------------|-----------|------------------------------------|-------------------------|
|  | Budget         | Actual    | Variance<br>Positive<br>(Negative) | Percent<br>of<br>Budget |
| Revenues                                     |                |           |                                    |                         |
| Intergovernmental                            | \$ -           | \$ -      | \$ -                               | 0%                      |
| Total Revenues                               | -              | -         | -                                  | 0%                      |
| Expenditures                                 |                |           |                                    |                         |
| Supplies                                     | -              | -         | -                                  | 0%                      |
| Total Expenditures                           | -              | -         | -                                  | 0%                      |
| Excess of Revenues Over (Under) Expenditures | -              | -         | -                                  | 0%                      |
| Fund Balance at Beginning of Year            | 19,670         | 19,670    | -                                  | 100%                    |
| Fund Balance at End of Year                  | \$ 19,670      | \$ 19,670 | \$ -                               | 100%                    |

|  | Del Webb Library Agreement |            |                                    |                         |
|--|----------------------------|------------|------------------------------------|-------------------------|
|  | Budget                     | Actual     | Variance<br>Positive<br>(Negative) | Percent<br>of<br>Budget |
| Revenues                                     |                            |            |                                    |                         |
| Miscellaneous                                | \$ -                       | \$ -       | \$ -                               | 100%                    |
| Total Revenues                               | -                          | -          | -                                  | 100%                    |
| Expenditures                                 |                            |            |                                    |                         |
| Capital                                      | -                          | -          | -                                  | 0%                      |
| Total Expenditures                           | -                          | -          | -                                  | 0%                      |
| Excess of Revenues Over (Under) Expenditures | -                          | -          | -                                  | 100%                    |
| Fund Balance at Beginning of Year            | 199,154                    | 199,154    | -                                  | 0%                      |
| Fund Balance at End of Year                  | \$ 199,154                 | \$ 199,154 | \$ -                               | 100%                    |

|  | Friends of HHI Library Grant |        |                                    |                         |
|--|------------------------------|--------|------------------------------------|-------------------------|
|  | Budget                       | Actual | Variance<br>Positive<br>(Negative) | Percent<br>of<br>Budget |
| Revenues                                     |                              |        |                                    |                         |
| Miscellaneous                                | \$ -                         | \$ -   | \$ -                               | 100%                    |
| Total Revenues                               | -                            | -      | -                                  | 100%                    |
| Expenditures                                 |                              |        |                                    |                         |
| Supplies                                     | -                            | -      | -                                  | 100%                    |
| Total Expenditures                           | -                            | -      | -                                  | 100%                    |
| Excess of Revenues Over (Under) Expenditures | -                            | -      | -                                  | 100%                    |
| Fund Balance at Beginning of Year            | 447                          | 447    | -                                  | 0%                      |
| Fund Balance at End of Year                  | \$ 447                       | \$ 447 | \$ -                               | 100%                    |



**UNAUDITED AND PRELIMINARY**  
**BEAUFORT COUNTY, SC**  
**COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**LIBRARY SPECIAL REVENUE FUNDS**  
For the Period Ending July 31, 2014

|  | Library Trust |           |                                    |                         |
|--|---------------|-----------|------------------------------------|-------------------------|
|  | Budget        | Actual    | Variance<br>Positive<br>(Negative) | Percent<br>of<br>Budget |
| Revenues                                     |               |           |                                    |                         |
| Miscellaneous                                | \$ -          | \$ -      | \$ -                               | 100%                    |
| Total Revenues                               | -             | -         | -                                  | 100%                    |
| Expenditures                                 |               |           |                                    |                         |
| Other  | -             | 51        | (51)                               | 100%                    |
| Total Expenditures                           | -             | 51        | (51)                               | 100%                    |
| Excess of Revenues Over (Under) Expenditures | -             | (51)      | (51)                               | 100%                    |
| Net Change in Fund Balance                   | -             | (51)      | (51)                               | 100%                    |
| Fund Balance at Beginning of Year            | 19,267        | 19,267    | -                                  | 100%                    |
| Fund Balance at End of Year                  | \$ 19,267     | \$ 19,216 | \$ (51)                            | 100%                    |

|  | Beaufort Library Special Trust |           |                                    |                         |
|--|--------------------------------|-----------|------------------------------------|-------------------------|
|  | Budget                         | Actual    | Variance<br>Positive<br>(Negative) | Percent<br>of<br>Budget |
| Revenues                                     |                                |           |                                    |                         |
| Interest                                     | \$ 2,700                       | \$ -      | \$ (2,700)                         | 0%                      |
| Total Revenues                               | 2,700                          | -         | (2,700)                            | 0%                      |
| Expenditures                                 |                                |           |                                    |                         |
| Supplies                                     | -                              | -         | -                                  | 100%                    |
| Total Expenditures                           | -                              | -         | -                                  | 100%                    |
| Excess of Revenues Over (Under) Expenditures | 2,700                          | -         | (2,700)                            | -100%                   |
| Fund Balance at Beginning of Year            | 29,490                         | 29,490    | -                                  | 100%                    |
| Fund Balance at End of Year                  | \$ 32,190                      | \$ 29,490 | \$ (2,700)                         | 92%                     |

|  | Hilton Head Library Special Trust |           |                                    |                         |
|--|-----------------------------------|-----------|------------------------------------|-------------------------|
|  | Budget                            | Actual    | Variance<br>Positive<br>(Negative) | Percent<br>of<br>Budget |
| Revenues                                     |                                   |           |                                    |                         |
| Interest                                     | \$ 2,700                          | \$ -      | \$ (2,700)                         | 0%                      |
| Total Revenues                               | 2,700                             | -         | (2,700)                            | 0%                      |
| Expenditures                                 |                                   |           |                                    |                         |
| Supplies                                     | -                                 | -         | -                                  | 100%                    |
| Total Expenditures                           | -                                 | -         | -                                  | 100%                    |
| Excess of Revenues Over (Under) Expenditures | 2,700                             | -         | (2,700)                            | -100%                   |
| Fund Balance at Beginning of Year            | 22,590                            | 22,590    | -                                  | 100%                    |
| Fund Balance at End of Year                  | \$ 25,290                         | \$ 22,590 | \$ (2,700)                         | 89%                     |

**UNAUDITED AND PRELIMINARY**  
**BEAUFORT COUNTY, SC**  
**COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**LIBRARY SPECIAL REVENUE FUNDS**  
**For the Period Ending July 31, 2014**

| Library Special Trust                        |                   |                   |                                    |                         |
|--|-------------------|-------------------|------------------------------------|-------------------------|
|  | Budget            | Actual            | Variance<br>Positive<br>(Negative) | Percent<br>of<br>Budget |
| Revenues                                     |                   |                   |                                    |                         |
| Interest                                     | \$ -              | \$ -              | \$ -                               | 0%                      |
| Total Revenues                               | <u>-</u>          | <u>-</u>          | <u>-</u>                           | <u>0%</u>               |
| Expenditures                                 |                   |                   |                                    |                         |
| Supplies                                     | -                 | -                 | -                                  | 100%                    |
| Capital                                      | -                 | -                 | -                                  | 0%                      |
| Total Expenditures                           | <u>-</u>          | <u>-</u>          | <u>-</u>                           | <u>0%</u>               |
| Excess of Revenues Over (Under) Expenditures | -                 | -                 | -                                  | 0%                      |
| Fund Balance at Beginning of Year            | <u>206,701</u>    | <u>206,701</u>    | <u>-</u>                           | <u>100%</u>             |
| Fund Balance at End of Year                  | <u>\$ 206,701</u> | <u>\$ 206,701</u> | <u>\$ -</u>                        | <u>100%</u>             |

| LSTA Summer Reading Grant                    |                |                |                                    |                         |
|--|----------------|----------------|------------------------------------|-------------------------|
|  | Budget         | Actual         | Variance<br>Positive<br>(Negative) | Percent<br>of<br>Budget |
| Revenues                                     |                |                |                                    |                         |
| Miscellaneous                                | \$ -           | -              | \$ -                               | 100%                    |
| Total Revenues                               | <u>-</u>       | <u>-</u>       | <u>-</u>                           | <u>100%</u>             |
| Expenditures                                 |                |                |                                    |                         |
| Purchased Services                           | -              | -              | -                                  | 100%                    |
| Supplies                                     | -              | -              | -                                  | 100%                    |
| Total Expenditures                           | <u>-</u>       | <u>-</u>       | <u>-</u>                           | <u>100%</u>             |
| Excess of Revenues Over (Under) Expenditures | -              | -              | -                                  | -100%                   |
| Fund Balance at Beginning of Year            | <u>(23)</u>    | <u>(23)</u>    | <u>-</u>                           | <u>0%</u>               |
| Fund Balance at End of Year                  | <u>\$ (23)</u> | <u>\$ (23)</u> | <u>\$ -</u>                        | <u>-100%</u>            |

| LSTA Creation Place Grant                    |                   |                   |                                    |                         |
|--|-------------------|-------------------|------------------------------------|-------------------------|
|  | Budget            | Actual            | Variance<br>Positive<br>(Negative) | Percent<br>of<br>Budget |
| Revenues                                     |                   |                   |                                    |                         |
| Miscellaneous                                | 25,000            | -                 | \$ (25,000)                        | 0%                      |
| Total Revenues                               | <u>25,000</u>     | <u>-</u>          | <u>(25,000)</u>                    | <u>0%</u>               |
| Expenditures                                 |                   |                   |                                    |                         |
| Purchased Services                           | 7,400             | 4,141             | 3,259                              | 56%                     |
| Supplies                                     | 17,600            | -                 | 17,600                             | 0%                      |
| Total Expenditures                           | <u>25,000</u>     | <u>4,141</u>      | <u>20,859</u>                      | <u>17%</u>              |
| Excess of Revenues Over (Under) Expenditures | -                 | (4,141)           | (4,141)                            | -100%                   |
| Fund Balance at Beginning of Year            | <u>(1,635)</u>    | <u>(1,635)</u>    | <u>-</u>                           | <u>0%</u>               |
| Fund Balance at End of Year                  | <u>\$ (1,635)</u> | <u>\$ (5,776)</u> | <u>\$ (4,141)</u>                  | <u>-100%</u>            |

**UNAUDITED AND PRELIMINARY**  
**BEAUFORT COUNTY, SC**  
**COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**LIBRARY SPECIAL REVENUE FUNDS**  
**For the Period Ending July 31, 2014**

|  | Library State Aid |            |                                    |                         |
|--|-------------------|------------|------------------------------------|-------------------------|
|  | Budget            | Actual     | Variance<br>Positive<br>(Negative) | Percent<br>of<br>Budget |
| Revenues                                     |                   |            |                                    |                         |
| Intergovernmental                            | \$ -              | 37,048     | \$ 37,048                          | 100%                    |
| Total Revenues                               | -                 | 37,048     | 37,048                             | 100%                    |
| Expenditures                                 |                   |            |                                    |                         |
| Supplies                                     | -                 | -          | -                                  | 0%                      |
| Total Expenditures                           | -                 | -          | -                                  | 0%                      |
| Excess of Revenues Over (Under) Expenditures | -                 | 37,048     | 37,048                             | 100%                    |
| Fund Balance at Beginning of Year            | -                 | -          | -                                  | 0%                      |
| Fund Balance at End of Year                  | \$ -              | \$ 37,048  | \$ 37,048                          | 100%                    |
|  | Total             |            |                                    |                         |
|  | Budget            | Actual     | Variance<br>Positive<br>(Negative) | Percent<br>of<br>Budget |
| Revenues                                     |                   |            |                                    |                         |
| Miscellaneous                                | \$ 25,000         | \$ -       | \$ (25,000)                        | 0%                      |
| Intergovernmental                            | -                 | 37,048     | 37,048                             | 100%                    |
| Total Revenues                               | 30,400            | 37,048     | 6,648                              | 122%                    |
| Expenditures                                 |                   |            |                                    |                         |
| Supplies                                     | 17,600            | -          | 17,600                             | 0%                      |
| Purchased Services                           | 7,400             | 4,141      | 3,259                              | 56%                     |
| Other  | -                 | 51         | (51)                               | 100%                    |
| Total Expenditures                           | 25,000            | 4,192      | 20,808                             | 17%                     |
| Excess of Revenues Over (Under) Expenditures | 5,400             | 32,856     | 27,456                             | -100%                   |
| Fund Balance at Beginning of Year            | 495,661           | 495,661    | -                                  | 100%                    |
| Fund Balance at End of Year                  | \$ 501,061        | \$ 528,517 | \$ 27,456                          | 105%                    |

**UNAUDITED AND PRELIMINARY**  
**Beaufort County**  
**Library Impact Fees**  
**For the Period Ending July 31, 2014**

|                               | HH/Daufuskie | Bluffton  | Port Royal<br>Island | Ladys Island/<br>St. Helena | Sheldon | Total     |
|-------------------------------|--------------|-----------|----------------------|-----------------------------|---------|-----------|
| <b>Beginning Fund Balance</b> | 145,715      | 638,780   | 623,549              | (3,448)                     | 35,139  | 1,439,735 |
| <b>Revenues</b>               |              |           |                      |                             |         |           |
| Licenses and Permits          | -            | 6,636     | 3,871                | 5,610                       | -       | 3,273     |
| Interest                      | -            | -         | -                    | -                           | -       | -         |
|                               | -            | 6,636     | 3,871                | 5,610                       | -       | 3,273     |
| <b>Expenditures</b>           |              |           |                      |                             |         |           |
| <b>Purchased Services</b>     |              |           |                      |                             |         |           |
| Library Materials             |              |           |                      |                             |         |           |
| <b>Capital Outlay</b>         |              |           |                      |                             |         |           |
| Hewlett Packard               | -            | -         | -                    | -                           | (5,049) | (5,049)   |
|                               | -            | -         | -                    | -                           | (5,049) | (5,049)   |
| Total Revenues                | -            | 6,636     | 3,871                | 5,610                       | -       | 16,117    |
| Total Expenditures            | -            | -         | -                    | -                           | (5,049) | (5,049)   |
| Net Revenues (Expenditures)   | -            | 6,636     | 3,871                | 5,610                       | (5,049) | 11,068    |
| Encumbered Fund Balance       | 211,888      | 19,504.00 | -                    | -                           | 17,836  | 249,228   |
| Unencumbered Fund Balance     | (66,173)     | 625,912   | 627,420              | 2,162                       | 12,254  | 1,201,575 |
| <b>Ending Fund Balance</b>    | 145,715      | 645,416   | 627,420              | 2,162                       | 30,090  | 1,450,803 |

| FY2015                  |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  |                     |
|-------------------------|--------------------|-----------------------------------|--------------------|-------------------------------|--------------------|--------------------------------|------------------|---------------------------------|--------------------|----------------------------------|---------------------|
|                         | BFT                | Credit Card<br>Beaufort<br>Branch | HH                 | Credit Card H.<br>Head Branch | BLU                | Credit Card<br>Bluffton Branch | LOB              | Credit Card<br>Lobeco<br>Branch | STH                | Credit Card St.<br>Helena Branch | TOTAL               |
| <b>FINES &amp; FEES</b> |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  |                     |
| July                    | \$ 1,846.70        | \$ 642.40                         | \$ 2,301.95        | \$ 438.25                     | \$ 1,964.11        | \$ 354.25                      | \$ 289.33        | \$ 44.20                        | \$ 941.18          | \$ 136.19                        | \$ 8,958.56         |
| August                  | \$ 1,409.32        | \$ 493.28                         | \$ 1,801.85        | \$ 207.70                     | \$ 2,108.39        | \$ 432.13                      | \$ 550.82        | \$ 20.01                        | \$ 584.41          | \$ 20.00                         | \$ 7,627.91         |
| September               |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  | \$ -                |
| October                 |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  | \$ -                |
| November                |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  | \$ -                |
| December                |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  | \$ -                |
| January                 |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  | \$ -                |
| February                |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  | \$ -                |
| March                   |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  | \$ -                |
| April                   |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  | \$ -                |
| May                     |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  | \$ -                |
| June                    |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  | \$ -                |
| <b>TOTAL</b>            | <b>\$ 3,256.02</b> | <b>\$ 1,135.68</b>                | <b>\$ 4,103.80</b> | <b>\$ 645.95</b>              | <b>\$ 4,072.50</b> | <b>\$ 786.38</b>               | <b>\$ 840.15</b> | <b>\$ 64.21</b>                 | <b>\$ 1,525.59</b> | <b>\$ 156.19</b>                 | <b>\$ 13,798.06</b> |
| <b>COPIERS</b>          |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  |                     |
| July                    | \$ 165.47          | \$ -                              | \$ 78.50           | \$ -                          | \$ -               | \$ -                           | \$ 26.40         | \$ -                            | \$ 51.90           | \$ -                             | \$ 322.27           |
| August                  | \$ 193.25          |                                   | \$ 99.55           |                               | \$ 181.85          |                                | \$ 27.70         |                                 | \$ 37.10           |                                  | \$ 539.45           |
| September               |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  | \$ -                |
| October                 |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  | \$ -                |
| November                |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  | \$ -                |
| December                |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  | \$ -                |
| January                 |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  | \$ -                |
| February                |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  | \$ -                |
| March                   |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  | \$ -                |
| April                   |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  | \$ -                |
| May                     |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  | \$ -                |
| June                    |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  | \$ -                |
| <b>TOTAL</b>            | <b>\$ 358.72</b>   | <b>\$ -</b>                       | <b>\$ 178.05</b>   |                               | <b>\$ 181.85</b>   |                                | <b>\$ 54.10</b>  |                                 | <b>\$ 89.00</b>    |                                  | <b>\$ 861.72</b>    |
| <b>INTEREST REVENUE</b> |                    |                                   |                    |                               |                    |                                |                  |                                 |                    |                                  |                     |
| July                    | \$ -               | \$ -                              | \$ -               |                               | \$ -               |                                | \$ -             |                                 | \$ -               |                                  | \$ 1.88             |
| August                  | \$ -               | \$ -                              | \$ -               |                               | \$ -               |                                | \$ -             |                                 | \$ -               |                                  | \$ 1.95             |
| September               | \$ -               | \$ -                              | \$ -               |                               | \$ -               |                                | \$ -             |                                 | \$ -               |                                  |                     |
| October                 | \$ -               | \$ -                              | \$ -               |                               | \$ -               |                                | \$ -             |                                 | \$ -               |                                  |                     |
| November                | \$ -               | \$ -                              | \$ -               |                               | \$ -               |                                | \$ -             |                                 | \$ -               |                                  |                     |
| December                | \$ -               | \$ -                              | \$ -               |                               | \$ -               |                                | \$ -             |                                 | \$ -               |                                  |                     |
| January                 | \$ -               | \$ -                              | \$ -               |                               | \$ -               |                                | \$ -             |                                 | \$ -               |                                  |                     |
| February                | \$ -               | \$ -                              | \$ -               |                               | \$ -               |                                | \$ -             |                                 | \$ -               |                                  |                     |
| March                   | \$ -               | \$ -                              | \$ -               |                               | \$ -               |                                | \$ -             |                                 | \$ -               |                                  |                     |
| April                   | \$ -               | \$ -                              | \$ -               |                               | \$ -               |                                | \$ -             |                                 | \$ -               |                                  |                     |
| May                     | \$ -               | \$ -                              | \$ -               |                               | \$ -               |                                | \$ -             |                                 | \$ -               |                                  |                     |

| FY2015          |      |                                   |      |                               |      |                                |      |                                 |      |                                  |          |
|-----------------|------|-----------------------------------|------|-------------------------------|------|--------------------------------|------|---------------------------------|------|----------------------------------|----------|
|                 | BFT  | Credit Card<br>Beaufort<br>Branch | HH   | Credit Card H.<br>Head Branch | BLU  | Credit Card<br>Bluffton Branch | LOB  | Credit Card<br>Lobeco<br>Branch | STH  | Credit Card St.<br>Helena Branch | TOTAL    |
| June            | \$ - | \$ -                              | \$ - |                               | \$ - |                                | \$ - |                                 | \$ - |                                  |          |
| <b>TOTAL</b>    | \$ - |                                   |      |                               | \$ - |                                | \$ - |                                 | \$ - |                                  | \$ 3.83  |
| Convenience Fee |      |                                   |      |                               |      |                                |      |                                 |      |                                  |          |
| July            | \$ - | \$ 17.67                          | \$ - | \$ 12.05                      | \$ - | \$ 9.74                        | \$ - | \$ 1.22                         | \$ - | \$ 3.75                          | \$ 44.43 |
| August          | \$ - | \$ 13.57                          | \$ - | \$ 5.71                       | \$ - | \$ 11.88                       | \$ - | \$ 0.55                         | \$ - | \$ 0.55                          | \$ 32.26 |
| September       | \$ - |                                   | \$ - |                               | \$ - |                                | \$ - |                                 | \$ - |                                  | \$ -     |
| October         | \$ - |                                   | \$ - |                               | \$ - |                                | \$ - |                                 | \$ - |                                  | \$ -     |
| November        | \$ - |                                   | \$ - |                               | \$ - |                                | \$ - |                                 | \$ - |                                  | \$ -     |
| December        | \$ - |                                   | \$ - |                               | \$ - |                                | \$ - |                                 | \$ - |                                  | \$ -     |
| January         | \$ - |                                   | \$ - |                               | \$ - |                                | \$ - |                                 | \$ - |                                  | \$ -     |
| February        | \$ - |                                   | \$ - |                               | \$ - |                                | \$ - |                                 | \$ - |                                  | \$ -     |
| March           | \$ - |                                   | \$ - |                               | \$ - |                                | \$ - |                                 | \$ - |                                  | \$ -     |
| April           | \$ - |                                   | \$ - |                               | \$ - |                                | \$ - |                                 | \$ - |                                  | \$ -     |
| May             | \$ - |                                   | \$ - |                               | \$ - |                                | \$ - |                                 | \$ - |                                  | \$ -     |
| June            | \$ - |                                   | \$ - |                               | \$ - |                                | \$ - |                                 | \$ - |                                  | \$ -     |
| <b>TOTAL</b>    | \$ - | \$ 31.24                          | \$ - | \$ 17.76                      | \$ - | \$ 21.62                       | \$ - | \$ 1.77                         | \$ - | \$ 4.30                          | \$ 76.69 |
|                 | \$ - | \$ -                              | \$ - | \$ -                          | \$ - | \$ -                           | \$ - | \$ -                            | \$ - | \$ -                             | \$ -     |

**Board of Trustees - Library Board**  
**General Ledger**  
 As of August 31, 2014

|                                    | <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Split</u> | <u>Amount</u> | <u>Balance</u>   |
|------------------------------------|-------------|-------------|------------|-------------|-------------|--------------|---------------|------------------|
| <b>First Citizens Bank (Total)</b> |             |             |            |             |             |              |               | <b>19,230.32</b> |
| <b>Alexander Dawson Fund</b>       |             |             |            |             |             |              |               | <b>1,451.97</b>  |
| Total Alexander Dawson Fund        |             |             |            |             |             |              |               | 1,451.97         |
| <b>BDC Collection</b>              |             |             |            |             |             |              |               | <b>616.67</b>    |
| Total BDC Collection               |             |             |            |             |             |              |               | 616.67           |
| <b>Bluffton Building Fund</b>      |             |             |            |             |             |              |               | <b>6,227.70</b>  |
| Total Bluffton Building Fund       |             |             |            |             |             |              |               | 6,227.70         |
| <b>Clover Carolina Room Fund</b>   |             |             |            |             |             |              |               | <b>1,440.81</b>  |
| Total Clover Carolina Room Fund    |             |             |            |             |             |              |               | 1,440.81         |
| <b>Greater Island Committee</b>    |             |             |            |             |             |              |               | <b>236.68</b>    |
| Total Greater Island Committee     |             |             |            |             |             |              |               | 236.68           |
| <b>H Scheper Book Fund</b>         |             |             |            |             |             |              |               | <b>4,199.74</b>  |
| Total H Scheper Book Fund          |             |             |            |             |             |              |               | 4,199.74         |
| <b>Hilton Head Rotary Fund</b>     |             |             |            |             |             |              |               | <b>654.45</b>    |
| Total Hilton Head Rotary Fund      |             |             |            |             |             |              |               | 654.45           |
| <b>Historical Society Fund</b>     |             |             |            |             |             |              |               | <b>396.61</b>    |
| Total Historical Society Fund      |             |             |            |             |             |              |               | 396.61           |
| <b>JOHN-CAROLINE TRASK</b>         |             |             |            |             |             |              |               | <b>50.00</b>     |
| Total JOHN-CAROLINE TRASK          |             |             |            |             |             |              |               | 50.00            |
| <b>Kiwanis Club of Beaufort</b>    |             |             |            |             |             |              |               | <b>119.78</b>    |
| Total Kiwanis Club of Beaufort     |             |             |            |             |             |              |               | 119.78           |

Board of Trustees - Library Board  
**General Ledger**  
As of August 31, 2014

| <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Name</u>                                | <u>Memo</u> | <u>Split</u> | <u>Amount</u> | <u>Balance</u>  |
|-------------|-------------|------------|--|-------------|--------------|---------------|-----------------|
|             |             |            | <b>Sally &amp; Joseph Harrington</b>       |             |              |               | <b>3,590.91</b> |
|             |             |            | Total Sally & Joseph Harrington            |             |              |               | 3,590.91        |
|             |             |            | <b>SHIRLEY DILLON</b>                      |             |              |               | <b>100.00</b>   |
|             |             |            | Total SHIRLEY DILLON                       |             |              |               | 100.00          |
|             |             |            | <b>Wendy Allen Memorial</b>                |             |              |               | <b>145.00</b>   |
|             |             |            | Total Wendy Allen Memorial                 |             |              |               | 145.00          |
|             |             |            | <b>First Citizens Bank (Total) - Other</b> |             |              |               | <b>0.00</b>     |
|             |             |            | Total First Citizens Bank (Total) - Other  |             |              |               | 0.00            |
|             |             |            | Total First Citizens Bank (Total)          |             |              |               | 19,230.32       |



BEAUFORT COUNTY LIBRARY  
311 Scott Street  
Beaufort, South Carolina 29902  
Phone: (843) 525-4000 Fax: (843) 525-4055  
*A Department of Beaufort County Government*

BYLAWS  
BOARD OF TRUSTEES  
BEAUFORT COUNTY LIBRARY  
Adopted April 14, 1993  
Revised April 8, 2002

Revised - \_\_\_\_\_

ARTICLE I  
PURPOSE

The Beaufort County Library Board of Trustees' (hereinafter referred to as "Board") role is to advise and inform the County Council (hereinafter referred to as "Council") and its staff in matters concerning the library system as set forth by its charter. The Library Charter, as approved by Council, shall be the controlling document of the Board's activities and its source of responsibility.

ARTICLE II  
AUTHORITY

The Board of Trustees of the Beaufort County Library was created by Ordinance #79-12 passed by the Council on August 27, 1979, pursuant to Act 564 (section 4-9-35), South Carolina Code of Laws. The Board derives its authority from that ordinance and from Ordinance #92-28 passed by the Council on October 12, 1992. The Board is invested with the powers enumerated in both ordinances and is subject to all of the provisions of both ordinances.

ARTICLE III  
MEMBERSHIP

Members of the Board are appointed by and serve at the pleasure of the Council for whole-year terms of up to four (4) years. Members may be reappointed for up to three terms at the pleasure of Council, subject to voting requirements stated in Ordinance #90-1, the General Template for Establishment and Operation of Beaufort County Boards and Commissions. To the extent feasible, members shall be appointed from all council districts, reflect the demographics of Beaufort County and the specific talents and skills needed on the Board Charter. Members may be appointed out-of-district upon consent of the Council member who represents the district in which the vacancy exists. Members whose terms have ended shall serve until their successors are appointed and qualified. (Trustee membership and termination will be in accordance with Cty. Ord. 92-28.)

## ARTICLE IV OFFICERS

The officers of the Board shall be a Chair, Vice-Chair, Finance Chair and Corresponding Secretary. The County's Director of Libraries, hereinafter termed "the Director," shall act as Recording Secretary. These officers shall be elected by the Board for a period of two years and shall be eligible for re-election to serve in those posts for as long as they remain members of the Board. The Chair shall be elected by secret ballot (per Cty. Ord.) and other officers, by a show of hands. No member shall hold more than one office at a time.

Resignation from office shall be by written letter submitted to the Board of Trustees. Any officer may be removed, with or without cause, by the vote of two-thirds (2/3) of the Board.

The Chair shall preside at all meetings, appoint committees, and serve as ex-officio member of the same, and perform other duties as the Trustees may direct. The Chair shall execute instructions from the Board of Trustees.

The Vice-Chair shall perform the duties of the Chair in the latter's absence and perform other duties as the Board may direct. The Vice-Chair shall chair the Director Evaluation Committee when applicable.

The Finance Chair shall act as a liaison between the library staff and the Board with regard to financial matters. The Finance Chair shall chair the Finance Committee.

The Corresponding Secretary shall handle all incoming and outgoing Trustee correspondence and maintain correspondence files, to include significant email correspondence; acts as membership coordinator; and coordinates with Council any necessary trustee termination letters.

A Nominating Committee, appointed by the Chair, shall submit written nominations for officers at the regular January meeting to be voted upon at the next Board meeting. Before acceptance of the slate of officers, additional nominations may be made by any member of the Board.

## ARTICLE V COMMITTEES

The officers listed in Article IV shall constitute the Executive Committee. This Committee shall serve in an advisory capacity to the Board and is empowered to act on behalf of the Board subject to ratification by the full Board. The Executive Committee will establish annual goals for the Board of Trustees.

Committees of both a standing and/or temporary nature shall be appointed by the Chair as necessary.

Standing Committees and Functions:

Advocacy Committee: shall promote library assets, issues and agendas to individuals, community organizations, town, county and state government; keep abreast of issues and legislation affecting libraries; coordinate all avenues of advocacy with the full Board, and solicit community support for the Library.

Finance Committee: "The Committee will contribute to the development of the annual budget prepared by the Director and recommend action to the Board; and, will subsequently review and monitor periodic financial statements and reports and recommend further action to the full Board."

Plans and Policies Committee: shall assist the Director with library policy review and revision; with the creation and/or revision of the strategic plan; with the review and/or revision of current procedures for Director evaluation, and recommend general Board policy and procedures for conducting trustee business.

ADHOC Committees and Functions: ADHOC committees can be called by the Chair as needed.

Director Evaluation Committee: shall be chaired by the Vice-Chair, and shall meet in accordance with the timeline established in the Director Evaluation Policy.

Nominating Committee: shall be comprised of three board members who are not officers, appointed by the Chair. If vacancies occur during the year, the Nominating Committee will meet and present a slate at the next Board meeting.

School Liaison Committee: in consultation with the Youth Services Coordinator, will develop methods of strengthening partnership opportunities with the schools of BC.

Friends of the Library Liaisons: shall act as a representative of the Board to inform the Friends of the Library groups of Board actions and pertinent information.

And, other such committees as required.

ARTICLE VI  
MEETINGS

The regular meetings of the Board shall be held bi-monthly at a minimum. Additional regular or special meetings may be called by the Chair or a majority of the membership of the Board. A notice of meeting, whether a regular or a special meeting, shall be given to each member at least five (5) calendar days prior to each meeting. In accordance with the Freedom of Information Act, local media shall be provided with a schedule of regular meetings at the beginning of each calendar year.

Notice of meeting and the agenda shall be posted in each library branch and provided to the local daily press at least twenty-four (24) hours prior to a regular or a special meeting. All meetings, both full Board and committee, shall comply with the South Carolina Open Meeting Laws, as applicable.

In the absence of the Chair at a regular or special meeting, the Vice-Chair shall preside. In the absence of the Chair and Vice-Chair, the Finance Chair will preside.

A majority of the current members of the Board shall constitute a quorum.

Electronic Attendance may be utilized by a trustee once a year. This form of attendance does not count toward a quorum and or voting eligibility.

The order of business at regular meetings shall be as follows, and/or revised at the discretion of the Chair:

- .....Call to Order
- ..... Public Comment
- .....Action on Minutes
- .....Correspondence and Communications
- ..... Director Report
- ..... Financial Report
- .....Assistant Director Report
- .....Committee Reports
  - Standing Committees:
    - Advocacy
    - Finance
    - Plans and Policies
  - ADHOC (as applicable)
    - Director Evaluation Committee
    - Nominating Committee
    - School Liaison
    - Friends of the Library Liaisons
    - And, other committees as necessary
- .....Old Business
- .....New Business
- .....Adjournment

An agenda for each meeting shall be prepared by the Director in cooperation with the Chair. At the least, a preliminary agenda should accompany the notice of meeting, with a final agenda being provided, if necessary, at the meeting. Meeting minutes shall be posted on the County website and on the Library website.

Members of the public who wish to address the Board may do so in the Public Comment segment of the order of business. A time limit of 3 minutes per person will be adhered to unless extended by the presiding Chair.

Robert's Rules of Order shall govern parliamentary procedures at Board meetings.

ARTICLE VII  
LIBRARY DIRECTOR AND STAFF

“The Board of Trustees shall hire the Library Director. The Director shall carry out policies adopted by the Board, and shall be responsible for the employment and direction of staff, the maintenance and security of library buildings and equipment, for the efficient offering of library services to the public, and for the operation of the library according to financial conditions set forth in the annual budget.”

The Director shall make regular reports on library operations and activities to the Board. The Board will annually evaluate the performance and effectiveness of the Director.

ARTICLE VIII  
FINANCIAL MATTERS

The fiscal year of the Beaufort County Library shall end on June 30th of each year.

All members of the Board and the Director shall be adequately insured under the County Council's blanket tort liability insurance.

No member of the Board or employee of the Library shall have any authority to make a contract or incur any indebtedness or liability in the name of, or on behalf of, the Board without the Board's authority and approval.

No member of the Board will receive compensation for the performance of their duties. However, they may be reimbursed for expenses incurred in the discharge of their duties, with prior approval, subject to the provisions of their respective charter. (Per Cty. Code sec. 2-195. Compensation)

ARTICLE IX  
GIFTS

All gifts to the Library, of either monies or securities, shall be deposited in such bank or banks as may be designated by the Board and shall be subject to checks signed by the Chair and/or Vice-Chair, or other member designated by the Board, and the Director. All gifts of property, monies or securities shall be held or disposed of as may be directed by the Board. Such direction shall be upon decisions made by a majority of the Board, decisions which in the Board's judgment will be most beneficial to the County's library system.

ARTICLE X  
AMENDMENTS

These bylaws may be amended at any regular meeting of the Board at which a quorum is present by a majority vote of the members present, provided notice of the proposed amendment and of the language thereof has been included in the Recording Secretary's written notice of the meeting.

These Bylaws shall be reviewed three years from the date of the latest adoption or as necessary for accuracy.

ADOPTED THIS \_\_\_\_TH DAY OF \_\_\_\_\_, 2014  
TO BE EFFECTIVE IMMEDIATELY.

BOARD OF TRUSTEES  
BEAUFORT LIBRARY

By: \_\_\_\_\_  
Bernie P. Kole, Chair

By: \_\_\_\_\_  
?? Wlodek Zaryczny, Secretary

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**State Aid Agreement and Library Budget Form for:**

**Beaufort County**

Library Name

**Proposed Budget: FY 2015 (July 1, 2014 - June 30, 2015)**

| Funding Category                                  | *Local Funds        | **State Aid       | Total Budgeted      | Percentages |
|---|---------------------|-------------------|---------------------|-------------|
| <sup>1</sup> Personnel (65 - 70% )                | \$ 3,326,309        | \$ -              | \$ 3,326,309        | 79.6%       |
| <sup>2</sup> Information Resources (15 - 20% )    | \$ 59,150           | \$ 202,791        | \$ 261,941          | 6.3%        |
| <sup>3</sup> Other Operating Expenses (10 - 20% ) | \$ 587,329          | \$ -              | \$ 587,329          | 14.1%       |
| <b>Total operating expenses</b>                   | <b>\$ 3,972,788</b> | <b>\$ 202,791</b> | <b>\$ 4,175,579</b> |             |

**Instructions:** Enter allocations from adopted library operating budget, and calculate percentages as indicated. If completing online, the form will automatically calculate percentages and totals.

\*This funding stream includes county and/or municipal taxes and other local appropriations, and projected fines and fees. Do not include capital funds, State Aid, state or federal grants, memorials, gifts, donations, or capital revenue.

\*\*This funding stream includes only State Aid allocated to your library for FY2015 by the S.C. Legislature. Do not include other state grants, federal grants, or Education Lottery funds.

<sup>1</sup>**Personnel:** Wages and benefits only

<sup>2</sup>**Information Resources:** Books, periodical subscriptions, microforms, electronic resources (E-books, databases, etc.), audiovisual materials, preservation supplies and equipment.

<sup>3</sup>**Other Operating Expenses:** May include continuing education for staff and trustees, library furniture and equipment, Bookmobile operations, contractual services, Library audit.

**I hereby certify this Library to be in compliance with all S.C. statutes and regulations pertaining to State Aid.**

**Library Director**

Jan O'Rourke

Print Name

Signature

**I hereby certify this Library to be in compliance with all S.C. statutes and regulations pertaining to State Aid. This document has been approved by the Library Board in the presence of a quorum.**

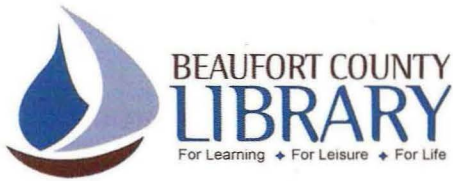
**Library Board Chair**

Bernard Kole

Print Name

Signature

Note: See attachment - Request for Waiver of 2015 Budget.



September 10, 2014

Ms. Leesa Benggio, Acting Director  
South Carolina State Library  
1500 Senate Street, Columbia, SC 29201

REF: Request for Waiver of 2015 Budget Requirement (Balances), State Aid Application for FY 2015.

Beaufort County Library (BCL) requests a waiver for Fiscal Year 2015 (July 1, 2014 – June 30, 2015) of Budget Requirements for State Aid. We recognize the lack of balance in the personnel and information services funding categories. Our inability to comply with State Aid Requirements is the result of a shortfall in Beaufort County revenues. We will continue to work with Beaufort County to bring BCL into compliance.

Regards,

Jan O'Rourke  
*Assistant Library Director*

Bernard Kole  
*Library Board Chair*





September 10, 2014

Ms. Leesa Benggio, Acting Director  
South Carolina State Library  
1500 Senate Street, Columbia, SC 29201

REF: Request for Waiver of the Legislation at 1976 Code Section 60-1-80, Chpt. 75-1-D which states that "any library receiving State Aid... shall: 8) Provide at least one library in the system that is open and provides on site access consistent with South Carolina Public Library Standards published by the South Carolina State Library.

Dear Leesa,

Due to the County's short fall in revenues, the library is unable to fill positions. This staffing shortage will not allow BCL to have one of its Branches open 68 hours per week in order to provide the minimum hours of weekly access for a population for over 100,000 per SC 1976 Code Section 60-1-80, Chpt. 75-1-D. None of our Branches is open for more than 40 hours per week. Under the circumstances, I respectfully request a waiver for providing library access at less than 68 hours per week at one of our Branches as required by the above noted SC Code. At the present time we are unable to determine when a return to increased hours of access will be feasible.

Regards,

Jan O'Rourke  
*Assistant Library Director*

Bernard Kole  
*Library Board Chair*

# Beaufort County Library System

## **NEW HOURS OF OPERATION FOR BEAUFORT, BLUFFTON, HILTON HEAD AND ST. HELENA BRANCHES**

- Monday & Wednesday: 10 a.m. to 5 p.m.
- Tuesday & Thursday: 1 p.m. to 8 p.m.
- Friday & Saturday: 11 a.m. to 5 p.m.

## **LOBECO BRANCH LIBRARY - HOURS REMAIN THE SAME:**

- Monday to Thursday: 11 a.m. to 6 p.m.
- Friday & Saturday: 11 a.m. to 5 p.m.

## HEADCOUNTS (FTE)

At reduced 40-hour level - *February 2014*

| <b>Library Dept</b> | <b>Feb FTE</b> | <b>VACANCIES FTE</b> | <b>AUTHORIZED</b> |
|---------------------|----------------|----------------------|-------------------|
| Admin               | 9.000          | 1.000                | 10.000            |
| BDC                 | 2.000          | 0.000                | 2.000             |
| Tech Services       | 5.000          | 1.000                | 6.000             |
| Beaufort            | <b>9.875</b>   | <b>1.500</b>         | <b>11.375</b>     |
| Bluffton            | <b>8.125</b>   | <b>3.875</b>         | <b>12.000</b>     |
| Hilton Head         | <b>11.125</b>  | <b>1.625</b>         | <b>12.750</b>     |
| Lobeco              | 3.000          | 0.000                | 3.000             |
| St. Helena          | 9.375          | 1.000                | 10.375            |
|                     |                |                      |                   |
| <b>TOTALS</b>       | <b>57.500</b>  | <b>10.000</b>        | <b>67.500</b>     |

Revised: June 9, 2014

## HEADCOUNTS (FTE)

At restored 50-hour level on *March, 2014*

| <b>Library Dept</b> | <b>FTE</b>    | <b>VACANCIES FTE<br/>as of 9-11-2014</b> | <b>AUTHORIZED</b> |
|---------------------|---------------|--|-------------------|
| Admin               | 8.000         | 2.000                                    | 10.000            |
| BDC                 | 2.000         | 0.000                                    | 2.000             |
| Tech Services       | 5.000         | 1.000                                    | 6.000             |
| Beaufort            | 12.375        | 1.625                                    | 14.000            |
| Bluffton            | 9.625         | 4.000                                    | 13.625            |
| Hilton Head         | 15.375        | 0.000                                    | 15.375            |
| Lobeco              | 2.000         | 1.000                                    | 3.000             |
| St. Helena          | 9.375         | 1.000                                    | 10.375            |
|                     |               |  |                   |
| <b>TOTALS</b>       | <b>63.750</b> | <b>10.625</b>                            | <b>74.375</b>     |

Revised: September 5, 2014

# Library Administration

## 12 Vacant Positions Library System

### 5 positions not listed

| <u>Position</u>            | <u>Category</u> | <u>Status</u> | <u>Dept</u>   |
|----------------------------|-----------------|---------------|---------------|
| Youth Services Coordinator | Librarian III   | FT            | Admin         |
| Circ. Representative       | Lib. Assist I   | FT            | Bluffton      |
| Childrens Programmer       | Lib. Assist III | FT            | Lobeco        |
| Youth Services Manager     | Librarian II    | FT            | St. Helena    |
| Tech Assistant             | Lib. Assist II  | FT            | Tech Services |

### 7 Positions listed - as vacant

|  |    |
|--|----|
| Library Director -Administration (Sept. 6/2014)    | FT |
| Reference Manager Beaufort                         | FT |
| Library Page Bluffton                              | PT |
| Childrens Programmer Bluffton                      | FT |
| Circulation Representative Bluffton                | FT |
| Circulation Representative Beaufort (Sept.11/2014) | PT |
| Library Page Bluffton                              | PT |

Revised: September 5, 2014

| ACCOUNT                      | ACCOUNT DESCRIPTION            | ORIGINAL APPROP | TRANFRS/ ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | YTD EXPENDED AND ENCUMBRANCES AS OF 8.19.14 | FY15 PROJECTED REMAINING EXPENSES | FY15 PROJECTED TOTAL EXPENSES | PROJECTED FY 15 AVAILABLE BUDGET | Notes  |
|------------------------------|--------------------------------|-----------------|------------------|----------------|--------------|--------------|---|-----------------------------------|-------------------------------|----------------------------------|--|
| 1000-60-1620-000-00000-50020 | SALARIES AND WAGES             | 410,651         | -                | 410,651        | 37,906       | -            | 37,906                                      | 338,145                           | 376,050                       | 34,601                           | Backed out Library Director Payroll for 6 months from FY15 Projected Remaining Expenses  |
| 1000-60-1620-000-00000-50100 | EMPLOYER FICA                  | 24,346          | -                | 24,346         | 2,226        | -            | 2,226                                       | 19,807                            | 22,033                        | 2,313                            | Backed out Library Director Payroll for 6 months from FY15 Projected Remaining Expenses  |
| 1000-60-1620-000-00000-50110 | EMPLOYER MEDICARE              | 5,697           | -                | 5,697          | 521          | -            | 521   | 4,632                             | 5,153                         | 544                              | Backed out Library Director Payroll for 6 months from FY15 Projected Remaining Expenses  |
| 1000-60-1620-000-00000-50120 | EMPLOYER SC RETIREMENT         | 44,766          | -                | 44,766         | 4,132        | -            | 4,132                                       | 36,969                            | 41,100                        | 3,666                            | Backed out Library Director Payroll for 6 months from FY15 Projected Remaining Expenses  |
| 1000-60-1620-000-00000-51000 | ADVERTISING                    | 6,620           | -                | 6,620          | -            | -            | -   | 6,620                             | 6,620                         | -                                |  |
| 1000-60-1620-000-00000-51010 | PRINTING                       | 10,000          | -                | 10,000         | -            | 2,532        | 2,532                                       | 7,468                             | 10,000                        | (0)                              |  |
| 1000-60-1620-000-00000-51030 | POSTAGE/OTHER CARRIERS         | 40,000          | -                | 40,000         | 5,344        | -            | 5,344                                       | 34,656                            | 40,000                        | 0                                |  |
| 1000-60-1620-000-00000-51050 | TELEPHONE                      | 6,000           | (2,500)          | 3,500          | 423          | -            | 423   | 3,077                             | 3,500                         | 0                                |  |
| 1000-60-1620-000-00000-51110 | MAINTENANCE CONTRACTS          | 19,300          | -                | 19,300         | 16,126       | -            | 16,126                                      | 2,322                             | 18,448                        | 852                              | \$10,271 increase in SCLENDS consortium contract; Only \$2,322 will be charged in FY15   |
| 1000-60-1620-000-00000-51120 | REPAIRS TO EQUIPMENT           | 750             | -                | 750            | -            | -            | -   | 750                               | 750                           | -                                |  |
| 1000-60-1620-000-00000-51140 | EQUIPMENT RENTALS              | 1,500           | -                | 1,500          | 118          | -            | 118   | 1,382                             | 1,500                         | 0                                |  |
| 1000-60-1620-000-00000-51160 | PROFESSIONAL SERVICES          | 1,000           | (500)            | 500            | -            | -            | -   | 500                               | 500                           | -                                |  |
| 1000-60-1620-000-00000-51295 | OTHER VEHICLE OPER COSTS       | 50              | -                | 50             | -            | -            | -   | 50                                | 50                            | -                                |  |
| 1000-60-1620-000-00000-51300 | GARAGE REPAIRS & MAINT         | 2,649           | -                | 2,649          | -            | -            | -   | 2,649                             | 2,649                         | -                                |  |
| 1000-60-1620-000-00000-51310 | BOOKS,SUBS,MEMBERSHIPS         | 4,002           | (500)            | 3,502          | 358          | -            | 358   | 3,144                             | 3,502                         | -                                |  |
| 1000-60-1620-000-00000-51320 | TRAINING AND CONFERENCES       | 8,000           | (2,500)          | 5,500          | -            | -            | -   | 5,500                             | 5,500                         | -                                |  |
| 1000-60-1620-000-00000-51500 | VEHICLE INSURANCE              | 2,300           | -                | 2,300          | 1,904        | -            | 1,904                                       | 396                               | 2,300                         | -                                |  |
| 1000-60-1620-000-00000-52010 | SUPPLIES-OFFICE/PHOTO/ETC      | 4,000           | -                | 4,000          | 125          | 1,446        | 1,572                                       | 2,428                             | 4,000                         | 0                                |  |
| 1000-60-1620-000-00000-52020 | DATA PROCESSING SUPPLIES       | 3,500           | (1,200)          | 2,300          | 245          | -            | 245   | 2,055                             | 2,300                         | (0)                              |  |
| 1000-60-1620-000-00000-52070 | LIBRARY PERIODICALS            | 1,000           | -                | 1,000          | -            | -            | -   | 1,000                             | 1,000                         | -                                |  |
| 1000-60-1620-000-00000-52500 | FUELS/LUBRICANTS               | 1,800           | (250)            | 1,550          | -            | -            | -   | 1,550                             | 1,550                         | -                                |  |
| 1000-60-1620-000-00000-52600 | MINOR OFF FURN/EQP <\$5,000    | 500             | -                | 500            | -            | -            | -   | 500                               | 500                           | -                                |  |
| 1000-60-1620-000-00000-52610 | DATA PROCESSING EQUIP <\$5,000 | 10,000          | -                | 10,000         | 83           | -            | 83  | 9,917                             | 10,000                        | (0)                              |  |
| 1000-60-1621-000-00000-50020 | SALARIES AND WAGES             | 380,316         | -                | 380,316        | 41,978       | -            | 41,978                                      | 360,701                           | 402,678                       | (22,362)                         | Librarian resigned 7/31/14- Backed out their payroll for 11 months from FY15 Projected Remaining Expenses; Circulation PT resigned 9/10/14- Backed out their payroll for 8.5 months from FY15 Projected Remaining Expenses |
| 1000-60-1621-000-00000-50100 | EMPLOYER FICA                  | 22,973          | -                | 22,973         | 2,517        | -            | 2,517                                       | 21,550                            | 24,067                        | (1,094)                          | Librarian resigned 7/31/14- Backed out their payroll for 11 months from FY15 Projected Remaining Expenses; Circulation PT resigned 9/10/14- Backed out their payroll for 8.5 months from FY15 Projected Remaining Expenses |
| 1000-60-1621-000-00000-50110 | EMPLOYER MEDICARE              | 5,378           | -                | 5,378          | 589          | -            | 589   | 5,040                             | 5,629                         | (251)                            | Librarian resigned 7/31/14- Backed out their payroll for 11 months from FY15 Projected Remaining Expenses; Circulation PT resigned 9/10/14- Backed out their payroll for 8.5 months from FY15 Projected Remaining Expenses |
| 1000-60-1621-000-00000-50120 | EMPLOYER SC RETIREMENT         | 41,460          | -                | 41,460         | 4,576        | -            | 4,576                                       | 39,317                            | 43,892                        | (2,432)                          | Librarian resigned 7/31/14- Backed out their payroll for 11 months from FY15 Projected Remaining Expenses; Circulation PT resigned 9/10/14- Backed out their payroll for 8.5 months from FY15 Projected Remaining Expenses |
| 1000-60-1621-000-00000-51050 | TELEPHONE                      | -               | -                | -              | 3            | -            | 3   | (3)                               | 0                             | (0)                              |  |
| 1000-60-1621-000-00000-51060 | ELECTRICITY/NAT'L GAS          | 67,044          | -                | 67,044         | 5,710        | -            | 5,710                                       | 61,334                            | 67,044                        | 0                                |  |
| 1000-60-1621-000-00000-51070 | WATER/SEWER/GARBAGE            | 3,000           | -                | 3,000          | 365          | -            | 365   | 2,635                             | 3,000                         | 0                                |  |

|                              |                             |         |         |         |        |   |        |         |         |         |   |
|------------------------------|-----------------------------|---------|---------|---------|--------|---|--------|---------|---------|---------|---|
| 1000-60-1621-000-00000-51110 | MAINTENANCE CONTRACTS       | 19,540  | -       | 19,540  | 1,992  | - | 1,992  | 17,548  | 19,540  | (0)     |   |
| 1000-60-1621-000-00000-51140 | EQUIPMENT RENTALS           | 1,900   | -       | 1,900   | 156    | - | 156    | 1,744   | 1,900   | 0       |   |
| 1000-60-1621-000-00000-51160 | PROFESSIONAL SERVICES       | 1,800   | (800)   | 1,000   | 701    | - | 701    | 299     | 1,000   | (0)     |   |
| 1000-60-1621-000-00000-51310 | BOOKS,SUBS,MEMBERSHIPS      | 960     | (500)   | 460     | -      | - | -      | 460     | 460     | -       |   |
| 1000-60-1621-000-00000-51320 | TRAINING AND CONFERENCES    | 1,400   | (700)   | 700     | -      | - | -      | 700     | 700     | -       |   |
| 1000-60-1621-000-00000-51990 | UNCLASSIFIED OPERATING      | 100     | -       | 100     | -      | - | -      | 100     | 100     | -       |   |
| 1000-60-1621-000-00000-52010 | SUPPLIES-OFFICE/PHOTO/ETC   | 5,000   | (2,300) | 2,700   | 43     | - | 43     | 2,657   | 2,700   | 0       |   |
| 1000-60-1621-000-00000-52020 | DATA PROCESSING SUPPLIES    | 1,800   | (300)   | 1,500   | 41     | - | 41     | 1,459   | 1,500   | (0)     |   |
| 1000-60-1621-000-00000-52070 | LIBRARY PERIODICALS         | 6,300   | (2,000) | 4,300   | 360    | - | 360    | 3,940   | 4,300   | -       |   |
| 1000-60-1621-000-00000-52500 | FUELS/LUBRICANTS            | 100     | -       | 100     | -      | - | -      | 100     | 100     | -       |   |
| 1000-60-1621-000-00000-52600 | MINOR OFF FURN/EQP <\$5,000 | 400     | -       | 400     | -      | - | -      | 400     | 400     | -       |   |
| 1000-60-1622-000-00000-50020 | SALARIES AND WAGES          | 351,242 | -       | 351,242 | 34,975 | - | 34,975 | 285,524 | 320,499 | 30,743  | Library PT Page and 2 Library Assistants resigned in July 2014; Backed out their payroll for 11 months from FY15 Projected Remaining Expenses |
| 1000-60-1622-000-00000-50100 | EMPLOYER FICA               | 21,416  | -       | 21,416  | 2,127  | - | 2,127  | 17,353  | 19,479  | 1,937   | Library PT Page and 2 Library Assistants resigned in July 2014; Backed out their payroll for 11 months from FY15 Projected Remaining Expenses |
| 1000-60-1622-000-00000-50110 | EMPLOYER MEDICARE           | 5,014   | -       | 5,014   | 497    | - | 497    | 4,059   | 4,556   | 458     | Library PT Page and 2 Library Assistants resigned in July 2014; Backed out their payroll for 11 months from FY15 Projected Remaining Expenses |
| 1000-60-1622-000-00000-50120 | EMPLOYER SC RETIREMENT      | 38,294  | -       | 38,294  | 3,812  | - | 3,812  | 33,985  | 37,797  | 497     | Library PT Page and 2 Library Assistants resigned in July 2014; Backed out their payroll for 11 months from FY15 Projected Remaining Expenses |
| 1000-60-1622-000-00000-51050 | TELEPHONE                   | -       | -       | -       | 5      | - | 5      | (5)     | 0       | (0)     |   |
| 1000-60-1622-000-00000-51060 | ELECTRICITY/NAT'L GAS       | 67,200  | (326)   | 66,874  | 6,389  | - | 6,389  | 60,486  | 66,875  | (1)     |   |
| 1000-60-1622-000-00000-51070 | WATER/SEWER/GARBAGE         | 6,500   | -       | 6,500   | -      | - | -      | 6,500   | 6,500   | -       |   |
| 1000-60-1622-000-00000-51110 | MAINTENANCE CONTRACTS       | 19,200  | (1,500) | 17,700  | -      | - | -      | 17,700  | 17,700  | -       |   |
| 1000-60-1622-000-00000-51140 | EQUIPMENT RENTALS           | 2,250   | -       | 2,250   | 201    | - | 201    | 2,049   | 2,250   | (0)     |   |
| 1000-60-1622-000-00000-51160 | PROFESSIONAL SERVICES       | 1,500   | (500)   | 1,000   | 701    | - | 701    | 299     | 1,000   | (0)     |   |
| 1000-60-1622-000-00000-51295 | OTHER VEHICLE OPER COSTS    | 50      | -       | 50      | -      | - | -      | 50      | 50      | -       |   |
| 1000-60-1622-000-00000-51300 | GARAGE REPAIRS & MAINT      | 2,649   | -       | 2,649   | -      | - | -      | 2,649   | 2,649   | -       |   |
| 1000-60-1622-000-00000-51310 | BOOKS,SUBS,MEMBERSHIPS      | 960     | (429)   | 531     | -      | - | -      | 531     | 531     | -       |   |
| 1000-60-1622-000-00000-51320 | TRAINING AND CONFERENCES    | 1,000   | (500)   | 500     | -      | - | -      | 500     | 500     | -       |   |
| 1000-60-1622-000-00000-51990 | UNCLASSIFIED OPERATING      | 100     | -       | 100     | -      | - | -      | 100     | 100     | -       |   |
| 1000-60-1622-000-00000-52010 | SUPPLIES-OFFICE/PHOTO/ETC   | 3,500   | (500)   | 3,000   | 499    | - | 499    | 2,501   | 3,000   | (0)     |   |
| 1000-60-1622-000-00000-52020 | DATA PROCESSING SUPPLIES    | 5,500   | (2,250) | 3,250   | 566    | - | 566    | 2,684   | 3,250   | 0       |   |
| 1000-60-1622-000-00000-52070 | LIBRARY PERIODICALS         | 6,000   | (1,000) | 5,000   | 180    | - | 180    | 4,820   | 5,000   | -       |   |
| 1000-60-1622-000-00000-52500 | FUELS/LUBRICANTS            | 300     | -       | 300     | -      | - | -      | 300     | 300     | -       |   |
| 1000-60-1622-000-00000-52600 | MINOR OFF FURN/EQP <\$5,000 | 400     | -       | 400     | -      | - | -      | 400     | 400     | -       |   |
| 1000-60-1623-000-00000-50020 | SALARIES AND WAGES          | 486,945 | -       | 486,945 | 44,462 | - | 44,462 | 444,820 | 489,282 | (2,337) |   |
| 1000-60-1623-000-00000-50100 | EMPLOYER FICA               | 27,311  | -       | 27,311  | 2,617  | - | 2,617  | 26,207  | 28,824  | (1,513) |   |
| 1000-60-1623-000-00000-50110 | EMPLOYER MEDICARE           | 6,395   | -       | 6,395   | 612    | - | 612    | 6,129   | 6,741   | (346)   |   |
| 1000-60-1623-000-00000-50120 | EMPLOYER SC RETIREMENT      | 50,058  | -       | 50,058  | 4,846  | - | 4,846  | 48,485  | 53,332  | (3,274) |   |
| 1000-60-1623-000-00000-51050 | TELEPHONE                   | -       | -       | -       | 7      | - | 7      | (7)     | (0)     | 0       |   |
| 1000-60-1623-000-00000-51060 | ELECTRICITY/NAT'L GAS       | 75,000  | -       | 75,000  | 6,880  | - | 6,880  | 68,120  | 75,000  | (0)     |   |
| 1000-60-1623-000-00000-51070 | WATER/SEWER/GARBAGE         | 5,000   | (250)   | 4,750   | 81     | - | 81     | 4,669   | 4,750   | 0       |   |
| 1000-60-1623-000-00000-51110 | MAINTENANCE CONTRACTS       | 20,650  | -       | 20,650  | 105    | - | 105    | 20,545  | 20,650  | -       |   |
| 1000-60-1623-000-00000-51140 | EQUIPMENT RENTALS           | 1,600   | -       | 1,600   | 146    | - | 146    | 1,454   | 1,600   | 0       |   |
| 1000-60-1623-000-00000-51160 | PROFESSIONAL SERVICES       | 1,500   | (500)   | 1,000   | 225    | - | 225    | 775     | 1,000   | -       |   |
| 1000-60-1623-000-00000-51310 | BOOKS,SUBS,MEMBERSHIPS      | 960     | (220)   | 740     | -      | - | -      | 740     | 740     | -       |   |

|                              |                             |         |         |         |        |       |        |         |         |         |   |
|------------------------------|-----------------------------|---------|---------|---------|--------|-------|--------|---------|---------|---------|---|
| 1000-60-1623-000-00000-51320 | TRAINING AND CONFERENCES    | 1,200   | (600)   | 600     | -      | -     | -      | 600     | 600     | -       | - |
| 1000-60-1623-000-00000-51990 | UNCLASSIFIED OPERATING      | 100     | -       | 100     | -      | -     | -      | 100     | 100     | -       | - |
| 1000-60-1623-000-00000-52010 | SUPPLIES-OFFICE/PHOTO/ETC   | 5,000   | (500)   | 4,500   | 600    | -     | 600    | 3,900   | 4,500   | 0       | - |
| 1000-60-1623-000-00000-52020 | DATA PROCESSING SUPPLIES    | 2,000   | (150)   | 1,850   | 315    | -     | 315    | 1,535   | 1,850   | 0       | - |
| 1000-60-1623-000-00000-52070 | LIBRARY PERIODICALS         | 7,000   | (1,000) | 6,000   | 392    | -     | 392    | 5,608   | 6,000   | -       | - |
| 1000-60-1623-000-00000-52500 | FUELS/LUBRICANTS            | 100     | -       | 100     | -      | -     | -      | 100     | 100     | -       | - |
| 1000-60-1623-000-00000-52600 | MINOR OFF FURN/EQP <\$5,000 | 300     | -       | 300     | -      | -     | -      | 300     | 300     | -       | - |
| 1000-60-1624-000-00000-50020 | SALARIES AND WAGES          | 98,407  | -       | 98,407  | 7,899  | -     | 7,899  | 89,322  | 97,222  | 1,185   | - |
| 1000-60-1624-000-00000-50100 | EMPLOYER FICA               | 5,749   | -       | 5,749   | 462    | -     | 462    | 5,175   | 5,637   | 112     | - |
| 1000-60-1624-000-00000-50110 | EMPLOYER MEDICARE           | 1,345   | -       | 1,345   | 108    | -     | 108    | 1,210   | 1,318   | 27      | - |
| 1000-60-1624-000-00000-50120 | EMPLOYER SC RETIREMENT      | 10,728  | -       | 10,728  | 861    | -     | 861    | 9,736   | 10,597  | 131     | - |
| 1000-60-1624-000-00000-51030 | POSTAGE/OTHER CARRIERS      | 110     | -       | 110     | -      | -     | -      | 110     | 110     | -       | - |
| 1000-60-1624-000-00000-51050 | TELEPHONE                   | -       | -       | -       | 1      | -     | 1      | (1)     | (0)     | 0       | - |
| 1000-60-1624-000-00000-51060 | ELECTRICITY/NAT'L GAS       | 8,800   | (250)   | 8,550   | 897    | -     | 897    | 7,653   | 8,550   | 0       | - |
| 1000-60-1624-000-00000-51110 | MAINTENANCE CONTRACTS       | 4,960   | -       | 4,960   | 60     | -     | 60     | 4,900   | 4,960   | -       | - |
| 1000-60-1624-000-00000-51140 | EQUIPMENT RENTALS           | 700     | -       | 700     | 56     | -     | 56     | 644     | 700     | 0       | - |
| 1000-60-1624-000-00000-51160 | PROFESSIONAL SERVICES       | 1,200   | (600)   | 600     | -      | -     | -      | 600     | 600     | -       | - |
| 1000-60-1624-000-00000-51295 | OTHER VEHICLE OPER COSTS    | 50      | -       | 50      | -      | -     | -      | 50      | 50      | -       | - |
| 1000-60-1624-000-00000-51300 | GARAGE REPAIRS & MAINT      | 2,649   | -       | 2,649   | -      | -     | -      | 2,649   | 2,649   | -       | - |
| 1000-60-1624-000-00000-51310 | BOOKS,SUBS,MEMBERSHIPS      | 250     | -       | 250     | -      | -     | -      | 250     | 250     | -       | - |
| 1000-60-1624-000-00000-51320 | TRAINING AND CONFERENCES    | 1,000   | (500)   | 500     | -      | -     | -      | 500     | 500     | -       | - |
| 1000-60-1624-000-00000-51990 | UNCLASSIFIED OPERATING      | 100     | -       | 100     | -      | -     | -      | 100     | 100     | -       | - |
| 1000-60-1624-000-00000-52010 | SUPPLIES-OFFICE/PHOTO/ETC   | 2,400   | (1,000) | 1,400   | 742    | -     | 742    | 658     | 1,400   | (0)     | - |
| 1000-60-1624-000-00000-52020 | DATA PROCESSING SUPPLIES    | 600     | -       | 600     | 402    | -     | 402    | 198     | 600     | (0)     | - |
| 1000-60-1624-000-00000-52070 | LIBRARY PERIODICALS         | 2,300   | (225)   | 2,075   | -      | -     | -      | 2,075   | 2,075   | -       | - |
| 1000-60-1624-000-00000-52500 | FUELS/LUBRICANTS            | 500     | -       | 500     | -      | -     | -      | 500     | 500     | -       | - |
| 1000-60-1624-000-00000-52600 | MINOR OFF FURN/EQP <\$5,000 | 400     | (200)   | 200     | -      | -     | -      | 200     | 200     | -       | - |
| 1000-60-1625-000-00000-50020 | SALARIES AND WAGES          | 297,356 | -       | 297,356 | 28,919 | -     | 28,919 | 272,077 | 300,996 | (3,640) | - |
| 1000-60-1625-000-00000-50100 | EMPLOYER FICA               | 18,189  | -       | 18,189  | 1,748  | -     | 1,748  | 16,516  | 18,264  | (75)    | - |
| 1000-60-1625-000-00000-50110 | EMPLOYER MEDICARE           | 4,259   | -       | 4,259   | 409    | -     | 409    | 3,863   | 4,271   | (12)    | - |
| 1000-60-1625-000-00000-50120 | EMPLOYER SC RETIREMENT      | 32,418  | -       | 32,418  | 3,152  | -     | 3,152  | 29,657  | 32,809  | (391)   | - |
| 1000-60-1625-000-00000-51050 | TELEPHONE                   | -       | -       | -       | 3      | -     | 3      | (3)     | 0       | (0)     | - |
| 1000-60-1625-000-00000-51060 | ELECTRICITY/NAT'L GAS       | 65,000  | -       | 65,000  | 6,063  | -     | 6,063  | 58,937  | 65,000  | (0)     | - |
| 1000-60-1625-000-00000-51070 | WATER/SEWER/GARBAGE         | 2,600   | -       | 2,600   | 724    | -     | 724    | 1,876   | 2,600   | (0)     | - |
| 1000-60-1625-000-00000-51110 | MAINTENANCE CONTRACTS       | 19,382  | -       | 19,382  | -      | 6,133 | 6,133  | 13,249  | 19,382  | -       | - |
| 1000-60-1625-000-00000-51140 | EQUIPMENT RENTALS           | 2,000   | (500)   | 1,500   | 111    | -     | 111    | 1,389   | 1,500   | (0)     | - |
| 1000-60-1625-000-00000-51160 | PROFESSIONAL SERVICES       | 1,500   | (500)   | 1,000   | 701    | -     | 701    | 299     | 1,000   | (0)     | - |
| 1000-60-1625-000-00000-51295 | OTHER VEHICLE OPER COSTS    | 50      | -       | 50      | -      | -     | -      | 50      | 50      | -       | - |
| 1000-60-1625-000-00000-51300 | GARAGE REPAIRS & MAINT      | 2,649   | -       | 2,649   | -      | -     | -      | 2,649   | 2,649   | -       | - |
| 1000-60-1625-000-00000-51310 | BOOKS,SUBS,MEMBERSHIPS      | 960     | (250)   | 710     | -      | -     | -      | 710     | 710     | -       | - |
| 1000-60-1625-000-00000-51320 | TRAINING AND CONFERENCES    | 1,200   | (500)   | 700     | -      | -     | -      | 700     | 700     | -       | - |
| 1000-60-1625-000-00000-51990 | UNCLASSIFIED OPERATING      | 100     | -       | 100     | -      | -     | -      | 100     | 100     | -       | - |
| 1000-60-1625-000-00000-52010 | SUPPLIES-OFFICE/PHOTO/ETC   | 4,000   | (1,200) | 2,800   | 195    | 617   | 813    | 1,987   | 2,800   | 0       | - |
| 1000-60-1625-000-00000-52020 | DATA PROCESSING SUPPLIES    | 5,500   | (2,000) | 3,500   | 474    | 28    | 502    | 2,998   | 3,500   | (0)     | - |
| 1000-60-1625-000-00000-52070 | LIBRARY PERIODICALS         | 6,200   | (1,650) | 4,550   | -      | -     | -      | 4,550   | 4,550   | -       | - |
| 1000-60-1625-000-00000-52500 | FUELS/LUBRICANTS            | 300     | -       | 300     | -      | -     | -      | 300     | 300     | -       | - |
| 1000-60-1626-000-00000-50020 | SALARIES AND WAGES          | 193,016 | -       | 193,016 | 17,817 | -     | 17,817 | 175,198 | 193,014 | 2       | - |
| 1000-60-1626-000-00000-50100 | EMPLOYER FICA               | 11,395  | -       | 11,395  | 1,016  | -     | 1,016  | 9,994   | 11,010  | 385     | - |
| 1000-60-1626-000-00000-50110 | EMPLOYER MEDICARE           | 2,667   | -       | 2,667   | 238    | -     | 238    | 2,337   | 2,575   | 92      | - |
| 1000-60-1626-000-00000-50120 | EMPLOYER SC RETIREMENT      | 21,041  | -       | 21,041  | 1,942  | -     | 1,942  | 19,096  | 21,038  | 3       | - |





| ACCOUNT                      | ACCOUNT DESCRIPTION            | ORIGINAL APPROP | TRANFRS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCE! | AVAILABLE BUDGET |
|------------------------------|--------------------------------|-----------------|-----------------|----------------|--------------|--------------|------------------|
| 1000-60-1620-000-00000-50020 | SALARIES AND WAGES             | 410,651         | -               | 410,651        | 37,906       | -            | 372,745          |
| 1000-60-1620-000-00000-50100 | EMPLOYER FICA                  | 24,346          | -               | 24,346         | 2,226        | -            | 22,120           |
| 1000-60-1620-000-00000-50110 | EMPLOYER MEDICARE              | 5,697           | -               | 5,697          | 521          | -            | 5,176            |
| 1000-60-1620-000-00000-50120 | EMPLOYER SC RETIREMENT         | 44,766          | -               | 44,766         | 4,132        | -            | 40,634           |
| 1000-60-1620-000-00000-51000 | ADVERTISING                    | 6,620           | -               | 6,620          | -            | -            | 6,620            |
| 1000-60-1620-000-00000-51010 | PRINTING                       | 10,000          | -               | 10,000         | -            | 2,532        | 7,468            |
| 1000-60-1620-000-00000-51030 | POSTAGE/OTHER CARRIERS         | 40,000          | -               | 40,000         | 5,344        | -            | 34,656           |
| 1000-60-1620-000-00000-51050 | TELEPHONE                      | 6,000           | (2,500)         | 3,500          | 423          | -            | 3,077            |
| 1000-60-1620-000-00000-51110 | MAINTENANCE CONTRACTS          | 19,300          | -               | 19,300         | 16,126       | -            | 3,174            |
| 1000-60-1620-000-00000-51120 | REPAIRS TO EQUIPMENT           | 750             | -               | 750            | -            | -            | 750              |
| 1000-60-1620-000-00000-51140 | EQUIPMENT RENTALS              | 1,500           | -               | 1,500          | 118          | -            | 1,382            |
| 1000-60-1620-000-00000-51160 | PROFESSIONAL SERVICES          | 1,000           | (500)           | 500            | -            | -            | 500              |
| 1000-60-1620-000-00000-51295 | OTHER VEHICLE OPER COSTS       | 50              | -               | 50             | -            | -            | 50               |
| 1000-60-1620-000-00000-51300 | GARAGE REPAIRS & MAINT         | 2,649           | -               | 2,649          | -            | -            | 2,649            |
| 1000-60-1620-000-00000-51310 | BOOKS,SUBS,MEMBERSHIPS         | 4,002           | (500)           | 3,502          | 358          | -            | 3,144            |
| 1000-60-1620-000-00000-51320 | TRAINING AND CONFERENCES       | 8,000           | (2,500)         | 5,500          | -            | -            | 5,500            |
| 1000-60-1620-000-00000-51500 | VEHICLE INSURANCE              | 2,300           | -               | 2,300          | 1,904        | -            | 396              |
| 1000-60-1620-000-00000-52010 | SUPPLIES-OFFICE/PHOTO/ETC      | 4,000           | -               | 4,000          | 125          | 1,446        | 2,428            |
| 1000-60-1620-000-00000-52020 | DATA PROCESSING SUPPLIES       | 3,500           | (1,200)         | 2,300          | 245          | -            | 2,055            |
| 1000-60-1620-000-00000-52070 | LIBRARY PERIODICALS            | 1,000           | -               | 1,000          | -            | -            | 1,000            |
| 1000-60-1620-000-00000-52500 | FUELS/LUBRICANTS               | 1,800           | (250)           | 1,550          | -            | -            | 1,550            |
| 1000-60-1620-000-00000-52600 | MINOR OFF FURN/EQP <\$5,000    | 500             | -               | 500            | -            | -            | 500              |
| 1000-60-1620-000-00000-52610 | DATA PROCESSING EQUIP <\$5,000 | 10,000          | -               | 10,000         | 83           | -            | 9,917            |
| 1000-60-1621-000-00000-50020 | SALARIES AND WAGES             | 380,316         | -               | 380,316        | 41,978       | -            | 338,338          |
| 1000-60-1621-000-00000-50100 | EMPLOYER FICA                  | 22,973          | -               | 22,973         | 2,517        | -            | 20,456           |
| 1000-60-1621-000-00000-50110 | EMPLOYER MEDICARE              | 5,378           | -               | 5,378          | 589          | -            | 4,789            |
| 1000-60-1621-000-00000-50120 | EMPLOYER SC RETIREMENT         | 41,460          | -               | 41,460         | 4,576        | -            | 36,884           |
| 1000-60-1621-000-00000-51050 | TELEPHONE                      | -               | -               | -              | 3            | -            | (3)              |
| 1000-60-1621-000-00000-51060 | ELECTRICITY/NAT'L GAS          | 67,044          | -               | 67,044         | 5,710        | -            | 61,334           |
| 1000-60-1621-000-00000-51070 | WATER/SEWER/GARBAGE            | 3,000           | -               | 3,000          | 365          | -            | 2,635            |
| 1000-60-1621-000-00000-51110 | MAINTENANCE CONTRACTS          | 19,540          | -               | 19,540         | 1,992        | -            | 17,548           |
| 1000-60-1621-000-00000-51140 | EQUIPMENT RENTALS              | 1,900           | -               | 1,900          | 156          | -            | 1,744            |
| 1000-60-1621-000-00000-51160 | PROFESSIONAL SERVICES          | 1,800           | (800)           | 1,000          | 701          | -            | 299              |

|                              |                             |         |         |         |        |   |         |
|------------------------------|-----------------------------|---------|---------|---------|--------|---|---------|
| 1000-60-1621-000-00000-51310 | BOOKS,SUBS,MEMBERSHIPS      | 960     | (500)   | 460     | -      | - | 460     |
| 1000-60-1621-000-00000-51320 | TRAINING AND CONFERENCES    | 1,400   | (700)   | 700     | -      | - | 700     |
| 1000-60-1621-000-00000-51990 | UNCLASSIFIED OPERATING      | 100     | -       | 100     | -      | - | 100     |
| 1000-60-1621-000-00000-52010 | SUPPLIES-OFFICE/PHOTO/ETC   | 5,000   | (2,300) | 2,700   | 43     | - | 2,657   |
| 1000-60-1621-000-00000-52020 | DATA PROCESSING SUPPLIES    | 1,800   | (300)   | 1,500   | 41     | - | 1,459   |
| 1000-60-1621-000-00000-52070 | LIBRARY PERIODICALS         | 6,300   | (2,000) | 4,300   | 360    | - | 3,940   |
| 1000-60-1621-000-00000-52500 | FUELS/LUBRICANTS            | 100     | -       | 100     | -      | - | 100     |
| 1000-60-1621-000-00000-52600 | MINOR OFF FURN/EQP <\$5,000 | 400     | -       | 400     | -      | - | 400     |
| 1000-60-1622-000-00000-50020 | SALARIES AND WAGES          | 351,242 | -       | 351,242 | 34,975 | - | 316,267 |
| 1000-60-1622-000-00000-50100 | EMPLOYER FICA               | 21,416  | -       | 21,416  | 2,127  | - | 19,289  |
| 1000-60-1622-000-00000-50110 | EMPLOYER MEDICARE           | 5,014   | -       | 5,014   | 497    | - | 4,517   |
| 1000-60-1622-000-00000-50120 | EMPLOYER SC RETIREMENT      | 38,294  | -       | 38,294  | 3,812  | - | 34,482  |
| 1000-60-1622-000-00000-51050 | TELEPHONE                   | -       | -       | -       | 5      | - | (5)     |
| 1000-60-1622-000-00000-51060 | ELECTRICITY/NAT'L GAS       | 67,200  | (326)   | 66,874  | 6,389  | - | 60,486  |
| 1000-60-1622-000-00000-51070 | WATER/SEWER/GARBAGE         | 6,500   | -       | 6,500   | -      | - | 6,500   |
| 1000-60-1622-000-00000-51110 | MAINTENANCE CONTRACTS       | 19,200  | (1,500) | 17,700  | -      | - | 17,700  |
| 1000-60-1622-000-00000-51140 | EQUIPMENT RENTALS           | 2,250   | -       | 2,250   | 201    | - | 2,049   |
| 1000-60-1622-000-00000-51160 | PROFESSIONAL SERVICES       | 1,500   | (500)   | 1,000   | 701    | - | 299     |
| 1000-60-1622-000-00000-51295 | OTHER VEHICLE OPER COSTS    | 50      | -       | 50      | -      | - | 50      |
| 1000-60-1622-000-00000-51300 | GARAGE REPAIRS & MAINT      | 2,649   | -       | 2,649   | -      | - | 2,649   |
| 1000-60-1622-000-00000-51310 | BOOKS,SUBS,MEMBERSHIPS      | 960     | (429)   | 531     | -      | - | 531     |
| 1000-60-1622-000-00000-51320 | TRAINING AND CONFERENCES    | 1,000   | (500)   | 500     | -      | - | 500     |
| 1000-60-1622-000-00000-51990 | UNCLASSIFIED OPERATING      | 100     | -       | 100     | -      | - | 100     |
| 1000-60-1622-000-00000-52010 | SUPPLIES-OFFICE/PHOTO/ETC   | 3,500   | (500)   | 3,000   | 499    | - | 2,501   |
| 1000-60-1622-000-00000-52020 | DATA PROCESSING SUPPLIES    | 5,500   | (2,250) | 3,250   | 566    | - | 2,684   |
| 1000-60-1622-000-00000-52070 | LIBRARY PERIODICALS         | 6,000   | (1,000) | 5,000   | 180    | - | 4,820   |
| 1000-60-1622-000-00000-52500 | FUELS/LUBRICANTS            | 300     | -       | 300     | -      | - | 300     |
| 1000-60-1622-000-00000-52600 | MINOR OFF FURN/EQP <\$5,000 | 400     | -       | 400     | -      | - | 400     |
| 1000-60-1623-000-00000-50020 | SALARIES AND WAGES          | 486,945 | -       | 486,945 | 44,462 | - | 442,483 |
| 1000-60-1623-000-00000-50100 | EMPLOYER FICA               | 27,311  | -       | 27,311  | 2,617  | - | 24,694  |
| 1000-60-1623-000-00000-50110 | EMPLOYER MEDICARE           | 6,395   | -       | 6,395   | 612    | - | 5,783   |
| 1000-60-1623-000-00000-50120 | EMPLOYER SC RETIREMENT      | 50,058  | -       | 50,058  | 4,846  | - | 45,212  |
| 1000-60-1623-000-00000-51050 | TELEPHONE                   | -       | -       | -       | 7      | - | (7)     |
| 1000-60-1623-000-00000-51060 | ELECTRICITY/NAT'L GAS       | 75,000  | -       | 75,000  | 6,880  | - | 68,120  |

|                              |                             |         |         |         |        |   |         |
|------------------------------|-----------------------------|---------|---------|---------|--------|---|---------|
| 1000-60-1623-000-00000-51070 | WATER/SEWER/GARBAGE         | 5,000   | (250)   | 4,750   | 81     | - | 4,669   |
| 1000-60-1623-000-00000-51110 | MAINTENANCE CONTRACTS       | 20,650  | -       | 20,650  | 105    | - | 20,545  |
| 1000-60-1623-000-00000-51140 | EQUIPMENT RENTALS           | 1,600   | -       | 1,600   | 146    | - | 1,454   |
| 1000-60-1623-000-00000-51160 | PROFESSIONAL SERVICES       | 1,500   | (500)   | 1,000   | 225    | - | 775     |
| 1000-60-1623-000-00000-51310 | BOOKS,SUBS,MEMBERSHIPS      | 960     | (220)   | 740     | -      | - | 740     |
| 1000-60-1623-000-00000-51320 | TRAINING AND CONFERENCES    | 1,200   | (600)   | 600     | -      | - | 600     |
| 1000-60-1623-000-00000-51990 | UNCLASSIFIED OPERATING      | 100     | -       | 100     | -      | - | 100     |
| 1000-60-1623-000-00000-52010 | SUPPLIES-OFFICE/PHOTO/ETC   | 5,000   | (500)   | 4,500   | 600    | - | 3,900   |
| 1000-60-1623-000-00000-52020 | DATA PROCESSING SUPPLIES    | 2,000   | (150)   | 1,850   | 315    | - | 1,535   |
| 1000-60-1623-000-00000-52070 | LIBRARY PERIODICALS         | 7,000   | (1,000) | 6,000   | 392    | - | 5,608   |
| 1000-60-1623-000-00000-52500 | FUELS/LUBRICANTS            | 100     | -       | 100     | -      | - | 100     |
| 1000-60-1623-000-00000-52600 | MINOR OFF FURN/EQP <\$5,000 | 300     | -       | 300     | -      | - | 300     |
| 1000-60-1624-000-00000-50020 | SALARIES AND WAGES          | 98,407  | -       | 98,407  | 7,899  | - | 90,508  |
| 1000-60-1624-000-00000-50100 | EMPLOYER FICA               | 5,749   | -       | 5,749   | 462    | - | 5,287   |
| 1000-60-1624-000-00000-50110 | EMPLOYER MEDICARE           | 1,345   | -       | 1,345   | 108    | - | 1,237   |
| 1000-60-1624-000-00000-50120 | EMPLOYER SC RETIREMENT      | 10,728  | -       | 10,728  | 861    | - | 9,867   |
| 1000-60-1624-000-00000-51030 | POSTAGE/OTHER CARRIERS      | 110     | -       | 110     | -      | - | 110     |
| 1000-60-1624-000-00000-51050 | TELEPHONE                   | -       | -       | -       | 1      | - | (1)     |
| 1000-60-1624-000-00000-51060 | ELECTRICITY/NAT'L GAS       | 8,800   | (250)   | 8,550   | 897    | - | 7,653   |
| 1000-60-1624-000-00000-51110 | MAINTENANCE CONTRACTS       | 4,960   | -       | 4,960   | 60     | - | 4,900   |
| 1000-60-1624-000-00000-51140 | EQUIPMENT RENTALS           | 700     | -       | 700     | 56     | - | 644     |
| 1000-60-1624-000-00000-51160 | PROFESSIONAL SERVICES       | 1,200   | (600)   | 600     | -      | - | 600     |
| 1000-60-1624-000-00000-51295 | OTHER VEHICLE OPER COSTS    | 50      | -       | 50      | -      | - | 50      |
| 1000-60-1624-000-00000-51300 | GARAGE REPAIRS & MAINT      | 2,649   | -       | 2,649   | -      | - | 2,649   |
| 1000-60-1624-000-00000-51310 | BOOKS,SUBS,MEMBERSHIPS      | 250     | -       | 250     | -      | - | 250     |
| 1000-60-1624-000-00000-51320 | TRAINING AND CONFERENCES    | 1,000   | (500)   | 500     | -      | - | 500     |
| 1000-60-1624-000-00000-51990 | UNCLASSIFIED OPERATING      | 100     | -       | 100     | -      | - | 100     |
| 1000-60-1624-000-00000-52010 | SUPPLIES-OFFICE/PHOTO/ETC   | 2,400   | (1,000) | 1,400   | 742    | - | 658     |
| 1000-60-1624-000-00000-52020 | DATA PROCESSING SUPPLIES    | 600     | -       | 600     | 402    | - | 198     |
| 1000-60-1624-000-00000-52070 | LIBRARY PERIODICALS         | 2,300   | (225)   | 2,075   | -      | - | 2,075   |
| 1000-60-1624-000-00000-52500 | FUELS/LUBRICANTS            | 500     | -       | 500     | -      | - | 500     |
| 1000-60-1624-000-00000-52600 | MINOR OFF FURN/EQP <\$5,000 | 400     | (200)   | 200     | -      | - | 200     |
| 1000-60-1625-000-00000-50020 | SALARIES AND WAGES          | 297,356 | -       | 297,356 | 28,919 | - | 268,437 |
| 1000-60-1625-000-00000-50100 | EMPLOYER FICA               | 18,189  | -       | 18,189  | 1,748  | - | 16,441  |

|                              |                           |         |         |         |        |       |         |
|------------------------------|---------------------------|---------|---------|---------|--------|-------|---------|
| 1000-60-1625-000-00000-50110 | EMPLOYER MEDICARE         | 4,259   | -       | 4,259   | 409    | -     | 3,850   |
| 1000-60-1625-000-00000-50120 | EMPLOYER SC RETIREMENT    | 32,418  | -       | 32,418  | 3,152  | -     | 29,266  |
| 1000-60-1625-000-00000-51050 | TELEPHONE                 | -       | -       | -       | 3      | -     | (3)     |
| 1000-60-1625-000-00000-51060 | ELECTRICITY/NAT'L GAS     | 65,000  | -       | 65,000  | 6,063  | -     | 58,937  |
| 1000-60-1625-000-00000-51070 | WATER/SEWER/GARBAGE       | 2,600   | -       | 2,600   | 724    | -     | 1,876   |
| 1000-60-1625-000-00000-51110 | MAINTENANCE CONTRACTS     | 19,382  | -       | 19,382  | -      | 6,133 | 13,249  |
| 1000-60-1625-000-00000-51140 | EQUIPMENT RENTALS         | 2,000   | (500)   | 1,500   | 111    | -     | 1,389   |
| 1000-60-1625-000-00000-51160 | PROFESSIONAL SERVICES     | 1,500   | (500)   | 1,000   | 701    | -     | 299     |
| 1000-60-1625-000-00000-51295 | OTHER VEHICLE OPER COSTS  | 50      | -       | 50      | -      | -     | 50      |
| 1000-60-1625-000-00000-51300 | GARAGE REPAIRS & MAINT    | 2,649   | -       | 2,649   | -      | -     | 2,649   |
| 1000-60-1625-000-00000-51310 | BOOKS,SUBS,MEMBERSHIPS    | 960     | (250)   | 710     | -      | -     | 710     |
| 1000-60-1625-000-00000-51320 | TRAINING AND CONFERENCES  | 1,200   | (500)   | 700     | -      | -     | 700     |
| 1000-60-1625-000-00000-51990 | UNCLASSIFIED OPERATING    | 100     | -       | 100     | -      | -     | 100     |
| 1000-60-1625-000-00000-52010 | SUPPLIES-OFFICE/PHOTO/ETC | 4,000   | (1,200) | 2,800   | 195    | 617   | 1,987   |
| 1000-60-1625-000-00000-52020 | DATA PROCESSING SUPPLIES  | 5,500   | (2,000) | 3,500   | 474    | 28    | 2,998   |
| 1000-60-1625-000-00000-52070 | LIBRARY PERIODICALS       | 6,200   | (1,650) | 4,550   | -      | -     | 4,550   |
| 1000-60-1625-000-00000-52500 | FUELS/LUBRICANTS          | 300     | -       | 300     | -      | -     | 300     |
| 1000-60-1626-000-00000-50020 | SALARIES AND WAGES        | 193,016 | -       | 193,016 | 17,817 | -     | 175,199 |
| 1000-60-1626-000-00000-50100 | EMPLOYER FICA             | 11,395  | -       | 11,395  | 1,016  | -     | 10,379  |
| 1000-60-1626-000-00000-50110 | EMPLOYER MEDICARE         | 2,667   | -       | 2,667   | 238    | -     | 2,429   |
| 1000-60-1626-000-00000-50120 | EMPLOYER SC RETIREMENT    | 21,041  | -       | 21,041  | 1,942  | -     | 19,099  |
| 1000-60-1626-000-00000-51020 | BINDING                   | 200     | -       | 200     | -      | -     | 200     |
| 1000-60-1626-000-00000-51050 | TELEPHONE                 | -       | -       | -       | 0      | -     | (0)     |
| 1000-60-1626-000-00000-51140 | EQUIPMENT RENTALS         | 750     | -       | 750     | 56     | -     | 694     |
| 1000-60-1626-000-00000-51160 | PROFESSIONAL SERVICES     | 20,000  | -       | 20,000  | -      | -     | 20,000  |
| 1000-60-1626-000-00000-51310 | BOOKS,SUBS,MEMBERSHIPS    | 360     | -       | 360     | -      | -     | 360     |
| 1000-60-1626-000-00000-51320 | TRAINING AND CONFERENCES  | 1,400   | (500)   | 900     | 50     | -     | 850     |
| 1000-60-1626-000-00000-51990 | UNCLASSIFIED OPERATING    | 100     | -       | 100     | -      | -     | 100     |
| 1000-60-1626-000-00000-52010 | SUPPLIES-OFFICE/PHOTO/ETC | 4,000   | -       | 4,000   | 129    | -     | 3,871   |
| 1000-60-1626-000-00000-52020 | DATA PROCESSING SUPPLIES  | 400     | -       | 400     | -      | -     | 400     |
| 1000-60-1626-000-00000-52060 | LIBRARY MATERIALS         | -       | 36,000  | 36,000  | 6,559  | -     | 29,441  |
| 1000-60-1626-000-00000-52500 | FUELS/LUBRICANTS          | 100     | -       | 100     | -      | -     | 100     |
| 1000-60-1627-000-00000-50020 | SALARIES AND WAGES        | 77,045  | -       | 77,045  | 7,112  | -     | 69,933  |
| 1000-60-1627-000-00000-50100 | EMPLOYER FICA             | 4,581   | -       | 4,581   | 426    | -     | 4,155   |

|                              |                             |           |       |           |         |        |           |
|------------------------------|-----------------------------|-----------|-------|-----------|---------|--------|-----------|
| 1000-60-1627-000-00000-50110 | EMPLOYER MEDICARE           | 1,072     | -     | 1,072     | 100     | -      | 972       |
| 1000-60-1627-000-00000-50120 | EMPLOYER SC RETIREMENT      | 8,398     | -     | 8,398     | 775     | -      | 7,623     |
| 1000-60-1627-000-00000-51050 | TELEPHONE                   | -         | -     | -         | 1       | -      | (1)       |
| 1000-60-1627-000-00000-51110 | MAINTENANCE CONTRACTS       | 1,600     | -     | 1,600     | -       | -      | 1,600     |
| 1000-60-1627-000-00000-51140 | EQUIPMENT RENTALS           | 2,175     | -     | 2,175     | 181     | -      | 1,994     |
| 1000-60-1627-000-00000-51160 | PROFESSIONAL SERVICES       | 800       | (300) | 500       | -       | -      | 500       |
| 1000-60-1627-000-00000-51310 | BOOKS,SUBS,MEMBERSHIPS      | 325       | -     | 325       | -       | -      | 325       |
| 1000-60-1627-000-00000-51320 | TRAINING AND CONFERENCES    | 1,500     | (750) | 750       | -       | -      | 750       |
| 1000-60-1627-000-00000-51990 | UNCLASSIFIED OPERATING      | 100       | -     | 100       | -       | -      | 100       |
| 1000-60-1627-000-00000-52010 | SUPPLIES-OFFICE/PHOTO/ETC   | 3,000     | -     | 3,000     | -       | -      | 3,000     |
| 1000-60-1627-000-00000-52020 | DATA PROCESSING SUPPLIES    | 1,200     | (200) | 1,000     | -       | -      | 1,000     |
| 1000-60-1627-000-00000-52070 | LIBRARY PERIODICALS         | 325       | (100) | 225       | -       | -      | 225       |
| 1000-60-1627-000-00000-52500 | FUELS/LUBRICANTS            | 100       | -     | 100       | -       | -      | 100       |
| 1000-60-1627-000-00000-52600 | MINOR OFF FURN/EQP <\$5,000 | 750       | (500) | 250       | -       | -      | 250       |
|                              | Revenue Total               | -         | -     | -         | -       | -      | -         |
|                              | Expense Total               | 3,356,407 | -     | 3,356,407 | 330,170 | 10,758 | 3,015,479 |
|                              | Grand Total                 | 3,356,407 | -     | 3,356,407 | 330,170 | 10,758 | 3,015,479 |

BEAUFORT BRANCH LIBRARY



**Bimonthly Report**

JULY & AUGUST 2014

| OUTREACH PROGRAMMING      | JULY                   | AUGUST                 |
|---------------------------|------------------------|------------------------|
|                           | #Programs / #Attendees | #Programs / #Attendees |
| Early Learners (Ages 0-4) | 0                      | 0                      |
| Children (Ages 5-11)      | 0                      | 0                      |
| Teen (Ages 12-17)         | 0                      | 0                      |
| Adults (Ages 18+)         | 0                      | 1/5                    |

| IN-HOUSE LIBRARY PROGRAMMING | JULY                   | AUGUST                 |
|------------------------------|------------------------|------------------------|
|                              | #Programs / #Attendees | #Programs / #Attendees |
| Early Learners (Ages 0-4)    | 1/6                    | 0                      |
| Children (Ages 5-11)         | 11/259                 | 0                      |
| Teen (Ages 12-17)            | 8/40                   | 2/12                   |
| Adults (Ages 18+)            | 3/52                   | 4/156                  |

| MEETING ROOM USE | JULY                 | AUGUST               |
|------------------|----------------------|----------------------|
|                  | #Groups / #Attendees | #Groups / #Attendees |
|                  | 1/15                 | 3/57                 |

| STATISTICS        | JULY  | AUGUST |
|-------------------|-------|--------|
| New Library Cards | 262   | 249    |
| Door Count        | 12307 | 11443  |
| Circulation       | 18227 | 15500  |
| Reference         | 1272  | 935    |
| Internet Use      | 1284  | 1122   |

| Staff Continuing Education Sessions Attended | JULY | AUGUST |
|--|------|--------|
|  | 4    | 6      |

|                         |   |
|-------------------------|---|
| <b>FACILITIES NOTES</b> | The carpeting, tables, and chairs in the public areas of the branch are in disgraceful condition from years of wear, stains, and soil. The Friends of the Library are funding the replacement of some of the chairs, but no plans have been made regarding the replacement of the carpet. |
|-------------------------|---|

|                             |                  |               |                     |
|-----------------------------|------------------|---------------|---------------------|
| <b>Report submitted by:</b> |                  |               |                     |
| Annette Greenway            | Branch Manager   | (843)255-6443 | agreenway@bcgov.net |
| Beaufort Branch Library     | 311 Scott Street | Beaufort      | SC 29907            |



**Bimonthly Report**

JULY &amp; AUGUST 2014

| OUTREACH PROGRAMMING      | JULY                   | AUGUST                 |
|---------------------------|------------------------|------------------------|
|                           | #Programs / #Attendees | #Programs / #Attendees |
| Early Learners (Ages 0-4) | 0/0                    | 0/0                    |
| Children (Ages 5-11)      | 0/0                    | 4/366                  |
| Teen (Ages 12-17)         | 0/0                    | 1/119                  |
| Adults (Ages 18+)         | 1/75                   | 1/75                   |

| IN-HOUSE LIBRARY PROGRAMMING | JULY                   | AUGUST                 |
|------------------------------|------------------------|------------------------|
|                              | #Programs / #Attendees | #Programs / #Attendees |
| Early Learners (Ages 0-4)    | 13/291                 | 0/0                    |
| Children (Ages 5-11)         | 8/428                  | 0/0                    |
| Teen (Ages 12-17)            | 1/7                    | 0/0                    |
| Adults (Ages 18+)            | 9/216                  | 12/199                 |

| MEETING ROOM USE | JULY                 | AUGUST               |
|------------------|----------------------|----------------------|
|                  | #Groups / #Attendees | #Groups / #Attendees |
|                  | 6/76                 | 6/77                 |

| STATISTICS        | JULY  | AUGUST |
|-------------------|-------|--------|
| New Library Cards | 313   | 216    |
| Door Count        | 14269 | 12338  |
| Circulation       | 26673 | 21565  |
| Reference         | 1717  | 1722   |
| Internet Use      | 1821  | 1718   |

| Staff Continuing Education Sessions Attended | JULY | AUGUST |
|--|------|--------|
|  | 1    | 3      |

| FACILITIES NOTES  |
|---|
| <p>Leaks/Ceiling damage: Children's Reference desk, Circulation desk, between Reference and Non-fiction collections, Main room vents</p> <p>Carpet: Major stains in Main room; Separation of seem between Reference and Non-fiction collections</p> <p>Lights: 24 lights replaced- Childrens, Branch manager's office, Reference desk, Computer area in front of Reference desk, New books and west wing patron tables</p> <p>Cleaning: Initial problems with bathrooms, trash cans, and most-used areas with new cleaning crew</p> |

| Report submitted by:    |                  |               |                    |
|-------------------------|------------------|---------------|--------------------|
| Patrick Goodman         | Branch Manager   | (843)255-6506 | pgoodman@bcgov.net |
| Bluffton Branch Library | 120 Palmetto Way | Bluffton      | SC 29910           |



HILTON HEAD BRANCH LIBRARY



**Bimonthly Report**

JULY & AUGUST 2014

| OUTREACH PROGRAMMING      | JULY                   | AUGUST                 |
|---------------------------|------------------------|------------------------|
|                           | #Programs / #Attendees | #Programs / #Attendees |
| Early Learners (Ages 0-4) | 10/276                 | 0                      |
| Children (Ages 5-11)      | 8/117                  | 0                      |
| Teen (Ages 12-17)         | 0                      | 0                      |
| Adults (Ages 18+)         | S.R. 61 participants   | 1/25                   |

| IN-HOUSE LIBRARY PROGRAMMING | JULY                   | AUGUST                 |
|------------------------------|------------------------|------------------------|
|                              | #Programs / #Attendees | #Programs / #Attendees |
| Early Learners (Ages 0-4)    | 15/267                 | 9/139                  |
| Children (Ages 5-11)         | 12/284                 | 3/34                   |
| Teen (Ages 12-17)            | 5/53                   | 0                      |
| Adults (Ages 18+)            | 7/116                  | 6/51                   |

| MEETING ROOM USE | JULY                 | AUGUST               |
|------------------|----------------------|----------------------|
|                  | #Groups / #Attendees | #Groups / #Attendees |
|                  | 4/111                | 7/56                 |

| STATISTICS        | JULY   | AUGUST |
|-------------------|--------|--------|
| New Library Cards | 210    | 162    |
| Door Count        | 12501  | 11245  |
| Circulation       | 21,630 | 18,138 |
| Reference         | 2106   | 1999   |
| Internet Use      | 1691   | 1521   |

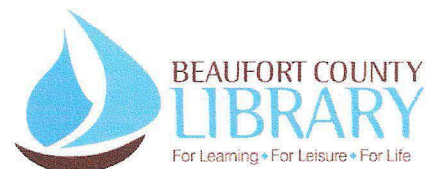
| Staff Continuing Education Sessions Attended | JULY | AUGUST |
|--|------|--------|
|  | 3    | 1      |

| FACILITIES NOTES |   |
|------------------|---|
|                  | 2 Standalone portable a/c units were put in back workroom. Temp got as high as 89 some days. 1 a/c motor in ceiling burned up and fire department responded. In and Out signs requested for front of library to avoid accidents. Meeting Room upgrade and closing: date not determined. |

| Report submitted by: |                  |                |                   |       |
|----------------------|------------------|----------------|-------------------|-------|
| Mary Jo Berkes       | Branch Manager   | (843-255-6517) | maryjob@bcgov.net |       |
| Hilton Head Branch   | 11 Beach City Rd | Hilton Head    | SC                | 29926 |



ST. HELENA BRANCH LIBRARY



**Bimonthly Report**

JULY & AUGUST 2014

| OUTREACH PROGRAMMING      | JULY                   | AUGUST                 |
|---------------------------|------------------------|------------------------|
|                           | #Programs / #Attendees | #Programs / #Attendees |
| Early Learners (Ages 0-4) | 0/0                    | 0/0                    |
| Children (Ages 5-11)      | 3/266                  | 0/0                    |
| Teen (Ages 12-17)         | 0/0                    | 0/0                    |
| Adults (Ages 18+)         | 0/0                    | 0/0                    |

| IN-HOUSE LIBRARY PROGRAMMING | JULY                   | AUGUST                 |
|------------------------------|------------------------|------------------------|
|                              | #Programs / #Attendees | #Programs / #Attendees |
| Early Learners (Ages 0-4)    | 2/12                   | 0/0                    |
| Children (Ages 5-11)         | 4/278                  | 0/0                    |
| Teen (Ages 12-17)            | 6/30                   | 5/52                   |
| Adults (Ages 18+)            | 4/91                   | 2/44                   |

| MEETING ROOM USE | JULY                 | AUGUST               |
|------------------|----------------------|----------------------|
|                  | #Groups / #Attendees | #Groups / #Attendees |
|                  | 26/84                | 28/227               |

| STATISTICS        | JULY | AUGUST |
|-------------------|------|--------|
| New Library Cards | 58   | 64     |
| Door Count        | 4612 | 3388   |
| Circulation       | 6153 | 4497   |
| Reference         | 262  | 247    |
| Internet Use      | 881  | 655    |

| Staff Continuing Education Sessions Attended | JULY | AUGUST |
|--|------|--------|
|  | 1    | 2      |

|                         |   |
|-------------------------|---|
| <b>FACILITIES NOTES</b> | Still working with Facilities to correct some opening day punch list items. |
|-------------------------|---|

|                             |                             |                  |                  |       |
|-----------------------------|-----------------------------|------------------|------------------|-------|
| <b>Report submitted by:</b> |                             |                  |                  |       |
| Maria Benac                 | Branch Manager              | (843)255-6548    | mbenac@bcgov.net |       |
| St Helena Branch Library    | 6355 Jonathan Francis Sr Rd | St Helena Island | SC               | 29920 |



LOBECO BRANCH LIBRARY



**Bimonthly Report**

JULY & AUGUST 2014

| OUTREACH PROGRAMMING      | JULY                   | AUGUST                 |
|---------------------------|------------------------|------------------------|
|                           | #Programs / #Attendees | #Programs / #Attendees |
| Early Learners (Ages 0-4) | 0                      | 0                      |
| Children (Ages 5-11)      | 0                      | 0                      |
| Teen (Ages 12-17)         | 0                      | 0                      |
| Adults (Ages 18+)         | 0                      | 0                      |

| IN-HOUSE LIBRARY PROGRAMMING | JULY                      | AUGUST                  |
|------------------------------|---------------------------|-------------------------|
|                              | #Programs / #Attendees    | #Programs / #Attendees  |
| Early Learners (Ages 0-4)    | 0                         | 0                       |
| Children (Ages 5-11)         | 10 programs/137 attendees | 0                       |
| Teen (Ages 12-17)            | 3 programs/28 attendees   | 0                       |
| Adults (Ages 18+)            | 2 programs/42 attendees   | 1 program/ 14 attendees |

| MEETING ROOM USE | JULY                    | AUGUST               |
|------------------|-------------------------|----------------------|
|                  | #Groups / #Attendees    | #Groups / #Attendees |
|                  | 13 groups/207 attendees | 1 group/14 attendees |

| STATISTICS        | JULY | AUGUST |
|-------------------|------|--------|
| New Library Cards | 37   | 48     |
| Door Count        | 1372 | 3510   |
| Circulation       | 2886 | 2248   |
| Reference         | 191  | 352    |
| Internet Use      | 450  | 462    |

| Staff Continuing Education Sessions Attended | JULY | AUGUST |
|--|------|--------|
|  | 1    | 5      |

|                         |                       |
|-------------------------|-----------------------|
| <b>FACILITIES NOTES</b> | No updates to report. |
|-------------------------|-----------------------|

|                             |                    |               |                 |       |
|-----------------------------|--------------------|---------------|-----------------|-------|
| <b>Report submitted by:</b> |                    |               |                 |       |
| Belinda Blue                | Branch Manager     | (843)255-6483 | bblue@bcgov.net |       |
| Lobeco Branch Library       | 1862 Trask Parkway | Lobeco        | SC              | 29931 |