



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, January 13, 2016
4:00 p.m.
Hilton Head Island Branch Library
11 Beach City Road
Hilton Head, SC 29926
843.255-6500

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. Introduction of Board & Administration
- IV. Public Comment
- V. Approval of Minutes:
 - A. November 18, 2015 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
 - A. Branch Security Report (Status)
 - B. Proposed Circulation Policy Changes (Review)
 - C. Personnel Update
 - D. Projects Update
- VIII. Financial Reports:
 - A. County Funds
 - B. Library Revenues & Trustee Funds (**backup**)
 - C. Library Directors Expenditure Report (**backup**)

IX. Committee Reports:

- A. Advocacy – Lynne Miller, Chair; Laura Sturkie and Peggy Martin
- B. Finance Committee - Anna Maria Tabernik, Chair; Joseph Bogacz and Peggy Martin
- C. Foundation –Linda MacDonald
- D. Friends of the Library (FOL):
 - Beaufort: Peggy Martin
 - Bluffton: Laura Sturkie
 - Hilton Head: Lynne Miller and Eileen Fitzgerald
- E. School Liaison – Eileen Fitzgerald, Chair
- F. Policies & Procedures – Anna Maria Tabernik, Joseph Bogacz and Eileen Fitzgerald.
- G. Strategic Planning – Deborah Johnson, Anna Maria Tabernik, Brenda Ladson Powell

X. Old Business:

XI. New Business:

XII. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – November 18, 2015 – 4:00 pm

The sixth scheduled meeting for 2015 was held at the Beaufort Branch Library.

Trustees: Bernard Kole, *Chair*; Eileen Fitzgerald *Vice-Chair*, Joseph Bogacz, Linda MacDonald, Deborah Johnson, Brenda Ladson Powell, Anna Maria Tabernik, and Lynne Miller.

Absent: Peggy Martin, Laura Sturkie

Library Staff: Ray McBride, Library Director; Ileana Herrick, Administrative Assistant.

County Council Member: Councilman Steven Fobes, District 10.

Call to Order: The meeting was called to order at 4:06 p.m.

Pledge of Allegiance: Mr. Kole led those present in the Pledge of Allegiance.

Public Comment: None.

Minutes of September 9, 2015: The minutes were unanimously approved as written on a motion from Ms. Miller and a second from Mr. Bogacz. There was a unanimous vote.

Minutes of October 30, 2015: Board Retreat. The minutes were unanimously approved as written on a motion from Ms. Fitzgerald and a second from Mr. Bogacz. There was a unanimous vote.

Correspondences/Memberships: None.

Mr. Kole stated that this is a regular meeting and it has been advertised as required through the County website.

Library Director's Report: Mr. McBride presented his report which summarized:

- Library Board Retreat
- Branch Security Report
- Proposed Board Meeting Schedule 2016
- Proposed Closing on Saturday, December 26, 2015
- Proposed Library Closing Dates 2016
- Consideration of patron amnesty during April 2016
- Proposed Changes to library branch hours
- Overdue Notice Mailers (discontinue)
- Proposed circulation policy change (from twelve month renewal of library cards to twenty-four month renewal)
- Proposed circulation policy change (delete exemption from fines)

Library Board Retreat: Mr. McBride thanked all members for their participation in the Board Retreat (October 30, 2015).

Branch Security report: The first '*Safety and Security Self-assessment*' report has been completed and submitted to the Board for their review. This report and the Sheriff's Department assessment will be reviewed to assist with addressing library security issues (i.e. security cameras). It is not feasible at this time to determine the cost/funding for the repairs/upgrades. The project might be more cost effective if a centralized security camera assessment and solution is implemented County wide.

The Sheriff's Department is working on the assessment report. Mr. Kole reiterated the importance of receiving the final report from the Sheriff's Department. Replacement of the existing broken security camera at the Beaufort Library is a '*must*' to protect staff, patrons and the library collection. Also the installation of digital cameras in the Beaufort District Collection is a '*need*' to protect the valuable historical collection at the Beaufort library.

Miscellaneous: Library staff has updated and implemented written safety procedures to help provide a safe workplace.

Proposed changes to Library Branch hours: (attachment) Mr. McBride made a recommendation to the Board to approve the adjusted library branch hours (Beaufort, Bluffton, Hilton Head and St. Helena). He clarified that we are not increasing hours; we are only modifying the current hours of operation to better serve our communities. The new hours will be effective January 2, 2016. Ms. Tabernik made a motion to accept the Library Director's recommendation to adjust library hours in Beaufort, Bluffton, Hilton Head, and St. Helena Branches. Lobeoco's hours are under review. Ms. Fitzgerald seconded. There was a unanimous vote.

Overdue Notice-Mailers: Mr. McBride made a recommendation to the Board to discontinue the mailing of overdue notices to patrons. It costs approximately \$ 5,000 per year (postage, staff time, and mailing supplies). The Library mails 250 notices per week (50% are returned as undeliverable).

The overdue notices will be sent by email or patrons will receive a phone call as needed. Ms. Tabernik made a motion to accept the Library Director's recommendation to discontinue mailing overdue notices to patrons effective immediately. Mr. Bogacz seconded. There was a unanimous vote.

Proposed Library Closing Dates 2016: (attachment) Mr. McBride made a recommendation to the Board to approve the Library closing dates for 2016. Ms. Tabernik made a motion to accept the Library Director's recommendation to accept the 2016 Closing Dates. Mr. Bogacz seconded. There was a unanimous vote.

Proposed Closing on Saturday, December 26, 2015: Mr. McBride made a recommendation to the board to approve the closing of all library branches on Saturday December 26, 2015. Ms. Tabernik made a motion to accept the Library Director's recommendation to close on Saturday December 26, 2015. Mr. Bogacz seconded. There was a unanimous vote.

Consideration of patron fine amnesty during April 2016: Mr. McBride made a recommendation to the board to investigate/study a fine amnesty during April 2016. Having a partnership with the County Animal Shelter, patrons who bring cat/dog food could be entitled to a fine reduction. Ms. Tabernik made a motion to accept the Library Director's recommendation to investigate / study a fine amnesty during April 2016. Mr. Bogacz seconded. There was a unanimous vote.

Proposed Board meeting Schedule 2016. The board has voted/responded by email to accept the proposed board of trustees meeting dates for 2016. The board reaffirmed the dates at this meeting.

Policy of exemption Mr. McBride made a recommendation to the Board to approve the deletion of exemption of fines and fees to employee, friends, volunteers and library board members. Ms. Tabernik made a motion to accept the Library Director's recommendation to delete regulation # 11 of the current circulation policy which exempts employees, volunteers, and board members from paying library fines. Mr. Bogacz seconded. There was a unanimous vote.

Proposed Circulation policy change: Mr. McBride made a recommendation to the board to change the renewal of library cards from 12 months to 24 months (regulation # 10 of the current circulation policy). Ms. Tabernik made a motion to accept the Library Director's recommendation to change regulation # 10. Mr. Bogacz seconded. There was a unanimous vote.

Ms. Tabernik made a motion to delete regulation # 5 of the *Circulation Policy*. Regulation # 5 which says 'A military ID' is out of context. Ms. Fitzgerald seconded. There was a unanimous vote.

Mr. McBride added that all library policies are being reviewed by the staff. The library system circulation policy and procedures committee is working on proposing changes to the Circulation Policy and are simultaneously creating written circulation procedures.

Hoopla Statistics Report:

- Library cardholders signed up: 769
- Circulated items: 2,019
- Cost: \$ 1.78 per circulation
- Expenditure: \$ 3,602 (allocation \$ 25,000).

Mr. Fobes reported that he is pleased at how well library leadership and the board of trustees have been very positive and cooperative with the county administration and county council.

Financial Reports: Mr. McBride presented the Beaufort County library director's expenditure report through November 12, 2015. The county finance report was submitted by Alan Eisenman, Finance Department for the period ending October 31, 2015.

Library Director's expenditure reports: (Attachment) McBride presented to the Board a report which summarized the *Library's Expenditures Report*. The library budget has been spent around 30.35%, leaving a remaining balance of 69.65 %. He also mentioned that the report of special funds has been streamlined into one page.

Book mobile service: This project is still in its early stages. A good deal of research needs to be conducted before the board needs to make any decisions (partnerships with other agencies, type of services, population to be served, funding, potential vehicle configuration, etc).

Committee Reports:

Advocacy Committee: None

Finance Committee: the committee and Mr. McBride met prior to the board meeting to review the director's expenditure report.

Foundation: The annual fundraising letters were mailed to donors. Mr. McBride commented that the foundation has been very supportive of library programs.

Mr. Kole added that donors can mail their contributions to the main Beaufort library at 311 Scott Street.

Friends of the Library (FOL):

- Beaufort Branch: Mr. Kole added that all contributions are used to support library programs and materials.
- Bluffton Branch: None.
- Hilton Head Branch: The Friends met last week. Ms. Miller mentioned that two winter programs will start in mid-January: 1) Book Break and 2) the Film Series.

School liaison: None.

Policies and Procedures: None.

Strategic Planning Committee: The members of this new committee are: Deborah Johnson, Chair; Brenda Ladson Powell, and Anna Maria Tabernik. They had their first meeting to discuss timelines and procedures for the Strategic Plan. Ms. Johnson added the CIP (Capital Improvement Plan) and the current Strategic Plan were reviewed.

Executive Session: Executive session was held to discuss Library Director's six month evaluation. Mr. Kole called the executive session to order at 5:00 p.m. Mr. Kole adjourned the executive session at 5:29 p.m. and reconvened the regular meeting.

Ms. Fitzgerald made a motion to approve the library director's performance evaluation and approve ending his probationary period. The board approved a merit salary increase for his outstanding contributions to the Library System as outlined in his hiring letter. Ms. Tabernik seconded. There was a unanimous vote.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 5:32 p.m. on a motion from Ms. Fitzgerald and a second from Ms. Miller.

Respectfully submitted,

Ray McBride
Library Director

Board of Trustees - Library Board
General Ledger
As of December 31, 2015

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
First Citizens Bank (Total)								16,087.19
BDC Collection								616.67
Total BDC Collection								616.67
Bluffton Building Fund								6,227.70
Total Bluffton Building Fund								6,227.70
Bluffton Miscellaneous Fund								100.00
Total Bluffton Miscellaneous Fund								100.00
Clover Carolina Room Fund								1,440.81
Total Clover Carolina Room Fund								1,440.81
Greater Island Committee								77.82
Total Greater Island Committee								77.82
H Scheper Book Fund								4,199.74
Total H Scheper Book Fund								4,199.74
Historical Society Fund								396.61
Total Historical Society Fund								396.61
JOHN-CAROLINE TRASK								50.00
Total JOHN-CAROLINE TRASK								50.00
Kiwanis Club of Beaufort								131.46
Total Kiwanis Club of Beaufort								131.46
Sally & Joseph Harrington								2,101.38
	Bill Pmt -Check	12/03/2015	1234	MIDWEST TAPE		Accounts Payable	-723.51	1,377.87
	Bill Pmt -Check	12/11/2015	1235	MIDWEST TAPE		Accounts Payable	-383.97	993.90

Board of Trustees - Library Board
General Ledger
 As of December 31, 2015

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
Total Sally & Joseph Harrington							-1,107.48	993.90
SHIRLEY DILLON								100.00
Total SHIRLEY DILLON								100.00
WEBSTER FAMILY FOUNDATION								500.00
Total WEBSTER FAMILY FOUNDATION								500.00
Wendy Allen Memorial								145.00
Total Wendy Allen Memorial								145.00
First Citizens Bank (Total) - Other								0.00
Total First Citizens Bank (Total) - Other								0.00
Total First Citizens Bank (Total)							-1,107.48	14,979.71

FY2016	Credit Card				Credit Card				Credit Card				TOTAL
	BFT	Beaufort Branch	HH	Credit Card H. Head Branch	BLU	Credit Card Bluffton Branch	LOB	Credit Card Lobeco Branch	STH	Credit Card St. Helena Branch			
FINES & FEES													
July	\$ 2,212.12	\$ 645.23	\$ 1,686.70	\$ 394.05	\$ 2,505.00	\$ 744.01	\$ 323.33	\$ 7.40	\$ 377.63	\$ 57.74	\$ 8,953.21		
August	\$ 1,525.72	\$ 995.70	\$ 1,486.20	\$ 304.71	\$ 2,055.28	\$ 628.14	\$ 225.13	\$ 42.90	\$ 833.69	\$ 67.60	\$ 8,165.07		
September	\$ 1,163.65	\$ 695.09	\$ 1,867.60	\$ 275.49	\$ 1,636.56	\$ 844.05	\$ 224.96	\$ 29.75	\$ 361.30	\$ 141.81	\$ 7,240.26		
October	\$ 1,578.71	\$ 916.54	\$ 1,635.35	\$ 279.67	\$ 1,735.62	\$ 532.89	\$ 429.09	\$ 112.40	\$ 564.19	\$ 78.10	\$ 7,862.56		
November	\$ 1,078.50	\$ 326.35	\$ 1,387.50	\$ 121.37	\$ 1,558.69	\$ 510.08	\$ 400.06	\$ 69.10	\$ 486.28	\$ 78.59	\$ 6,016.52		
December	\$ 1,928.29	\$ 515.93	\$ 1,353.32	\$ 200.65	\$ 1,467.69	\$ 308.91	\$ 382.56	\$ 6.41	\$ 307.35	\$ 80.94	\$ 6,552.05		
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTAL	\$ 9,486.99	\$ 4,094.84	\$ 9,416.67	\$ 1,575.94	\$ 10,958.84	\$ 3,568.08	\$ 1,985.13	\$ 267.96	\$ 2,930.44	\$ 504.78	\$ 44,789.67		
COPIERS													
July	\$ 48.15	\$ -	\$ 89.25	\$ -	\$ 83.35	\$ -	\$ 28.45	\$ -	\$ -	\$ -	\$ 249.20		
August	\$ 77.30	\$ -	\$ 78.00	\$ -	\$ 91.60	\$ -	\$ 40.90	\$ -	\$ 64.90	\$ -	\$ 352.70		
September	\$ 82.50	\$ -	\$ 133.10	\$ -	\$ 128.05	\$ -	\$ 13.40	\$ -	\$ 34.75	\$ -	\$ 391.80		
October	\$ 67.40	\$ -	\$ 78.35	\$ -	\$ 123.27	\$ -	\$ 41.70	\$ -	\$ 45.69	\$ -	\$ 356.41		
November	\$ 54.60	\$ -	\$ 82.00	\$ -	\$ 84.75	\$ -	\$ 34.55	\$ -	\$ 50.95	\$ -	\$ 306.85		
December	\$ 57.70	\$ -	\$ 64.20	\$ -	\$ 60.22	\$ -	\$ -	\$ -	\$ 43.30	\$ -	\$ 225.42		
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTAL	\$ 387.65	\$ -	\$ 524.90	\$ -	\$ 571.24	\$ -	\$ 159.00	\$ -	\$ 239.59	\$ -	\$ 1,882.38		
INTEREST REVENUE													
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.62		
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.69		
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.66		
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.81		
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.78		
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.92		
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

FY2016	Credit Card																
	BFT	Beaufort Branch	HH	Credit Card H. Head Branch	BLU	Credit Card Bluffton Branch	LOB	Credit Card Lobeco Branch	STH	Credit Card St. Helena Branch	TOTAL						
TOTAL	\$	-			\$	-			\$	-			\$	-		\$	16.48
Convenience Fee																	
July	\$	-	\$ 17.74	\$	-	\$ 10.84	\$	-	\$ 20.46	\$	-	\$ 0.20	\$	-	\$ 1.59	\$	50.83
August	\$	-	\$ 27.38	\$	-	\$ 8.38	\$	-	\$ 17.27	\$	-	\$ 1.18	\$	-	\$ 1.86	\$	56.07
September	\$	-	\$ 19.11	\$	-	\$ 7.58	\$	-	\$ 23.21	\$	-	\$ 0.82	\$	-	\$ 3.90	\$	54.62
October	\$	-	\$ 25.20	\$	-	\$ 7.69	\$	-	\$ 14.65	\$	-	\$ 3.09	\$	-	\$ 2.15	\$	52.78
November	\$	-	\$ 8.97	\$	-	\$ 3.34	\$	-	\$ 14.03	\$	-	\$ 1.90	\$	-	\$ 2.16	\$	30.40
December	\$	-	\$ 12.90	\$	-	\$ 5.02	\$	-	\$ 7.72	\$	-	\$ 0.16	\$	-	\$ 2.02	\$	27.82
January	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-
February	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-
March	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-
April	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-
May	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-
June	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-
TOTAL	\$	-	\$ 111.30	\$	-	\$ 42.85	\$	-	\$ 97.34	\$	-	\$ 7.35	\$	-	\$ 13.68	\$	272.52

Location	Impact Fees	State Aid	Foundation	Grants	Trustees	Special Trusts	Friends
Library System		\$202,791.38	\$15,000.00	\$16,200.00 Big Read	\$905.00	\$206,957.00	\$39,200.00 Beaufort
carryover Lottery Funds FY15 distributed unclaimed Lottery		\$17,521.16	-\$15,000.00 (materials)	-\$4,200.00 (materials)		Endowment plus interest	-\$18,533.00
		\$32,446.60					\$20,500.00 Bluffton
		-\$127,393.12 (materials,wifi)		\$600.00 STEAM			-\$12,426.25
		\$125,366.02 (Hoopla)		-\$593.85 (materials and supplies)			\$71,397.00 Hilton Head
Beaufort(Port Royal Island)	\$648,987.00				\$1,921.00		-\$53,851.62
					-\$1,451.97		
Bluffton	\$572,642.00		\$400.00	\$7,200.00 Storyboard			
	-\$48,500.87 (computer lab)		-\$378.48 (materials)	-\$4,000.00 (consultant)			
	-\$7,771.50		\$1,000.00				
			-\$955.65 (materials)				
Del Webb Agmnt	\$57,088.00						
	-\$4,811.87 (computer lab)						
	-\$52,276.13						
Hilton Head(incl Daufauskie)	\$96,730.00			\$97.00 Friends Grant	\$3,590.00	\$23,740.00	(materials Morningstar is the newest)
				-\$97.00 (supplies)	-\$2,351.22	-\$4,606.76	
Lobeco(Sheldon)	\$27,896.00				(materials Harrington fund)		
St. Helena(included Lady's Island	\$41,555.00						
	-\$2,208.48 (Herald Office)						
BDC					\$6,653.00	\$30,640.00	
	\$1,329,329.15	\$125,366.02	\$65.87	\$15,206.15	\$9,265.81	\$49,773.24	\$46,286.13
						256,730.24	

FY16 County Budget/Expenditures Report

<i>Cost Center</i>	<i>Line Item</i>	<i>FY16 Budget</i>	<i>Current Encumbrances</i>	<i>Transfers to Date</i>	<i>Expended to Date</i>	<i>Total % Expended</i>	<i>Total % Remaining Year to Date</i>	<i>Notes</i>
Administration								
	Personnel Per MUNIS (Salaries,FICA,Medicare,SC Retirement)	\$485,460.00	\$0.00		\$254,420.01	52.00%	48.0%	
	ADVERTISING	\$1,500.00		-\$1,000.00	\$0.00	0.0%	100.0%	
	PRINTING	\$5,000.00		\$1,000.00	\$2,847.00	47.5%	52.5%	
	POSTAGE/OTHER CARRIERS	\$52,000.00			\$30,727.73	40.9%	59.1%	
	TELEPHONE	\$3,250.00		-\$87.00	\$1,668.78	52.0%	48.0%	
	MAINTENANCE CONTRACTS	\$20,500.00		\$646.00	\$21,930.00	100.7%	103.7%	SCLENDIS for the system
	REPAIRS TO EQUIPMENT	\$750.00			\$0.00	0.0%	100.0%	
	EQUIPMENT RENTALS	\$1,500.00			\$512.70	35.0%	65.0%	
	PROFESSIONAL SERVICES	\$1,000.00			\$0.00	0.0%	100.0%	
	OTHER VEHICLE OPER COSTS	\$50.00			\$15.95	31.9%	68.1%	
	GARAGE REPAIRS & MAINT	\$2,649.00			\$436.83	16.5%	83.5%	
	BOOKS,SUBS,MEMBERSHIPS	\$2,216.00			\$1,391.00	62.8%	37.2%	
	TRAINING AND CONFERENCES	\$4,000.00			\$2,728.20	69.0%	31.0%	
	VEHICLE INSURANCE	\$2,300.00		-\$396.00	\$1,904.00	100.0%	0.0%	
	SUPPLIES-OFFICE/PHOTO/ETC	\$4,300.00		-\$6.00	\$2,352.16	55.0%	45.0%	
	DATA PROCESSING SUPPLIES	\$1,400.00			\$1,339.09	96.0%	4.0%	
	LIBRARY PERIODICALS	\$750.00		\$31.00	\$780.48	92%	8%	
	FUELS/LUBRICANTS	\$700.00		-\$281.00	\$244.74	35.0%	65.0%	
	MINOR OFF FURN/EQP <\$5,000	\$500.00			\$0.00	0.0%	100.0%	
	DATA PROCESSING EQUIP <\$5,000	\$15,000.00			\$9,657.81	63.7%	36.3%	
		\$119,365.00			\$78,536.47			
subtotal	personnel and operating	\$604,825.00						

FY16 County Budget/Expenditures Report

<i>Cost Center</i>	<i>Line Item</i>	<i>FY16 Budget</i>	<i>Current Encumbrances</i>	<i>Expended to Date</i>	<i>Total % Expended</i>	<i>Total % Remaining Year to Date</i>	<i>Notes</i>
Beaufort	Personnel Per MUNIS (Salaries,FICA,Medicare,SC Retirement)	\$450,127.00		\$187,745.79	42.00%	58.00%	
	TELEPHONE	\$0.00	\$20.00	\$13.56	68.00	32.00	
	ELECTRICITY/NAT'L GAS	\$70,000.00		\$27,820.96	40.0%	60.0%	
	WATER/SEWER/GARBAGE	\$4,000.00		\$815.21	21.0%	79.0%	
	MAINTENANCE CONTRACTS	\$21,390.00		\$2,124.71	9.9%	90.1%	Maintenance contracts due in spring
	EQUIPMENT RENTALS	\$1,900.00		\$409.74	22.0%	78.0%	
	PROFESSIONAL SERVICES	\$950.00		\$0.00	0.0%	100.0%	Summer Reading performers
	BOOKS,SUBS,MEMBERSHIPS	\$360.00		\$245.00	68.0%	32.0%	
	TRAINING AND CONFERENCES	\$1,000.00		\$0.00	0.0%	100.0%	
	UNCLASSIFIED OPERATING	\$100.00	-\$40.00	\$0.00	0.0%	100.0%	
	SUPPLIES-OFFICE/PHOTO/ETC	\$3,400.00	\$110.00	\$2,127.04	63.0%	37.0%	
	DATA PROCESSING SUPPLIES	\$600.00		\$140.06	24.0%	76.0%	
	LIBRARY PERIODICALS	\$3,050.00		\$2,683.25	88.0%	12.0%	
	FUELS/LUBRICANTS	\$50.00		\$0.00	0.0%	100.0%	
	MINOR OFF FURN/EQP <\$5,000	\$400.00	\$20.00	\$419.17	100.00%	0.00%	
		\$107,200.00		\$36,798.70			
subtotal	personnel and operating	\$557,327.00					

FY16 County Budget/Expenditures Report

<i>Cost Center</i>	<i>Line Item</i>	<i>FY16 Budget</i>	<i>Current Encumbrances</i>	<i>Expended to Date</i>	<i>Total % Expended</i>	<i>Total % Remaining Year to Date</i>	<i>Notes</i>
Bluffton							
	Personnel Per MUNIS (Salaries,FICA,Medicare,SC Retirement)	\$415,966.00		\$174,625.93	42.00%	58.00%	
	TELEPHONE	\$0.00	\$600.00	\$458.70	77%	23%	*reviewing Hargray charges
	ELECTRICITY/NAT'L GAS	\$68,000.00		\$27,470.48	41.0%	59.0%	
	WATER/SEWER/GARBAGE	\$6,500.00		\$1,478.49	23.0%	77.0%	
	MAINTENANCE CONTRACTS	\$19,200.00		\$817.00	4.25%	95.75%	Maintenance contracts due in spring
	EQUIPMENT RENTALS	\$2,250.00		\$565.03	26.0%	74.0%	
	PROFESSIONAL SERVICES	\$950.00		\$250.00	27.0%	73.0%	Summer Reading performers
	OTHER VEHICLE OPER COSTS	\$50.00		\$15.95	31.8%	68.2%	
	GARAGE REPAIRS & MAINT	\$2,649.00		\$152.32	5.7%	94.3%	
	BOOKS,SUBS,MEMBERSHIPS	\$500.00		\$296.66	28.0%	72.0%	
	TRAINING AND CONFERENCES	\$1,000.00		\$0.00	0.0%	100.0%	
	INSURANCE-OTHER	\$0.00	\$232.00	\$232.00	232.0%	-232.0%	insurance for painting
	UNCLASSIFIED OPERATING	\$100.00		\$0.00	0.0%	100.0%	
	SUPPLIES-OFFICE/PHOTO/ETC	\$3,000.00		\$1,747.61	59.0%	41.0%	
	DATA PROCESSING SUPPLIES	\$2,000.00		\$482.52	25.0%	75.0%	
	LIBRARY PERIODICALS	\$3,000.00		\$2,666.08	89%	11%	
	FUELS/LUBRICANTS	\$250.00	-\$132.00	\$0.00	0.0%	100.0%	
	MINOR OFF FURN/EQP <\$5,000	\$400.00	-\$100.00	\$0.00	0.0%	100.0%	
		\$109,849.00		\$36,632.84	28.0%	72.0%	
subtotal	personnel and operating	\$525,815.00					

FY16 County Budget/Expenditures Report

<i>Cost Center</i>	<i>Line Item</i>	<i>FY16 Budget</i>	<i>Current Encumbrances</i>	<i>Expended to Date</i>	<i>Total % Expended</i>	<i>Total % Remaining Year to date</i>	<i>Notes</i>
Hilton Head							
	Personnel Per MUNIS (Salaries,FICA,Medicare,SC Retirement)	\$570,709.00		\$234,749.11	42.00%	58.00%	
	TELEPHONE	\$0.00	\$500.00	\$1,514.60	292.92	292.92	*reviewing Hargray charges
	ELECTRICITY/NAT'L GAS	\$80,000.00		\$31,135.52	39.0%	61.0%	
	WATER/SEWER/GARBAGE	\$5,000.00		\$3,156.95	64.0%	36.0%	
	MAINTENANCE CONTRACTS	\$20,650.00		\$315.00	0.02%	99.98%	Maintenance contracts due in spring
	EQUIPMENT RENTALS	\$1,925.00		\$588.90	31.0%	69.0%	
	PROFESSIONAL SERVICES	\$950.00		\$250.00	27.0%	73.0%	Summer Reading performers
	BOOKS,SUBS,MEMBERSHIPS	\$500.00		\$139.66	28.0%	72.0%	
	TRAINING AND CONFERENCES	\$1,000.00		\$95.00	0.10%	99.90%	
	UNCLASSIFIED OPERATING	\$100.00		\$0.00	0.0%	100.0%	
	SUPPLIES-OFFICE/PHOTO/ETC	\$5,000.00		\$2,471.90	50.0%	50.0%	
	DATA PROCESSING SUPPLIES	\$1,675.00		\$137.45	0.09%	99.91%	
	LIBRARY PERIODICALS	\$5,000.00	\$131.00	\$4,639.96	91.0%	9.0%	
	FUELS/LUBRICANTS	\$100.00		\$65.83	66.0%	34.0%	
	MINOR OFF FURN/EQP <\$5,000	\$300.00	-\$131.00	\$0.00	0.0%	56.0%	
		\$122,200.00		\$44,510.77	30.10%	69.90%	
subtotal	personnel and operating	\$692,909.00					

FY16 County Budget/Expenditures Report

<i>Cost Center</i>	<i>Line Item</i>	<i>FY16 Budget</i>	<i>Current Encumbrances</i>	<i>Expended to Date</i>	<i>Total % Expended</i>	<i>Total % Remaining Year to Date</i>	<i>Notes</i>
Lobeco							
	Personnel Per MUNIS (Salaries,FICA,Medicare,SC Retirement)	\$116,229.00		\$64,955.38	56.00%	44.00%	
	POSTAGE/OTHER CARRIERS	\$112.00	\$2.00	\$114.00	101.8%	-101.8%	post office box rent
	TELEPHONE	\$0.00	\$15.00	\$2.44	17.0%	83.0%	
	ELECTRICITY/NAT'L GAS	\$8,800.00		\$3,673.71	42.0%	58.0%	
	MAINTENANCE CONTRACTS	\$7,500.00		\$180.00	0.03%	99.97%	Maintenance contracts due in spring
	EQUIPMENT RENTALS	\$1,000.00		\$223.10	23.0%	77.0%	
	PROFESSIONAL SERVICES	\$600.00		\$0.00	0.0%	100.0%	Summer Reading performers
	OTHER VEHICLE OPER COSTS	\$50.00		\$0.00	0.0%	100.0%	
	GARAGE REPAIRS & MAINT	\$2,649.00		\$222.38	8.4%	91.6%	
	BOOKS,SUBS,MEMBERSHIPS	\$150.00	-\$85.00	\$65.00	100.0%	0.0%	
	TRAINING AND CONFERENCES	\$750.00	-\$189.00	\$110.00	40.0%	60.0%	
	UNCLASSIFIED OPERATING	\$100.00	-\$25.00	\$0.00	0.0%	100.0%	
	SUPPLIES-OFFICE/PHOTO/ETC	\$1,800.00		\$979.75	55.0%	45.0%	
	DATA PROCESSING SUPPLIES	\$500.00		\$167.43	33.5%	66.5%	
	LIBRARY PERIODICALS	\$1,200.00	\$274.00	\$1,473.26	100.0%	0.0%	
	FUELS/LUBRICANTS	\$300.00	-\$66.00	\$104.35	55.0%	45.0%	
	MINOR OFF FURN/EQP <\$5,000	\$400.00	-\$134.00	\$180.19	0.0%	100.0%	
		\$25,911.00		\$7,495.61	26.4%	73.6%	
subtotal	personnel and operating	\$142,140.00					

FY16 County Budget/Expenditures Report

<i>Cost Center</i>	<i>Line Item</i>	<i>FY16 Budget</i>	<i>Current Encumbrances</i>	<i>Expended to Date</i>	<i>Total % Expended</i>	<i>Total % Remaining Year to Date</i>	<i>Notes</i>
St. Helena							
	Personnel Per MUNIS (Salaries,FICA,Medicare,SC Retirement)	\$352,222.00		\$149,805.07	43.00%	57.00%	
	TELEPHONE	\$0.00	\$20.00	\$9.44	48.0%	52.0%	
	ELECTRICITY/NAT'L GAS	\$70,000.00		\$33,302.09	48.00%	52.00%	
	WATER/SEWER/GARBAGE	\$2,600.00		\$1,896.16	73.00%	27.00%	
	MAINTENANCE CONTRACTS	\$26,000.00		\$6,133.00	24.00%	76.00%	Maintenance contracts due in spring
	EQUIPMENT RENTALS	\$2,000.00		\$486.86	25.00%	75.00%	
	PROFESSIONAL SERVICES	\$950.00		\$0.00	0.00%	100.00%	Summer Reading performers
	OTHER VEHICLE OPER COSTS	\$50.00		\$0.00	0.00%	100.00%	
	GARAGE REPAIRS & MAINT	\$2,649.00		\$800.75	31.00%	69.00%	
	BOOKS,SUBS,MEMBERSHIPS	\$360.00		\$190.00	53.00%	47.00%	
	TRAINING AND CONFERENCES	\$1,000.00		\$0.00	0.00%	100.00%	
	UNCLASSIFIED OPERATING	\$100.00	-\$20.00	\$0.00	0.00%	100.00%	
	SUPPLIES-OFFICE/PHOTO/ETC	\$3,100.00		\$1,231.90	40.00%	60.00%	
	DATA PROCESSING SUPPLIES	\$2,000.00		\$567.80	29.00%	71.00%	
	LIBRARY PERIODICALS	\$2,000.00		\$1,681.03	84.00%	16.00%	
	FUELS/LUBRICANTS	\$200.00		\$38.35	20.00%	80.00%	
	MINOR OFF FURN/EQP <\$5,000	\$250.00		\$0.00	0.00%	100.00%	
		\$113,259.00		\$46,337.38	26.50%	73.50%	
subtotal	personnel and operating	\$465,481.00					

FY16 County Budget/Expenditures Report

<i>Cost Center</i>	<i>Line Item</i>	<i>FY16 Budget</i>	<i>Current Encumbrances</i>		<i>Expended to Date</i>	<i>Total % Expended</i>	<i>Total % Remaining Year to Date</i>	<i>Notes</i>
BDC								
	Personnel Per MUNIS (Salaries,FICA,Medicare,SC Retirement)	\$91,096.00			\$37,099.20	41.00%	59.00%	
	TELEPHONE	\$0.00		\$12.00	\$5.64	47.00%	\$53.00	
	MAINTENANCE CONTRACTS	\$1,700.00			\$1,152.00	68.0%	32.0%	
	EQUIPMENT RENTALS	\$2,200.00			\$51.08	0.03%	99.97%	
	PROFESSIONAL SERVICES	\$600.00			\$0.00	0.0%	100.0%	
	BOOKS,SUBS,MEMBERSHIPS	\$300.00			\$0.00	0.0%	100.0%	
	TRAINING AND CONFERENCES	\$750.00			\$130.00	17.4%	82.6%	
	UNCLASSIFIED OPERATING	\$100.00		-\$12.00	\$0.00	0.0%	100.0%	
	SUPPLIES-OFFICE/PHOTO/ETC	\$3,000.00		-\$57.00	\$544.44	19.0%	81.0%	
	DATA PROCESSING SUPPLIES	\$700.00			\$0.00	0.0%	100.0%	
	LIBRARY PERIODICALS	\$0.00			\$0.00	0.0%	100.0%	
	FUELS/LUBRICANTS	\$100.00			\$0.00	0.0%	100.0%	
	MINOR OFF FURN/EQP <\$5,000	\$500.00			\$0.00	0.0%	100.0%	
		\$9,950.00			\$1,883.16	18.40%	81.60%	
subtotal	personnel and operating	\$101,046.00						

Library System Personnel and Operating Summary						
	Personnel*			Operating		Notes
	Expended	% Expended		Expended	% Expended	
Administration	\$254,420.00	52%		\$78,536.00	66%	SCLENDS Maintenance for the Library system, library cards for the system; Text-a-Librarian for the system
Beaufort Branch	\$187,745.00	42%		\$36,798.00	35%	Maintenance Contracts due in the spring
Bluffton Branch	\$174,625.00	42%		\$36,632.00	34%	Maintenance Contracts due in the spring
Hilton Head Branch	\$234,749.00	42%		\$44,510.00	37%	Maintenance Contracts due in the spring
Lobeco Branch	\$64,955.00	56%		\$7,495.00	29%	Maintenance Contracts due in the spring
St. Helena Branch	\$149,805.00	43%		\$46,337.00	41%	Maintenance Contracts due in the spring
Technical Services	\$84,330.00	31%		\$20,183.00	26%	County allocations for materials to be expended 3rd quarter
Beaufort District Collection	\$37,099.00	41%		\$1,883.00	19%	
Overall Personnel and Operating						43%
* Excludes Fringe Benefits						
1/5/2015						