



BEAUFORT COUNTY  
LIBRARY BOARD OF TRUSTEES  
Wednesday, July 13, 2016  
4:00 p.m.  
St. Helena Branch Library  
6355 Jonathan Francis Senior Road  
St. Helena Island 29920  
843.255-6486

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. May 11, 2016 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
  - A. Personnel Update
  - B. Projects Update
  - C. Preview New Library Website (Traci Cox)
  - D. Updated Library Impact Fee Benefit District Maps
- VIII. Financial Reports:
  - A. County Funds (**backup**)
  - B. Library Revenues & Trustee Funds (**backup**)
  - C. Library Director's 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, Lynn Miller, Marilyn Harcharik, Victoria Smalls, Chrissy Robinson
- H. Challenged Materials Committee – Eileen Fitzgerald, Laura Sturkie, Rosalie Richman.

X. Old Business:

XI. New Business:

XII. Adjournment

Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes – May 11, 2016 – 4:00 pm

The third scheduled meeting for 2016 was held at the Hilton Head Branch Library.

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

**Absent:** Rosalie Richman.

**County Staff:** Monica Spells, Assistant County Administrator-*Civic Engagement and Outreach*.

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

**County Council Member:** Councilman Steven Fobes, District 10.

**Call to Order:** The meeting was called to order at 4:03 p.m.

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

**Public Comment:** None.

**Minutes of March 9, 2016:** The minutes were unanimously approved as written on a motion from Ms. Martin, and a second from Mr. Bogacz. There was a unanimous vote.

**Correspondence/Memberships:** None.

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

- Personnel update
- Projects update
- Updated Library Impact Fee Benefit District Maps. These are 24" X 36" and are available in the library director's office and have been updated to reflect areas that the City of Beaufort has annexed recently.

**Personnel update:**

- There are two vacant positions in the Library system.
- *Library Assistant I* is in the process of being hired at Lobeco Branch.
- *Library Assistant III* position at Bluffton Branch is being advertised. After this position is filled, library positions are full 100% strength.

**Project Updates:** *Kajeet SmartSpot Pilot program*. The Pilot Program ends in three months with the possibility of expansion. At this time, ten devices are being used by students who do not have

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internet access at home. *Whale Branch* and *Lady's Island* Middle Schools are giving good reviews for their students who are participating in the project.

**Launchpad Project:** This project is sponsored by the *Public Library Foundation of Beaufort County*. The devices have been circulated 200 times. The Pilot program is in its 40<sup>th</sup> day, and it has been very successful.

Additionally, the Foundation is sponsoring thirty *LaunchPads* for Adults. The Pilot Program will be implemented at the end of this month at Bluffton Branch.

**Adult Programing Survey:** 258 respondents. The data collected is in process of being analyzed.

**Bookmobile:**

- Project is in the early stages; more research needs to be done.
- PowerPoint presentation has been prepared for the Library Board and the County Administration's review.
- BookMobile is an effective way to provide additional library services in the short term prior to considering construction of more facilities.
- The BookMobile would be a multifunctional vehicle: wireless, printers, scanners, books, etc. The vehicle would be a good way of advertising library services.

**Motion:** Mr. Kole made a motion to authorize Mr. McBride to proceed with the research and viability of this project: operationality and functionality. The motion passed unanimously.

**Miscellaneous:**

- Bluffton Library: Roof repair is almost complete.
- Hilton Head Library: HVAC replacement may be started by the end of the fall season.

**St. Helena Library Closing date:** Mr. McBride requested approval from the Board to close the library on Saturday, November 12 following Veterans Day. Due to closed roads, patrons will not have access to the Library on Heritage Day (November 12).

**Motion:** Ms. Martin made a motion to approve the closing of St. Helena Library on Saturday, November 12 this year and future years. Ms. Tabernik seconded. There was a unanimous vote.

**Miscellaneous:** Ms. Sturkie mentioned that Mr. McBride is the recipient of the FOSCL *Outstanding Individual Award* for 2016. The award was presented at the FOSCL (Friends of South Carolina Libraries) Annual meeting held in April at Lexington County Public Library. The Bluffton Friends of the Library nominated Mr. McBride due to his leadership as Library Director.

**Financial Reports:** (attachment) Mr. McBride presented the Beaufort County Finance Report for the Library expenditures through March, 2016.

**Library Director's expenditure reports:** (Attachment) Mr. McBride presented the report to the board, which summarized the *library systems expenditures to date*.

**Notes:**

- Expended: 79%
- Remaining balance: 21% (will be expended by the end of Fiscal Year).

**Hoopla:**

- Original budget approved: \$25,000
- Cardholders: 1.6% utilizing Hoopla.
- Hoopla is a supplement of our print collection; it is not a replacement.
- Good circulation rate at a cost effective price.

**Committee Reports:**

**Advocacy Committee:** No report.

**Finance Committee:** The committee met prior to the board meeting. Ms. Tabernik mentioned that the Library Director's expenditure report has been very helpful to the committee.

**Foundation:** Ms. MacDonald mentioned that the foundation board has a new approach on how to achieve funding and reach their endowment goals.

**Friends of the Library (FOL):**

- **Beaufort Branch:** Ms. Martin mentioned that the Friends had their annual meeting and officers' election. The bookstore is generating good sales due to its new location (main library).
- **Bluffton Branch:** Ms. Sturkie mentioned that the group will hold their meeting next week.
- **Hilton Head Branch:** Ms. Fitzgerald mentioned that their annual meeting was held on May 10.

**School liaison:** Mr. McBride mentioned that he has met with Superintendent, Media Specialists and staff. They are very supportive of the *Kajeet* project. The Library System and the School District are building a closer relationship.

**Policies and Procedures:** (see attachment). Ms. Tabernik mentioned that the meeting room policy needs to be reviewed. Mr. McBride will develop written procedures to support the policy. **Goal:** to ensure equitable and fair usage of library meeting rooms for the community.

Ms. Tabernik added that the board will receive an electronic document for their approval since the revised policy should be effective on July 1, 2016 to coincide with the new fiscal year.

**Strategic Planning Committee:** (attachment). The committee has expanded; nine members are on board. Ms. Johnson mentioned that the committee is meeting every first Wednesday of each month at 4 pm in Okatie.

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Ms. Johnson added that the survey is being tested in English and Spanish. Necessary changes are being made. She will email the board for additional testing. Also the print version is in both languages. The survey may be ready to be sent out next Monday.

**Challenged Materials Committee.**

Mr. McBride explained briefly the current Challenged Materials Policy (attached). The Library Director presented the book '*It's Perfectly Normal*' that was requested to be reconsidered by several patrons.

Mr. McBride added that the book has received multiple positive reviews and almost every library system in the United States has a copy of this book. This book has been in our collection since 2004.

Ms. Fitzgerald reported that all the board reviewed and discussed the book in question and all concurred with the recommendation of the Library Administration to leave the book in the Juvenile section of the library's collection.

**Motion:** Ms. Tabernik made a motion to accept the Library Administration's recommendation in keeping the book in the library collection. The book "It's Perfectly Normal" will remain in the juvenile collection. Mr. Bogacz seconded. There was a unanimous vote.

**Executive session:** Ms. Martin made a motion to go into executive session and Ms. Fitzgerald seconded. There was a unanimous vote.

Mr. Kole called the executive session at 5:15pm. Mr. Kole adjourned the executive session at 5:25 pm. and reconvened the regular meeting.

**Motion:** Ms. Fitzgerald made a motion to approve the salary adjustment for Mr. McBride, as noted in the original "letter of hire" for the Library Director. Ms. Martin seconded. There was a unanimous vote.

**Motion:** Ms. Johnson made a motion to make the month of May the annual performance evaluation date for the Library Director. Ms. Tabernik seconded. There was a unanimous vote.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 05:30 p.m. on a motion from Ms. Fitzgerald and a second from Ms. Bogacz.

Respectfully submitted,

**Ray McBride**  
*Library Director*

**Beaufort County Libraries**  
**Fiscal Year 2016 Financial Update**  
**As of June 30, 2016**

The following information is preliminary and unaudited.

Beaufort County Libraries

Fiscal Year 2016 Financial Update

As of June 30, 2016

- ❖ The Library Department of the General Fund is currently at 97.1% of the annual Fiscal Year 2016 budget. The total Fiscal Year 2016 Library appropriation was \$3,434,916 and to date the Libraries have expended \$3,331,847 and \$2,067 remains encumbered at the date of this report.
  
- ❖ Library Impact Fees has a total fund balance of \$2,145,592 with the following amounts available for each geographic area:
  - Bluffton/Okatie \$1,153,784
  - Burton (Unincorporated Port Royal) \$ 685,695
  - Lady's Island/St. Helena \$ 147,745
  - Hilton Head Island/Daufuskie Island \$ 118,296
  - Sheldon/Lobeco/Yemassee \$ 40,072
  
- ❖ During Fiscal Year 2016, Bluffton/Okatie Library Impact Fees have been expended for the Bluffton Library Porch Renovation/Media Lab and Lady's Island/St. Helena Island Library Impact Fees were used to purchase chairs for the St. Helena Library.



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ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<u>10001620 LIBRARY ADMINISTRATION</u>							
50 PERSONNEL SERVICES	482,915	0	482,915	521,301.93	.00	-38,386.93	107.9%
51 PURCHASED SERVICES	84,965	3,013	87,978	109,984.67	2,067.00	-24,073.67	127.4%
52 SUPPLIES	17,400	32,173	49,573	47,702.75	.00	1,870.25	96.2%
57 OTHER EXPENDITURES	0	0	0	1,217.19	.00	-1,217.19	100.0%
TOTAL LIBRARY ADMINISTRATION	585,280	35,186	620,466	680,206.54	2,067.00	-61,807.54	110.0%
<u>10001621 LIBRARY BEAUFORT BRANCH</u>							
50 PERSONNEL SERVICES	443,911	-12,500	431,411	417,161.50	.00	14,249.50	96.7%
51 PURCHASED SERVICES	99,700	-5,083	94,617	77,399.77	.00	17,217.23	81.8%
52 SUPPLIES	7,500	113	7,613	7,516.20	.00	96.80	98.7%
TOTAL LIBRARY BEAUFORT BRANCH	551,111	-17,470	533,641	502,077.47	.00	31,563.53	94.1%
<u>10001622 LIBRARY BLUFFTON BRANCH</u>							
50 PERSONNEL SERVICES	476,894	-23,500	453,394	439,820.65	.00	13,573.35	97.0%
51 PURCHASED SERVICES	101,199	-8,547	92,652	80,196.09	.00	12,455.91	86.6%
52 SUPPLIES	8,650	-1,801	6,849	7,138.14	.00	-289.14	104.2%
TOTAL LIBRARY BLUFFTON BRANCH	586,743	-33,848	552,895	527,154.88	.00	25,740.12	95.3%
<u>10001623 LIBRARY HILTON HEAD BRANCH</u>							
50 PERSONNEL SERVICES	525,095	-9,000	516,095	511,924.04	.00	4,170.96	99.2%
51 PURCHASED SERVICES	109,800	-939	108,861	82,940.29	.00	25,920.71	76.2%
52 SUPPLIES	12,400	-1,566	10,834	10,658.62	.00	175.38	98.4%
TOTAL LIBRARY HILTON HEAD BRANCH	647,295	-11,505	635,790	605,522.95	.00	30,267.05	95.2%
<u>10001624 LIBRARY LOBECO BRANCH</u>							

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ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
50 PERSONNEL SERVICES	139,953	-3,500	136,453	108,028.72	.00	28,424.28	79.2%
51 PURCHASED SERVICES	21,411	-2,073	19,338	17,408.92	.00	1,929.08	90.0%
52 SUPPLIES	4,200	1,244	5,444	4,560.15	.00	883.85	83.8%
TOTAL LIBRARY LOBECO BRANCH	165,564	-4,329	161,235	129,997.79	.00	31,237.21	80.6%
<hr/> 10001625 LIBRARY ST HELENA BRANCH							
50 PERSONNEL SERVICES	393,647	-22,600	371,047	326,808.35	.00	44,238.65	88.1%
51 PURCHASED SERVICES	100,361	-1,157	99,204	93,657.01	.00	5,546.99	94.4%
52 SUPPLIES	7,600	-1,775	5,825	5,391.31	.00	433.69	92.6%
TOTAL LIBRARY ST HELENA BRANCH	501,608	-25,532	476,076	425,856.67	.00	50,219.33	89.5%
<hr/> 10001626 LIBRARY TECHNICAL SERVICES							
50 PERSONNEL SERVICES	269,975	0	269,975	267,747.42	.00	2,227.58	99.2%
51 PURCHASED SERVICES	25,350	-2,840	22,510	21,395.43	.00	1,114.57	95.0%
52 SUPPLIES	4,350	63,153	67,503	77,650.42	.00	-10,147.42	115.0%
TOTAL LIBRARY TECHNICAL SERVICES	299,675	60,313	359,988	366,793.27	.00	-6,805.27	101.9%
<hr/> 10001627 LIBRARY SC ROOM							
50 PERSONNEL SERVICES	87,690	0	87,690	86,764.88	.00	925.12	98.9%
51 PURCHASED SERVICES	5,650	-3,516	2,134	2,129.78	.00	4.22	99.8%
52 SUPPLIES	4,300	701	5,001	5,343.17	.00	-342.17	106.8%
TOTAL LIBRARY SC ROOM	97,640	-2,815	94,825	94,237.83	.00	587.17	99.4%
TOTAL GENERAL FUND	3,434,916	0	3,434,916	3,331,847.40	2,067.00	101,001.60	97.1%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	3,434,916	0	3,434,916	3,331,847.40	2,067.00	101,001.60	97.1%

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ACCOUNTS FOR: 2600	LIBRARY IMPACT - HHI/DAUFUSKIE	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
<u>26000001 LIBRARY IMPACT - HHI/DAUFUSKIE</u>								
46	INTEREST	-100	0	-100	.00	.00	-100.00	.0%
47	MISCELLANEOUS	-60,000	0	-60,000	-106,175.04	.00	46,175.04	177.0%
	TOTAL LIBRARY IMPACT - HHI/DAUFUSKIE	-60,100	0	-60,100	-106,175.04	.00	46,075.04	176.7%
<u>26000011 LIBRARY IMPACT - HHI/DAUFUSKIE</u>								
52	SUPPLIES	60,100	0	60,100	.00	.00	60,100.00	.0%
	TOTAL LIBRARY IMPACT - HHI/DAUFUSKIE	60,100	0	60,100	.00	.00	60,100.00	.0%
	TOTAL LIBRARY IMPACT - HHI/DAUFUSKIE	0	0	0	-106,175.04	.00	106,175.04	100.0%
	TOTAL REVENUES	-60,100	0	-60,100	-106,175.04	.00	46,075.04	
	TOTAL EXPENSES	60,100	0	60,100	.00	.00	60,100.00	
	PRIOR FUND BALANCE				12,121.04			
	CHANGE IN FUND BALANCE				106,175.04			
	CURRENT FUND BALANCE				118,296.08			

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENC/REQ	AVAILABLE	PCT
2602 LIBRARY IMPACT - BLUFFTON	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
<hr/>							
26020001 LIBRARY IMPACT - BLUFFTON							
<hr/>							
46 INTEREST	-200	0	-200	.00	.00	-200.00	.0%
47 MISCELLANEOUS	-350,000	0	-350,000	-326,572.36	.00	-23,427.64	93.3%
TOTAL LIBRARY IMPACT - BLUFFTON	-350,200	0	-350,200	-326,572.36	.00	-23,627.64	93.3%
26020011 LIBRARY IMPACT - BLUFFTON							
<hr/>							
52 SUPPLIES	350,200	-58,000	292,200	1,296.67	.00	290,903.33	.4%
54 CAPITAL OUTLAY	0	58,000	58,000	55,076.69	.00	2,923.31	95.0%
TOTAL LIBRARY IMPACT - BLUFFTON	350,200	0	350,200	56,373.36	.00	293,826.64	16.1%
TOTAL LIBRARY IMPACT - BLUFFTON	0	0	0	-270,199.00	.00	270,199.00	100.0%
TOTAL REVENUES	-350,200	0	-350,200	-326,572.36	.00	-23,627.64	
TOTAL EXPENSES	350,200	0	350,200	56,373.36	.00	293,826.64	
PRIOR FUND BALANCE				883,585.33			
CHANGE IN FUND BALANCE				270,199.00			
CURRENT FUND BALANCE				1,153,784.33			

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ACCOUNTS FOR: 2603	LIBRARY IMPACT - BURTON	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
26030001 LIBRARY IMPACT - BURTON								
46	INTEREST	-500	0	-500	.00	.00	-500.00	.0%
47	MISCELLANEOUS	-20,000	0	-20,000	-28,756.00	.00	8,756.00	143.8%
	TOTAL LIBRARY IMPACT - BURTON	-20,500	0	-20,500	-28,756.00	.00	8,256.00	140.3%
26030011 LIBRARY IMPACT - BURTON								
52	SUPPLIES	20,500	0	20,500	.00	.00	20,500.00	.0%
	TOTAL LIBRARY IMPACT - BURTON	20,500	0	20,500	.00	.00	20,500.00	.0%
	TOTAL LIBRARY IMPACT - BURTON	0	0	0	-28,756.00	.00	28,756.00	100.0%
	TOTAL REVENUES	-20,500	0	-20,500	-28,756.00	.00	8,256.00	
	TOTAL EXPENSES	20,500	0	20,500	.00	.00	20,500.00	
	PRIOR FUND BALANCE				656,938.56			
	CHANGE IN FUND BALANCE				28,756.00			
	CURRENT FUND BALANCE				685,694.56			

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ACCOUNTS FOR: 2604	LIBRARY IMPACT - LISH	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
26040001 LIBRARY IMPACT - LISH								
46	INTEREST	-125	0	-125	.00	.00	-125.00	.0%
47	MISCELLANEOUS	-40,000	0	-40,000	-87,927.00	.00	47,927.00	219.8%
	TOTAL LIBRARY IMPACT - LISH	-40,125	0	-40,125	-87,927.00	.00	47,802.00	219.1%
26040011 LIBRARY IMPACT - LISH								
52	SUPPLIES	40,125	-2,500	37,625	.00	.00	37,625.00	.0%
54	CAPITAL OUTLAY	0	2,500	2,500	2,208.48	.00	291.52	88.3%
	TOTAL LIBRARY IMPACT - LISH	40,125	0	40,125	2,208.48	.00	37,916.52	5.5%
	TOTAL LIBRARY IMPACT - LISH	0	0	0	-85,718.52	.00	85,718.52	100.0%
	TOTAL REVENUES	-40,125	0	-40,125	-87,927.00	.00	47,802.00	
	TOTAL EXPENSES	40,125	0	40,125	2,208.48	.00	37,916.52	
	PRIOR FUND BALANCE				62,026.13			
	CHANGE IN FUND BALANCE				85,718.52			
	CURRENT FUND BALANCE				147,744.65			

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ACCOUNTS FOR: 2606	LIBRARY IMPACT - SHELDON	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
26060001 LIBRARY IMPACT - SHELDON								
46	INTEREST	-50	0	-50	.00	.00	-50.00	.0%
47	MISCELLANEOUS	-5,500	0	-5,500	-10,507.00	.00	5,007.00	191.0%
	TOTAL LIBRARY IMPACT - SHELDON	-5,550	0	-5,550	-10,507.00	.00	4,957.00	189.3%
26060011 LIBRARY IMPACT - SHELDON								
52	SUPPLIES	5,550	0	5,550	.00	.00	5,550.00	.0%
	TOTAL LIBRARY IMPACT - SHELDON	5,550	0	5,550	.00	.00	5,550.00	.0%
	TOTAL LIBRARY IMPACT - SHELDON	0	0	0	-10,507.00	.00	10,507.00	100.0%
	TOTAL REVENUES	-5,550	0	-5,550	-10,507.00	.00	4,957.00	
	TOTAL EXPENSES	5,550	0	5,550	.00	.00	5,550.00	
	PRIOR FUND BALANCE				29,564.96			
	CHANGE IN FUND BALANCE				10,507.00			
	CURRENT FUND BALANCE				40,071.96			



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ACCOUNTS FOR: 2611	HILTON HEAD LIBRARY TRUST	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
26110011 HILTON HEAD LIBRARY TRUST								
52	SUPPLIES	0	0	0	15,625.05	.00	-15,625.05	100.0%
	TOTAL HILTON HEAD LIBRARY TRUST	0	0	0	15,625.05	.00	-15,625.05	100.0%
	TOTAL HILTON HEAD LIBRARY TRUST	0	0	0	15,625.05	.00	-15,625.05	100.0%
	TOTAL EXPENSES	0	0	0	15,625.05	.00	-15,625.05	
	PRIOR FUND BALANCE				16,813.74			
	CHANGE IN FUND BALANCE				-15,625.05			
	CURRENT FUND BALANCE				1,188.69			

BEAUFORT COUNTY  
BEAUFORT COUNTY - STATEMENT OF  
REVENUES, EXPENDITURES AND FUND BALANCE

FOR 2016 13

ACCOUNTS FOR:  
2612 LIBRARY TRUST

ORIGINAL  
APPROP

TRANFRS/  
ADJSTMTS

REVISED  
BUDGET

YTD ACTUAL

ENC/REQ

AVAILABLE  
BUDGET

PCT  
USED

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26120011 LIBRARY TRUST

57 OTHER EXPENDITURES	0	0	0	5,091.43	.00	-5,091.43	100.0%
TOTAL LIBRARY TRUST	0	0	0	5,091.43	.00	-5,091.43	100.0%
TOTAL LIBRARY TRUST	0	0	0	5,091.43	.00	-5,091.43	100.0%
TOTAL EXPENSES	0	0	0	5,091.43	.00	-5,091.43	
PRIOR FUND BALANCE				19,003.02			
CHANGE IN FUND BALANCE				-5,091.43			
CURRENT FUND BALANCE				13,911.59			

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BEAUFORT COUNTY  
BEAUFORT COUNTY - STATEMENT OF  
REVENUES, EXPENDITURES AND FUND BALANCE

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FOR 2016 13

ACCOUNTS FOR: 2616	DEL WEBB LIBRARY FEES	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
26160001 DEL WEBB LIBRARY FEES								
46	INTEREST	-50	0	-50	.00	.00	-50.00	.0%
47	MISCELLANEOUS	-2,600	0	-2,600	-2,834.50	.00	234.50	109.0%
48	OTHER FIN SOURCES	-62,591	0	-62,591	.00	.00	-62,591.00	.0%
	TOTAL DEL WEBB LIBRARY FEES	-65,241	0	-65,241	-2,834.50	.00	-62,406.50	4.3%
26160011 DEL WEBB LIBRARY FEES								
52	SUPPLIES	65,241	0	65,241	4,811.87	.00	60,429.13	7.4%
54	CAPITAL OUTLAY	0	0	0	58,581.00	.00	-58,581.00	100.0%
	TOTAL DEL WEBB LIBRARY FEES	65,241	0	65,241	63,392.87	.00	1,848.13	97.2%
	TOTAL DEL WEBB LIBRARY FEES	0	0	0	60,558.37	.00	-60,558.37	100.0%
	TOTAL REVENUES	-65,241	0	-65,241	-2,834.50	.00	-62,406.50	
	TOTAL EXPENSES	65,241	0	65,241	63,392.87	.00	1,848.13	
	PRIOR FUND BALANCE				62,591.41			
	CHANGE IN FUND BALANCE				-60,558.37			
	CURRENT FUND BALANCE				2,033.04			

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BEAUFORT COUNTY  
BEAUFORT COUNTY - STATEMENT OF  
REVENUES, EXPENDITURES AND FUND BALANCE

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FOR 2016 13

ACCOUNTS FOR: 2621	STATE LOTTERY - LIBRARY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
<hr/>								
26210001 STATE LOTTERY - LIBRARY								
<hr/>								
43	INTERGOVERNMENTAL	-90,000	0	-90,000	-88,595.77	.00	-1,404.23	98.4%
	TOTAL STATE LOTTERY - LIBRARY	-90,000	0	-90,000	-88,595.77	.00	-1,404.23	98.4%
<hr/>								
26210011 STATE LOTTERY - LIBRARY								
<hr/>								
52	SUPPLIES	90,000	0	90,000	101,283.45	.00	-11,283.45	112.5%
	TOTAL STATE LOTTERY - LIBRARY	90,000	0	90,000	101,283.45	.00	-11,283.45	112.5%
	TOTAL STATE LOTTERY - LIBRARY	0	0	0	12,687.68	.00	-12,687.68	100.0%
	TOTAL REVENUES	-90,000	0	-90,000	-88,595.77	.00	-1,404.23	
	TOTAL EXPENSES	90,000	0	90,000	101,283.45	.00	-11,283.45	
	PRIOR FUND BALANCE				17,521.16			
	CHANGE IN FUND BALANCE				-12,687.68			
	CURRENT FUND BALANCE				4,833.48			

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BEAUFORT COUNTY  
BEAUFORT COUNTY - STATEMENT OF  
REVENUES, EXPENDITURES AND FUND BALANCE

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FOR 2016 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-407,393.03	.00	407,393.03	100.0%

\*\* END OF REPORT - Generated by Alicia Holland \*\*

Location	Impact Fees	State Aid	Foundation	Grants	Trustees	Special Trusts	Friends
							\$39,200.00 Beaufort
							<b>-\$13,093.93</b>
Library System		\$202,791.38	\$15,000.00	\$16,200.00 Big Read	\$905.00		
			<b>-\$15,000.00</b>	<b>-\$4,200.00</b> materials			\$20,250.00 Bluffton
carryover Lottery Funds FY15		\$17,521.16					<b>-\$8,602.00</b>
distributed unclaimed Lottery		\$32,446.60					
		<b>-\$79,166.37</b>		\$600.00 STEAM			\$71,397.00 Hilton Head
				<b>-\$593.85</b>			<b>-\$53,851.62</b>
Beaufort( Port Royal Island)	\$648,987.00				\$1,921.00		
					<b>-\$1,451.97</b>		
Bluffton	\$572,642.00		\$400.00				
	<b>-\$48,500.87</b>		<b>-378.48</b>				
	<b>-\$350.00</b>		\$1,000.00				
			<b>-\$955.65</b>				
Del Webb Agmnt	\$57,088.00						
	<b>-\$4,811.87</b>						
	<b>-\$52,276.13</b>						
Hilton Head( incl Daufauskie)	\$96,730.00			\$97.00 Friends Grant	\$3,590.00	\$23,740.00	
				<b>-\$97.00</b>		<b>-\$1,697.88</b>	
Lobeco(Sheldon)	\$27,896.00						
St. Helena( included Lady's Island	\$41,555.00						
	<b>-\$2,208.48</b>						
BDC					\$6,653.00	\$30,640.00	
	<b>\$1,336,750.65</b>	<b>\$173,592.77</b>	<b>\$65.87</b>	<b>\$12,006.15</b>	<b>\$11,617.03</b>	<b>\$52,682.12</b>	<b>\$55,299.45</b>

10/2/2015

# FY16 Special Funds

Location	Impact Fees*	State Aid	Foundation	Grants	Trustees	Special Trusts	Friends
							\$39,200.00 Beaufort (Materials/programs)
Library System		\$202,791.38	\$15,000.00	\$16,200.00 Big Read	\$905.00	\$206,957.00	-\$42,030.00
carryover Lottery Funds FY15		\$17,521.16	-\$14,885.72 (materials)	-\$4,200.00 (materials)	-\$72.49 Materials	(Endowment plus interest)	\$20,500.00 Bluffton (Materials/programs)
distributed unclaimed Lottery		\$32,446.60		-12,000 (other expenses)	\$832.51		-\$21,337.98
		\$56,149.17					
		\$308,908.31		\$600.00 STEAM			
		-\$267,732.31 (materials,wifi)		-\$594.86 (materials/supplies)			\$71,397.00 Hilton Head (Materials/programs)
		\$41,176.00 (Hoopla)					-\$53,851.62
Beaufort( Port Royal Island)	\$682,376.00		\$5,000.00 (Launchpads)		\$1,921.00		
			-3008.7	\$7,200.00 Storyboard	-\$1,451.97		
Bluffton	\$883,585.00		\$400.00	-\$4,000.00 (consultant)	\$469.03		
	-\$48,500.87 (computer lab)		-378.48 (materials)	-3200 (consultant)			
	-\$7,771.50		\$1,000.00	\$1,000.00 (Continuing Ed. for Harwood Institute)			
	-\$380.86		-\$955.65 (materials)	-\$1,000.00			
	-\$814.99		\$250.00 materials				
	-\$1,296.67 (excludes tax)			\$1,000.00 LSTA summer Reading grant			
Del Webb Agreement	\$57,088.00						
	-\$4,811.87 (computer lab)						
	-\$52,276.13						
	\$2,033.04						
Hilton Head( incl Daufauskie)	\$106,444.00			\$97.00 Friends Grant	\$3,590.00	\$23,740.00	(materials business titles)
				-\$97.00 (supplies)	-\$2,351.22 materials	-\$8,774.46	
Lobeco(Sheldon)	\$35,647.00				-\$109.10 Harrington fund		
					-\$871.86 Harrington fund		
St. Helena( included Lady's Island)	\$136,376.00				\$257.82		
	-\$2,208.48 (Herald Office)						
BDC					\$6,653.00	\$30,640.00	
	<b>\$1,326,836.63</b>	<b>\$125,366.02</b>	<b>\$2,421.45</b>	<b>\$15,206.15</b>	<b>\$9,771.72</b>	<b>\$252,562.54</b>	<b>\$30,187.62</b>

\* totals reflect current posted balance in MUNIS

## FY16 County Allocations

<i>Line Item</i>	<i>FY16 Budget</i>	<i>Revised</i>	<i>Expended to Date</i>	<i>Total % Expended</i>	<i>Total % Remaining Year to Date</i>
<b>Administration</b>					
Personnel Per MUNIS (Salaries,FICA,Medicare,SC Retirement)	\$485,460.00	\$0.00	\$504,662.00	104.00%	0.0%
ADVERTISING	\$1,500.00	\$288.00	\$287.00	99.8%	100.0%
PRINTING	\$5,000.00	\$8,150.00	\$9,135.15	112.1%	-12.1%
POSTAGE/OTHER CARRIERS	\$52,000.00	\$45,078.00	\$43,295.00	96.1%	3.9%
TELEPHONE	\$3,250.00	\$3,213.00	\$2,877.29	89.6%	10.4%
MAINTENANCE CONTRACTS	\$20,500.00	\$21,146.00	\$45,755.00	216.0%	0.0%
REPAIRS TO EQUIPMENT	\$750.00	\$0.00	\$209.00	-209.0%	-209.0%
EQUIPMENT RENTALS	\$1,500.00	\$1,250.00	\$908.00	73.0%	27.0%
PROFESSIONAL SERVICES	\$1,000.00	\$0.00	\$0.00	100.0%	0.0%
OTHER VEHICLE OPER COSTS	\$50.00	\$50.00	\$31.90	64.0%	36.0%
GARAGE REPAIRS & MAINT	\$2,649.00	\$1,349.00	\$830.00	62.0%	38.0%
BOOKS,SUBS,MEMBERSHIPS	\$2,216.00	\$2,050.00	\$2,128.00	103.8%	0.0%
TRAINING AND CONFERENCES	\$4,000.00	\$3,500.00	\$2,954.25	84.4%	15.6%
VEHICLE INSURANCE	\$2,300.00	\$1,904.00	\$1,904.00	100.0%	0.0%
SUPPLIES-OFFICE/PHOTO/ETC	\$3,200.00	\$7,940.00	\$6,654.40	83.8%	16.2%
DATA PROCESSING SUPPLIES	\$2,000.00	\$4,260.00	\$2,599.26	61.0%	39.0%
LIBRARY PERIODICALS	\$750.00	\$750.00	\$687.00	92%	8%
FUELS/LUBRICANTS	\$700.00	\$598.00	\$455.40	76.2%	23.8%
MINOR OFF FURN/EQP <\$5,000	\$500.00	\$17,023.00	\$17,104.67	100.5%	0.0%
DATA PROCESSING EQUIP <\$5,000	\$15,000.00	\$19,002.00	\$20,183.64	106.2%	0.0%
	\$118,865.00		\$157,998.96		
<b>personnel and operating</b>	<b>\$604,825.00</b>				



## FY16 County Allocations

<i>Line Item</i>	<i>FY16 Budget</i>	<i>Revised</i>	<i>Expended to Date</i>	<i>Total % Expended</i>	<i>Total % Remaining Year to Date</i>
<b>Beaufort</b>					
Personnel Per MUNIS (Salaries,FICA,Medicare,SC Retirement)	\$450,127.00	\$431,411.00	\$401,706.00	94.00%	6.00%
TELEPHONE	\$0.00	\$40.00	\$25.24	63.1%	36.9%
ELECTRICITY/NAT'L GAS	\$70,000.00	\$70,000.00	\$56,104.00	80.2%	19.8%
WATER/SEWER/GARBAGE	\$4,000.00	\$2,500.00	\$1,818.38	72.7%	27.3%
MAINTENANCE CONTRACTS	\$21,390.00	\$21,390.00	\$18,917.84	93.7%	6.3%
EQUIPMENT RENTALS	\$1,900.00	\$752.00	\$605.16	80.5%	19.5%
PROFESSIONAL SERVICES	\$950.00	\$950.00	\$250.00	26.0%	74.0%
BOOKS,SUBS,MEMBERSHIPS	\$360.00	\$245.00	\$245.00	100.0%	0.0%
TRAINING AND CONFERENCES	\$1,000.00	\$30.00	\$30.00	100.0%	0.0%
UNCLASSIFIED OPERATING	\$100.00	\$90.00	\$90.00	100.0%	0.0%
SUPPLIES-OFFICE/PHOTO/ETC	\$3,400.00	\$4,323.00	\$3,835.51	85.0%	15.0%
DATA PROCESSING SUPPLIES	\$1,600.00	\$800.00	\$539.52	67.0%	33.0%
LIBRARY PERIODICALS	\$3,050.00	\$2,641.00	\$2,640.25	100.0%	0.0%
FUELS/LUBRICANTS	\$50.00	\$0.00	\$0.00	100.0%	0.0%
MINOR OFF FURN/EQP <\$5,000	\$400.00	\$400.00	\$419.19	104.79%	-4.8%
	\$108,200.00		\$85,520.09		
<b>personnel and operating</b>	<b>\$557,327.00</b>				

## FY16 County Allocations

<i>Line Item</i>	<i>FY16 Budget</i>	<i>Revised</i>	<i>Expended to Date</i>	<i>Total % Expended</i>	<i>Total % Remaining Year to Date</i>
<b>Bluffton</b>		\$453,394.00			
Personnel Per MUNIS (Salaries,FICA,Medicare,SC Retirement)	\$415,966.00	\$453,394.00	\$419,712.00	93.00%	7.00%
TELEPHONE	\$0.00	\$1,030.00	\$973.31	94.5%	5.5%
ELECTRICITY/NAT'L GAS	\$68,000.00	\$66,100.00	\$58,852.51	89.0%	11.0%
WATER/SEWER/GARBAGE	\$6,500.00	\$6,500.00	\$2,265.86	34.9%	65.1%
MAINTENANCE CONTRACTS	\$18,600.00	\$14,268.00	\$14,891.00	104.37%	0.00%
EQUIPMENT RENTALS	\$2,250.00	\$1,650.00	\$1,017.88	75.4%	24.6%
PROFESSIONAL SERVICES	\$950.00	\$950.00	\$1,109.75	116.8%	-16.8%
OTHER VEHICLE OPER COSTS	\$50.00	\$50.00	\$40.85	82.0%	18.0%
GARAGE REPAIRS & MAINT	\$2,649.00	\$1,957.00	\$320.04	16%	84.0%
BOOKS,SUBS,MEMBERSHIPS	\$500.00	\$270.00	\$269.66	100.0%	0.0%
TRAINING AND CONFERENCES	\$1,000.00	\$175.00	\$175.00	100.0%	0.0%
UNCLASSIFIED OPERATING	\$100.00	\$230.55	\$230.00	100.2%	0.0%
SUPPLIES-OFFICE/PHOTO/ETC	\$4,000.00	\$3,332.00	\$3,644.59	109.4%	0.0%
DATA PROCESSING SUPPLIES	\$1,000.00	\$850.00	\$824.22	97.0%	3.0%
LIBRARY PERIODICALS	\$3,000.00	\$2,667.00	\$2,666.68	100%	0%
FUELS/LUBRICANTS	\$250.00	\$118.00	\$118.00	100.0%	0.0%
MINOR OFF FURN/EQP <\$5,000	\$400.00	\$0.00	\$0.00	100.0%	0.0%
	\$109,249.00		\$87,399.35		
<b>personnel and operating</b>	<b>\$525,815.00</b>				

## FY16 County Allocations

<i>Line Item</i>	<i>FY16 Budget</i>	<i>Revised</i>	<i>Expended to Date</i>	<i>Total % Expended</i>	<i>Total % Remaining Year to date</i>
<b>Hilton Head</b>					
Personnel Per MUNIS (Salaries,FICA,Medicare,SC Retirement)	\$570,709.00	\$512,095.00	\$493,712.00	97.00%	3.00%
TELEPHONE	\$0.00	\$3,190.00	\$2,603.01	82%	18%
ELECTRICITY/NAT'L GAS	\$80,000.00	\$75,450.00	\$53,531.63	71.0%	29.0%
WATER/SEWER/GARBAGE	\$5,000.00	\$5,751.00	\$3,739.92	65.0%	35.0%
MAINTENANCE CONTRACTS	\$20,650.00	\$17,150.00	\$15,140.45	94.42%	5.58%
EQUIPMENT RENTALS	\$1,925.00	\$1,420.00	\$1,060.02	74.7%	25.3%
PROFESSIONAL SERVICES	\$950.00	\$6,950.00	\$6,801.50	97.9%	2.1%
BOOKS,SUBS,MEMBERSHIPS	\$500.00	\$140.00	\$139.66	99.8%	0.0%
TRAINING AND CONFERENCES	\$1,000.00	\$95.00	\$95.00	100.00%	1.00%
UNCLASSIFIED OPERATING	\$100.00	\$170.90	\$170.00	100.5%	0.0%
SUPPLIES-OFFICE/PHOTO/ETC	\$5,000.00	\$5,192.00	\$5,260.23	101.3%	-1.0%
DATA PROCESSING SUPPLIES	\$1,675.00	\$780.00	\$641.15	82.20%	17.80%
LIBRARY PERIODICALS	\$5,000.00	\$4,593.00	\$4,592.98	100.0%	0.0%
FUELS/LUBRICANTS	\$100.00	\$100.00	\$164.26	164.3%	-64.0%
MINOR OFF FURN/EQP <\$5,000	\$300.00	\$169.00	\$0.00	0.0%	100.0%
	\$122,200.00		\$93,939.81		
<b>personnel and operating</b>	<b>\$692,909.00</b>				

## FY16 County Allocations

<i>Line Item</i>	<i>FY16 Budget</i>	<i>Revised</i>	<i>Expended to Date</i>	<i>Total % Expended</i>	<i>Total % Remaining Year to Date</i>
<b>Lobeco</b>					
Personnel Per MUNIS (Salaries,FICA,Medicare,SC Retirement)	\$139,953.00	\$136,453.00	\$104,219.00	77.00%	23.00%
POSTAGE/OTHER CARRIERS	\$112.00	\$114.00	\$114.00	100.0%	0.0%
TELEPHONE	\$0.00	\$15.00	\$260.00	17.3%	82.7%
ELECTRICITY/NAT'L GAS	\$8,800.00	\$8,020.00	\$6,687.85	83.4%	16.6%
MAINTENANCE CONTRACTS	\$7,500.00	\$8,906.00	\$9,054.15	101.66%	0.00%
EQUIPMENT RENTALS	\$1,000.00	\$700.00	\$540.00	74.4%	25.6%
PROFESSIONAL SERVICES	\$600.00	\$359.00	\$359.00	100.0%	0%
OTHER VEHICLE OPER COSTS	\$50.00	\$50.00	\$0.00	0.0%	100.0%
GARAGE REPAIRS & MAINT	\$2,649.00	\$1,243.00	\$648.74	52.2%	47.8%
BOOKS,SUBS,MEMBERSHIPS	\$150.00	\$65.00	\$65.00	100.0%	0.0%
TRAINING AND CONFERENCES	\$750.00	\$110.00	\$110.00	100.0%	0.0%
UNCLASSIFIED OPERATING	\$100.00	\$34.00	\$34.00	100.0%	0.0%
SUPPLIES-OFFICE/PHOTO/ETC	\$1,800.00	\$2,100.00	\$1,540.62	73.0%	27.0%
DATA PROCESSING SUPPLIES	\$500.00	\$430.00	\$327.13	76.1%	23.9%
LIBRARY PERIODICALS	\$1,200.00	\$1,474.00	\$1,473.26	100.0%	0.0%
FUELS/LUBRICANTS	\$300.00	\$40.00	\$38.35	95.9%	4.1%
MINOR OFF FURN/EQP <\$5,000	\$400.00	\$1,400.00	\$1,180.19	84.3%	15.7%
	\$25,911.00		\$22,432.29		
<b>personnel and operating</b>	<b>\$142,140.00</b>				

## FY16 County Allocations

<i>Line Item</i>	<i>FY16 Budget</i>	<i>Revised</i>	<i>Expended to Date</i>	<i>Total % Expended</i>	<i>Total % Remaining Year to Date</i>
<b>St. Helena</b>					
Personnel Per MUNIS (Salaries,FICA,Medicare,SC Retirement)	\$393,647.00	\$371,047.00	\$314,840.00	90.00%	10.00%
TELEPHONE	\$0.00	\$20.00	\$25.98	129.9%	-29.90%
ELECTRICITY/NAT'L GAS	\$70,000.00	\$65,322.00	\$62,817.80	96.17%	3.83%
WATER/SEWER/GARBAGE	\$2,600.00	\$4,800.00	\$3,552.62	69.85%	30.15%
MAINTENANCE CONTRACTS	\$26,000.00	\$2,600.00	\$25,627.00	98.83%	1.17%
EQUIPMENT RENTALS	\$2,000.00	\$1,400.00	\$884.05	90.86%	9.14%
PROFESSIONAL SERVICES	\$950.00	\$300.00	\$50.00	17.00%	83.00%
OTHER VEHICLE OPER COSTS	\$50.00	\$0.00	\$0.00	0.00%	100.00%
GARAGE REPAIRS & MAINT	\$2,649.00	\$1,649.00	\$1,085.75	66.00%	34.00%
BOOKS,SUBS,MEMBERSHIPS	\$360.00	\$190.00	\$190.00	100.00%	0.00%
TRAINING AND CONFERENCES	\$1,000.00	\$20.00	\$20.00	100.00%	0.00%
UNCLASSIFIED OPERATING	\$100.00	\$0.00	\$100.00	100.00%	0.00%
SUPPLIES-OFFICE/PHOTO/ETC	\$3,100.00	\$3,080.00	\$2,613.00	84.84%	15.16%
DATA PROCESSING SUPPLIES	\$2,000.00	\$940.00	\$932.09	99.00%	1.00%
LIBRARY PERIODICALS	\$2,000.00	\$1,730.00	\$1,745.69	100.00%	0.00%
FUELS/LUBRICANTS	\$250.00	\$75.00	\$74.15	98.87%	1.03%
MINOR OFF FURN/EQP <\$5,000	\$250.00	\$0.00	\$0.00	100.00%	0.00%
	\$113,309.00		\$99,718.13		
<b>personnel and operating</b>	<b>\$465,481.00</b>				





## FY16 County Allocations

	<i>FY16 Budget</i>	<i>Current Encumbrances</i>	<i>Expended to Date</i>	<i>Total % Expended</i>	<i>Total % Remaining Year to Date</i>
personnel and operating budget	\$3,397,362.00		\$3,145,826.00	92.00%	8.00%
vacant positions	\$37,554.00				
	<b>\$3,434,916.00</b>				
fringes	\$601,891.00				
	<b>\$4,036,807.00</b>				
updated 6/24/16					