



BEAUFORT COUNTY
LIBRARY
For Learning • For Leisure • For Life

BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, March 8, 2017
4:00 p.m.
Beaufort Branch Library
311 Scott Street
Beaufort, South Carolina 29902
843.255-6430

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. January 11, 2017 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects Update
- VIII. Financial Reports:
 - A. County Funds
 - 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 - Chair; Joseph Bogacz, Anna Maria Tabernik, and Peggy Martin
- C. Foundation –
- 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 and Brenda Ladson Powell
- 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:

- A. Hilton Head Library South Carolina Room Update
- B. Strategic Planning Process Update
- C. Staff Development Day Update
- D. Library Bookmobile Update

XI. New Business:

- A. Library Director's Annual Evaluation (May Board Meeting)
- B. Appointment of Board Member to Fill Committee Vacancy on Public Library Foundation of Beaufort County
- C. SCLENDS Update

XII. Executive Session: Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee.

XIII. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – January 11, 2017 – 4:00 pm

The first scheduled meeting for 2017 was held at the Hilton Head Branch Library.

Trustees: Bernard Kole, *Chair*; Deborah Johnson, Rosalie Richman, Peggy Martin, Linda MacDonald, and Lynne Miller.

Absent: Eileen Fitzgerald; Joseph Bogacz, Laura Sturkie, Brenda Ladson Powell, and Anna Maria Tabernik.

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

Library Staff: Ray McBride, Director of Libraries; Amanda Brewer, Bookmobile Librarian; and Ileana Herrick, Administrative Technician.

County Council Member: Councilman Steven Fobes, District 10.

Guests: Mr. Bill Newby, and Ms. Miho Kinnas.

Call to Order: The meeting was called to order at 4:04 p.m.

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

Public Comment: (Letter attached.) Mr. Bill Newby, Hilton Head resident, spoke about the decision to deny the usage of the Carolina Room (Hilton Head Branch) for the Book Club meetings. The Carolina Room is where the Lowcountry Collection is kept available for customer use and research. Mr. Newby stated that his book club meeting will not prevent patrons from accessing the room and the collection. He requested that the board review their decision to bring a workable solution to this matter.

Mr. Kole mentioned that the *Policy and Procedure Committee* will work on a solution to this matter. Mr. Bogacz will bring recommendations to the next board meeting. Mr. McBride added that the decision should be equitable for all library users. It is important to keep in mind that the Carolina Room is not a regular meeting room.

Minutes of November 9, 2016: Correction is as follows: Addition under *Strategic Planning Committee*, page 3 & 4: “Based on Mr. McBride’s suggestion, the Board agreed to postpone the Strategic Plan until after the April 19th Staff Development Day, and to then make the plan for fiscal years (July 1-June 30) instead of calendar years.”

Ms. Martin made a motion to accept the minutes with the correction. Ms. Johnson seconded the motion. There was a unanimous vote to accept.

Correspondence/Memberships: None.

Library Director’s Report: Mr. McBride presented his report (attachment).

Personnel Updates:

- Four (4) new hires at Hilton Head Library.
- Two (2) current vacant positions: Both are being advertised on the County's website.
- *Interlibrary Loan Assistant* position (currently vacant) will be rewritten to *Library Skills Trainer*. The job description is in process of being rewritten.

Projects:

- *Computer Replacement*: 90 new public computers are being installed at the libraries to replace non-working "thin clients". The new computers are fully operational at the libraries. The new computers are *full computers*, they are not *thin clients*. They are not attached to a County server. They are directly connected to 'Internet' running through the County network. The new library network infrastructure should not need to be replaced for the next 7 to 10 years.
- *Carpet Replacement*:
 - The carpet in the Technical Services wing is in the process of being replaced with tile. The area will be shut down for a week; the staff is being loaned to other branches to conduct inventory. The tile installation may take a week to complete.

Financial Report:Library Director's Expenditure Report:

- The Finance committee reviewed the report on Friday, January 6th.
- Mr. McBride explained in detail the *Proposed Budget Increases* (3 years budget proposal). (See attachment).
- Mr. McBride explained the *Special Funds Report* in detail. (See attachment).

Committee Reports:

Advocacy Committee: None.

Finance Committee:

- The committee met last Friday January 6th.

Foundation:

- Mr. Earl Dietz resigned his position as Chair and resigned from the board. Mr. Woody Rutter and Ms. Patsy Hand are acting as Co-Chairs.
- The Foundation would like to recruit young people to serve on the board.
- The next meeting will be on Wednesday, January 18th.

Friends of the Library (FOL):

- *Beaufort Branch*:
 - The next event is '*Books Sandwiched In*', starting on January 30, 2017, at the USCB Art Center (Historic Campus).
 - The board is looking for volunteers to help with organizing and categorizing donated books.

- Bluffton Branch: None.
- Hilton Head Branch:
 - *Book Break Program* will start on January 18th, and *Movies Program* will start on January 19th.

School Liaison:

- Mr. McBride mentioned that the library has 50 *SmartSpots*; 14 are in circulation at this time.

Challenged Material Committee: None.

Revised Library Closing Dates 2017:

- Library Closed:
 - Saturday, December 30, 2017.
 - Saturday, November 11, 2017 (actual Veterans Day).
- Staff Development Day is scheduled for Wednesday, April 19, 2017.
- Staff Work Day is scheduled for Wednesday, October 4, 2017.

Ms. Martin made a motion to accept the revised Library Closing dates 2017. Ms. Johnson seconded the motion. There was a unanimous vote to accept. Motion carried.

Strategic Planning Committee:

- Ms. Johnson strongly recommended that all members attend the staff development day on April 19th for the strategic planning session. Participation in this process is important.

Officers Election:

- Ms. Miller presented the slate of officers for nomination:
 - Chair: Bernard Kole
 - Vice-Chair: Anna Marie Tabernik
 - Finance Chair: Joseph Bogacz
 - Corresponding Secretary: Ray McBride

Ms. Miller collected the cast ballots for Chair.

Mr. Kole asked for a show of hands for Vice Chair, Finance Chair, and Corresponding Secretary.

Mr. Kole has been elected as the Chair of the Library Board.

Ms. Tabernik has been elected as the new Vice Chair of the Library Board.

Mr. Bogacz has been elected as the new Finance Chair of the Library Board.

Mr. Ray McBride has been elected as the Corresponding Secretary of the Library Board.

Mr. Kole made a motion to accept the Vice Chair, Finance Chair, and Corresponding Secretary for a two-year period. Ms. Martin seconded the motion. There was a unanimous vote to accept. Motion carried.

Ms. Miller made a motion to accept the Chair for a two-year period. Ms. Martin seconded the motion. There was a unanimous vote to accept. Motion carried.

New Business: (See attachment).

Bookmobile Stops and Routes: (See attachment.).

- Ms. Amanda Brewer explained the PowerPoint Presentation in detail to the board, including: Bookmobile stops, schedules, and routes.
- Highlights: *See attachment for details.*
- Bookmobile schedule will be Mondays to Thursdays. Fridays are for maintenance and office time. Work schedule will be 9 hours per day due to geographical area to be covered. Two Saturdays per month will be part of the schedule.
- Ms. Brewer is open to making adjustments on the stops, and routes. The summer schedule may differ.

Library Donations and Gift Policy: (See attachment.).

- Ms. Johnson recommended that the word “documents” should be deleted from the 2nd paragraph. Ms. Johnson made a motion to accept the policy with correction. Ms. Martin seconded the motion. There was a unanimous vote to accept. Motion carried.

County Comprehensive Plan: (See attachment.).

- Mr. McBride drafted a revised Library Comprehensive Plan (Facilities). It will be submitted to the County Administration on January 27th. Ms. Johnson added that the strategic planning process in an important part of the Comprehensive Plan. Also, it is important to clarify that the 1.25 square feet of the library size is not part of the proposal. The board approved presenting this draft to County Council.

Mr. Kole presented Ms. MacDonald with a plaque for being a member of the Library Board for almost two and half years.

Mr. Kole made a motion to move into an Executive Session. Ms. Martin seconded the motion. There was a unanimous vote. Motion carried.

Executive Session: No action taken in Executive Session.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 5:32 p.m. on a motion from Ms. Johnson and a second from Ms. Martin.

Respectfully submitted,

Ray McBride
Library Director

	Personnel*			purchased services**			Supplies***					
	FY17 Allocations	FY17 YTD Spent	FY17 YTD Remaining	FY17 Allocations	FY17 YTD Spent	FY17 YTD Remaining	FY17 Allocations	FY17 YTD Spent	FY17 YTD Remaining			
Administration	\$490,602	\$340,092	\$150,510	69%	\$125,161	\$60,659	\$64,502	48%	\$105,904	\$91,680	\$14,224	87%
Beaufort	\$447,088	\$281,426	\$165,662	63%	\$84,576	\$48,412	\$36,164	57%	\$5,400	\$3,710	\$1,690	69%
Bluffton	\$559,668	\$383,835	\$175,833	69%	\$94,174	\$47,158	\$47,016	50%	\$3,750	\$3,194	\$556	85%
Hilton Head	\$516,647	\$334,206	\$182,441	65%	\$96,849	\$43,897	\$52,952	45%	\$6,299	\$3,849	\$2,450	61%
Lobeco	\$131,737	\$88,531	\$43,206	67%	\$12,726	\$4,715	\$8,011	37%	\$1,725	\$1,173	\$552	68%
St. Helena	\$428,266	\$272,230	\$156,036	64%	\$94,451	\$43,418	\$51,033	46%	\$2,525	\$2,043	\$482	81%
Technical Services	\$298,203	\$204,772	\$93,431	69%	\$24,455	\$20,802	\$3,653	85%	\$103,755	\$46,435	\$57,320	45%
Beaufort District Collection	\$94,599	\$65,774	\$28,825	70%	\$2,912	\$1,282	\$1,630	44%	\$75	\$18	\$57	24%
	\$2,966,810	\$1,970,866	\$995,944	66%	\$535,304	\$270,343	\$264,961	51%	\$229,433	\$152,101	\$77,332	66%

Totals

* personnel includes
salaries and wages
FICA
Medicare
Retirement

** purchased services include:
utilities, vehicle expenses, maintenance,
leased copiers, insurance, etc.

***supplies include: office supplies, DP supplies, computer equipment and fuel

Beaufort County Library System - Budget Update - Fiscal Year 2017
Actual Expenditures through December 31, 2016 - 6 Months through FY

Line Item	Administration				Beaufort				Bluffton				Hilton Head				Lobeco				St. Helena				Tech Services				BDC				Beaufort Library System				
	FY17 Allocation	Expended YTD	Remaining	Notes	FY17 Allocation	Expended YTD	Remaining	Notes	FY17 Allocation	Expended YTD	Remaining	Notes	FY17 Allocation	Expended YTD	Remaining	Notes	FY17 Allocation	Expended YTD	Remaining	Notes	FY17 Allocation	Expended YTD	Remaining	Notes	FY17 Allocation	Expended YTD	Remaining	Notes	FY17 Allocation	Expended YTD	Remaining	Notes					
Personnel Per MUNIS (Sal.,FICA,Medicare,SC Retirement)	\$490,602	\$340,092	\$150,510	69%	\$447,088	\$281,426	\$165,662	63%	\$559,668	\$383,835	\$175,833	69%	\$516,647	\$334,206	\$182,441	65%	\$131,737	\$88,531	\$43,206	67%	\$428,266	\$272,230	\$156,036	64%	\$298,203	\$204,772	\$93,431	69%	\$94,599	\$65,774	\$28,825	70%	\$2,966,810	\$1,766,093	\$1,200,717	60%	
			\$0				\$0				\$0				\$0				\$0			\$0		\$0				\$0		\$0		\$0		\$0			
			\$0				\$0				\$0				\$0				\$0			\$0		\$0				\$0		\$0		\$0		\$0			
ADVERTISING	\$750	\$299	\$451	40%																							\$750	\$299	\$451	40%							
PRINTING	\$8,127	\$6,274	\$1,853	77%																							\$8,127	\$6,274	\$1,853	77%							
POSTAGE/OTHER CARRIERS	\$49,000	\$25,961	\$23,039	53%																							\$49,114	\$26,094	\$23,020	53%							
TELEPHONE	\$11,300	\$6,723	\$4,577	59%	\$30	\$9	\$21	30%	\$1,050	\$559	\$491	53%	\$2,600	\$1,126	\$1,474	43%	\$12	\$0	\$12	3%	\$25	\$10	\$15	40%	\$5	\$0	\$5	0%	\$12	\$1	\$11	8%	\$15,034	\$8,429	\$6,605	56%	
ELECTRICITY/NAT'L GAS			\$0		\$62,000	\$35,765	\$26,235	58%	\$65,000	\$39,207	\$25,793	60%	\$66,000	\$37,880	\$28,120	57%	\$5,100	\$4,179	\$921	82%	\$61,000	\$33,151	\$27,849	54%			\$0		\$259,100	\$150,182	\$108,918	58%	\$259,100	\$150,182	\$108,918	58%	
WATER/SEWER/GARBAGE			\$0		\$1,950	\$1,190	\$760	61%	\$6,800	\$5,240	\$1,560	77%	\$4,380	\$1,097	\$3,283	25%			\$0		\$3,300	\$1,228	\$2,072	37%			\$0		\$16,430	\$8,755	\$7,675	53%	\$16,430	\$8,755	\$7,675	53%	
MAINTENANCE CONTRACTS	\$25,000	\$0	\$25,000	0%	\$20,000	\$1,200	\$18,800	6%	\$19,500	\$1,200	\$18,300	6%	\$19,750	\$1,515	\$18,235	8%	\$6,950	\$180	\$6,770	3%	\$25,750	\$6,533	\$19,217	25%			\$0		\$118,650	\$11,780	\$106,870	10%	\$118,650	\$11,780	\$106,870	10%	
REPAIRS TO EQUIPMENT	\$500	\$180	\$320	36%											\$0												\$1,120	\$491	\$629	44%			\$0				
EQUIPMENT RENTALS	\$1,225	\$758	\$467	62%	\$596	\$248	\$348	42%	\$1,350	\$538	\$812	40%	\$1,420	\$589	\$831	41%	\$550	\$223	\$327	41%		\$450	\$223	\$227	50%	\$1,200	\$129	\$1,071	11%	\$6,791	\$2,485	\$4,306	37%	\$6,791	\$2,485	\$4,306	37%
PROFESSIONAL SERVICES	\$10,410	\$9,014	\$1,396	87%					\$200	\$200	\$0	100%			\$0							\$24,000	\$20,544	\$3,456	86%			\$0		\$34,610	\$9,214	\$25,396	27%	\$34,610	\$9,214	\$25,396	27%
OTHER VEHICLE OPER COSTS	\$50	\$0	\$50	0%									\$50	\$15	\$35	30%					\$50	\$0	\$50				\$0		\$150	\$15	\$135	10%	\$150	\$15	\$135	10%	
GARAGE REPAIRS & MAINT	\$2,649	\$1,512	\$1,137	57%					\$274	\$213	\$138	50%	\$2,649	\$1,674	\$976	63%					\$2,649	\$1,530	\$1,119	58%			\$0		\$8,221	\$4,928	\$3,293	60%	\$8,221	\$4,928	\$3,293	60%	
BOOKS,SUBS,MEMBERSHIPS	\$3,850	\$3,319	\$531	86%											\$0												\$3,850	\$3,319	\$531	86%							
TRAINING AND CONFERENCES	\$8,500	\$3,759	\$4,741	44%											\$0												\$8,500	\$3,759	\$4,741	44%							
VEHICLE INSURANCE	\$2,000	\$1,671	\$329	84%											\$0												\$2,000	\$1,671	\$329	84%							
INSURANCE BUILDING			\$0												\$0						\$557	\$473	\$84	85%			\$0		\$557	\$473	\$84	85%					
UNCLASSIFIED OPERATING	\$1,800	\$1,200	\$600	67%											\$0												\$1,800	\$1,200	\$600	67%							
SUPPLIES-OFFICE/PHOTO/ETC	\$20,084	\$13,948	\$6,136	69%	\$2,900	\$1,210	\$1,690	42%	\$1,200	\$695	\$505	58%	\$3,000	\$541	\$2,459	18%	\$725	\$173	\$552	24%	\$775	\$393	\$382	51%	\$150	\$35	\$115	23%	\$28,834	\$16,960.38	\$11,874	59%	\$28,834	\$16,960.38	\$11,874	59%	
DATA PROCESSING SUPPLIES	\$4,825	\$3,345	\$1,480	69%											\$0												\$4,825	\$3,345	\$1,480	69%							
LIBRARY MATERIALS			\$0												\$0												\$103,580	\$46,435	\$57,145	45%							
LIBRARY PERIODICALS	\$335	\$335	\$0	100%	\$2,500	\$2,500	\$0	100%	\$2,500	\$2,499	\$1	100%	\$3,149	\$3,226	(\$77)	102%	\$1,000	\$999	\$1	100%	\$1,500	\$1,499	\$1	100%			\$0		\$10,984	\$11,058.61	(\$75)	101%	\$10,984	\$11,058.61	(\$75)	101%	
FUELS/LUBRICANTS	\$550	\$315	\$235	57%					\$50	\$0	\$50	0%	\$150	\$82	\$68	55%					\$250	\$151	\$99	61%			\$0		\$1,100	\$567	\$533	52%	\$1,100	\$567	\$533	52%	
MINOR OFF FURN/EQP <\$5,000	\$40,110	\$35,433	\$4,677	88%											\$0												\$40,110	\$35,433	\$4,677	88%							
DATA PROCESSING EQUIP <\$5,000	\$231,065	\$152,339	\$78,726	66%											\$0												\$40,000	\$38,294	\$1,706	96%							
					\$89,976	\$42,122	\$47,854	47%	\$97,924	\$50,352	\$47,572	51%	\$103,148	\$47,746	\$55,402	46%	\$14,451	\$5,888	\$8,563	41%	\$96,976	\$45,461	\$51,515	47%	\$128,210	\$67,237	\$60,973	52%	\$2,987	\$1,300	\$1,687	44%	\$764,737	\$345,207	\$419,530	45%	
personnel and operating	\$721,667	\$492,431	\$229,236	68%	\$537,064	\$323,548	\$213,516	60%	\$657,592	\$434,187	\$223,405	66%	\$619,795	\$381,951	\$237,844	62%	\$146,188	\$94,418	\$51,770	65%	\$525,242	\$317,690	\$207,552	60%	\$426,413	\$272,009	\$154,404	64%	\$97,586	\$67,074	\$30,512	69%	\$3,731,547	\$2,065,620	\$1,665,927	55%	

**Beaufort County Library
Fines and Fees**

FY2017	Credit Card Beaufort Branch		Credit Card H. Head Branch		Credit Card Bluffton Branch		Card Lobeco Branch			Credit Card St. Helena Branch		TOTAL
	BFT	HH	BLU	LOB	STH							
FINES & FEES												
July	\$ 1,433.39	\$ 907.91	\$ 1,511.59	\$ 355.91	\$ 1,950.40	\$ 694.20	\$ 427.51	\$ 18.79	\$ 618.96	\$ 132.67	\$ 8,051.33	
August	\$ 1,799.94	\$ 785.18	\$ 1,566.30	\$ 254.73	\$ 2,133.07	\$ 1,008.80	\$ 360.57	\$ 36.80	\$ 562.26	\$ 97.02	\$ 8,604.67	
September	\$ 1,315.19	\$ 664.66	\$ 1,288.39	\$ 355.65	\$ 1,885.90	\$ 611.13	\$ 196.55	\$ 13.40	\$ 364.71	\$ 154.00	\$ 6,849.58	
October	\$ 1,354.63	\$ 535.23	\$ 733.95	\$ 125.65	\$ 1,531.23	\$ 785.45	\$ 237.00	\$ 28.20	\$ 391.15	\$ 54.62	\$ 5,777.11	
November	\$ 1,749.40	\$ 610.23	\$ 1,046.70	\$ 184.62	\$ 1,695.71	\$ 669.96	\$ 265.50	\$ 59.99	\$ 367.89	\$ 90.07	\$ 6,740.07	
December	\$ 1,563.90	\$ 479.98	\$ 1,291.87	\$ 306.55	\$ 1,482.28	\$ 514.47	\$ 217.59	\$ 18.80	\$ 482.40	\$ 104.60	\$ 6,462.44	
January	\$ 1,879.05	\$ 527.34	\$ 2,212.85	\$ 525.96	\$ 2,107.76	\$ 623.67	\$ 414.60	\$ 23.60	\$ 679.24	\$ 145.01	\$ 9,139.08	
February	\$ 1,057.20	\$ 409.15	\$ 2,016.20	\$ 169.70	\$ 1,654.70	\$ 851.12	\$ -	\$ 19.94	\$ 592.41	\$ 94.76	\$ 6,865.18	
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ 12,152.70	\$ 4,919.68	\$ 11,667.85	\$ 2,278.77	\$ 14,441.05	\$ 5,758.80	\$ 2,119.32	\$ 219.52	\$ 4,059.02	\$ 872.75	\$ 58,489.46	
COPIERS												
July	\$ 151.35	\$ -	\$ 116.95	\$ -	\$ 107.75	\$ -	\$ -	\$ -	\$ 24.20	\$ -	\$ 400.25	
August	\$ 107.20	\$ -	\$ 85.25	\$ -	\$ 101.10	\$ -	\$ -	\$ -	\$ 52.25	\$ -	\$ 345.80	
September	\$ 88.65	\$ -	\$ 64.40	\$ -	\$ 82.10	\$ -	\$ 82.95	\$ -	\$ 89.00	\$ -	\$ 407.10	
October	\$ -	\$ -	\$ 44.80	\$ -	\$ 56.00	\$ -	\$ -	\$ -	\$ 25.45	\$ -	\$ 126.25	
November	\$ 144.75	\$ -	\$ -	\$ -	\$ 96.90	\$ -	\$ -	\$ -	\$ 21.60	\$ -	\$ 263.25	
December	\$ 83.95	\$ -	\$ 78.75	\$ -	\$ 95.30	\$ -	\$ 67.65	\$ -	\$ 46.55	\$ -	\$ 372.20	
January	\$ 148.05	\$ -	\$ 108.60	\$ -	\$ 82.05	\$ -	\$ -	\$ -	\$ 40.60	\$ -	\$ 379.30	
February	\$ 80.90	\$ -	\$ 133.00	\$ -	\$ 103.50	\$ -	\$ -	\$ -	\$ 46.00	\$ -	\$ 363.40	
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ 804.85	\$ -	\$ 631.75	\$ -	\$ 724.70	\$ -	\$ 150.60	\$ -	\$ 345.65	\$ -	\$ 2,657.55	
INTEREST REVENUE												
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.38	
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.44	
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.39	
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.55	
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.49	
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.66	
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.73	
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.42	
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28.06	
Convenience Fee												
July	\$ -	\$ 22.70	\$ -	\$ 8.90	\$ -	\$ 17.36	\$ -	\$ 0.47	\$ -	\$ 3.32	\$ 52.75	
August	\$ -	\$ 19.63	\$ -	\$ 6.37	\$ -	\$ 25.22	\$ -	\$ 0.92	\$ -	\$ 2.43	\$ 54.57	
September	\$ -	\$ 16.62	\$ -	\$ 8.89	\$ -	\$ 15.28	\$ -	\$ 0.33	\$ -	\$ 3.85	\$ 44.97	
October	\$ -	\$ 13.38	\$ -	\$ 3.14	\$ -	\$ 19.64	\$ -	\$ 0.70	\$ -	\$ 1.37	\$ 38.23	
November	\$ -	\$ 15.26	\$ -	\$ 4.62	\$ -	\$ 16.75	\$ -	\$ 1.50	\$ -	\$ 2.25	\$ 40.38	
December	\$ -	\$ 12.00	\$ -	\$ 7.66	\$ -	\$ 12.86	\$ -	\$ 0.47	\$ -	\$ 2.62	\$ 35.61	
January	\$ -	\$ 13.18	\$ -	\$ 13.15	\$ -	\$ 15.59	\$ -	\$ 0.59	\$ -	\$ 3.63	\$ 46.14	
February	\$ -	\$ 10.23	\$ -	\$ 4.24	\$ -	\$ 21.28	\$ -	\$ 0.50	\$ -	\$ 2.37	\$ 38.62	
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ -	\$ 123.00	\$ -	\$ 56.97	\$ -	\$ 143.98	\$ -	\$ 5.48	\$ -	\$ 21.84	\$ 351.27	

Board of Trustees - Library Board
General Ledger
As of February 28, 2017

	Type	Date	Num	Name	Memo	Amount	Balance
First Citizens Bank (Total)							14,652.07
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							39.08
Total Bluffton Miscellaneous Fund							39.08
Clover Carolina Room Fund							1,440.81
Total Clover Carolina Room Fund							1,440.81
H Scheper Book Fund							4,199.74
Total H Scheper Book Fund							4,199.74
Historical Society Fund							396.61
	Deposit	02/09/2017			Deposit Contributions Income	500.00	896.61
Total Historical Society Fund						500.00	896.61
Kiwanis Club of Beaufort							131.46
Total Kiwanis Club of Beaufort							131.46
THOMAS FULLER - BDC							500.00
Total THOMAS FULLER - BDC							500.00
WEBSTER FAMILY FOUNDATION							1,000.00
Total WEBSTER FAMILY FOUNDATION							1,000.00
WOLF CREEK ENTERPRISES							100.00
Total WOLF CREEK ENTERPRISES							100.00
First Citizens Bank (Total) - Other							0.00
Total First Citizens Bank (Total) - Other							0.00
Total First Citizens Bank (Total)						500.00	15,152.07