



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, October 11, 2017
4:00 p.m.
Bluffton Branch Library
120 Palmetto Way
Bluffton, South Carolina 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. Introduction of Board & Administration
- IV. Public Comment
- V. Approval of Minutes:
 - A. July 12, 2017 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects Update
 - C. Annual Report Presentation (FY 16/17)
- 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 Brenda Ladson Powell

B. Finance Committee - Joseph Bogacz, Chair; Anna Maria Tabernik and Laura Sturkie

- Annual State Aid Agreement Approval
- Annual State Aid Report Acceptance
- Impact Fee Update/Discussion
- SCLENDS shipping fee increase
- Bluffton meeting room sound system replacement cost

C. Foundation – Lynn Miller

D. Friends of the Library (FOL):

Beaufort: Brenda Ladson Powell

Bluffton: Laura Sturkie

Hilton Head: Lynne Miller

E. School Liaison – Brenda Ladson Powell; Chair

F. Policies & Procedures – Anna Maria Tabernik, Chair

- 2018 proposed library closing dates.
- 2018 proposed board of trustees meeting dates.
- Computer Use Policy (proposed revision)

G. Strategic Planning – Anna Maria Tabernik, Brenda Ladson Powell, Lynn Miller

- Appoint new chair

H. Challenged Materials Committee – Joe Bogacz, Chair; Laura Sturkie, Anna Maria Tabernik, Rosalie Richman.

X. Old Business:

- Lobeco library hours of operation (staff recommendation to keep current hours of operation).

XI. New Business:

- Director on vacation 1st & 2nd week of November.
- Potential December meeting date? December 13th?
- Request for re-appointment of board members
- Proposed art donation.

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 – July 12, 2017 – 4:00 pm**

The fourth scheduled meeting for 2017 was held at the St. Helena Branch Library.

Trustees: Bernard Kole, *Chair*; Anna Maria Tabernik, *Vice-chair*; Joseph Bogacz, Deborah Johnson, Brenda Ladson Powell, Lynne Miller, Rosalie Richman, Laura Sturkie, and Tracey Robinson.

Absent: Eileen Fitzgerald.

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

Library Staff: Ray McBride, Director of Libraries; Ileana Herrick, Administrative Assistant; and Madeline Helsler-Howard, Youth Services Manager, St. Helena Library.

County Council Member: Councilman Steven Fobes, District 10.

Call to Order: The meeting was called to order at 4:01 p.m.

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

Public Comment: None.

Minutes of May 10, 2017: The minutes were unanimously approved as written on a motion from Mr. Bogacz, and a second from Ms. Tabernik. There was a unanimous vote.

Correspondence/Memberships: None.

Library Director's Report: Mr. McBride presented his report (attached).

Personnel Updates:

- The *Library Organizational Chart* is attached (there are two vacancies at this time).
 - *Librarian I* at the Hilton Head Branch.
 - *Senior Librarian* at the Lobeco Branch.
- Two (2) positions: *Library Assistant* (Hilton Head Branch) and *Library Specialist* (St. Helena Branch) will be upgraded to full time in FY 2018.

Projects Update:

- **Bookmobile:**
 - The bookmobile has been a success in its first two months of operation.
 - Circulated books: 1,457 in its first two weeks.
 - Due to the bookmobile's high circulation rate, the library is considering increasing the FY18 budget for additional library materials.
 - The bookmobile manager will deliver a full report after six months of operation.

- Ms. Tabernik added that the Sun City community is grateful to have access to this service.

FY 2017 projects:

- New carpet installation in the Beaufort Branch (completed).
- New tile installation in the Hilton Head and Bluffton branches (completed).
- HVAC replacements in Beaufort, Bluffton and Hilton Head branches (pending).
- The *2017 Summer Reading Program* has been the most successful in years (pending final report).

Annual Report Presentation FY16/17:

- Mr. McBride will email a draft to the board for their review.
- Mr. McBride will present an update of FY17 accomplishments at the Community Services Committee meeting on July 24, 2017.

Financial Reports:

Library Director's Expenditure Report: (see attachments)

- Mr. McBride explained the *Monthly Expenditure* and *Special Funds* Reports in detail.

Library Revenues Checking Account: (see attachment)

- The County Treasurer has transferred \$400,000 to the *County General Operating Fund* from the library fines and fees account. This is standard procedure.

FY 2018 State Aid: (see attachment).

- There is an increase from \$ 1.50 per capita in FY 2017 to \$1.75 per capita in FY 2018.

FY 2018 Lottery Funds: (see attachment)

- The FY2018 *Budget Projection* does not include *lottery funds* as the Governor vetoed this legislature approved funding; however, the veto may be overridden by the legislature in the future.

Committee Reports:

Advocacy Committee: None.

Finance Committee:

- Mr. Bogacz explained the following documents in detail:
 - 1) *Proposed Budget Increases* (see attachment)
 - 2) *Budget Worksheet* (see attachment)
 - 3) *Anticipated Materials Funding* (see attachment).
- Mr. Bogacz requested approval to accept the FY 2018 library budget and to authorize the Library Administration to spend against County allocation of \$3.7 M. Ms. Tabernik seconded. There was a unanimous vote.

- *Comment: Mr. Fobes recommended that the Board approves the preliminary library budget at the prior meeting instead of the July meeting; however, the Board clarified that they had discussed the budget but had yet to vote on it.*
- Mr. Bogacz requested approval to authorize the Library Director to discuss (with County Council/Administration) annually using 2% of the accrued *Impact Fee funds* for library materials budget. Ms. Sturkie seconded. There was a unanimous vote.

Foundation:

- The Foundation is on summer break.

Friends of the Library (FOL):

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

School Liaison: None.

Policy and Procedures:

- CIR-5 Interlibrary loan: (see attachment).
 - The board reviewed the policy prior to the meeting.
 - Ms. Tabernik made a motion to approve the revised *Interlibrary Loan Policy*. Ms. Miller seconded. There was a unanimous vote.

Strategic Planning Committee:

- Strategic Plan 2017/2018 – 2020/2021 (see attachment).
- The four-year strategic plan is a flexible document that includes priorities and strategies.
- The committee may review/revise the plan every six months
- The next step is for the Library Administration to prepare an *Annual Action Plan* that fits into the strategic plan.
- Ms. Johnson thanked committee members and participants for their feedback/input.
 - The board will mail a letter of appreciation to Ms. Christy Robinson (School District), Ms. Victoria SmallsVictoria Smalls (formerly of Penn Center and now at the International African American Museum in Charleston) and Ms. Marilyn Harcharik (Friends of Beaufort Library) for their contributions to this process.
- Ms. Johnson made a motion to approve the content of the strategic plan 2017/2018 – 2020/2021 as written. Ms. Tabernik seconded. There was a unanimous vote.

Challenged Materials Committee: None.

Old Business: None.

New Business:

- **Shift of operating hours at the Lobeoco Branch:**

- Mr. McBride recommended shifting operating hours at the Lobeco Branch to five days a week, Tuesdays to Saturdays (the branch is currently open six days a week), effective October 1, 2017.
 - This would be one-year pilot project.
- The recommendation was deferred to the next board meeting, so that the board could review data and statistics and seek additional community comment before making a decision.

Miscellaneous:

- Mr. Gary Kubic is retiring at the end of this calendar year. Ms. Spells added that the position has been advertised, and the County Council is engaged in the search process.
- *Library Impact fees and the City of Beaufort:* Impact fees related to the City of Beaufort are on the agenda as a topic of discussion for the Community Services Committee meeting on July 24 at 3:00 pm in the County Administration building.
- Ms. Spells mentioned that public libraries are part of the discussion in many economic development programs. The top five areas of consideration are: 1) access to high-speed internet service, 2) digital literacy, 3) early childhood education, 4) primary and secondary education attainment and 5) online and virtual learning.

• **Executive Session:**

- Mr. Kole made a motion to move into an executive session. Mr. Bogacz seconded the motion. There was a unanimous vote. The motion was carried.
- Mr. Kole called the executive session at 5:31 pm. Mr. Kole adjourned the executive session at 5:40 pm and reconvened the regular meeting.
- There were no decisions made in executive session.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 5:50 pm on a motion from Ms. Tabernik and a second from Ms. Johnson.

Respectfully submitted,

Ray McBride
Library Director

Beaufort County Library System - Budget Update - Fiscal Year 2018
Actual Expenditures as of Sept.20, 2017

Line Item	Beaufort Library System			
	FY18 Allocation	Expended YTD	Remaining	Notes
Personnel Per MUNIS (Sal.,FICA,Medicare,SC Retirement)	\$3,054,810	\$779,996	\$2,274,814	26%
ADVERTISING	\$300	\$329	(\$29)	110%
PRINTING	\$10,000	\$2,778	\$7,222	28%
POSTAGE/OTHER CARRIERS	\$51,213	\$15,106	\$36,107	29%
TELEPHONE	\$14,977	\$3,829	\$11,148	26%
ELECTRICITY/NAT'L GAS	\$854,600	\$63,090	\$791,510	7%
WATER/SEWER/GARBAGE	\$11,550	\$1,812	\$9,738	16%
MAINTENANCE CONTRACTS	\$88,450	\$45,187	\$43,263	51%
REPAIRS TO EQUIPMENT	\$300	\$0	\$300	0%
EQUIPMENT RENTALS	\$7,876	\$1,169	\$6,707	15%
PROFESSIONAL SERVICES	\$36,000	\$22,597	\$13,403	63%
OTHER VEHICLE OPER COSTS	\$200	\$0	\$200	0%
GARAGE REPAIRS & MAINT	\$10,947	\$590	\$10,947	0%
BOOKS,SUBS,MEMBERSHIPS	\$3,000	\$1,270	\$1,730	42%
TRAINING AND CONFERENCES	\$4,000	\$900	\$3,100	23%
VEHICLE INSURANCE	\$2,500	\$0	\$2,500	0%
INSURANCE BUILDING	\$475	\$0	\$475	\$0
UNCLASSIFIED OPERATING	\$2,400	\$720	\$1,680	30%
SUPPLIES-OFFICE/PHOTO/ETC	\$35,425	\$7,469	\$27,956	21%
DATA PROCESSING SUPPLIES	\$4,000	\$661	\$3,339	17%
LIBRARY MATERIALS	\$16,500	\$0	\$0	0%
LIBRARY PERIODICALS	\$10,275	\$2,118	\$8,157	21%
FUELS/LUBRICANTS	\$3,350	\$1,066	\$2,284	32%
MINOR OFF FURN/EQP <\$5,000	\$30,000	\$1,352	\$28,648	5%
DATA PROCESSING EQUIP <\$5,000	\$53,000	\$11,407	\$41,593	22%
	<u>\$4,306,148</u>	<u>\$963,445.58</u>	<u>\$3,342,702</u>	<u>22%</u>



611-05-01-00 46505 0 C 001 30 50 004
 BEAUFORT COUNTY TREASURER
 LIBRARY ACCT
 PO BOX 487
 BEAUFORT SC 29901-0487

Your account statement

For 09/29/2017

Contact us



BBT.com



(800) BANK-BBT or
 (800) 226-5228

■ PUBLIC FUND INT CHECKING 0005222103004

Account summary

Your previous balance as of 08/31/2017	\$154,146.04
Checks	- 0.00
Other withdrawals, debits and service charges	- 137.55
Deposits, credits and interest	+ 6,121.48
Your new balance as of 09/29/2017	= \$160,129.97

Interest summary

Interest paid this statement period	\$1.16
2017 interest paid year-to-date	\$23.82
Interest rate	0.01%

Other withdrawals, debits and service charges

DATE	DESCRIPTION	AMOUNT(\$)
09/05	ACH CORP DEBIT BILLING AUTHNET GATEWAY BEAUFORT COUNTY LIBRAR	18.65
09/15	MERCH FEE TSYS MERCHANT BEAUFORT COUNTY LIBRAR 2000343806	118.90
Total other withdrawals, debits and service charges		= \$137.55

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT(\$)
09/01	DEPOSIT TSYS MERCHANT BEAUFORT COUNTY LIBRAR 2000343806	87.54
09/05	DEPOSIT TSYS MERCHANT BEAUFORT COUNTY LIBRAR 2000343806	76.98
09/05	DEPOSIT	301.69
09/05	DEPOSIT	323.90
09/06	DEPOSIT TSYS MERCHANT BEAUFORT COUNTY LIBRAR 2000343806	5.95
09/07	DEPOSIT TSYS MERCHANT BEAUFORT COUNTY LIBRAR 2000343806	42.64
09/07	DEPOSIT	300.65
09/08	DEPOSIT TSYS MERCHANT BEAUFORT COUNTY LIBRAR 2000343806	164.61
09/08	DEPOSIT	366.70
09/11	DEPOSIT TSYS MERCHANT BEAUFORT COUNTY LIBRAR 2000343806	17.02
09/13	DEPOSIT	222.20
09/14	DEPOSIT TSYS MERCHANT BEAUFORT COUNTY LIBRAR 2000343806	35.46
09/15	DEPOSIT TSYS MERCHANT BEAUFORT COUNTY LIBRAR 2000343806	76.06
09/15	DEPOSIT	238.85
09/18	DEPOSIT TSYS MERCHANT BEAUFORT COUNTY LIBRAR 2000343806	222.41
09/19	DEPOSIT TSYS MERCHANT BEAUFORT COUNTY LIBRAR 2000343806	122.80
09/20	DEPOSIT TSYS MERCHANT BEAUFORT COUNTY LIBRAR 2000343806	75.63
09/20	DEPOSIT	153.41
09/21	DEPOSIT TSYS MERCHANT BEAUFORT COUNTY LIBRAR 2000343806	20.91
09/22	DEPOSIT TSYS MERCHANT BEAUFORT COUNTY LIBRAR 2000343806	46.35
09/22	DEPOSIT	378.55

continued

**Beaufort County Library
Fines and Fees**

FY2018	Credit Card Beaufort Branch		Credit Card Bluffton Branch		Credit Card H Head Branch		Credit Card St. Helena Branch		Credit Card Lobeco Branch		TOTAL
	BFT	BLU	HH	STH	LOB						
FINES & FEES											
July	\$ 2,001.96	\$ 738.04	\$ 2,094.10	\$ 860.33	\$ 1,701.39	\$ 196.07	\$ 754.93	\$ 190.19	\$ -	\$ 59.00	\$ 8,596.01
August	\$ 1,669.31	\$ 707.25	\$ 1,976.70	\$ 1,137.02	\$ 1,901.30	\$ 476.30	\$ 672.88	\$ 151.61	\$ 641.49	\$ 29.00	\$ 9,362.86
September	\$ 1,177.13	\$ 481.12	\$ 1,556.50	\$ 566.15	\$ 1,257.20	\$ 239.58	\$ 578.55	\$ 11.80	\$ -	\$ 38.41	\$ 5,906.44
October											\$ -
November											\$ -
December											\$ -
January											\$ -
February											\$ -
March											\$ -
April											\$ -
May											\$ -
June											\$ -
TOTAL	\$ 4,848.40	\$ 1,926.41	\$ 5,627.30	\$ 2,563.50	\$ 4,859.89	\$ 911.95	\$ 2,006.36	\$ 353.60	\$ 641.49	\$ 126.41	\$ 23,865.31
COPIERS											
July	\$ 105.70	\$ -	\$ 84.15	\$ -	\$ -	\$ -	\$ 20.15	\$ -	\$ -	\$ -	\$ 210.00
August	\$ 239.40	\$ -	\$ 118.20	\$ -	\$ 32.65	\$ -	\$ 29.45	\$ -	\$ 32.00	\$ -	\$ 451.70
September	\$ 77.30	\$ -	\$ 86.10	\$ -	\$ 24.75	\$ -	\$ 25.30	\$ -	\$ -	\$ -	\$ 213.45
October											\$ -
November											\$ -
December											\$ -
January											\$ -
February											\$ -
March											\$ -
April											\$ -
May											\$ -
June											\$ -
TOTAL	\$ 422.40	\$ -	\$ 288.45		\$ 57.40		\$ 74.90		\$ 32.00		\$ 875.15
INTEREST REVENUE											
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.07
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.14
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.16
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.37
Convenience Fee											
July	\$ -	\$ 18.45	\$ -	\$ 21.51	\$ -	\$ 4.90	\$ -	\$ 4.75	\$ -	\$ 1.48	\$ 51.09
August	\$ -	\$ 17.68	\$ -	\$ 28.43	\$ -	\$ 11.91	\$ -	\$ 3.79	\$ -	\$ 0.73	\$ 62.54
September	\$ -	\$ 12.03	\$ -	\$ 14.15	\$ -	\$ 5.99	\$ -	\$ 0.30	\$ -	\$ 0.96	\$ 33.43
October	\$ -										\$ -
November	\$ -										\$ -
December	\$ -										\$ -
January	\$ -										\$ -
February	\$ -										\$ -
March	\$ -										\$ -
April	\$ -										\$ -
May	\$ -										\$ -
June	\$ -										\$ -
TOTAL	\$ -	\$ 48.16	\$ -	\$ 64.09	\$ -	\$ 22.80	\$ -	\$ 8.84	\$ -	\$ 3.17	\$ 147.06

**Board of Trustees - Library Board
General Ledger
As of September 30, 2017**

	Type	Date	Num	Name	Memo	Split	Amount	Balance
First Citizens Bank (Total)								15,322.07
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								896.61
Total Historical Society Fund								896.61
Kiwanis Club of Beaufort								381.46
Total Kiwanis Club of Beaufort								381.46
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								20.00
Total WOLF CREEK ENTERPRISES								20.00
First Citizens Bank (Total) - Other								0.00
Total First Citizens Bank (Total) - Other								0.00
Total First Citizens Bank (Total)								15,322.07

**BEAUFORT COUNTY, SOUTH CAROLINA
LIBRARY IMPACT FEES ANNUAL FINANCIAL DATA**

As of June 30, 2017 (Preliminary and Unaudited)

Beaufort County Ordinance 2006/24 adopted October 23, 2006, amended all prior County Ordinances as related to Road Facilities, Library Facilities and Parks and Recreation Facilities Impact Fees.

The information contained in the following pages is specifically related to Beaufort County Library Impact Fees. The service areas are as follows:

Highlights of Library Impact Fees as of June 30, 2017

Hilton Head Island Service Area Available Fund Balance	\$ 290,003
Bluffton/Okatie Service Area Available Fund Balance	\$ 1,798,861
Unincorporated Port Royal Island (Burton) Service Area Available Fund Balance	\$ 652,477
Lady's Island/St. Helena Island Service Area Available Fund Balance	\$ 214,616
Sheldon/Lobeco/Yemassee Service Area Available Fund Balance	\$ 30,578

**BEAUFORT COUNTY, SOUTH CAROLINA
LIBRARY IMPACT FEES - HILTON HEAD ISLAND/DAUFUSKIE ISLAND**

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	Cumulative Grand Total	
Fiscal Year Ending June 30,																				
Revenues																			PRELIMINARY AND UNAUDITED	
Library Impact Fees	\$ 41,412	\$ 67,066	\$ 39,129	\$ 46,810	\$ 50,669	\$ 41,437	\$ 36,665	\$ 31,330	\$ 41,726	\$ 15,412	\$ 17,197	\$ 22,225	\$ 29,085	\$ 51,092	\$ 85,115	\$ 61,913	\$ 106,175	\$ 188,250	\$ 972,708	
Interest	358	1,903	1,662	3,767	1,672	423	4,127	6,842	4,497	5,471	2,101	928	125	67	102	39	161	-	34,245	
Total Revenues	<u>41,770</u>	<u>68,969</u>	<u>40,791</u>	<u>50,577</u>	<u>52,341</u>	<u>41,860</u>	<u>40,792</u>	<u>38,172</u>	<u>46,223</u>	<u>20,883</u>	<u>19,298</u>	<u>23,153</u>	<u>29,210</u>	<u>51,159</u>	<u>85,217</u>	<u>61,952</u>	<u>106,336</u>	<u>188,250</u>	<u>1,006,953</u>	
Expenditures																				
Professional Services	3,841	-	-	-	-	-	-	-	-	-	-	-	-	-	4,700	-	-	317	8,858	
Library Materials	-	-	-	-	25,874	10,097	1,033	-	-	-	-	157,287	65,802	134	-	-	-	2,498	262,725	
Technology Equipment ¹	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,216	-	2,500	27,716	
Specialized Capital Equipment ²	-	-	-	-	-	-	-	-	24,772	-	174,933	-	-	27,775	8,453	89,119	-	11,387	336,439	
Building Renovation ³	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	81,212	-	-	81,212	
Total Expenditures	<u>3,841</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,874</u>	<u>10,097</u>	<u>1,033</u>	<u>-</u>	<u>24,772</u>	<u>-</u>	<u>332,220</u>	<u>65,802</u>	<u>27,909</u>	<u>13,153</u>	<u>195,547</u>	<u>-</u>	<u>-</u>	<u>16,702</u>	<u>716,950</u>	
Change in Fund Balance	37,929	68,969	40,791	50,577	26,467	31,763	39,759	38,172	46,223	(3,889)	19,298	(309,067)	(36,592)	23,250	72,064	(133,595)	106,336	171,548	290,003	
Beginning Fund Balance	-	37,929	106,898	147,689	198,266	224,733	256,496	296,255	334,427	380,650	376,761	396,059	86,992	50,400	73,650	145,714	12,119	118,455	-	-
Ending Fund Balance	<u>\$ 37,929</u>	<u>\$ 106,898</u>	<u>\$ 147,689</u>	<u>\$ 198,266</u>	<u>\$ 224,733</u>	<u>\$ 256,496</u>	<u>\$ 296,255</u>	<u>\$ 334,427</u>	<u>\$ 380,650</u>	<u>\$ 376,761</u>	<u>\$ 396,059</u>	<u>\$ 86,992</u>	<u>\$ 50,400</u>	<u>\$ 73,650</u>	<u>\$ 145,714</u>	<u>\$ 12,119</u>	<u>\$ 118,455</u>	<u>\$ 290,003</u>	<u>\$ 290,003</u>	

Note 1: Technology Equipment includes technology upgrades and licenses for equipment at the Hilton Head Island Library.

Note 2: Specialized Capital Equipment includes 2009 - Shelves, Tables and Chairs; 2011 and 2013 - Automated check in/out system for library materials (RFID); 2014 and 2015 - Audio/Visual Renovations at the Hilton Head Island Library; and 2017 - Library Bookmobile.

Note 3: Building Renovation includes the improvements to the building for the Audio/Visual Renovations at the Hilton Head Island Library.

**BEAUFORT COUNTY, SOUTH CAROLINA
LIBRARY IMPACT FEES - BLUFFTON/OKATIE**

	Fiscal Year Ending June 30,											PRELIMINARY AND UNAUDITED 2017	Cumulative Grand Total					
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010			2011	2012	2013	2014	2015
Revenues																		
Library Impact Fees	\$ 495,797	\$ 534,094	\$ 627,232	\$ 1,011,409	\$ 734,455	\$ 1,219,346	\$ 1,838,093	\$ 1,000,903	\$ 566,750	\$ 83,105	\$ 151,176	\$ 161,101	\$ 178,813	\$ 253,223	\$ 321,357	\$ 388,820	\$ 326,572	\$ 699,236
Interest	4,767	19,820	17,443	46,131	3,723	141	2,282	29,153	20,505	24,582	8,342	2,963	1,141	394	408	201	2,339	-
Total Revenues	500,564	553,914	644,675	1,057,540	738,178	1,219,487	1,840,375	1,030,056	587,255	107,687	159,518	164,064	179,954	253,617	321,765	389,021	328,911	699,236
Expenditures																		
Professional Services	8,356	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-	-	383,290	360,981	179,718	210,428	170,637	52,033	28,471	-	-	-	4,999
Technology Equipment ¹	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,297	1,501
Specialized Capital Equipment ¹	-	-	-	-	-	-	-	-	-	46,201	-	173,458	24,619	28,143	-	-	-	50,000
Building Renovation ¹	-	-	-	-	-	-	-	-	-	-	-	-	56,113	-	15,233	-	47,189	-
Total Expenditures	8,356	-	-	-	-	-	-	383,290	360,981	225,919	210,428	344,095	132,765	56,614	-	15,233	56,374	56,500
Debt Service																		
Bluffton County TIF ⁴	-	-	-	2,260,000	1,205,756	1,220,213	965,549	-	-	-	422,677	267,074	299,302	328,942	156,888	-	-	-
Total Debt Service	-	-	-	2,260,000	1,205,756	1,220,213	965,549	-	-	-	422,677	267,074	299,302	328,942	156,888	-	-	-
Change in Fund Balance	492,208	553,914	644,675	(1,202,460)	(467,578)	(726)	874,826	646,766	226,274	(118,232)	(473,587)	(447,105)	(252,113)	(131,939)	164,877	373,788	272,537	642,736
Beginning Fund Balance	-	492,208	1,046,122	\$ 1,690,797	488,337	20,759	20,033	894,859	1,541,625	1,767,899	1,649,667	1,176,080	728,975	476,862	344,923	509,800	883,588	1,156,125
Ending Fund Balance	\$ 492,208	\$ 1,046,122	\$ 1,690,797	\$ 488,337	\$ 20,759	\$ 20,033	\$ 894,859	\$ 1,541,625	\$ 1,767,899	\$ 1,649,667	\$ 1,176,080	\$ 728,975	\$ 476,862	\$ 344,923	\$ 509,800	\$ 883,588	\$ 1,156,125	\$ 1,798,861

Note 1: Technology and Specialized Capital Equipment includes 2009 - Shelves, Tables and Chairs; 2011 through 2013 - Automated check in/out system for library materials (RFID); and 2016 and 2017 - Media Lab related expenditures at the Bluffton Library and Library Bookmobile.

Note 2: Building Renovation includes 2012 - Bluffton Library Conference Room renovation and audio visual equipment relocation; 2015 and 2016 Bluffton Library porch/media lab renovations.

Note 3: The Bluffton County TIF (Tax Increment Financing) Bond financed the construction and equipment of the Bluffton Library. Below is the link to the 2003 Bluffton Area Redevelopment Project Tax Increment Revenue Bonds.

<http://www.bgov.net/archives/couny#government/finance/bond-issues/2003-tir-bonds.pdf>

BEAUFORT COUNTY, SOUTH CAROLINA
LIBRARY IMPACT FEES - UNINCORPORATED PORT ROYAL ISLAND (BURTON)

	Fiscal Year Ending June 30,												PRELIMINARY AND UNAUDITED 2017	Cumulative Grand Total					
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011			2012	2013	2014	2015	2016
Revenues																			
Library Impact Fees	\$ 103,555	\$ 70,872	\$ 43,265	\$ 40,008	\$ 33,708	\$ 54,032	\$ 66,000	\$ 61,073	\$ 34,839	\$ 15,319	\$ 20,572	\$ 10,286	\$ 14,378	\$ 17,696	\$ 25,438	\$ 33,180	\$ 28,756	\$ 22,673	
Interest	1,248	3,922	2,527	4,976	2,172	557	5,460	9,479	6,147	7,437	2,959	1,537	1,043	594	554	210	1,601	-	
Total Revenues	104,803	74,794	45,792	44,984	35,880	54,589	71,460	70,552	40,986	22,756	23,531	11,823	15,421	18,290	25,992	33,390	30,357	22,673	
Expenditures																			
Professional Services	5,161	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,161
Library Materials	-	-	-	-	10,247	13,618	9,072	-	-	-	-	-	-	-	-	-	-	-	37,941
Technology Equipment ¹	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,494
Specialized Capital Equipment ¹	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000
Total Expenditures	5,161	-	-	-	10,247	13,618	9,072	-	5	-	-	-	-	-	-	-	-	-	95,596
Change in Fund Balance	99,642	74,794	45,792	44,984	25,633	40,971	62,388	70,552	40,981	22,756	23,531	11,823	15,421	18,290	25,992	33,390	30,357	(34,820)	652,477
Beginning Fund Balance	-	99,642	174,436	220,228	265,212	290,845	331,816	394,204	464,756	505,737	528,493	552,024	563,847	579,268	597,558	623,550	656,940	687,297	-
Ending Fund Balance	\$ 99,642	\$ 174,436	\$ 220,228	\$ 265,212	\$ 290,845	\$ 331,816	\$ 394,204	\$ 464,756	\$ 505,737	\$ 528,493	\$ 552,024	\$ 563,847	\$ 579,268	\$ 597,558	\$ 623,550	\$ 656,940	\$ 687,297	\$ 652,477	\$ 652,477

Note 1: Specialized Capital Equipment includes 2009 - Shelves, Tables and Chairs; 2011 through 2013 - Automated check in/out system for library materials (RFID); 2016 - Media lab related expenditures at the Bluffton Library; and 2017 - Library Bookmobile.

**BEAUFORT COUNTY, SOUTH CAROLINA
LIBRARY IMPACT FEES - LADY'S ISLAND/ST. HELENA ISLAND**

	Fiscal Year Ending June 30,											PRELIMINARY AND UNAUDITED 2017	Cumulative Grand Total					
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010			2011	2012	2013	2014	2015
Revenues																		
Library Impact Fees	\$ 86,113	\$ 112,387	\$ 102,835	\$ 124,846	\$ 106,027	\$ 137,760	\$ 124,842	\$ 88,022	\$ 63,042	\$ 39,359	\$ 22,009	\$ 31,300	\$ 40,369	\$ 53,641	\$ 42,802	\$ 62,016	\$ 87,927	\$ 93,209
Interest	749	3,611	3,249	7,522	3,779	1,088	11,202	19,416	12,148	14,860	5,854	2,883	1,632	571	127	10	259	-
Total Revenues	<u>86,862</u>	<u>115,998</u>	<u>106,084</u>	<u>132,368</u>	<u>109,806</u>	<u>138,848</u>	<u>136,044</u>	<u>107,438</u>	<u>75,190</u>	<u>54,219</u>	<u>27,863</u>	<u>34,183</u>	<u>42,001</u>	<u>54,212</u>	<u>42,929</u>	<u>62,026</u>	<u>88,186</u>	<u>93,209</u>
Expenditures																		
Professional Services	3,975	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-	-	-	-	-	-	-	899	-	-	-	-	5,004
Technology Equipment ¹	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,593
Specialized Capital Equipment ¹	-	-	-	-	-	-	-	-	-	-	-	142,155	-	131,170	190,392	-	2,208	20,000
Penn Center Lease	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
St. Helena Library Construction ²	-	-	-	-	-	-	-	-	-	-	-	16,629	11,776	626,037	61,012	-	-	-
Total Expenditures	<u>3,975</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>238,784</u>	<u>12,675</u>	<u>757,207</u>	<u>251,404</u>	<u>-</u>	<u>2,208</u>	<u>26,597</u>
Change in Fund Balance	82,887	115,998	106,084	132,368	109,806	138,848	136,044	107,438	75,190	54,219	27,863	(204,601)	29,326	(702,995)	(208,475)	62,026	85,978	66,612
Beginning Fund Balance	-	82,887	198,885	304,969	437,337	547,143	685,991	822,035	929,473	1,004,663	1,058,882	1,086,745	882,144	911,470	208,475	-	62,026	148,004
Ending Fund Balance	<u>\$ 82,887</u>	<u>\$ 198,885</u>	<u>\$ 304,969</u>	<u>\$ 437,337</u>	<u>\$ 547,143</u>	<u>\$ 685,991</u>	<u>\$ 822,035</u>	<u>\$ 929,473</u>	<u>\$ 1,004,663</u>	<u>\$ 1,058,882</u>	<u>\$ 1,086,745</u>	<u>\$ 882,144</u>	<u>\$ 911,470</u>	<u>\$ 208,475</u>	<u>\$ -</u>	<u>\$ 62,026</u>	<u>\$ 148,004</u>	<u>\$ 214,616</u>

Note 1: Specialized Capital Equipment includes 2011 through 2014 - Automated check in/out system for library materials (RFID), 2016 - chairs for the St. Helena Library, and 2017 - Library Bookmobile.

Note 2: The construction of the St. Helena Library was funded by Library Impact Fees, the 2006 General Obligation Bond as well as a federal grant and loan.

BEAUFORT COUNTY, SOUTH CAROLINA
LIBRARY IMPACT FEES - SHELDON/LOBECO/YEMASSEE

	Fiscal Year Ending June 30,											2017	Cumulative Grand Total						
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010			2011	2012	2013	2014	2015	2016
Revenues																			
Library Impact Fees	\$ 11,224	\$ 9,278	\$ 12,944	\$ 16,674	\$ 14,899	\$ 16,400	\$ 19,600	\$ 19,276	\$ 19,555	\$ 15,484	\$ 6,747	\$ 6,195	\$ 6,636	\$ 7,742	\$ 5,530	\$ 6,083	\$ 10,507	\$ 6,083	
Interest	125	436	343	853	450	135	1,382	2,547	1,727	2,266	899	422	134	52	42	10	81	-	
Total Revenues	<u>11,349</u>	<u>9,714</u>	<u>13,287</u>	<u>17,527</u>	<u>15,349</u>	<u>16,535</u>	<u>20,982</u>	<u>21,823</u>	<u>21,282</u>	<u>17,750</u>	<u>7,646</u>	<u>6,617</u>	<u>6,770</u>	<u>7,794</u>	<u>5,572</u>	<u>6,093</u>	<u>10,588</u>	<u>6,083</u>	
Expenditures																			
Professional Services	231	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	231
Library Materials	-	-	-	-	-	-	-	-	-	-	-	40,375	26,493	23,745	-	-	-	-	93,114
Technology Equipment ¹	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,223	11,666	-	-	26,889
Specialized Capital Equipment ²	-	-	-	-	-	-	-	-	4,961	-	-	47,194	1,728	5,908	-	-	-	-	71,949
Total Expenditures	<u>231</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,961</u>	<u>-</u>	<u>-</u>	<u>87,569</u>	<u>28,221</u>	<u>29,653</u>	<u>14,223</u>	<u>11,666</u>	<u>-</u>	<u>-</u>	<u>192,183</u>
Change in Fund Balance	11,118	9,714	13,287	17,527	15,349	16,535	20,982	21,823	21,282	12,789	7,646	(80,952)	(21,451)	(21,859)	(8,651)	(5,573)	10,588	(9,576)	30,578
Beginning Fund Balance	-	11,118	20,832	34,119	51,646	66,995	83,530	104,512	126,335	147,617	160,406	168,052	87,100	65,649	43,790	35,139	29,566	40,154	-
Ending Fund Balance	<u>\$ 11,118</u>	<u>\$ 20,832</u>	<u>\$ 34,119</u>	<u>\$ 51,646</u>	<u>\$ 66,995</u>	<u>\$ 83,530</u>	<u>\$ 104,512</u>	<u>\$ 126,335</u>	<u>\$ 147,617</u>	<u>\$ 160,406</u>	<u>\$ 168,052</u>	<u>\$ 87,100</u>	<u>\$ 65,649</u>	<u>\$ 43,790</u>	<u>\$ 35,139</u>	<u>\$ 29,566</u>	<u>\$ 40,154</u>	<u>\$ 30,578</u>	<u>\$ 30,578</u>

Note 1: Technology Equipment includes IPADs and computer equipment and licenses for the Lobeco Library.

Note 2: Specialized Capital Equipment includes 2009 - shelving; 2011 through 2013 - Automated check in/out system for library materials (RFID) for the Lobeco Library; and 2017 - Library Bookmobile.

Beaufort County Library Board of Trustees 2018 LIBRARY CLOSINGS

HOLIDAY

New Year's Day

Martin Luther King, Jr.'s Birthday

Staff Development Day- *Library Closed*

Memorial Day

Independence Day

Labor Day

Staff Work Day- *Library Closed*

Veterans Day (*Sunday, November 11, 2018*)

Libraries Closed at 5:00 pm

Thanksgiving Day

Heritage Day

Libraries Closed

Christmas Eve

Christmas Day

Libraries Closed

OBSERVANCE

Monday, January 1, 2018

Monday, January 15, 2018

Wednesday, April 18, 2018

Monday, May 28, 2018

Wednesday, July 4, 2018

Monday, September 3, 2018

Wednesday, October 3, 2018

Monday, November 12, 2018

Wednesday, November 21, 2018

Thursday, November 22, 2018

Friday, November 23, 2018

Saturday, December 22, 2018

Monday, December 24, 2018

Tuesday, December 25, 2018

Monday, December 31, 2018

"Libraries Closed" Dates & hours do not qualify for Holiday Pay.

Beaufort County Library Board of Trustees

2018 MEETING DATES

January 10, 2018	Hilton Head Branch Library 11 Beach City Road. Hilton Head Island, SC
March 14, 2018	Beaufort Branch Library 311 Scott Street Beaufort, SC
May 9, 2018	Bluffton Branch Library 120 Palmetto Way. Bluffton, SC
July 11, 2018	St. Helena Branch Library 6355 Jonathan Francis sr. Road St. Helena Island, SC
September 12, 2018	Bluffton Branch Library 120 Palmetto Way. Bluffton, SC
November 14, 2018	Beaufort Branch Library 311 Scott Street. Beaufort, SC

Finance Committee to meet at 3 p.m.

Meetings begin at 4 p.m. unless otherwise specified