



BEAUFORT COUNTY  
LIBRARY BOARD OF TRUSTEES  
Wednesday, May 9, 2018  
4:00 p.m.  
St. Helena Branch Library  
6355 Jonathan Francis Sr. Rd.  
St. Helena, South Carolina 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. March 13, 2018 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
  - A. Personnel Update
  - B. Projects Update
  - C. Branch Visits (Survey Monkey Responses)
- 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, Terry Thomas
- 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; Rosalie Richman
- F. Policies & Procedures – Anna Maria Tabernik, Chair; Rosalie Richman

- Fine Amnesty – Discussion/Approval
- Unattended Child Policy Revision – Discussion/Approval
- Library Code of Conduct Proposed Revision – Discussion/Approval

- G. Strategic Planning – Janet Porter; Chair, Anna Maria Tabernik, Brenda Ladson Powell, Lynn Miller, Tracey Robinson,

- Strategic Plan – Marketing/Communications Update – Traci Cox

- H. Challenged Materials Committee – Joe Bogacz, Chair; Laura Sturkie, Rosalie Richman.

- I. Ad Hoc: Director's Evaluation – Anna Maria Tabernik, Chair; Brenda Ladson Powell; Joseph Bogacz

- Directors Annual Evaluation.

X. Old Business:

XI. New Business:

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 – March 13, 2018 – 4:00 pm

The second scheduled meeting for 2018 was held at the Bluffton Branch Library.

Trustees: Bernard Kole, *Chair*; Anna Maria Tabernik, *Vice-chair*; Joseph Bogacz, Terry Thomas, Janet Porter, Brenda Ladson Powell, Lynne Miller, Rosalie Richman, and Laura Sturkie.

Absent: Tracey Robinson.

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

County Council Member: Councilman Steven Fobes, District 10.

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

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: None.

Minutes of January 10, 2018: The minutes were unanimously approved as written on a motion from Ms. Tabernik and a second from Ms. Richman. There was a unanimous vote.

Correspondence/Memberships:

Mr. Kole introduced new board members, Terry Thomas (District 2) and Janet Porter (District 8).

Library Director's Report:

Mr. McBride presented his report:

Personnel:

- Five (5) current vacant positions are in the process of being filled.

Projects:

- Beaufort Branch:
  - Circulation work area will be renovated.
    - This project will take ~ 35 days to complete.
  - HVAC system: The last two compressor units will be installed on March 14, 2018.
    - This project will take several weeks to complete.
- Bluffton Branch:
  - The main glass doors have been replaced.

Financial Reports: (see attachments)

- Munis Financial Report as of February 28, 2018.
- Library Expenditure Report as of March 5, 2018.

- Trustees and Library Fees Reports
- Proposed FY2019 Budget

### Committee Reports

Advocacy Committee: None.

Finance Committee: See attachments.

Trustees Checking Account Report: (see attachment)

- Mr. Bogacz explained the report in detail.
  - Current balance: \$14K.
    - Previous balance: \$15K (December 2017).

FY 2018 Special Funds:

- Mr. Bogacz explained the report in detail (see attachment).
- Mr. Bogacz modified the report into a more comprehensible spreadsheet (subtotal/balances are moved to the end of the spreadsheet).
- StateAid/Lottery funds: Remaining balance of \$86K.
- Impact Fees funds:
  - Current remaining balance: \$2.7M.
    - Most of the gain (\$480K) comes from the Bluffton District.
  - Bookmobile Impact Fees: Remaining balance of \$43K (transferred from other *Impact Fee District* accounts).
  - Mr. Bogacz reiterated that the Impact Fees funding is insufficient for constructing new library facilities.
    - The Impact Fees funding is more useful for the Bookmobile or other appropriate projects.

Fines and Fees Report & Bank Statement: (see attachment)

- Mr. Bogacz explained both reports in detail.
- This revenue is transferred to the *County General Funds* account at the County's discretion.
- Mr. Kole added that the library has collected \$57K in *Fines and Fees* (FY 2018).
- Bank Statement – Ending balance: \$194K (represents ~ two years of cumulative deposits).
  - Mr. Bogacz recommended transferring this balance to a different *account* since the earned interest is very low on the current account.

Budget Update (FY 2018): (see attachment)

- Two-thirds of the FY 2018 Budget has been expended; the library expenditures are on track.
- The Library Director has presented the *Proposed FY 2019 Library Budget* to the County Administration.
- The *Proposed FY 2019 Budget* will mirror the current *FY 2018 Budget*.
  - Additional funding will be included for merit-based pay increases already received.

Library services:

- The library offers free scan/fax service for public use in all five branches.

#### Foundation:

- The next meeting will be on Wednesday, March 14, at Beaufort Branch Library.
- The *Fashion Show* was held on March 5 in Belfair.
- The Foundation approved a \$14K scholarship for the Master of Library Science Degree Program at the University of South Carolina for one library employee to be determined at a later date. This is a need-based scholarship.
- The Foundation approved the \$6K subscription for the database *Foundation Directory Online* (available in Beaufort and Bluffton libraries only)
  - This is a database for non-profit organizations who are seeking grants.

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

- Beaufort Branch:
  - The *Books Sandwiched In* event has been very well-attended each week.
  - The Spain Trip is scheduled for April 2018.
  - The Friends approved the purchase of two costumes (Pete Cat & Curious George) for children's programs.
- Bluffton Branch:
  - Book sales are doing well since the area was renovated.
- Hilton Head Branch:
  - Mr. McBride mentioned that the Friends have voted unanimously to purchase a second Bookmobile.
    - The project will be presented to the Community Services Committee, County Administration, and County Council for approval.
    - The Bookmobile may be ordered in July 2018; it may be delivered in July 2019.
    - This second Bookmobile will be stationed at Hilton Head Library.
    - A Bookmobile is the least expensive way to expand library services instead of a \$10M library facility.
  - The *Film Series* presentations and *Book Break* programs were very successful.
  - Upcoming Programs:
    - The *Volunteer Luncheon* is scheduled for Wednesday, March 14.
    - *Library After Hours* is scheduled for Wednesday, March 28.
- School Liaison:
  - Mr. McBride mentioned that the library has the opportunity to get a \$20K grant through the *State Library* to expand the *Smartspot Program* and develop *Homework Centers* at branch libraries North of the Broad River.
- Library Board Meeting
  - Mr. Kole recommended scheduling a library board meeting at Lobeco Branch Library.
    - The Bookmobile will be stationed at the branch so that board members can tour it at the meeting.

#### Policies and Procedures:

Meeting Room Policy: (see attachment)

Ms. Tabernik presented a recommended change in the policy to the board (see attachment).

- Page #1, line #2: “*Non-commercial, non-profit oriented* meetings...” was added to clarify how meeting spaces are used by customers.
- Library Meeting rooms must be used for public meetings (open to the public) in accordance with policy.
- For more details, please read the attached Policy.

Ms. Tabernik made a motion to accept the proposed change to the Meeting Room Policy of Beaufort County Library, as presented to all board members. Mr. Bogacz seconded. There was a unanimous vote.

#### Fines and Fees Policy:

- Ms. Tabernik presented a recommended change in the policy to the board (see attachment).
- For more details, please read the attached Policy.
- Key change: Increasing the fees for a non-resident library card from \$30 to \$40.
- The cost is \$40 per year (not a calendar year), beginning when the card is issued.
- This increase reflects the cost of providing additional library services (i.e., Hoopla, Flipster, etc.) to residents.

Ms. Tabernik made a motion to approve the revised Fines and Fees Policy with the caveat that a non-resident card will be increased to \$40 effective July 1, 2018 (FY 2019). Ms. Porter seconded. There was a unanimous vote to accept, and the motion carried.

#### Strategic Planning Committee:

- Ms. Tabernik presented the *Strategic Plan Implementation Report* (see attachment).
  - Ms. Tabernik highlighted some of the strategies/tasks:
    - Target diverse audiences
    - Improve internal communication
    - Streamline library’s brand.
    - Conduct comprehensive facilities assessment.
    - Monitor county CIP and maintenance projects.
- Ms. Tabernik thanked the Library Director for the Weekly Reports. They are very useful to track what sections of the plan have been implemented.
- The Library Administration bases its daily operations on the Strategic Plan.

#### Library Performance Metrics:

- The Library Administration submitted 10 performance metrics to County Administration.
- The 10 metrics reflect the library’s success during this calendar year.
- The Library Director will prepare a quarterly report on the implementation of the 10 library performance metrics.
  - The Library Director will present this quarterly report update at the next board meeting.

#### Challenged Materials Committee:

- The Library Director briefly explained the policy/procedures to the new board members.
- For more details, please visit the library website, and click on Policies & Forms.

#### Ad-Hoc Committee:

- The Library Director’s annual evaluation is due at the board meeting in May.

- The committee will draft a comprehensive evaluation (County Performance Form) in April and send it to the board for their input.
- It will be discussed with the Library Director in the Executive Session during the May board meeting.

Award Plaque - Eileen Fitzgerald:

- Eileen Fitzgerald was not present for her award so the Trustees will present it to her at a later date.
- Ms. Fitzgerald was a member of the Library Board for almost 13 years (August 2005–February 2018).

Old Business: None.

New Business:

Request to Change Date of September Board Meeting:

- The September board meeting is scheduled for September 12, 2018.
- Ms. Richman recommended moving the September board meeting to the first (September 5<sup>th</sup>) or last Wednesday (September 26<sup>th</sup>) of the month.
- The board concurred, agreeing to move the meeting to September 5<sup>th</sup>.

Mr. Kole made a motion to accept the recommendation of moving the board meeting to September 5<sup>th</sup> (same location). Mr. Bogacz seconded. There was a unanimous vote to accept, and the motion carried.

Library Board Committees:

- Mr. Thomas was assigned to the Finance Committee.
- Ms. Porter was assigned to the Strategic Plan Committee.
- Ms. Robinson was assigned to the Policies and Procedures Committee.

Members are encouraged to sign up for different committees to experience new roles on the board.

Resolution No. 2018/2: (see attachment)

- This resolution replaces Resolution No. 1999/27 (for information only).

Executive Session: None.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 5:15 p.m. on a motion from Mr. Bogacz and a second from Ms. Tabernik.

Respectfully submitted,

Ray McBride  
Library Director

**Beaufort County Library System - Budget Update - FY 2018**

**Actual Expenditures with adjusted beginning balances**

Line Item	Administration				Beaufort				Bluffton				Hilton Head			
	FY18 Allocation	Expended YTD	Remaining	Notes	FY18 Allocation	Expended YTD	Remaining	Notes	FY18 Allocation	Expended YTD	Remaining	Notes	FY18 Allocation	Expended YTD	Remaining	Notes
Personnel Per MUNIS (Sal.,FICA,Medicare,SC Retirement)	\$619,455	\$489,655	\$129,800	79%	\$485,833	\$365,513	\$120,320	75%	\$614,757	\$492,569	\$122,188	80%	\$583,053	\$439,765	\$143,288	75%
ADVERTISING	\$750	\$436	\$314	58%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%
PRINTING	\$5,628	\$4,255	\$1,373	76%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%
POSTAGE/OTHER CARRIERS	\$58,200	\$37,905	\$20,295	65%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%
TELEPHONE	\$19,470	\$18,229	\$1,241	94%	\$30	\$38	(\$8)	127%	\$950	\$804	\$146	85%	\$2,300	\$1,846	\$454	80%
ELECTRICITY/NAT'L GAS	\$0	\$0	\$0	0%	\$62,000	\$46,967	\$15,033	76%	\$65,000	\$53,176	\$11,824	82%	\$65,122	\$44,188	\$20,934	68%
WATER/SEWER/GARBAGE	\$0	\$0	\$0	0%	\$1,950	\$1,690	\$260	87%	\$2,550	\$2,544	\$6	100%	\$3,980	\$711	\$3,269	18%
MAINTENANCE CONTRACTS	\$22,100	\$22,054	\$46	100%	\$10,000	\$8,592	\$1,408	86%	\$9,500	\$7,841	\$1,659	83%	\$9,750	\$8,957	\$793	92%
REPAIRS TO EQUIPMENT	\$300	\$0	\$300	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%
EQUIPMENT RENTALS	\$1,225	\$870	\$355	71%	\$600	\$342	\$258	57%	\$1,150	\$799	\$351	70%	\$1,420	\$1,292	\$128	91%
PROFESSIONAL SERVICES	\$2,450	\$2,373	\$77	97%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%
OTHER VEHICLE OPER COSTS	\$50	\$34	\$16	68%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$50	\$34	\$16	68%
GARAGE REPAIRS & MAINT	\$1,449	\$311	\$1,139	21%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$1,449	\$290	\$1,159	20%
BOOKS,SUBS,MEMBERSHIPS	\$2,146	\$2,134	\$12	99%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%
TRAINING AND CONFERENCES	\$4,000	\$3,153	\$847	79%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%
VEHICLE INSURANCE	\$2,000	\$1,703	\$297	85%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%
INSURANCE BUILDING	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%
UNCLASSIFIED OPERATING	\$2,200	\$1,980	\$220	90%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%
SUPPLIES-OFFICE/PHOTO/ETC	\$23,084	\$20,028	\$3,056	87%	\$2,500	\$1,503	\$997	60%	\$1,050	\$1,252	(\$202)	119%	\$2,000	\$1,051	\$949	53%
DATA PROCESSING SUPPLIES	\$5,825	\$5,382	\$443	92%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%
LIBRARY MATERIALS	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%
LIBRARY PERIODICALS	\$301	\$300	\$1	0%	\$2,187	\$2,187	\$0	100%	\$2,228	\$2,227	\$1	100%	\$2,355	\$2,354	\$1	100%
FUELS/LUBRICANTS	\$380	\$512	(\$132)	135%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$150	\$130	\$20	87%
MINOR OFF FURN/EQP <\$5,000	\$41,007	\$37,943	\$3,064	93%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%
Insurance - Other		\$4,253														
DATA PROCESSING EQUIP <\$5,000	\$127,122	\$125,305	\$1,817	99%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%
	\$319,687	\$289,160	\$30,527	90%	\$79,267	\$61,318	\$17,949	77%	\$82,428	\$68,643	\$13,785	83%	\$88,576	\$60,854	\$27,722	69%
<b>personnel and operating</b>	<b>\$939,142</b>	<b>\$778,815</b>	<b>\$160,327</b>	<b>83%</b>	<b>\$565,100</b>	<b>\$426,831</b>	<b>\$138,269</b>	<b>76%</b>	<b>\$697,185</b>	<b>\$561,212</b>	<b>\$135,973</b>	<b>80%</b>	<b>\$671,629</b>	<b>\$500,618</b>	<b>\$171,011</b>	<b>75%</b>

updated 4/16/18



Lobeco				St. Helena				Tech Services				BDC				Bookmobile				Beaufort Library System			
FY18 Allocation	Expended YTD	Remaining	Notes	FY18 Allocation	Expended YTD	Remaining	Notes	FY18 Allocation	Expended YTD	Remaining	Notes	FY18 Allocation	Expended YTD	Remaining	Notes	FY18 Allocation	Expended YTD	Remaining	Notes	FY18 Allocation	Expended YTD	Remaining	Notes
\$140,451	\$108,364	\$32,087	77%	\$368,783	\$295,396	\$73,387	80%	\$349,572	\$296,434	\$53,138	85%	\$116,315	\$99,170	\$17,145	85%	\$104,336.00	\$86,641	\$17,695	83%	\$3,382,555	\$2,807,006	\$575,549	83%
\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$750	\$436	\$314	58%
\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$5,628	\$4,255	\$1,373	76%
\$114	\$116	(\$2)	102%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$58,314	\$38,021	\$20,293	65%
\$12	\$5	\$7	40%	\$50	\$37	\$13	75%	\$5	\$1	\$4	26%	\$12	\$6	\$6	50%	\$600	\$0	\$600	0%	\$23,429	\$20,966	\$2,463	89%
\$7,057	\$5,341	\$1,716	76%	\$58,500	\$51,792	\$6,708	89%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$257,679	\$201,464	\$56,215	78%
\$0	\$0	\$0	0%	\$3,000	\$2,242	\$758	75%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$11,480	\$7,188	\$4,292	63%
\$3,950	\$3,647	\$303	92%	\$25,750	\$23,340	\$2,410	91%	\$0	\$0	\$0	0%	\$1,200.00	\$1,152	\$48	96%	\$0	\$0	\$0	0%	\$82,250	\$75,583	\$6,667	92%
\$0	\$0	\$0	0%	\$0	\$0	\$0	0	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$300	\$0	\$300	0%
\$550	\$312	\$238	57%	\$1,095	\$686	\$409	63%	\$450	\$312	\$138	69%	\$1,100.00	\$570	\$530	52%	\$0	\$0	\$0	0%	\$7,590	\$5,184	\$2,406	68%
\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$24,000	\$21,875	\$2,125	91%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$26,450	\$24,248	\$2,202	92%
\$0	\$0	\$0	0%	\$50	\$0	\$50	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$200	\$68	\$132	34%
\$0	\$0	\$0	0%	\$1,649	\$813	\$836	49%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$600	\$490	\$110	82%	\$5,147	\$1,903	\$3,244	37%
\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$2,146	\$2,134	\$12	99%
\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$4,000	\$3,153	\$847	79%
\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$1,192	\$0	0%	\$2,000	\$2,895	(\$895)	145%
\$0	\$11	(\$11)	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$11	\$0	100%
\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$2,200	\$1,980	\$220	90%
\$725	\$366	\$366	50%	\$775	\$572	\$203	74%	\$150	\$37	\$113	24%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$30,284	\$24,808	\$5,476	82%
\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$5,825	\$5,382	\$443	92%
\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$16,500	\$16,500	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$16,500	\$16,500	\$0	100%
\$861	\$860	\$1	100%	\$1,211	\$1,210	\$1	100%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$8,842	\$9,138	(\$296)	103%
\$0	\$0	\$0	0%	\$1,070	\$1,032	\$38	96%	\$25	\$0	\$25	0%	\$75	\$0	\$75	0%	\$5,648	\$3,041	\$2,607	54%	\$7,348	\$4,715	\$2,633	64%
\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$41,047	\$37,943	\$3,064	93%
\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$4,253	(\$4,253)	100%
\$13,269	\$10,658	\$2,611	80%	\$93,150	\$81,724	\$11,426	88%	\$41,130	\$38,726	\$2,404	94%	\$2,387	\$1,728	\$659	72%	\$6,848	\$4,722	\$3,318	69%	\$127,122	\$125,305	\$1,817	99%
\$153,720	\$119,022	\$34,698	77%	\$461,933	\$377,120	\$84,813	82%	\$390,702	\$335,159	\$55,543	86%	\$118,702	\$100,898	\$17,804	85%	\$111,184	\$91,363	\$19,821	82%	\$4,109,086	\$3,424,539	\$684,547	83%



**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						
<b>FINES &amp; FEES</b>											
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	\$ 1,079.41	\$ 670.85	\$ 1,892.05	\$ 819.00	\$ 1,200.50	\$ 385.09	\$ 489.39	\$ 155.14	\$ 564.24	\$ 76.80	\$ 7,332.47
November	\$ 1,637.56	\$ 391.81	\$ 1,462.49	\$ 793.38	\$ 1,133.00	\$ 330.12	\$ 394.54	\$ 132.99	\$ 270.03	\$ 7.40	\$ 6,553.32
December	\$ 1,005.10	\$ 385.52	\$ 1,565.70	\$ 648.54	\$ 1,322.38	\$ 313.63	\$ 239.85	\$ 21.21	\$ 468.12	\$ 41.40	\$ 6,011.45
January	\$ 1,416.52	\$ 313.79	\$ 1,686.75	\$ 402.71	\$ 1,410.19	\$ 118.99	\$ 577.41	\$ 12.00	\$ -	\$ -	\$ 5,938.36
February	\$ 1,384.30	\$ 493.06	\$ 1,861.09	\$ 242.73	\$ 2,176.51	\$ -	\$ 509.95	\$ -	\$ 576.15	\$ -	\$ 7,243.79
March	\$ 983.91	\$ 759.80	\$ 1,733.25	\$ 1,016.12	\$ 1,930.24	\$ 610.40	\$ 617.39	\$ 153.39	\$ 339.70	\$ 31.82	\$ 8,176.02
April	\$ 2,038.08	\$ 768.74	\$ 1,790.30	\$ 1,042.80	\$ 985.55	\$ 379.20	\$ 441.80	\$ 151.00	\$ 288.55	\$ 81.25	\$ 7,967.27
May											\$ -
June											\$ -
<b>TOTAL</b>	<b>\$ 14,393.28</b>	<b>\$ 5,709.98</b>	<b>\$ 17,618.93</b>	<b>\$ 7,528.78</b>	<b>\$ 15,018.26</b>	<b>\$ 3,049.38</b>	<b>\$ 5,276.69</b>	<b>\$ 979.33</b>	<b>\$ 3,148.28</b>	<b>\$ 365.08</b>	<b>\$ 73,087.99</b>
<b>COPIERS</b>											
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	\$ -	\$ -	\$ 126.50	\$ -	\$ 71.05	\$ -	\$ 47.45	\$ -	\$ 130.80	\$ -	\$ 375.80
November	\$ 112.50	\$ -	\$ 117.95	\$ -	\$ 40.45	\$ -	\$ 42.40	\$ -	\$ 19.75	\$ -	\$ 333.05
December	\$ 133.70	\$ -	\$ 85.50	\$ -	\$ 192.85	\$ -	\$ 33.80	\$ -	\$ 22.05	\$ -	\$ 467.90
January	\$ 61.30	\$ -	\$ 115.20	\$ -	\$ 65.60	\$ -	\$ 38.05	\$ -	\$ -	\$ -	\$ 280.15
February	\$ 201.95	\$ -	\$ 111.40	\$ -	\$ 47.35	\$ -	\$ 41.00	\$ -	\$ 15.45	\$ -	\$ 417.15
March	\$ 63.50	\$ -	\$ 112.70	\$ -	\$ 72.25	\$ -	\$ 43.50	\$ -	\$ -	\$ -	\$ 291.95
April	\$ 77.75	\$ -	\$ 115.30	\$ -	\$ 89.50	\$ -	\$ 24.80	\$ -	\$ -	\$ -	\$ 307.35
May											\$ -
June											\$ -
<b>TOTAL</b>	<b>\$ 1,073.10</b>	<b>\$ -</b>	<b>\$ 1,073.00</b>	<b>\$ -</b>	<b>\$ 636.45</b>	<b>\$ -</b>	<b>\$ 345.90</b>	<b>\$ -</b>	<b>\$ 220.05</b>	<b>\$ -</b>	<b>\$ 3,348.50</b>
<b>INTEREST REVENUE</b>											
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.07
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.14
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.16
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.25
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.26
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.35
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.40
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.32
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.52
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.53
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13.00</b>
<b>Convenience Fee</b>											
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	\$ -	\$ 16.77	\$ -	\$ 20.48	\$ -	\$ 9.63	\$ -	\$ 3.88	\$ -	\$ 1.92	\$ 52.68
November	\$ -	\$ 9.80	\$ -	\$ 19.83	\$ -	\$ 8.25	\$ -	\$ 3.32	\$ -	\$ 0.19	\$ 41.39
December	\$ -	\$ 9.64	\$ -	\$ 16.21	\$ -	\$ 7.84	\$ -	\$ 0.53	\$ -	\$ 1.04	\$ 35.26
January	\$ -	\$ 7.84	\$ -	\$ 10.07	\$ -	\$ 2.97	\$ -	\$ 0.30	\$ -	\$ -	\$ 21.18
February	\$ -	\$ 12.33	\$ -	\$ 6.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18.40
March	\$ -	\$ 19.00	\$ -	\$ 25.40	\$ -	\$ 15.26	\$ -	\$ 3.83	\$ -	\$ 0.80	\$ 64.29
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 123.54</b>	<b>\$ -</b>	<b>\$ 162.15</b>	<b>\$ -</b>	<b>\$ 66.75</b>	<b>\$ -</b>	<b>\$ 20.70</b>	<b>\$ -</b>	<b>\$ 7.12</b>	<b>\$ 380.26</b>

**Board of Trustees - Library Board**  
**General Ledger**  
 As of April 30, 2018

	Type	Date	Num	Name	Memo	Amount	Balance
<b>First Citizens Bank (Total)</b>							<b>13,982.65</b>
<b>1. BDC Collection</b>							<b>616.67</b>
Total BDC Collection							616.67
<b>2. Bluffton Building Fund</b>							<b>6,227.70</b>
Total Bluffton Building Fund							6,227.70
<b>3. Bluffton Miscellaneous Fund</b>							<b>39.08</b>
Total Bluffton Miscellaneous Fund							39.08
<b>4. Clover Carolina Room Fund</b>							<b>879.68</b>
Total Clover Carolina Room Fund							879.68
<b>5. H Scheper Book Fund</b>							<b>3,720.29</b>
Total H Scheper Book Fund							3,720.29
<b>6. Historical Society Fund</b>							<b>335.49</b>
Total Historical Society Fund							335.49
<b>7. Kiwanis Club of Beaufort</b>							<b>143.74</b>
Total Kiwanis Club of Beaufort							143.74
<b>8. WEBSTER FAMILY FOUNDATION</b>							<b>2,000.00</b>
Total WEBSTER FAMILY FOUNDATION							2,000.00
<b>9. WOLF CREEK ENTERPRISES</b>							<b>20.00</b>
Total WOLF CREEK ENTERPRISES							20.00
<b>First Citizens Bank (Total) - Other</b>							<b>0.00</b>
Total First Citizens Bank (Total) - Other							0.00
<b>Total First Citizens Bank (Total)</b>							<b>13,982.65</b>

BEAUFORT COUNTY, SOUTH CAROLINA  
 BEAUFORT COUNTY LIBRARIES - GENERAL FUND  
 Fiscal Year 2018 and 2017, For the period ending April 30, 2018 and 2017

	Fiscal Year 2018 - April 30, 2018					Fiscal Year 2017 - April 30, 2017
	ORIGINAL APPROPRIATION	REVISED BUDGET	ACTUAL EXPENDITURES	ENCUMBERED	% OF BUDGET USED	ACTUAL EXPENDITURES
<b>GENERAL FUND EXPENDITURES</b>						
<u>10001620 LIBRARY ADMINISTRATION</u>						
50 PERSONNEL SERVICES	\$ 585,384	\$ 619,455	\$ 512,549	\$ -	82.7%	\$ 420,498
51 PURCHASED SERVICES	119,972	120,468	93,593	-	77.7%	94,512
52 SUPPLIES	104,944	199,719	166,321	25,400	96.0%	97,797
54 CAPITAL OUTLAY	-	51,822	22,229	29,593	100.0%	-
57 OTHER EXPENDITURES <sup>1</sup>	-	-	759	-	100.0%	669
SUBTOTAL	810,300	991,464	795,450	54,993	85.8%	613,476
<u>10001621 LIBRARY BEAUFORT BRANCH</u>						
50 PERSONNEL SERVICES	513,723	485,833	383,791	-	79.0%	369,371
51 PURCHASED SERVICES	84,580	73,580	62,092	-	84.4%	51,336
52 SUPPLIES	5,400	4,687	3,690	-	78.7%	6,111
SUBTOTAL	603,703	564,100	449,573	-	79.7%	426,818
<u>10001622 LIBRARY BLUFFTON BRANCH</u>						
50 PERSONNEL SERVICES	616,536	614,757	515,536	-	83.9%	485,657
51 PURCHASED SERVICES	89,450	78,327	71,275	-	91.0%	63,168
52 SUPPLIES	3,750	3,278	3,479	-	106.1%	3,761
SUBTOTAL	709,736	696,362	590,291	-	84.8%	552,586
<u>10001623 LIBRARY HILTON HEAD BRANCH</u>						
50 PERSONNEL SERVICES	610,405	583,053	463,572	-	79.5%	437,160
51 PURCHASED SERVICES	96,849	83,248	62,554	-	75.1%	54,106
52 SUPPLIES	5,650	4,505	3,646	-	80.9%	4,872
SUBTOTAL	712,904	670,806	529,772	-	79.0%	496,138
<u>10001624 LIBRARY LOBECO BRANCH</u>						
50 PERSONNEL SERVICES	138,263	140,451	114,384	-	81.4%	112,692
51 PURCHASED SERVICES	12,726	11,683	9,801	-	83.9%	5,957
52 SUPPLIES	1,725	1,586	1,226	-	77.3%	1,247
SUBTOTAL	152,714	153,720	125,412	-	81.6%	119,896

BEAUFORT COUNTY, SOUTH CAROLINA  
 BEAUFORT COUNTY LIBRARIES - GENERAL FUND  
 Fiscal Year 2018 and 2017, For the period ending April 30, 2018 and 2017

	Fiscal Year 2018 - April 30, 2018					Fiscal Year 2017 - April 30, 2017
	ORIGINAL APPROPRIATION	REVISED BUDGET	ACTUAL EXPENDITURES	ENCUMBERED	% OF BUDGET USED	ACTUAL EXPENDITURES
<b>GENERAL FUND EXPENDITURES</b>						
<u>10001625 LIBRARY ST HELENA BRANCH</u>						
50 PERSONNEL SERVICES	496,589	368,783	312,246	-	84.7%	345,496
51 PURCHASED SERVICES	99,951	89,594	75,176	4,000	88.4%	52,255
52 SUPPLIES	2,525	3,056	2,825	-	92.4%	2,523
SUBTOTAL	599,065	461,433	390,247	4,000	85.4%	400,274
<u>10001626 LIBRARY TECHNICAL SERVICES</u>						
50 PERSONNEL SERVICES	351,471	349,572	309,687	-	88.6%	264,300
51 PURCHASED SERVICES	24,455	24,455	22,500	-	92.0%	22,196
52 SUPPLIES	175	16,675	16,537	-	99.2%	101,207
SUBTOTAL	376,101	390,702	348,724	-	89.3%	387,703
<u>10001627 LIBRARY SC ROOM</u>						
50 PERSONNEL SERVICES	111,454	116,315	103,621	-	89.1%	84,770
51 PURCHASED SERVICES	2,912	2,312	3,400	-	147.1%	1,392
52 SUPPLIES	75	75	-	-	0.0%	18
SUBTOTAL	114,441	118,702	107,022	-	90.2%	86,180
<u>10001628 LIBRARY BOOKMOBILE</u>						
50 PERSONNEL SERVICES	-	104,336	91,619	-	87.8%	-
51 PURCHASED SERVICES	-	1,200	1,682	-	140.1%	-
52 SUPPLIES	-	5,648	3,040	-	53.8%	-
SUBTOTAL	-	111,184	96,341	-	86.6%	-
<b>GENERAL FUND GRAND TOTAL</b>	<b>\$ 4,078,964</b>	<b>\$ 4,158,473</b>	<b>\$ 3,432,830</b>	<b>\$ 58,993</b>	<b>84.0%</b>	<b>\$ 3,083,071</b>

Note 1: Other expenditures are credit card fees charged by a merchant to Beaufort County for accepting credit card payments from library patrons.

The encumbrances include new technology equipment.

BEAUFORT COUNTY, SOUTH CAROLINA  
 BEAUFORT COUNTY LIBRARIES - SPECIAL REVENUE FUNDS  
 Fiscal Year 2018, For the period ending April 30, 2018

	<b>LIBRARY IMPACT FEE FUNDS</b>					
	Hilton Head Island/ Daufuskie	Bluffton/ Okatie	Unincorporated Port Royal	Lady's Island/ St. Helena	Sheldon/ Lobeco/ Yemassee	Del Webb Library Fees
<b>Library Impact Fees</b>						
Impact Fee Revenue	\$ 86,536	\$ 372,562	\$ 17,143	\$ 74,531	\$ 7,189	\$ 945
Expenditures	74,424	75,018	86,424	42,002	22,630	-
Change in Fund Balance	12,112	297,544	(69,281)	32,529	(15,441)	945
Fund Balance, beginning	291,116	1,847,726	655,312	214,850	30,742	2,918
Fund Balance, ending	<u>\$ 303,228</u>	<u>\$ 2,145,270</u>	<u>\$ 586,031</u>	<u>\$ 247,379</u>	<u>\$ 15,301</u>	<u>\$ 3,863</u>

BEAUFORT COUNTY, SOUTH CAROLINA  
 BEAUFORT COUNTY LIBRARIES - SPECIAL REVENUE FUNDS  
 Fiscal Year 2018, For the period ending April 30, 2018

	OTHER SPECIAL REVENUE FUNDS			
	Library Trust Funds	State Lottery	State Aid	Library Grants
Revenues	\$ 1,000	\$ 32,846	\$ 283,908	\$ 30,855
Expenditures	2,219	30,107	210,320	34,239
Change in Fund Balance	(1,219)	2,739	73,588	(3,384)
Fund Balance, beginning	245,142	14,160	17,054	11,841
Fund Balance, ending	<u>\$ 243,923</u>	<u>\$ 16,899</u>	<u>\$ 90,642</u>	<u>\$ 8,457</u>
Committed <sup>3</sup>	-	7,960	-	11,514
Unassigned	243,923	8,939	90,642	(3,057)

Note 3: The committed balance above is encumbered for purposes of Library Grants. The grant reimbursement will occur after the expenditures have occurred.



# Unaccompanied Minor Policy

3/7/2013



Service to children is an important goal at the Beaufort County Library. Children of all ages are welcomed and encouraged to use the library materials, programs and services. The branches of the Libraries are public buildings and are open to all, regardless of origin, age, background and views.

Library staff strive to ensure that all buildings are operated in a safe manner. However, because the buildings are open to all, libraries cannot be considered safe places for unattended children. The responsibility for the safety and behavior of children in the Library rests with the parents, legal guardians, or other responsible adult caregivers. Library staff are not responsible for the care and safety of unattended children in the library. Neither the Library nor the County can or will serve as *loco parentis*. While on the Library premises, the safety and well-being of patrons under the age of 18 years, remain the sole responsibility of parents and/or legal guardians. In order to maintain a safe atmosphere where life-long learning is encouraged, the following policy has been adopted by the Board of Library Trustees:

- Children under the age of 8 must be accompanied continually by a parent or responsible adult caregiver. Caregivers must be at least 15 years of age and demonstrate the concern and responsibility to manage a young child. Caregivers under the age of 18 may not accompany more than two children under the age of eight. A parent or responsible adult caregiver must remain with the children at all times and have emergency contact information with them or available to them. A parent or responsible adult caregiver may leave a child ages 4-7 in a storytime when a staff member is present but must remain on the library premises and must be present to pick-up the child immediately upon completion of the storytime.
- If a child under the age of 8 is found to be unaccompanied in the Library, staff will try to locate the parent or responsible adult caregiver to remedy the situation. If a parent or caregiver is not present in the library, efforts will be made to locate the parent or responsible adult caregiver by phone. If the parent or responsible caregiver cannot be reached, local law enforcement and/or other appropriate government agencies will be called.
- Children age 8 and older may use the Library without a parent or responsible caregiver present, but must be able to reach a parent or responsible adult caregiver immediately, either in person or by phone. All children in the Library must follow all policies concerning public conduct and are expected to use the Library appropriately. Children who do not follow these rules are subject to Beaufort County Library Patron Code of Conduct dated May, 11, 2011 (posted in all branches and available from all service desks), including having a parent or guardian notified to pick up the child and being barred from the library for a designated short period of time. Parents are expected to be aware of the opening and closing times of the library, and that the operating hours might change unexpectedly.

- 30 minutes before a library branch is set to close, announcements will be made notifying children and teens to assure that they have a ride home. The announcements will be made again at 15 minutes and 5 minutes before closing. In case of an early closing that has not been previously posted, staff should assure that unaccompanied children and teens are identified a half hour before closing and efforts are being made to assure that they have transportation home.

If an unattended child (under 13 is in) the library at closing, at that time the staff member in charge will notify the County Dispatcher (524-2777) to have the appropriate law enforcement pick up the child. Two staff members will remain with the child until either the law enforcement representative parent arrives and picks up the child. If the parent or responsible caregiver arrives before the law enforcement representative, the dispatcher should be notified immediately. If it is too late to recall the representative, one staff member should stay until the representative arrives and explain the situation. If the representative arrives before the parent, the staff may leave. However, a note must be placed in plain sight to inform the parent of the situation and where to retrieve the child.

When contact is made with the parent/caregiver, the "Unaccompanied Minor Policy" will be explained to the parent/caregiver and "A Note to Parents" summarizing the policy will be given or sent to them. A copy of the full "Unaccompanied Minor Policy" will be made available to any parent/caregiver requesting it.

An incident report will be filled out by the Branch Manager by close of the next working day detailing the occurrence.

Under no circumstances shall a staff member "remedy" an unaccompanied child situation by taking a child off the library premises or transport the child to another location.

Revised March 20, 2013

## Beaufort County Library Safe Child Policy

(DRAFT 04/23/18)

The Beaufort County Library welcomes and encourages children to visit the Library, use library resources and services, and attend library programs. Staff members are available to help and support children; however, the Library is not able to provide short- or long-term child care, or be responsible for unattended children.

- Youth under 12 years old and anyone with special needs who requires a caregiver must have a willing and capable caregiver, aged 16 or older, within sight and conversation distance at all times while in the library.
- If a youth under 12 years old or anyone with special needs who requires a caregiver is found unattended at any time, staff will attempt to locate the person in charge. If no one can be located, the appropriate law enforcement agency will be called to ensure their safety. The library staff has discretion for each unique situation.
- In cases that any minor is unattended at closing time, a staff member will stay with them until the situation is resolved. Efforts will be made to contact the caregiver, and if that fails the appropriate law enforcement agency will be contacted to ensure safe transport.
- Youth of all ages are expected to follow the library code of conduct.

## LIBRARY CODE OF CONDUCT

The Board of Trustees of the Beaufort County Library has adopted the Code of Conduct to provide a welcoming environment for those using library facilities and resources.

Warnings are at the discretion of library staff. Failure to comply with the Library's established regulations may result in removal from the premises, exclusion from the library system, termination of library privileges, and arrest or prosecution.

### Regulations

The following are prohibited on Beaufort County Library property:

1. Any loud conversation or noise that disturbs or interrupts library customers.
2. Sitting on tables or putting feet on furniture.
3. Refusal to leave library at specified closing time.
4. Use of library telephones, computers, or other equipment without permission.
5. Misuse of library supplies/technology for personal, program, or meeting use, including staples, paper clips, or copy paper and copy machines without paying the fee.
6. Consuming food outside of designated areas. Closable plastic drinking containers are permitted.
7. Glass containers.
8. Sleeping.
9. Loitering anywhere on library grounds.
10. Bringing non-service pets/animals into a library or leaving them tied up outside.
11. Theft, defacement, or vandalism of library property or materials.
12. Leaving any child under the age of 8 unattended.
13. Leaving any child under the age of 12 in the library building without responsible supervision. (Youth ages 8-12 in the children's area as long as a parent / guardian is available another part of the building.)
14. Actions, behaviors, or comments that can be considered harassment, abusive or obscene toward other customers and/or library staff.
15. Use of rest rooms for inappropriate purposes.
16. The possession or use of alcohol or any illegal drug in a library facility or property.
17. Possession of weapons of any kind, including camping and/or pocket knives.
18. Engaging in any sexual activity, sexual harassment, or indecent exposure including the public display of material inconsistent with the Internet Use Policy.
19. Failing to provide identification when asked.
20. Not being fully clothed, including not wearing shoes or a shirt.
21. Bicycles are not allowed inside the Library or on the ramp or stairs leading to a library building. Bicycles shall not be left anywhere where they would make an entrance inaccessible or partially inaccessible including the lobby.
22. Skateboarding and rollerblading are prohibited on Library grounds. Library patrons may bring their rollerblades and skateboards into the Library for safekeeping provided they do not use them in the Library.

**Approved by the Board of Trustees May 11, 2011**  
**Revised and Approved by Library Board of Trustees on July 13, 2016**