



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, November 13, 2019
4:00 p.m.
Beaufort Branch Library
311 Scott Street
Beaufort, South Carolina 29902
843.255-6468

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. September 11, 2019 Minutes **(backup)**
 - B. October 11, 2019 Board Planning Retreat Minutes **(backup)**
- VI. Corresponding/Membership
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects Update
- VIII. Financial Reports:
 - A. Library Revenues **(backup)**
 - B. Library Director's Expenditure Report **(backup)**

IX. Committee Reports:

- A. Finance Committee - Joseph Bogacz, Chair; Anna Maria Tabernik, Laura Sturkie, Terry Thomas and James Morrall
- B. Foundation – Lynne Miller
- C. Friends of the Library (FOL):
 - Beaufort: Brenda Ladson Powell, James Morrall
 - Bluffton: Laura Sturkie, Rosalie Richman
 - Hilton Head: Lynne Miller
- D. Policies & Procedures – Rosalie Richman, Chair; Lynne Miller, Janet Porter and Terry Thomas

- Library Board of Trustees Bylaws Review/Update
- Library Meeting Room Policy Review/Update

- E. Strategic Planning – Janet Porter; Chair, Anna Maria Tabernik, Brenda Ladson Powell, Lynne Miller, Tracey Robinson.
- F. Challenged Materials Committee – Joe Bogacz, Chair; James Morrall, Rosalie Richman and Tracey Robinson
- G. Library Facilities Committee, Bernie Kole; Chair; Joe Bogacz, Rosalie Richman, Laura Sturkie and Anna Marie Tabernik

- Bluffton Branch Renovation Update
- Potential New Branch Library Update (Pritchardville & Burton-Wells)

X. Old Business:

XI. New Business:

- County Library Closing Dates for 2020

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 – September 11, 2019 – 4:00 p.m.

The fifth scheduled meeting for 2019 was held at the Hilton Head Branch Library.

Trustees: Ana Maria Tabernik, Chair; Laura Sturkie, Vice-chair; Bernard Kole, James Morrall, Janet Porter, Brenda Ladson Powell, Joseph Bogacz, Tracey Robinson, Lynne Miller, and Rosalie Richman (participated via phone).

Absent: Terry Thomas.

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

Library Staff: Ray McBride, Director of Libraries; Mary Jo Berkes, Hilton Head Branch Library Manager; and Joshua Greer, Library Operation Manager.

County Council Member: Councilwoman Alice Howard, District 4.

Call to Order: The meeting was called to order at 4:00 p.m.

Pledge of Allegiance: Ms. Tabernik led those present in the Pledge of Allegiance.

Public Comment:

- **Yoga group - Speakers:** Mary Jo Bennett, Jaime Burns, Kristin McNamara, Candace Blaine, Audrey McGovern, Pete McGlade, Nina McGlade, Bill Hurare, and Connie Sheets.
- **Meeting room usage - Yoga Program at the Hilton Head Branch Library:**
 - The yoga group requested use of the large meeting room for their program on Mondays (from 9 a.m. to 10:45 a.m.).
 - The group stated that submitting a meeting room request (following Library Meeting Room Policy) for every two yoga classes is very inconvenient for the volunteers because it is a lot of work.
 - The classes need the dependability and reliability of a regular schedule; otherwise, continuing the program will be a problem.
 - The group also requested to store their props in the storage room because doing so is convenient.
 - The group added that not being part of the library event calendar might create confusion for the public about the class schedule.
- **Background:**
 - The yoga group has used the large meeting room (Hilton Head Branch Library) from June 2016 to July 2019.
 - *At the July 10 board meeting, the board approved the exclusion of yoga exercise programs from the Meeting Room Policy (due to a potential liability for Beaufort County).*

- After the County Attorney reviewed the case, the liability is no longer a concern for the library since the group has liability insurance.

Minutes from meeting held July 10, 2019:

The minutes were approved as written on a motion from Mr. Kole and a second from Mr. Bogacz. There was a unanimous vote.

Correspondence/Memberships: None

Library Director's Report:

Mr. McBride presented his report:

- **Personnel:**

- **Vacant positions:**

- There are currently two (2) vacant positions:
 - There is one (1) vacant part-time position.

- **Projects Updates:**

- **Summer Reading @ Your Library:** (see attachment)

- Summer @ Your Library: June 1 – July 31, 2019:

- **Highlights:**

- The number of library account renewals more than doubled thanks to a partnership with the school district (6,075 compared to 2,547 last summer).

- **Mobile Services & Outreach Annual Report FY 2019:** (see attachment)

Mr. McBride mentioned that the number of service hours doubled with the second bookmobile (at Hilton Head Branch Library). More patrons are being served.

- **Potential development of a library site at Bluffton Area:**

- Mr. McBride explained the *New Riverside Draft Site Plan* (potential library site).
 - The potential branch is in the May River Road, Buckwalter Parkway, and New Riverside Drive area.
 - The branch could serve 30,000 people immediately upon opening.
 - The branch would be a centerpiece of the new development.

- **Funding of the library site in Bluffton Area:**

- The County could issue a bond to fund this project if County Council approves.
 - The library board could authorize the use of *Bluffton Impact Fee funds* for this project.
 - Accrued *Bluffton Impact Fee funds* could repay the bond if approved by the library board and County Council.

- Mr. McBride and Ms. Tabernik will brief *the Community Services Committee of County Council* and the *Finance Committee of County Council* at the next scheduled County Council committee meetings.
- Mr. McBride cautioned that the approval/funding process for a new library facility is a long process. Multiple levels of approval are required culminating with full County Council approval of the site location, size, design and funding mechanism. We are in the early stages of this process.
- Mr. McBride explained the potential site location, size and funding mechanism as proposed by County Administration and Library Staff. Mr. McBride concluded his presentation with a request for the Library Board of Trustees to approve using Bluffton library impact fees for this project with the understanding that County Council has final approval authority.

- **Motion:**

Mr. Bogacz made a motion to authorize the use *Bluffton Library Impact Fee funds* for the construction of the New Riverside Bluffton Library if approved by County Council. Mr. Kole seconded the motion. There was a unanimous vote. The motion carried.

Committee Reports:

- **Finance Committee:**

Mr. Bogacz explained the financial documents presented.

- **FY 2020 Special Funds Report:** (see attachment)

Mr. Bogacz explained the attached report.

- **Beaufort County Library System - Budget Update – FY 2020:** (see attachment)

- **Expenditure Report FY 2019 as of August 28, 2019 - Library Materials:** (see attachment)

- **FY 2020 Library Materials Expenditure YTD year-to-date:** (for more details see attachment)

Mr. Bogacz explained the document in detail.

Foundation:

The next meeting was moved to Friday, October 4 at the Beaufort County Library due to an evacuation in response to Hurricane Dorian.

Friends of the Library (FOL):

- **Beaufort Branch:** The next meeting will be on Thursday, September 12 at the Beaufort Branch.
- **Bluffton Branch:** No update.
- **Hilton Head Branch:** No update.

Policies and Procedures: (see attachments)

The ‘*Library’s Donations & Gifts Policy,*’ ‘*Library’s Privacy and Confidentiality,*’ and ‘*Meeting Room Policy*’ were discussed at the meeting.

- **Library’s Donations & Gifts Policy:** (see attachment)

- **Motion:**

Ms. Miller made a motion to approve the revised Donations and Gifts Policy. Mr. Kole seconded. There was a unanimous vote.

- **Highlights:**

- The Library Board will use specific criteria (page #2) to determine the acceptance of artwork (see attachment for more details).
- The Library Board is responsible for deciding what artwork is retained or disposed of.
- The library may sell donated pieces of art with the Library Board and County Council’s approval.

- **Library’s Privacy and Confidentiality Policy:** (see attachment)

Mr. McBride explained the revised policy in detail (see attachment for more details).

Revisions:

- Section: ‘*Statement regarding access to accounts and customer responsibility*’ (Page #2):

- Parents do not need to provide proof of parentage or guardianship (see attachment for more details).

The phrase, ‘*with a note signed by you*’ is replaced with, ‘*and they present your card during the checkout of materials*’ (see attachment for more details).

- **Motion:**

Ms. Porter made a motion to approve the revised *Privacy and Confidentiality Policy*, including the deletions and additions. Ms. Sturkie seconded. There was a unanimous vote. The motion carried.

- **Meeting Room Policy:** (see attachment)

- **Yoga and physical exercises classes in Library Meeting Rooms:**

Mr. McBride made a recommendation to the board to remove the exclusion of yoga exercise classes from the *Library Meeting Room Policy* since the County Attorney revised his recommendation.

- **Motion:**

Mr. Kole made a motion to remove the exclusion of yoga exercise classes, returning the policy to what it was before the last revision. Mr. Bogacz seconded the motion. There was a unanimous vote. The motion carried.

Mr. McBride made a recommendation to the board to review the meeting room policy.

- The policy should be fair and equitable to every group since the library is a tax-supported organization.
- The County Attorney must review the policy and give his legal advice.

Discussion:

- The yoga group will have two options: either they may have up to two reservations at one time (per library policy) or they may use the meeting room under a ‘non-reserved use’ basis per library policy.
- The yoga classes will not be added to the library event calendar since the group is no longer acting in partnership with the library and this would be an additional burden on library staff.
- The props may not be stored at the library since there is not enough space in the library storage room and the library does not store equipment for any other group.
- **Strategic Planning Committee:** No update.
- **Challenged Materials Committee:** None.
- **Library Facilities Committee:**
 - Mr. Kole mentioned that the committee is reviewing both projects:
 - Space Utilization Study – renovations at Bluffton and Hilton Head Libraries
 - Potential development of library site at Bluffton Area

Old business:

- **Annual Board Planning Retreat:**
 - The Board will have its annual planning retreat on October 11 from 10 a.m. to 2 p.m. at the St. Helena Branch Library.
 - Proposed topics/areas to be covered at the retreat are: 1) library budget process, 2) branch renovation projects, and 3) potential library site in Bluffton Area.

New business:

- **Proposed Board meeting Schedule 2020:** (see attachment)
 - Mr. Kole made a motion to accept the revised proposed board of trustees meeting dates for 2020. Ms. Sturkie seconded. There was a unanimous vote.
 - The November 11 meeting is moved to November 4, due to Veterans’ Day.

Ms. Tabernik asked whether there was any other business. Since there no other business was presented, the meeting was adjourned at 5:41 p.m. on a motion from Ms. Ladson-Powell and a second from Ms. Robinson.

Respectfully submitted,

Ray McBride
Library Director

DRAFT

Beaufort County Library
BOARD OF TRUSTEES RETREAT
Minutes – October 11, 2019 – 10:00 am – 1:45 pm

The Library Board Retreat was held at the St. Helena Branch Library.

Trustees: Anna Maria Tabernik, Chair; Laura Sturkie, Vice-chair; Bernard Kole, Joseph Bogacz, Terry Thomas, Tracey Robinson, James Morrall, and Lynne Miller.

Absent: Janet Porter, Brenda Ladson Powell, Rosalie Richman.

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

Library Staff: Ray McBride, Director of Libraries; Joshua Greer, Library Operation Manager.

County Council Member: Councilwoman Alice Howard, District 4.

Call to Order: The meeting was called to order at 10:00 a.m.

Opening Remarks:

Ms. Tabernik made a recommendation to Mr. McBride, Library Director, to do a *Monthly Update Report* instead of *Weekly Update Report*. All present concurred.

- Mr. McBride will continue to email any critical library incidents to the board as they occur.

Personnel Updates:

- Personnel vacancies were discussed.
- Updated *Library Organizational Chart* is attached.

Deputy Director Library Position:

- Mr. McBride mentioned that this position has been vacant for about two years.
- *Assistant Director Position* will be rewritten/updated to *Deputy Director Library position*.
 - The job description will be rewritten to be more in line with strategic planning, community engagement and managing library-meeting rooms at the administration level.
 - This position will allow the Library Director to have less administrative burden and more time to work on library related projects.
- *Library Director* will continue to directly supervise Library staff among his other duties.
- Mr. McBride made a recommendation to advertise this position by the end of October 2019.
 - The Job Ad will be posted online: *Southeastern Library Association, American Library Association, South Carolina State Library* and *Beaufort County Employment* webpages.
 - The board concurred with this proposal.

Bluffton Computer Specialist & Hilton Head Reference Librarian positions:

- Mr. McBride made a recommendation to eliminate these two positions (no longer needed).
 - The elimination of these two positions will fund the *Deputy Library Director's position*.
 - The board concurred with this proposal.

Library Director Position: (see two attachments).

- There are two job descriptions attached.
 - The *County Job Description* dated 2004 for Library Director.
 - New *Classification Specification Job Description* for Library Director.
- Mr. McBride made a recommendation to review and update the Library Director's job description. The board concurred with this recommendation.
- Mr. McBride proposes to retire on June 30, 2020, but will make a final decision in January of 2020.
 - If Mr. McBride decides to retire, interviews may be scheduled in May or April 2020.
 - The New Director could start after July 4th holiday.

Meeting Room policy:

- Mr. Greer presented two video clips that show actual real-life incidents at Libraries:
 - The *Drag Queen Children's story time*.
 - The *First Amendment audit group*.
- Mr. McBride mentioned that it is important to have a clear understanding of our meeting room policy.
- Mr. McBride made a recommendation to the board to review and update the meeting room policy to see where the gray areas are based on our experiences over the last couple of years.
 - The *Board of Trustees Policy and Procedures Committee* will review and recommend changes as needed.
 - The revised draft will be sent to the County Attorney for his review.

Note:

- Public Libraries are a '*limited public forum*'; meaning the public who uses the library must follow the code of conduct and library policies.
 - This has been proven through litigation and noted by the American Library Association.
- Mr. McBride added that the library staff is trained to handle most situations.

Beaufort County Impact fees:

- Mr. McBride explained the *County Wide Impact Fee Study* that is in process to the board.
- The current *County Impact Fee Study* was approved by County Council in 2006.
- *Impact Fees* are based on State Law, and County ordinance.
- The new *Impact Fee Study* is being drafted by consultants hired by Beaufort County.
- The new draft *Impact Fee Study* should be presented to County Council in November 2019 for approval and adoption.
- *Library Impact Fees* are only one of several *County Impact Fees* being reviewed/updated.

Achievements – Library Facilities:

- Mr. McBride has coordinated and completed sixty-six projects in existing library facilities over the past three years.

Budget Process Review and Update: (see attachment).

- Mr. Bogacz, Chair of the Library Finance Committee, explained in detail the library budget process, Munis Accounting software, special revenue funds (State Aid, Lottery Funds, etc.), budget allocations, and the mission of the Library Finance Committee. (See attached slides).

Space Utilization Study – McMillan Pazdan Smith Proposal – Children’s Area:

- *McMillan Pazdan Smith Architects* submitted a proposal of \$44K to prepare the architectural and engineering bid packet for the Children’s area renovation in Bluffton Branch Library (see attachment).
 - The architects will assess the area (structure, HVAC system, walls etc.) in preparation for a construction bid packet.
 - The architecture firm is on the county list of preferred architectural and engineering companies for projects under \$50,000.
- Mr. McBride requested board approval to accept the proposal of \$44K from *McMillan Pazdan Smith Architects* and to utilize *Bluffton Library Impact Fee* funds to pay for this project.
 - Next Step:
 - Mr. McBride will present the proposal to the Community Services Committee of County Council on Monday, October 21 for their approval in using *Bluffton Impact Fees* for this project.
 - If approved, the architects will prepare a bid packet for the children’s area renovation at the Bluffton Branch Library.
- ***Motion:*** *Mr. Bogacz made a motion to authorize the expenditure of \$44K for the architectural and engineering bid packet preparation and to utilize Bluffton Library Impact Fees as the fund source. Ms. Miller seconded. There was a unanimous vote. Motion carried.*

Development of new potential Library Site at Bluffton Area:

- A presentation to the *Finance Committee of County Council* on this project has been deferred because the *Town of Bluffton* still needs to approve the site plan at New Riverside.

Library Director - Duties:

- Mr. McBride explained his daily duties (see attachment).

Hiring process for a New Library Director:

- The Library Board of Trustees hiring subcommittee will be in charge of selecting and interviewing potential new Library Director Applicants at the appropriate time.
- The Library Board of Trustees must recommend the chosen applicant to the Beaufort County Administrator for review/approval per County Ordinance.
- Mr. McBride will provide guidelines for the County hiring process:
 - Interview Questions, new hire request form, essential skills, etc.
- Mr. McBride recommended that interviews should be in person (not through video or phone call).
- Mr. McBride added that it is important to evaluate how the potential candidate interacts socially and recommends a dinner meeting with final applicants as part of the hiring process.

Concluding remarks:

- Ms. Tabernik mentioned that the Library has some exciting projects in the works:
 - New Potential Library in the Bluffton Area.

- Renovation of Bluffton and Hilton Head Libraries.

Bylaws:

- It is time for the *Library Board of Trustees Bylaws* to be reviewed/updated as is required every three years.
- All board members should review and comment on proposed revisions.

County Library Board of Trustees Attendance Policy at Library Board Meetings:

- Ms. Tabernik reiterated the importance of attending library board meetings.
- Members will be removed from the board if they miss three consecutive meetings or one third of the meetings in a year (either excused or unexcused) as noted in County policy and board *Bylaws*.
- If a board member is planning to attend a board meeting ‘*via telephone*’ or ‘*video conference*’, they should contact the Library Director and the Chair of the Board 24 hours in advance to allow for staff to arrange for the proper communication equipment as noted in the board *Bylaws*.

Annual Board Planning Retreat:

- The purpose of the retreat is to update the board on library policies, review projects, the budget process and other library processes.
- All present stated that the retreat is very helpful and provides useful information.

Ms. Tabernik asked whether there was any other business. Since there was no other business presented, the meeting was adjourned at 1:45 p.m. on a motion from Mr. Bogacz and a second from Ms. Robinson.

Respectfully submitted,

Ray McBride
Library Director

Beaufort County Library System - Budget Update - Fiscal Year 2020

Actual Expenditures as of November 1, 2019 [4 months]

Personnel Per MUNIS * transfers for Bookmobile salaries, materials, DP equip.
(Sal., FICA, Medicare, SC Retirement)

Beaufort Library System				
<i>FY20 Allocation</i>	<i>Expended YTD</i>	<i>Remaining</i>	<i>% Spent</i>	
	\$3,605,000	\$1,176,728	\$2,428,272	33%
ADVERTISING	\$2,500	\$345	\$2,155	14%
PRINTING	\$7,100	\$1,619	\$5,481	23%
POSTAGE/OTHER CARRIERS	\$11,596	\$3,456	\$8,140	30%
TELEPHONE	\$44,472	\$13,986	\$30,486	31%
ELECTRICITY/NAT'L GAS	\$210,000	\$71,473	\$138,527	34%
WATER/SEWER/GARBAGE.	\$11,200	\$4,798	\$6,402	43%
MAINTENANCE CONTRACTS	\$97,611	\$9,120	\$88,491	9%
REPAIRS TO EQUIPMENT	\$300	\$0	\$300	0%
EQUIPMENT RENTALS	\$9,600	\$678	\$8,922	7%
PROFESSIONAL SERVICES	\$38,000	\$21,196	\$16,804	56%
OTHER VEHICLE OPER COSTS	\$350	\$34	\$316	10%
GARAGE REPAIRS & MAINT	\$6,300	\$6,219	\$81	99%
BOOKS,SUBS,MEMBERSHIPS	\$3,000	\$876	\$2,124	29%
TRAINING AND CONFERENCES	\$6,500	\$1,074	\$5,426	17%
VEHICLE INSURANCE	\$4,000	\$0	\$4,000	0%
INSURANCE BUILDING	\$0	\$0	\$0	0%
INSURANCE-OTHER	\$3,352	\$0	\$3,352	0%
INSURANCE-PREPAID	\$4,475	\$0	\$4,475	0%
UNCLASSIFIED OPERATING	\$2,500	\$1,100	\$1,400	44%
SUPPLIES-OFFICE/PHOTO/ETC	\$37,000	\$8,463	\$28,537	23%
DATA PROCESSING SUPPLIES	\$6,000	\$0	\$6,000	0%
LIBRARY MATERIALS	\$90,000	\$26,890	\$63,110	30%
LIBRARY PERIODICALS	\$0	\$0	\$0	0%
FUELS/LUBRICANTS	\$10,340	\$1,600	\$8,740	15%
MINOR OFF FURN/EQP <\$5,000	\$14,000	\$3,505	\$10,495	25%
DATA PROCESSING EQUIP <\$5,000	\$50,000	\$10,927	\$39,073	22%

Operating Total:

\$4,275,196 \$1,364,086 \$2,911,110 32%

FY 20 Special Funds

<u>Library System</u>	<u>State Aid/Lottery</u>	<u>Impact Fees</u>	<u>Special Trusts</u>	<u>Comments</u>
Carryforward State Aid/Lottery FY	\$10,824	Beaufort(Port Royal)	\$617,048	
FY20 1st Quarter State Aid	\$81,116		\$213,708	<i>Endowment plus interest</i>
FY20 2nd Quarter State Aid				
FY20 3rd Quarter State Aid				
FY20 4th Quarter State Aid		Bluffton	\$3,075,669	
FY20 State Aid	\$91,940		\$17,849	<i>BDC materials/ Proquest & Materials only</i>
State Aid spent-to-date	-\$84,127			
Remaining	\$7,813	Del Webb Agreement	\$4,302	
		Hilton Head (& Daufauskie	\$385,646	
		Lobeco (Sheldon)	\$22,384	
		St. Helena (& Lady's Island	\$319,593	
Totals	\$7,813		\$4,424,642	\$231,557

11/5/2019

Beaufort County Library
 FY 2020
 (July 2019 - June 2020)
 Library Revenues

CASH / CHECK DEPOSITS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 1,626.67	\$ 1,203.28	\$ 1,054.62	\$ 1,036.66									\$ 4,921.23
BLUFFTON	\$ 1,856.24	\$ 1,624.91	\$ 1,083.36	\$ 1,294.70									\$ 5,859.21
HILTON HEAD	\$ 932.40	\$ 1,388.94	\$ 424.39	\$ 1,493.67									\$ 4,239.40
ST. HELENA	\$ 565.94	\$ 457.82	\$ 271.00	\$ 365.79									\$ 1,660.55
LOBECO	\$ 115.60	\$ 188.34	\$ 119.05	\$ 104.19									\$ 527.18
TOTAL	\$ 5,096.85	\$ 4,863.29	\$ 2,952.42	\$ 4,295.01	\$ -	\$ 17,207.57							

CREDIT CARD DEPOSITS/ HEARTLAND PAYMENT SYSTEM	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 954.76	\$ 761.49	\$ 664.30	\$ 698.52									\$ 3,079.07
BLUFFTON	\$ 1,640.13	\$ 1,006.66	\$ 722.52	\$ 821.75									\$ 4,191.06
HILTON HEAD	\$ 605.59	\$ 518.76	\$ 337.94	\$ 459.22									\$ 1,921.51
ST. HELENA	\$ 142.87	\$ 140.47	\$ 52.62	\$ 81.60									\$ 417.56
LOBECO	\$ 75.50	\$ 32.00	\$ -	\$ 41.15									\$ 148.65
TOTAL	\$ 3,418.85	\$ 2,459.38	\$ 1,777.38	\$ 2,102.24	\$ -	\$ 9,757.85							

COPIERS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 51.30	\$ 2.90	\$ 83.90	\$ -									\$ 138.10
BLUFFTON	\$ 93.10	\$ 102.60	\$ 74.25	\$ 67.97									\$ 337.92
HILTON HEAD	\$ 32.00	\$ 112.55	\$ 76.30	\$ 68.10									\$ 288.95
ST. HELENA	\$ 38.55	\$ 78.15	\$ 33.95	\$ 56.15									\$ 206.80
LOBECO	\$ 148.20	\$ 152.50	\$ 60.10	\$ 139.95									\$ 500.75
TOTAL	\$ 363.15	\$ 448.70	\$ 328.50	\$ 332.17	\$ -	\$ 1,472.52							

INTEREST SUMMARY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
INTEREST REVENUE	\$ 0.98	\$ 1.04	\$ 1.01	\$ 1.13									\$ 4.16

GRAND TOTAL	\$ 28,442.10
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EXPENDITURES REPORT FY 2020

Beaufort County Library Materials

4-Nov-19	Books	AV	Lease	Cloud Library	Databases	Periodicals	Hoopla	Total
St. Aid	\$25,894	\$12,652	\$71,920	\$0	\$5,000	\$790	\$0	\$116,257
Impact Fees	\$0	\$0	\$0	\$17,902	\$0	\$0	\$0	\$17,902
BDC BAG Fund	\$724	\$0	\$0	\$0	\$0	\$0	\$0	\$724
Lottery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County	\$0	\$0	\$26,890	\$0	\$0	\$0	\$0	\$26,890
Subtotal	\$26,618	\$12,652	\$98,810	\$17,902	\$5,000	\$790	\$0	\$161,772
Friends/Found/Trust	\$1,689	\$6,488	\$7,000	\$0	\$0	\$1,516	\$0	\$16,692
GRAND TOTALS	28,307	19,140	105,810	17,902	5,000	2,306	0	178,464