



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, September 1, 2021
4:00 p.m.
Beaufort Branch Library
311 Scott Street
Beaufort, South Carolina 29901
843.255.6456

In accordance with South Carolina Code of Laws, 1976, as amended, Section 30-4-80(d), all local media was duly notified of the time, date, place and agenda of this meeting.

- I. Call to Order
- II. Pledge of Allegiance
- III. Introduction of Board & Administration
- IV. Public Comment
- V. Approval of Minutes:
 - A. May 12, 2021 Minutes **(backup)**
 - B. July 16, 2021 Minutes **(backup)**
- VI. Corresponding/Membership
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects Update
 - C. Summer Reading Program Update
 - D. Pandemic 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, Lynne Miller, Terry Thomas and James Morrall

- FY21 Annual Maintenance of Effort Certification
- FY21 Annual State Aid Agreement and Library Budget Form

B. Foundation – Lynne Miller

- Update

C. Friends of the Library (FOL):

Beaufort: Brenda Ladson Powell, James Morrall

Bluffton: Rosalie Richman

Hilton Head: Lynne Miller

D. Policies & Procedures – Rosalie Richman, Chair; Lynne Miller, Janet Porter and Terry Thomas

- Update

E. Strategic Planning – Janet Porter; Chair, Anna Maria Tabernik, Brenda Ladson Powell, Lynne Miller, Tracey Robinson.

- Update

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, and Anna Maria Tabernik

- Status of Bluffton Branch Library Renovation
- Status of potential library at New Riverside Village

X. Old Business:

XI. New Business:

- Proposed Library Board of Trustees 2022 Meeting Dates (Discussion)

XII. Announcements:

- Next meeting scheduled for November 10, 2021 at 4pm at the Bluffton Branch Library

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

- Pursuant to S.C. Code Section 30-4-70 (A) (2): Discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of real property.

XIV. Matters Arising out of Executive Session

XV. Adjournment

**Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – May 12, 2021 – 4:00 p.m.
VIRTUAL MEETING**

The third scheduled meeting for 2021 was held virtually via Webex.

Trustees: Ana Maria Tabernik, Chair; Joseph Bogacz, Lynne Miller, Rosalie Richman, Bernard Kole, James Morrall, Tracey Robinson, Janet Porter and Terry Thomas.

Absentees: Brenda Ladson-Powell.

County Staff: Charles Atkinson, Assistant County Administrator for Community Services.

Hosts: Amanda Dickman, Library Director; Joshua Greer, Library Operations Manager.

County Council Member: Councilwoman Alice Howard, District 4.

Call to Order: The meeting was called to order at 4:02 p.m.

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

Public Comment: None.

Minutes from meeting held March 10, 2021:

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

Correspondence/Memberships: Ms. Dickman read two items received on Tuesday, May 11th.

- Ms. Dickman read a letter from the Beaufort Historical Society sharing their appreciation for the partnership with the Beaufort District Collection and library staff to record three local history lectures.
- Ms. Dickman read an email from a customer requesting the Library consider reopening meeting rooms.

Library Director's Report:

Amanda Dickman, Library Director presented her report:

• **Personnel:**

- There are currently eleven (12) vacant positions:
- Eight (8) out of eleven (12) are advertised.
 - The library is hiring in order of priority need.

• **Projects Updates:**

• **Summer Reading Update:**

BCL staff continue to prepare for a robust Summer Reading program to take place from June 19th - July 31st. Beaufort County Library has again partnered with the Beaufort

County School District for continued collaboration. In addition to an amazing assortment of prizes for readers, Library Administration has requested all branch libraries be selected as sites for the Summer Feeding program providing meals to kids Monday-Friday throughout the summer months.

To support virtual programming this summer, Beaufort County Library has been awarded two Library Services and Technology Act subgrants from the Institute of Museum and Library Services administered by the South Carolina State Library. A \$1,000 grant will fund 6 virtual performances and a \$500 technology grant will be used to purchase an additional webcam for each branch library.

- **Staff Development Day:**

On Wednesday, April 21st, library staff participated in a virtual Staff Development Day. Throughout the day, staff participated in three virtual training sessions covering Summer Reading, Circulation Procedures, and Collection Development. Additionally, branch managers scheduled activities for staff to work on at their branch library.

Library staff expressed appreciation to the Library Board of Trustees for providing a heart-shaped stress ball recognizing that their work provides essential services to Beaufort County residents.

- **Current Status of Library Operations:**

The Beaufort County Library remains at Phase 3 of the Pandemic Reopening Plan. In this phase, libraries are open to the public for quick browsing, curbside service and limited public computer use. Now that all mask ordinances in municipalities and unincorporated areas of the county have expired, library employees and visitors are no longer required to wear a mask while in the library. However, we strongly encourage our employees and visitors to wear a mask when using shared spaces in which social distancing is not possible. Complimentary masks are available for anyone who needs a mask and hand sanitizer is available at all service points.

As restrictions in the private and public sector loosen, Library Administration is receiving an increased number of questions from customers inquiring about meeting room use.

Recommendation: The Library Director recommends amending Phase 3 of the Pandemic Reopening Plan to include resuming meeting room reservations at branch libraries following these health and safety measures in accordance with Governor McMaster's Executive Order 2021-23 issued Tuesday, May 11, 2021:

1. Comply with reduced maximum capacity posted in each meeting room
2. All persons will adhere to social distance guidelines (at least 6 feet)
3. All persons encouraged to wear a mask in shared spaces where social distancing is not possible.

In order to ensure meeting rooms are cleared and ready for use, reservations will be accepted for meeting dates occurring on Tuesday, June 2, 2021 and beyond. Meeting rooms at the Bluffton Branch Library are unavailable while the branch undergoes renovation.

Discussion: Tab agreed with this recommendation as it follows the suggestion by Gov. McMaster.

Motion: Mr. Kole made the motion to approve the recommendation as stated by the Director and seconded by Ms. Porter.

Action: There was a unanimous vote to approve.

Committee Reports:

Finance Committee:

Mr. Bogacz explained the financial documents presented. At 10 months, 83% through the financial year, the Beaufort County Library is in good financial standing.

- **Beaufort County Library System – FY 2022 Budget Request:**

Ms. Dickman explained that the County Council has completed three budget workshops. Starting this upcoming fiscal year, county administration has asked the library to wean itself away from using library impact fees for materials by requesting materials funding in the library's operating budget. As the budget process moved forward, the Budget Director requested that we ask for \$266,000 to match State Aid requirements. This provides the library with a reliable source of materials funding. Additionally, this allows library impact fees to be used towards library related projects in the Capital Improvement Plan.

- **FY 2021 Special Funds Report:** (see attachment)

Mr. Bogacz explained the attached report.

- **Beaufort County Library System - Budget Update – FY 2021:** (see attachment)

Mr. Bogacz explained the attached report.

- **FY 2021 Library Materials Expenditure year-to-date:** (for more details, see attachment)

Mr. Bogacz explained the document in detail.

- Mr. Bogacz noted the receipt of the 4th quarter State Aid funds.
- Further, Mr. Bogacz explained that at 10 months through the year, \$407,381 has been spent on materials putting the Library on track to spend at least \$500,000 on materials by close of this fiscal year.
- Mr. Bogacz noted that approximately 37% of the spending is for lease books followed by Hoopla at 32%.
- Mr. Bogacz thanked the Friends of the Library groups for their generous contribution of \$56,700 for library materials.

- **FY 2021 Impact Fees Projections:** (see attachment)

Mr. Bogacz explained the attached report noting the purpose of projecting Library Impact Fee expenditures is to have a balanced financial outlook. This due diligence exercise is aimed at giving Library Board of Trustees members information necessary to steward the Library's resources.

Nominating Committee:

- Ms. Miller, chair of the Nominating Committee, explained the process for selecting officers for the next 2 year term. As the by-laws provide that the president be elected by secret ballot, trustee members submitted their vote in advance of the meeting by completing an anonymous online survey ensuring their confidential vote.
- Ms. Miller suggested all current Library Board of Trustees be interviewed to discover how best to utilize the strengths of current board members and what skills should be considered when seeking future board members.
- Ms. Dickman tallied the anonymous votes to reveal the results.
- The officers for the next 2 years will be Anna Maria Tabernik as chair, Lynne Miller as vice-chair, Janet Porter as Secretary, and Joe Bogacz as Finance Committee chair.

Public Library Foundation:

- Ms. Miller explained that the Public Library Foundation will meet in the upcoming week so she will have a report to share in the next Library Board of Trustees meeting.

Friends of the Library (FOL):

Beaufort Branch:

- The next Friends of the Beaufort Library meeting will be held on Friday, May 14th to elect new officers.
- Additionally, Mr. Morrall mentioned that the Friends of the Beaufort Library Annual Meeting will be held at the Beaufort Branch Library on Saturday, June 12, 2021.
- Mr. Morrall paid tribute to Mrs. Dottie Wilson for her faithful support of the Beaufort County Library during her lifetime.

Bluffton Branch:

- Ms. Richman reported that the Friends of the Bluffton Library will be meeting virtually on Thursday, May 27th

Hilton Head Branch:

- Ms. Miller reported that the Friends of HHI Library met virtually on May 12th
- Excited about possibilities for virtual programming.

Policies and Procedures Committee: No report.

Strategic Planning Committee:

- Ms. Porter reminded the Library Board of Trustees that the Strategic Planning process was suspended earlier this year due to COVID-19 and remains suspended pending the selection of a new Library Director.
- Ms. Dickman explained that she and Janet have attended a strategic planning webinar hosted by the State Library. Additionally, Ms. Dickman and Ms. Porter spoke with Charleston County Library director to learn about their recent strategic planning process completed during COVID operations.
- Ms. Porter plans describe a timeline and approach in the next board meeting.

Challenged Materials Committee: None.

Library Facilities Committee:

Mr. Kole mentioned

Bluffton Branch Library Renovation:

- Mr. Kole explained the construction phase of this project is moving towards completion ahead of schedule and on budget.
- Mr. Kole described a brief timeline of the project to date and thanked the public for their understanding.
- Mrs. Dickman presented a detailed progress update including visuals of potential furniture, fixtures, and equipment options for the renovated spaces. On Monday, May 17th, the Public Facilities Committee will review the library's funding request for up to \$300,000 to acquire post-renovation furniture, fixtures, and equipment.

Potential library at New Riverside:

- Mr. Kole explained that Beaufort County Public Facilities is seeking appraisal to inform land purchase decision. It is possible that the request to purchase land will be brought before committee and County Council as early as June 2021.
- Mr. Kole described that Beaufort County Engineering and Procurement office has received 6 responses to the "Request for Qualifications" on their Vendor Registry site for prospective vendors to submit their qualifications related to the architectural and engineering needs of this project. A review committee meets on May 13th to evaluate the proposals.

Lobeco Branch Library lease:

- Ms. Dickman reminded the Board of Trustees that the Lobeco Branch Library portion of the property is leased to the County from the Beaufort County School District. The adjoining building is leased to Head Start. The current lease for the library portion of the property will be up for renewal in December 2025.
- In order for Head Start to apply for grant funding to renovate the building they currently lease, they need to ensure the language in both lease agreements reflect Head Start as the sole occupant of their building.
- As a result, Beaufort County School district has asked to either amend the language in the current lease or enter into a new 25 year lease clearly separating the properties between the Lobeco Library and the Head Start building. Neither option disrupts library services at the Lobeco Library.

New Business: None.

Executive Session:

Ms. Tabernik started the executive session at 5:24 p.m. Ms. Tabernik adjourned the executive session at 5:39 p.m. to reconvene the regular meeting.

Action coming out of Executive Session: None

Ms. Tabernik asked for discussion on whether to resume in-person board meetings. Board members expressed preference to attend in-person.

Due to Bluffton renovation, the July 14, 2021 meeting will be held in-person at the Hilton Head Branch Library. The option for virtual attendance remains available for those not able to be present in person.

With no other business to discuss, Ms. Tabernik concluded the Library Board of Trustees meeting at 5:41 p.m. on a motion from Ms. Miller and a second from Mr. Kole.

Respectfully submitted,

Amanda Dickman
Library Director

DRAFT

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – July 14, 2021 – 4:00 p.m.
Hilton Head Branch Library
11 Beach City Road

The fourth scheduled meeting for 2021 was held in-person at the Hilton Head Branch Library with a virtual attendance option for board members.

Trustees: Ana Maria Tabernik, Chair; Joseph Bogacz, Bernard Kole, Tracey Robinson, Janet Porter.

Absentees: Brenda Ladson-Powell, Lynne Miller, Rosalie Richman, James Morrall, and Terry Thomas.

County Staff: Charles Atkinson, Assistant County Administrator for Community Services.

Hosts: Amanda Dickman, Library Director; Joshua Greer, Library Operations Manager.

County Council Member: Councilwoman Alice Howard, District 4.

Call to Order: The meeting was called to order at 4:00 p.m. without a quorum.

Pledge of Allegiance: Mr. Bogacz led those in attendance in the Pledge of Allegiance.

Public Comment: None.

Minutes from meeting held May 12, 2021: Without a quorum present, the minutes for the May 12, 2021 could not be approved.

Correspondence/Memberships: None.

Library Director's Report: Amanda Dickman, Library Director presented her report:

- **Personnel:**
 - There are currently twelve (12) vacant positions:
 - Ten (10) out of twelve (12) are advertised.
 - Three (3) candidates are pending hire
- **Staff Introduction:**
 - Emma Maines, Reference Librarian at the Hilton Head Branch Library, has been with Beaufort County Library since January 27, 2020. In addition to her assisting customers at the reference desk, she is the artist responsible for the Summer Reading mural displayed in front of the South Carolina Room.
 - Jo Gaillard, Reference Librarian at the Hilton Head Branch Library, has been with Beaufort County Library since August 7, 2017. In addition to her duties assisting customers at the reference desk, Jo tracks Interlibrary Loan transactions and keeps staff at each branch trained on Interlibrary Loan procedures.

- Scott Strawn, Reference Librarian at Beaufort Branch Library, retired on Friday, July 9th after having worked with Beaufort County Library for over 20 years. He has worked as a reference librarian, a branch manager (Lobeco and Bluffton), and a children's services coordinator. In addition to his years of employment with Beaufort County, he served as the Library Director of the Allendale-Hampton-Jasper Regional Library for six years.
- **Projects Updates:**
 - **Summer Reading Update:**
BCL staff are over halfway through the annual Summer Reading program. Beaufort County Library has again partnered with the Beaufort County School District for continued collaboration. In addition to an amazing assortment of prizes for readers, all branch libraries are Summer Feeding sites providing free meals to kids Monday-Friday through Friday, July 30th.

To date, Beaufort County Library has hosted four virtual performances made possible thanks to a Library Services Technology Act grant from the Institute of Museum and Library Services, administered by the South Carolina State Library. Two more virtual programs are scheduled for July.

All branch libraries have joined with The United Way of the Lowcountry, The Public Library Foundation of the Beaufort County, and the Pat Conroy Literary Center to distribute nearly 7,000 free books to children this summer as part of a program called Book Drop Blitz. This program was designed to get books into the hands of Lowcountry children to encourage them to read during the summer. From June 27 through August 14 seven books will be made available: "Net Numbers" by Carol Crane and illustrated by Gary Palmer, "The Freedom Ship of Robert Smalls" by Louise Meriwether, illustrated by Jonathan Green, "The Great Santini" by Pat Conroy, "The Circle Unbroken" by Margot Theis Raven, "Trouble the Water" by Rebecca Bruff, "The Sea Island's Secret" by Susan Diamond Riley, and "P is for Palmetto" by Carol Crane, illustrated by Mary Whyte.

- **"Behind the Scenes" job shadowing:**
Ms. Dickman has invited all Library employees to schedule time to shadow her to gain a perspective of library administration and ask questions. Nine employees are already scheduled through August.

Committee Reports:

Finance Committee: Mr. Bogacz explained the following financial documents in detail and expressed that the Beaufort County Library is in good financial standing.

- **Beaufort County Library System - Budget Update – FY 2021:** (see attachment)
 - Mr. Bogacz described a preliminary review of FY21, noting that the Beaufort County Library ended Fiscal Year 2021 with \$554,000 in unspent funds. The majority of the \$554,000 remaining balance were unspent personnel expenses due to employee turnover and unspent operational expenses due to COVID closure.
 - Mr. Bogacz noted the receipt of four quarterly State Aid payments for a total of \$324,464 received in FY2021 for the purchase of library materials. Of this figure, \$324,446 was spent on library materials leaving an end-of-year balance of \$18.

- Mr. Bogacz thanked the Friends of the Library groups for their generous contribution of \$56,700 for library materials.
- **FY 2021 Library Materials Expenditure year-to-date:** (for more details, see attachment) Mr. Bogacz explained the document in detail commending the Library Director and staff for another year with over \$600,000 expended on the purchase of materials.
- **FY 2021 Special Funds Report:** (see attachment) Mr. Bogacz explained the attached report noting the receipts and expenditures from special fund sources.
- **Beaufort County Library System – FY 2022 Budget Update:** (see attachments)
 - Mr. Bogacz explained that Beaufort County Council has approved the FY22 budget. The approved budget includes \$266,000 (based on requirements for State Aid) for the purchase of Library Materials. This provides the library with a reliable source of materials funding.
 - Mr. Bogacz described the difference between the FY21 and FY22 county budgets. For FY22, twelve line items have been transferred from the library's departmental operating expenses to the appropriate county department. For example, electricity costs have been accounted for in the Facilities budget for FY22. This is another step towards centralization of county expenses.
 - Ms. Dickman explained that State Aid to Libraries has been increased from \$2 per capita to \$2.25 per capita. Based on the 2010 Census population figures (162,233), Beaufort County Library will receive \$365,024.25 in State Aid for FY22. By comparison, Beaufort County Library received \$324,466.00 in FY21.

Public Library Foundation: Ms. Dickman stated that the Public Library Foundation has not met since the previous Library Board of Trustees meeting.

Friends of the Library (FOL):

- **Beaufort Branch:** Ms. Dickman announced the Friends of the Beaufort Library meeting will be held on Friday, August 12th at the Beaufort Branch Library.
- **Bluffton Branch:** Ms. Dickman reported that the Friends of the Bluffton Library have not met recently.
- **Hilton Head Branch:** Ms. Dickman explained that the Friends of the Hilton Head Library did not meet in July but will resume in August.

Policies and Procedures Committee: No report.

Strategic Planning Committee:

- Ms. Porter reminded the Library Board of Trustees that the strategic planning process was suspended earlier this year due to COVID-19 and remains suspended pending the selection of a new Library Director.
- Ms. Porter stated strategic planning activities will resume in September.

Challenged Materials Committee: None.

Library Facilities Committee: Mr. Kole provided an update on the following library facilities projects:

Lobeco Branch Library lease:

- Mr. Kole reminded the Board of Trustees that the Lobeco Branch Library portion of the property is leased to the County from the Beaufort County School District. Beaufort County legal department and Beaufort County School district continue to draft an amended lease to clearly define the portions of the property leased by the Library and Head Start. Neither option disrupts library services at the Lobeco Library.

Potential library at New Riverside:

- Mr. Kole explained that Beaufort County Engineering hired an appraiser to inform land purchase decision. On July 21, 2021, the Beaufort County Public Facilities Committee approved the recommendation to select McMillan/Pazdan/Smith to provide Architecture and Engineering services for this project. Beaufort County administration is gathering the required documentation to finalize the terms for land acquisition. Once the details are finalized, a proposal to purchase land and award the contract for Architecture and Engineering services will be brought before County Council as one item for consideration/approval.

Bluffton Branch Library Renovation:

- Mr. Kole explained the construction phase of this project is moving towards completion. Due to a construction credit, the main gallery will be repainted. The original construction plan provided only for touch-up paint where needed.
- Ms. Dickman confirmed furniture, fixtures, and equipment on order. Due to a construction credit, the main gallery of the Bluffton Branch Library will be repainted. .

New Business: None.

Executive Session: None.

Announcements: Ms. Tabernik asked for discussion on the location of the September and November Library Board of Trustees meetings. She informed Board of Trustees members that the September 1st meeting will be held at the Beaufort Branch Library with the November 10th meeting to be held at the Bluffton Branch Library.

With no other business to discuss, Ms. Tabernik adjourned the Library Board of Trustees meeting at 4:42 p.m.

Respectfully submitted,

**Amanda Dickman
Library Director**

**Beaufort County Library - Budget
Update FY2022
Expenditures as of 8/31/2021 (15%)**

Description	FY22 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 2,945,900.00	\$ 297,277.03	\$ 2,648,622.97	10%
EMPLOYER FICA	\$ 182,646.00	\$ 17,850.84	\$ 164,795.16	10%
EMPLOYER MEDICARE	\$ 42,716.00	\$ 4,175.05	\$ 38,540.95	10%
EMPLOYER SC RETIREMENT	\$ 487,841.00	\$ 49,454.92	\$ 438,386.08	10%
PERSONNEL SERVICES TOTAL	\$ 3,659,103.00	\$ 368,757.84	\$ 3,290,345.16	10%
PRINTING	\$ 5,000.00	\$ 72.52	\$ 4,927.48	1%
POSTAGE/OTHER CARRIERS	\$ 10,300.00	\$ 936.65	\$ 9,363.35	9%
MAINTENANCE CONTRACTS	\$ 109,800.00	\$ 3,370.87	\$ 106,429.13	3%
REPAIRS TO EQUIPMENT	\$ 300.00	\$ -	\$ 300.00	0%
PROFESSIONAL SERVICES	\$ 35,650.00	\$ 26,321.42	\$ 9,328.58	74%
GARAGE REPAIRS & MAINT	\$ 175.00	\$ 17.95	\$ 157.05	10%
BOOKS,SUBS,MEMBERSHIPS	\$ 7,890.00	\$ 1,112.38	\$ 6,777.62	14%
TRAINING AND CONFERENCES	\$ 3,000.00	\$ -	\$ 3,000.00	0%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 36,975.00	\$ 1,627.45	\$ 35,347.55	4%
LIBRARY MATERIALS	\$ 266,000.00	\$ -	\$ 266,000.00	0%
FUELS/LUBRICANTS	\$ 8,650.00	\$ -	\$ 8,650.00	0%
MINOR OFF FURN/EQP (NON-CAP)	\$ 5,000.00	\$ -	\$ 5,000.00	0%
CREDIT CARD FEES	\$ 3,500.00	\$ -	\$ 3,500.00	0%
PERSONNEL AND OPERATING	\$ 4,151,343.00	\$ 402,217.08	\$ 3,749,125.92	10%

8/31/2021

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
55	15.07%	\$625,545
	Unspent %	Unspent Funds
	5.38%	\$223,328

Unofficial and Unaudited

Beaufort County Library - FY 22 Special Funds

<u>Library System</u>	<u>State Aid/Lottery</u>	<u>Impact Fees*</u>		<u>Special Trusts</u>	<u>Comments</u>
FY21 1st Quarter State Aid	\$109,832	Hilton Head			
FY21 2nd Quarter State Aid	\$0	July 1, 2021 Balance	\$673,679	\$ 216,999.32	<i>Endowment plus interest</i>
FY21 3rd Quarter State Aid	\$0	Receipts	\$11,886		
FY21 4th Quarter State Aid	\$0	Expenditures	\$0		
FY21 State Aid	\$109,832	Total as of August 31, 2021	<u>\$685,565</u>		
State Aid spent-to-date	\$26,694	Bluffton		\$ 11,255.44	<i>BDC materials/ Proquest & Materials only</i>
Remaining	<u>\$83,138</u>	July 1, 2021 Balance	\$3,411,470		
		Receipts	\$43,906		
		Expenditures*	(\$1,130)		
		Total as of August 31, 2021	<u>\$3,454,246</u>		
		Beaufort(Port Royal)			
		July 1, 2021 Balance	\$643,873		
		Receipts	\$1,659		
		Expenditures	\$0		
		Total as of August 31, 2021	<u>\$645,532</u>		
		St. Helena (& Lady's Island)			
		July 1, 2021 Balance	\$464,679	<i>Bluffton Impact Fee expenditures due to renovation costs.</i>	
		Receipts	\$10,507		
		Expenditures	\$0		
		Total as of August 31, 2021	<u>\$475,186</u>		
		Lobeco (Sheldon)			
		July 1, 2021 Balance	\$40,183		
		Receipts	\$0		
		Expenditures	\$0		
		Total as of August 31, 2021	<u>\$40,183</u>		
		Del Webb Agreement			
		July 1, 2021 Balance	\$5,232		
		Receipts	\$0		
		Expenditures	\$0		
		Total as of August 31, 2021	<u>\$5,232</u>		
Totals	\$83,138		\$5,305,944	\$228,255	

Unofficial and
Unaudited

8/31/2021

**Beaufort County Library
FY 2022
(July 2021 - June 2022)
Library Revenues**

CASH / CHECK DEPOSITS - FINES/FEES- WELLS FARGO	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	* MAY	JUNE	TOTAL
BEAUFORT	\$ 469.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 469.60
BLUFFTON	\$ 573.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 573.34
HILTON HEAD	\$ 839.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 839.83
ST. HELENA	\$ 270.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270.31
LOBECO	\$ 321.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 321.96
TOTAL	\$ 2,475.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,475.04

CREDIT CARD DEPOSITS/ HEARTLAND PAYMENT SYSTEM -FINES/FEES - BB&T	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 457.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 457.14
BLUFFTON	\$ 348.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 348.14
HILTON HEAD	\$ 618.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 618.49
ST. HELENA	\$ 162.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 162.90
LOBECO	\$ 11.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11.40
TOTAL	\$ 1,598.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,598.07

COPIERS -WELLS FARGO	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	* MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BLUFFTON	\$ 29.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29.50
HILTON HEAD	\$ 57.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57.15
ST. HELENA	\$ 23.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23.00
LOBECO	\$ 37.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37.60
TOTAL	\$ 147.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 147.25

INTEREST SUMMARY -BB&T	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
INTEREST REVENUE	\$ 0.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.14

GRAND TOTAL													\$ 4,220.50
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Beaufort County Library Board of Trustees 2022 MEETING DATES

January 12, 2022

Hilton Head Branch Library
11 Beach City Road.
Hilton Head Island, SC

March 9, 2022

St. Helena Branch Library
6355 Jonathan Francis sr. Road
St. Helena Island, SC

May 11, 2022

Bluffton Branch Library
120 Palmetto Way.
Bluffton, SC

July 13, 2022

Beaufort Branch Library
311 Scott Street.
Beaufort, SC

September 14, 2022

Hilton Head Branch Library
11 Beach City Road.
Hilton Head Island, SC

November 9, 2022

Bluffton Branch Library
120 Palmetto Way.
Bluffton, SC

Finance Committee to meet at 3 p.m.

Meetings begin at 4 p.m. unless otherwise specified