



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Thursday, August 7, 2014
4:00 p.m.
Hilton Head Branch Library
11 Beach City Road,
Hilton Head Island, SC 29926
843.255.6516

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. Hilton Head Audio/visual and acoustical Renovation Project.
- IV. Review of proposal to County Council by Board Finance Committee.
- V. South Carolina Attorney General's Opinion of July 28, 2014 (**BACKUP**)
- VI. Retirement of Wlodek Zaryczny, Library Director (**BACKUP**)
- VII. Job descriptions & Pay Scale (**BACKUP**)
 1. Library Director
 2. Assistant Director
- VIII. Adjournment
- IX. Board Executive Session:
 1. Personnel



MEMORANDUM

To: Gary Kubic, County Administrator
D. Paul Sommerville, County Council Chairman
Bernie Kole, Library Trustee Chairman

From: Wlodek Zaryczny, Director of Library

Subject: Letter from SC State Library, dated July 31, 2014; South Carolina Attorney General's Opinion dated July 28, 2014; Memorandum from Gary Kubic dated January 14, 2013.

Date: August 4, 2014

Gentlemen,

Please see the attached documents referenced above. The first two documents delineate the responsibility, role and authority of the Beaufort County Library Board of Trustees as well as that of the Library Director. It follows that the third document is not in compliance with South Carolina legislation or the Attorney General's Office.

Historically, the Beaufort County Library System Director was responsible for posting job vacancies, interviewing, hiring, disciplining, and terminating employees along with all other aspects of employment and administration of the library. The Attorney General's Opinion agrees that this practice is correct and that the Library Director is responsible for the administration of the library. I respectfully request that we return to this best practice as supported by South Carolina legislation and the Attorney General immediately.

The SC State Library has offered its assistance in helping to review or discuss any concerns or provide any clarification. Leesa Benggio, Acting Director SC State Library, can meet Beaufort staff and officials and Trustee Board Members to provide assistance.

Thank you.

Cc: Members of Library Board of Trustees
Members of County Council
Bryan Hill, Deputy County Administrator
Joshua Gruber, County Attorney
Suzanne Gregory, Director Employee Services
Morris Campbell, Executive Director – Community Services
Jan O'Rourke, Assistant Director of Library



south carolina
STATE LIBRARY

July 31, 2014

Wlodek Zaryczny

Director

Beaufort County Library System

311 Scott Street

Beaufort, SC 29902

Dear Wlodek,

I hope this letter finds you well and enjoying the last few weeks of summer reading. As you know, the South Carolina State Library requested a reconsideration of the SC Attorney General's Opinion dated March 27, 2014. We have received the response to that request for reconsideration; I have enclosed a copy with this letter.

In this Opinion, the SC Attorney General's office agrees that "...pursuant to section 4-9-620, the county administrator is not responsible for the administration of the library board of trustees". Further that "...the county council does not "control" the library board of trustees" and that the "... county does not have the authority to force the library board of trustees to report to the county administrator". The director of the library is responsible for the administration of the library to include: posting vacant positions, hiring, disciplining, promoting, and terminating employees, along with all other issues related to employment and administration of the library. The public library director reports to the library board of trustees solely, and is responsible for the administration of the library.

My hope is that you are able to use the SC Attorney General's Opinion to educate and work with the board of trustees, county council and county administrator so that you may continue the good work you have been doing for a number of years for the citizens of Beaufort County. If I can be of assistance in any way, please don't hesitate to contact me.

Sincerely,

Leesa M. Benggio

Acting Director



ALAN WILSON
ATTORNEY GENERAL

July 28, 2014

Leesa Benggio
Interim Director
South Carolina State Library
PO Box 11469
Columbia, SC 29211

Dear Ms. Benggio:

In a prior opinion dated March 27, 2014 (*Op. S.C. Atty. Gen.*, March 27, 2014 (2014 WL 1284637)) concerning the Beaufort County Library Board of Trustees ("Board"), this Office determined that the Board reported to and was accountable to the county administrator and not to the county council. You have asked us to reconsider our conclusion.

LAW/ANALYSIS:

Both the South Carolina Code and our prior opinions are pertinent in our reconsideration. Beaufort County has a council-administrator form of government. The county administrator is given the following authority:

The council shall employ an administrator who shall be the administrative head of the county government and shall be responsible for the administration of all the departments of the county government which the council has the authority to control.

S.C. Code Ann. § 4-9-620 (1976 Code, as amended) (emphasis added).

Section 4-9-35 governs the establishment and operation of county public library systems. It states:

- (A) Each county council shall prior to July 1, 1979, by ordinance establish within the county a county public library system, which ordinance shall be consistent with the provisions of this section; *provided*, however, notwithstanding any other provision of this chapter, the governing body of any county may by ordinance provide for the composition, function, duties, responsibilities, and operation

of the county library system. County library systems created by such ordinances shall be deemed a continuing function of county government and shall not be subject to the provisions of § 4-9-50¹ except as state funds are specifically appropriated under other provisions of law.

(B) Each county library system shall be controlled and managed by a board of trustees. . .appointed by the county council. . . .

S.C. Code Ann. § 4-9-35 (1976 Code, as amended).

In a prior opinion, we determined that the chief librarian reported to the library board and not to the county administrator based on the following rules of statutory interpretation:

‘[s]ections which are part of the same statutory law of the State must be construed together. In construing statutory language, the statute must be read as a whole and sections which are part of the same general statutory law must be construed together and each one given effect, if it can be done by any reasonable construction. Statutes pertaining to the same subject matter must be harmonized if at all possible.’ In Interest of Doe, 318 S.C. 527, 531-32, 458 S.E.2d 556, 559 (Ct. App. 1995)(citations omitted). However, ‘[w]here there is one statute addressing an issue in general terms and another statute dealing with the identical issue in a more specific and definite manner, the more specific statute will be considered an exception to, or a qualifier of, the general statute and given such effect.’ Capco of Summerville, Inc. v. J.H. Gayle Constr. Co., Inc., 368 S.C. 137, 142, 628 S.E.2d 38, 41 (2006).

Op. S.C. Atty. Gen., July 11, 2008 (2008 WL 3198122).

We further opined:

by the provisions contained in sections 4-9-35 et seq., the Legislature removed some authority from the County when it created county public

¹ Section 4-9-50 provides:

Whenever the General Assembly shall provide by general law for the use of county personnel, facilities or equipment to implement such general law or rules and regulations promulgated pursuant thereto, the State agency or department responsible for administering such general law shall provide sufficient funds for county implementation from appropriations to that agency of department; *provided*, that this section shall not apply to construction of or improvement to county capital improvements or other permanent facilities required by the provisions of the general law or regulations promulgated pursuant thereto.

S.C. Code Ann. § 4-9-50 (1976 Code, as amended).

library systems. . .the Legislature specified that county public library systems are to be “controlled and managed” by their boards of trustees. S.C. Code Ann. § 4-9-35(B).

Id.

While the general law provides for the county administrator to be in charge of all departments “controlled” by the county council, section 4-9-35 empowers the library board of trustees to “control and manage” the county public library systems. Since section 4-9-35 specifically applies to county public library systems, it is an exception to the general law and it means that the county council does not control the library system. Since the county administrator does not have greater authority than the county council, the county administrator is not responsible for the administration of the library board of trustees.

It is true that the library board has to submit a budget to the county council to fund the operation and programs of the library system; annually file a report of its operations and expenditures with the county council; and have all contracts and agreements as well as conveyances and purchases of real property approved by county council. S.C. Code Ann. §§ 4-9-36, 4-9-37 (1976 Code, as amended). These requirements would seem to indicate that the library board is being controlled by the county council.

However, county councils are granted certain powers under section 4-9-30 of the Code. Section 4-9-30 provides:

each county government within the authority granted by the Constitution and subject to the general law of this State shall have the following enumerated powers which shall be exercised by the respective governing bodies thereof:

(2) to acquire real property by purchase or gift; to lease, sell or otherwise dispose of real and personal property; and to acquire tangible personal property and supplies;

(3) to make and execute contracts. . .

(5) to . . .make appropriations for functions and operations of the county, including, but not limited to, appropriations for. . . libraries. . .

S.C. Code Ann. § 4-9-30 (1976 Code, as amended).

Certain powers cannot be delegated to others. We have formerly opined:

It is well recognized that:

[t]he right of a county board to delegate its authority depends on the nature of the duty to be performed. Powers involving the exercise of judgment and

discretion are in the nature of public trusts and cannot be delegated to a committee or agent. Duties which are purely ministerial and executive and do not involve the exercise of discretion may be delegated by the board to a committee or to an agent, an employee, or a servant.

20 C.J.S., Counties, § 89. Another treatise similarly states:

While legislative or discretionary powers or trusts devolved by charter or law on a council or governing body, or a specified board or officer cannot be delegated to others, it is equally well established that ministerial or administrative functions may be delegated to subordinates. The law has always recognized and emphasized the distinction between instances in which a discretion must be exercised by the officer of department or governing body in which the power is vested, and the performance of merely ministerial duties by subordinates and agents.

McQuillin, Municipal Corporations, § 10.41.

Op. S.C. Atty. Gen., March 10, 2004 (2004 WL 736933).

Section 4-9-30 expressly provides that the powers granted within the statute to counties shall be exercised by the county councils subject to the State constitution and general laws. Making appropriations for county entities, entering into contracts, and acquiring and disposing of real estate are clearly duties which require discretion and judgment. Since county councils are not permitted to delegate these duties to the library boards or to other county entities, the county councils are not controlling the library boards. What is also significant is that "all funds appropriated, earned, granted or donated to the library system or any of its parts shall be used exclusively for library purposes." See S.C. Code Ann. § 4-9-37, supra.

We opined in another opinion that the Legislature intended for county library systems to be uniform. In Op. S.C. Atty. Gen., May 23, 1983 (1983 WL 181894), we stated:

[t]here is ample evidence that the General Assembly intended county library systems to be uniform throughout the State. As noted above, Section 4-9-35(A) provides that county library systems 'shall be consistent with the provisions of this section.' The title to Act No. 564 of 1978, which enacted Sections 4-9-35 through 4-9-39, provides:

An Act To Amend The Code of Laws of South Carolina, 1976, By Adding Section 4-9-35, 4-9-36, 4-9-37, 4-9-38 And 4-9-39, So As To Provide For The Establishment By County Council Of County Library Systems On A Uniform Basis, Provide For the Powers and

Responsibilities of County Libraries and The Governing
Bodies Thereof. (Emphasis added.)

It is well settled that the title or caption of an act may be considered to aid in the construction of a statute and to show the intent of the Legislature. Lindsay v. Southern Farm Bureau Cas. Ins. Co., 258 S.C. 272, 188 S.E.2d 374 (1972). University of S.C. v. Elliott, 248 S.C. 218, 149 S.E.2d 433 (1966). It is clear from the title to Act 564 and the first sentence of Section 4-9-35(A) that the General Assembly intended to create uniform county library systems and, therefore, provided that such libraries would be managed by a board of trustees whose duties were further delineated by the General Assembly.

Also, we have opined that “the 1978 legislation was intended to provide for a mandatory county library system to be uniform throughout the State.” See Op. S.C. Atty. Gen., April 3, 1979 (1979 WL 42903).

We have explained in a prior opinion that the Legislature intended for county library systems to be uniform even though the language of section 4-9-35² appears to be contradictory:

Did the General Assembly intend by adding the proviso to Section 4-9-35 to permit County Councils to establish for library systems different from those established by the General Assembly? We think not. First, it must be recognized that exceptions or provisos in a statute should be strictly construed. See, Barringer v. Dinkler Hotels Co., 61 F.2d 82 (4th Cir. 1932). The proviso and the main provision of a statute are to be read together with a view to carry into effect the whole purpose of the law. Gasque, Inc. v. Nates, 191 S.C. 271, 2 S.E.2d 36 (1939). It would be absurd to conclude that the General Assembly would provide in the same sentence that counties shall establish by ordinance county library systems ‘which ordinance shall be consistent with the provisions of this section’ and then include a proviso that the counties could by ordinance change their system to be inconsistent with the state statute. Moreover, it would defeat the stated purpose of the statute to create ‘uniform’ library systems. It is the opinion of this office that the proviso in Section 4-9-

² As stated above, section 4-9-35 provides:

- (A) Each county council shall prior to July 1, 1979, by ordinance establish within the county a county public library system, which ordinance shall be consistent with the provisions of this section; provided, however, notwithstanding any other provision of this chapter, the governing body of any county may by ordinance provide for the composition, function, duties, responsibilities, and operation of the county library system. . . .

35(A) merely permits the County Council to further delineate the duties and responsibilities of the Boards of Trustees consistent with the state statute and does not permit County Council to remove duties conferred on the Boards by state law. ³

Op. S.C. Atty. Gen., May 23, 1983, supra.

Since the Legislature requires county library systems to be uniform, it is our opinion that requiring the library board of trustees to be responsible to the county administrator would interfere with the operation of library systems on a uniform basis.

It should also be noted that the county does not have constitutional authority to interfere with the uniformity of the county library system. S.C. Const. art. VIII § 14 provides:

In enacting provisions required or authorized by this article, general law provisions applicable to the following matters shall not be set aside. . . (6) the structure and the administration of any governmental service or function, responsibility for which rests with the State government or which requires statewide uniformity.

Brashier v. S.C. Dept. of Transportation, 327 S.C. 179, 490 S.E.2d 8 (1997) (overruled on other grounds by l'on, LLC v. Town of Mt. Pleasant, 338 S.C. 406, 526 S.E.2d 716 (2000)) explains:

Article VIII, section 14 “precludes the legislature from delegating to counties the responsibility for enacting legislation relating to the subjects encompassed by that section.” *Robinson v. Richland County Council*, 293 S.C. 27, 30, 358 S.E.2d 392, 395 (1987). When construing Article VIII, section 14, this Court has consistently held a subject requiring statewide uniformity is effectively withdrawn from the field of local concern. *See, e.g., Davis v. County of Greenville*, 322 S.C. 73, 76, 470 S.E.2d 94, 96 (1996) (“Article VIII, § 14 limits the powers local governments may be granted”); *Kramer v. County Council*, 277 S.C. 71, 282 S.E.2d 850 (1981) (per curiam); *Douglas v. McLeod*, 277 S.C. 76, 282 S.E.2d 604 (1981).

³ In Op. S.C. Atty. Gen., May 23, 1983, supra, we had the following footnote:

Our conclusion is not altered by language in § 4-9-36, that the Board's powers shall not be inconsistent with the ‘general policies’ of the county governing body. Instead, this language is indicative of the legislative intent ‘to define the relationship between county government and county library systems and to insure the continued operation and support of such libraries on a uniform basis.’ Act No. 564 of 1978, § 1. The above provision in § 4-9-36 thus was simply intended to preserve the county governing body's authority where § 4-9-35, et seq., is not controlling. See also, § 4-9-37(b).

Our former opinions have made it clear that statewide uniformity is required of the county library systems. Since the county library systems involve a statewide function, the county does not have the authority to force the library board of trustees to report to the county administrator.

CONCLUSION

This Office concludes:

1. Since the county council does not "control" the library board of trustees pursuant to section 4-9-620, the county administrator is not responsible for the administration of the library board of trustees.
2. Our former opinions have made it clear that statewide uniformity is required of the county library systems. Since the county library systems involve a statewide function, the county does not have the authority to force the library board of trustees to report to the county administrator.

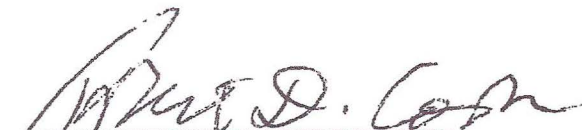
As a result of the aforesaid, we amend our March 27, 2014 opinion to the extent that the Beaufort County Library Board of Trustees is not accountable to the county administrator. The remainder of our former opinion remains valid.

Sincerely,

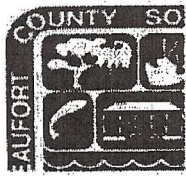


Elinor V. Lister
Assistant Attorney General


REVIEWED AND APPROVED BY:



Robert D. Cook
Solicitor General



MEMORANDUM

TO: Wlodek Zaryczny, Director of Library
FROM: Gary Kubic, County Administrator 
DATE: January 14, 2013
SUBJ: Potential Candidates for Vacant Library Positions

All candidate interviews for county library service will be the authority of Suzanne Gregory, Director of Employee Services. Ms. Gregory will establish the protocol for the selection process. Library personnel will remain available to Employee Services on an as-needed basis.

Thank you.

GK:ch

cc: Members of County Council
Members of Library Board Trustees
Bryan Hill, Deputy County Administrator
Joshua Gruber, County Attorney
Suzanne Gregory, Director of Employee Services



July 30, 2014

Messrs.

Bernie Kole, Chairman Library Board of Trustees

Gary Kubic, Beaufort County Administrator

Gentlemen:

It has been a privilege and honor to serve as the Beaufort County Library Director for over ten years. I have decided to retire as the Director. My last work day will be Friday, September 5, 2014. The opportunity to serve as Director has been a very rich experience.

My first day at Beaufort was on May 10, 2004, after serving as a Library Director in both Virginia and Michigan. The BCL (Beaufort County Library) has undergone many changes in the last decade.

Changes and achievements during this past decade include but are not limited to the following:

- A steady increase in the number of public computer work stations as well as awards of small grants of under \$1,000 to multi-million dollar grants between 2004 to 2014.
- In 2005 the number of BCL cost centers expanded from 1 to 8 to increase accounting efficiencies, an Assistant Library Director position was added, and the Public Library Foundation of Beaufort County was formed.
- From 2007-2008 I served as President of SCAPLA (South Carolina Association of Public Library Administrators).
- In the following year BCL became a founding member of SCLENDS (South Carolina Evergreen Network Delivery System) and was the first library to go live in May 2009.
- In 2010 the BDC (Beaufort District Collection) relocated to a greatly expanded new space with one additional FT staff.
- RFID (Radio Frequency Identification) & AMH (Automated Materials Handling) technology was implemented throughout BCL during 2011-2013.
- A new state of the art, 23,500 sq.ft. St. Helena Branch Library was opened for business in 2012.
- That year also saw the addition of BCL's first YA (Teen Librarian) and Computer Lab Specialist.
- From 2012 to 2013 I was the Executive Director of SCLENDS which expanded to 19 SC county libraries and the SC State Library with a collection of about 3.5 million items.
- In 2013 BCL became a model public library in South Carolina with the implementation of content development vis-à-vis "Production and Sound Labs" including 3D printing and other technologies.

- That year also saw the addition of e-books, downloadable audiobooks and “playaways” (digital audio books).
- IT system-wide upgrade (approved by the Library Board in January 2012) commenced implementation in 2014 which includes production lab services at our Bluffton Branch.
- Ipads for BCL’s youth department have been purchased and services are in the planning stages.

BCL’s outlook for the remainder of FY15 and beyond is not promising. The Library has not recovered from the loss of \$1.4 million revenue in 2011. A full restoration of hours, staffing and materials, not to mention other line items, are critical for essential library service. Bringing BCL up to SC State Public Library Standards is critical. Inadequate funding along with looming layoffs denies our community quality of life services and leads to cognitive stagnation. How does the County expect to attract and encourage business development if its services are viewed as substandard? Public libraries have been shown to increase real estate values by 7%, produce a return of \$4.28 for every dollar expended and, among other things, reduce the “summer slide” of our children. Beaufort County Council needs to stand up to the challenge of adequately funding County services. This includes appropriate compensation for staff; hiring Library staff with 5-10-15-20 years of experience at the bottom of the pay scale is shameful and contributes to the difficulty of attracting qualified staff and does nothing for retention. I hope County Council will reconsider its view on funding County services which provide an improved quality of life for all of its residents.

Upon my retirement I recommend that Jan O’Rourke, Assistant Library Director, is appointed as the Acting Director and ultimately for the position of Director.

Sincerely yours,



Wlodek Zaryczny
Library Director

CC: Joseph Bogacz, Library Trustee
Eileen Fitzgerald, Library Trustee Vice Chairman
Peggy Martin, Library Trustee
Lynne Miller, Library Trustee
Jean Morgan, Library Trustee
Yolanda Riley, Library Trustee
Laura Sturkie, Library Trustee
Anna Tabernik, Library Trustee
D. Paul Sommerville, Chairman Beaufort County Council
Suzanne Gregory, Employee Services Director
Morris Campbell, Executive Director-Community Services
Jan O’Rourke, Library Assistant Director ✓

BEAUFORT COUNTY COUNCIL
POSITION DESCRIPTION/PERFORMANCE EVALUATION

CLASS TITLE:	Director	JOB CODE: 31
JOB TITLE:	Director	
BUREAU:	Library	
DIVISION:	Community Services	
REPORTS TO:	Library Board of Trustees	FLSA STATUS: Exempt
INCUMBENT:		DATE: July 2009

JOB SUMMARY:

Under minimal supervision, is responsible for the overall management, operation, planning, and development of the countywide public library system, currently consisting of the headquarters library in Beaufort, branches at Hilton Head, Bluffton, Lobeco and St. Helena (which operates in a County school facility); outreach and other extension services; ___ full-time and ___ part-time (___) staff, and an FY _____ operating budget of \$ _____ plus supplementary grants and contributions. Acts in compliance with County Administrative direction and policies as a bureau head within the County Community Services Division for implementation of financial, personnel, and general administrative functions and is responsible to the County Council-appointed Library Board of Trustees, in its capacity as an agent of County council, for development and implementation of specifically library-related planning, policies, and procedures as outlined in its Charter.

ESSENTIAL JOB FUNCTIONS:

As management team leader, oversees planning, organization, development and evaluation of operations for the entire Library system, including delegation of responsibilities to management personnel. Supervises and participates in the development and implementation of goals and objectives for the entire department.

STAFFING & PERSONNEL ADMINISTRATION:

- Determines library system's organizational structure. Delegates responsibilities and assigns duties to management personnel and support staff (Administrative Assistant).
- Initiates or approves and forwards requests to advertise for new and replacement positions to Employee Services Department. For directly supervised positions, reviews applications, selects qualified candidates for interview, appoints selection committees where appropriate, interviews qualified candidates, selects and recommends most qualified candidates for hire according to County procedures and policies. Verifies and

approves job descriptions, directs, supervises, and evaluates, management level personnel and 2 Administrative Assistants in duties and responsibilities of positions, including instruction in policies and procedures.

- Counsels with supervisory staff concerning personnel management and reviews evaluations of support staff. Recommends personnel for promotion, longevity raises, reassignment, etc. Counsels personnel concerning inadequate performance, documenting as prescribed by County policy, and, if necessary, carries out termination procedures.
- Authorizes and/or develops library-related staff training programs. Encourages and authorizes staff participation in professional organizations and professional education programs. Participates in and releases staff to participate in County-sponsored management and training programs and to serve on County-based committees.
- Involves staff, particularly management staff, in the development and implementation of decisions, policies, and procedures.

BUDGETING & FINANCIAL MANAGEMENT:

- Assesses annual funding requirements for all branches and operations of the Library. Projects supplemental revenues from fines, fees, and State per capita allocations. With management team participation, prepares and justifies the annual budget request according to County administrative instructions. Presents the annual budget request to Library Board of trustees for review and recommendations. Submits budget request to County Administration for incorporation into overall county budget, defending, negotiating and/or adjusting specific line items as required. Presents and justified annual budget request to County Council as required by County Administration.
- Secures or authorizes application for and monitoring of grants and gifts to supplement County and State appropriations, including advocating with states and federal legislators for improved funding to libraries.
- Prepares and/or approves requisitions for submission to County purchasing department; initiates orders within County policy. Approves invoices for forwarding to County Finance Department for payment based on staff or personal verification of receipt.
- Monitors in-house records of expenditure and budget status and reconciliation of in-house records with finance department records, initiating correction of discrepancies. Prepares financial summary reports for Library Board of Trustees and County administration. Monitors expenditure of annual budget allocation and supplemental grants and gifts. Initiates line item transfers as required according to County procedures and policies.
- Maintains bank accounts and records for Trustee-held gift funds according to Trustee instructions; orders approved items or services and issues checks in payment.

GENERAL OPERATIONS MANAGEMENT:

- Develops or delegates development of internal (library specific) operating policy; revises, or approves such policy for recommendation to Library Board of Trustees and/or County administration for approval as specified in State law, County charter, or County policy. Implements County policy and procedure concerning personnel and finance.
- Communicates, coordinates and negotiates with outside departments, agencies, institutions, and individuals to facilitate operations.
- Delegates and oversees implementation of Collection Development and other internal operating policies as approved by Library Board of Trustees.
- Appoints staff teams for various purposes; leads some, participates in some as a team member, and reviews the findings of others.
- Reviews, edits, and/or approves documents prepared by professional and supervisory staff such as grant applications, policy or procedure statements, etc.
- Schedules, conducts, and attends internal staff meetings. Attends and participates in County department head and other staff meetings. Joins, participates in, and attends meetings of professional organizations.
- Keeps informed of professional developments and incorporates them into budgeting and planning functions. Consults with library and information science professionals, experts and colleagues, concerning management, technology, and service issues.
- Prepares, or assigns to be prepared, and submits statistical and other reports as required by County administration, Library Trustees, and State Library.
- Drafts correspondence, resolutions, statements, memoranda, etc. as required.

PUBLIC RELATIONS:

- Promotes library services to the public, solicits community support, and maintains a positive image for the Library system in the community through personal contacts and any other means available.
- Initiates and approves media publicity; delegates specific functions to staff, reviews and approves copy, writes news releases, performs television and radio interviews; prepares and delivers talks to local clubs and organizations as requested.
- Coordinates activities of Friends of the Library groups; recommends expenditures and volunteer activities advantageous to Library objectives.
- Receives, evaluates, and responds to compliments, complaints, and suggestions concerning the libraries and their staffs.

PLANNING:

- Develops a long range plan of service and facilities and markets the goals to appropriate individuals and groups. Prepares an annual strategic plan for Library Board of Trustees and staff.
- Initiates surveys and other means of data collection, evaluates results to assess community needs. Consults with knowledgeable groups and individuals concerning community needs for library services and facilities. Recommends use of specialized consulting services and personnel for both short and long-range planning to the Library Board and County administration.
- Advises architects concerning facility design, reviews plans, and recommends revisions; serves on construction committees.

LIBRARY BOARD OF TRUSTEES EXECUTIVE SECRETARY & LIASON:

- Develops agendas for Board meetings. Initiates notices of meetings to Board members, County administration, State Library, and local media.
- Prepares minutes of meetings and special reports to the Board. Drafts correspondence, resolutions, and statements on the Board's behalf as instructed.
- Attends and participates in all regular and special called Board meetings.

FACILITIES AND EQUIPMENT MANAGEMENT:

- Generally monitors condition of 4 free-standing facilities, totaling approximately 85,447 square feet, and furnishings and equipment contained therein.
- Ensures the effective operations, maintenance, and security of the staff and patrons and the property of the library system.

CORE COMPETENCIES:

Core competencies are those skills, attributes or abilities which are exhibited by all staff members and contribute to the success of *BCL*. The core competencies which support our mission and strategy and which we embrace at *BCL* are: Customer Service, Lifelong Learning and Adaptability to Change.

Customer Service:

- Strives to meet the needs of internal and external customers by providing the highest quality services to colleagues and to the community. This is in keeping with *BCL*'s strategy to welcome our community by providing enthusiastic and effective staff.
- Contributes to a friendly working environment which welcomes and values the customer.
- Earns the trust and respect of internal and external customers by assessing their specific needs, meeting those needs in a timely fashion, and continually providing a positive library experience.

- Proactively anticipates, understands and responds to changing customer needs.
- Provides high-quality services which effectively meet community needs.
- Gathers first-hand customer information and uses it when appropriate to improve the quality of library services.

Lifelong Learning:

- Increases professional and technical competence by pursuing continual learning. This is in keeping with *BCL*'s strategy as an educational institution to promote our lifelong learning as we encourage and support that of our patrons.
- Identifies areas of growth with supervisor and pursues appropriate learning.
- Actively participates in library-sponsored training programs.
- Keeps current by one or more of the following:
 - o Formal education
 - o Attending professional meetings or seminars
 - o Reading appropriate professional journals, magazines, or resources (on-line and print)
 - o Networking with various subject matter experts within the *BCL* library system and/or neighboring systems

Adaptability to Change:

- Welcomes the opportunity for innovation. This is in keeping with *BCL*'s strategy to offer a virtual presence, current materials, dynamic programs, and innovative and improved services.
- Demonstrates the flexibility to adapt well to a changing environment.
- Demonstrates a willingness to support necessary (or strategic) organizational change.
- Able to produce results in an environment that has multiple, competing demands.
- Shows initiative in seeking solutions to problems.

MINIMUM QUALIFICATIONS REQUIRED:

- Masters of Library/Information Science from an ALA accredited institution.
- 10 years progressively responsible professional library experience, preferably in public service areas (circulation, children's, reference), 5 of which must be in management, preferably in an administrative capacity.
- Eligibility for South Carolina Public Library Certification.
- Eligibility for a South Carolina drivers license.

KNOWLEDGE, SKILLS. AND ABILITIES:

- Knowledge of principles and practices of library science, technology and management; reference and information service.
- Knowledge of computer applications including word processing, spreadsheets, accounting, database management, and library automation, preferably Integrated Library System, ILS.

- Ability to administer staff and activities effectively, either directly or through supervision of subordinates
- Skill in establishing and maintaining effective working relationships with others, maintaining and nurturing a team work environment; giving directions and gaining compliance from others
- Ability to deal with problems calmly and rationally despite high stress
- Ability to communicate clearly and effectively, both orally and in writing with staff, the public, the press, and public officials
- Shows tact, discretion, initiative and the ability to exercise independent judgment within established guidelines
- Leadership and customer service attitudes
- Skill in record keeping, report preparation and records management techniques
- Ability to keep current on library information and operations by regular perusal of the Intranet.

WORKING CONDITIONS:

Must be flexible with regard to working hours and able to work more than 40 hours a week if necessary. Must be available to be on call for emergencies.

Works in a normal office environment where there are little or no physical discomforts associated with noise, dust, dirt, and the like.

Travel is primarily among the branches, to meetings around the county, and to other parts of the state, with occasional attendance at national conferences.

MATERIAL AND EQUIPMENT USED:

Standard office and library equipment.
ILS library operating system.

EMPLOYMENT STATUS:

Full time salaried; exempt (from overtime pay)

**BEAUFORT COUNTY COUNCIL
POSITION DESCRIPTION**

CLASS TITLE:	Assistant Director	JOB CODE: 27
JOB TITLE:	Assistant Director /Public Services Coordinator	
BUREAU:	Library – Administration	
DIVISION:	Community Services	
REPORTS TO:	Director	FLSA STATUS: Exempt
INCUMBENT:		DATE: July 2009

JOB SUMMARY:

As part of the administrative team, assists the Director of Libraries in planning, directing, managing, and overseeing the activities and operations of the Beaufort County Public Library System including personnel administration; responsible for the development and implementation of public service goals, objectives and priorities; recommends and administers policies and procedures. Serves as Director in his/her absence.

ESSENTIAL JOB FUNCTIONS

- As a member of administration, oversees planning, organization, development and evaluation of operations for the entire Library system, including delegation of responsibilities to management personnel. Supervises and participates in the development and implementation of goals, objectives, polices, procedures, and work standards for the Library.
- Oversees the Library System's personnel administration programs, including recruitment and selection of staff and performance appraisals. Coordinates recruitment, selection, and other employment-related activities with the County's Employee Services Department. Verifies and approves-job descriptions. Directs, supervises, and evaluates system public service managers in duties and responsibilities.
- Assesses and monitors work load, administrative and support systems, and organizational structure; directs and implements changes, including staffing patterns and hours of operation. Reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems.
- Participates with other administrative staff in the development and implementation of Library System goals, objectives, and priorities through decision making, and writing policies and procedures. Is responsible for Public Services coordination throughout the Library system. Forwards policies to Director for approval by Board of Trustees and/or County.
- Assesses annual funding requirements for all branches and operations of the Library. Projects supplemental revenues from fines, fees, grants and State per capita allocations. Prepares and justifies the annual budget request with library administration input using County administrative instructions. Forecasts needs for funding for staffing, equipment, materials, and supplies.

- Assists in the planning of library facilities, including needs, equipment, furnishings, staffing, and collections.
- Communicates, coordinates and negotiates with outside departments, agencies, institutions, and individuals to facilitate operations under the supervision of the Library Director.
- Keeps informed of professional developments and trends and incorporates them into budgeting and planning functions. Consults with library and information science professionals, experts and colleagues, concerning management, technology, and service issues. Participates in the activities of professional organizations.
- Keeps apprised of compliments, complaints, and suggestions concerning branch libraries and their staffs.
- Participates as appropriate with other administrative staff in overseeing surveys and other means of data collection, evaluates results to assess community needs.
- Drafts correspondence, resolutions, and statements on the Board's behalf as instructed.
- Assists Board of Trustees with special assignments, research, and projects.
- Generally monitors condition of Library facilities. Oversees requests for repair and maintenance to County Buildings and Grounds Department, janitorial contractor, and commercial vendors. Follows up uncompleted requests verbally and in writing, if necessary.
- Prepares complex statistical reports. Prepares and maintains a variety of records and reports pertinent to library operations.
- Serves as chair of the Library Technology Committee. Oversees management of automated library system.
- Performs other related duties as the need arises and/or as assigned.

CORE COMPETENCIES:

Core competencies are those skills, attributes or abilities which are exhibited by all staff members and contribute to the success of BCL. The core competencies which support our mission and strategy and which we embrace at BCL are: Customer Service, Lifelong Learning and Adaptability to Change.

Customer Service:

- Strives to meet the needs of internal and external customers by providing the highest quality services to colleagues and to the community. This is in keeping with BCL's strategy to welcome our community by providing enthusiastic and effective staff.
- Contributes to a friendly working environment which welcomes and values the customer.
- Earns the trust and respect of internal and external customers by assessing their specific needs, meeting those needs in a timely fashion, and continually providing a positive library experience.
- Proactively anticipates, understands and responds to changing customer needs.

- Provides high-quality services which effectively meet community needs.
- Gathers first-hand customer information and uses it when appropriate to improve the quality of library services.

Lifelong Learning:

- Increases professional and technical competence by pursuing continual learning. This is in keeping with BCL's strategy as an educational institution to promote our lifelong learning as we encourage and support that of our patrons.
- Identifies areas of growth with supervisor and pursues appropriate learning.
- Actively participates in library-sponsored training programs.
- Keeps current by one or more of the following:
 - o Formal education
 - o Attending professional meetings or seminars
 - o Reading appropriate professional journals, magazines, or resources (on-line and print)
 - o Networking with various subject matter experts within the BCL library system and/or neighboring systems

Adaptability to Change:

- Welcomes the opportunity for innovation. This is in keeping with BCL's strategy to offer a virtual presence, current materials, dynamic programs, and innovative and improved services.
- Demonstrates the flexibility to adapt well to a changing environment.
- Demonstrates a willingness to support necessary (or strategic) organizational change.
- Able to produce results in an environment that has multiple, competing demands.
- Shows initiative in seeking solutions to problems.

MATERIAL AND EQUIPMENT USED:

Standard office and library equipment.

MINIMUM QUALIFICATIONS REQUIRED:

- Masters of Library/Information Science from an accredited institution.
- 6 years professional library experience in at least one public service areas (circulation, children's, reference).
- 5 years progressive management and supervisory experience.
- Eligibility for South Carolina Public Library Certification.
- Valid South Carolina driver's license.

KNOWLEDGE. SKILLS. AND ABILITIES:

- Principles and practices of library and information science, technology and management; reference and information service.
- Computer applications including word processing, spreadsheets, accounting, and database management.
- Operations of integrated library systems.
- Administration of staff and activities, either directly or through supervision of subordinates.
- Record keeping, report preparation, filing method and records management techniques.
- Communicating clearly and effectively, both orally and in writing.
- Building consensus with all staff members.
- Giving directions and gaining compliance from others.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Exemplary interpersonal skills both with staff and others in the community. Exemplary leadership and customer service skills.
- Exemplify the 10 service, styles of the Beaufort County Library system:
 1. Friendly/Approachable
 2. Fair
 3. Helpful/Responsive
 4. Warm/Welcoming
 5. Enthusiastic/Positive (fun)
 6. Community-Minded
 7. Creative Problem Solving
 8. Knowledgeable/Efficient
 9. Professional
 10. Empathetic

Mental and Physical Abilities:

- Ability to keep current on library information and operations by regular perusal of the Intranet.
- Ability to establish and maintain effective working relationships with others; ability to deal with problems calmly and rationally despite high stress.
- Flexibility with working hours and ability to work more than 40 hours a week if necessary. Must be available to be on call for emergencies.

WORKING CONDITIONS:

Works in a normal office environment where there are little or no physical discomforts associated with noise, dust, dirt, and the like.

Travel is primarily among the branches, to meetings around the county, and to other parts of the state, with occasional attendance at national conferences.

EMPLOYMENT STATUS:

Full time exempt (from overtime pay)

LIBRARY ADMINISTRATION

PAY SCALE FY 2014 - CURRENT

for Regular County Employees (Based on 2080 Hours)

POSITIONS		MINIMUM	MINIMUM	MIDPOINT	MIDPOINT	MAXIMUM	MAXIMUM
	GRADE	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL
DIRECTOR	31	\$29.3028	\$60,949.88	\$35.1635	\$73,140.09	\$41.0242	\$85,330.30
ASSIST DIRECTOR	27	\$26.4032	\$54,918.61	\$31.6838	\$65,902.34	\$36.9645	\$76,886.06