



BEAUFORT COUNTY  
LIBRARY BOARD OF TRUSTEES  
Wednesday, March 9, 2016  
4:00 p.m.  
Beaufort Library  
311 Scott Street  
Beaufort, SC 29902  
843.255-6452

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. January 13, 2016 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
  - A. Proposed Circulation Policy Changes (Review)
  - B. Personnel Update
  - C. Projects Update
- VIII. Financial Reports:
  - A. County Funds
  - B. Library Revenues & Trustee Funds (**backup**)
  - C. Library Director's Expenditure Report
- IX. Committee Reports:

- A. Advocacy – Lynne Miller, Chair; Laura Sturkie and Peggy Martin
- B. Finance Committee - Anna Maria Tabernik, Chair; Joseph Bogacz and Peggy Martin
- C. Foundation –Linda MacDonald
- D. Friends of the Library (FOL):
  - Beaufort: Peggy Martin
  - Bluffton: Laura Sturkie
  - Hilton Head: Lynne Miller and Eileen Fitzgerald
- E. School Liaison – Eileen Fitzgerald, Chair
- F. Policies & Procedures – Anna Maria Tabernik, Joseph Bogacz and Eileen Fitzgerald.
- G. Strategic Planning – Deborah Johnson, Anna Maria Tabernik, Brenda Ladson Powell

X. Old Business:

XI. New Business:

XII. Adjournment

Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes – January 13, 2016 – 4:00 pm

The first scheduled meeting for 2016 was held at the Hilton Head Branch Library.

Trustees: Bernard Kole, *Chair*; Joseph Bogacz, Peggy Martin, Brenda Ladson Powell, and Lynne Miller.

Absent: Eileen Fitzgerald *Vice-Chair*, Laura Sturkie, Linda MacDonald, Deborah Johnson, and Anna Maria Tabernik

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

Library Staff: Ray McBride, Library Director; Ileana Herrick, Administrative Technician.

Mr. Kole, *Chairman*, announced the absence of a quorum. There were only five members out of ten present at the meeting.

Call to Order: The meeting was called to order at 4:06 p.m.

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

Public Comment: None.

Minutes of November 18, 2015: The minutes were approved as written on a motion from Mr. Bogacz, and a second from Ms. Miller. (To be reapproved at next meeting with a quorum present).

Correspondence/Memberships: The Board has eleven authorized positions; ten are filled.

Mr. Kole stated that this is a regular meeting and it has been advertised as required by State Law through the County website.

Library Director's Report: Mr. McBride presented his report which summarized:

- Branch Security Report
- Proposed circulation policy changes
- Personnel Update
- Projects Update

Branch Security report: '*Hold-up buttons*' have been installed at the front circulation and children desks in Bluffton and Hilton Head branches. The installation of a '*hold-up button*' is being scheduled at Lobecko Branch.

TO VIEW VIDEO OF FULL DISCUSSION OF THIS MEETING PLEASE VISIT

[http://beaufort.granicus.com/MediaPlayer.php?view\\_id=3&clip\\_id=2463](http://beaufort.granicus.com/MediaPlayer.php?view_id=3&clip_id=2463)

Proposed circulation policy: Mr. McBride will be presenting the proposed policy revisions at the next board meeting since there is no quorum.

Personnel update: Organizational Chart is attached.

- There are currently five vacant positions in the Library system.
- Twelve new hires and five promoted in the past six months.

Project Updates: *Hoopla* usage is increasing weekly. A cost analysis will be made at the end of this fiscal year. We are still within the budget allocated for this fiscal year.

- Cardholders: 1,000
- Circulated items: 5,000

Kajeet Smartspot: Pilot Program will be implemented at Lobeco and St. Helena Library. The project consists of ten students (who are previously approved by the School District and Library) who will check out the hotspot devices for 30 day trial. The School District and the Library require feedback from students/families. Applications are being received to participate in this project.

Adult program analysis: The board will review the attached report. Mr. McBride pointed out the '*Recommendation: where should we take our adult programming this year*' included on the last page of the report.

New hours: The new library hours are being well received.

Inventory: The Beaufort Branch is conducting a test project. More information will be available at the next board meeting.

List of Best sellers titles & the estimated waiting time: Wait times have been reduced for best sellers and other items. In some cases the wait time has been reduced from 90 days or more to one week.

Financial Reports: Mr. McBride presented the Beaufort County Finance (for the Library) expenditure report through January, 2016.

Library Director's expenditure reports: (Attachment) McBride presented to the Board a report which summarized the *library systems expenditures to date*. He also mentioned that the report of special funds has been summarized into one page.

FY 2017 Projection: Attached. Mr. McBride presented the board a detailed proposed FY 2017 budget projection for their review.

Miscellaneous: Mr. Kole listed the Board meeting Schedule 2016 (attachment). The board voted to accept the board of trustees meeting dates for 2016 in the last meeting in November 2015.

Committee Reports:

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[http://beaufort.granicus.com/MediaPlayer.php?view\\_id=3&clip\\_id=2463](http://beaufort.granicus.com/MediaPlayer.php?view_id=3&clip_id=2463)

Advocacy Committee: Ms. Miller attended the Beaufort Chambers Regional Luncheon in early January. She had the opportunity to speak with State Representatives and Senators at the event.

Finance Committee: The committee and Mr. McBride met prior to the board meeting to review the director's expenditure report.

Foundation: Contributions to the Foundation have increased overall from last year. *Thank you* notes are being sent as soon as donations are received followed with the tax contribution letters. New methodology for achieving endowment goals along with mission statement will be developed

Friends of the Library (FOL):

- Beaufort Branch: Ms. Martin reported the success of the *Books Sandwiched In* event at USCB Center with over 200 attending. Friends will not have a Spring Book Sale since they are doing very well in the bookstore (Beaufort Branch Downtown).
- Bluffton Branch: None.
- Hilton Head Branch: The Friends met on Tuesday January 12. Ms. Miller mentioned that the volunteer luncheon will be held March the 16<sup>th</sup> and the program will be '*Coloring*'. This Thursday the film seminar will begin with the BIG READ movie "Their Eyes were watching God".

School liaison: Mr. McBride will be doing a presentation to County School District media specialists on February 4<sup>th</sup> about library services. Mr. Kole appointed Ms. Powell to the School Liaison Committee.

Policies and Procedures: *Proposed Circulation Policy* will be reviewed by the committee prior to the next meeting so the board will be ready to vote. Members of the committee will give a recommendation to the board. Mr. McBride added that this will be a system wide policy once approved.

Strategic Planning Committee: The next committee meeting will be rescheduled to a later date; To Be Announced.

The meeting was adjourned at 4:50 pm.

Respectfully submitted,

Ray McBride  
*Library Director*

TO VIEW VIDEO OF FULL DISCUSSION OF THIS MEETING PLEASE VISIT

[http://beaufort.granicus.com/MediaPlayer.php?view\\_id=3&clip\\_id=2463](http://beaufort.granicus.com/MediaPlayer.php?view_id=3&clip_id=2463)

FY2016	Credit Card											TOTAL
	BFT	Beaufort Branch	HH	Credit Card H. Head Branch	BLU	Credit Card Bluffton Branch	LOB	Credit Card Lobeco Branch	STH	Credit Card St. Helena Branch		
<b>FINES &amp; FEES</b>												
July	\$ 2,212.12	\$ 645.23	\$ 1,686.70	\$ 394.05	\$ 2,505.00	\$ 744.01	\$ 323.33	\$ 7.40	\$ 377.63	\$ 57.74	\$ 8,953.21	
August	\$ 1,525.72	\$ 995.70	\$ 1,486.20	\$ 304.71	\$ 2,055.28	\$ 628.14	\$ 225.13	\$ 42.90	\$ 833.69	\$ 67.60	\$ 8,165.07	
September	\$ 1,163.65	\$ 695.09	\$ 1,867.60	\$ 275.49	\$ 1,636.56	\$ 844.05	\$ 224.96	\$ 29.75	\$ 361.30	\$ 141.81	\$ 7,240.26	
October	\$ 1,578.71	\$ 916.54	\$ 1,635.35	\$ 279.67	\$ 1,735.62	\$ 532.89	\$ 429.09	\$ 112.40	\$ 564.19	\$ 78.10	\$ 7,862.56	
November	\$ 1,078.50	\$ 326.35	\$ 1,387.50	\$ 121.37	\$ 1,558.69	\$ 510.08	\$ 400.06	\$ 69.10	\$ 486.28	\$ 78.59	\$ 6,016.52	
December	\$ 1,928.29	\$ 515.93	\$ 1,353.32	\$ 200.65	\$ 1,467.69	\$ 308.91	\$ 340.46	\$ 6.41	\$ 307.35	\$ 80.94	\$ 6,509.95	
January	\$ 1,755.20	\$ 438.25	\$ 2,127.60	\$ 571.77	\$ 1,669.36	\$ 661.90	\$ -	\$ 80.31	\$ 887.29	\$ 83.80	\$ 8,275.48	
February	\$ 1,642.59	\$ 755.35	\$ 2,627.25	\$ 509.95	\$ 1,793.35	\$ 794.63	\$ 888.61	\$ 47.40	\$ 673.41	\$ 160.06	\$ 9,892.60	
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL</b>	\$ 12,884.78	\$ 5,288.44	\$ 14,171.52	\$ 2,657.66	\$ 14,421.55	\$ 5,024.61	\$ 2,831.64	\$ 395.67	\$ 4,491.14	\$ 748.64	\$ 62,915.65	
<b>COPIERS</b>												
July	\$ 48.15	\$ -	\$ 89.25	\$ -	\$ 83.35	\$ -	\$ 28.45	\$ -	\$ -	\$ -	\$ 249.20	
August	\$ 77.30	\$ -	\$ 78.00	\$ -	\$ 91.60	\$ -	\$ 40.90	\$ -	\$ 64.90	\$ -	\$ 352.70	
September	\$ 82.50	\$ -	\$ 133.10	\$ -	\$ 128.05	\$ -	\$ 13.40	\$ -	\$ 34.75	\$ -	\$ 391.80	
October	\$ 67.40	\$ -	\$ 78.35	\$ -	\$ 123.27	\$ -	\$ 41.70	\$ -	\$ 45.69	\$ -	\$ 356.41	
November	\$ 54.60	\$ -	\$ 82.00	\$ -	\$ 84.75	\$ -	\$ 34.55	\$ -	\$ 50.95	\$ -	\$ 306.85	
December	\$ 57.70	\$ -	\$ 64.20	\$ -	\$ 60.22	\$ -	\$ 42.10	\$ -	\$ 43.30	\$ -	\$ 267.52	
January	\$ 31.70	\$ -	\$ 91.50	\$ -	\$ 75.10	\$ -	\$ -	\$ -	\$ 51.40	\$ -	\$ 249.70	
February	\$ 75.30	\$ -	\$ 131.10	\$ -	\$ 142.20	\$ -	\$ 31.65	\$ -	\$ 52.15	\$ -	\$ 432.40	
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL</b>	\$ 494.65	\$ -	\$ 747.50	\$ -	\$ 788.54	\$ -	\$ 232.75	\$ -	\$ 343.14	\$ -	\$ 2,606.58	
<b>INTEREST REVENUE</b>												
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.62	
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.69	
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.66	
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.81	
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.78	
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.92	
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.97	
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

FY2016																						
	BFT	Credit Card Beaufort Branch		HH	Credit Card H. Head Branch		BLU	Credit Card Bluffton Branch		LOB	Credit Card Lobeco Branch		STH	Credit Card St. Helena Branch		TOTAL						
TOTAL	\$	-					\$	-			\$	-			\$	-	\$	19.45				
<b>Convenience Fee</b>																						
July	\$	-	\$	17.74	\$	-	\$	10.84	\$	-	\$	20.46	\$	-	\$	0.20	\$	-	\$	1.59	\$	50.83
August	\$	-	\$	27.38	\$	-	\$	8.38	\$	-	\$	17.27	\$	-	\$	1.18	\$	-	\$	1.86	\$	56.07
September	\$	-	\$	19.11	\$	-	\$	7.58	\$	-	\$	23.21	\$	-	\$	0.82	\$	-	\$	3.90	\$	54.62
October	\$	-	\$	25.20	\$	-	\$	7.69	\$	-	\$	14.65	\$	-	\$	3.09	\$	-	\$	2.15	\$	52.78
November	\$	-	\$	8.97	\$	-	\$	3.34	\$	-	\$	14.03	\$	-	\$	1.90	\$	-	\$	2.16	\$	30.40
December	\$	-	\$	12.90	\$	-	\$	5.02	\$	-	\$	7.72	\$	-	\$	0.16	\$	-	\$	2.02	\$	27.82
January	\$	-	\$	10.96	\$	-	\$	14.29	\$	-	\$	16.55	\$	-	\$	2.01	\$	-	\$	2.09	\$	45.90
February	\$	-	\$	18.88	\$	-	\$	12.75	\$	-	\$	19.87	\$	-	\$	1.18	\$	-	\$	4.00	\$	56.68
March	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
April	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
May	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
June	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
TOTAL	\$	-	\$	141.14	\$	-	\$	69.89	\$	-	\$	133.76	\$	-	\$	10.54	\$	-	\$	19.77	\$	375.10

**Board of Trustees - Library Board**  
**General Ledger**  
 As of February 29, 2016

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
<b>First Citizens Bank (Total)</b>							<b>14,870.69</b>
<b>BDC Collection</b>						<b>616.67</b>	
Total BDC Collection							616.67
<b>Bluffton Building Fund</b>						<b>6,227.70</b>	
Total Bluffton Building Fund							6,227.70
<b>Bluffton Miscellaneous Fund</b>						<b>100.00</b>	
Total Bluffton Miscellaneous Fund							100.00
<b>Clover Carolina Room Fund</b>						<b>1,440.81</b>	
Total Clover Carolina Room Fund							1,440.81
<b>Greater Island Committee</b>						<b>77.82</b>	
Total Greater Island Committee							77.82
<b>H Scheper Book Fund</b>						<b>4,199.74</b>	
Total H Scheper Book Fund							4,199.74
<b>Historical Society Fund</b>						<b>396.61</b>	
Total Historical Society Fund							396.61
<b>JOHN-CAROLINE TRASK</b>						<b>50.00</b>	
Total JOHN-CAROLINE TRASK							50.00
<b>Kiwanis Club of Beaufort</b>						<b>131.46</b>	
Total Kiwanis Club of Beaufort							131.46
<b>Sally &amp; Joseph Harrington</b>						<b>884.88</b>	
Total Sally & Joseph Harrington							884.88



Board of Trustees - Library Board  
**General Ledger**  
As of February 29, 2016

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
			<b>SHIRLEY DILLON</b>			<b>100.00</b>
			Total SHIRLEY DILLON			100.00
			<b>WEBSTER FAMILY FOUNDATION</b>			<b>500.00</b>
			Total WEBSTER FAMILY FOUNDATION			500.00
			<b>Wendy Allen Memorial</b>			<b>145.00</b>
			Total Wendy Allen Memorial			145.00
			<b>First Citizens Bank (Total) - Other</b>			<b>0.00</b>
			Total First Citizens Bank (Total) - Other			0.00
			Total First Citizens Bank (Total)			14,870.69