



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, September 14, 2016
4:00 p.m.
Bluffton Branch Library
120 Palmetto Way
Bluffton, South Carolina 29910
843.255-6490

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. July 13, 2016 Minutes ([backup](#))
- VI. Corresponding/Membership
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects Update
 - C. New Library Hours Effective October 1, 2016
 - D. Staff Development Day, October 5, 2016
- VIII. Financial Reports:
 - A. County Funds
 - B. Library Revenues & Trustee Funds
 - C. Library Director's Expenditure Report ([backup](#))

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, Lynn Miller, Marilyn Harcharik, Victoria Smalls, Chrissy Robinson
- H. Challenged Materials Committee – Eileen Fitzgerald, Laura Sturkie, Rosalie Richman.

X. Old Business:

XI. New Business:

- Library Website – Library Board of Trustees page
- Voting procedures – Library Board of Trustees

XII. Adjournment

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

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

The fourth scheduled meeting for 2016 was held at the St. Helena Branch Library.

Trustees: Bernard Kole, *Chair*; Deborah Johnson, Lynne Miller, Laura Sturkie, Brenda Ladson Powell, Anna Maria Tabernik, and Rosalie Richman.

Absent: Eileen Fitzgerald *Vice-Chair*; Joseph Bogacz, Linda MacDonald, and Peggy Martin.

Library Staff: Ray McBride, Library Director; Traci Cox, Information Services Coordinator; Ileana Herrick, Administrative Technician.

Call to Order: The meeting was called to order at 4:04 p.m.

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

Public Comment: None.

Minutes of May 11, 2016: The minutes were unanimously approved as written on a motion from Ms. Johnson, and a second from Ms. Miller. There was a unanimous vote.

Correspondence/Memberships: None.

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

1. Personnel update.
2. Projects update.
3. Preview New Library Website.
4. Updated Library Impact Fee Benefit District Maps.

New Library Website:

- Traci Cox presented the new library website.
- The new website may be launched on August 1, 2016.
- The website is user-friendly. Customers will find library information (i.e. programs, podcasts, schedules, etc.)

Personnel update:

- **Organizational chart** (attached):
 - FY 2017- Six (6) new positions (two are bookmobile Librarian and Bookmobile driver) have been approved.
 - The operating library hours may be expanded on October 1, 2016.
 - Five (5) additional hours per week in Beaufort, Bluffton and Hilton Head branches (from 50 to 55 hours per week).
 - Three (3) vacant positions are in process of being hired at Beaufort Branch.

Bookmobile:

- The vehicle is planned to be ready in either February or March 2017.

- The Bookmobile is the *Sixth* branch of the library system:
 - Collection of 2,500 library materials.
 - Thirty (30) hours of operations per week + 10 hours for restocking, maintenance, etc. (total 40 hours a week).
- Cost of Bookmobile: (see attachment).
 - Vehicle: \$143,845.00
 - Library Materials: \$20,000.00
 - Technology: \$10,000.00
 - Total cost: \$173,845.00 (Impact Fee funding)
 - Salaries and other operating expenses: \$73,149 per year (FY17 Library Operating Budget).
- The bookmobile *Librarian I* job position will be advertised next week. The driver will be hired at the end of this current year.

Inventory of the collection:

- Inventory of 51,000 items has been completed at Beaufort Branch Library.
- Lobeco and Bluffton staff have been trained to conduct their inventory (scheduled for next week).
- *Weeding* is a need since some materials have not circulated in 5 years. Library is following approved policies and procedures for the weeding process.
- Improved Library Collection Purchasing: significant increase to 28,000 items in FY2016 (19,000 items purchased in 2015).
- The *Annual Statistical Report* data will be presented at the next board meeting.

Miscellaneous:

- Staff Development Day will be held on Wednesday October 5, 2016 at St. Helena Branch.
- *HVAC System Replacement Project*. The HVAC systems will be replaced (Hilton Head, Bluffton and Beaufort branches) once the County Bid process is completed.
- *Adult Meeting Room Renovation* at Beaufort Branch may be completed in next 30 days.
- *Carpet Replacement Project* at Technical Services Area in the Beaufort Branch:
 - Three quotes and proposals have been received to replace the carpet.
- Mr. McBride presented to the board the new *Impact Fee District Maps*.
- Mr. McBride presented the new County Council approved *Personnel Handbook*. Each employee will sign an *Acknowledgement Form* and receive their own copy on a time schedule to be determined by County Employee Services.

Financial Reports: (attachment) Mr. McBride presented the Beaufort County Finance Report for the Library expenditures through May, 2016.

Library Director's expenditure reports: (Attachment) Mr. McBride presented the report to the board, which summarized the *library systems expenditures to date*.

Committee Reports:

Advocacy Committee: No report.

Finance Committee: The committee met prior to the board meeting. Ms. Tabernik mentioned that the Library Director's expenditure report has been very helpful to the committee.

Foundation: No Report.

Friends of the Library (FOL):

- **Beaufort Branch:**
 - Former presidents of Beaufort Friends had a brainstorm session to share ideas with the current Friends board.
 - *Annual Book Sale event* will be held during September 23-25, 2016 at Waterfront Park, Beaufort. More information will be provided later.
- **Bluffton Branch:**
 - Revenue of \$11,000 during the first half of the year.
 - Ms. Sturkie mentioned that the group is working on ideas to prepare a large fundraising event.
 - The Friends Group might implement a '*donation button*' on the website. Community will be able to contribute online.
- **Hilton Head Branch:**
 - Ms. Miller mentioned that they received \$1,500 grant from St. Francis. The grant will be used to fund *LaunchPads* for the library.

School liaison: The Library has received the Summer Reading Lists from the School District. The school district is encouraging students and their families to use the Libraries.

Policies and Procedures: (see attachment). Mr. McBride reported that the final *Meeting Room Policy* has been reviewed by the County Attorney and has been approved by the County Administration. Ms. Johnson made two corrections:

- Page # 1, last sentence: it should read: '*six (6) partnership events*' instead of 'six (6) events'.
- Page # 2, last sentence under '*Conditions of Use*': it should read '*meeting spaces must be vacated*' instead of '*meeting must be vacated*'.

The *Meeting Room Policy* was unanimously approved as corrected on a motion from Ms. Tabernik, and a second from Ms. Johnson. There was a unanimous vote.

Strategic Planning Committee:

- Ms. Johnson mentioned that the library has received over 2,200 completed survey forms at this time.
- Collected data have been compared with '*zip code*' data. Library is trying to reach those communities who are under represented in the Survey so far.
- Survey is available for two more weeks (ending July 2016).
- Focus Group sessions will be held in August.
- The collected data *matched up* with the *patron database* will be used to help prepare the Library Strategic Plan.

Challenged Materials Committee: No report.

'*Welcome Aboard*' brochure (attachment): Mr. McBride presented this updated library services brochure to the board.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 05:13 p.m. on a motion from Ms. Miller and a second from Ms. Richman.

Respectfully submitted,

Ray McBride
Library Director

DRAFT

FY17 County Budget

	<i>Line Item</i>	<i>FY17 County Allocations</i>	<i>Transfers</i>	<i>Expended to Date</i>	<i>% Expended</i>	<i>% Remaining</i>	<i>Notes</i>
	Administration						
	Personnel Per MUNIS (Salaries,FICA,Medicare,SC Retirement)	\$482,915.00		\$58,179.00	12%	88%	
	ADVERTISING	\$750.00		\$299.00	40%	60%	
	PRINTING	\$8,127.00		\$2,222.90	27%	73%	
	POSTAGE/OTHER CARRIERS	\$49,000.00		\$4,629.00	0.09%	99.91%	1 posting in MUNIS to date
	TELEPHONE	\$11,300.00		\$1,577.20	14%	86%	
	MAINTENANCE CONTRACTS	\$25,000.00		\$0.00	0%	100%	
	REPAIRS TO EQUIPMENT	\$500.00		\$0.00	0%	100%	
	EQUIPMENT RENTALS	\$1,225.00		\$0.00	0%	100%	0 posting in MUNIS to date
	PROFESSIONAL SERVICES	\$26,000.00	\$1,789.85	\$4,181.85	0.17%	99.83%	
	OTHER VEHICLE OPER COSTS	\$50.00		\$0.00	0%	100%	
	GARAGE REPAIRS & MAINT	\$2,649.00		\$0.00	0%	100%	
	BOOKS,SUBS,MEMBERSHIPS	\$4,270.00		\$2,644.59	62%	38%	
	TRAINING AND CONFERENCES	\$8,500.00		\$440.00	0.05%	99.95%	
	VEHICLE INSURANCE	\$2,000.00		\$1,671.23	84%	16%	
	UNCLASSIFIED OPERATING	\$600.00		\$200.00	33%	67%	
	SUPPLIES-OFFICE/PHOTO/ETC	\$30,250.00		\$4,601.00	15%	85%	
	DATA PROCESSING SUPPLIES	\$8,825.00		\$618.15	0.07%	99.93%	
	LIBRARY PERIODICALS	\$335.00		\$0.00	0%	100%	invoice due in October
	FUELS/LUBRICANTS	\$700.00		\$0.00	0%	100%	
	MINOR OFF FURN/EQP <\$5,000	\$50,000.00		\$8,432.10	17%	83%	
	DATA PROCESSING EQUIP <\$5,000	\$25,000.00		\$10,227.03	41%	59%	
		\$255,081.00					

FY17 County Budget

	personnel and operating	\$737,996.00					
	Beaufort						
	Personnel Per MUNIS (Salaries,FICA,Medicare,SC Retirement)	\$443,911.00		\$42,682.00	1%	99%	
	TELEPHONE	\$30.00		\$0.00	0%	100%	0 posting in MUNIS to date
	ELECTRICITY/NAT'L GAS	\$62,000.00		\$5,657.57	0.09%	99.91%	1 posting in MUNIS to date
	WATER/SEWER/GARBAGE	\$1,950.00		\$176.46	0.09%	99.91%	1 posting in MUNIS to date
	MAINTENANCE CONTRACTS	\$20,000.00		\$0.00	0%	100%	
	EQUIPMENT RENTALS	\$600.00		\$0.00	0%	100%	0 posting in MUNIS to date
	SUPPLIES-OFFICE/PHOTO/ETC	\$2,900.00		\$0.00	0%	100%	0 posting in MUNIS to date
	LIBRARY PERIODICALS	\$2,500.00		\$432.00	17%	83%	invoice due in October
		\$89,980.00					
	personnel and operating	\$533,891.00					
	Bluffton						
	Personnel Per MUNIS (Salaries,FICA,Medicare,SC Retirement)	\$476,894.00		\$68,550.00	14%	86%	
	TELEPHONE	\$1,050.00		\$157.12	15%	85%	
	ELECTRICITY/NAT'L GAS	\$65,000.00		\$6,047.98	0.09%	99.91%	1 posting in MUNIS to date
	WATER/SEWER/GARBAGE	\$2,550.00		\$862.58	34%	66%	1 posting in MUNIS to date
	MAINTENANCE CONTRACTS	\$19,500.00		\$3.94	0.0002%	99.99%	
	EQUIPMENT RENTALS	\$1,350.00		\$0.00	0%	100%	0 posting in MUNIS to date

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	GARAGE REPAIRS & MAINT	\$0.00	\$135.50	\$0.00	0%	100%	
	SUPPLIES-OFFICE/PHOTO/ETC	\$1,200.00		\$0.00	0%	100%	0 posting in MUNIS to date
	LIBRARY PERIODICALS	\$2,500.00		\$216.00	0.086%	99.90%	invoice due in October
	FUELS/LUBRICANTS	\$50.00		\$0.00	0%	100%	
		\$93,200.00					
	personnel and operating	\$570,094.00					
	Hilton Head						
	Personnel Per MUNIS	\$525,095.00		\$63,182.00	12%	88%	
	(Salaries,FICA,Medicare,SC						
	Retirement)						
	TELEPHONE	\$2,600.00		\$193.94	0.074%	99.93%	1 posting in MUNIS to date
	ELECTRICITY/NAT'L GAS	\$66,000.00		\$12,655.49	19%	81%	
	WATER/SEWER/GARBAGE	\$4,380.00		\$88.34	0.02%	99.98%	1 posting in MUNIS to date
	MAINTENANCE CONTRACTS	\$19,750.00		\$105.00	0.005%	99.99%	
	EQUIPMENT RENTALS	\$1,420.00		\$0.00	0%	100%	0 posting in MUNIS to date
	OTHER VEHICLE OPER COSTS	\$50.00		\$0.00	0%	100%	
	GARAGE REPAIRS & MAINT	\$2,649.00	\$136.50	\$136.50	0.05%	99.50%	
	SUPPLIES-OFFICE/PHOTO/ETC	\$3,000.00		\$0.00	0%	100%	0 posting in MUNIS to date
	LIBRARY PERIODICALS	\$2,500.00		\$1,212.59	48%	52%	invoice due in October
	FUELS/LUBRICANTS	\$150.00		\$19.86	13%	87%	
		\$102,499.00					
	personnel and operating	\$627,594.00					

FY17 County Budget

Lobeco						
Personnel Per MUNIS	\$139,953.00		\$15,189.00	11%	89%	
(Salaries,FICA,Medicare,SC Retirement)						
POSTAGE/OTHER CARRIERS	\$114.00		\$0.00	0%	100%	0 posting in MUNIS to date
TELEPHONE	\$12.00		\$0.00	0%	100%	0 posting in MUNIS to date
ELECTRICITY/NAT'L GAS	\$5,100.00		\$716.63	14%	86%	1 posting in MUNIS to date
MAINTENANCE CONTRACTS	\$6,950.00		\$60.00	0.008	99.92%	
EQUIPMENT RENTALS	\$550.00		\$0.00	0%	100%	0 posting in MUNIS to date
SUPPLIES-OFFICE/PHOTO/ETC	\$725.00		\$0.00	0%	100%	0 posting in MUNIS to date
LIBRARY PERIODICALS	\$1,000.00		\$0.00	0%	100%	invoice due in October
	\$14,451.00					
personnel and operating	\$154,404.00					
St. Helena						
Personnel Per MUNIS	\$393,647.00		\$43,242.00	11%	89%	
(Salaries,FICA,Medicare,SC Retirement)						
TELEPHONE	\$25.00		\$0.00	0%	100%	0 posting in MUNIS to date
ELECTRICITY/NAT'L GAS	\$66,500.00		\$10,997.04	16%	84%	
WATER/SEWER/GARBAGE	\$3,300.00		\$686.61	21%	79%	1 posting in MUNIS to date
MAINTENANCE CONTRACTS	\$25,750.00		\$0.00	0%	100%	
EQUIPMENT RENTALS	\$1,120.00		\$3.94	0.03%	99.97%	0 posting in MUNIS to date
OTHER VEHICLE OPER COSTS	\$50.00		\$0.00	0%	100%	
GARAGE REPAIRS & MAINT	\$2,649.00		\$0.00	0%	100%	
INSURANCE BUILDING	\$557.00		\$0.00	0%	100%	

FY17 County Budget

	SUPPLIES-OFFICE/PHOTO/ETC	\$775.00		\$0.00	0%	100%	0 posting in MUNIS to date
	LIBRARY PERIODICALS	\$1,500.00		\$216.00	14%	86%	invoice due in October
	FUELS/LUBRICANTS	\$250.00		\$25.00	1%	99%	
		\$102,476.00					
	personnel and operating	\$496,123.00					
	Technical Services						
	Personnel Per MUNIS	\$269,975.00		\$32,195.00	12%	88%	
	(Salaries,FICA,Medicare,SC						
	Retirement)						
	TELEPHONE	\$5.00		\$0.00	0%	100%	0 posting in MUNIS to date
	EQUIPMENT RENTALS	\$450.00		\$0.00	0%	100%	0 posting in MUNIS to date
	PROFESSIONAL SERVICES	\$24,000.00		\$18,740.82	78%	22%	
	SUPPLIES-OFFICE/PHOTO/ETC	\$150.00		\$0.00	0%	100%	0 posting in MUNIS to date
	LIBRARY MATERIALS	\$0.00	\$1,789.85	\$0.00	0%	100%	
	FUELS/LUBRICANTS	\$25.00		\$0.00	0%	100%	
		\$24,630.00					
	personnel and operating	\$294,605.00					
	Beaufort District Collection						
	Personnel Per MUNIS	\$87,690.00		\$11,260.00	13%	87%	
	(Salaries,FICA,Medicare,SC						
	Retirement)						
	TELEPHONE	\$12.00		\$0.00	0%	100%	0 posting in MUNIS to date

FY17 County Budget

	MAINTENANCE CONTRACTS	\$1,700.00		\$10.61	.06%	99.94%	
	EQUIPMENT RENTALS	\$1,200.00		\$0.00	0%	100%	
	FUELS/LUBRICANTS	\$75.00		\$18.37	2.5%	96%	
		\$2,987.00					
	personnel and operating	\$90,677.00					

FY17 Special Funds

Location	Impact Fees*	State Aid	Foundation	Grants	Trustees	Special Trusts	Friends
							Beaufort \$44,750.00
Library System		\$243,349.50	materials, Hoopla	\$1,000.00	Summer Reading Grant	\$832.51	\$206,957.00
carryforward State Aid/Lottery FY16 distributed unclaimed Lottery		\$41,185.00		-\$820.00	Performer		Endowment plus interest
				-\$171.60	supplies		Bluffton \$14,948
							Hilton Head \$61,325.00
Beaufort(Port Royal Island)	\$685,694.00		\$5,000.00	Launchpads		\$469.03	
	-\$50,000.00		-3008.7				
	-\$30,000.00						
			\$48.84	materials			
Bluffton	\$1,111,645.00						
	-\$50,000.00		71.82	large print			
	-\$40,000.00						
Del Webb Agreement	\$2,033.04						
Hilton Head(incl Daufauskie)	\$118,296.00					\$257.82	
	-\$11,687.30						\$8,114.95
	\$30,000.00						-\$2,751.84
							materials, FF&E Morningstar books
Lobeco(Sheldon)	\$40,071.00						
	-\$12,157.70						
	-\$2,500.00						
St. Helena(included Lady's Island	\$147,744.00		\$607.00	materials			
	-\$20,000.00						
	-\$7,500.00						
BDC						\$6,653.00	\$29,500.00
							materials
	\$1,961,638.04	\$284,534.50	\$2,718.96	\$8.40	\$8,212.36	\$241,820.11	\$121,023.00
* totals reflect current posted balance in MUNIS							
Updated September 1, 2016							