



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, January 10, 2018
4:00 p.m.
Beaufort Branch Library
311 Scott Street
Beaufort, South Carolina 29902
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. October 11, 2017 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects Update
- VIII. Financial Reports:
 - A. County Funds
 - B. Library Revenues & Trustee Funds (**backup**)
 - C. Library Director's Expenditure Report (**backup**)
- IX. Committee Reports:

- A. Advocacy – Lynne Miller, Chair; Laura Sturkie and Brenda Ladson Powell
- B. Finance Committee - Joseph Bogacz, Chair; Anna Maria Tabernik and Laura Sturkie
- C. Foundation – Lynn Miller
- D. Friends of the Library (FOL):
 - Beaufort: Brenda Ladson Powell
 - Bluffton: Laura Sturkie
 - Hilton Head: Lynne Miller
- E. School Liaison – Brenda Ladson Powell; Chair; Rosalie Richman
- F. Policies & Procedures – Anna Maria Tabernik, Chair; Rosalie Richman
- G. Strategic Planning – Anna Maria Tabernik, Brenda Ladson Powell, Lynn Miller
- H. Challenged Materials Committee – Joe Bogacz, Chair; Laura Sturkie, Rosalie Richman.
- I. Ad Hoc: Director's Evaluation – Anna Maria Tabernik, Chair; Brenda Ladson Powell; Joseph Bogacz

X. Old Business:

- Library Capital Improvement Plan Update (Draft)

XI. New Business:

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

XIII. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – October 11, 2017 – 4:00 pm

The fifth scheduled meeting for 2017 was held at the Bluffton Branch Library.

The September meeting was rescheduled to October 11, due to Hurricane Irma.

Trustees: Bernard Kole, *Chair*; Joseph Bogacz, Brenda Ladson Powell, Lynne Miller, Rosalie Richman, Eileen Fitzgerald, and Tracey Robinson.

Absent: Anna Maria Tabernik, *Vice-chair*; and Laura Sturkie.

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

Library Staff: Ray McBride, *Director of Libraries*; Ileana Herrick, *Administrative Assistant*; Jonah Owens, *Bluffton Branch Manager*; and Kelli Baxter, *Youth Services Manager, Bluffton Library*.

Guests: Doreen Plyler, *Liaison to the County Alcohol and Drug Abuse Board*.

Call to Order: The meeting was called to order at 4:03 p.m.

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

Public Comment: None.

Minutes of July 12, 2017: The minutes were unanimously approved as written on a motion from Ms. Robinson and a second from Ms. Miller. There was a unanimous vote.

Correspondence/Memberships: None.

Library Director's Report: Mr. McBride presented his report (see attachments).

Personnel Updates:

- Five (5) current vacant positions:
 - Two (2) are in the process of being filled.
 - Three (3) are being advertised on the County's website.

Projects Update:

Replacement of Self-Checkout Machines:

- The County Council has approved the replacement of the existing self-checkout machines at the library branches.
- *Impact Fee* funds will be used for this project; the cost is \$181K (attached purchase order).

Replacement of AV Sound System:

- The existing AV equipment is not working in the Large Meeting Room at Bluffton Branch Library.
- Library Budget funds will be used for this project; the cost is \$33K (attached Purchase Order).

Annual Report Presentation FY16/17:

Highlights:

- More attendees in library programs (adults and children).
- Expansion of the *Summer Reading Program* from three to seven weeks.
- New trends in circulation:
 - Electronic circulation is 8% of the total circulation, due to *Hoopla*.
 - Periodicals: the library orders only the most popular titles; the library has cut about 40% of the magazine titles that customers were not reading.

Financial Reports:

Library Director's Expenditure Report: (see attachments)

- Mr. McBride explained the *Monthly Expenditure* and *Special Funds* reports in detail.
- The expenditures are right on track for this point in the budget year.

Committee Reports:

Advocacy Committee:

- The library administrative staff met to discuss multiple tasks, communication policy, and documentation to establish external and internal communication (priority # 1).

Finance Committee: (see attachments)

BB&T Bank Statement and F&F Library Fees Report: (see attachments).

- Mr. Bogacz explained the bank statement and report in detail.
- Mr. Bogacz suggested that County Finance review the low interest rate (0.01%) on the library fees savings account.
 - Monthly deposits: ~ \$6K = \$72K yearly.

The Finance Committee meets at 3 p.m., prior to the board meeting.

Maintenance of Effort (MOE) and State Aid Agreement: (see attachments)

- Mr. Bogacz explained the *State Aid Agreement Report* and the *MOE Maintenance of Effort* in detail.
- The Library is required to complete and submit these documents every year to the State Library to receive State Aid Funding.
- FY 2018 State Aid Agreement is prepared by Ray McBride, Library Director.
- FY 2018 MOE is prepared by Alicia Holland, Chief Financial Officer.

State Aid Agreement: (see attachment)

Local Funds:

- \$4M: \$3.7M original budget + additional funds for salary compensation study.

- **Other Local funds:**
 - \$149K: 5% of 'Impact Fees' funds used for Library Materials.
- **Total Budget:**
 - \$4.5M *including State Aid*.

Mr. Bogacz made a motion to authorize the Chair of the Board and the Library Director to sign the *State Aid Agreement/ Library Budget* FY 2017–2018. Ms. Fitzgerald seconded. There was a unanimous vote.

As required by the State Library, Mr. Kole and Mr. McBride signed the State Aid Agreement in the presence of a quorum of the Board.

MOE Certification: (see attachment)

- Considerable increase in FY18 budget.

Impact Fees Report: (see attachment)

- Mr. Bogacz explained the *Impact Fee* funds in detail.
- The impact fee collections are allocated and restricted by districts (total of five).
- Library Impact Fees collected in each benefit district must be spent in the district.
- The library is currently using this funding for library materials and other library services (bookmobile) because it will cost between 15-18 million dollars for a new branch library facility.

SC Lends – IMS: (see attachment)

- Interagency mail service delivers books (~270K monthly) between state agencies.
- IMS is increasing the rate from 60¢ to 85¢ per pound. The new rate is less than US postal service rates.
- Budgetary Impact: \$13,000 this year, \$17,000 in the future years.

Foundation:

- The board met on August 30.
- The Fashion Show is a very significant fundraising event for the Foundation. The event is scheduled for March 5, 2018, in Belfair.
- The board will meet on November 1 to sign fundraising letters.

Friends of the Library (FOL):

- **Beaufort Branch:**
 - The Friends met last summer to discuss the trip to Spain next spring.
 - Mr. McBride reported the success of the *Annual Book Sale*.
- **Bluffton Branch:**
 - They received a donation of \$1,000 for Large Print books for the Bluffton Branch Library.
 - They purchased new *teen* furniture for the Bluffton Library.
 - The Friends Group has its *Monster Book Sale* on Friday 13 this year.

- **Hilton Head Branch:**

- The *Annual Book Sale* event will be held October 13-14, 2017 at the Hilton Head Branch Library.
- The Friends are working on programs and events in celebration of the 18th anniversary of the Hilton Head Branch.

School Liaison:

- Ms. Ladson Powell mentioned that the school system is emphasizing the *Every Night Read Program*.

Policies and Procedures:

Computer & Internet Use Policy: (see attachment)

- Mr. McBride presented the key change in the policy to the board (see attachment).
 - Customers agree to the policy by logging into the computer.
- For more details, please read the attached Policy.
- Mr. Bogacz made a motion to accept the proposed changes to the *Computer & Internet Use Policy of Beaufort County Library*, as presented to all board members. Ms. Richman seconded. There was a unanimous vote.

Proposed Library Closing Dates 2018: (see attachment)

- Mr. McBride made a recommendation to the Board to approve the Library closing dates for 2018.
- Ms. Miller made a motion to accept the Library Director's recommendations to accept the 2018 closing dates. Mr. Bogacz seconded. There was a unanimous vote.

Proposed Board Meeting Schedule 2018: (see attachment)

- M. Bogacz made a motion to accept the proposed board of trustees meeting dates for 2018. Ms. Richman seconded. There was a unanimous vote.

Artwork Donation: (see attachment)

- Mr. McBride made a recommendation to the board to approve the artwork.
- The artwork will be displayed at Hilton Head Branch.
- The value is \$2,500; it will be under our insurance policy.
- Ms. Richman made a motion to accept the Library Director's recommendation to adopt the artwork donation. Ms. Robinson seconded. There was a unanimous vote.

Strategic Planning Committee: (see attachment)

- The Strategic Plan 2017/2018–2020/2021 is available online at the library website.
- The committee is working on implementing the plan.
- Ms. Tabernik was nominated and appointed as Chair of the Committee. Ms. Ladson Powell made a motion to accept Ms. Tabernik as Chair. Mr. Bogacz seconded. There was a unanimous vote.

Challenged Materials Committee: None.

Old Business:

Hours of Operation at the Lobeco Branch Library:

- Mr. McBride made a recommendation to the board to keep the current hours of operation after six months of reviewing data and statistics.
- Ms. Fitzgerald made a motion to accept the Library Director's recommendation to keep the current hours of operation at the Lobeco Branch. Mr. Bogacz seconded. There was a unanimous vote.

New Business:

- The September meeting was moved to October 11, due to Hurricane Irma.
- The November 8 meeting is canceled, to avoid changes in the 2018 Board Meeting Schedule. The next board meeting will be held on January 10, 2018.
- There is no need to meet in December 2017.

Request for Reappointment of Board Members:

- The board signed the letters of intent. The letters will be mailed to the County Council office.
- Ms. Fitzgerald has served for three consecutive terms. Ms. Fitzgerald is not seeking reappointment; her term expires in February 2018.

Executive Session: None.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 5:03 p.m. on a motion from Mr. Bogacz and a second from Ms. Fitzgerald.

Respectfully submitted,

Ray McBride
Library Director

Beaufort County Library System - Budget Update - Fiscal Year 2018
Actual Expenditures as of Dec.27, 2017

Line Item	Beaufort Library System			
	FY18 Allocation	Expended YTD	Remaining	Notes
Personnel Per MUNIS (Sal.,FICA,Medicare,SC Retirement)	\$3,380,166	\$1,609,929	\$1,770,237	48%
ADVERTISING	\$750	\$390	\$360	52%
PRINTING	\$8,128	\$2,967	\$5,161	37%
POSTAGE/OTHER CARRIERS	\$64,213	\$29,063	\$35,150	45%
TELEPHONE	\$15,134	\$7,756	\$7,378	51%
ELECTRICITY/NAT'L GAS	\$255,722	\$124,127	\$131,595	49%
WATER/SEWER/GARBAGE	\$11,880	\$4,554	\$7,326	38%
MAINTENANCE CONTRACTS	\$85,150	\$48,022	\$37,128	56%
REPAIRS TO EQUIPMENT	\$300	\$0	\$300	0%
EQUIPMENT RENTALS	\$7,815	\$1,844	\$5,971	24%
PROFESSIONAL SERVICES	\$30,000	\$21,865	\$8,135	73%
OTHER VEHICLE OPER COSTS	\$200	\$17	\$183	8%
GARAGE REPAIRS & MAINT	\$8,547	\$1,056	\$7,653	12%
BOOKS,SUBS,MEMBERSHIPS	\$2,646	\$2,094	\$552	79%
TRAINING AND CONFERENCES	\$4,000	\$2,993	\$1,007	75%
VEHICLE INSURANCE	\$2,000	\$0	\$2,000	0%
INSURANCE BUILDING	\$557	\$0	\$557	\$0
UNCLASSIFIED OPERATING	\$2,200	\$1,260	\$940	57%
SUPPLIES-OFFICE/PHOTO/ETC	\$27,134	\$12,727	\$14,407	47%
DATA PROCESSING SUPPLIES	\$5,825	\$2,288	\$3,537	39%
LIBRARY MATERIALS	\$16,500	\$16,500	\$0	0%
LIBRARY PERIODICALS	\$10,000	\$8,839	\$1,161	88%
FUELS/LUBRICANTS	\$9,348	\$2,462	\$6,886	26%
MINOR OFF FURN/EQP <\$5,000	\$24,100	\$4,107	\$19,993	17%
DATA PROCESSING EQUIP <\$5,000	\$78,900	\$76,558	\$2,342	97%
	<u>\$4,051,215</u>	<u>\$1,981,418</u>	<u>\$2,069,797</u>	<u>49%</u>

