



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Tuesday, March 13, 2018
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. January 10, 2018 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

- FY19 Budget

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

- Meeting Room Policy – proposed minor revision
- Fines & Fees - review

G. Strategic Planning – Anna Maria Tabernik, Brenda Ladson Powell, Lynn Miller

- Strategic Plan Implementation Update
- Library Performance Metrics

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:

XI. New Business:

- Request to change date of September board meeting

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 – January 10, 2018 – 4:00 pm

The first scheduled meeting for 2018 was held at the Beaufort Branch Library.

Trustees: Bernard Kole, *Chair*; Anna Maria Tabernik, *Vice-chair*; Joseph Bogacz, Brenda Ladson Powell, Lynne Miller, Rosalie Richman, and Laura Sturkie.

Absent: Eileen Fitzgerald and Tracey Robinson.

County Council Member: Councilman Steven Fobes, District 10.

Library Staff: Ray McBride, *Director of Libraries*; Ileana Herrick, *Administrative Assistant*.

Call to Order: The meeting was called to order at 4:11 p.m.

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

Public Comment: None.

Minutes of October 11, 2017: The minutes were unanimously approved as written on a motion from Ms. Tabernik and a second from Ms. Sturkie. There was a unanimous vote.

Correspondence/Memberships:

- There are three vacancies on the Library Board of Trustees (Districts 2, 5, and 8).
- Mr. Kole interviewed a good prospect who may be appointed to fill one of the vacant seats. Mr. Kole passed along this information to the Chairman of the County Council and the County Administrator.

Library Director's Report:

Mr. McBride thanked County Administration and County Council for their support over the last year, and stated the library would not be able to accomplish its goals without their support.

Mr. McBride presented his report:

- Bookmobile Update Report (see attachment)
 - The Bookmobile has been a success in its first six months of operation.
 - The Bookmobile manager will prepare an annual comprehensive report after one year of operation.
 - Ms. Tabernik added that the Sun City community is grateful to have access to this service.
 - The Bookmobile provides the same services as any of our library branches.
- Library Director's Priorities for 2018 (see attachment)
 - This report reflects the objectives for this calendar year. Some objectives are already in process.
- Department "Top 5" Achievement Report (2017) (see attachment)

- The library staff will quantitatively measure the 2018 performance metrics.
 - This report is due to the County Administration by the end of this month.
 - Page 3 - The Library Administration will provide ten performance metrics for the library system (see attachment).
 - Page 4 - List of ten performance metrics for 2018 and the staff responsible for providing the data.
- Financial Reports (see attachments)
 - Munis Financial Report as of December 31, 2017.
 - Library Expenditure Report as of December 27, 2017.
 - Personnel Expenditures - 48% of budget.
 - The library's overall expenditures are right on track at 49% for the 2018 fiscal year.
 - 'Fines and Fees' and 'Trustees Checking Account' Reports
 - Detailed Library Expenditures and Special Funds Reports
 - The 'Friends' and 'Foundation' provide approximately \$100,000 a year for library materials and programs, among other library needs.
 - Library Organization Chart (see attachment)
 - The chart reflects the new county job titles.
 - There were ten (10) vacant positions as of January 22, 2018.
 - Seven (7) are in the process of being filled (as of January 22), and three (3) positions are currently vacant.

Mr. McBride added that salary increases and merit pay help our county employees' quality of life. The new salaries should help with employee retention even though much of our population is transient (i.e. military and retirees).

- CIP Beaufort County Comprehensive Plan – Community Facilities (see attachment)
 - Mr. McBride drafted a new update to the Library Comprehensive Plan (additions in red).

Committee Reports

Advocacy Committee: None.

Finance Committee: See attachments.

Trustees Checking Account Report: (see attachment)

- Mr. Bogacz explained the report in detail.
 - The total balance remains almost the same for the last three months.

Impact Fees Report: (see attachment)

- Mr. Bogacz explained the report in detail.
 - The total balance dropped to \$2.7M from \$2.9M since October 2017.

Fines and Fees Report and Bank Statement: (see attachment)

- Mr. Bogacz explained the reports in detail.
 - This revenue is eventually transferred to the County General Funds.

Budget Update FY2018: (see attachment)

- The budget may be revised to cover the merit pay adjustment after it is added in by County Finance.
- The Library Administration is working on the *Fiscal Year 2019 Budget draft*.

Foundation:

- The next board meeting will be Wednesday, January 17, at Bluffton Branch Library.
- The Fashion Show is a very significant fundraising event for the Foundation. The event is scheduled for March 5, 2018 in Belfair.
- The board is working on the logistics of the event (i.e. gift baskets, sponsorships).

Friends of the Library (FOL):

• **Beaufort Branch:**

- The Friends have had an increase in membership within the last year.
- The next event is 'Books Sandwiched In', starting January 30, 2018 at the USCB Art Center (Historic Campus).
- The Book Sale is their main fundraising event; the group is discussing the logistics for this year.

• **Bluffton Branch:**

- They had a successful annual meeting.
- They purchased new teen furniture for the Bluffton Library.
- The Friends gave fantastic support to the 'Summer Reading Program' last year, and we are looking forward to it this year.

• **Hilton Head Branch:**

- The *Book Break Program* will start next Wednesday, and Mr. Bogacz is one of the presenters. He will present 'Citizens of London'.
- The Friends will start the movie presentations next Thursday.

• **School Liaison:**

- The committee will meet in the near future.

Policies and Procedures:

Fines and Fees Procedures:

- Ms. Tabernik mentioned the committee will review the *Fines and Fees Policy* as part of the annual budget process for the next fiscal year.
- The fines and fees may be adjusted if the cost of living goes up in the next fiscal year. The committee will have more information at the next board meeting.

Strategic Planning Committee:

- The first *Quarterly Progress Report* may be ready at the next board meeting in March.
- The 'Strategic Plan' is available online on the library website.

Challenged Materials Committee: None.

Ad Hoc Committee:

- The Library Director's annual evaluation is due at the board meeting in May.

Old Business:**Library Capital Improvement Plan Update:** (see attachment)

- The purpose of this plan is to cut down the size of the proposed buildings and fit specific library services with each community within our budget limitations.
 - Many customers are using the 'Library WIFI' connections instead of the library public PCs.
 - More customers are checking out electronic materials (i.e. digital books or stream movies from *Hoopla*).
- The Bookmobile is added in the CIP (requested by the County Administration).
 - Due to the huge success of the *Bookmobile*, the library may expand library services with a second bookmobile in the future if approved by the board of trustees.
 - A second bookmobile is less expensive than a physical library facility.
 - Impact fees will never generate enough money to build a physical library facility.

Mr. McBride presented a draft of the 'Library CIP Plan' to the board for their approval. Mr. McBride will submit the draft to the County Administration for further review and inclusion in the 'CIP Plan' for the next 10 years. The board approved submitting this draft plan to County Administration for review and inclusion in the County CIP on a motion from Ms. Miller and a second from Mr. Bogacz. There was a unanimous vote.

New Business:**Executive Session:** None.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 5:14 p.m. on a motion from Ms. Tabernik and a second from Mr. Bogacz.

Respectfully submitted,

Ray McBride
Library Director

Beaufort County Library System - Budget Update - Fiscal Year 2018
Actual Expenditures as of March 5, 2018

Line Item	FY18 Allocation	Expended YTD	Remaining	Notes
Personnel Per MUNIS (Sal., FICA, Medicare, SC Retirement)	\$3,278,060	\$2,145,103	\$1,132,957	65%

ADVERTISING	\$750	\$405	\$345	54%
PRINTING	\$8,128	\$2,967	\$5,161	37%
POSTAGE/OTHER CARRIERS	\$58,314	\$27,043	\$31,271	46%
TELEPHONE	\$15,059	\$10,512	\$4,547	70%
ELECTRICITY/NAT'L GAS	\$257,679	\$175,673	\$82,006	68%
WATER/SEWER/GARBAGE	\$11,480	\$5,863	\$5,617	51%
MAINTENANCE CONTRACTS	\$85,150	\$70,242	\$14,908	82%
REPAIRS TO EQUIPMENT	\$300	\$0	\$300	0%
EQUIPMENT RENTALS	\$7,790	\$4,292	\$3,498	55%
PROFESSIONAL SERVICES	\$30,000	\$22,176	\$7,824	74%
OTHER VEHICLE OPER COSTS	\$200	\$17	\$183	8%
GARAGE REPAIRS & MAINT	\$7,547	\$1,474	\$6,073	20%
BOOKS,SUBS, MEMBERSHIPS	\$2,646	\$2,134	\$512	81%
TRAINING AND CONFERENCES	\$4,000	\$3,098	\$902	77%
VEHICLE INSURANCE	\$2,000	\$0	\$2,000	0%
INSURANCE BUILDING	\$0	\$0	\$0	\$0
UNCLASSIFIED OPERATING	\$2,200	\$1,620	\$580	74%
SUPPLIES-OFFICE/PHOTO/ETC	\$27,284	\$20,007	\$7,277	73%
DATA PROCESSING SUPPLIES	\$5,825	\$4,470	\$1,355	77%
LIBRARY MATERIALS	\$16,500	\$16,500	\$0	0%
LIBRARY PERIODICALS	\$10,000	\$9,138	\$862	91%
FUELS/LUBRICANTS	\$9,348	\$3,496	\$5,852	37%
MINOR OFF FURN/EQP <\$5,000	\$67,600	\$14,585	\$53,015	22%
DATA PROCESSING EQUIP <\$5,000	\$100,400	\$95,416	\$4,984	95%
	\$4,008,260	\$2,636,231	\$1,372,029	66%

**Beaufort County Library
Fines and Fees**

FY2018	Credit Card Beaufort Branch		Credit Card Bluffton Branch		Credit Card H Head Branch		Credit Card St. Helena Branch		Credit Card Lobeco Branch		TOTAL
	BFT	BLU	HH	STH	LOB						
FINES & FEES											
July	\$ 2,001.96	\$ 738.04	\$ 2,094.10	\$ 860.33	\$ 1,701.39	\$ 196.07	\$ 754.93	\$ 190.19	\$ -	\$ 59.00	\$ 8,596.01
August	\$ 1,669.31	\$ 707.25	\$ 1,976.70	\$ 1,137.02	\$ 1,901.30	\$ 476.30	\$ 672.88	\$ 151.61	\$ 641.49	\$ 29.00	\$ 9,362.86
September	\$ 1,177.13	\$ 481.12	\$ 1,556.50	\$ 566.15	\$ 1,257.20	\$ 239.58	\$ 578.55	\$ 11.80	\$ -	\$ 38.41	\$ 5,906.44
October	\$ 1,079.41	\$ 670.85	\$ 1,892.05	\$ 819.00	\$ 1,200.50	\$ 385.09	\$ 489.39	\$ 155.14	\$ 564.24	\$ 76.80	\$ 7,332.47
November	\$ 1,637.56	\$ 391.81	\$ 1,462.49	\$ 793.38	\$ 1,133.00	\$ 330.12	\$ 394.54	\$ 132.99	\$ 270.03	\$ 7.40	\$ 6,553.32
December	\$ 1,005.10	\$ 385.52	\$ 1,565.70	\$ 648.54	\$ 1,322.38	\$ 313.63	\$ 239.85	\$ 21.21	\$ 468.12	\$ 41.40	\$ 6,011.45
January	\$ 1,416.52	\$ 313.79	\$ 1,686.75	\$ 402.71	\$ 1,410.19	\$ 118.99	\$ 577.41	\$ 12.00	\$ -	\$ -	\$ 5,938.36
February	\$ 1,384.30	\$ 493.06	\$ 1,861.09	\$ 242.73	\$ 2,176.51	\$ -	\$ 509.95	\$ -	\$ 576.15	\$ -	\$ 7,243.79
March											\$ -
April											\$ -
May											\$ -
June											\$ -
TOTAL	\$ 11,371.29	\$ 4,181.44	\$ 14,095.38	\$ 5,469.86	\$ 12,102.47	\$ 2,059.78	\$ 4,217.50	\$ 674.94	\$ 2,520.03	\$ 252.01	\$ 56,944.70
COPIERS											
July	\$ 105.70	\$ -	\$ 84.15	\$ -	\$ -	\$ -	\$ 20.15	\$ -	\$ -	\$ -	\$ 210.00
August	\$ 239.40	\$ -	\$ 118.20	\$ -	\$ 32.65	\$ -	\$ 29.45	\$ -	\$ 32.00	\$ -	\$ 451.70
September	\$ 77.30	\$ -	\$ 86.10	\$ -	\$ 24.75	\$ -	\$ 25.30	\$ -	\$ -	\$ -	\$ 213.45
October	\$ -	\$ -	\$ 126.50	\$ -	\$ 71.05	\$ -	\$ 47.45	\$ -	\$ 130.80	\$ -	\$ 375.80
November	\$ 112.50	\$ -	\$ 117.95	\$ -	\$ 40.45	\$ -	\$ 42.40	\$ -	\$ 19.75	\$ -	\$ 333.05
December	\$ 133.70	\$ -	\$ 85.50	\$ -	\$ 192.85	\$ -	\$ 33.80	\$ -	\$ 22.05	\$ -	\$ 467.90
January	\$ 61.30	\$ -	\$ 115.20	\$ -	\$ 65.60	\$ -	\$ 38.05	\$ -	\$ -	\$ -	\$ 280.15
February	\$ 201.95	\$ -	\$ 111.40	\$ -	\$ 47.35	\$ -	\$ 41.00	\$ -	\$ 15.45	\$ -	\$ 417.15
March											\$ -
April											\$ -
May											\$ -
June											\$ -
TOTAL	\$ 931.85	\$ -	\$ 845.00	\$ -	\$ 474.70	\$ -	\$ 277.60	\$ -	\$ 220.05	\$ -	\$ 2,749.20
INTEREST REVENUE											
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.07
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.14
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.16
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.25
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.26
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.35
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.40
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.32
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9.95
Convenience Fee											
July	\$ -	\$ 18.45	\$ -	\$ 21.51	\$ -	\$ 4.90	\$ -	\$ 4.75	\$ -	\$ 1.48	\$ 51.09
August	\$ -	\$ 17.68	\$ -	\$ 28.43	\$ -	\$ 11.91	\$ -	\$ 3.79	\$ -	\$ 0.73	\$ 62.54
September	\$ -	\$ 12.03	\$ -	\$ 14.15	\$ -	\$ 5.99	\$ -	\$ 0.30	\$ -	\$ 0.96	\$ 33.43
October	\$ -	\$ 16.77	\$ -	\$ 20.48	\$ -	\$ 9.63	\$ -	\$ 3.88	\$ -	\$ 1.92	\$ 52.68
November	\$ -	\$ 9.80	\$ -	\$ 19.83	\$ -	\$ 8.25	\$ -	\$ 3.32	\$ -	\$ 0.19	\$ 41.39
December	\$ -	\$ 9.64	\$ -	\$ 16.21	\$ -	\$ 7.84	\$ -	\$ 0.53	\$ -	\$ 1.04	\$ 35.26
January	\$ -	\$ 7.84	\$ -	\$ 10.07	\$ -	\$ 2.97	\$ -	\$ 0.30	\$ -	\$ -	\$ 21.18
February	\$ -	\$ 12.33	\$ -	\$ 6.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18.40
March	\$ -										\$ -
April	\$ -										\$ -
May	\$ -										\$ -
June	\$ -										\$ -
TOTAL	\$ -	\$ 104.54	\$ -	\$ 136.75	\$ -	\$ 51.49	\$ -	\$ 16.87	\$ -	\$ 6.32	\$ 315.97

12:54 PM
03/01/18
Accrual Basis

**Board of Trustees - Library Board
General Ledger
As of February 28, 2018**

	Type	Date	Num	Name	Memo	Amount	Balance
First Citizens Bank (Total)							14,297.60
BDC Collection							616.67
Total BDC Collection							616.67
Bluffton Building Fund							6,227.70
Total Bluffton Building Fund							6,227.70
Bluffton Miscellaneous Fund							39.08
Total Bluffton Miscellaneous Fund							39.08
Clover Carolina Room Fund							879.68
Total Clover Carolina Room Fund							879.68
H Scheper Book Fund							4,035.24
Total H Scheper Book Fund	Bill Pmt -Check	02/13/2018	1250	Ingram Library Services	BDC SCHEPER	-314.95	3,720.29
Historical Society Fund							335.49
Total Historical Society Fund							335.49
Kiwanis Club of Beaufort							143.74
Total Kiwanis Club of Beaufort							143.74
WEBSTER FAMILY FOUNDATION							2,000.00
Total WEBSTER FAMILY FOUNDATION							2,000.00
WOLF CREEK ENTERPRISES							20.00
Total WOLF CREEK ENTERPRISES							20.00
First Citizens Bank (Total) - Other							0.00
Total First Citizens Bank (Total) - Other							0.00
Total First Citizens Bank (Total)							-314.95
							13,982.65

