



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, September 5, 2018
4:00 p.m.
Hilton Head Branch Library
11 Beach City Road
Hilton Head, South Carolina 29926
843.255-6500

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 11, 2018 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects Update
- VIII. Financial Reports:
 - A. Library Revenues & Trustee Funds (**backup**)
 - B. 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, Terry Thomas

- FY19 Annual Maintenance of Effort Certification
- FY19 Annual State Aid Agreement and Library Budget Form

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, Terry Thomas

F. Policies & Procedures – Anna Maria Tabernik, Chair; Rosalie Richman

G. Strategic Planning – Janet Porter; Chair, Anna Maria Tabernik, Brenda Ladson Powell, Lynn Miller, Tracey Robinson,

H. Challenged Materials Committee – Joe Bogacz, Chair; Laura Sturkie, Rosalie Richman.

X. Old Business:

XI. New Business:

- Proposed Library Board of Trustees 2019 Meeting Dates (Discussion)
- Artwork Donation Request

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 – July 11, 2018 – 4:00 p.m.

The fourth scheduled meeting for 2018 was held at the Bluffton Branch Library.

Trustees: Bernard Kole, *Chair*; Anna Maria Tabernik, *Vice-chair*; Joseph Bogacz, Terry Thomas, Janet Porter, Rosalie Richman, Tracey Robinson, and Laura Sturkie.

Absent: Brenda Ladson Powell, Lynne Miller.

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

Call to Order: The meeting was called to order at 4:02 p.m.

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

Public Comment: None.

Minutes of May 9, 2018: The minutes were approved as written on a motion from Mr. Bogacz and a second from Ms. Sturkie. There was a unanimous vote.

Correspondence/Memberships: None.

Library Director's Report

Mr. McBride presented his report:

- **Personnel**
 - The *Library Organizational Chart* is attached (eighty (80) out of eighty-three (83) positions are filled)
 - The *Assistant Director* position was converted to two new positions for the new Bookmobile.
 - The funding of the assistant director position is adapted to support the two new positions: 1) Senior Librarian and 2) Library Assistant.
 - New Bookmobile positions:
 - *Senior Librarian* will be advertised in January 2019 and
 - *Library Assistant* will be advertised in May 2019.
- **New Bookmobile South**
 - The vehicle is scheduled to be ready by the end of June 2019.
- **Bookmobile North**
 - The Bookmobile Manager will deliver an annual report by the end of this month.
- **Projects Updated** (see FY 2019 Report)
 - The Library completed thirty-three (33) projects in FY2018.

- The Library intends to complete sixteen (16) major projects in FY2019 if the appropriate funding is available.
- **Complaint Letter from US Department of Education, Civil Rights Office– Interior Wood Doors at Beaufort Branch**
 - Mr. McBride read the complaint letter to the Board at the meeting (see attachment for more details)
 - The letter states that the interior wood doors do not comply with the ADA regulations.
 - The County determined that the current doors meet the ADA regulations after reviewing/inspecting the entrance.
 - The County Administration agreed to funding (\$20K) the replacement of the interior doors and adding new electrical wiring (handicap push buttons) to provide better service to our customers.
 - The project should be completed by the end of July 2018.
- **Smartspot WiFi Loan Project Grant Award**
 - The Library currently has fifty (50) devices.
 - The Loan Project has been so successful that it has been extended to twelve (12) other libraries in the state of South Carolina.
 - The Library received a ~\$15,000 grant to expand the project (an additional 20 devices)
 - Mr. McBride reiterated that these devices are for educational use only.
 - The project is targeting families who do not have access to WiFi at home.
- **Request to Accept Donated Art (St. Helena Branch)** (see attachment)
 - Mr. McBride requested approval to accept an acrylic painting called *The Gathering*. The art will be placed at the St. Helena Branch Library.
 - The artwork is valued at \$3,000.
 - Ms. Tabernik made a motion to accept the artwork called *The Gathering* for the St. Helena Branch Library. Ms. Robinson seconded. There was a unanimous vote.
- **Branch Visit Survey** (see attachment)
 - Board members have completed ten surveys:
 - Two for Beaufort Branch, four for Bluffton Branch, two for Hilton Head Branch, one for Lobecko Branch and one for St. Helena Branch.
 - Board members will have the opportunity to visit the Bookmobile and complete a survey.
- **Annual Conflict of Interest Forms**
 - All members have completed their statements.
- **Five-year Statistical Report** (see attachment for more details)

Mr. McBride explained the main points:

 - Library circulation of physical items (books, DVDs, etc.) is down nationwide. Meanwhile, digital circulation is increasing.
 - Digital checkouts are 10% of our total annual circulation (from 8% last year).
 - Use of public computers is declining nationwide. Meanwhile, usage of WiFi and smart devices is increasing.
 - Twenty public internet computers were removed from the libraries due to lack of usage last year.

- Attendance at our library programs has increased significantly (16%) over last year.
 - The Summer Reading Program’s registered users outnumber those of prior years.
- Mr. McBride added that the Library is planning to prepare a 10-year statistical report comparing physical and digital checkouts, among other variables (i.e., programming, budget, etc.).
- Mr. McBride added that the *Annual State Aid Report* compares forty-two (42) library systems in South Carolina and should be ready for review in September.
- **Annual Board Planning Retreat**
 - The Board is planning to have its retreat in October this year.
 - Proposed topics/areas to be covered in the retreat are: 1) Library budget, 2) statistical reports, 3) strategic plan implementation, and 4) Library facilities, among others.
- **Donation of Used DVDs to the Library**
 - The Library Administration is asking the public to consider donating their underutilized DVDs to the Library.
 - The Library projects saving ~ \$15,000 with this program.
 - The goal is to add 1,000 DVDs to the collection.
- **Merit Pay**
 - Library staff will receive their merit pay in July 20 pay (based on the annual performance evaluation score).

Financial Reports (see attachments)

Mr. Bogacz explained the reports in detail (see attachments)

- **Total Materials Expenditures Report FY 17–18:**
 - Total expenditures \$517,736.81
- **Library Special Funds Report** (see attachment)
 - Ms. Tabernik recommended that new members should read the report; it explains how each fund can be used.
- **Trustees Checking Account Report** as of June 2018 (see attachment)
- **Library Expenditure FY8 Special Funds Report** as of July 9, 2018 (see attachment)
- **Fines and Fees Report and Bank Statement** (see attachment)
- **Budget Update FY 2018**
 - Actual expenditures with adjusted beginning balance FY 2018 (see attachment)
 - The FY 2019 budget mirrors the FY 2018 budget with the addition of the merit pay.

Committee Reports

- **Advocacy Committee:** None.
- **Finance Committee:** Mr. Bogacz explained the financial documents presented.
- **Foundation**
 - The next meeting will be in September at Beaufort Branch Library.
 - Mr. McBride recommended that both Co-Chairs of the Foundation be invited to the Annual Board Retreat in October 2018 to present an update of Foundation activities.

- **Friends of the Library (FOL)**
 - **Beaufort Branch**
 - The FOL changed its current fiscal year period (calendar year) to align with the County fiscal year (July 1 ending June 30)
 - The FY 2019 budget includes \$45K for materials and programming.
 - The 22nd *Annual Book Sale* event will be held in September at Waterfront Park, Beaufort.
 - **Bluffton Branch**
 - The amount of sales has increased due to the new shelving in the Book Sale area.
 - **Hilton Head Branch**
 - The FOL funded the new Bookmobile at \$150K.
 - The FOL contributes ~\$75K per year (materials and programming).
- **School Liaison**
 - **Summer Reading Program**
 - The Library and the School District have an excellent working relationship.
 - For the first time, the Library and the School District worked together to put ALL summer reading lists on the library website.
 - Ms. Traci Cox, Information Services Coordinator, has compiled each school list and uploaded ALL the lists in the Library website, making them available for the entire County.
 - These school lists are linked to the Library Catalogue so students can reserve materials immediately.
 - The Library is considering expanding the *Summer Reading Program* from June 1 to August 1 next year.
 - Thanks to a partnership between the *Beaufort County School District*, *Sodexo*, and the *Beaufort County Library*, a food truck makes daily stops at the Beaufort, Lobeo, and St. Helena branch libraries to provide a free hot lunch to children and teens.
 - They have provided ~ 2,000 meals since the *Summer Reading Program* started.

Policies and Procedures

Unaccompanied Minor Policy

- Mr. McBride withdrew the proposed revision made to the Board at the last Board Meeting in May 2018.
- The policy remains the same.

Strategic Planning Committee

- The committee will meet in August to review the strategic plan implementation.

Challenged Materials Committee

- Mr. McBride explained briefly the *Challenged Materials Policy*.

- As Chair of the Challenged Materials Committee, Mr. Bogacz presented the book *A Day in the Life of Marlon Bundo* that was requested to be reconsidered by a patron.
- Mr. Bogacz reported that all the committee reviewed and discussed the book in question and most members (2 to 1 vote) concurred to leave the book in the Children's section of the Library's collection.
- After some discussion, Ms. Tabernik made a motion to accept the recommendation of the committee to keep the book in the Children's section of the Library. Ms. Porter seconded. Motion carried (7 to 1).

Future of the Library Facilities in 2020

- Ms. Tabernik recommended creating a subcommittee to review the future of Library facilities.
- The members of the subcommittee are Joe Bogacz, Rosalie Richman, Laura Sturkie and Tracye Robinson.
- Topics to be reviewed by the subcommittee are Library facilities, population trend, expansion of Library services, meeting rooms, etc.
- The subcommittee will meet in August to brainstorm topics that will be included in the retreat.

Executive Session: None.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 5:39 p.m. on a motion from Mr. Bogacz and a second from Ms. Sturkie.

Respectfully submitted,

Ray McBride
Library Director

Beaufort County Library System - Budget Update - Fiscal Year 2019

Expenditures as of August 22, 2018

<i>Line Item</i>	<i>FY19 Allocation</i>	<i>Expended YTD</i>	<i>Remaining</i>	<i>Notes</i>
	\$3,382,555	\$437,432	\$2,945,123	13%
Personnel Per MUNIS (Sal.,FICA,Medicare,SC Retirement)				
ADVERTISING	\$750	\$0.00	\$750	0%
PRINTING	\$5,628	\$0.00	\$5,628	0%
POSTAGE/OTHER CARRIERS	\$56,814	\$19.00	\$56,795	0%
TELEPHONE	\$23,429	\$2,125.00	\$21,304	9%
ELECTRICITY/NAT'L GAS	\$257,622	\$17,435.00	\$240,187	7%
WATER/SEWER/GARBAGE	\$11,480	\$1,488.00	\$9,992	13%
MAINTENANCE CONTRACTS	\$79,400	\$5,746.00	\$73,654	7%
REPAIRS TO EQUIPMENT	\$300	\$404.00	(\$104)	135%
EQUIPMENT RENTALS	\$7,290	\$743.00	\$6,547	10%
PROFESSIONAL SERVICES	\$26,450	\$20,124.00	\$6,326	76%
OTHER VEHICLE OPER COSTS	\$150	\$0.00	\$150	0%
GARAGE REPAIRS & MAINT	\$4,147	\$0.00	\$4,147	0%
BOOKS,SUBS,MEMBERSHIPS	\$2,146	\$424.00	\$1,722	20%
TRAINING AND CONFERENCES	\$4,000	\$10.00	\$3,990	0%
VEHICLE INSURANCE	\$2,000	\$0.00	\$2,000	0%
INSURANCE BUILDING	\$11	\$0.00	\$11	0%
INSURANCE-OTHER	\$4,252	\$0.00	\$4,252	0%
INSURANCE-PREPAID	\$0	\$5,355.00	(\$5,355)	0%
UNCLASSIFIED OPERATING	\$2,200	\$430.00	\$1,770	20%
SUPPLIES-OFFICE/PHOTO/ETC	\$32,559	\$6,442.00	\$26,117	20%
DATA PROCESSING SUPPLIES	\$5,825	\$1,794.00	\$4,031	31%
LIBRARY MATERIALS	\$16,500	\$0.00	\$16,500	0%
LIBRARY PERIODICALS	\$9,143	\$0.00	\$9,143	0%
FUELS/LUBRICANTS	\$7,348	\$0.00	\$7,348	0%
MINOR OFF FURN/EQP <\$5,000	\$38,007	\$47.00	\$37,960	0%
DATA PROCESSING EQUIP <\$5,000	\$130,122	\$24,792.00	\$105,330	19%
	<u>\$727,573</u>	<u>\$87,378.00</u>	<u>\$640,195</u>	
	\$4,110,128	\$524,810	\$3,585,318	13%

**Maintenance of Effort Certification
for South Carolina Public Libraries
FY 2019**

County: Bawfort

South Carolina public libraries applying for grants of State Aid must demonstrate that the required level of financial support from local sources has been met. This certification indicates that the above-named County is in compliance with State regulations¹ regarding Library funding.

Local funds expended for the library ² in FY 2017:	\$3,826,285
Local funds ³ budgeted for the library for FY 2019: \$	\$4,158,473
Number of mills budgeted for the library for FY 2019 (if applicable):	N/A

Alicia Holland Alicia Holland
City/County Manager or Finance Officer (print name)

Alicia Holland 8/28/2018
City/County Manager or Finance Officer (signature) Date

¹ "Local library support shall be not less than the amount actually expended for library operations from local sources in the second preceding year." S.C R75-1-C. (The "second preceding year" for FY 2019 is FY 2017.)
² Enter the local dollars actually expended for Library operations in FY 2017 (July 1, 2016 through June 30, 2017.)
³ County and/or municipal appropriations and/or millage only, including funds from taxes (real estate, fees in lieu of taxes, merchant inventory, delinquent taxes, homestead or vehicle taxes.) Do not include one time or special funds for designated purposes. Do not include state or federal grants, memorials, gifts, fees, interest and other non-tax revenues, funds carried over from the previous fiscal year, or capital outlay.

Return to: Paula James, Director of Finance, S.C. State Library
1500 Senate Street Columbia SC 29108 (803) 734-8917

State Aid Agreement and Library Budget Form for:

Beaufort

Library Name

Proposed Budget:

FY 2019 (July 1, 2018 - June 30, 2019)

Funding Category	*Local Funds	Other Local Funds	**State Aid	Total Budgeted	Percentages
¹ Personnel (65 - 70%)	\$3,382,555	\$0	\$0	\$3,382,555	74%
² Information Resources (15 - 20%)	\$147,424	\$149,717	\$283,908	\$581,049	13%
³ Other Operating Expenses (10 - 20%)	\$628,494	\$0	\$0	\$628,494	14%
Total operating expenses	\$4,158,473	\$149,717	\$283,908	\$4,592,098	100%

Instructions: Enter allocations from adopted library operating budget, and calculate percentages as indicated. If completing online, the form will automatically calculate percentages and totals.

*This funding stream includes county and/or municipal taxes and other local appropriations, and projected fines and fees. Do not include capital funds, State Aid, state or federal grants, memorials, gifts, donations, or capital revenue.

**This funding stream includes only State Aid allocated to your library for FY2019 by the S.C. Legislature. Do not include other state grants, federal grants, or Education Lottery funds.

¹Personnel: Wages and benefits only

²Information Resources: Books, periodical subscriptions, microforms, electronic resources (E-books, databases, etc.), audiovisual materials, preservation supplies and equipment.

³Other Operating Expenses: May include continuing education for staff and trustees, library furniture and equipment, Bookmobile operations, contractual services, Library audit.

I hereby certify this Library to be in compliance with all S.C. statutes and regulations pertaining to State Aid.

Library Director

Print Name

Signature

I hereby certify this Library to be in compliance with all S.C. statutes and regulations pertaining to State Aid. This document has been approved by the Library Board in the presence of a quorum.

Library Board Chair

Print Name

Signature

Return signed original to: Paula James, S.C. State Library, 1500 Senate Street, Columbia S.C. 29201

Beaufort County Library Board of Trustees 2019 MEETING DATES

January 9, 2019

Beaufort Branch Library

311 Scott Street.
Beaufort, SC

March 13, 2019

Bluffton Branch Library

120 Palmetto Way.
Bluffton, SC

May 8, 2019

St. Helena Branch Library

6355 Jonathan Francis sr. Road
St. Helena Island, SC

July 10, 2019

Bluffton Branch Library

120 Palmetto Way.
Bluffton, SC

September 11, 2019

Hilton Head Branch Library

11 Beach City Road.
Hilton Head Island, SC

November 13, 2019

Beaufort Branch Library

311 Scott Street.
Beaufort, SC

Finance Committee to meet at 3 p.m.

Meetings begin at 4 p.m. unless otherwise specified