



BEAUFORT COUNTY  
LIBRARY BOARD OF TRUSTEES  
Wednesday, November 14, 2018  
4:00 p.m.  
Beaufort Branch Library  
311 Scott Street  
Beaufort, South Carolina 29902  
843.255-6430

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. September 5, 2018 Minutes (**backup**)
  - B. October 26, 2019 Minutes (Library Board of Trustees Annual Retreat)
- 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. Finance Committee - Joseph Bogacz, Chair; Anna Maria Tabernik and Laura Sturkie, Terry Thomas
- B. Foundation – Lynn Miller
- C. Friends of the Library (FOL):
  - Beaufort: Brenda Ladson Powell
  - Bluffton: Laura Sturkie
  - Hilton Head: Lynne Miller
- D. School Liaison – Brenda Ladson Powell; Chair; Rosalie Richman, Terry Thomas
- E. Policies & Procedures – Anna Maria Tabernik, Chair; Rosalie Richman
- F. Strategic Planning – Janet Porter; Chair, Anna Maria Tabernik, Brenda Ladson Powell, Lynn Miller, Tracey Robinson,
- G. Challenged Materials Committee – Joe Bogacz, Chair; Laura Sturkie, Rosalie Richman.

X. Old Business:

XI. New Business:

- Acceptance of Artwork (statue) for St. Helena Library
- Approval of Library Board of Trustees Scheduled Meeting Dates for 2019
- Approval of Library Closing Dates for 2019
- Approval of \$14,000 Library Staff Scholarship from Public Library Foundation of Beaufort County

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 – September 5, 2018 – 4:00 p.m.**

The fifth scheduled meeting for 2018 was held at the Hilton Head Branch Library.

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

**Absent:** Janet Porter.

**County Council Member:** Councilwoman Alice Howard, District 4.

**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 4:04 p.m.

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

**Public Comment:** None.

**Minutes of July 11, 2018:** The minutes were approved as written on a motion from Mr. Bogacz and a second from Ms. Tabernik. There was a unanimous vote.

**Correspondence/Memberships:** None.

**Library Director's Report**

Mr. McBride presented his report:

- **Personnel**
  - The *Library Organizational Chart* is attached (3 vacant positions).
  - Two (2) new Bookmobile positions will be advertised next year.
- **Projects Updates**
  - **Request for Proposal (RFP) Document: Space Utilization Study for Hilton Head and Bluffton Branch Libraries:**
    - Mr. McBride explained the *RFP document* in detail (see attachment).
    - The library will be conducting a *Space Utilization Study* with qualified vendors (i.e., architects or interior designers) as part of the 'Strategic Plan 2017-2021'.
    - The *RFP document* refers to assessing the existing spaces in the Hilton Head and Bluffton Branch Libraries, since the current spaces are not efficient for library needs due to the aging buildings.
    - **Motion:** Mr. McBride requested approval to submit the *RFP document* to vendors for the space utilization study for the Hilton Head and Bluffton Branch Libraries. Mr. Bogacz made a motion to accept Mr. McBride's request to submit to vendors the *RFP document*. Ms. Miller seconded. There was a unanimous vote.
    - **What is next:**



- Vendors will return their responses by October 4, 2018.
- The best quote will be chosen.
  - The library board and library administration will meet with the best bidder to determine what the libraries currently need.
- **Annual Statistical Report:**
  - The library is required to complete and submit this document every year to the State Library to receive State Aid funding.
  - *FY 2018 Annual Statistical Report* (20-page document) is prepared by the Library Director.
- **Purchase of Alex Palkovich's sculpture 'On the Way to the Market' (see attached postcard)**
  - The Friends of Beaufort County Library funded the statue.
  - The unveiling will be in St. Helena Branch Library on Saturday, October 27, 2018.

### **Committee Reports**

- **Advocacy Committee:**
  - This committee was established to advocate for the libraries due to an economic downturn several years ago.
  - The library is doing better with the new Library Director; therefore, the board does not need this committee.
  - The members of the committee—Ms. Ladson Powell, Ms. Sturkie, and Chairperson Ms. Miller—move that the committee be dissolved.
  - **Motion:** Ms. Miller made a motion to dissolve this committee. Ms. Ladson Powell seconded. There was a unanimous vote.
- **Finance Committee:** Mr. Bogacz explained the financial documents presented.
  - **Trustees Checking Account Report** as of August 2018 (see attachment)
    - No changes since the July report.
  - **FY 2019 Library Special Funds Report** (see attachment)
    - **Lottery Funds:** Carryover \$21K, Revenue \$71K, Expenses \$80K, Remaining balance 11K. The library will not get the lottery fund this fiscal year.
    - **Impact fees:** See attached report.
    - **Friends:** See attached report.
  - **Fines and Fees Report and Bank Statement** (see attachment)
  - **FY 2019 Library Expenditure Special Funds Report** as of August 22, 2018 (see attachment)
    - The expenditures represent 13% against the budget.
  - **FY 2019 Maintenance of Effort (MOE) and State Aid Agreement Documents** (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 2019 *State Aid Agreement* is prepared by the Library Director.

- FY 2019 *MOE* is prepared by Alicia Holland, Chief Financial Officer.
  - **MOE**: The document protects the libraries from counties decreasing their budget over time. Libraries receive no less than the budget 2 years previous.
  - **Motion**: 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 2018- 2019*. Ms. Tabernik 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.
- **Foundation**
    - The next meeting will be on September 12 at Beaufort Branch Library.
    - The Foundation has funded an ‘*Adult Mental Health First Aid Training*’ course for 12 staff members.
    - **Hampton Lakes Tiger Bass Run Event**:
      - The event will be held on October 27 in Bluffton.
      - The library is one of the non-profit recipients of proceeds from the event.
- **Friends of the Library (FOL)**
    - **Beaufort Branch**
      - The next meeting will be on September 6 at Beaufort Branch Library.
    - **Bluffton Branch**
      - They will resume activities this month.
    - **Hilton Head Branch**
      - They will meet next week.
- **School Liaison**
    - The library received a grant valued at \$20K to purchase 20 additional Wi-Fi Smartspot devices.
    - These devices will be loaned to homework centers or community centers in the area.
    - Community Centers Managers can sign up for these devices at any Bookmobile stop.
- **Partnership between Beaufort County School District and Beaufort County Library**:
    - The library and the school district have an excellent working relationship.
    - School Reading lists are linked to the Library Catalog so that students can reserve materials immediately.
    - **Summer Reading Program**
      - Lunch programs: *Sodexo* has provided ~ 3,000 meals since the *Summer Reading Program* started.
      - The library is expanding the *Summer Reading Program* from June 1 to August 1 next year.
- **Policies and Procedures**: No report.
  - **Strategic Planning Committee**:



- The committee will review the strategic plan implementation at the retreat meeting on October 26.
- **Challenged Materials Committee:** No report.
- **Proposed Board Meeting Schedule 2019: (see attachment)**
  - Mr. McBride presented the draft schedule for 2019 at the meeting.
  - Mr. Tabernik recommends changing locations for the first two meetings as follows:
    - The January meeting will be in Bluffton Branch.
    - The March meeting will be in Beaufort Branch.
  - The final board meeting schedule will be approved at the next board meeting in November.
- **Request to Accept Donated Art (Beaufort Branch) (see attachment)**
  - Mr. McBride requested approval to accept a series of seventeen prints called '*A Lowcountry Voyage of Life*'. The prints are located in the large meeting room in Beaufort Branch Library.
  - The artwork is valued at \$4,500.
  - **Motion:** Mr. Bogacz made a motion to accept the artwork called '*A Lowcountry Voyage of Life*' for the Beaufort Branch Library. Ms. Sturkie seconded. There was a unanimous vote.
- **Executive Session:** None.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 4:45 p.m. on a motion from Ms. Sturkie and a second from Ms. Robinson.

Respectfully submitted,

**Ray McBride**  
**Library Director**

**Beaufort County Library System - Budget Update - Fiscal Year 2019**  
*Expenditures as of Oct.25, 2018*

<i>Line Item</i>	<i>FY19 Allocation</i>	<i>Expended YTD</i>	<i>Remaining</i>	<i>Notes</i>
	\$3,382,555	\$969,799	\$2,412,756	29%
Personnel Per MUNIS (Sal.,FICA,Medicare,SC Retirement)				
<b>ADVERTISING</b>	\$500	\$329	\$171	66%
PRINTING	\$4,000	\$336	\$3,664	8%
POSTAGE/OTHER CARRIERS	\$56,814	\$18,851	\$37,963	33%
TELEPHONE	\$35,506	\$6,446	\$29,060	18%
ELECTRICITY/NAT'L GAS	\$268,179	\$49,044	\$219,135	18%
WATER/SEWER/GARBAGE	\$14,080	\$3,813	\$10,267	27%
MAINTENANCE CONTRACTS	\$79,750	\$13,313	\$66,437	17%
REPAIRS TO EQUIPMENT	\$404	\$404	\$0	100%
EQUIPMENT RENTALS	\$7,590	\$2,038	\$5,552	27%
PROFESSIONAL SERVICES	\$27,724	\$20,747	\$6,977	75%
OTHER VEHICLE OPER COSTS	\$150	\$0	\$150	0%
GARAGE REPAIRS & MAINT	\$3,698	\$130	\$3,568	4%
BOOKS,SUBS,MEMBERSHIPS	\$1,250	\$787	\$463	63%
TRAINING AND CONFERENCES	\$4,000	\$1,267	\$2,733	32%
VEHICLE INSURANCE	\$2,000	\$0	\$2,000	0%
INSURANCE BUILDING	\$11	\$0	\$11	0%
INSURANCE-OTHER	\$0	\$0	\$0	0%
INSURANCE-PREPAID	\$0	\$5,354	(\$5,354)	0%
UNCLASSIFIED OPERATING	\$2,200	\$830	\$1,370	38%
SUPPLIES-OFFICE/PHOTO/ETC	\$35,434	\$11,789	\$23,645	33%
DATA PROCESSING SUPPLIES	\$5,000	\$2,682	\$2,318	54%
LIBRARY MATERIALS	\$0	\$0	\$0	0%
LIBRARY PERIODICALS	\$90	\$0	\$90	0%
FUELS/LUBRICANTS	\$7,348	\$1,605	\$5,743	22%
MINOR OFF FURN/EQP <\$5,000	\$38,007	\$3,740	\$34,267	10%
DATA PROCESSING EQUIP <\$5,000	\$130,122	\$59,855.00	\$70,267	46%
	<u>\$723,857</u>	<u>\$203,360.00</u>	<u>\$520,497</u>	
	\$4,106,412	\$1,173,159	\$2,933,253	29%

**Board of Trustees - Library Board**  
**General Ledger**  
 As of October 31, 2018

	Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>First Citizens Bank (Total)</b>								<b>13,537.46</b>
BDC Collection								616.67
Total BDC Collection								616.67
<b>Bluffton Building Fund</b>								<b>5,782.51</b>
	Bill Pmt -Check	10/04/2018	1252	CAROLINA FURNISHING + DESIGN	BLUFFTON BRANCH LIBRARY - CONFERENCE	Accounts Payable	-5,287.28	495.23
Total Bluffton Building Fund							-5,287.28	495.23
<b>Bluffton Miscellaneous Fund</b>								<b>39.08</b>
Total Bluffton Miscellaneous Fund								39.08
<b>Clover Carolina Room Fund</b>								<b>879.68</b>
Total Clover Carolina Room Fund								879.68
<b>H Scheper Book Fund</b>								<b>3,720.29</b>
Total H Scheper Book Fund								3,720.29
<b>Historical Society Fund</b>								<b>335.49</b>
Total Historical Society Fund								335.49
<b>Kiwanis Club of Beaufort</b>								<b>143.74</b>
Total Kiwanis Club of Beaufort								143.74
<b>WEBSTER FAMILY FOUNDATION</b>								<b>2,000.00</b>
Total WEBSTER FAMILY FOUNDATION								2,000.00
<b>WOLF CREEK ENTERPRISES</b>								<b>20.00</b>
Total WOLF CREEK ENTERPRISES								20.00
<b>First Citizens Bank (Total) - Other</b>								<b>0.00</b>
Total First Citizens Bank (Total) - Other								0.00
<b>Total First Citizens Bank (Total)</b>							<b>-5,287.28</b>	<b>8,250.18</b>



**Beaufort County Library  
FY 2019  
(July 2018 - June 2019)  
Library Revenues**

CASH / CHECK DEPOSITS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 1,055.50	\$ 1,762.07	\$ 1,033.52	\$ 1,430.69									\$ 5,281.78
BLUFFTON	\$ 1,872.64	\$ 1,603.46	\$ 1,408.88	\$ 1,588.27									\$ 6,473.25
HILTON HEAD	\$ 1,135.00	\$ 1,897.20	\$ 858.69	\$ 982.57									\$ 4,873.46
ST. HELENA	\$ 561.74	\$ 844.42	\$ 341.75	\$ 389.84									\$ 2,137.75
LOBECO	\$ 283.55	\$ 282.33	\$ 132.62	\$ 175.14									\$ 873.64
<b>TOTAL</b>	<b>\$ 4,908.43</b>	<b>\$ 6,389.48</b>	<b>\$ 3,775.46</b>	<b>\$ 4,566.51</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,639.88</b>

CREDIT CARD DEPOSITS/ HEARTLAND PAYMENT SYSTEM	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 924.94	\$ 928.58	\$ 524.19	\$ 855.92									\$ 3,233.63
BLUFFTON	\$ 1,622.13	\$ 1,496.61	\$ 952.17	\$ 943.41									\$ 5,014.32
HILTON HEAD	\$ 699.14	\$ 470.68	\$ 382.62	\$ 802.86									\$ 2,355.30
ST. HELENA	\$ 132.60	\$ 80.20	\$ 82.40	\$ 24.96									\$ 320.16
LOBECO	\$ 205.53	\$ 126.90	\$ 55.80	\$ 93.25									\$ 481.48
<b>TOTAL</b>	<b>\$ 3,584.34</b>	<b>\$ 3,102.97</b>	<b>\$ 1,997.18</b>	<b>\$ 2,720.40</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,404.89</b>

COPIERS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 7.57	\$ 273.90	\$ 27.15	\$ 27.35									\$ 335.97
BLUFFTON	\$ 118.00	\$ 82.00	\$ 146.05	\$ 105.75									\$ 451.80
HILTON HEAD	\$ -	\$ -	\$ 117.50	\$ -									\$ 117.50
ST. HELENA	\$ 40.30	\$ 57.95	\$ 19.00	\$ 36.75									\$ 154.00
LOBECO	\$ 40.35	\$ 148.45	\$ 78.00	\$ 98.00									\$ 364.80
<b>TOTAL</b>	<b>\$ 206.22</b>	<b>\$ 562.30</b>	<b>\$ 387.70</b>	<b>\$ 267.85</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,424.07</b>

INTEREST SUMMARY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
INTEREST REVENUE	\$ 1.78	\$ 1.85	\$ 1.85	\$ 1.47									\$ 6.95

<b>GRAND TOTAL</b>	<b>\$ 32,475.79</b>
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FY19 Special Funds

<u>Library System</u>	<u>State Aid/Lottery</u>	<u>Impact Fees*</u>	<u>Foundation</u>	<u>Comments</u>	<u>Grants</u>	<u>Comments</u>	<u>Trustees</u>	<u>Comments</u>	<u>Special Trusts</u>	<u>Comments</u>	<u>Friends</u>	<u>Comments</u>
Carryforward State Aid/Lottery FY18	\$29,424				\$50,000	NEH grant		materials,			BEA,LOB,St.H	Materials/
FY19 1st Quarter State Aid	\$70,977				-49,610	(reimbursement)	\$2,333	discretionary	\$210,280	Endowment	\$59,000	programs
FY19 2nd Quarter State Aid	\$0			Conservation	\$390		-313			plus interest	\$0	
FY19 3rd Quarter State Aid	\$0		\$4,400	Materials-St. Helena	-390		\$2,019				\$59,000	
FY19 4th Quarter State Aid	\$0		-3,660		\$0						-2,824	
			\$740								\$56,176	
FY19 Lottery funds	\$0			St. Helena Early								
			\$7,800	Literacy								
FY19 1st Quarter spent-to-date	-96,641		-7,334	Materials,kits								
FY19 2nd Quarter spent-to-date	\$0		\$466									
FY19 3rd Quarter spent-to-date	\$0			Reconstruction								
FY19 4th Quarter spent-to-date	\$0		\$4,645	materials								
			-4,079									
Remaining	\$3,760		\$566									
Beaufort ( Port Royal Island)		\$ 659,622					\$469	materials				
(Hoopla)		\$ (30,000)					-295					
		\$ 629,622					-280					
							\$250	Kiwanis donation				
							\$144					
Bluffton		\$ 2,459,423						Building,			Bluffton	Materials/
(Hoopla)		\$ (30,000)					\$6,307	materials			\$20,469	programs
{space study pending}		\$20,000.00					-525				-12,015	
		\$ 2,449,423					\$5,782				\$8,454	
							-5,287	conference room				
Del Webb Agreement		\$ 3,965					\$495	furniture				
Hilton Head ( & Daufauskie)		\$ 313,511									Hilton Head	programs
(Hoopla)		\$ (10,000)									\$61,325	
{space study pending}		\$20,000.00									-54,988	
		\$ 323,511									\$6,337	
Lobeco (Sheldon)		\$ 36,101						BDC				
(Hoopla)		\$ -					\$7,910	materials	\$25,590	BDC materials		
		\$ 36,101					-2,318		-6602	Proquest		
							\$5,592		\$18,988			
St. Helena ( & Lady's Island)		\$ 291,356										
(Hoopla)		\$ (5,000)										
		\$ 286,356										
Bookmobile		\$ 49,407										
		\$ (26,861)										
		\$ 22,546										
<b>Totals</b>	<b>\$20,169</b>	<b>\$3,751,524</b>	<b>\$1,772</b>		<b>\$0</b>		<b>\$8,250</b>		<b>\$229,268</b>		<b>\$71,094</b>	

\*posted balance in MUNIS 10/25/18

# Beaufort County Library Board of Trustees 2019 LIBRARY CLOSINGS

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## HOLIDAY

New Year's Day  
Martin Luther King, Jr.'s Birthday  
Staff Development Day- *Library Closed*  
Memorial Day  
Independence Day  
Labor Day  
Staff Work Day- *Library Closed*  
Veterans Day  
Libraries Closed at 5:00 pm  
Thanksgiving Day  
Heritage Day  
Christmas Eve  
Christmas Day  
Libraries Closed at 5:00 pm

## OBSERVANCE

Tuesday, January 1, 2019  
Monday, January 21, 2019  
Wednesday, April 17, 2019  
Monday, May 27, 2019  
Thursday, July 4, 2019  
Monday, September 2, 2019  
Wednesday, October 2, 2019  
Monday, November 11, 2019  
Wednesday, November 27, 2019  
Thursday, November 28, 2019  
Friday, November 29, 2019  
Tuesday, December 24, 2019  
Wednesday, December 25, 2019  
Tuesday, December 31, 2019

*"Libraries Closed" Dates & hours do not qualify for Holiday Pay.*

August 24, 2018



# Beaufort County Library Board of Trustees 2019 MEETING DATES

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**January 9, 2019**

**Bluffton Branch Library**  
120 Palmetto Way.  
Bluffton, SC

**March 13, 2019**

**Beaufort Branch Library**  
311 Scott Street.  
Beaufort, 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**