



BEAUFORT COUNTY
LIBRARY
For Learning • For Leisure • For Life

BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, January 9, 2019
4:00 p.m.
Bluffton Branch Library
120 Palmetto Way
Bluffton, South Carolina 29910
843.255-6501

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. November 14, 2018 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects Update
 - C. Fine Amnesty 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:

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 – November 14, 2018 – 4:00 p.m.

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

Trustees: Bernard Kole, *Chair*; Anna Maria Tabernik, *Vice-chair*; Joseph Bogacz, Rosalie Richman, Tracey Robinson, Brenda Ladson Powell, Lynne Miller, Janet Porter (*participated via phone*) and Laura Sturkie.

Absent: Terry Thomas.

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

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 4:00 p.m.

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

Public Comment: None.

Minutes of September 5, 2018: The minutes were approved as written on a motion from Ms. Robinson and a second from Mr. Bogacz. There was a unanimous vote.

Minutes of October 26, 2018 – Retreat meeting: The minutes were approved as written on a motion from Ms. Robinson and a second from Ms. Tabernik. There was a unanimous vote.

Correspondence/Memberships: None.

Library Director's Report

Mr. McBride presented his report:

- **Personnel**
- **Vacant positions:**
 - There are currently six (6) vacant positions:
 - Two (2) vacant positions are in the process of being filled.
- **Projects Updates**
 - **Bookmobile # 2**
 - The new bookmobile will be delivered in December 2018 (earlier than expected).
 - Two (2) new Bookmobile positions:
 - *Library Specialist* position is currently being advertised.
 - *Library Assistant* position will be advertised in January 2019.
 - Ribbon cutting ceremony may be in March 2019
 - Purchase of this bookmobile is fully funded by the Friends of Hilton Head Branch Library (\$151K).

- **RFP (Request for Proposal) Space Utilization Study for Hilton Head and Bluffton Branch Libraries:**
 - **Updates:**
 - The Evaluation Committee received RFP proposals from two qualified architectural firms in October.
 - The architects were interviewed by the Evaluation Committee on November 7th.
 - The Evaluation Committee gave architects tour of the libraries; only one visited both facilities.
 - **What is next:**
 - The Evaluation Committee will finalize the forms and make a final recommendation, which will be presented to the Community Services Committee for their approval.
 - The Library Director will report to the board as the project progresses.
- **Financial Reports:**
 - Library Revenues and Trustees Funds (see attachments)

Committee Reports

- **Finance Committee:** Mr. Bogacz explained the financial documents presented.
 - **Trustees Checking Account Report** as of October 31 2018 (see attachment)
 - Bluffton Building Fund - Expenditure: \$5,287.29.
 - **FY 2019 Library Special Funds Report** (see attachment)
 - **State Aid & Lottery Funds:** (see attachment)
 - **Impact fees:** See attached report. *Current Balance: \$3.7M, a year ago: \$2.9M.*
 - **Friends:** See attached report.
 - **Special Funds:** see attachment.
 - **Fines and Fees Report and Bank Statement** (see attachment)
 - **FY 2019 Library Expenditure Special Funds Report** as of October, 2018 (see attachment)
 - **Budget Update – FY 2019:**(see attachment)
 - The library has expended 29% of the budget for this fiscal year.
 - **Library materials expenditure report FY 2019** (see attachment).
 - **Highlights.**
 - The utility company (Palmetto Electric) issued a credit of \$6,000 to the Library for installing LED lighting in Beaufort Library.
 - The new SC Lends Courier is more affordable (library is projected to save ~\$31,000 annually)
 - Expenditures in progress:
 - *Bibliotheca* Maintenance Renewal Agreement-\$50K,
 - *Kajeet* Renewal Agreement-\$10K.
- **Foundation**
 - The board met today, November 14, to sign fundraising/appeal letters.
 - The Fashion Show is a very significant fundraising event for the Foundation. The event is scheduled for March 6, 2019, at Belfair.

- **Friends of the Library (FOL)**

- **Beaufort Branch**
 - The board met to discuss the Annual Booksale event.
- **Bluffton Branch**
 - The annual meeting was held last week.
- **Hilton Head Branch**
 - The board met yesterday November 13.
 - The Friends celebrated the twentieth anniversary of the Hilton Head Library.
 - The Friends of Hilton Head Library was awarded the *SCLA Friend of the Library Award* for their generous contributions to the Library.
 - Mr. McBride received the award in Greenville, SC on behalf of the Friends.
- **SCLA South Carolina Library Association – Hall of Fame Award for the Library Director:**
 - Mr. McBride was honored to receive the *Hall of Fame Award* for his 20 years in the public libraries in South Carolina.
- **School Liaison**
 - The library and the school district have an excellent working relationship.
 - Mr. McBride met with the representatives of the School District on November 13th.
 - The School District is interested in developing a partnership with the *Kajeet Wi-Fi Smartspot Loan Program*.
 - School Reading lists are linked to the Library Catalog so that students can reserve materials immediately on our website.
- **Policies and Procedures:** No report.
- **Strategic Planning Committee:**
 - Ms. Porter reported that the committee would engage in the new strategic planning process at the end of 2019.
- **Challenged Materials Committee:** No report.
- **Request to Accept Donated Art (St. Helena Branch) (see attachment)**
 - The Friends of Beaufort County Library funded the 45” tall bronze statue called ‘*On The Way to Market*’
 - The unveiling was in St. Helena Branch Library on Saturday, October 27, 2018.
 - The artwork is valued at \$20K.
 - Mr. McBride requested approval to accept the artwork.
 - **Motion:** Ms. Miller made a motion to accept the artwork called ‘*On the Way to Market*’ for the St. Helena Branch Library. Mr. Bogacz seconded. There was a unanimous vote.
- **Proposed Board Meeting Schedule 2019: (see attachment)**
 - Ms. Tabernik made a motion to accept the proposed board of trustees meeting dates for 2019. Ms. Sturkie seconded. There was a unanimous vote.
- **Proposed Library Closing Dates 2019: (see attachment)**

- Mr. McBride made a recommendation to the Board to approve the Library closing dates for 2019.
- Ms. Sturkie made a motion to accept the Library Director's recommendations to accept the 2019 closing dates. Mr. Bogacz seconded. There was a unanimous vote.
- **\$14,000 Library Staff Scholarship from Public Library Foundation of Beaufort County.**
(see attachments)
 - The *Scholarship Policy Statement* and the *Application* are attached.
 - Library staff will submit their scholarship applications in January 2019.
 - The Foundation Scholarship Committee will choose the actual person who will receive the scholarship.
 - The funds will go directly to University of South Carolina Columbia for tuition and textbooks.
 - The Library board recognizes the Foundation for their generosity.
- **Executive Session:** None.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 5:00 p.m. on a motion from Ms. Sturkie and a second from Ms. Robinson.

Respectfully submitted,

Ray McBride
Library Director

**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	\$ 1,079.18	\$ 617.30							\$ 6,978.26
BLUFFTON	\$ 1,872.64	\$ 1,603.46	\$ 1,408.88	\$ 1,588.27	\$ 1,567.28	\$ 816.57							\$ 8,857.10
HILTON HEAD	\$ 1,135.00	\$ 1,897.20	\$ 858.69	\$ 982.57	\$ 1,231.45	\$ 983.80							\$ 7,088.71
ST. HELENA	\$ 561.74	\$ 844.42	\$ 341.75	\$ 389.84	\$ 313.14	\$ 279.45							\$ 2,730.34
LOBECO	\$ 283.55	\$ 282.33	\$ 132.62	\$ 175.14	\$ 179.64	\$ 90.74							\$ 1,144.02
TOTAL	\$ 4,908.43	\$ 6,389.48	\$ 3,775.46	\$ 4,566.51	\$ 4,370.69	\$ 2,787.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,798.43

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	\$ 635.62	\$ 490.32							\$ 4,359.57
BLUFFTON	\$ 1,622.13	\$ 1,496.61	\$ 952.17	\$ 943.41	\$ 910.76	\$ 851.31							\$ 6,776.39
HILTON HEAD	\$ 699.14	\$ 470.68	\$ 382.62	\$ 802.86	\$ 333.06	\$ 483.50							\$ 3,171.86
ST. HELENA	\$ 132.60	\$ 80.20	\$ 82.40	\$ 24.96	\$ 196.40	\$ 49.78							\$ 566.34
LOBECO	\$ 205.53	\$ 126.90	\$ 55.80	\$ 93.25	\$ 13.30	\$ 119.42							\$ 614.20
TOTAL	\$ 3,584.34	\$ 3,102.97	\$ 1,997.18	\$ 2,720.40	\$ 2,089.14	\$ 1,994.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,488.36

COPIERS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 7.57	\$ 273.90	\$ 27.15	\$ 27.35	\$ 218.75	\$ -							\$ 554.72
BLUFFTON	\$ 118.00	\$ 82.00	\$ 146.05	\$ 105.75	\$ 58.80	\$ 40.10							\$ 550.70
HILTON HEAD	\$ -	\$ -	\$ 117.50	\$ -	\$ 120.55	\$ 67.00							\$ 305.05
ST. HELENA	\$ 40.30	\$ 57.95	\$ 19.00	\$ 36.75	\$ 18.20	\$ 18.50							\$ 190.70
LOBECO	\$ 40.35	\$ 148.45	\$ 78.00	\$ 98.00	\$ 122.50	\$ 133.40							\$ 620.70
TOTAL	\$ 206.22	\$ 562.30	\$ 387.70	\$ 267.85	\$ 538.80	\$ 259.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,221.87

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	\$ 0.47	\$ 0.53							\$ 7.95

GRAND TOTAL **\$ 44,516.61**

Board of Trustees - Library Board
General Ledger
As of December 31, 2018

Type	Date	Num	Name	Memo	Split	Amount	Balance
First Citizens Bank (Total)							8,250.18
1			BDC Collection				616.67
			Total BDC Collection				616.67
2			Bluffton Building Fund				495.23
			Total Bluffton Building Fund				495.23
3			Bluffton Miscellaneous Fund				39.08
			Total Bluffton Miscellaneous Fund				39.08
4			Clover Carolina Room Fund				879.68
			Total Clover Carolina Room Fund				879.68
5			H Scheper Book Fund				3,720.29
			Total H Scheper Book Fund				3,720.29
6			Historical Society Fund				335.49
			Total Historical Society Fund				335.49
7			Kiwanis Club of Beaufort				143.74
			Total Kiwanis Club of Beaufort				143.74
8			WEBSTER FAMILY FOUNDATION				2,000.00
			Total WEBSTER FAMILY FOUNDATION				2,000.00
9			WOLF CREEK ENTERPRISES				20.00
			Total WOLF CREEK ENTERPRISES				20.00
Total First Citizens Bank (Total)							8,250.18

Beaufort County Library System - Budget Update - Fiscal Year 2019
Expenditures as of Dec. 27, 2018

<i>Line Item</i>	<i>FY19 Allocation</i>	<i>Expended YTD</i>	<i>Remaining</i>	<i>Notes</i>
	\$3,382,555	\$1,529,321	\$1,853,234	45%
Personnel Per MUNIS (Sal.,FICA,Medicare,SC Retirement)				
ADVERTISING	\$500	\$377	\$123	75%
PRINTING	\$4,000	\$749	\$3,251	19%
POSTAGE/OTHER CARRIERS	\$55,919	\$20,617	\$35,302	37%
TELEPHONE	\$44,316	\$21,513	\$22,803	49%
ELECTRICITY/NAT'L GAS	\$267,379	\$75,456	\$191,923	28%
WATER/SEWER/GARBAGE	\$13,660	\$5,594	\$8,066	41%
MAINTENANCE CONTRACTS	\$81,535	\$62,955	\$18,580	77%
REPAIRS TO EQUIPMENT	\$404	\$404	\$0	100%
EQUIPMENT RENTALS	\$8,715	\$3,082	\$5,633	35%
PROFESSIONAL SERVICES	\$27,620	\$24,116	\$3,504	87%
OTHER VEHICLE OPER COSTS	\$150	\$34	\$116	23%
GARAGE REPAIRS & MAINT	\$4,698	\$309	\$4,389	7%
BOOKS,SUBS,MEMBERSHIPS	\$1,604	\$787	\$817	49%
TRAINING AND CONFERENCES	\$4,000	\$1,348	\$2,652	34%
VEHICLE INSURANCE	\$2,000	\$0	\$2,000	0%
INSURANCE BUILDING	\$0	\$0	\$0	0%
INSURANCE-OTHER	\$0	\$0	\$0	0%
INSURANCE-PREPAID	\$0	\$5,354	(\$5,354)	0%
UNCLASSIFIED OPERATING	\$2,200	\$1,430	\$770	65%
SUPPLIES-OFFICE/PHOTO/ETC	\$36,234	\$15,233	\$21,001	42%
DATA PROCESSING SUPPLIES	\$5,000	\$3,838	\$1,162	77%
LIBRARY MATERIALS	\$0	\$0	\$0	0%
LIBRARY PERIODICALS	\$0	\$0	\$0	0%
FUELS/LUBRICANTS	\$5,538	\$2,119	\$3,419	38%
MINOR OFF FURN/EQP <\$5,000	\$38,007	\$4,733	\$33,274	12%
DATA PROCESSING EQUIP <\$5,000	\$130,122	\$74,275	\$55,847	57%
	<u>\$733,601</u>	<u>\$324,323</u>	<u>\$409,278</u>	<u>44%</u>
	\$4,116,156	\$1,853,644	\$2,262,512	45%

FY19 Special Funds

<u>Library System</u>	<u>State Aid/Lottery</u>	<u>Impact Fees*</u>		<u>Trustees</u>	<u>Comments</u>	<u>Special Trusts</u>	<u>Comments</u>
Carryforward State Aid/Lottery FY18	\$29,424	Beaufort(Port Royal)	\$ 659,622	\$719	materials		
FY19 1st Quarter State Aid	\$70,977	(Hoopla)	\$ (30,000)	-\$575		\$210,280	Endowment
FY19 2nd Quarter State Aid	\$0		\$ 629,622	\$144			plus interest
FY19 3rd Quarter State Aid	\$0						
FY19 4th Quarter State Aid	\$0	Bluffton	\$ 2,459,423	\$6,307			
		(Hoopla)	\$ (30,000)	-\$5,812	Building, materials	\$25,590	BDC materials
FY19 Lottery funds	\$0	{space study pending}	\$19,500.00	\$495	conference room	-6602	Proquest
			\$ 2,429,423		furniture	\$18,988	
FY19 1st Quarter spent-to-date	-\$96,641						
FY19 2nd Quarter spent-to-date	\$0	Del Webb Agreement	\$ 3,965				
FY19 3rd Quarter spent-to-date	\$0						
FY19 4th Quarter spent-to-date	\$0	Hilton Head (& Daufauskie)	\$ 313,511				
		(Hoopla)	\$ (10,000)				
Remaining	\$3,760	{space study pending}	\$19,500.00				
			\$ 303,511				
		Lobeco (Sheldon)	\$ 36,101				
		(Hoopla)	\$ -				
			\$ 36,101				
		St. Helena (& Lady's Island)	\$ 291,356				
		(Hoopla)	\$ (5,000)				
			\$ 286,356				
		Bookmobile	\$ 49,407				
			\$ (26,861)				
			\$ 22,546				
				\$7,910	BDC materials		
				-\$2,318			
				\$5,592			
				\$2,333	systemwide		
				-\$313	discretionary		
				\$2,019			
Totals	\$3,760		\$3,711,524	\$4,048		\$229,268	12/17/2018