



BEAUFORT COUNTY  
LIBRARY BOARD OF TRUSTEES  
Wednesday, May 8, 2019  
4:00 p.m.  
St. Helena Branch Library  
Jonathan Francis Sr. Road  
St. Helena, South Carolina 29920  
843.255-6540

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. March 13, 2019 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
  - A. Personnel Update
  - B. Projects Update
  - C. Bluffton & Hilton Head Library Space Utilization Study Update
  - D. Summer Reading @ Your Library 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

- Bluffton & Hilton Head Library Space Utilization Study – next phase approval

B. Foundation – Lynne Miller

C. Friends of the Library (FOL):  
Beaufort: Brenda Ladson Powell  
Bluffton: Laura Sturkie  
Hilton Head: Lynne Miller

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

- Library art policy review/discussion

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

- Request committee meeting in June to discuss process for 2020/21 plan.

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

G. Nomination Committee, Anna Maria Tabernik; Chair; Laura Sturkie, Lynne Miller; Brenda Ladson-Powell.

- Election of officers

X. Old Business:

XI. New Business:

- Library Facilities Committee discussion

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

- Directors annual evaluation

XIII. Adjournment

**Beaufort County Library**  
**BOARD OF TRUSTEES MEETING**  
**Minutes – March 13, 2019 – 4:00 p.m.**

The second scheduled meeting for 2019 was held at the Beaufort Branch Library.

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

**Library Staff:** Ray McBride, *Director of Libraries*; Joshua Greer, *Information Services Hilton Head Librarian*; Ileana Herrick, *Administrative Assistant*.

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

**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 January 9, 2019:** 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**
- **Vacant positions:**
  - There are currently five (5) vacant positions:
    - Two (2) vacant positions are in the process of being filled.
- **Projects Updates:** (see attachment)
  - Mr. McBride mentioned that most of the projects have been accomplished for FY18/19.
  - For more details, please read the attached report.
- **Financial Reports:**
  - Library Revenues and Trustees Funds (see attachments)
  - Expenditure and Special Funds (see attachments)

**Committee Reports**

- **Finance Committee:** Mr. Bogacz explained the financial documents presented.
  - **Trustees Checking Account Report** as of February 28, 2019 (see attachment).
  - **FY 2019 Special Funds Report:** (see attachment).

- State Aid funds: ending balance of \$68K (ending balance for January is \$3,700).
  - Lottery funds: balance of 10K.
  - Impact fees: balance of \$3.8M.
    - Results of the Space Utilization Study for Hilton Head and Bluffton Branch Libraries:  
Mr. Bogacz added that *Impact fees* might be used for part of the funding of these potential renovations at the Hilton head and Bluffton branches.
  - Trustees Account: balance of \$8,250
- Budget Update – FY 2019: (see attachment)
  - The library has expended 64% of the budget for this fiscal year.
- Expenditure Report FY 2019 - Library Materials: (see attachment)
  - The library has expended \$415K of the budget for this fiscal year.
- **Foundation**
  - The Public Library Foundation contributed \$10K to the *County Wide Summer Reading Program* this year.
  - The *Fashion Show* was held on March 6 in Belfair.
    - The event was very successful.
    - Ms. Miller thanked *Hilton Head and Bluffton Friends* for their donations.
- **Friends of the Library (FOL)**
  - **Beaufort Branch**
    - '*Books Sandwiched In*' event has been very well attended.
    - Decline in membership numbers:
      - The board will work on how they can improve the decline in memberships.
    - The Annual Meeting will be held on May 4, 2019.
  - **Bluffton Branch**
    - None.
  - **Hilton Head Branch**
- **School Liaison**
  - Ms. Ladson Powell made a recommendation to dissolve this committee since the library staff is contacting/working directly with the school district.
  - **Motion**: Ms. Tabernik made a motion to dissolve this committee. Ms. Ladson Powell seconded. There was a unanimous vote.
    - Mr. Thomas remains involved with the school district as an individual board member even though the committee is dissolved.
  - **Highlights**: (see attachments)
    - Mr. McBride explained the *Innovative County-Wide Summer Reading Program*. (see attachment for details).
    - Beaufort County Library has partnered with the School District to have one combined Beaufort County Wide Summer Reading Program.

- The ribbon-cutting ceremony for Bookmobile # 2 will be held at the Hilton Head Branch Library on March 20, 2019.

- **Policies and Procedures:**

- *Attached are the policies:*
  - Draft Library Code of Conduct,
  - Old Library Code of Conduct, and
  - Unaccompanied Minor Policy
- Ms. Tabernik explained in detail the ***Library Code of Conduct*** (see attachment)
  - The purpose of the policy is to protect the public, the staff and the County.
  - *The Unaccompanied Minor policy is embedded in the new Library Code of Conduct.*
- **Motion:** Ms. Tabernik made a motion to adopt the new ‘*Library Code of Conduct*’ which will replace the old one and eliminates the *Unaccompanied Minor Policy*. Ms. Richman seconded. There was a unanimous vote.

- **Strategic Planning Committee:**

- The committee will start reviewing the current strategic plan in the near future since the current plan is ahead of schedule (1 year).

- **Challenged Materials Committee:** None.

- **Executive Session:** None.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 4:50 p.m. on a motion from Ms. Sturkie and a second from Ms. Richman.

Respectfully submitted,

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

**Beaufort County Library System - Budget Update - Fiscal Year 2019**

*Expenditures as of April 30, 2019*

	<i>FY19 Allocation</i>	<i>Expended YTD</i>	<i>Remaining</i>	<i>Notes</i>
Personnel Per MUNIS (Salary,FICA,Medicare, SC Retirement)	\$3,382,555	\$2,877,824	\$504,731	85%
ADVERTISING	\$500	\$425	\$75	85%
PRINTING	\$4,000	\$2,855	\$1,145	71%
POSTAGE/OTHER CARRIERS	\$29,369	\$23,778	\$5,591	81%
TELEPHONE	\$49,141	\$36,036	\$13,105	73%
ELECTRICITY/NAT'L GAS	\$236,819	\$146,119	\$90,700	62%
WATER/SEWER/GARBAGE	\$12,660	\$7,675	\$4,985	61%
MAINTENANCE CONTRACTS	\$81,535	\$67,491	\$14,044	83%
REPAIRS TO EQUIPMENT	\$404	\$404	\$0	100%
EQUIPMENT RENTALS	\$8,715	\$5,941	\$2,774	68%
PROFESSIONAL SERVICES	\$26,504	\$25,084	\$1,420	95%
OTHER VEHICLE OPER COSTS	\$677	\$594	\$83	88%
GARAGE REPAIRS & MAINT	\$4,295	\$1,377	\$2,918	32%
BOOKS,SUBS,MEMBERSHIPS	\$1,857	\$1,857	\$0	100%
TRAINING AND CONFERENCES	\$6,166	\$5,853	\$313	95%
VEHICLE INSURANCE	\$2,000	\$2,012	(\$12)	101%
INSURANCE BUILDING	\$0	\$0	\$0	0%
INSURANCE-OTHER	\$0	\$0	\$0	0%
INSURANCE-PREPAID	\$0	\$5,354	(\$5,354)	0%
UNCLASSIFIED OPERATING	\$2,200	\$2,230	(\$30)	101%
SUPPLIES-OFFICE/PHOTO/ETC	\$36,707	\$23,905	\$12,802	65%
DATA PROCESSING SUPPLIES	\$5,000	\$4,344	\$656	87%
LIBRARY MATERIALS	\$0	\$0	\$0	0%
LIBRARY PERIODICALS	\$70,235	\$0	\$70,235	0%
FUELS/LUBRICANTS	\$5,688	\$4,541	\$1,147	80%
MINOR OFF FURN/EQP <\$5,000	\$38,007	\$37,991	\$16	100%
DATA PROCESSING EQUIP <\$5,000	\$111,122	\$109,188	\$1,934	98%
	\$733,601	\$515,054	\$218,547	70%
	\$4,116,156	\$3,392,878	\$723,278	82%

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)	\$581,948	\$719	materials		
FY19 1st Quarter State Aid	\$70,977			(\$575)		\$210,280	Endowment
FY19 2nd Quarter State Aid	\$70,977			\$144			plus interest
FY19 3rd Quarter State Aid	\$70,977						
FY19 4th Quarter State Aid	\$70,977	Bluffton	\$2,658,479	\$6,307			
FY19 State Aid	\$313,332			(\$5,812)	Building, materials	\$25,590	BDC materials
State Aid spent-to-date	(\$209,357)			\$495	conference room	(\$7,371)	Proquest/materials
Remaining	\$103,975				furniture	\$18,219	
		Del Webb Agreement	\$4,100				
FY19 Lottery funds	\$10,006						
Lottery funds spent-to-date	-\$415	Hilton Head ( & Daufauskie)	\$359,739				
	\$9,591						
		Lobeco (Sheldon)	\$21,073				
		St. Helena ( & Lady's Island)	\$303,740				
				\$7,910	BDC materials		
				(\$2,318)			
				\$5,592			
				\$2,333	systemwide		
				(\$313)	discretionary		
				\$2,019			
<b>Totals</b>	<b>\$113,566</b>		<b>\$3,929,079</b>	<b>\$8,250</b>		<b>\$228,499</b>	

Note: \$39,000 has been allocated for the upcoming space study; \$19,500 from both Bluffton and Hilton Head Impact fees. These funds have not yet been spent and this is for informational value only.

**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	\$ 1,570.89	\$ 1,432.76	\$ 1,515.77	\$ 1,214.66			\$ 12,712.34
BLUFFTON	\$ 1,872.64	\$ 1,603.46	\$ 1,408.88	\$ 1,588.27	\$ 1,567.28	\$ 816.57	\$ 1,448.60	\$ 1,358.95	\$ 1,735.88	\$ 1,740.20			\$ 15,140.73
HILTON HEAD	\$ 1,135.00	\$ 1,897.20	\$ 858.69	\$ 982.57	\$ 1,231.45	\$ 983.80	\$ 2,411.18	\$ 1,854.20	\$ 1,527.20	\$ 875.80			\$ 13,757.09
ST. HELENA	\$ 561.74	\$ 844.42	\$ 341.75	\$ 389.84	\$ 313.14	\$ 279.45	\$ 435.87	\$ 653.64	\$ 385.17	\$ 419.56			\$ 4,624.58
LOBECO	\$ 283.55	\$ 282.33	\$ 132.62	\$ 175.14	\$ 179.64	\$ 90.74	\$ 160.10	\$ 216.75	\$ 248.15	\$ 204.49			\$ 1,973.51
<b>TOTAL</b>	<b>\$ 4,908.43</b>	<b>\$ 6,389.48</b>	<b>\$ 3,775.46</b>	<b>\$ 4,566.51</b>	<b>\$ 4,370.69</b>	<b>\$ 2,787.86</b>	<b>\$ 6,026.64</b>	<b>\$ 5,516.30</b>	<b>\$ 5,412.17</b>	<b>\$ 4,454.71</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48,208.25</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	\$ 635.62	\$ 490.32	\$ 750.23	\$ 638.11	\$ 1,627.91	\$ 605.47			\$ 7,981.29
BLUFFTON	\$ 1,622.13	\$ 1,496.61	\$ 952.17	\$ 943.41	\$ 910.76	\$ 851.31	\$ 1,202.62	\$ 1,116.19	\$ 957.50	\$ 938.55			\$ 10,991.25
HILTON HEAD	\$ 699.14	\$ 470.68	\$ 382.62	\$ 802.86	\$ 333.06	\$ 483.50	\$ 1,059.80	\$ 798.35	\$ 785.17	\$ 675.53			\$ 6,490.71
ST. HELENA	\$ 132.60	\$ 80.20	\$ 82.40	\$ 24.96	\$ 196.40	\$ 49.78	\$ 177.97	\$ 280.87	\$ 218.16	\$ 338.61			\$ 1,581.95
LOBECO	\$ 205.53	\$ 126.90	\$ 55.80	\$ 93.25	\$ 13.30	\$ 119.42	\$ 202.91	\$ 38.10	\$ 65.20	\$ 36.54			\$ 956.95
<b>TOTAL</b>	<b>\$ 3,584.34</b>	<b>\$ 3,102.97</b>	<b>\$ 1,997.18</b>	<b>\$ 2,720.40</b>	<b>\$ 2,089.14</b>	<b>\$ 1,994.33</b>	<b>\$ 3,393.53</b>	<b>\$ 2,871.62</b>	<b>\$ 3,653.94</b>	<b>\$ 2,594.70</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,002.15</b>

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	\$ -	\$ 95.90	\$ 120.20	\$ 59.00	\$ 89.75			\$ 919.57
BLUFFTON	\$ 118.00	\$ 82.00	\$ 146.05	\$ 105.75	\$ 58.80	\$ 40.10	\$ 97.00	\$ 130.10	\$ 141.70	\$ -			\$ 919.50
HILTON HEAD	\$ -	\$ -	\$ 117.50	\$ -	\$ 120.55	\$ 67.00	\$ -	\$ 103.40	\$ -	\$ 162.00			\$ 570.45
ST. HELENA	\$ 40.30	\$ 57.95	\$ 19.00	\$ 36.75	\$ 18.20	\$ 18.50	\$ 33.40	\$ 33.20	\$ 48.80	\$ 35.20			\$ 341.30
LOBECO	\$ 40.35	\$ 148.45	\$ 78.00	\$ 98.00	\$ 122.50	\$ 133.40	\$ 118.80	\$ 116.00	\$ 138.10	\$ 166.26			\$ 1,159.86
<b>TOTAL</b>	<b>\$ 206.22</b>	<b>\$ 562.30</b>	<b>\$ 387.70</b>	<b>\$ 267.85</b>	<b>\$ 538.80</b>	<b>\$ 259.00</b>	<b>\$ 345.10</b>	<b>\$ 502.90</b>	<b>\$ 387.60</b>	<b>\$ 453.21</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,910.68</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	\$ 0.47	\$ 0.53	\$ 0.59	\$ 0.59	\$ 0.72	\$ 0.76			\$ 10.61

<b>GRAND TOTAL</b>	<b>\$ 80,131.69</b>
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**Board of Trustees - Library Board  
General Ledger  
As of April 30, 2019**

**11:39 AM  
05/01/2019  
Accrual Basis**

	Type	Date	Num	Name	Memo	Amount	Balance
<b>First Citizens Bank (Total)</b>							<b>8,250.18</b>
<b>1 BDC Collection</b>							<b>616.67</b>
Total BDC Collection							616.67
<b>2 Bluffton Building Fund</b>							<b>495.23</b>
Total Bluffton Building Fund							495.23
<b>3 Bluffton Miscellaneous Fund</b>							<b>39.08</b>
Total Bluffton Miscellaneous Fund							39.08
<b>4 Clover Carolina Room Fund</b>							<b>879.68</b>
Total Clover Carolina Room Fund							879.68
<b>5 H Scheper Book Fund</b>							<b>3,720.29</b>
Total H Scheper Book Fund							3,720.29
<b>6 Historical Society Fund</b>							<b>335.49</b>
Total Historical Society Fund							335.49
<b>7 Kiwanis Club of Beaufort</b>							<b>143.74</b>
Total Kiwanis Club of Beaufort							143.74
<b>8 WEBSTER FAMILY FOUNDATION</b>							<b>2,000.00</b>
Total WEBSTER FAMILY FOUNDATION							2,000.00
<b>9 WOLF CREEK ENTERPRISES</b>							<b>20.00</b>
Total WOLF CREEK ENTERPRISES							20.00
<b>10 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>8,250.18</b>