



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, March 11, 2020
4:00 p.m.
Beaufort Branch Library
311 Scott Street
Beaufort, South Carolina 29902
843.255.6456

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 8, 2020 Minutes **(backup)**
- VI. Corresponding/Membership
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects Update
- VIII. Financial Reports:
 - A. Library Revenues **(backup)**
 - B. Library Director's Expenditure Report **(backup)**
- IX. Committee Reports:

- A. Finance Committee - Joseph Bogacz, Chair; Anna Maria Tabernik, Laura Sturkie, Terry Thomas and James Morrall
 - FY2021 Budget discussion
- B. Foundation – Lynne Miller
- C. Friends of the Library (FOL):
 - Beaufort: Brenda Ladson Powell, James Morrall
 - Bluffton: Laura Sturkie, Rosalie Richman
 - Hilton Head: Lynne Miller
- D. Policies & Procedures – Rosalie Richman, Chair; Lynne Miller, Janet Porter and Terry Thomas
 - Update
- E. Strategic Planning – Janet Porter; Chair, Anna Maria Tabernik, Brenda Ladson Powell, Lynne Miller, Tracey Robinson.
 - Update
- F. Challenged Materials Committee – Joe Bogacz, Chair; James Morrall, Rosalie Richman and Tracey Robinson
- G. Library Facilities Committee, Bernie Kole; Chair; Joe Bogacz, Rosalie Richman, Laura Sturkie and Anna Marie Tabernik
 - Update

X. Old Business:

XI. New Business:

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

XIII. Adjournment

County Library
BOARD OF TRUSTEES MEETING
Minutes – January 8, 2020 – 4:00 p.m.

The first scheduled meeting for 2020 was held at the Bluffton Branch Library.

Trustees: Ana Maria Tabernik, Chair; Joseph Bogacz, Lynne Miller, James Morrall, Janet Porter, Rosalie Richman, Tracey Robinson, and Terry Thomas.

Absentees: Bernard Kole, Brenda Ladson Powell and Laura Sturkie, Vice-chair.

Library Staff: Ray McBride, Director of Libraries; Amanda Dickman, Deputy Director; Scott Strawn, Bluffton Branch Library Manager; and Joshua Greer, Library Operation Manager.

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: Ms. Tabernik led those present in the Pledge of Allegiance.

Public Comment: None.

Minutes from meeting held November 13, 2019:

The minutes were approved as written on a motion from Ms. Porter and a second from Mr. Thomas. There was a unanimous vote.

Correspondence/Memberships:

Ms. Tabernik mailed a thank you letter to the Friends Groups for their support.

Library Director's Report:

Mr. McBride presented his report:

- **Personnel:**
 - The *Library Organizational Chart* is attached (four vacant positions).
- **Projects Updates:**
 - Capital Improvement Program (CIP) & Library Impact Fees: (see attached PowerPoint presentation)
 - Mr. McBride explained in detail the presentation at the board meeting.
 - County Impact Fees New Study:
 - The study may be completed by July 1, 2020.
 - Procedure to Request Approval of the Use of Funds (i.e. Impact Fees).
 - The County Administration implemented a new procedure to request approval for the use of funds (i.e. Impact Fees) for new projects (i.e. facilities renovations).
 - Mr. McBride explained the new County procedure in detail (see attached flowchart).

- FY 2021 Budget Kickoff & Budget Preparation:
 - Mr. McBride will attend a meeting on January 16, 2020 (see agenda attached)
 - The Department Directors will have the opportunity to give input/feedback for their departmental budget needs for the next fiscal year (2021).
- Launch of a new library program for all library branches:
 - Lucky Day Collection Program: (see attachment for more details):
 - This program will provide patrons more access to the latest popular book titles (display on the shelves). No waiting list.
 - The *Friends Groups* and the *Library Foundation* fully funded this program:
 - Twenty-five (25) new books for each large branch and ten (10) new books for the Lobeco branch.
- Free Online Resources available through the Library Website: (see attachment)
 - The South Carolina State Library fully funded the most popular software tutorials (i.e. Microsoft, Adobe, Word, Excel, etc) which are available through the Library website www.beaufortcountylibrary.org
- Design the Library's Summer 2020 Bookmark Program for children: (see attachment).
 - The Library and the School District are working together for this program.
 - The winning bookmark will be printed for distribution during the *Summer Reading Program 2020 @ Your Library*.

Committee Reports:

- **Finance Committee:**
Mr. Bogacz explained the financial documents presented.
- **FY 2020 Special Funds Report:** (see attachment)
Mr. Bogacz explained the attached report.
- **Beaufort County Library System - Budget Update – FY 2020:** (see attachment)
- **FY 2020 Library Materials Expenditure YTD year-to-date:** (for more details see attachment)
Mr. Bogacz explained the document in detail.
- **FY Fines and Fees Account:** Mr. Bogacz explained the document in detail.
- **County Impact Fees – New Study:**
 - The Finance Committee met last November to discuss the new *County Impact Fee Study*.
 - The Committee and Library Director will be involved in the Budget Process and Impact Fees Study in the upcoming months.
 - The collection of the *Library Impact Fees* might incur some reductions in north and south of the broad (due to less growth).

Public Library Foundation:

- The next meeting will be on Wednesday, January 29 at the Beaufort Branch Library.

Friends of the Library (FOL):

Beaufort Branch:

- The board met on December 5, 2019.
- The *Annual Book Sale* event was very successful (proceeds \$21K).
- ‘*Books Sandwiched In*’ (annual event) started on January 6, 2020, at the USCB Art Center (Historic Campus) and runs through Monday, March 2, 2020.

Bluffton Branch:

- The next meeting will be on February 6, 2020.

Hilton Head Branch:

- The next meeting will be on January 14, 2020.

Highlights – Library Foundation and Friends Groups:

- Mr. McBride added that the *Library Foundation* and *Friends Groups* are very active and well-organized groups.
 - These groups have donated to our Library System ~ \$1.0M over a 10 year period.

Policies and Procedures Committee:

- The Library Administration will develop an *Annual Spreadsheet* listing all Library policies per Ms. Porter’s recommendation.
 - The *Library Policy Spreadsheet* will list each Library Policy specifying its last revision date and the next projected revision date.

Art Policy Committee:

- The committee is planning to work with the School District to highlight the Library Artwork (more details at the next board meeting).
- The committee will have a report for the March board meeting.

Meeting Room policy:

- The committee decided that there is no need to review the policy at this time.

Strategic Planning Committee:

- Ms. Porter mentioned that the current strategic plan is in its last year. The committee will begin to develop the new strategic plan process during 2020.
- Ms. Porter and Mr. McBride will meet on Thursday, January 9, 2020 to discuss the process for the new *Strategic Plan 2021 – 2023*.

Challenged Materials Committee: None.

Library Facilities Committee: Nothing to report.

Old Business: None

New Business:

Hilton Head Mural Project.

- The Cultural Affairs Department (Town of Hilton Head) presented a proposal to host a community mural painting project at the Hilton Head Branch Library.
- The board discussed the proposed mural painting project and voted unanimously to deny the request. The board felt that the proposed mural did not have a direct tie to the Hilton Head community and did not fit within the existing décor of the library.

Motion: Ms. Porter made a motion to deny this request, Mr. Thomas seconded. There was a unanimous vote to deny the request.

Executive Session:

Ms. Tabernik made a motion to move into an executive session. Mr. Bogacz seconded the motion. There was a unanimous vote. The motion carried.

Ms. Tabernik called the executive session at 5:38 pm. Ms. Tabernik adjourned the executive session at 5:51 pm and reconvened the regular meeting. There was no action taken in Executive Session.

Ms. Tabernik asked whether there was any other business. Since there no other business was presented, the meeting was adjourned at 5:55 p.m. on a motion from Ms. Miller and a second from Ms. Richman.

Respectfully submitted,

Ray McBride
Library Director

Beaufort County Library
FY 2020
(July 2019 - June 2020)
Library Revenues

CASH / CHECK DEPOSITS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 1,626.67	\$ 1,203.28	\$ 1,054.62	\$ 1,036.66	\$ 625.59	\$ 756.74	\$ 1,168.05	\$ 672.07					\$ 8,143.68
BLUFFTON	\$ 1,856.24	\$ 1,624.91	\$ 1,083.36	\$ 1,294.70	\$ 1,054.77	\$ 814.41	\$ 999.94	\$ 1,045.79					\$ 9,774.12
HILTON HEAD	\$ 932.40	\$ 1,388.94	\$ 424.39	\$ 1,493.67	\$ 778.95	\$ 917.09	\$ 1,572.38	\$ 921.00					\$ 8,428.82
ST. HELENA	\$ 565.94	\$ 457.82	\$ 271.00	\$ 365.79	\$ 371.52	\$ 279.51	\$ 412.69	\$ 283.60					\$ 3,007.87
LOBECO	\$ 115.60	\$ 188.34	\$ 119.05	\$ 104.19	\$ 133.20	\$ -	\$ 82.46	\$ 26.21					\$ 769.05
TOTAL	\$ 5,096.85	\$ 4,863.29	\$ 2,952.42	\$ 4,295.01	\$ 2,964.03	\$ 2,767.75	\$ 4,235.52	\$ 2,948.67	\$ -	\$ -	\$ -	\$ -	\$ 30,123.54

CREDIT CARD DEPOSITS/ HEARTLAND PAYMENT SYSTEM	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 954.76	\$ 761.49	\$ 664.30	\$ 698.52	\$ 583.85	\$ 321.16	\$ 652.29	\$ 465.89					\$ 5,102.26
BLUFFTON	\$ 1,640.13	\$ 1,006.66	\$ 722.52	\$ 821.75	\$ 772.61	\$ 432.02	\$ 794.31	\$ 563.54					\$ 6,753.54
HILTON HEAD	\$ 605.59	\$ 518.76	\$ 337.94	\$ 459.22	\$ 559.30	\$ 448.89	\$ 1,021.65	\$ 767.64					\$ 4,718.99
ST. HELENA	\$ 142.87	\$ 140.47	\$ 52.62	\$ 81.60	\$ 300.50	\$ 35.22	\$ 193.33	\$ 92.52					\$ 1,039.13
LOBECO	\$ 75.50	\$ 32.00	\$ -	\$ 41.15	\$ 52.70	\$ 30.82	\$ 32.50	\$ 35.20					\$ 299.87
TOTAL	\$ 3,418.85	\$ 2,459.38	\$ 1,777.38	\$ 2,102.24	\$ 2,268.96	\$ 1,268.11	\$ 2,694.08	\$ 1,924.79	\$ -	\$ -	\$ -	\$ -	\$ 17,913.79

COPIERS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 51.30	\$ 2.90	\$ 83.90	\$ -	\$ 4.45	\$ 595.30	\$ 8.45	\$ 6.30					\$ 752.60
BLUFFTON	\$ 93.10	\$ 102.60	\$ 74.25	\$ 67.97	\$ 61.10	\$ 62.25	\$ 85.85	\$ 91.45					\$ 638.57
HILTON HEAD	\$ 32.00	\$ 112.55	\$ 76.30	\$ 68.10	\$ 149.10	\$ 153.30	\$ 106.75	\$ 138.00					\$ 836.10
ST. HELENA	\$ 38.55	\$ 78.15	\$ 33.95	\$ 56.15	\$ 26.90	\$ 44.00	\$ 33.60	\$ 39.30					\$ 350.60
LOBECO	\$ 148.20	\$ 152.50	\$ 60.10	\$ 139.95	\$ 116.80	\$ -	\$ 246.35	\$ 153.40					\$ 1,017.30
TOTAL	\$ 363.15	\$ 448.70	\$ 328.50	\$ 332.17	\$ 358.35	\$ 854.85	\$ 481.00	\$ 428.45	\$ -	\$ -	\$ -	\$ -	\$ 3,595.17

INTEREST SUMMARY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
INTEREST REVENUE	\$ 0.98	\$ 1.04	\$ 1.01	\$ 1.13	\$ 1.14	\$ 1.22	\$ 1.25	\$ 0.26					\$ 8.03

GRAND TOTAL	\$ 51,640.53
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Beaufort County Library System - Budget Update - Fiscal Year 2020

Actual Expenditures as of February 28, 2020 [8 months/66%]

Personnel Per MUNIS
(Sal.,FICA,Medicare,SC Retirement)

ADVERTISING

PRINTING

POSTAGE/OTHER CARRIERS

TELEPHONE

ELECTRICITY/NAT'L GAS

WATER/SEWER/GARBAGE.

MAINTENANCE CONTRACTS

REPAIRS TO EQUIPMENT

EQUIPMENT RENTALS

PROFESSIONAL SERVICES

OTHER VEHICLE OPER COSTS

GARAGE REPAIRS & MAINT

BOOKS,SUBS,MEMBERSHIPS

TRAINING AND CONFERENCES

VEHICLE INSURANCE

INSURANCE-OTHER

INSURANCE-PREPAID

UNCLASSIFIED OPERATING

SUPPLIES-OFFICE/PHOTO/ETC

DATA PROCESSING SUPPLIES

LIBRARY MATERIALS

FUELS/LUBRICANTS

MINOR OFF FURN/EQP <\$5,000

DATA PROCESSING EQUIP <\$5,000

Personnel & Operating Total:

Beaufort Library System			
FY20 Allocation	Expended YTD	Remaining	% Spent
\$3,605,000	\$2,327,165	\$1,277,835	65%
\$2,500	\$405	\$2,095	16%
\$7,100	\$2,101	\$4,999	30%
\$11,596	\$6,799	\$4,797	59%
\$44,472	\$32,910	\$11,562	74%
\$210,000	\$108,502	\$101,498	52%
\$11,200	\$7,228	\$3,972	65%
\$97,611	\$84,392	\$13,219	86%
\$300	\$0	\$300	0%
\$9,600	\$2,076	\$7,524	22%
\$38,000	\$25,638	\$12,362	67%
\$350	\$67	\$283	19%
\$6,300	\$7,045	(\$745)	112%
\$3,000	\$1,961	\$1,039	65%
\$6,500	\$2,066	\$4,434	32%
\$4,000	\$0	\$4,000	0%
\$3,352	\$0	\$3,352	0%
\$4,475	\$0	\$4,475	0%
\$2,500	\$1,960	\$540	78%
\$37,000	\$16,694	\$20,306	45%
\$6,000	\$1,051	\$4,949	18%
\$90,000	\$30,002	\$59,998	33%
\$10,340	\$3,726	\$6,614	36%
\$14,000	\$7,303	\$6,697	52%
\$50,000	\$36,073	\$13,927	72%
\$4,275,196	\$2,705,164	\$1,570,032	63%

Beaufort County Library - FY 20 Special Funds

<u>Library System</u>	<u>State Aid/Lottery</u>	<u>Impact Fees</u>		<u>Special Trusts</u>	<u>Comments</u>
Carryforward State Aid/Lottery FY	\$10,824	Hilton Head	\$407,202		
FY20 1st Quarter State Aid	\$81,116			\$213,708	<i>Endowment</i>
FY20 2nd Quarter State Aid	\$81,116				<i>plus interest</i>
FY20 3rd Quarter State Aid	\$81,116				
FY20 4th Quarter State Aid		Bluffton	\$3,127,451		
FY20 State Aid	\$254,172			\$16,950	<i>BDC materials/</i>
					<i>Proquest &</i>
State Aid spent-to-date	\$209,806				<i>Materials only</i>
Remaining	\$44,366				
		Beaufort(Port Royal)	\$619,314		
		St. Helena (& Lady's Island	\$337,819		
		Lobeco (Sheldon)	\$23,043		
		Del Webb Agreement	\$4,302		
Totals	\$44,366		\$4,519,130	\$230,658	
02/28/2020 [8 months/66%]					