

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – May 8, 2013 - 3:00 p.m.

The third scheduled meeting for 2013 was held at the Hilton Head Branch Library.

Attendants:

Trustees: Ms. Patsy Hand, Chair; Ms. Susan Barnwell; Mr. Bernie Kole; Ms. Peggy Martin; Ms. Eileen Fitzgerald; Ms. Lynn Miller.

Library Staff: Mr. Wlodek Zaryczny, Ms. Jan O'Rourke, Ms. MaryJo Berkes, Ms. Deborah Johnson, Ms. Gina Molter, Ms. Maria Benac, Ms. Traci Cox, Ms. Ileana Herrick.

County Staff: Mr. Alan Eisenman, Financial Analyst.

Guests: Ms. Jean Morgan, Nominee Board Member.

Call to Order: The Beaufort County Library Board of Trustees meeting on Wednesday, May 8, 2013 was called to order at 3:05 p.m.

Ms. Hand introduced Ms. Lynn Miller, who is a new board member. Ms. Hand introduced Ms. Jean Morgan who is in the final process of being approved to the Board.

Public Comment: Ms. Miller mentioned the elimination of 50 County positions reported in the newspaper. The positions have been vacant for a long period of time.

Minutes of March 13, 2013: Mr. Kole made a motion to accept the minutes as written. Ms. Fitzgerald seconded the motion. There was a unanimous vote.

Correspondences and Communications: None.

Librarian's Report: Report is attached. Mr. Zaryczny has been notified that vacant positions will not be filled during the remainder of this current fiscal year.

Miscellaneous items: Ms. Hand reported the *Computer and Internet Use* policy which addresses the waiver of the \$ 2.00 fee charged to nonresidents in the PCs. Nonresidents will be placed on express PCs. Mr. Kole made a motion to accept this waiver. Ms. Martin seconded. There was a unanimous vote.

Mr. Zaryczny will draft two letters for the board members to thank Senators Pinckney and Davis for their support to library services. Ms. Fitzgerald and Mr. Kole will work on the final letters.

Assistant Librarian's Report: Reports are attached. A Strategic Plan Survey will be available on the library website next October. This survey addresses media literacy, makerspaces,

participatory culture, educational development and relevancy for the future of the library. The Grant "The Creation Place" has been sent to the County for their approval.

Financial Reports: Attached to the minutes. Alan Eisenman gave a brief explanation of the financial reports for the period ended March 31, 2013. (See link below)
<http://www.bcgov.net/departments/Finance/finance/documents/2013/Library%20Financials-%20March%202013.pdf>

Committee Reports:

Library Services: Ms. Cox presented the spring edition of the *Upcoming Events Newsletter*. The deadline for the next issue is July 15; it will cover September to December events. Ms. Cox will include the board members in the distribution list of the press releases. The barcode on the front page of the newsletter in combination with the QReader app will take customers to library social media.

Summer reading program (SRP) registration starts on June 3. SRP has two innovations: online registration and activity-bingo cards. Patrons of all ages will access *Evanced* to register. They will have the option to have different activities instead of reading books. *Evanced* will provide maintenance and statistics of registered patrons.

Advocacy: No report.

Corresponding Secretary: No report.

Foundation: Ms. Hand mentioned that members are organizing the donor list. New treasurer is needed to replace Ross Jones. Ms. Miller recommends a fundraising dinner to honor Theresa Dunn for her work in the library board and foundation, as well.

Friends of the Library (FOL):

Beaufort Branch: Mr. Kole mentioned that members are trying to define their vision for the libraries. They are looking for new ways to raise money; the major source of funding is the Fall Book Sale. There is a decrease in book donations since many books are digital. They are looking into a new membership-fee structure.

Hilton Head Branch: Ms. Miller mentioned that the program committees have been changed from two members to one director to lead an activity. In this way, the numbers of programs will increase. Kiwanis Club has given a contribution of \$ 500 for Early Literacy Program activities for Hilton Head Branch.

Bluffton Branch: No report.

Membership: Ms. Hand will request that Mr. McBride fill the vacancies with the out-of-district members temporarily. She would like to have members with experience.

School Liaison: Ms. Fitzgerald mentioned that she would look for a person from the school district board to work on library services.

Old Business: Mr. Zaryczny reported that the Unaccompanied Minor Policy was sent with amendments to County Attorney Joshua Gruber for his recommendation. Mr. Gruber made some additions to the policy. Mr. Kole made a motion to accept the second draft and Ms. Martin seconded.

New Business:

Mr. Eisenman proposed to close out the Trustees checking account and transfer those funds to County Treasurer office for their management. The different funds would be posted in Munis instead of QuickBooks. Ms. Hand proposed to table the proposal for further discussion. Mr. Kole made a motion and Ms. Fitzgerald seconded. There was a unanimous vote.

Miscellaneous:

Ms. Hand reported that they presented to Mr. Kubic the list of actions at the last meeting. The increase in library hours has the highest priority. Four scenarios for increased hours were presented at the meeting. Mr. Zaryczny explained briefly the details of each scenario and the importance of complying with the SC State requirement of having one branch open 68 hours. Ms. Hand proposed to support scenario one as top priority and scenario three as the alternate. A proposal letter will be written to County Council. Mr. Kole made the motion and Ms. Fitzgerald seconded. There was a unanimous vote.

Members discussed topics for the next meeting with Mr. Kubic. Ms. Miller considers the request of "No smoking" signs for the buildings. County Administration has a proposal for a smoke-free campus; it has not been approved by County Council.

Ms. Hand asked if there was any other business. Being none, the meeting was adjourned at 4:45 p.m. on a motion from Mr. Kole and a second from Ms. Barnwell. There was a unanimous vote.

Respectfully submitted,



Wlodek Zaryczny
Director of Library

LIBRARIAN'S REPORT

June 26, 2013

Staff/Staffing -

Administration: FT Admin Assistant; **Beaufort:** PT Page; **Bluffton:** FT Circulation Manager, 2 PT Library Asst. I (Circulation)

Automation –

SC LENDS (SC Library Electronic Network Delivery System) – I am chairing the SC LENDS Strategic Planning Committee which will hold a planning meeting on August 23 for all member library directors and look at sustainability. Topics will include such areas as funding, staffing and new library migration.

RFID Project – Our PC Reservation (ALPS) system which employs a queue based method is problematic. We are now exploring other pc user reservation systems such as EnvisionWare, SAM(total management) and PharosSignup as potential alternatives. St. Helena's drive-up materials return is not up and running due to an obstruction from a fire sprinkling pipe that needs to be repositioned.

IT System-wide & Meeting Room Upgrades – All cost estimates are in. Scott Grooms (Broadcasting) is in the process of setting up a meeting with, Dan Morgan (MIS), Mark Roseneau (Facilities), Dave Thomas (Purchasing), Alicia Holland (Finance), Stuart Forrest and me to review funding for the project.

State Aid & Lottery Funds –

The House and Senate adopted the conference committee's budget. We are trying to determine what is in it since it has not been widely published.

County Budget -

The Library's FY13 budget is on track.

FY14 Budget Proposal –

The Budget was approved by County Council on June 24, 2013. Final budget numbers are expected by the end of next week.

Capital Improvement Projects 2007-2017 (CIP) Plan –

St. Helena Branch – Items that are on the “punch list” continue to be addressed.

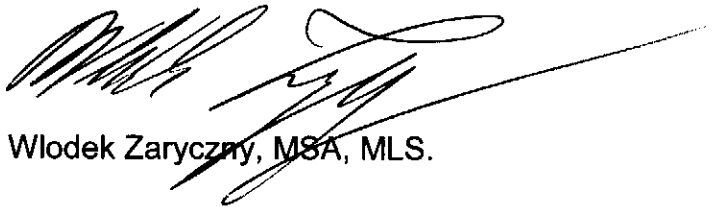
Miscellaneous –

The SC State Library continues to search for a replacement for David Goble, State Librarian.

St. Helena Branch –

The County has awarded the janitorial contract to County Disabilities Dept. which currently provides excellent service to numerous County Facilities. Service will start July 1st.

Sincerely,

A handwritten signature in black ink, appearing to read 'Wlodek Zaryczny', with a long horizontal flourish extending to the right.

Wlodek Zaryczny, MSA, MLS.

SC STANDARDS FOR PUBLIC LIBRARIES

(based on 2010 US Census population of 166,223 and FY 2012 figures)

Staff: Library meets the minimum professional staffing level

Essential	.5 FTE/1,000 population (83.11)
Target	.79 FTE/1,000 population (131.1)
BCL	60.37

Staff: Library meets recommended MLIS staffing levels

Essential	.167/1,000 population (27.75)
BCL	22

Volumes for population of 100,000 and over:

Essential	2 volumes/capita (324,446)
Target	4 volumes/capita (648,892)
BCL	254,855

Continuing Education/ Staff Development: Spend 1% of the annual gross personnel budget (\$2,232,015):

Comprehensive	\$22,320.15
BCL	\$7,961.15

Hours for populations of 100,000 and over (at least one library is open in each county and provides on-site access consistent with these standards including at least 20 open hours during evenings and weekends):

Essential	68
Target	70
BCL	40

Registration:

Essential	30% of population (48,669)
Target	50% - 75% of the population (81,112 – 121,667)
BCL	99,156

PCs

Essential	1 pc/1000 population (166)
Target	3 pcs/1000 population (499)
BCL	134

Collections:

- Library allocates 15% - 20% of its operating budget (\$3,481,746) for materials.
15% = \$522,262; 20% - \$696,349
BCL expenditure = \$250,461 or 7.9%

FY2012 BUDGET BREAKDOWN
(from Annual Statistical Report FY 2012)

County	\$2,929,065
County capital funds	0
Municipal or other jurisdiction	\$266,019
State aid*	\$118,902
Lottery	\$19,938
LSTA	\$21,175
Other revenue	\$126,647
Total Revenue	\$3,481,746

*State aid requirements:

- The public library system must be legally established and fiscally sound.
- Provide library services to all residents of the county.
- Provide remote access to statewide databases (DISCUS).
- Adopt an annual budget with balanced proportions among personnel (65%-70%), information resources (15%-20%), and maintenance (10%-20%).
- Employ professional and pre-professional positions librarians meeting the certified requirements of the SC State Library.
- Systematically acquire library materials consistent with a collection development policy approved by the library board.
- Adopt a long-range plan.
- Supply the state library with statistics and information.
- Have financial records audited annually by a CPA and furnish the state library with a copy of the audit report.
- Invite the State Library Director to one board meeting annually.

FY2013	BFT	Credit Card Beaufort Branch	HH	Credit Card H. Head Branch	BLU	Credit Card Bluffton Branch	LOB	Credit Card Lobeco Branch	STH	Credit Card St. Helena Branch	TOTAL
FINES & FE 10001-45200											
July	\$ 2,510.02		\$ 2,035.30	\$ -	\$ 2,643.85	\$ -	\$ 624.21	\$ -	\$ 35.51	\$ -	\$ 8,123.01
August	\$ 1,954.21		\$ 2,430.75	\$ -	\$ 4,039.40	\$ -	\$ 239.70	\$ -	\$ 46.50	\$ -	\$ 9,045.59
September	\$ 1,860.76		\$ 1,698.20		\$ 2,444.46	\$ -	\$ 220.60	\$ -	\$ 84.05	\$ -	\$ 6,587.10
October	\$ 2,019.82		\$ 2,271.89	\$ -	\$ 2,621.71	\$ -	\$ 468.46	\$ -	\$ -	\$ -	\$ 7,738.64
November	\$ 1,320.54		\$ 1,556.10	\$ -	\$ 2,435.96	\$ -	\$ 168.00	\$ -	\$ 341.66	\$ -	\$ 6,413.53
December	\$ 1,449.91		\$ 1,642.80	\$ -	\$ 1,689.36	\$ -	\$ 262.25	\$ -	\$ 290.65		\$ 5,804.62
January	\$ 1,738.33	\$ 344.81	\$ 3,694.34	\$ 123.72	\$ 2,307.10	\$ 269.00	\$ 544.85	\$ 10.45	\$ 176.71	\$ 68.75	\$ 9,278.06
February	\$ 1,244.43	\$ 616.36	\$ 2,919.94	\$ 44.39	\$ 2,413.43	\$ 300.24	\$ -	\$ -	\$ 387.83	\$ 51.36	\$ 7,977.98
March	\$ 2,338.10	\$ 488.18	\$ 2,470.95	\$ 231.60	\$ 2,603.80	\$ 509.44	\$ 645.05	\$ 85.29	\$ 777.01	\$ 113.30	\$ 10,262.72
April	\$ 1,580.45	\$ 282.03	\$ 1,683.10	\$ 87.39	\$ 2,956.97	\$ 542.76	\$ -	\$ 20.40	\$ 426.71	\$ 61.41	\$ 7,641.22
May	\$ 2,287.03	\$ 312.24	\$ 2,441.30	\$ 139.50	\$ 2,237.52	\$ 407.20	\$ 659.95	\$ 23.10	\$ 658.09	\$ 27.19	\$ 9,193.12
June	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 20,303.60	\$ 2,043.62	\$ 24,844.67	\$ 626.60	\$ 28,393.56	\$ 2,028.64	\$ 3,833.07	\$ 139.24	\$ 3,224.72	\$ 322.01	\$ 88,065.59
COPIERS 10001-44300											
July	\$ 140.85	\$ -	\$ 85.00		\$ 135.30		\$ 21.10		\$ 1.95		\$ 384.20
August	\$ 127.35	\$ -	\$ 105.75		\$ 69.00		\$ -		\$ 66.30		\$ 368.40
September	\$ 104.72	\$ -	\$ 34.50		\$ 204.65		\$ -		\$ -		\$ 343.87
October	\$ 132.80	\$ -	\$ 86.00		115.18		\$ -		\$ -		\$ 333.98
November	\$ 46.80	\$ -	\$ 120.00		\$ 98.80		\$ 61.70		\$ 2.20		\$ 329.50
December	\$ 78.95	\$ -	\$ 70.05		\$ 140.70		\$ -		\$ 5.75		\$ 295.45
January	\$ 115.40	\$ -	\$ 114.00	\$ -	\$ 57.55	\$ -	\$ -	\$ -	\$ 11.10		\$ 298.05
February	\$ 64.10	\$ -	\$ 82.60	\$ -	\$ 151.90	\$ -	\$ -	\$ -	\$ 12.30		\$ 310.90
March	\$ 108.20	\$ -	\$ 208.00	\$ -	\$ 129.65	\$ -	\$ 42.45	\$ -	\$ 25.10		\$ 513.40
April	\$ 140.10	\$ -	\$ 84.20		\$ 47.60	\$ -	\$ -	\$ -	\$ -		\$ 271.90
May	\$ 83.35	\$ -	\$ 85.10	\$ -	\$ 111.15	\$ -	\$ 44.85	\$ -	\$ 110.50		\$ 434.95
June											\$ -
TOTAL	\$ 1,142.62	\$ -	\$ 1,075.20		\$ 1,261.48		\$ 170.10		\$ 235.20		\$ 3,884.60
INTEREST 10001-46010											
July	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 0.69
August	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 0.58
September	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 0.46
October	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 0.53
November	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 0.57

December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.64
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.70
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.69
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.84
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.88
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.98
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7.56
Convenience 10001-44782												
July	\$ -	\$ 7.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7.63
August	\$ -	\$ 9.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9.21
September	\$ -	\$ 7.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7.67
October	\$ -	\$ 9.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9.81
November	\$ -	\$ 16.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16.26
December	\$ -	\$ 12.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12.92
January	\$ -	\$ 9.48	\$ -	\$ 3.40	\$ -	\$ 7.40	\$ -	\$ 0.29	\$ -	\$ 1.89	\$ -	\$ 22.46
February	\$ -	\$ 16.95	\$ -	\$ 1.22	\$ -	\$ 8.26	\$ -	\$ -	\$ -	\$ 1.41	\$ -	\$ 27.84
March	\$ -	\$ 13.42	\$ -	\$ 6.37	\$ -	\$ 14.01	\$ -	\$ 2.35	\$ -	\$ 3.12	\$ -	\$ 39.27
April	\$ -	\$ 7.76	\$ -	\$ 2.40	\$ -	\$ 14.93	\$ -	\$ 0.56	\$ -	\$ 1.69	\$ -	\$ 27.34
May	\$ -	\$ 8.59	\$ -	\$ 3.84	\$ -	\$ 11.20	\$ -	\$ 0.64	\$ -	\$ 0.75	\$ -	\$ 25.02
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ 119.70	\$ -	\$ 17.23	\$ -	\$ 55.80	\$ -	\$ 3.84	\$ -	\$ 8.86	\$ -	\$ 205.43

June 4, 2013
Prepared by: I. Herrick

Board of Trustees Library Board
General Ledger
 As of June 20, 2013

Type	Date	Num	Name	Memo	Amount	Balance
First Citizens Bank (Total)						22,136.41
Alexander Dawson Fund						1,451.97
Total Alexander Dawson Fund						1,451.97
Alpha Delta Kappa						25.00
Total Alpha Delta Kappa						25.00
BDC Collection						616.67
Total BDC Collection						616.67
Bluffton Building Fund						6,227.70
Total Bluffton Building Fund						6,227.70
Bluffton Miscellaneous Fund						499.14
Total Bluffton Miscellaneous Fund						499.14
Clover Carolina Room Fund						1,852.72
Total Clover Carolina Room Fund						1,852.72
Greater Island Committee						439.13
Total Greater Island Committee						439.13
H Scheper Book Fund						4,290.65
Total H Scheper Book Fund						4,290.65
Hilton Head Rotary Fund						1,126.66
Total Hilton Head Rotary Fund						1,126.66

Board of Trustees (Library Board)
General Ledger
 As of June 20, 2013

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Historical Society Fund						1,469.63
Total Historical Society Fund						1,469.63
James @ Shannon Duffy						100.00
Total James @ Shannon Duffy						100.00
Kiwanis Club of Beaufort						250.00
	Bill Pmt -Check	06/06/2013	1205	Ingram Library Services	Accounts Payable	-30.92
Total Kiwanis Club of Beaufort						-30.92
Sally & Joseph Harrington						3,642.14
Total Sally & Joseph Harrington						3,642.14
Wendy Allen Memorial						145.00
Total Wendy Allen Memorial						145.00
First Citizens Bank (Total) - Other						0.00
Total First Citizens Bank (Total) - Other						0.00
Total First Citizens Bank (Total)						-30.92
						22,105.49