

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – January 8, 2014 - 3:00 p.m.

The first scheduled meeting for 2014 was held at the Bluffton Branch Library.

Trustees:

- Attendees: Ms. Patsy Hand, Chair; Ms. Jean Morgan; Mr. Bernard Kole; Ms. Lynn Miller; Ms. Anna Maria Tabernik; Mr. Douglas Brown; Ms. Elizabeth (Buffy) Camputaro; Ms. Peggy Martin.
- Absentees: Ms. Eileen Fitzgerald, Vice-Chair; Ms. Yolanda Riley.

Library Staff:

- Attendees: Mr. Wlodek Zaryczny, Ms. Jan O'Rourke, Ms. Kathy Mitchell, Ms. Mary Jo Berkes, Ms. Deborah Johnson, Ms. Maria Benac, Ms. Belinda Blue, Ms. Traci Cox, Ms. Ileana Herrick.

County Staff:

- Attendees: Mr. Morris Campbell, Director of Community Services; Mr. Alan Eisenman, Financial Analyst.

Call to Order: The meeting was called to order at 3:07 p.m.

Public Comment: None.

Minutes of November 13, 2013: Corrections are as follows: *Ms. Hand's resignation* stated in the previous minutes is replaced with *Ms. Hand did not seek for reappointment*. Mr. Kole made a motion to accept the minutes with corrections. Ms. Martin seconded the motion. There was a unanimous vote.

Correspondences and Communications: None.

Librarian's Report: The report is attached. The Board discussed the Libraries IT upgrade project and they approved sending a letter to County Administration stating their concerns. Mr. Kole made a motion to send this letter. Ms. Miller seconded the motion. There was a unanimous vote.

Assistant Librarian's Report: Ms. O'Rourke is preparing the 2014-2015 Strategic Plan; it addresses 21st Century Learning Skills. Also she is providing a progress report of the current Strategic Plan.

Financial Reports: Mr. Eisenman explained briefly the financial reports for the period ended November 30, 2013.

<http://www.bcgov.net/departments/Finance/finance/documents/2013/Nov%202013%20Library%20Financials.pdf>

Committee Reports:

Advocacy: Mr. Kole mentioned his discussion with some Council members addressing library budget process and library hours of service.

Corresponding Secretary: None.

Foundation: Ms. Hand reported that board members have mailed out the letters to the donors. The next Foundation meeting is January 17, 2014, at Beaufort Branch.

Friends of the Library (FOL):

Beaufort Branch: Mr. Kole reported that the board has been working on the next *Books Sandwiched In* event which kicked off on Monday January 6 at USCB.

Bluffton Branch: The Executive committee approved the Friends budget in December. The annual meeting is on January 22.

Hilton Head Branch: Ms. Miller reported the success of the "Polar Express" Program at Hilton Head Branch. Also, the Friends received a grant of \$ 900 for the children's collection.

Library Services: Ms. Martin mentioned the success of the publicity of the library programs in Facebook.

Membership: Ms. Morgan reported that District 9th, 10th and 2nd are still vacant. Ms. Morgan is requesting that the Library Friends groups assess any potential applicants in their districts.

School Liaison: None.

Policies and Procedures: The committee worked on a draft of a new *Petitions and Solicitations* Policy Statement. It was open for discussion. Mr. Kole made a motion to accept the new policy. Ms. Martin seconded. There was a unanimous vote. The final policy statement will be sent to County Council for their final approval.

Old Business: None.

New Business:

FY15 Budget: Mr. Zaryczny explained briefly the FY15 proposed library budget (attached to the minutes). Mr. Kole made a motion to approve the budget. Ms. Morgan seconded. There was a unanimous vote. Also, Mr. Zaryczny reported briefly the current and new positions for the 40 & 50 library services (attached to the minutes), respectively.

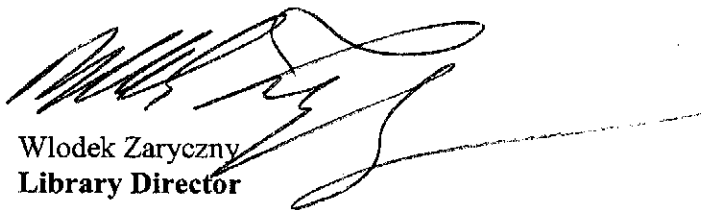


Circulation policy: Ms. Cox reported the change in the policy which establishes that everyone who is under 18 years old must have a parent or guardian sign their library card application. Mr. Kole made a motion to approve the update policy. Ms. Martin seconded. There was a unanimous vote

Miscellaneous: The new Chair will be elected in the next board meeting after Ms. Hand's term expires in February.

Ms. Hand asked if there was any other business. Being none, the meeting was adjourned at 4:10 p.m. on a motion from Mr. Kole and a second from Ms. Martin.

Respectfully submitted,



Wlodek Zaryczny
Library Director

LIBRARIAN'S REPORT

January 8, 2014

Staff/Staffing - Vacancies

Please refer to documents e-mailed to Trustees on Friday, 1/3/2014, under "40 Hours – FY 2014" and "50 Hours – FY 2014". We currently have a vacancy of 16 positions evenly split between budgeted staffing per FY14 Budget Ordinance for 40 hours of service and new positions to accommodate an additional 10 hours of service at HH, Bluffton and Beaufort Branches. Staff is fully engaged in hiring these personnel. Given the shortfall in staffing, the Library is doing the best it can to provide service at the 40 hours per week service level.

Automation –

SC LENDS (SC Library Electronic Network Delivery System) – SC LENDS is in the process of organizing and holding a state-wide conference to be held in York County. Libraries from neighboring states will be encouraged to participate.

RFID Project – Installation of St. Helena's drive-up materials return has been completed. The overhead conveyer was hit by a FedEx truck Thursday, January 2nd. We are in the process of determining the extent of the damage. In the meantime the conveyer is not operational. We are anticipating moving forward with a maintenance contract for St. Helena and requesting approval at a County Council Finance Committee Meeting sometime in January or February.

IT System-wide & Meeting Room Upgrades – The Hilton Head Branch meeting room upgrade may still not occur until the end of March 2014. The IT upgrade for all Branches excluding the new St. Helena Branch continues to remain on hold.

State Aid Grant & Lottery Funds –

The State Library and SC-APLA (South Carolina - Association of Public Library Administrators) is in the process of drafting proposals for the new fiscal year. SC-APLA has finalized a schedule for Library Director and supporters to visit their legislative delegation in Columbia. Beaufort has been scheduled for April 9. Trustee Board Members are invited to join Jan O'Rourke and me on the visit.


County Budget –

The Library's FY14 budget is on track.

Miscellaneous –

The Lobeco Branch Library was closed for service on Tuesday, January 7th, due to furnace issues and a lack of heat. Staff was sent to St. Helena and Beaufort Branches.

Sincerely,



Wlodek Zaryczny, MSA, MLS.

FY2014	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 & FEES											
July	\$ 1,511.31	\$ 541.37	\$ 2,324.69	\$ 166.00	\$ 2,526.53	\$ 406.16	\$ 258.80	\$ 38.00	\$ 1,092.65	\$ 106.03	\$ 8,971.54
August	\$ 2,024.26	\$ 499.14	\$ 1,984.36	\$ 151.14	\$ 2,378.83	\$ 389.73	\$ 279.96	\$ 41.41	\$ 861.94	\$ 88.81	\$ 8,699.58
September	\$ 1,379.68	\$ 506.80	\$ 1,652.90	\$ 252.91	\$ 1,585.74	\$ 352.08	\$ 244.16	\$ 33.65	\$ 636.31	\$ 47.20	\$ 6,691.43
October	\$ 1,599.26	\$ 410.26	\$ 2,061.54	\$ 180.69	\$ 2,630.68	\$ 507.69	\$ 287.66	\$ -	\$ 551.27	\$ 48.65	\$ 8,277.70
November	\$ 963.60	\$ 224.00	\$ 1,579.09	\$ 173.85	\$ 2,180.93	\$ 375.32	\$ 205.16	\$ 18.90	\$ 506.07	\$ 304.15	\$ 6,531.07
December	\$ 1,188.64	\$ 312.25	\$ 1,513.50	\$ 119.73	\$ 1,571.25	\$ 461.26	\$ 230.27	\$ 29.44	\$ 835.61	\$ 49.40	\$ 6,311.35
January											\$ -
February											\$ -
March											\$ -
April											\$ -
May											\$ -
June											\$ -
TOTAL	\$ 8,666.75	\$ 2,493.82	\$ 11,116.08	\$ 1,044.32	\$ 12,873.96	\$ 2,492.24	\$ 1,506.01	\$ 161.40	\$ 4,485.85	\$ 644.24	\$ 28,646.65
COPIERS											
July	\$ 87.65	\$ -	\$ 92.45	\$ -	\$ 69.75	\$ -	\$ 17.55	\$ -	\$ 96.80	\$ -	\$ 364.20
August	\$ 144.50	\$ -	\$ 86.00	\$ -	\$ 123.25	\$ -	\$ 21.25	\$ -	\$ 29.70	\$ -	\$ 404.70
September	\$ 59.95	\$ -	\$ 76.30	\$ -	\$ 90.35	\$ -	\$ 24.65	\$ -	\$ 27.20	\$ -	\$ 278.45
October	\$ 71.61	\$ -	\$ 73.80	\$ -	\$ 96.00	\$ -	\$ 28.75	\$ -	\$ 16.00	\$ -	\$ 286.16
November	\$ 55.35	\$ -	\$ 84.25	\$ -	\$ 84.70	\$ -	\$ 24.30	\$ -	\$ 20.40	\$ -	\$ 269.00
December	\$ 123.10	\$ -	\$ 76.00	\$ -	\$ 59.55	\$ -	\$ 6.40	\$ -	\$ 41.85	\$ -	\$ 306.90
January									\$ -		\$ -
February									\$ -		\$ -
March									\$ -		\$ -
April									\$ -		\$ -
May									\$ -		\$ -
June									\$ -		\$ -
TOTAL	\$ 542.16	\$ -	\$ 488.80	\$ -	\$ 523.60	\$ -	\$ 122.90	\$ -	\$ 231.95	\$ -	\$ 1,999.41

INTEREST REVENUE											
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.12
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.19
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.21
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.31
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.33
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.42
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7.58
Convenience Fee											
July	\$ -	\$ 14.89	\$ -	\$ 4.57	\$ -	\$ 11.17	\$ -	\$ 1.05	\$ -	\$ 2.92	\$ 34.60
August	\$ -	\$ 13.73	\$ -	\$ 4.16	\$ -	\$ 10.72	\$ -	\$ 1.14	\$ -	\$ 2.44	\$ 32.19
September	\$ -	\$ 13.94	\$ -	\$ 6.95	\$ -	\$ 9.68	\$ -	\$ 0.93	\$ -	\$ 1.30	\$ 32.80
October	\$ -	\$ 11.28	\$ -	\$ 4.97	\$ -	\$ 13.96	\$ -	\$ -	\$ -	\$ 1.34	\$ 31.55
November	\$ -	\$ 6.16	\$ -	\$ 4.78	\$ -	\$ 10.32	\$ -	\$ 0.52	\$ -	\$ 8.36	\$ 30.14
December	\$ -	\$ 8.59	\$ -	\$ 3.29	\$ -	\$ 12.68	\$ -	\$ 0.81	\$ -	\$ 1.36	\$ 26.73
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ 68.59	\$ -	\$ 28.72	\$ -	\$ 68.53	\$ -	\$ 4.45	\$ -	\$ 17.72	\$ 188.01
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Board of Trustees - Library Board
General Ledger
As of January 6, 2014

	Type	Date	Num	Name	Memo		Amount	Balance
First Citizens Bank (Total)								22,432.82
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								8,227.70
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								413.76
Total Greater Island Committee								413.76
H Scheper Book Fund								4,290.65
Total H Scheper Book Fund								4,290.65
Hilton Head Rotary Fund								1,626.66
Total Hilton Head Rotary Fund								1,626.66
Historical Society Fund								1,321.63
	Bill Pmt -Check	11/15/2013	1212	Beaufort Regional Chambe	BFT HISTORICAL SOCIETY	Accounts Payable	-300.00	1,021.63
Total Historical Society Fund							-300.00	1,021.63

Board of Trustees - Library Board
General Ledger
 As of January 6, 2014

	Type	Date	Num	Name	Memo	Amount	Balance
James @ Shannon Duffy							100.00
Total James @ Shannon Duffy							100.00
Kiwanis Club of Beaufort							119.78
Total Kiwanis Club of Beaufort							119.78
Sally & Joseph Harrington							3,642.14
Total Sally & Joseph Harrington							3,642.14
SHIRLEY DILLON							100.00
Total SHIRLEY DILLON							100.00
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)						-300	22,132.82

FY14 Budget Ordinance for all costs: \$3,972,788.00
 ALL NEW additional staff \$638,052.00
 FY15 operating increases \$400,910.00
 Total FY15 budget request \$5,011,750.00

sheet 2 contains the FY15 operating requets by each line item sheet 3 contain the new personnel being requested for FY15

	Admin		BEA		BLU		HH		Lob		St.H		Tech		BDC		
	FY15 requ	difference	FY15 requ	difference	FY15 requ	difference	FY15 requ	difference	FY15 requ	difference	FY15 requ	difference	FY15 requ	difference	FY15 requ	difference	
ADVERTISING	6500.00	500.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00		
PRINTING	10000.00	3300.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00		
BINDING	0.00		0.00		0.00		0.00		0.00		0.00		200.00	-400.00	0.00		
POSTAGE/OTHER CARRIERS	50000.00	2000.00	0.00		0.00		0.00		110.00	10.00	0.00		0.00		0.00		
TELEPHONE	6000.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
ELECTRICITY/NAT'L GAS	0.00		69800.00	7800.00	67200.00	11200.00	84000.00	24000.00	8800.00	1400.00	69000.00	29000.00	0.00		0.00		
WATER/SEWER/GARBAGE	0.00		3500.00	500.00	6500.00		5000.00	500.00	0.00		2600.00	100.00	0.00		0.00		
MAINTENANCE CONTRACTS	19300.00		19540.00		19200.00		20650.00		4960.00		19200.00		0.00		1600.00	100	
REPAIRS TO EQUIPMENT	750.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
REPAIRS TO BUILDINGS	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
EQUIPMENT RENTALS	1500.00		1900.00		2250.00		1600.00		700.00		2000.00		750.00		2175.00		
OFFICE SPACE RENTALS	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
PROFESSIONAL SERVICES	60000.00	59000.00	1800.00	-200.00	1500.00		1500.00		1200.00		1500.00		20000.00	300.00	800.00		
NON-PROFESSIONAL SERVICES	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
CLEANING SERVICES	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
PEST CONTROL SERVICES	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
OTHER VEHICLE OPER COSTS	50.00		0.00		50.00		0.00		50.00		50.00		0.00		0.00		
GARAGE REPAIRS & MAINT	2649.00		0.00		2649.00		0.00		2649.00		2649.00		0.00		0.00		
INSURANCE REIMB (CR)	1800.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
BOOKS,SUBS,MEMBERSHIPS	4002.00		960.00		960.00		960.00		250.00		960.00		360.00		325.00		
TRAINING AND CONFERENCES	8000.00	4000.00	1800.00	1100.00	1000.00	500.00	1200.00	600.00	1000.00	500.00	1200.00	600.00	1400.00	700.00	1500.00	750	
VEHICLE INSURANCE	2300.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
BLDG/CONTENTS INSURANCE	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
UNCLASSIFIED OPERATING	0.00		100.00		100.00		100.00		100.00		100.00		100.00		100.00		
SUPPLIES-OFFICE/PHOTO/ETC	8500.00	500.00	5000.00	500.00	3500.00	500.00	5000.00	500.00	2400.00	400.00	4000.00	400.00	8500.00	4000.00	3000.00		
DATA PROCESSING SUPPLIES	3500.00	500.00	1800.00	300.00	5500.00	2000.00	4200.00	200.00	600.00	200.00	5500.00	1500.00	400.00	-400.00	1200.00		
FOOD SUPPLIES	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
LIBRARY MATERIALS	0.00		0.00		0.00		0.00		0.00		0.00		350000.00	225000.00	0.00		
LIBRARY PERIODICALS	1000.00	225.00	6300.00	300.00	6000.00	600.00	7000.00		2300.00	600.00	6200.00	200.00	0.00		400.00	325	
LIBRARY AV SUPPLIES	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
SIGNS (EACH UNDER \$500)	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
AV/EDUC/TRAINING AIDS	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
OTHER SUPPLIES	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
FUELS/LUBRICANTS	1800.00	-200.00	100.00		300.00		100.00		500.00	-100.00	300.00		100.00		100.00		
MINOR OFF FURN/EQP <\$5,000	500.00		400.00		400.00		300.00		400.00	3010.00	0.00		0.00		500.00		
DATA PROCESSING EQUIP <\$5,000	25000.00	15000.00	0.00		0.00		0.00		0.00		0.00		0.00		229200.00	0.00	
		84825.00		10300		14800		25800		3010		31800		229200		1175	400910.00

New personnel requests web site

administrator \$55,969.00
 Systems Libr Assistant \$55,969.00
 Mac Lab Instructor \$55,969.00
 YA Librarian \$55,969.00
 Staff for ST. Helena @ 50 hours \$135,064.00

1 Ref Librarian
 1 FTE circ
 1 PTE circ
 LA II from PT to FT

\$358,940.00