

Beaufort County Library
BOARD OF TRUSTEES RETREAT
Minutes – October 26, 2018 – 10:00 am

The Library Board Retreat was held at the Bluffton Branch Library.

Trustees: Bernard Kole, *Chair*; Joseph Bogacz, Janet Porter, Terry Thomas, Rosalie Richman, Tracey Robinson, Brenda Ladson Powell, and Lynne Miller.

Absent: Anna Maria Tabernik, *Vice-chair*; Laura Sturkie

County Council Member: Councilman Alice Howard, District 4.

Library Staff: Ray McBride, *Director of Libraries*; Ileana Herrick, *Administrative Assistant*.

Call to Order: The meeting was called to order at 10:15 a.m.

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

Public Comment: None.

Objectives:

- *Reviewing library historical data and planning the future of the Library System.*

SC Code of Laws – Title 4 – County Government -Article 1 – General Provision:

- Mr. McBride explained briefly the Section 4-9-36:
- Duties of board of trustees (see attachment).

Accomplishments:

Staffing:

- The staffing level has increased since 2015:
 - There are currently eighty-three (83) staff positions. There were seventy-seven (77) positions in 2015.
 - Eighty-three (83) positions are the optimal level to provide efficient library services to our community.

Professional Library Positions:

- Librarians: twenty-seven (27) positions with Master in Library Science Degrees.
- Starting salary for beginning librarian is the third highest in South Carolina public libraries.

Salaries:

- Library budget line for salaries/benefits has increased by \$366K in the last two years due to the County wide salary and compensation study.

Staff training.

- Staff is receiving adequate training with the adding of a *Library Skills Trainer* full time position.

Library materials budget:

- The budget for materials has increased:
 - The current budget is \$517K
 - The budget was \$250K in 2015.

Digital materials:

- The digital collection has increased since 2015.
 - The collection currently has 750,000 items up from 4,000 in 2015.

Collection inventory of 375,000 items:

- The inventory was completed in 2017 (only 5% discrepancy).

Network infrastructure:

- All outdated information technology equipment, electronic devices and wiring (i.e. routers, WIFI, switches, data lines) have been replaced in the last two years.

Strategic Plan:

- The Library has a viable Plan (2017/2018 – 2020/2021).

Facilities Maintenance:

- The library facilities have improved in the last two years:
 - New security cameras, new HVAC systems, new carpeting, new circulation desk, self-checkout machines, fax machines.

County relationships:

- The library has an excellent relationship with the County Council/County Administration.

Bookmobile service:

- Implemented bookmobile services after 21 years without.
- The bookmobile is the best advertising for the libraries.

Bookmobile # 1:

- It has been a success (i.e high circulation, outreach program, smartspot loan program).

Bookmobile # 2:

- The new bookmobile will be delivered in December 2018 (earlier than expected).
- The bookmobile will be ready to go in March 2019 with full staffing, technology, and library materials.
- Purchase of this bookmobile is fully funded by the Friends of Hilton Head Branch Library.
- Ribbon cutting ceremony may be in March 2019.

Lottery funding:

- No lottery funding is projected for this budget year.

Summer Reading Program.

- The library is expanding the *Summer Reading Program* from June 1 to August 1 next year.
- The library and the school district have an excellent working relationship.
- School Reading lists are linked in the Library Catalog so that students can reserve materials immediately.

Locations/branches:**Lobeco Branch:**

- Size: 3,000 square feet.
- The school district leased this building to the County.

St. Helena Branch:

- Size: 27,000 square feet.
- Five-year old facility.
- The library was named '*most beautiful library*' in South Carolina in 2016.
- There was a discussion about the construction process and operating cost of this library.

Beaufort Branch:

- The 1st floor was renovated last year (new carpeting, new circulation workroom, Technical Services Offices).
- BDC (2nd floor) was renovated (painted walls and new carpeting).
- Storage room (2nd floor) was never finished.

Hilton Head Branch: Twenty- year-old building.

Bluffton Branch: Sixteen-year-old building.

RFP (Request for Proposal) Space Utilization Study for Hilton Head and Bluffton.

- The County sent the RFP document to vendors (i.e. architects, interior designers) in August.
- The RFP document refers to assessing the existing spaces in the Hilton Head and Bluffton Branch Libraries, since the current spaces are not efficient for current library needs.
- The library received RFP proposals from two qualified vendors.
- The vendors will make a site visit on November 7th.
- The evaluation committee will make a final recommendation to be presented to the Community Services Committee for their approval.

SC Lends Consortium:

- Due to the economic recession in 2007, seven (7) public libraries in South Carolina formed the SC Lends Consortium (Beaufort was one of the first libraries)
- Today, there are twenty-one (21) SC County library systems in the Consortium.
- Libraries can purchase less materials since they are sharing more than 3 million items.

- Circulation transactions are very efficient:
 - Customers reserve the book online, and will be notified by email/text when the book is ready to be picked up.
- Benefits: the libraries in the Consortium have saved \$10 Million dollars over the last 10 years.
 - Logistics: the new state wide courier service is very affordable.

Library Impact Fees: Powerpoint Presentation is attached.

Five year Statistics (FY 2014 to FY 2018): (see attachment for more details).

- Highlights:
 - Physical book circulation is going down in public libraries nationwide.
 - More digital library materials and less print books will be added to collection.
 - Public internet Computers' usage is going down due to customers bringing their own electronic devices and using our WIFI.

Strategic Plan: (see attachment)

Project update: (see attachment)

Library Board discussion – Next five years.

CIP Comprehensive Facilities Plan– 10 year plan: (see attachments)

- The current CIP proposes the construction of five new libraries and two library renovations (total potential cost of \$74 M).
- The *Draft* document (approved by the Library Board) proposes the construction of two new libraries and four renovations (total potential cost of \$ 20M).
 - The *Draft* document will supersede the current '*CIP Library section*' after County Administration review/approve it.

Three priorities:

- Priority 1: collocate / co-build with another planned county facility.
- Priority 2: Public or private partnership.
- Priority 3: Stand-alone library facility in separate site.

Staffing: (see organizational chart attached).

Library Budget:

- Mr. Bogacz presented the financial reports (see attachments)
- Mr. Bogacz explained two major topics:
 1. Duties of the Library Finance Committee:
 - Overview and monitor the library budget / financial reports.
 2. Sources of funding to run and support the Library system:
 - County funds, State Aid, Lottery, Impact Fees, Special Funds, and Grants.
- Highlights:
 - The Library Administration prepares accurate financial reports.

- MUNIS is the accounting software used by the County.
- The Board Finance Committee is the buffer between the County and the Library.
- Annual budget \$4.8 M
- Library Expenditures: 98 % of the budget.
 1. Salaries: 83%
 2. Utilities: 6%
- Impact fees funds: Two thirds of the revenues are from Bluffton area.
- State Aid: \$ 283K -Library Materials
- Lottery: \$17K last year.

Summary:

Mr. Bogacz summarized his report:

- The library system's service to customers has improved over the last few years:
 - More library materials, more programming, more staff and less costly.
- In addition to books for customers, the library also share spaces, offers meeting rooms, public internet computers, programs, and technology, etc.

Strategic Plan 2017/2018 – 2020/2021: See Attachment.

- The current Strategic Plan is in its final two years of implementation.
- Mr. McBride recommends hiring Deborah Johnson to manage the next strategic planning process in July 2020.
- **Executive Session:** None.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 1:45 p.m. on a motion from Ms. Porter and a second from Mr. Bogacz.

Respectfully submitted,



Ray McBride
Library Director