



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, June 10, 2020
4:00 p.m.

This meeting is being held virtually in accordance with Beaufort County Resolution 2020-05

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 11, 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
 - Update
 - 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 – March 11, 2020 – 4:00 p.m.

The second scheduled meeting for 2020 was held at the Beaufort Branch Library.

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

Absentees: Lynne Miller.

County Staff: Monica Spells, Assistant County Administrator – Civic Engagement and Outreach.

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

County Council Member: Councilwoman Alice Howard, District 4.

Guest: Deborah Johnson, Consultant for the Strategic Planning Committee.

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 January 8, 2020:

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

Correspondence/Memberships:

Letter from Beaufort County Historical Society – Construction of historical marker at the Carnegie Library, Beaufort, SC: (see attachment).

- Mr. McBride read the letter to the Board.
- Ms. Lillian Haist, President of the Beaufort County Historical Society, sent a letter notifying the manufacturing/installation of a historical marker at the site of the Carnegie Library located at 701 Craven Street, Beaufort, South Carolina.

Library Director's Report:

Mr. McBride presented his report:

- **Coronavirus Pandemic:**
 - The Library Administration is monitoring developments related to the Coronavirus pandemic to protect library staff and the community.

- Mr. McBride mentioned that the library has preventive measures to protect library staff and community:
 - Signs in all restrooms (i.e wash hands).
 - Deep cleaning in all public surface areas, library staff workstations, breakrooms, etc.
 - Bookmobile services and outreach programs might be suspended after Library Board and County Administration's approval.
- **Personnel:**
 - The *Library Organizational Chart* is attached (four vacant positions).
 - *Bookmobile Librarian* position: The hiring panel will conduct one interview for this position on Monday, March 16.
 - *Library Assistant I* position (Beaufort Branch), has been filled (starting on Monday, March 16).
- **Projects Updates:**

See monthly report for more details on facilities projects.

 - Capital Improvement Program (CIP) & Library Impact Fees Study: Still in progress.
 - County Impact Fees New Study: Still in progress.

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 2019 Fund Source Breakdown:** (see attachment).
Mr. McBride explained the document in detail.
- **FY 2021 Proposal Budget Packet:** (see attachment)
 - Mr. McBride mentioned that Library Administration submitted the *FY 2021 Proposal Budget Packet* in the required format to the County Administration for their review/approval. (see attachment).
 - The *final version of the budget packet* will be published by the County Administration after County Council's approval.

Public Library Foundation:

- **Capital Campaign:** The total collected amount is \$20,000.
- The Foundation received a contribution of \$50,000 from Allan Moss Estate to support Beaufort, St. Helena and Lobeck Branch libraries.

- Collection of donations in the Fashion show Fundraising:
 - *Credit card payment devices* were used to collect contributions at the Fashion Show event.
 - *The event was very successful this year.*

Friends of the Library (FOL):

Beaufort Branch:

- *'Books Sandwiched In'* (annual event) was very successful. It started on January 6, 2020, at the USCB Art Center (Historic Campus) and ran through Monday, March 2, 2020.

Bluffton Branch:

- No report.

Hilton Head Branch:

- No report.

Policies and Procedures Committee:

- Circulation - Interlibrary Loan Policy (see attachment):
 - Ms. Richman reported out of the Policies and Procedures Committee and requested additions be made to the *Interlibrary Loan Policy* as requested:
 - Number 6 - If a customer has any fines or fees due they may not request an ILL until fines/fees are paid.
 - Number 7 - Customers may not request the same item via ILL within a 6-month period.
- **Motion:** The two additions to the Interlibrary Loan Policy were approved as written on a motion from Ms. Porter and a second from Mr. Kole. There was a unanimous vote.
- The Library Administration developed an *Annual Spreadsheet* listing all Library policies per Ms. Porter's recommendation (see attachment).
 - The *Library Policy Spreadsheet* listed each Library Policy specifying its last revision date.

Challenged Materials Committee: None.

Library Facilities Committee:

- Potential library facility in the proposed New Riverside Development:
 - Mr. Kole read the proposed letter (see attachment) to the Board.
 - The proposed letter will be sent to the Chairman of the Beaufort County Community Services thru Councilwoman Alice Howard.
 - Ms. Tabernik, Chair of the Library Board will sign the proposed letter upon approval by board of trustees.
 - **Motion:** Mr. Kole made a motion to approve Ms. Ana Maria Tabernik to sign the proposed letter. Mr. Bogacz seconded. There was unanimous vote.

Strategic Planning Committee: (see attachment)

- Ms. Porter presented her report (see attachment).
- Ms. Johnson, (Consultant), explained the timeline, process and tasks relating to the proposed new strategic plan.

- Mr. McBride added that the current strategic plan document is very important to the library administration to help us focus on our goals and objectives.
- Highlights:
- The main point discussed by the committee is endorsement to the approach.
- The committee will conduct staff sessions at the Staff Development Day (April 22).

Old Business:

- Mr. McBride explained several infographic documents attached.
 1. *2019 Year in Review.*
 2. *Questions from the Library's 'Contact Us' form.*
 3. *Our digital library is always open.*

New Business:

Executive Session: None.

Ms. Tabernik asked whether there was any other business. Since there no other business was presented, the meeting was adjourned at 5:20 p.m. on a motion from Mr. Kole and a second from Mr. Bogacz.

Respectfully submitted,

Ray McBride
Library Director

Beaufort County Library System - Budget Update - Fiscal Year 2020

Actual Expenditures as of June 5, 2020 [11 months/ 93%]

	Beaufort Library System			
	FY20 Allocation	Expended YTD	Remaining	% Spent
Personnel Per MUNIS (Sal.,FICA,Medicare,SC Retirement)	\$3,855,427	\$3,447,300	\$408,127	89%
ADVERTISING	\$2,500	\$767	\$1,733	31%
PRINTING	\$7,100	\$2,464	\$4,636	35%
POSTAGE/OTHER CARRIERS	\$11,596	\$7,650	\$3,946	66%
TELEPHONE	\$44,472	\$47,865	(\$3,393)	108%
ELECTRICITY/NAT'L GAS	\$210,000	\$156,836	\$53,164	75%
WATER/SEWER/GARBAGE.	\$11,200	\$8,714	\$2,486	78%
MAINTENANCE CONTRACTS	\$97,611	\$85,120	\$12,491	87%
REPAIRS TO EQUIPMENT	\$300	\$0	\$300	0%
EQUIPMENT RENTALS	\$9,600	\$6,988	\$2,612	73%
PROFESSIONAL SERVICES	\$38,000	\$26,308	\$11,692	69%
OTHER VEHICLE OPER COSTS	\$350	\$84	\$266	24%
GARAGE REPAIRS & MAINT	\$6,300	\$9,127	(\$2,827)	145%
BOOKS,SUBS,MEMBERSHIPS	\$3,000	\$1,961	\$1,039	65%
TRAINING AND CONFERENCES	\$6,500	\$1,084	\$5,416	17%
VEHICLE INSURANCE	\$4,000	\$4,202	(\$202)	105%
INSURANCE-OTHER	\$3,352	\$2,373	\$979	71%
INSURANCE-PREPAID	\$4,475	\$0	\$4,475	0%
UNCLASSIFIED OPERATING	\$2,500	\$2,560	(\$60)	102%
SUPPLIES-OFFICE/PHOTO/ETC	\$37,000	\$23,961	\$13,039	65%
DATA PROCESSING SUPPLIES	\$6,000	\$5,570	\$430	93%
LIBRARY MATERIALS	\$90,000	\$30,002	\$59,998	33%
FUELS/LUBRICANTS	\$10,340	\$4,530	\$5,810	44%
MINOR OFF FURN/EQP <\$5,000	\$14,000	\$7,357	\$6,643	53%
DATA PROCESSING EQUIP <\$5,000	\$50,000	\$45,017	\$4,983	90%
Personnel & Operating Total:	\$4,525,623	\$3,927,840	\$597,783	87%

Unofficial and Unaudited

Beaufort County Library - FY 20 Special Funds

		<u>Impact Fees</u>				
<u>Library System</u>	<u>State Aid/Lottery</u>	Hilton Head		<u>Special Trusts</u>	<u>Comments</u>	
Carryforward State Aid/Lottery FY	\$10,824	Beginning FY20 Balance	\$369,977			
FY20 1st Quarter State Aid	\$81,116	Receipts	\$90,293	\$213,708	<i>Endowment plus interest</i>	
FY20 2nd Quarter State Aid	\$81,116	Expenditures	(\$18,000)			
FY20 3rd Quarter State Aid	\$81,116	Total	\$442,270			
FY20 4th Quarter State Aid	\$81,116	Bluffton				
FY20 State Aid	\$335,288	Beginning FY20 Balance	\$2,860,848	\$16,825	<i>BDC materials/ Proquest & Materials only</i>	
State Aid spent-to-date	\$321,540	Receipts	\$400,339			
Remaining	\$13,748	Expenditures	(\$131,999)			
		Total	\$3,129,188			
		Beaufort (Port Royal)				
		Beginning FY20 Balance	\$594,627			
		Receipts	\$59,171			
		Expenditures	(\$28,402)			
		Total	\$625,397			
		St. Helena (& Lady's Island)				
		Beginning FY20 Balance	\$312,782			
		Receipts	\$64,369			
		Expenditures	(\$15,000)			
		Total	\$362,151			
		Lobeco (Sheldon)				
		Beginning FY20 Balance	\$21,278			
		Receipts	\$8,295			
		Expenditures	(\$1,000)			
		Total	\$28,573			
		Del Webb Agreement				
		Beginning FY20 Balance	\$4,167			
		Receipts	\$406			
		Expenditures	\$0			
		Total	\$4,573			
06/5/2020 [11 months/93%]						
Totals	\$13,748		\$4,592,151	\$230,533		

Unofficial and
Unaudited

Note: All Impact fee expenditures are for eMaterials.