

Beaufort County Library
BOARD OF TRUSTEES
MINUTES OF MEETING
Held March 14, 2012 3:00 p.m.

The second scheduled meeting for 2012 was held at the Hilton Head Branch Library; 11 Beach City RD, Hilton Head, SC.

Attendants:

Trustees:

Ms. Patsy Hand-Chair; Ms. Susan Carter Barnwell; Ms. Eileen Fitzgerald; Mr. Dan Huff; Mr. Douglas Brown; Ms. Theresa Dunn; Mrs. Norma Stewart; Mr. Mike Morse; Mr. Bernie Kole.

Library Staff:

Mr. Wlodek Zaryczny, Library Director; Ms. Jan O'Rourke, Assistant Library Director; Ms. Maria Benac, Ms. Fran Hays; Ms. Mary Jo Berkes; Ms. Ann Rosen; and Ms. Cathy Parsons, Administrative Assistant.

County Staff:

Mr. Morris Campbell, Director Community Services.

Guests:

Ms. Sherry Hirsch, President-elect of the Beaufort Friends of the Library.

Call to Order: The Beaufort County Library Board of Trustees meeting of Wednesday, March 14, 2012 was called to order at 3:06 p.m. with a quorum present.

Public Comment: None.

Minutes of January 11, 2012:

MOTION: Mr. Kole made a motion to accept the minutes as written. Mr. Huff seconded the motion. There was a unanimous vote by the Trustees.

Correspondence and Communications: None.

Librarian's Report: Attached to these minutes.

Personnel:

Mr. Zaryczny said that the Library is interviewing for the Information Services Coordinator position. He told the Trustees that the Library has requested that the Development and Marketing position be filled, but thus far there has been no response. Mr. Zaryczny stated

that he has requested a meeting with County Administrator Gary Kubic to discuss the position. 2 (two) candidates for the 2 (two) Bluffton PT circulation positions have been chosen and their applications have been submitted to the County for approval for hire. Mr. Zaryczny reported that Hilton Head is interviewing for the Youth Services Manager position.

Automation:

Mr. Zaryczny announced that 3 (three) additional libraries (Clarendon, Chester and Lee) have been approved for membership to SC Lends (SC Library Electronic Network Delivery System). They will to be added to the consortium possibly in April.

Mr. Zaryczny stated that the Automated Materials Handling System installations are complete. There had been an issue at the Beaufort Branch with the timing of the reader, but an extension was added to the runway and that should remedy the problem.

Mr. Zaryczny said that an upgrade was being added to the PC Reservation system at the Beaufort Branch. He stated that once the system has been thoroughly tested it would go out to the other Branches.

Mr. Zaryczny announced that the Library has decided to use the 3M Cloud library E-books. He said that it is a relatively new service, but is also a customer friendly service. When the service is available for use there will be advertisements and press releases.

ACTION ITEM: Ms. Hand asked if by the next meeting they could have something in writing that will describe and explain the e-book service.

State Aid & Lottery Funds:

Mr. Zaryczny said that there is no change regarding State Aid and Lottery Funds.

County Budget:

Mr. Zaryczny stated that the Library is on track.

Capital Improvements:

St Helena Branch – the construction of the new St. Helena Library is on schedule, and in fact may be a little ahead a schedule. Mr. Zaryczny said that they met with Liollo Architects in Charleston last week to review FF & E (furniture, fixtures and equipment). On Friday, March 16th County Administrator will conduct a full briefing of the project. Mr. Zaryczny invited the Trustees to visit the construction site on a Thursday afternoon; they just needed to contact Ms. Maria Benac before the visit to ensure there is safety equipment for them.

Miscellaneous Items:

Mr. Zaryczny said that the acoustical renovations at the Bluffton branch are scheduled for April 17 thru June 30, 2012.

Mr. Brown asked Mr. Zaryczny about a Library facility being built in the Burton-Wells area. Mr. Zaryczny stated that particular project along with several others are in the Library's future, he commented that there is a tentative schedule on the County's website. But, because of the current economy most of the CIP (Capital Improvement Project) plans are on hold.

Mr. Zaryczny announced that the Library's Systems Specialist has completed the testing of the unfiltered computer located at the Beaufort Branch. This computer will not be hooked into the County network. This designated PC will be scheduled to be installed at each of the Library's Branches per required SC Code.

Grants: Nothing to report.

Assistant Librarian's Report:

Ms. O'Rourke stated that she is focusing attention on the "One County Reads One Country" program. The program will be launched in August and will continue throughout October. The committee is working on designing a very aggressive marketing campaign.

Ms. O'Rourke also introduced statistics comparing figures from FY2011 to FY2010.

Financial Report: Attached to these minutes.

FY 2012 Status Report

1. County Funds:

Mr. Zaryczny said that there was nothing out of the ordinary with the Library's budget. Mr. Zaryczny stated that Mr. Eisenman (Finance Department) wasn't able to attend the meeting today, but if the Trustees had any questions they could contact him directly. Mr. Zaryczny said that there were a few minor problems with the County's move to the BB&T Bank, but as issues come up they take care of them.

2. Trustee Funds:

Mr. Zaryczny stated that there was nothing new to report.

Committee Reports:

Ms. Hand, asked each Committee to give the Board a review of their Committee and a brief description of what they do. There will be Committee assignments in time for the next meeting and Ms. Hand stated that she will be in touch with the Board members. She stated that she'd like the members to consider serving on at least 2 (two) Committees.

Advocacy: Mrs. Fitzgerald said that the Advocacy Committee basically talks about the Library. There is written communication as well as phone calls to legislators to ask them to support legislation in support of libraries. The Committee attends County Council meetings and meets with their representative when possible. Ms. Fitzgerald said that she and Mr. Morse had talked about putting together some type of program where the Advocacy committee would meet with County Council members.

Corresponding Secretary: Nothing reported.

Facilities: Mr. Zaryczny stated that the Facilities Committee meets to address new library branches or major renovations. The Committee participates on the County's selection committee.

Finance: Mr. Zaryczny said that Mr. Alan Eisenman is the Library's liaison with County finance. Grants and State Aid are covered in the Librarian's report.

Foundation: Ms Dunn stated that the Public Library Foundation was established by the Trustee's in 2005 as a 501C3 organization to raise endowment, capital and special funds to support the mission of the Beaufort County Library System. The Trustee liaison is appointed and he/she has the responsibility to attend the Foundation's monthly meetings and to report the activities to the Board of Trustees. The Trustees have no control over the Foundation, but should be aware of their activities and assist them where appropriate.

Friends of the Library (FOL):

Mr. Kole introduced Ms. Sherry Hirsch as the President-Elect of the Beaufort Friends. Ms. Hirsch has been the co-chair for the Books Sandwiched In program for the last 3 (three) years. The attendance has been between 175-200 people, so she feels that the program has been very successful. Ms. Hirsch stated that along with other members she has been working on the Mission Statement and the Strategic Plan for the Beaufort Friends. The Friends decided that they did not need a hospitality chair but did need a marketing chair. She also stated that the Friends will be trying to achieve a more diverse membership, and that she will be reaching out to younger people as potential members of the Friends.

Ms. Stewart, said that she did not attend the last meeting for the Bluffton Friends. Ms. Rosen said that she did attend and that they mainly were getting to know the new members; and that they have strong programming.

Ms. Fitzgerald reported for the Hilton Head Friends saying that they are a very organized and hard working group. She stated that the "Library After Hours" program was held on March 2, 2012 and was very good. Mr. Ken Anderson was their guest speaker and he talked about how the Library influenced him. Ms. Fitzgerald said that a staff member found

a picture of Mr. Anderson from way back when, and made baseball cards with this photograph and he signed them and gave them to the kids who were there. Ms. Fitzgerald stated that the Friends want the Teen Board members to become involved with the Friends. The Branch will be hosting a brunch for the volunteers on March 28 with the theme being "It's All About You". Ms. Fitzgerald said their book programs and film programs have been very successful, in fact their only concern is that the bookstore earnings are still below budget.

Library Services: Ms. O'Rourke stated Mr. Dennis Adams had been working on the Committee but she would be happy to take it on and that it would include programming. She stated that she has developed teams that work on system levels so that the public service needs are being addressed. Ms. O'Rourke said that there is a big thrust for the "One County Reads One Country" programs. She said that there is also a commitment through the strategic plan to develop best practices and more attention to older adults since they are a significant part of the population in Beaufort County.

Membership: Ms. Hand announced that they would now have a full Trustee Board. Ms. Peggy Martin was just selected and approved earlier in the morning. Ms. Hand said the new Trustee orientation would be scheduled soon and it would be a good refresher for the current Trustees.

Policy Review: Nothing reported.

School Liaison: Ms. Fitzgerald reported that Mr. Dennis Adams had done most of the communications with the schools. She did state that she had gotten in touch with Dr. Truesdale who has given her contact information for Mr. Cory Trexler, Director of Virtual Learning. Ms. O'Rourke, Ms. Hand, and Ms. Fitzgerald all want to compare notes regarding the schools.

Old Business:

Ms. Stewart asked about the Amnesty month. Mr. Zaryczny stated that the media reported information incorrectly and after the 3rd revision the public should now have all the information necessary to take advantage of Amnesty month. Amnesty will begin on April 1st and will end on April 30. It is only for the return of overdue materials, not to eliminate existing library fees.

New Business:

A. Ms. Stewart asked about Sun City North (located in Jasper County) stating that some of the homes will have a Bluffton mailing address. Mr. Zaryczny said that if the patron's identification says "Bluffton" on it then they would be eligible for a library card.

B. Marketing and Development Position. Ms. Fitzgerald asked if the Marketing vacancy was going to be filled, and if it would help the potential filling of the vacancy if the Trustee's take a position on the issue. Mr. Campbell stated that the County would like to see that position

as a County one not a Library one. Mr. Kole expressed concern that if the Library loses the position to the County then the Library would get little or no attention.

MOTION: Ms. Fitzgerald made a motion that the Library Board of Trustees requests that County Council support the filling of the position of Director of Marketing and Development for the Library system. The motion was seconded by Mr. Kole and the motion was unanimously approved by the Board.

ACTION ITEM: The Board of Trustees will present this motion to County Council.

Other Business:

A. Mr. Morse brought to the attention of the Trustees that because of the program that was held at the Hilton Head Branch on Friday, the publicity person for the Hilton Head Friends (Paula) contacted a reporter to see if she could get them to come out and do a story. She was told that people feel that libraries are redundant, but Paula was able to convince the reporter to come to the Library. It happened to be a day when all the meeting rooms were filled, the public computers were full; there were people in the stacks reading, the Library was very busy. The reporter was impressed by what she saw and wrote a very nice article for the Island Packet.

Ms. Hand announced that if there was no other business that the next meeting would be held at the Beaufort Branch on May 9, 2012, and that this meeting was adjourned.

The meeting was adjourned at 4:10 p.m.

Respectfully submitted,



Wlodek Zaryczny
Director of Library

*An audio recording is available upon request if you would like to hear the meeting in its entirety.

LIBRARIAN'S REPORT

May 9, 2012

Staff/Staffing -

Administration: Dir. for Development/Marketing; **Bluffton:** FT Reference Librarian,
1 PT Page

Automation –

SC LENDS (SC Library Electronic Network Delivery System) – 4 additional County Libraries, Chester, Clarendon, Lancaster and Lee, were approved by the Executive Board for Membership. Chester County Library, Wave 5 of the migration, is scheduled for completion by the end of May. The remaining libraries, Wave 6, are expected to go live October 11, 2012. Due to some programming issues, the implementation of the Acquisitions Module is being delayed until the fall. Over 10 million items have been circulated by SCLENDS since the first migration at the end of 2009.

RFID Project – The AMH (Automated Materials Handling system) installation at Beaufort Branch had a portion of its material runway extended as part of a solution for identification location designations of returned items. The amount of time that material may be placed in the return slot will also be increased as part of the location designation solution. Cash payment machines at self-checkout stations will be tested at the Beaufort Branch for onsite credit/debit card payments. We are waiting for the upgraded PC Reservation/print management system to be installed at the Beaufort Branch.

E-books – The 3M Cloud Library e-book collection is in the process of being set up at BCL. Staff training is also in the process of being scheduled. A go live date for the public is tentatively set for July. We plan on giving a presentation to Library Trustees and County Council Community Services Committee in July.

State Aid & Lottery Funds –

The SC House approved State Aid @ \$1.00 per capita with a minimum of \$60,000 per county, and \$2 million in excess prize money from the education lottery. The Senate Finance Committee is discussing these items, as well as restoring \$733,000 in election day sales of lottery tickets that was removed by the House. Jan O'Rourke, Scott Strawn, Traci Cox and I met with Beaufort County House Representatives to discuss library funding support.

County Budget -

The Library's budget is on track.

The County appropriation for the library's operating FY2013 budget is \$3,932,960. The first Public Hearing will be held at the HH Branch Library large meeting room on Monday, May 21, 2012 at 6:00 pm. The 2nd public hearing will be held on Monday, June 11, 2012.

Capital Improvement Projects 2007-2017 (CIP) Plan –

St. Helena Branch – construction of the facility is moving forward. Liollo Architects, County and Library staff interviewed FF&E (furniture, fixtures & equipment) vendors on Wednesday, April 30. Tuesday, May 8th included a site tour and meetings with furniture and shelving vendors to review specific selections. Another meeting will be held on Tuesday, May 15th. A St. Helena project briefing review will be presented to the Penn Center Board on Thursday, May 10. Please find 3 attachments: 1. Staffing, FF&E, and Library Materials Schedule; 2. New Positions Timeline; and 3. Gantt chart that summarizes the first two attachments.

Miscellaneous –

David Goble - SC State Librarian has accepted the Library Director's position at the Citadel and will be leaving the State Library at the end of June.

Bluffton Branch - Acoustical renovations for the large meeting room are in processed and scheduled to be completed in time for June 12 elections.

Library Computer and Internet Use Policy – We are in the process of purchasing down view desks to hold the unfiltered PCs. These desks will maximize screen privacy.

April 2012 Amnesty – Returned items = 1,714; Forgiven fees/fines for returned material = \$6,950.00. In December 2011 the Library reported that about 3,000 patrons had not returned approximately 6,700 books, DVD, and other items with a total value of \$154,264.

Sincerely,



Wlodek Zaryczny, MSA, MLS.

FY2012	BFT	HHI	BLU	LOB	STH	TOTAL
FINES & FEES	10001-45200					
July	\$ 2,435.15	\$ 3,141.85	\$ 3,375.21	\$ 449.05	\$ 18.30	\$ 9,419.56
August	\$ 2,619.93	\$ 2,417.14	\$ 3,381.27	\$ 293.00	\$ -	\$ 8,711.34
September	\$ 2,225.34	\$ 2,151.03	\$ 2,856.56	\$ 563.02	\$ 61.20	\$ 7,857.15
October	\$ 2,110.29	\$ 1,641.40	\$ 2,454.89	\$ 294.75	\$ 50.80	\$ 6,552.13
November	\$ 1,839.98	\$ 2,432.65	\$ 3,582.80	\$ -	\$ 42.11	\$ 7,897.54
December	\$ 1,663.25	\$ 1,897.19	\$ 3,002.10	\$ 493.55	\$ 53.50	\$ 7,109.59
January	\$ 2,370.86	\$ 3,236.45	\$ 2,435.05	\$ 386.00	\$ 107.15	\$ 8,535.51
February	\$ 2,240.51	\$ 3,081.50	\$ 3,078.00	\$ 258.10	\$ 70.16	\$ 8,728.27
March	\$ 2,084.22	\$ 2,585.95	\$ 3,641.60	\$ 476.53	\$ 112.94	\$ 8,901.24
April	\$ 1,892.63	\$ 1,704.50	\$ 1,884.18	\$ 252.85	\$ 27.25	\$ 5,761.41
May						\$ -
June						\$ -
TOTAL	\$ 21,482.16	\$ 24,289.66	\$ 29,691.66	\$ 3,466.85	\$ 543.41	\$ 79,473.74
COPIERS	10001-44300					
July	\$ 90.45	\$ 94.75	\$ 121.50	\$ 29.80	\$ -	\$ 336.50
August	\$ 124.55	\$ 140.60	\$ 260.25	\$ -	\$ -	\$ 525.40
September	\$ 162.10	\$ 102.00	\$ 56.00	\$ 28.50	\$ 5.10	\$ 353.70
October	\$ 102.40	\$ 97.00	\$ 0	\$ 17.90	\$ 5.55	\$ 222.85
November	\$ 96.25	\$ 90.75	\$ 109.65	\$ -	\$ 2.80	\$ 299.45
December	\$ 67.60	\$ 88.00	\$ 151.50	\$ -	\$ 4.30	\$ 311.40
January	\$ 142.95	\$ 83.95	\$ 102.75	\$ 28.40	\$ 0.45	\$ 358.50
February	\$ 124.95	\$ 196.00	\$ 129.30	\$ 12.20	\$ -	\$ 462.45
March	\$ 129.60	\$ 140.50	\$ 104.00	\$ 31.50	\$ 4.40	\$ 410.00
April	\$ 113.35	\$ 138.20	\$ 147.20	\$ 12.50	\$ 12.80	\$ 424.05
May						\$ -
June						\$ -
TOTAL	\$ 1,154.20	\$ 1,171.75	\$ 1,182.15	\$ 160.80	\$ 35.40	\$ 3,704.30
PICTURE SALES	10001-44340					
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ 10.00
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ 10.00
INTEREST REVENUE	10001-46010					
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.06
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.18
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.14
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.10
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.22
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.33
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.03