

Beaufort County Library  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
Held July 11, 2012 3:00 p.m.

The fourth scheduled meeting for 2012 was held at the Bluffton Branch Library; 120 Palmetto Way, Bluffton, SC.

**Attendants:**

**Trustees:**

Ms. Theresa Dunn - Acting Chair; Ms. Susan Carter Barnwell; Ms. Eileen Fitzgerald; Mr. Dan Huff and Ms. Yolanda Riley.

**Library Staff:**

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

**County Staff:**

None.

**Guests:**

Ms. Lynne Miller, President of Hilton Head Friends of the Library.

**Call to Order:** The Beaufort County Library Board of Trustees meeting of Wednesday, July 11, 2012 was called to order at 3:07 p.m. There was not a quorum present.

**Public Comment:** Mr. Zaryczny reported that Mr. Morris Campbell was not able to attend because of a conflict; nor was Allen Eisenman able to attend.

**Minutes of May 9, 2012:**

Because there was not a quorum present the Trustee's were not able to vote on the minutes from the May 9, 2012 meeting.

**Correspondence and Communications:**

None.

**Librarian's Report:** Attached to these minutes.

**Personnel:**

Mr. Zaryczny said that Bluffton Branch has a FT reference librarian position and a PT page position open as well as a FT circulation assistant position. Mr. Zaryczny stated that the

County will not be filling the Marketing and Development position or the Website Administrator position. Mr. Zaryczny stated that they are reviewing the staff situation system-wide and are trying to make adjustments within the budget that the Library has. He stated that recommendations have been made and they are waiting for County Administration to reply. Mr. Zaryczny told the Trustee's that the work load of the Marketing position as well as the Website Administrator's position is being divided up between existing staff.

#### **Automation:**

Mr. Zaryczny announced that the installation of the acquisitions module has been delayed until next year. Second on the list of SC Lends priorities is a Materials Inventory Module. He stated that there had been an 8 (eight) year gap between their last inventory and the one that was done last year.

Mr. Zaryczny stated that as of July 1<sup>st</sup> he has taken the position of Executive Director of SC LENDS. Rosa Cummings will serve on the Cataloging/Acquisitions Committee; Stuart Forrest on the System Administration Committee; and Tally Essman on the Circulation Committee.

Mr. Zaryczny said that the RFID project was moving along but is not completed. He announced that the cash payment machines at self-checkout stations will now accept credit/debit card payment at the Beaufort Branch. It is being tested there before going out to the other Branches.

Mr. Zaryczny stated that 3M Cloud Library e-books will be available to the public on July 16.

Mr. Zaryczny also announced that they are reviewing the IT system at the Library. Impact fees will be used to finance the upgrades for all the Branches except for the Beaufort Branch and he will recommend using CIP funding for that Branch.

#### **State Aid & Lottery Funds:**

Mr. Zaryczny said that Governor Haley's vetoes did not affect public libraries, and they received everything that they asked for. Mr. Zaryczny said that the letters and communications that the Trustees, Foundation and Friends sent on behalf of the Library were helpful.

#### **County Budget:**

Mr. Zaryczny stated that the Library is on track, and that all County employees will receive a 2% cost of living adjustment, something that has not happened in 4 (four) years.

#### **Capital Improvements:**

St Helena Branch – The construction should be completed by the second half of August. The installation of furniture, equipment and fixtures will occur before September. 3 (three)

Manager positions and the Young Adult Librarian have been selected and 3 (three) additional postings are expected to occur at the end of this week.

**Miscellaneous Items:**

Mr. Zaryczny said that David Goble the SC State Librarian will stay in his position until the 4<sup>th</sup> week of July. There are 2 (two) final candidates being considered for the State Librarian's position.

Mr. Zaryczny announced that Bluffton is pleased with their acoustical renovations.

Mr. Zaryczny said that the Library has received the down view desks for the unfiltered PC's that are to be installed at each Branch.

**Assistant Librarian's Report:**

Ms. O'Rourke reported that they have hired a consultant to assist in designing a model Homework Help Center and she will submit her report to the Homework Center Committee next week. The plan is to get Beaufort's Homework Center up and running by September. Ms. O'Rourke stated that St. Helena already has a robust program.

Ms. O'Rourke stated that the "One County Reads One Country" program is officially launching on August 12<sup>th</sup> with a film series called "Women's Voices from the Muslim World". Ms. O'Rourke handed out an overview of the entire One County Reads One County programming for the Trustees to see and gave brief explanations about a few of the 50 programs being offered. Ms. Cox is doing the publicity for the program and is creating a directory of events. The program is being advertised on the Library's website; on Facebook; and Twitter. Ms. O'Rourke stated that at the end of the program she must submit an evaluation of the program and show how it impacted the people who attended.

**Financial Report:** Attached to these minutes.

FY 2012 Status Report

1. County Funds:

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

2. Trustee Funds:

Mr. Zaryczny stated that there has been one new Fund added, the Wendy Allen Memorial, which will be used for children's materials.

**Committee Reports:**

**Advocacy:** Ms. Fitzgerald reported that the Advocacy Committee has been involved with letter writing to all the legislators for funding. She stated that they were communicating with

County Council about money that was being taken from the other Branches to finance the new St. Helena Library; and also the Trustee's concern regarding the Marketing position.

Corresponding Secretary: Nothing to report.

Foundation: Ms. Dunn reported that the Foundation has decided to use Wells Fargo to handle their account. Ms. Dunn said that Mr. Zaryczny had told the Foundation that the Library wanted to have 33% of the shelves filled for the opening of the new St. Helena Library. She said that the Foundation discussed having a "Fill the Shelves" campaign in the Dataw Island area. Ms. Dunn reported that the Foundation received a \$20,000 donation for books designated for the St. Helena Library, \$10,000 of which would go to parents' literacy and \$10,000 for children. Ms. Dunn stated that the Foundation members were distressed that there would not be a Marketing person. Ms. Dunn stated that they were also troubled by the fact that of the 42 counties in the State that Beaufort County Library took the largest financial hit between 2010 and 2011 from their County government. Ms. Dunn suggested that the Trustees make a motion that we (the Trustees) go on record that we are disturbed that the Library's budget was cut so severely in comparison to other Library systems across the State.

**MOTION:** Ms. Fitzgerald made a motion to reflect the fact that the Trustees are disappointed that Beaufort County's library budget was reduced so much more in comparison to the other counties in the State; and also that the County did not allow the Library to have a dedicated Marketing position. Mr. Huff seconded the motion, and there was a unanimous vote by the members present.

Ms. Dunn also stated that the Foundation needed more members and asked the Trustees to think about possible candidates to ask to become a member of the Foundation.

Friends of the Library (FOL):

Mr. Huff reported for the Beaufort Friends. He told the Trustees that the Beaufort Friends who work with the sorting of books are noticing that book donations to the Friends have dropped off by about 30%. He reported that sales are also down.

Ms. Rosen reported for the Bluffton Friends. She said that the Friends will be meeting next week and that she had nothing new to report for them. Ms. O'Rourke mentioned that the Friends wanted more programming for the adults.

Ms. Dunn reported for the Hilton Head Friends. She said that their newsletter is great, and their Treasurer's report is impressive. Ms. Miller told the Trustee's about the matching grant that they had received last September for non-fiction materials, and that with the monies they had remaining they started a very successful non-fiction lease program. Ms. Miller stated that they are very excited about the grant they have just received for computers. The Friends are hoping to get the computers installed before the opening of the St. Helena Branch. She also mentioned that their book sale proceeds are down.

Library Services: Ms. Cox reported from the reference staff that the One County Reads One Country is a big project and they are working to promote all the events within the project. Ms. Cox said that the WorkStarts Committee will be meeting on July 12 to discuss where that project is going in regards to their job health labs and how they can change the program a little. She said that the reference desk wants to be primarily information referral for the WorkStarts program. Ms. Cox is also working on the online resources (the Library's databases) on the Library's website so that they are easier for the customers to use. Ms. Cox also stated that she is working on a "new customer welcome packet" for persons getting their first card with Beaufort County.

Ms. Cox introduced the Trustees to the new 3M Cloud Library e-book collection. In her presentation she showed the Trustees how to log on, check out an e-book, and place a hold on an e-book. Ms. Cox told the Trustees that they would be offering training to the patrons on how to use e-books.

Ms. Cox shared with the Trustees a comparison chart showing what other libraries in the area offer to the public and what the Beaufort County Library offers. Mr. Zaryczny stated that this information was asked for by the Beaufort County Council; and noted that there is a reciprocal agreement between the local academic libraries and the Beaufort County Library.

Mr. Zaryczny reporting for Mr. Strawn, Youth Services Coordinator said that Summer Reading Registration ended on July 7<sup>th</sup>. The total number of children who have signed up is 2388 and the total number for teens was 473 for a grand total of 2861. This registration does include 140 children aged 2 and 3 who are signed up under the Wee Read program South of the Broad.

The Wee Read program has had 108 children and 79 adults attend the story times at Bluffton and Hilton Head so far. Further training and outreach connected to the Wee Read Program has begun and will intensify the week of July 23<sup>rd</sup> at the completion of the Summer Reading Program.

Membership: Ms. Dunn stated that there is still one vacancy on the Board of Trustees.

School Liaison: Nothing reported. Ms. Fitzgerald asked what kind of connection each Library Branch would like to have to the school.

### **Old Business:**

#### **A. Unique Management (Materials – Fines Collection Agency); Amnesty**

Mr. Zaryczny presented the Trustees with background information regarding Unique Management and how this has become an agenda item. Mr. Zaryczny reminded the Trustees that they had approved holding an amnesty period first to see if the Library could recover some of the long overdue items, and this was also approved by County Council. The amnesty period has ended, and the Trustees will now decide whether or not to proceed with using Unique Management, the collection agency. Unique Management is a sole source because it works with Evergreen. He reminded the Trustees that patrons with less than \$25 in fees or fines would not be pursued, but anyone who owed more than \$25 would

be. Unique Management would automatically attach a \$10 fee to the patron's record. Then Unique Management will send out 3 (three) letters to the delinquent patron. If the patron's record is not cleared within 120 days then their information would be sent to credit agencies. If the Trustees decide to use Unique Management, then their recommendation would go to Council's Community Services Committee for them to either approve or disapprove.

**MOTION:** Mr. Huff made a motion to engage Unique Management with the County's approval. The motion was seconded by Ms. Fitzgerald. A discussion followed as to how the public would be made aware of this contract between the Library and Unique Management. Ms. O'Rourke stated that the Library's notices cannot be amended so notification would be through the website, in the Friends' newsletters, etc. The Trustees then voted, and the vote was unanimous. Mr. Zaryczny stated that he would present this to the Community Services Committee in August.

B. Mr. Zaryczny stated that the County Attorney has contacted him and that the Social Policy is acceptable as written.

C. Meeting Room Policy revision accepted by County Attorney.

**MOTION:** Ms. Fitzgerald moved to accept the revision to the Meeting Room Policy. Mr. Huff seconded the motion, and there was a unanimous vote by the Trustees.

D. Approval of Mr. Kole's amended motion regarding the flag pole at St. Helena Library. Ms. Dunn reported that Ms. Hand poled the Trustees and the vote was in favor of installing the flag pole.

**New Business:**

A. St. Helena Publicity – Protocol response to reporters

Ms. Dunn stated that when a reporter calls a Trustee for information, refer him/her to the Chairperson (Ms. Patsy Hand); the Vice-Chairperson (Ms. Norma Stewart); or to Mr. Zaryczny.

Ms. Dunn adjourned the meeting at 4:45 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**

September 12, 2012

### Staff/Staffing -

**Bluffton:** FT Reference Manager, 1 FT & 1 PT Circulation Representative, 1 PT Page;  
**Hilton Head:** PT Circulation Rep.; **St. Helena:** we continue to interview applicants for 1 FT & 1 PT Circulation Representative, 1 PT Page and are waiting for disposition of a Computer Lab Specialist position.

### Automation –

SC LENDS (SC Library Electronic Network Delivery System) –Wave 5 migration of Chester County is nearing completion. Wave 6 migration of Clarendon, Lancaster and Lee County Libraries is slated for October 15, 2012. SLENDL has had to do a separate loading of new St. Helena bibliographic records.

RFID Project – Cash payment machines have been successfully tested in Beaufort and are now at Bluffton. Once configuration at Bluffton is achieved machines will be placed in Hilton Head. The upgraded PC Reservation/print management system will be installed at the Beaufort Branch this Friday for testing and will be pushed out to other Branches once we are satisfied that it is running smoothly.

E-books – The 3M Cloud Library e-book collection went live July 16. It is being received very well by the public.

### State Aid & Lottery Funds –

There is nothing new to report.

### County Budget -

The Library's FY13 budget is on track. The upcoming reassessment will impact County revenues and budget for FY14.

### Capital Improvement Projects 2007-2017 (CIP) Plan –

St. Helena Branch – construction of the facility is moving forward with completion changed from the 2<sup>nd</sup> half of August to the 2<sup>nd</sup> half of September. We are currently anticipating that staff may start work at the Branch on September 26<sup>th</sup> and the facility open to the public on Thursday October 11<sup>th</sup>. Plans are in being prepared for a tentative “soft” opening reception on Thursday, October 18 and a tentative grand opening on Thursday, November 8 during Penn Center Heritage Days.

# **Staff Development Schedule**

## **Oct. 10, 2012**

8:00-8:30 am	Breakfast and Sign-in
8:30 - 9:00 am	Remarks by Gary Kubic?, Morris Campbell, Patsy Hand, Wlodek Zaryczny; Introduction of New Staff
9:00 – 10:00 am	Library Tour
10:00-10:15 am	Break
10:15-11:45 am	Services to Seniors – Kathy Shepard and Pamela Hoppock (State Library)
11:45 am -12:45 pm	Lunch
12:45 - 1:15 pm	Publicity & Marketing – Joy Nelson, County PIO
1:15-2:15 pm	Poverty Simulation – Amanda Brewer
2:15-3:15 pm	Unit Meetings
3:15-3:30 pm	Break
3:30-4:15 pm	Summer Reading (Scott and the YS Unit)
4:15-4:45 pm	Outlook – Stuart Forrest
4:45-5:00 pm	Evals and Cleanup

**Draft 9/4/2012**



FY2013	BFT	Credit Card Revenues	HH	BLU	LOB	STH	TOTAL
<b>FINES &amp; FEES 10001-45200</b>							
July	\$ 2,510.02	\$ 274.12	\$ 2,036.30	\$ 2,843.85	\$ 624.21	\$ 36.61	\$ 8,123.01
August	\$ 1,954.21	\$ 335.03	\$ 2,430.75	\$ 4,039.40	\$ 239.70	\$ 46.50	\$ 9,045.59
September							\$ -
October							\$ -
November							\$ -
December							\$ -
January							\$ -
February							\$ -
March							\$ -
April							\$ -
May							\$ -
June							\$ -
<b>TOTAL</b>	<b>\$ 4,464.23</b>	<b>\$ 609.15</b>	<b>\$ 4,466.05</b>	<b>\$ 6,683.25</b>	<b>\$ 863.91</b>	<b>\$ 82.01</b>	<b>\$ 17,168.60</b>
<b>COPIERS 10001-44300</b>							
July	\$ 140.85	\$ -	\$ 85.00	\$ 135.30	\$ 21.10	\$ 1.95	\$ 384.20
August	\$ 127.36	\$ -	\$ 105.75	\$ 69.00	\$ -	\$ 66.30	\$ 368.40
September							\$ -
October							\$ -
November							\$ -
December							\$ -
January							\$ -
February							\$ -
March							\$ -
April							\$ -
May							\$ -
June							\$ -
<b>TOTAL</b>	<b>\$ 268.20</b>	<b>\$ -</b>	<b>\$ 190.75</b>	<b>\$ 204.30</b>	<b>\$ 21.10</b>	<b>\$ 68.25</b>	<b>\$ 752.60</b>
<b>PICTURE SALES 10001-44340</b>							
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>INTEREST REVENUE 10001-46010</b>							
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.69
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.58
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1.27</b>
<b>Convenience Fee 10001-44780</b>							
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7.63
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9.21
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16.84</b>

8:25 AM  
 09/04/12  
 Accrual Basis

**Board of Trust - Library Board  
 General Ledger  
 As of August 31, 2012**

Type	Date	Num	Name	Memo	Amount	Balance
First Citizens Bank (Total)						21,015.30
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						586.67
Total BDC Collection						586.67
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						565.21
Total Greater Island Committee						565.21
H Scheper Book Fund						4,290.65
Total H Scheper Book Fund						4,290.65
Hilton Head Rotary Fund						626.66
	Deposit	08/01/2012		Deposit	Contributions Income	500.00
Total Hilton Head Rotary Fund						500.00
						1,126.66

Library Board Meeting  
 September 12, 2012

Prepared by: Ileana Herrick

Board of Trust - Library Board  
General Ledger  
As of August 31, 2012

Type	Date	Num	Name	Memo	Amount	Balance
Historical Society Fund						969.63
Total Historical Society Fund						969.63
James @ Shannon Duffy						100.00
Total James @ Shannon Duffy						100.00
Sally & Joseph Harrington						3,674.95
Total Sally & Joseph Harrington						3,674.95
Wendy Allen Memorial						145.00
Total Wendy Allen Memorial						145.00
Total First Citizens Bank (Total)					500.00	21,515.30