

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

The sixth scheduled meeting for 2012 was held at **the Beaufort Branch Library**

Attendants:

Trustees: Ms. Patsy Hand-Chair; Ms. Susan Barnwell; Ms. Norma Stewart; Mr. Douglas Brown; Mr. Bernie Kole; Ms. Peggy Martin; Ms. Yolanda Riley.

Library Staff: Mr. Wlodek Zaryczny, Ms. Jan O'Rourke, Ms. Maria Benac, Ms. Gina Molter, Ms. Ileana Herrick, Ms. Traci Cox, Ms. Grace Cordial.

County Staff: Mr. Morris Campbell, Director of Community Services; Mr. Alan Eisenman, County Finance Department.

Guests: None

Call to order: The Beaufort County Library Board of Trustees meeting on Wednesday, November 14, 2012 was called to order at 3:05 p.m.

Public comment: None

Minutes of September 12, 2012: Ms. Barnwell made a motion to accept the minutes as written. Mr. Kole seconded the motion. There was a unanimous vote.

Correspondences and Communications: none.

Librarian's Report: Attached to these minutes.

Personnel: Mr. Zaryczny announced the retirement of Ann Rosen, Bluffton Branch Manager, effective January 4, 2013.

Automation: See Librarian's report.

State Aid and Lottery Funds: See Librarian's Report.

Financial Report:

County Budget: Mr. Kole asked if any information has been provided by the County for preparing the FY2014 budget. Mr. Zaryczny stated no information has come forth as January is usually the time of year information is distributed. Mr. Kole asked if the Library has been pro-active in seeking to restore previous reductions in its budget. Because County revenues are anticipated to be lower in FY14, the Library expects to struggle to maintain what it has in place this year. Trustees can talk to their county council representatives. Council determines priorities for the county at their annual budget retreat. Ms. Stewart suggested the Trustees also look to the state legislative delegation and talk to them about unfunded state mandates.

Mr. Zaryczny clarified that the Mac lab that would be part of the IT upgrade request for the Bluffton Branch would duplicate the Mac lab at the new St. Helena Branch.

Capital Improvements: see Librarian's report.

Miscellaneous Items: see Librarian's Report

Assistant Librarian's Report: attached to these minutes.

Financial Report: Alan Eisenman, County Finance Department, provided an overview of library funds. The Impact fees for St. Helena have been just about expended for materials and FF&E. Other Impact fees being used for RFID and materials for libraries.

Committee Reports:

Advocacy: No report.

Foundation- Ms. Hand reported they are struggling without staffing. They especially need help now with the mailing list for the annual donor letter.

Friends:

Beaufort Branch: Their sources of revenues are changing with fewer used books being donated due to digital age. It is a difficult financial time for non-profits who are all looking for different ways to raise funds.

Bluffton Branch- Their annual meeting was very well attended.

Hilton Head Branch- They held a ribbon cutting ceremony for new computer lab.

Library Services: Staff is working on the Library website to make it more user friendly. A programming newsletter is forthcoming and will list countywide library programs as well as Friends events and Trustee meetings.

Membership- Weston Newton (District 9) is recommending someone to fill trustee vacancy in District 7.

School Liaison- No report.

Old Business:

Unique Management- This project is now being reviewed by Mr. Kubic.

New Business:

Library Trust (BAG Fund) Interest for IT upgrade. Mr. Zaryczny will be meeting with David Starkey, County Financial Officer, to identify funding for a proposed \$256,000+ IT upgrade for the Beaufort, Bluffton, Hilton Head and Lobecko branches. Mr. Zaryczny requested the Trustees approve the use of approximately \$6,700 from the interest earned on the Library Trust (BAG) Fund towards this IT upgrade project. Mr. Kole moved to approve the use of the interest balance of Fund 649 Library Endowment towards the IT upgrade project conditional on the approval of the County Finance Committee to move forward with this project. Ms. Martin seconded the motion. Unanimous vote, motion passed.

Internet/Computer Use policy draft-Ms. O'Rourke revised, streamlined, express pc's, change in length of sessions, a motion from Mr. Kole and a second from Ms. Martin, motion passed.

Award of Civil War exhibit- Ms. Cordial Grace announced the library has received a grant to host the traveling exhibit "Civil War 150" from Sept 9th through Sept 30th of 2013. The Library's County Read project will be One County Reads the Civil War and will take place in conjunction with this exhibit.

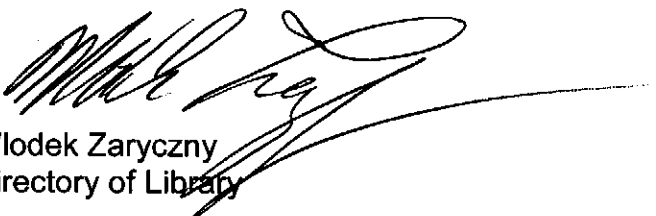
2013 closing dates- On a motion from Ms. Barnwell and a second from Mr. Kole, the Trustees moved to approve the 2013 closing dates for all libraries. The Trustees approved a motion from Mr. Kole with a second from Ms. Barnwell to change the Bluffton and St. Helena closing times for Christmas Eve and New Year's Eve 2012 to 5:00 rather than 6:00 as listed on the original closing dates.

2013 Trustees Meeting Dates- Mr. Kole moved and Ms. Martin seconded a motion to approve the 2013 meeting dates for the Library Board of Trustees. Ms. Stewart made a suggestion to change the date of the scheduled July 10th meeting as many Trustees are unavailable in July. The motion was amended to include changing the July 10, 2013 Trustees meeting to June 26, 2013. The motion passed unanimously.

Mr. Brown asked if the Burrton Wells Library project was still on track. Mr. Zaryczny explained that this library is part of the County's CIP 10 year plan.

Ms. Hand announced that if there was no 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
Directory of Library

LIBRARIAN'S REPORT

January 9, 2013

Staff/Staffing -

Administration: FT Admin Assistant; **Beaufort:** FT Children's Manager, FT Circulation Supervisor; **Bluffton:** FT Branch Manager, FT Reference Librarian, 1 Page; **Hilton Head:** PT Page; **St. Helena:** Computer Lab Specialist

Automation –

SC LENDS (SC Library Electronic Network Delivery System) – An upgrade, 2.3/2.4 is in the planning process with implementation anticipated by June 2103. The upgrade will help in moving forward with an Acquisitions Module. An Inventory module is in exploration.

RFID Project – All issues with our cash payment machines has been resolved and credit card payments are now available at all Branches. We are still awaiting resolution on an issue with our PC Reservation/print management system at Beaufort Branch before it will be pushed out to other Branches. Completion of the AMH (Automated Materials Handling) overhead conveyor system for drive-up material returns at St. Helena Branch has now been postponed to mid-March.

IT System-wide Upgrade – The total cost for an IT upgrade for all Branches excluding the new St. Helena Branch has been revised upward to \$398,634.70 which now includes retrofitting the Bluffton or Beaufort Branch. I met with David Starkey, Finance Director, on November 20th to address the financing aspect. The upgrade is critical in order to address inadequate IT infrastructure. I have attached a draft memo that I addressed and sent to Mr. Starkey which breaks down cost by Branch and funding sources.

State Aid & Lottery Funds –

SCAPLA (South Carolina Association of Public Library Administrators) is proposing an increase in State Aid from \$1.00 to \$1.25 with a minimum grant of \$75,000 per county (an increase from \$60,000), \$2 million in excess unclaimed prize lottery money from the education lottery, and \$733,000 from election day sales which will be requested of the State Legislature this year.

County Budget -

The Library's FY13 budget is on track. To date we have not received instructions for the FY2014 proposed budget.

Capital Improvement Projects 2007-2017 (CIP) Plan –

St. Helena Branch – Community reaction toward the new Branch remains very positive. A few statistics for the 2 ½ month period of October 18, 2012 – January 3, 2013:

- New Patron Registrations 261 (most registrations: persons ages 60-69; 2nd most: children under 10)
- Circulation: 3,487 (FY 2012 total: 7,640)
- Door Count (visitors): 4,277 (FY 2012 total: 5,509)

Items that are on the “punch list” to complete, e.g., such things as some missing molding and door locks continue to be addressed

Miscellaneous –

The next Staff Development Day, April 10, will be held at the St. Helena Branch.

The County is still reviewing the need for forms that address liability concerns for persons who wish to offer volunteer services to the library as well as those who provide professional services.

The SC State Library continues to search for a replacement for David Goble, State Librarian. The Board is currently reviewing applications of three potential candidates. Leesa Benggio, Deputy State Librarian, is in charge. The last items from the 1430 Building were moved just before Christmas into the 1500 Senate St. The State Library previously occupied both buildings. Most of the Library's collection was eliminated in order to accommodate the move. The State Library will present its budget at a hearing before the Ways and Means Subcommittee which is currently scheduled for January 29, 2013. The Library will be asking for funding SCAPLA's requests and complete funding for DISCUS (Digital Information for South Carolina Users) which provides free electronic access to databases at a cost of approximately \$450,000.

Annual Report –

BCL published Annual Reports for FY 2008 and 2010 and its time to publish our third Annual Report. The FY 2012 edition will highlight accomplishments for that year and look at future aspirations.

Sincerely,



Wlodek Zaryczny, MSA, MLS.

TO: David Starkey, Chief Financial Officer
FROM: Wlodek Zaryczny, Library Director
CC: Morris Campbell, Division-Director Community Services
Jan O'Rourke, Assistant Library Director

SUBJ: Library System IT Upgrade

Date: December 28, 2012

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BACKGROUND: All Beaufort County Branch Libraries with the exception of the new St. Helena Island Branch have fallen behind in their capacity to provide for IT needs of the community and are in drastic need of IT upgrading. Wiring costs are estimated at \$2,610.00 (\$780.00 for Beaufort and \$1,800.00 for Bluffton). Renovation costs are estimated at \$91,500.00 (\$6,500.00 for Beaufort and \$85,000 for Bluffton); the Bluffton renovation includes converting the current porch area into a computer production lab modeled after the new St. Helena Branch. Equipment costs for four Branches (Beaufort, Bluffton, Hilton Head Island and Lobeco) total \$304,524.70: Beaufort \$86,085.21, Bluffton \$143,913.02, Hilton Head Island \$40,922.06, Lobeco \$27,578.44. Total Cost, including wiring, renovation and equipment: \$398,634.70.

FUNDING:

Beaufort – City of Beaufort; Trust funds

Bluffton – Del Webb funds

Hilton Head Island and Lobeco – Impact Fee funds

RECOMMENDATION: The Finance Committee approve and recommend to County Council approval of \$398,634.70 for the Library System IT Upgrade Project.

Attachment: 1) IT equipment price quote

Board of Trustees - Library Board
General Ledger
As of January 3, 2013

Type	Date	Num	Name	Memo	Amount	Balance
First Citizens Bank (Total)						
1.			Alexander Dawson Fund			21,482.49
			Total Alexander Dawson Fund			1,451.97
2.			Alpha Delta Kappa		25.00	
			Total Alpha Delta Kappa			25.00
3.			BDC Collection			586.67
	12/13/2012			Deposit	30.00	616.67
			Total BDC Collection		30.00	616.67
4.			Bluffton Building Fund			6,227.70
			Total Bluffton Building Fund			6,227.70
5.			Bluffton Miscellaneous Fund			499.14
			Total Bluffton Miscellaneous Fund			499.14
6.			Clover Carolina Room Fund			1,852.72
			Total Clover Carolina Room Fund			1,852.72
7.			Greater Island Committee			565.21
			Total Greater Island Committee			565.21
8.			H Scheper Book Fund			4,290.65
			Total H Scheper Book Fund			4,290.65
9.			Hilton Head Rotary Fund			1,126.66
			Total Hilton Head Rotary Fund			1,126.66
10.			Historical Society Fund			969.63

Board of Trustees - Library Board
General Ledger
As of January 3, 2013

Type	Date	Num	Name	Memo	Amount	Balance
			Total Historical Society Fund			969.63
11.			James @ Shannon Duffy			100.00
			Total James @ Shannon Duffy			100.00
12.			Sally & Joseph Harrington		3,642.14	
			Total Sally & Joseph Harrington		3,642.14	
13.			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)		30.00	21,512.49

FY2013	BFT	Credit Card Revenues	HH	BLU	LOB	STH	TOTAL
FINES & FEES 10001-45200							
July	\$ 2,510.02	\$ 274.12	\$ 2,035.30	\$ 2,643.85	\$ 624.21	\$ 36.51	\$ 8,123.01
August	\$ 1,954.21	\$ 335.03	\$ 2,430.75	\$ 4,039.40	\$ 239.70	\$ 46.50	\$ 9,045.59
September	\$ 1,860.76	\$ 279.03	\$ 1,698.20	\$ 2,444.46	\$ 220.60	\$ 84.05	\$ 6,587.10
October	\$ 2,019.82	\$ 356.76	\$ 2,271.89	\$ 2,621.71	\$ 468.46	\$ -	\$ 7,738.64
November	\$ 1,320.54	\$ 591.27	\$ 1,556.10	\$ 2,435.96	\$ 168.00	\$ 341.66	\$ 6,413.53
December	\$ 1,449.91	\$ 469.65	\$ 1,642.80	\$ 1,689.36	\$ 262.25	\$ 290.65	\$ 5,804.62
January							\$ -
February							\$ -
March							\$ -
April							\$ -
May							\$ -
June							\$ -
TOTAL	\$ 11,115.26	\$ 2,305.86	\$ 11,635.04	\$ 15,874.74	\$ 1,983.22	\$ 798.37	\$ 43,712.49
COPIERS 10001-44300							
July	\$ 140.85	\$ -	\$ 85.00	\$ 135.30	\$ 21.10	\$ 1.95	\$ 384.20
August	\$ 127.35	\$ -	\$ 105.75	\$ 69.00	\$ -	\$ 66.30	\$ 368.40
September	\$ 104.72	\$ -	\$ 34.60	\$ 204.65	\$ -	\$ -	\$ 343.67
October	\$ 132.80	\$ -	\$ 86.00	\$ 115.18	\$ -	\$ -	\$ 333.98
November	\$ 46.80	\$ -	\$ 120.00	\$ 98.80	\$ 61.70	\$ 2.20	\$ 329.50
December	\$ 78.95	\$ -	\$ 70.05	\$ 140.70	\$ -	\$ 5.75	\$ 295.45
January							\$ -
February							\$ -
March							\$ -
April							\$ -
May							\$ -
June							\$ -
TOTAL	\$ 631.47	\$ -	\$ 501.30	\$ 763.63	\$ 82.80	\$ 76.20	\$ 2,055.40
PICTURE SALES 10001-44340							
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTEREST REVENUE 10001-46010							
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.69
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.58
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.46
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.63
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.57
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.64
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.47
Convenience Fee 10001-44782							
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7.63
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9.21
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7.87
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9.81
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16.26
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12.92
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63.50