

Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes - January 9, 2013 - 3:00 p.m.

The first scheduled meeting for 2013 was held at **the Bluffton Branch Library.**

**Attendants:**

**Trustees:** Ms. Patsy Hand, Chair; Ms. Susan Barnwell; Mr. Douglas Brown; Ms. Theresa Dunn; Ms. Eileen Fitzgerald; Mr. Dan Huff; Mr. Bernie Kole; Ms. Peggy Martin; Ms. Norma Stewart.

**Library Staff:** Mr. Wlodek Zaryczny, Ms. Jan O'Rourke, Ms. Maria Benac, Ms. Gina Molter, Mr. Scott Strawn, Ms. Ileana Herrick.

**County Staff:** Mr. Morris Campbell, Director of Community Services.

**Guests:** Ms. Lynne Miller, FOL President of Hilton Head Branch Library.

**Call to order:** The Beaufort County Library Board of Trustees meeting on Wednesday, January 9, 2013 was called to order at 3:08 p.m.

**Public comment:** None

**Minutes of November 14, 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:** An applicant for Bluffton Branch Manager has been recommended to Employee Services. Melinda Vest is acting as Interim Branch Manager.

**Miscellaneous Items:** See Librarian's Report. Ms. Miller recommends adding FOL accomplishments in the Annual Report. Other events: *One County Reads One Country* and *Wee Reads Programs*.

**Assistant Librarian's Report:** Most of the goals of the three-year Strategic Plan have been accomplished. Ms. O'Rourke will draft next 2014 Plan focusing on how Libraries will make space considering that 21-Century libraries have more Ebooks than books.

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

**Committee Reports:**

**Advocacy:** Mr. Kole reported plans are in process, but they are not defined yet.

**Foundation-** Annual donor letter has been sent. Ms. Dunn mentioned that the Foundation is working on the Fashion show. The endowment balance is approximately \$ 200,000.

**Friends:**

Beaufort Branch: The Annual *Books Sandwiched In series* started Monday (January 7) at the USCB Center for Performing Arts. Mr. Kole reported that this program has become a successful institution during its 29 years.

Bluffton Branch- Ms. Stewart mentioned the farewell party for Ann Rosen.

Hilton Head Branch- Ms. Miller mentioned that they are looking for volunteers to run computer lab classes, which has proven to be a struggle. They have two or three at the moment. Librarians are offering iPad classes (which are very popular). Ms. Miller mentioned that Traci Cox is doing a fabulous job with the publicity.

Ms. Fitzgerald proposed that courses be offered to the public on how to use library electronic resources (databases).

Library Services: Ms. O'Rourke gave a report about the new quarterly newsletter coordinated by Traci Cox, which lists different events at the Library system. Ms. Hand mentioned that this newsletter is an excellent way to spread information to the community. Databases and websites have been redesigned to be more user-friendly.

Mr. Strawn mentioned that SC State Library is funding *eVance* for Summer Reading Programs. Patrons will be able to register online, and Librarians will be able to run statistics using *eVance*. Parents and family members can be linked as a family in the *eVance* program. *Wee Reads* Grant report was submitted and noted that this *Wee Reads* program was quite successful South of the Broad River. The library is looking at setting up a similar program North of the Broad.

Membership- One recommendation to fill trustee vacancy District 7.

School Liaison- The Library and Schools run Summer Reading Programs differently. The main difference is the reading list. The Library usually visits schools to promote its program with posters and promotional speeches.

**Old Business:**

Unique Management- No new updates.

**New Business:** No report.

Maria Benac St. Helena Branch Manager invites all members to a tour at 2 in the afternoon on March 13.

Ms. Hand asked if there was any other business. Being none, the meeting was adjourned at 4:00 p.m. on a motion from Ms. Martin and a second from Ms. Barnwell.

Respectfully submitted,



Wlodek Zaryczny  
Directory of Library

## LIBRARIAN'S REPORT

March 13, 2013

### Staff/Staffing -

**Administration:** FT Admin Assistant; **Beaufort:** FT Children's Manager, FT Circulation Supervisor; PT Page; **Hilton Head:** PT Page; **Lobeco:** FT Circulation Representative; **Technical Services:** Tech Services Asst. II

### Automation –

SC LENDS (SC Library Electronic Network Delivery System) – An upgrade, 2.3/2.4 is in the planning process and will be implemented April 24<sup>th</sup>. It will be done after 9pm and the changes will be live for the public on the following day.

RFID Project –We continue to await resolution on an issue with our PC Reservation/print management system at Beaufort Branch. Bibliotheca, the vendor, has assigned a new "trouble shooter" to assist with resolution of this issue.

IT System-wide Upgrade – The total cost for an IT upgrade for all Branches excluding the new St. Helena Branch has been revised upward again to \$460,000. Last week I met with Scott Grooms (Broadcasting), Dan Morgan (MIS), Mark Roseneau (Facilities) and Stuart Forrest concerning IT as well as upgrading large meeting rooms, conference rooms and children's programming rooms. We hope to have complete costs shortly and forward them to David Starkey to address the financing (for the most part Impact and Dell Web Fees) aspect of this project. The complete project would then be presented to County Finance Committee for approval.

### 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. This past Monday, the SC House gave initial approval of the proposed budget by a vote of 107-0. Please ask library supporters to contact Senators Clementa Pinckney and Tom Davis, who are on the Finance Committee and represent both Beaufort and Jasper Counties, for their support. Contact information is attached.

### County Budget -

The Library's FY13 budget is on track.

FY14 Budget Proposal – Staff is requesting a \$292,897.00 increase over FY13 which includes operations \$179,400 and personnel \$113,497; please refer to attachment for details. The latter in order of priority includes a Computer Lab Instructor (MAC Lab and

current Lab at BLU), Library Systems Support Assistant (HH), and YA Librarian (BLU). Staffing requests are connected to the system –wide IT Upgrade approved by the Trustee.

Capital Improvement Projects 2007-2017 (CIP) Plan –

St. Helena Branch – Items that are on the “punch list” continue to be addressed.

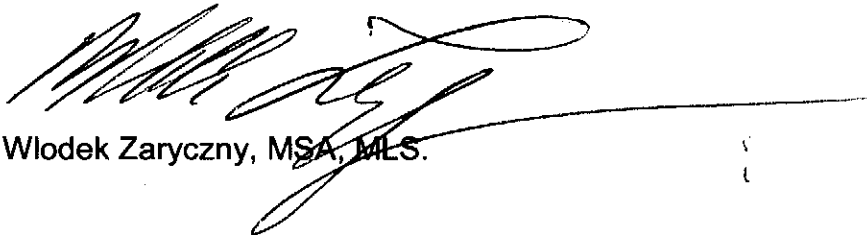
Miscellaneous –

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

The SC State Library continues to search for a replacement for David Goble, State Librarian. Leesa Benggio, Deputy State Librarian, is in charge. 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; this was also approved by the SC House.

Annual Report – The FY 2012 edition which will highlight accomplishments for that year and look at future aspirations is still in the works.

Sincerely,

A handwritten signature in black ink, appearing to read 'Wlodek Zaryczny', with a long horizontal line extending to the right.

Wlodek Zaryczny, MSA, MLS.

FY2013	BFT	Credit Card Beaufort Branch	HH	Credit Card H. Head Branch	BLU	Credit Card Bluffton Branch	LOB	Credit Card Lobeco Branch	STH	Credit Card St. Helena Branch	TOTAL
<b>FINES &amp; FE 10001-45200</b>											
July	\$ 2,510.02		\$ 2,035.30	\$ -	\$ 2,643.85	\$ -	\$ 624.21	\$ -	\$ 35.51	\$ -	\$ 8,123.01
August	\$ 1,954.21		\$ 2,430.75	\$ -	\$ 4,039.40	\$ -	\$ 239.70	\$ -	\$ 46.50	\$ -	\$ 9,045.59
September	\$ 1,860.76		\$ 1,698.20		\$ 2,444.46	\$ -	\$ 220.60	\$ -	\$ 84.05	\$ -	\$ 6,587.10
October	\$ 2,019.82		\$ 2,271.89	\$ -	\$ 2,621.71	\$ -	\$ 468.46	\$ -	\$ -	\$ -	\$ 7,738.64
November	\$ 1,320.54		\$ 1,556.10	\$ -	\$ 2,435.96	\$ -	\$ 168.00	\$ -	\$ 341.66	\$ -	\$ 6,413.53
December	\$ 1,449.91		\$ 1,642.80	\$ -	\$ 1,689.36	\$ -	\$ 262.25	\$ -	\$ 290.65		\$ 5,804.62
January	\$ 1,738.33	\$ 344.81	\$ 3,694.34	\$ 123.72	\$ 2,307.10	\$ 269.00	\$ 544.85	\$ 10.45	\$ 176.71	\$ 68.75	\$ 9,278.06
February	\$ 1,244.43	\$ 616.36	\$ 2,919.94	\$ 44.39	\$ 2,413.43	\$ 300.24	\$ -	\$ -	\$ 387.83	\$ 51.36	\$ 7,977.98
March	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 14,098.02</b>	<b>\$ 961.17</b>	<b>\$ 18,249.32</b>	<b>\$ 168.11</b>	<b>\$ 20,595.27</b>	<b>\$ 569.24</b>	<b>\$ 2,528.07</b>	<b>\$ 10.45</b>	<b>\$ 1,362.91</b>	<b>\$ 120.11</b>	<b>\$ 60,968.53</b>
<b>COPIERS 10001-44300</b>											
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	\$ -	\$ 34.50		\$ 204.65		\$ -		\$ -		\$ 343.87
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	\$ 115.40	\$ -	\$ 114.00	\$ -	\$ 57.55	\$ -	\$ -	\$ -	\$ 11.10		\$ 298.05
February	\$ 64.10	\$ -	\$ 82.60	\$ -	\$ 151.90	\$ -	\$ -	\$ -	\$ 12.30		\$ 310.90
March											\$ -
April											\$ -
May											\$ -
June											\$ -
<b>TOTAL</b>	<b>\$ 810.97</b>	<b>\$ -</b>	<b>\$ 697.90</b>		<b>\$ 973.08</b>		<b>\$ 82.80</b>		<b>\$ 99.60</b>		<b>\$ 2,664.35</b>
<b>INTEREST 10001-46010</b>											
July	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 0.69
August	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 0.58
September	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 0.46
October	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 0.53
November	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 0.57

December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.64
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.70
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.69
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4.86
<b>Convenience 10001-44782</b>												
July	\$ -	\$ 7.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7.63
August	\$ -	\$ 9.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9.21
September	\$ -	\$ 7.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7.67
October	\$ -	\$ 9.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9.81
November	\$ -	\$ 16.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16.26
December	\$ -	\$ 12.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12.92
January	\$ -	\$ 9.48	\$ -	\$ 3.40	\$ -	\$ 7.40	\$ -	\$ 0.29	\$ -	\$ 1.89	\$ -	\$ 22.46
February	\$ -	\$ 16.95	\$ -	\$ 1.22	\$ -	\$ 8.26	\$ -	\$ -	\$ -	\$ 1.41	\$ -	\$ 27.84
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ -	\$ 89.93	\$ -	\$ 4.62	\$ -	\$ 15.66	\$ -	\$ 0.29	\$ -	\$ 3.30	\$ -	\$ 113.80

9:42 AM  
03/04/13  
Accrual Basis

Board of Trustees - Library Board  
General Ledger  
As of February 28, 2013

Type	Date	Num	Name	Memo	Split	Amount	Balance
First Citizens Bank (Total)							22,012.49
Alexander Dawson Fund							1,451.97
<b>Total Alexander Dawson Fund</b>							<b>1,451.97</b>
Alpha Delta Kappa							25.00
<b>Total Alpha Delta Kappa</b>							<b>25.00</b>
BDC Collection							616.67
<b>Total BDC Collection</b>							<b>616.67</b>
Bluffton Building Fund							6,227.70
<b>Total Bluffton Building Fund</b>							<b>6,227.70</b>
Bluffton Miscellaneous Fund							499.14
<b>Total Bluffton Miscellaneous Fund</b>							<b>499.14</b>
Clover Carolina Room Fund							1,852.72
<b>Total Clover Carolina Room Fund</b>							<b>1,852.72</b>
Greater Island Committee							565.21
<b>Total Greater Island Committee</b>							<b>565.21</b>
H Scheper Book Fund							4,290.65
<b>Total H Scheper Book Fund</b>							<b>4,290.65</b>
Hilton Head Rotary Fund							1,126.66
<b>Total Hilton Head Rotary Fund</b>							<b>1,126.66</b>

Library Board Meeting  
March 13, 2013

Prepared by: I. Herrick

9:42 AM  
03/04/13  
Accrual Basis

Board of Trustees - Library Board  
General Ledger  
As of February 28, 2013

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
Historical Society Fund							1,469.63
<b>Total Historical Society Fund</b>							<b>1,469.63</b>
James @ Shannon Duffy							100.00
<b>Total James @ Shannon Duffy</b>							<b>100.00</b>
Sally & Joseph Harrington							3,642.14
<b>Total Sally &amp; Joseph Harrington</b>							<b>3,642.14</b>
Wendy Allen Memorial							145.00
<b>Total Wendy Allen Memorial</b>							<b>145.00</b>
First Citizens Bank (Total) - Other							0.00
Total First Citizens Bank (Total) - Other							0.00
<b>Total First Citizens Bank (Total)</b>							<b>22,012.49</b>

Library Board Meeting  
March 13, 2013

Prepared by: I. Herrick