

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – March 13, 2013 - 3:00 p.m.

The second scheduled meeting for 2013 was held at the St. Helena Branch Library.

Attendants:

Trustees: Ms. Norma Stewart, Co-Chair; Ms. Susan Barnwell; Mr. Douglas Brown, Mr. Dan Huff, Mr. Bernie Kole, Ms. Peggy Martin, Ms. Yolanda Riley.

Library Staff: Mr. Wlodek Zaryczny, Ms. Jan O'Rourke, Ms. MaryJo Berkes, Ms. Fran Hays, Ms. Deborah Johnson, Ms. Traci Cox, Ms. Ileana Herrick.

County Staff: Mr. Morris Campbell, Director of Community Services; Mr. Alan Eisenman, Financial Analyst.

Guests: Ms. Lynne Miller, FOL President of Hilton Head Branch Library; Kiani Major.

Call to Order: The Beaufort County Library Board of Trustees meeting on Wednesday, March 13, 2013 was called to order at 3:09 p.m.

Public Comment: None.

Mr. Zaryczny introduced the new Bluffton Branch Manager, Deborah Johnson.

Minutes of January 9, 2013: Ms. Stewart made a motion to accept the minutes as written. Mr. Brown seconded the motion. There was a unanimous vote.

Correspondences and Communications: none.

Librarian's Report: Report is attached. Additionally, Ms. Stewart recommended that Board members address County Council members on the delayed hiring process. Applicants are taking other jobs while the County works on the pre-employment process.

Miscellaneous items: Mr. Kole mentioned the complaint about eBooks being unavailable in the library system. Ms. Cox explained that SC Lends/Evergreen changed the IP address and as a result 3M had problems with the authentication of holds materials. 3M has worked diligently to fix the incidents.

Assistant Librarian's Report: Ms. O'Rourke mentioned the BCL Strategic Plan 2011-2013, Progress Report 2011-2012, and questionnaire survey which are attached to the minutes. Most of the goals have been reached, and the new strategic plan is going in a different direction from 2014 to 2017. The questionnaire addresses the different services that patrons expect from libraries in the future.

Financial Reports: Report is attached. Alan Eisenman gave a report about the different Library accounts. Also he mentioned the new general ledger structure established by Finance Department.

Ms. Stewart mentioned that library revenues report should include not only the current fees but also the last years so that fluctuation of earnings can be seen. However, it is important to consider that eBooks will help to downsize the revenues.

Committee Reports:

Advocacy: Mr. Kole participated in the meeting of Board Members with Mr. Gary Kubic, County Administrator.

Corresponding Secretary: Mr. Kole mentioned that the next meeting with Mr. Kubic will be held April 17.

Foundation: Ms. Stewart gave a report of the annual fashion show held last March 25. It was a huge success.

Friends of the Library (FOL):

Beaufort Branch: Mr. Kole gave a report about the Annual Book Sandwiched In. It was a huge success; large attendance, new memberships, and large donations.

Hilton Head Branch: Ms. Miller mentioned that they have sold new memberships. Also they sent a renewal letter last January, so they got a good response with 400 renewal memberships. They have not increased the renewal rate.

Bluffton Branch: Ms. Stewart mentioned the leasing program for books which may cost \$ 10,000. The group will decide if they want to pursue this project. Also Friends and USCB enter into a partnership to hold a book sale at USCB Art Sale. They provide books, tables and manpower.

Library Services: Ms. Cox mentioned the newsletter coming up in the summer. Also she is revising different library forms (library card application). Board members are welcome to provide their email address to receive press releases from Traci Cox.

Mr. Zaryczny on behalf of Scott Strawn gave a report of the new project between United Way, Library and schools. They are looking to increase graduation rates by providing tutoring at the library sites. This is good way to publicize Brainfuse.

Membership: Ms. Stewart mentioned that membership will be included in the County Council agenda of March 25.

School Liaison: Ms. Riley mentioned the idea of setting up a tutorial center at Lobeco Branch which she discussed with the Outreach Coordinator.

Old Business:

No new updates.

New Business:

February 20th Meeting:

Ms. Stewart gave a report of the last meeting with Mr. Kubic from February 20. He presented a list of actions to be prioritized and researched by the Board members. The results will be presented in an April meeting with Mr. Kubic. Ms. Stewart went through each action item on the list.

Unaccompanied Minor policy: Mr. Zaryczny gave a report about changes in the policy to simplify it for parents/caregivers. The main idea of this policy is to address unattended children at the library. After discussion, the policy with amendments will be sent to Mr. Joshua Gruber for his approval. Ms. Martin made a motion and Mr. Kole seconded. All in favor.

Collection Development Policy: Mr. Zaryczny mentioned that the policy has been streamlined for better understanding.

Mr. Zaryczny mentioned the possibility of extending library hours at Bluffton Branch Library to comply with State Library Laws. The County Council might consider approving extending library hours for better service in our community at Beaufort Branch as well.

Mr. Campbell welcomed Ms. Deborah Johnson, the new Bluffton Branch Manager. He mentioned that County Council members were aware that libraries need more public hours. Also, Mr. Campbell added that Council members discussed rolling forward the mileage rate to avoid losing past revenues.

Ms. Stewart asked if there was any other business. Being none, the meeting was adjourned at 5:15 p.m. on a motion from Ms. Barnwell and a second from Ms. Martin.

Respectfully submitted,

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

Wlodek Zaryczny
Director of Library

LIBRARIAN'S REPORT

May 8, 2013

Staff/Staffing -

Administration: FT Admin Assistant; **Beaufort:** PT Page; **Bluffton:** FT Circulation Manager, PT Library Asst. I (Circulation)

Automation –

SC LENDS (SC Library Electronic Network Delivery System) – The 2.3/2.4 was successfully implemented on April 24th with minor “hiccups.” The OPAC (Public Access Catalog) has a very user friendly interface.

RFID Project – Our PC Reservation (ALPS) system has been changed to a queue based one that is easier to use for the public and the staff. The \$2.00 fee charged to out of town guests is problematic due to a requirement for numerous commands which makes its deployment cumbersome and time consuming for patrons and staff alike. EnvisionWare, a popular public library PC reservation system does not offer a payment module for guest users.

IT System-wide & Meeting Room Upgrades – The total cost for an IT upgrade for all Branches excluding the new St. Helena Branch has been revised upward again to \$460,000. Scott Grooms (Broadcasting), Dan Morgan (MIS), Mark Roseneau (Facilities) Stuart Forrest and I are waiting for architectural bids for meeting room upgrades before the project can move to the next step which includes identifying all funding sources.

State Aid & Lottery Funds –

The Senate Finance Committee adopted the House-passed budget for the State Library. – State Aid at \$1.25 per capita with minimum grant of \$75,000 per county. DISCUS funds of \$473,874 were also approved. There is no word on lottery funds. Please thank Senators Clementa Pinckney and Tom Davis, who are on the Finance Committee and represent both Beaufort and Jasper Counties, for their support.

Also, please contact Senator George E. “Chip” Campsen (District 43: Beaufort, Charleston & Colleton Counties) and let him know that Beaufort, as well as Charleston & Colleton that needed funding would be increased for Beaufort library services. Let me know what he says. Contact information is:

Columbia Address: 305 Gressette Bldg., Columbia, 29201; Business Phone: (803) 212-6340

Home Address: 360 Concord St., Suite 201, Charleston, 29401, Home Phone: (843) 886-8454,

Business Phone: (843) 722-0123

County Budget -

The Library's FY13 budget is on track.

FY14 Budget Proposal -

- May 20 1st Reading, Bluffton Branch Library
- June 10 Public and 2nd Reading, County Council Chambers
- June 24 3rd and Final Reading, County Council Chambers

Capital Improvement Projects 2007-2017 (CIP) Plan -

St. Helena Branch - Items that are on the "punch list" continue to be addressed.

Miscellaneous -

Beaufort County Strategic Plan 2013 - attached

The SC State Library continues to search for a replacement for David Goble, State Librarian.

St. Helena Branch -

- County is reviewing bids for janitorial contract.
- Two architectural awards by the SC AIA (American Institute of Architects) were given to Liollo Architects for their work on the St. Helena facility.

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.

GOAL 1

Stimulate imagination and satisfy curiosity to foster lifelong learning through reading, viewing and listening for pleasure. Beaufort County residents will have the resources they need to explore topics of interest and to continue to learn throughout their lives.

Carry out a "One Book One Beaufort County" program by the end of 2012

- ✓ "One County Reads One Country: Afghanistan" exceeded goals with 1,211 attendees at 85 programs.
- ✓ 93% indicated they will use library resources or check out materials as a result of attending a program.
- ✓ 60% said that their knowledge and appreciation of Afghan history and culture increased.
- ✓ 88% rated programs content as good to excellent.

A full report on this project is available upon request. The One County Reads project is now established as an annual event. The theme for 2013 is "One County Reads the Civil War."

Expand efforts by developing services targeted to older adults (55+) by the end of 2012

- ✓ Each branch will form at least one partnership with an agency or organization working with an aging population.
- ✓ Each branch has created at least one partnership, including five senior centers, Osher Lifelong Learning Institute, Dataw Island Residents Association.
- ✓ Each branch will create one program or service targeted to this age group: From January 2011 through December of 2012 a total of 73 programs have been provided with 1,574 attendees. Programs included: Gentle Yoga, Senior Scams, Medicare and You, Investment Fraud for Seniors, How to Get a Good Night's Sleep, Retirement, Caring for an Ill Relative, etc.

By the end of 2012, 60% of the staff will be trained in providing services to the older population

This was delayed and will occur at our Staff Development Day in April 2013. SC State Library staff will train 100% of the staff on serving older adults.

By the end of 2013, we will create an older adults resources site on the BCL webpage

- ✓ This was accomplished in 2012 and by the end of 2012, 876 visits have been made to the site.

By the end of 2013, develop an Oral History Project

- ✓ A model project will begin at the St. Helena Branch. A grant has been submitted to obtain the resources of National Public Radio's "Story Corps" to implement this project. Should we not be awarded the grant, we will explore the use of social media tools to implement.

Continue to provide programming for adults, teens, and children by conducting at least 10 new programs a year for each target group at the large branches and 5 programs for each target group at the smaller branches

Adult Programs		Attendees
2011	199	3,497
2012	276	5,635
Total	475	9,123

Teen Programs		Attendees
2011	74	1,083
2012	89	1,153
Total	163	2,236

Children's Programs (ages 5-11)		Attendees
2011	316	3,580
2012	551	11,079
Total	867	14,659

Children's Programs (ages 0-4)		Attendees
2011	228	3,580
2012	376	6,510
Total	604	10,090

Increase participation in the Summer Reading Program

✓ In 2012 we added a new component by incorporating programming for Children from birth to age 3. South of the Broad branches added WeeRead, an early literacy program for parents, guardians and caregivers. In 2013 we hope to add a science / technology component.

Children:

	Registrations	Program Completions
2011	1,928	880
2012	2,393	1,087
Total	4,321	1,967

Teens:

	Registrations	Program Completions
2011	476	181
2012	482	138
Total	952	319

By the end of 2011, 25% of county library staff will participate in readers' advisory training

At our October 2013 Staff Development Day, all staff will receive training on how to do readers' advisory services.

By the end of 2012 a readers' advisory site will be available on the BCL website

✓ "My Next Book" went live on our website in December 2012. Customers fill out a brief survey and receive recommendations from staff.

GOAL 2

Make informed decisions by understanding how to find, evaluate, and use information in all formats. Beaufort County residents will have access to information in all formats and will acquire the skills needed to search for, locate, evaluate and effectively use information to meet their personal goals.

Continue and expand the “WorkStarts” initiative

- ✓ As of December 2012, our WorkStarts presence on our website has been visited 6,713 times.
- ✓ 78 job seeker labs have been offered
- ✓ 158 one-on-one sessions have been held.
- ✓ 353 classes of interest to job seekers have occurred (resume preparation, how to set up an e-mail account in order to apply online, etc.). These numbers, thus far, have exceeded our targets.
- ✓ Additionally we have convened 2 breakfast information-sharing meetings with other entities involved in workforce development.

Present programs at least 4/year at large branches; at least 2/year at small branches) on topics of interest to people making life-choice decisions

- ✓ Programs ranging from retirement planning, choosing the right Medicare program, investment best practices, career changing, adoption, and long-term care solutions have been offered. Our target has been met but we hope to see an increase in this kind of programming in 2013.

At least 5 times a year the Historical Resources Coordinator will present system-wide programs relevant to the history and archeology of Beaufort County

- ✓ This target has been far exceeded. By the end of 2012 the Coordinator had presented 40 programs with a total attendance of 461.
- ✓ Additionally, the Coordinator has participated in 6 outreach opportunities. She has also been working with the County to produce “County Moments” (tidbits of Beaufort County history) for the County Channel.

Continue to provide high speed internet to online information

- ✓ Instruction on proprietary databases, as needed: approximately 15 sessions.
- ✓ Monthly classes on software applications and/or basic computing: 92 total.
- Technology Committee will identify at least one technology each year that enhances staff efficiency: installation of RFID; new reporting system for IT trouble-shooting assistance; PC reservation; utilization of thin clients.
- By the end of 2013 each branch will present at least 2 training sessions at non-library sites on proprietary databases. This is underway.
- Tech Committee will create at least 2 online tutorials / year on software applications: This has not been met due to meeting St. Helena’s IT needs. The 2013 target will be met.
- Tech Committee will provide at least 2 staff trainings/year on software applications. This has not been met due to meeting St. Helena’s IT needs. The 2013 target will be met.

By December 2013 Radio Frequency Identification (RFID) will be implemented in county libraries to allow ease of checkout, security, and reallocation of staff

✓ RFID is fully functional in all branches except St. Helena. Installation of the sorter at St. Helena is scheduled for April 2013.

The BUILD Team will stay abreast of new technologies and service innovation trends

✓ The concepts of makerspaces in libraries, participatory librarianship, using iPADS as early literacy tools, promoting media literacy and transliteracy, using social media tools for programming, book discussions and forums are all ideas that are being explored. A full report on this as well as what the library of the 21st Century might look like will be available by spring.

Goal 3

Advance all forms of literacy for all ages. Beginning at birth, Beaufort County residents will have the programs and services that enable them to enter school ready to learn and, throughout life, residents will have the support they need to improve their literacy skills in order to meet their personal goals.

Obtain an early literacy grant to develop and implement a targeted early literacy service plan to pre-schoolers, families and caregivers

✓ In 2011 we received a grant for \$18,000 + from the Community Foundation of the LowCountry to create a training kit that included board books, resources and a DVD on best practices for providing early literacy tools for parents, guardians, and caregivers.

✓ The program, *WeeRead*, debuted in the Hilton Head and Bluffton branches and will be expanded north of the Broad this year.

At the conclusion of 2012:

- 585 children have participated in some capacity (Summer Reading and/or Story times) along with 467 adults.
- 77 story times have been given.
- We held 23 training sessions.
- 383 surveys indicated that parents, guardians and caregivers felt that the program was worthwhile.

Continue and expand involvement with the Born to Read Program with funding from the Friends

✓ Although we continue to participate in this program, we may face some difficulty in expanding the service as the Friends groups are experiencing reduced revenues to support this program.

✓ New card registrations increased from 45 in 2011 to 60 in 2012.

By the end of 2012, establish a homework help program through system-led research, development and implementation

✓ In 2012 we received a Library Services and Technology Act grant for \$2,500.00 that enabled us to hire a consultant to help us develop a model program. Ms. Suzy Lange provided a detailed report that included a recommendation to purchase the 24/7 live homework help product, Brainfuse.

- ✓ Brainfuse is now available on our website and usage is beginning to climb as of January 2013.
- ✓ Pilot Homework Centers were opened in 2012 in St. Helena and Beaufort. St. Helena's program is active and providing homework help every Saturday. Customer response to Beaufort's Center was unsatisfactory and the center closed in November 2012. Subsequent to the setting of this goal in 2011, the United Way created a Women's Leadership Council that has recruited an impressive number of volunteer tutors to provide reading assistance in the early grades. Additionally, Title 1 schools are able to provide free tutoring services to children eligible for the school lunch program. Therefore, we have suspended plans to establish homework centers south of the Broad as we feel we are duplicating services.

Partner with the Literacy Volunteers of the Lowcountry and other literacy organizations to provide tutoring space for ESL and other literacy volunteers

- ✓ One of our reference managers is on the Board of the Literacy Volunteers of the Lowcountry.
- ✓ Space is available at our branches for tutoring.

Work with the Literacy Volunteers of the LowCountry to establish an adult literacy collection in all branches

- ✓ Our staff member, who is on the Literacy Volunteers of the Lowcountry Board, is assisting in developing recommendations for a core collection. However, due to budget realities, we are going to pursue grant opportunities for funding of literacy collections.

All branches will conduct a regular review of collections as they relate to the 3 goals:

1) weed appropriately; 2) assure that target areas are current, relevant, available in multiple formats, and 3) include materials in Spanish. Two staff trainings on how to weed using the CREW method will be required. As least two Collection Development meetings will be held each year to assess collection development methods.

- ✓ A weeding schedule has been developed and implemented, thus, weeding is being done regularly.
- ✓ We decided that training was not necessary because current staff has knowledge of the CREW method. Training will be provided on an as needed basis.
- ✓ We are able to run reports to see if our target areas are being used and if said areas are sufficient to meet demand. With current materials budget demands however, we cannot add materials as robustly as we'd like.
- ✓ One collection development/materials budget meeting was held in 2011; two meetings in 2012.
- ✓ Our Collection Development Policy is under review and will be updated with Board approval anticipated by Spring 2013.
 - Next step: review acquisitions procedures.

Expand marketing efforts to increase awareness of library programs and services.

This activity also applies to all 3 goals.

- ✓ A protocol for press releases has been implemented and is enormously successful.
- ✓ We are working closely with FOL groups to assure that their programs are included in our marketing efforts.
- ✓ A quarterly calendar of events (print and online) had its premiere and has been enthusiastically received.
- ✓ Weekly articles are appearing in the Island Packet/Beaufort Gazette.
- ✓ A library column appears in the Lady's Island News.

- ✓ Social media (Facebook, Twitter, Pinterest, blogs) is now being used for marketing and information about services.
- ✓ The County Public Information Officer is providing a county distribution point for library events.
- ✓ Our webpage is fresh, dynamic, and up-to-date. [Yes, thanks to Traci and me!]
- ✓ We run promotions for special services such as DISCUS (proprietary databases), Brainfuse, Text-a-Librarian, etc. on a regular basis.

In short, our expanded marketing efforts have greatly increased our exposure.

Planning for the next strategic plan is now underway.

**BEAUFORT COUNTY LIBRARY
LOGO**

Help us plan for the future and tell us what you think!

1. What is your zip code? _____
2. Do you have a current library card?

<input type="radio"/> Yes	<input type="radio"/> No
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3. How often do you use the following branches?

	At least once a year	At least once a month	Once a week or more	Not at all*
Beaufort				
Bluffton				
Hilton Head				
Lobeco				
St. Helena				
Beaufort District Collection				

*If you replied "not at all" please go to # 5.

4. In the past year how have you used the library? Please check all that apply.

<input type="radio"/> To borrow bestsellers	<input type="radio"/> To use computers to access social networking sites such as Facebook, Twitter, etc.	<input type="radio"/> To attend programs for teens
<input type="radio"/> To attend computer classes	<input type="radio"/> To download boarding passes	<input type="radio"/> To attend programs for adults
<input type="radio"/> To borrow fiction books	<input type="radio"/> To access the internet	<input type="radio"/> To attend programs for senior citizens
<input type="radio"/> To borrow non-fiction books	<input type="radio"/> To use library provided subscription databases	<input type="radio"/> To seek homework help
<input type="radio"/> To borrow materials for children	<input type="radio"/> To check email	<input type="radio"/> To get information for a school project
<input type="radio"/> To borrow materials for teens	<input type="radio"/> To utilize wireless access	<input type="radio"/> To use the Beaufort District Collection
<input type="radio"/> To borrow audio/visual materials	<input type="radio"/> To attend a training session	<input type="radio"/> To use the copy machines
<input type="radio"/> To borrow materials in other languages	<input type="radio"/> To utilize reference services (to ask a question)	<input type="radio"/> To get income forms
<input type="radio"/> To use government publications	<input type="radio"/> For job-related assistance	<input type="radio"/> To get income tax preparation assistance
<input type="radio"/> To read magazines and newspapers	<input type="radio"/> For financial of business information	<input type="radio"/> To use a meeting room
<input type="radio"/> To search the online catalog	<input type="radio"/> For health information	<input type="radio"/> For social interaction
<input type="radio"/> To use computers for	<input type="radio"/> to do research	<input type="radio"/> For information and

word processing		referral (find out about community resources)
<input type="radio"/> To use computers to play games	<input type="radio"/> To attend programs for children	<input type="radio"/> For life-long learning
<input type="radio"/> For test proctoring	<input type="radio"/> To get information for do-it-yourself projects	<input type="radio"/> To study/work
<input type="radio"/> To use adaptive technology (text to speech recognition, etc.)	<input type="radio"/> To get instruction on using personal devices – tablets, e-readers, etc.	<input type="radio"/> For advice on what to read next
<input type="radio"/> To access ebooks	<input type="radio"/> To download audio books	<input type="radio"/> To relax/escape

Other:

5. Which of the following two (2) services offered by the library do you think are most important:

<input type="radio"/> Providing materials (Books, magazines, DVDs, CDs, AV, e-books, online content)	<input type="radio"/> Hosting events and programs	<input type="radio"/> Providing technology for people who might not otherwise have access
<input type="radio"/> Providing services for job-seekers and businesses	<input type="radio"/> Offering a community gathering space	<input type="radio"/> Providing literacy for adults
<input type="radio"/> Promoting literacy for children	<input type="radio"/> Reference service	<input type="radio"/> Providing technology instruction

Other:

6. What are the reasons you don't use the Beaufort County Libraries more often? Please check all that apply.

<input type="radio"/> I do not have transportation	<input type="radio"/> Library does not always have the books/periodicals I like	<input type="radio"/> I use the internet to get information
<input type="radio"/> Library does not have enough parking	<input type="radio"/> Library does not always have the movies/music I like	<input type="radio"/> I do not know what the library has to offer me
<input type="radio"/> I don't need a library	<input type="radio"/> Libraries has a limited number of computers and/or internet access	<input type="radio"/> I am homebound
<input type="radio"/> I buy my own books, music, movies	<input type="radio"/> Library is too small or crowded	<input type="radio"/> I owe fees/fines
<input type="radio"/> I don't feel welcome at the library	<input type="radio"/> Library is not easy to navigate for handicapped people	<input type="radio"/> I don't have the time
<input type="radio"/> Hours are not convenient	<input type="radio"/> The library is only for children	<input type="radio"/> Library is too far away

Other:

7. Do the library hours meet your needs?

<input type="radio"/> Yes	<input type="radio"/> Need to close later in the evening	<input type="radio"/> Need to open earlier in the morning	<input type="radio"/> Need to have more weekend hours
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8. What day during the week is the best day for you to visit the library? (Please circle one)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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9. . What time of day is most convenient to you?

<input type="radio"/> Morning	<input type="radio"/> Afternoon	<input type="radio"/> Evening
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LIBRARY PROGRAMS

10. What kinds of programs do you attend?

PROGRAM	I've attended this type of program	I'd like to see this type of program increase
Art exhibit		
Arts and crafts for children		
<i>Arts and crafts for adults</i>		
Caregiver issues		
<i>Retirement planning</i>		
Book discussions		
<i>Civic engagement and current events presentations and discussion</i>		
English as a second language		
Financial issues		
<i>Consumer health, finance and other how-to topics</i>		
How to use the library/library databases classes		
Movies/film series		
Multicultural programming		
Local history		
<i>Genealogy</i>		
<i>Music/dance, drama programs</i>		
Self-help issues		
Travel programs		
Story times		
<i>Lap sits</i>		
Author talks		
<i>Educational programs for children and teens</i>		
<i>Technology instruction</i>		
<i>Nature programs</i>		
<i>Employment programs/job help</i>		
<i>Food/culinary programs</i>		

11. . Please rate the importance of the following programming options, with 1 being the most and 5 being the least important.

<input type="radio"/> Cultural events (music,	<input type="radio"/> Civic engagement and	<input type="radio"/> Consumer health,
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<i>film, dance, drama, or other arts)</i>	<i>current events presentations and discussion</i>	<i>finance and other how-to topics</i>
<input type="radio"/> <i>Activities and programs for children</i>	<input type="radio"/> <i>Activities and programs for tweens and teens</i>	<input type="radio"/> <i>Activities and programs for adults</i>
<input type="radio"/> <i>Literary events (author readings, book discussions, book talks)</i>	<input type="radio"/> <i>Using technology to create content (videos, music, games, etc)</i>	<input type="radio"/> <i>Other:</i>

WEBSITE (www.beaufortcountylibrary.org)

12. Do you use the library website?

<input type="radio"/> Yes	<input type="radio"/> No
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13. If you use the library website, please check all that you use:

<input type="radio"/> Search the catalog	<input type="radio"/> Place holds	<input type="radio"/> Check "My Account"
<input type="radio"/> Program and event information	<input type="radio"/> Library information – hours, locations, policies, etc.	<input type="radio"/> Information on Friends of the Library groups
<input type="radio"/> Online databases	<input type="radio"/> Download audio books	<input type="radio"/> Download e-books
<input type="radio"/> Access Library Facebook, Twitter, Pinterest pages	<input type="radio"/> Readers' Advisory (what should I read next?)	<input type="radio"/> News/blog feeds
<input type="radio"/> Beaufort District Collection – local history/obits	<input type="radio"/> Ask a Librarian chat service	<input type="radio"/> Community resources

Other:

14. How would you rate the portion of the website you use to search the catalog, access your account information, place holds, etc?

<input type="radio"/> Excellent	<input type="radio"/> Very Good	<input type="radio"/> Good	<input type="radio"/> Fair	<input type="radio"/> Poor
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15. How would you rate the non-catalog portion of the website (events calendar, news and information, online resources, etc.?)

<input type="radio"/> Excellent	<input type="radio"/> Very Good	<input type="radio"/> Good	<input type="radio"/> Fair	<input type="radio"/> Poor
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16. Which of the following online resources and content are most important to you? (Choose up to 2)

<input type="radio"/> <i>E-books, e-audio and video for download</i>	<input type="radio"/> <i>Streaming content (music and video)</i>	<input type="radio"/> <i>Online classes or programs</i>
<input type="radio"/> <i>Interactive spaces on the library website with customer generated content (reviews, tags, etc.</i>	<input type="radio"/> <i>Early literacy computers for kids</i>	<input type="radio"/> <i>Online games</i>
<input type="radio"/> <i>Social media (Library</i>	<input type="radio"/> <i>databases</i>	<input type="radio"/> <i>Other:</i>

Facebook, Twitter, blogs, etc)		
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17. How do you typically access the Library's online resources? Choose all that apply.

<input type="checkbox"/> Library computers	<input type="checkbox"/> Personal laptop/tablet in library	<input type="checkbox"/> Personal computer or tablet from home, office, school
<input type="checkbox"/> Phone or other mobile devices	<input type="checkbox"/> I don't use the Library's online resources	<input type="checkbox"/>

TECHNOLOGY

18. Mark all areas in which you would like to see technology improved.

<input type="checkbox"/> More computers to search the collection	<input type="checkbox"/> More internet access	<input type="checkbox"/> Improved access from home computers
<input type="checkbox"/> Word processing and spreadsheet capability	<input type="checkbox"/> More databases	<input type="checkbox"/> Loans of laptops, e-readers, tablets
<input type="checkbox"/> Production technology (tools to create content such as videos, music, games, software, etc.	<input type="checkbox"/> Assistive technology (aides for hearing or vision impaired)	<input type="checkbox"/> Translation software
<input type="checkbox"/> Teleconferencing equipment	<input type="checkbox"/> Other	<input type="checkbox"/>

19. Availability of Internet computers:

<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Don't use
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COLLECTIONS

20. Mark all areas in which you would like to see the collection improved:

<input type="checkbox"/> General non-fiction	<input type="checkbox"/> Religion/philosophy	<input type="checkbox"/> History
<input type="checkbox"/> Science/technology	<input type="checkbox"/> Health/medical	<input type="checkbox"/> Travel
<input type="checkbox"/> Self-help	<input type="checkbox"/> Arts/culture	<input type="checkbox"/> Current events
<input type="checkbox"/> Financial information	<input type="checkbox"/> General fiction	<input type="checkbox"/> Mystery
<input type="checkbox"/> Science fiction	<input type="checkbox"/> Romance	<input type="checkbox"/> Western
<input type="checkbox"/> Biography	<input type="checkbox"/> Large print	<input type="checkbox"/> DVDs
<input type="checkbox"/> Audiobooks	<input type="checkbox"/> Magazines/newspapers	<input type="checkbox"/> Children/teen general non-fiction
<input type="checkbox"/> Children/teen fiction	<input type="checkbox"/> Board Books for young children	<input type="checkbox"/> Picture books for children

<input type="checkbox"/> <i>Adult graphic novels</i>	<input type="checkbox"/> <i>Humor</i>	<input type="checkbox"/> <i>Horror</i>
<input type="checkbox"/> <i>Easy to read for adults/literacy</i>	<input type="checkbox"/> <i>Local history/local authors</i>	<input type="checkbox"/> <i>Downloadable music</i>
<input type="checkbox"/> <i>Learn to read books for children</i>	<input type="checkbox"/> <i>Downloadable ebooks</i>	<input type="checkbox"/> <i>Downloadable audio books</i>
<input type="checkbox"/> <i>MP#/playaways</i>	<input type="checkbox"/> <i>Espanol</i>	<input type="checkbox"/> <i>Other languages</i>
<input type="checkbox"/> <i>Downloadable movies</i>	<input type="checkbox"/> <i>E-books</i>	<input type="checkbox"/> <i>Other:</i>

Comments:

STAFF

21.

	Strongly agree	Agree	Neither agree/disagree	Disagree	Strongly disagree
Staff is pleasant and helpful					
Staff is able to answer my questions					
Staff is knowledgeable					
Staff is responsive to my requests					
I am able to get assistance when I need it					
Staff is considerate and thoughtful					
Staff communicates clearly					

CLOSING QUESTIONS

22. In the future, I would like to see library services focus on (please check all that apply):

<input type="checkbox"/> <i>Literacy (Early, Family, Adult)</i>	<input type="checkbox"/> <i>Business and career information</i>	<input type="checkbox"/> <i>Community meeting center</i>
<input type="checkbox"/> <i>Community information and involvement</i>	<input type="checkbox"/> <i>Consumer information</i>	<input type="checkbox"/> <i>Cultural awareness</i>
<input type="checkbox"/> <i>General information on many topics</i>	<input type="checkbox"/> <i>Government information</i>	<input type="checkbox"/> <i>Skills to find, evaluate and use information</i>
<input type="checkbox"/> <i>Personal growth opportunities</i>	<input type="checkbox"/> <i>Local history and genealogy</i>	<input type="checkbox"/> <i>Computer access</i>
<input type="checkbox"/> <i>Production technology to create content (music, videos, games, software, etc.)</i>	<input type="checkbox"/> <i>Current topics/popular titles</i>	<input type="checkbox"/> <i>Instructional services (computer classes, ESL assistance, how to use e-readers, etc.)</i>
<input type="checkbox"/> <i>Programs for all ages</i>	<input type="checkbox"/> <i>Laptop, tablet, e-reader checkout</i>	<input type="checkbox"/> <i>Downloadable content (movies, books, games)</i>
<input type="checkbox"/> <i>Job search resources and resume writing assistance</i>	<input type="checkbox"/> <i>Test proctoring</i>	<input type="checkbox"/> <i>Tax forms and tax preparation assistance</i>
<input type="checkbox"/> <i>Support for educational achievement</i>	<input type="checkbox"/> <i>Expanded programming outside the library</i>	<input type="checkbox"/> <i>Provide homebound services</i>
<input type="checkbox"/> <i>Have a reference librarian available to answer questions</i>	<input type="checkbox"/> <i>Clean and attractive building</i>	<input type="checkbox"/> <i>A place for civic engagement</i>

Other Priorities _____

23. How interested are you in the following options?

	<i>Very interested</i>	<i>Interested</i>	<i>Not very interested</i>	<i>Not interested</i>
<i>My library card on my device (phone, tablet)</i>				
<i>Video production studio</i>				
<i>Gamers' space (internet access and resource materials)</i>				
<i>Book and A/V vending machines in the community</i>				
<i>Early literacy skills kits (by age with selected activities)</i>				
<i>Do It Yourself classes (partnered with home improvement, gardening, hobbies, etc.)</i>				
<i>Library app for smart phones and tablets</i>				
<i>Off-site materials return box</i>				
<i>Library guides on using resources</i>				
<i>Discussion groups around current events and topics</i>				
<i>Customer-generated content (reviews, comments on blog posts, twitter feed on website)</i>				
<i>QR codes on website and library printed materials</i>				
<i>Other:</i>				

Tell us a little about you....

Answering the new few questions is optional, but will help us understand from whom we've heard (and haven't) and helps us develop meaningful programs and services.

24. How would you describe yourself?: Check all that apply.

<input type="checkbox"/> <i>Small business</i>	<input type="checkbox"/> <i>Reader</i>	<input type="checkbox"/> <i>Community advocate</i>
<input type="checkbox"/> <i>Corporate</i>	<input type="checkbox"/> <i>Educator</i>	<input type="checkbox"/> <i>Parent/caregiver</i>
<input type="checkbox"/> <i>Government or Public Service</i>	<input type="checkbox"/> <i>Sustainability oriented</i>	<input type="checkbox"/> <i>Creative</i>
<input type="checkbox"/> <i>Innovator</i>	<input type="checkbox"/> <i>Literati</i>	<input type="checkbox"/> <i>Researcher</i>
<input type="checkbox"/> <i>Luddite</i>	<input type="checkbox"/> <i>Professional</i>	<input type="checkbox"/> <i>Student</i>
<input type="checkbox"/> <i>Arts and culture organizations</i>	<input type="checkbox"/> <i>Health and wellness Provider</i>	<input type="checkbox"/> <i>History and heritage advocate</i>
<input type="checkbox"/> <i>Philanthropist</i>	<input type="checkbox"/> <i>Futurist</i>	<input type="checkbox"/> <i>Volunteer</i>
<input type="checkbox"/> <i>In the service industry</i>	<input type="checkbox"/> <i>Self-employed</i>	<input type="checkbox"/> <i>In the trades</i>
<input type="checkbox"/> <i>Retired</i>	<input type="checkbox"/> <i>Employed</i>	<input type="checkbox"/> <i>Other</i>

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
FINES & FE 10001-45200											
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	\$ 2,338.10	\$ 488.18	\$ 2,470.95	\$ 231.60	\$ 2,603.80	\$ 509.44	\$ 687.50	\$ 85.29	\$ 777.01	\$ 113.30	\$ 10,305.17
April	\$ 1,580.45	\$ 282.03	\$ 1,663.10	\$ 87.39	\$ 2,956.97	\$ 542.76	\$ -	\$ 20.40	\$ 426.71	\$ 61.41	\$ 7,641.22
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 18,016.57	\$ 1,731.38	\$ 22,403.37	\$ 487.10	\$ 26,156.04	\$ 1,621.44	\$ 3,215.57	\$ 116.14	\$ 2,566.63	\$ 294.82	\$ 78,914.92

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	\$ -	\$ 34.50	\$ -	\$ 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	\$ 108.20	\$ -	\$ 208.00	\$ -	\$ 129.65	\$ -	\$ -	\$ -	\$ 25.10	\$ -	\$ 470.95
April	\$ 140.10	\$ -	\$ 84.20	\$ -	\$ 47.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 271.90
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,059.27	\$ -	\$ 990.10	\$ -	\$ 1,150.33	\$ -	\$ 82.80	\$ -	\$ 124.70	\$ -	\$ 3,407.20

INTEREST 10001-46010											
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.69
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.58
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.46
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.53
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.57

Library Board Meeting
May 8, 2013
Prepared by: I. Herrick

**Board of Trustees - Library Board
General Ledger
As of May 2, 2013**

8:25 AM
05/02/13
Accrual Basis

Date	Num	Name	Memo	Split	Amount	Balance
		First Citizens Bank (Total)				22,202.49
		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				616.67
		Total BDC Collection				616.67
		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				505.21
		Bill Pmt -Check	04/17/2013	1203	Ingram Library Services	Greater Island Committee Accounts Payable
						-66.08
		Total Greater Island Committee				-66.08 439.13
		H Scheper Book Fund				4,290.65
		Total H Scheper Book Fund				4,290.65
		Hilton Head Rotary Fund				1,126.66
		Total Hilton Head Rotary Fund				1,126.66

**Board of Trustees - Library Board
General Ledger
As of May 2, 2013**

8:25 AM
05/02/13
Accrual Basis

Date	Numb	Name	Memo	Split	Amount	Balance
		Historical Society Fund				1,469.63
		Total Historical Society Fund				1,469.63
		James @ Shannon Duffy				100.00
		Total James @ Shannon Duffy				100.00
		Kiwanis Club of Beaufort				250.00
		Total Kiwanis Club of Beaufort				250.00
		Sally & Joseph Harrington				3,642.14
		Total Sally & Joseph Harrington				3,642.14
		Sarah Kessler Memorial				0.00
		Total Sarah Kessler Memorial				0.00
		Wendy Allen Memorial				145.00
		Total Wendy Allen Memorial				145.00
		Total First Citizens Bank (Total)			-66.08	22,136.41