

Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes – June 26, 2013 - 3:00 p.m.

The fourth scheduled meeting for 2013 was held at the Beaufort Branch Library.

Trustees:

- Attendees: Ms. Eileen Fitzgerald, Vice-Chair; Ms. Susan Barnwell; Mr. Bernie Kole; Ms. Lynn Miller; Ms. Jean Morgan.
  
- Absentees: Ms. Patsy Hand, Chair; Mr. Douglas Brown; Mr. Dan Huff; Ms. Peggy Martin; Ms. Yolanda Riley.

Library Staff: Mr. Wlodek Zaryczny, Ms. Jan O'Rourke, Ms. Kathy Mitchell, Mr. Scott Strawn, Ms. Mary Jo Berkes, Ms. Deborah Johnson, Ms. Gina Molter, Ms. Traci Cox, Ms. Ileana Herrick.

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

Guests: None.

Call to Order: The Beaufort County Library Board of Trustees meeting on Wednesday, June 26, 2013 was called to order at 3:08 p.m.

Public Comment: None.

Minutes of May 8, 2013: Ms. Miller requested a change on page *one* under *Public Comment*. It is changed from "Ms. Lynne Miller mentioned the elimination of 50 County positions reported in the newspaper" to "Ms. Lynne Miller asked if library positions were included in the elimination of the 50 County positions reported in the newspaper, and the answer was *No*." Ms. Morgan requested the elimination of the sentence "in this way, the number of programs will increase" on page *two* under *Hilton Head Branch*. Mr. Kole made a motion to accept the minutes with corrections. Ms. Barnwell seconded the motion. There was a unanimous vote.

Correspondences and Communications: None.

Librarian's Report: Report is attached. Mr. Zaryczny mentioned that each regional branch may provide 10 additional hours providing a total of 50 hours of services for patrons if County funds are allocated. Additional staff would be hired to meet new hours of service.

Assistant Librarian's Report: *Library 101* included in the *Trustees Orientation Manual* has been updated, and other sections will be updated next September. Ms. O'Rourke will provide a *Demographic Analysis Report* to the County Council. She added that the *Strategic Plan Survey* and its analysis will be ready next October and November, respectively. Ms. O'Rourke explained briefly the different levels (essential, target, and BCL data) of the *SC Standards for Public Libraries*. She mentioned that two grants have been received: *Creative Equal* granted by *SC Humanities* and *The Gilder Lehmann Institute* and *One County Reads the Civil War* granted by *SC Humanities*.

Financial Reports: Attached to the minutes. Alan Eisenman explained briefly the financial reports for the period ended May 31, 2013.

<http://www.bcgov.net/departments/Finance/finance/documents/2013/Library%20Financials-%20May%2020131.pdf>

Mr. Zaryczny added that the library budget for FY 2014 is not definite yet: either \$ 3.9 or \$ 4.1 million. Ms. Mitchell gave a brief explanation of the *Library Budget Proposal* for FY2014. After discussion about the public's unawareness of Friends' contributions to the Library budget, Friends of the Library (FOL) contribution reports might be posted at FOL's newsletters, Library website, or the free section of the Beaufort Gazette.

#### Committee Reports:

Advocacy: Mr. Kole mentioned that members of the Friends of the Library attended the Finance Committee hearings.

Corresponding Secretary: Mr. Kole mentioned that thank-you letters were sent to Senators Pinckney and Davis, and they kindly responded. Mr. Zaryczny added that State Legislators pay close attention to the letters. It was suggested that all members receive a copy of the draft letters in the future.

Foundation: Mr. Zaryczny mentioned that members may be meeting in either August or September. They are looking for a new treasurer; John Donkersloot is serving as an interim treasurer.

#### Friends of the Library (FOL):

Beaufort Branch: Mr. Kole serves on the Friends Board. He mentioned that members are structuring its mission and vision statements. New categories for memberships have been approved. Also, they are working on a stronger corporate support program as a new way to raise money. The major source of funding is the Fall Book Sale.

Bluffton Branch: Ms. Morgan mentioned that the next meeting will be either at the end of July or at the beginning of August. Ms. Johnson added that the Board approved \$7,000 for library materials under the FY2014 lease plan.

Hilton Head Branch: Ms. Miller mentioned that the members approved \$15,000 for the purchase of public computers.

Miscellaneous: Mr. Zaryczny mentioned his intention to propose to the Presidents of the Friends that the library budget should be set up after the county budget is approved; thereby the *Friends Budget* will help to fill any gap in the county budget.

Library Services: Ms. Cox will email board members the PowerPoint presentation for their feedback. The presentation, which includes all sorts of library services, will be used for advocacy and outreach programs. Also she mentioned that the *SC Department of Employment and Workforce* has listed the library as a connection point for unemployment assistance. The library will supply instructional material for filing unemployment claims. There are some concerns within the library because some of the patrons lack of computer skills.

Mr. Strawn mentioned that all registrations for the summer reading program have been done through the program *Evanced*. This program produced statistics that show 3,000 registered patrons. He explained briefly about the library's role in the *United Way of the Lowcountry Women's Leadership Committee* (see attachment). Mr. Strawn mentioned the reading and literacy rate in the schools. The Library Administration staff will have a meeting on July 9<sup>th</sup> with the new superintendent of the School District.

Membership: Mr. Zaryczny mentioned that Council member Jerry Stewart has nominated Anna Maria Tabernik for Council District 6.

School Liaison: Mr. Zaryczny suggested that Ms. Fitzgerald attends the July 9<sup>th</sup> meeting with the School Board Chair and the new School Superintendent. Mr. Zaryczny, Mr. Strawn, Ms. O'Rourke and Ms. Cox will attend this meeting at the School District office.

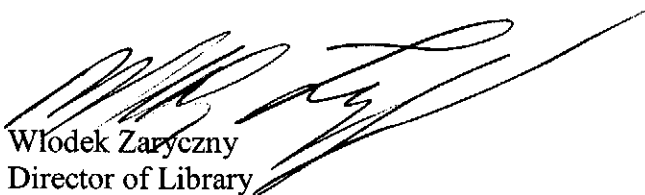
Miscellaneous: After discussion, Ms. Fitzgerald stated that absentee board members will be listed in the Minutes effective June 26, 2013.

Old Business: None.

New Business: None.

Ms. Fitzgerald asked if there was any other business. Being none, the meeting was adjourned at 4:55 p.m. on a motion from Mr. Kole and a second from Ms. Barnwell. There was a unanimous vote.

Respectfully submitted,

  
Wlodek Zaryczny  
Director of Library

## LIBRARIAN'S REPORT

September 11, 2013

### Staff/Staffing - Vacancies

**Administration:** FT Admin Assistant II (preliminary approval); **Beaufort:** PT Page (preliminary approval); **Bluffton:** FT Circulation Manager, 2 PT Library Asst. I (Circulation); **Hilton Head:** PT Page.

### Automation –

SC LENDS (SC Library Electronic Network Delivery System) – The SC LENDS Strategic Planning Committee which met on August 23 decided to wait until early 2015 before adding any new member libraries. The possibility of increasing membership dues was also explored. A taskforce will investigate the requirements for adding a fulltime support staff person to SCLENDS.

RFID Project – St. Helena's drive-up materials return should be operational in October. The obstruction from a fire sprinkling pipe was corrected during the last week in August. Bibliotheca staff will be dispatched to install and operationalize the lift conveyor. County Council Community Services Committee and County Council approved a five-year Maintenance Contract for all Branches except St. Helena. Once the drive-up materials return is installed and operating successfully, a maintenance contract will be presented to Council for approval sometime this coming Fall.

IT System-wide & Meeting Room Upgrades – A bid for the Hilton Head Branch meeting room upgrade has been posted. Completion of the upgrade is expected by the end of December. The IT upgrade for all Branches excluding the new St. Helena Branch is currently on hold. Friends of Hilton Head, Bluffton and Beaufort have contributed funds to upgrade computers.

### State Aid Grant & Lottery Funds –

Beaufort Library is designated to receive \$202,791.25 in lottery funds for FY14. This grant will be used to augment the Library's County Materials budget which is currently funded at \$125,000. The State Aid Grant has traditionally been used to supplement our materials budget. I expect to receive an update about lottery funds for public libraries in the Spring of 2015.

### County Budget -

The Library's FY14 budget is on track.

On Thursday, September 5 Jan O'Rourke and I met with Gary Kubic, Alicia Holland (Acting Finance Director) and Morris Campbell regarding library hours and the request for

additional FY14 funding. Library staff will review and address an array of issues concerning service, staffing, funding, usage, hours of service, etc.

Miscellaneous –

Beaufort County Library Strategic Plan 2013 – The plan will be extended out for an additional two years if funding for the requested Consultant, included in the Trustee request for a amended budget, is not hired.

One Year Anniversary of the new St. Helena Branch Library – planning has started for a celebration to take place during the second half of October.

ACA (Affordable Care Act) – Beaufort/Jasper/Hampton Comprehensive Health Services (BJHCHS) – Library staff met with representatives of BJHCHS to discuss the efforts of an Outreach & Enrollment grant to help the uninsured become insured under ACA. (Sign up will start October 1<sup>st</sup>.)

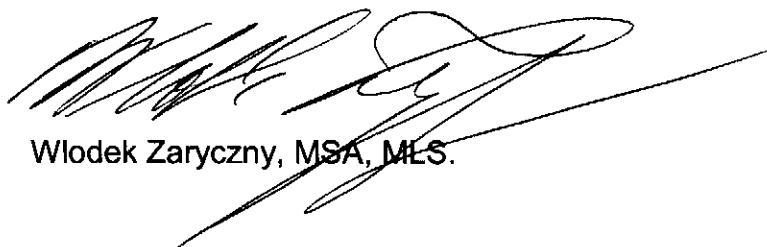
The Library will assist with this effort by doing the following:

- Display/Distribute brochures and other appropriate material relative to Outreach & Education.
- Hosting BJHCHS volunteer Certified Application Counselors (CAC) scheduled sessions to assist the uninsured (similar to what we do now for the VITA effort).
- Make the Library available for community or informational meetings to promote this effort.
- Survey staff to see who might be willing to take, complete and pass a test for a five (5) hour web-based course to become a volunteer CAC.
- After BJHCHS provides additional basic information about the ACA and how the uninsured access information to become insured, Library staff will direct interested customers to either appropriate BJHCHS CAC volunteers or sites.

The Board of the SC State Library has hired Mr. Hulen Bivens as the new State Librarian. Besides his MSLS, Mr. Bivens also has a law degree from Faulkner University. His work history includes his current position as the North Dakota State Librarian and Assistant Director of the Alabama State Library.

Beaufort County School District – On September 6 Jan O'Rourke and I attended the State of the Schools Breakfast. The program included a Guest Panel and remarks by Dr. Jeffrey Moss, Superintendent and Bill Evans, Chairman, Beaufort Board of Education.

Sincerely,



Wlodek Zaryczny, MSA, MLS.

FY2014	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; FEES</b>											
July	\$ 1,511.31	\$ 541.37	\$ 2,324.69	\$ 166.00	\$ 2,526.53	\$ 406.16	\$ 258.80	\$ 38.00	\$ 1,092.65	\$ 106.03	\$ 8,971.54
August	\$ 2,024.26	\$ 499.14	\$ 1,984.36	\$ 151.14	\$ 2,378.83	\$ 389.73	\$ 279.96	\$ 41.41	\$ 861.94	\$ 88.81	\$ 8,699.58
September											\$ -
October											\$ -
November											\$ -
December											\$ -
January											\$ -
February											\$ -
March											\$ -
April											\$ -
May											\$ -
June											\$ -
<b>TOTAL</b>	<b>\$ 3,535.57</b>	<b>\$ 1,040.51</b>	<b>\$ 4,309.05</b>	<b>\$ 317.14</b>	<b>\$ 4,905.36</b>	<b>\$ 795.89</b>	<b>\$ 538.76</b>	<b>\$ 79.41</b>	<b>\$ 1,954.59</b>	<b>\$ 194.84</b>	<b>\$ 15,243.33</b>
<b>COPIERS</b>											
July	\$ 87.65	\$ -	\$ 92.45	\$ -	\$ 69.75	\$ -	\$ 17.55	\$ -	\$ 96.80	\$ -	\$ 364.20
August	\$ 144.50	\$ -	\$ 86.00	\$ -	\$ 123.25	\$ -	\$ 21.25	\$ -	\$ 29.70	\$ -	\$ 404.70
September									\$ -		\$ -
October									\$ -		\$ -
November									\$ -		\$ -
December									\$ -		\$ -
January									\$ -		\$ -
February									\$ -		\$ -
March									\$ -		\$ -
April									\$ -		\$ -
May									\$ -		\$ -
June									\$ -		\$ -
<b>TOTAL</b>	<b>\$ 232.15</b>	<b>\$ -</b>	<b>\$ 178.45</b>	<b>\$ -</b>	<b>\$ 193.00</b>	<b>\$ -</b>	<b>\$ 38.80</b>	<b>\$ -</b>	<b>\$ 126.50</b>	<b>\$ -</b>	<b>\$ 768.90</b>

INTEREST REVENUE											
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.12
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.19
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.31
Convenience Fee											
July	\$ -	\$ 14.89	\$ -	\$ 4.57	\$ -	\$ 11.17	\$ -	\$ 1.05	\$ -	\$ 2.92	\$ 34.60
August	\$ -	\$ 13.73	\$ -	\$ 4.16	\$ -	\$ 10.72	\$ -	\$ 1.14	\$ -	\$ 2.44	\$ 32.19
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ -	\$ 28.62	\$ -	\$ 8.73	\$ -	\$ 21.89	\$ -	\$ 2.19	\$ -	\$ 5.36	\$ 66.79
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Board of Trustees - Library Board**  
**General Ledger**  
As of August 31, 2013

	Type	Date	Num	Name	Memo	Amount	Balance	
<b>First Citizens Bank (Total)</b>							<b>22,071.93</b>	
<b>Alexander Dawson Fund</b>							<b>1,451.97</b>	
Total Alexander Dawson Fund							1,451.97	
<b>Alpha Delta Kappa</b>							<b>25.00</b>	
Total Alpha Delta Kappa							25.00	
<b>BDC Collection</b>							<b>616.67</b>	
Total BDC Collection							616.67	
<b>Bluffton Building Fund</b>							<b>6,227.70</b>	
Total Bluffton Building Fund							6,227.70	
<b>Bluffton Miscellaneous Fund</b>							<b>499.14</b>	
Total Bluffton Miscellaneous Fund							499.14	
<b>Clover Carolina Room Fund</b>							<b>1,852.72</b>	
Total Clover Carolina Room Fund							1,852.72	
<b>Greater Island Committee</b>							<b>439.13</b>	
Total Greater Island Committee							439.13	
<b>H Scheper Book Fund</b>							<b>4,290.65</b>	
Total H Scheper Book Fund							4,290.65	
<b>Hilton Head Rotary Fund</b>							<b>1,126.66</b>	
	Deposit	08/13/2013			Deposit	Contributions Income	500.00	1,626.66
Total Hilton Head Rotary Fund							500.00	1,626.66
<b>Historical Society Fund</b>							<b>1,469.63</b>	
Total Historical Society Fund							1,469.63	



**Board of Trustees - Library Board**  
**General Ledger**  
 As of August 31, 2013

	Type	Date	Num	Name	Memo	Amount	Balance
<b>James @ Shannon Duffy</b>							<b>100.00</b>
Total James @ Shannon Duffy							100.00
<b>Kiwanis Club of Beaufort</b>							<b>185.52</b>
	Bill Pmt -Check	08/14/2013	1208	Ingram Library Services	Accounts Payable	-31.10	154.42
Total Kiwanis Club of Beaufort						-31.10	154.42
<b>Sally &amp; Joseph Harrington</b>							<b>3,642.14</b>
Total Sally & Joseph Harrington							3,642.14
<b>Sarah Kessler Memorial</b>							<b>0.00</b>
Total Sarah Kessler Memorial							0.00
<b>Wendy Allen Memorial</b>							<b>145.00</b>
Total Wendy Allen Memorial							145.00
<b>First Citizens Bank (Total) - Other</b>							<b>0.00</b>
Total First Citizens Bank (Total) - Other							0.00
<b>Total First Citizens Bank (Total)</b>						<b>468.90</b>	<b>22,540.83</b>