

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – July 9, 2014 – 3:00 pm

The fourth scheduled meeting for 2014 was held at the St. Helena Branch Library.

Trustees:

- Attendees: Bernard Kole, Chair; Joseph Bogacz; Peggy Martin; Jean Morgan, and Anna Maria Tabernik

- Absentees: Eileen Fitzgerald, Vice-Chair; Lynne Miller, Yolanda Riley, and Laura Sturkie.

Library Staff:

- Attendees: Wlodek Zaryczny, Library Director; Jan O'Rourke, Assistant Library Director, and Ileana Herrick, Administrative Specialist.

County Staff:

- Attendees: Morris Campbell, Director of Community Services; and Alan Eisenman, Financial Analyst.

Guests:

- Patsy Hand.

County Council Member: Steve Fobes, District 10.

Call to Order: The meeting was called to order at 3:00 p.m.

Pledge of Allegiance: The Chair of the Board Mr. Bernard Kole led those present in the Pledge of Allegiance to the Flag.

Public Comment: None.

Ms. Jan O'Rourke introduced the new Beaufort Branch Manager, Annette Greenway.

Minutes of May 14, 2014: Mr. Kole made a motion to accept the minutes. Mr. Bogacz seconded the motion. There was a unanimous vote.

Correspondences and Communications: The final revision of the Bylaws was sent to the Interim Director of the State Library. The *TEDTalk* presentation was sent to the Council Members for their information. The State Library sent a sample of their library director evaluation policy to the Board for their review.

Mr. Kole presented Patsy Hand with a plaque for being the Chair of the Trustees for two and a half years.

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Librarian's Report: **The report is attached.** The current 66.375 FTE (full time equivalent) level at 50 hours is lower than the authorized 67.50 FTE at 40 hours of services. The low staffing level has a negative impact on the essential library services at the current 50 hours of service.

Assistant Librarian's Report: **The report is attached.** The increase in circulation statistics is normal at this time of the year since summer reading registration starts in June. The current circulation statistics may differ from last year since libraries were in operation for only 40 hours. Ms. O'Rourke will send the Summer Reading Evaluation to the Board for their review.

Financial Reports: **The report is attached.** Mr. Eisenman described the Beaufort County Library Fund accounts for the period ending May 30, 2014. After discussion, the *Net Expenditures* line item will not be included in the *Revenue Schedule Statement* since *Fines & Fees Revenues* do not go directly to the Library Budget. The *Library Personnel Benefits* Expenditure in the Revenue Statement with a *Negative YTD Variance* of \$ 41,268 offsets a positive variance of \$ 39,733 in Library controlled expenses. Mr. Eisenman confirmed that the \$ 63,700 charge for Hilton Head Meeting Room upgrades will very likely to be a FY2015 expense.

Committee Reports:

Advocacy: The committee will meet on the 28th of this month.

Corresponding Secretary: None.

Finance: Ms. Tabernik explained the report in detail (attached to these minutes). The committee will present a *critical budget analysis* to the Finance Committee of Beaufort County Council. Since the FY2015 Library Budget is short, the committee is considering alternatives such as reducing hours to 40 or cutting the programs. It was concluded that it is difficult to provide optimal services with the current FY2015 budget.

The committee is looking into the *Debt Setup Program* to collect outstanding overdue fines and fees of \$ 753,714.00. Ms. Martin will attend a workshop on August 18 to learn about this program by the SC Association of Counties. Ms. Morgan made a motion to pursue the investigation of the Debt Setup Program. Mr. Bogacz seconded the motion. There was a unanimous vote.

Foundation: None.

Friends of the Library (FOL):

- Beaufort Branch: None.
- Bluffton Branch: None.
- Hilton Head Branch: None.

Library Services: None.

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Library Director Evaluation: The committee will meet in early August to evaluate the director's goals for FY 2014 and review established goals for FY 2015.

Membership: There are still two vacancies. The Friends of the Beaufort Library is sending recruitment letters to their members to check if they are interested.

Nominating: None.

School Liaison: The Assistant Library Director and Children staff will meet in early August to review the working relationship between the Beaufort County School District and the Library. The goal is to strengthen the current relationship between both entities to provide better service to the students in Beaufort County.

Policies and Procedures: Ms. Morgan sent a final draft of the Bylaws to the State Library for comments or questions. The final revision may be ready for vote at the September meeting. After Board approval, it will be sent to County Attorney Josh Gruber. The committee has prepared a good working draft to evaluate the Library Director.

Old Business: None.

New Business: None.

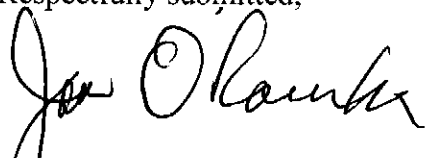
Miscellaneous: Ms. Tabernik prepared a draft of Board's goals and mission. She organized calendars for the Board members including different events: legislative dates, county council finance committee meeting dates, and Friends of the library meetings.

Proposal to change the Library Board meeting to 4 p.m. instead of 3 p.m. Ms. Morgan made the motion to approve the new time for board meetings. Ms. Martin seconded. There was a unanimous vote.

Mr. Kole mentioned the importance to issue agendas regardless of the new rule from the SC Supreme Court of South Carolina stating that it is not needed to prepare agendas for public meetings, schools or government agencies (libraries).

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 4:30 p.m. on a motion from Ms. Morgan and a second from Ms. Martin.

Respectfully submitted,



Jay O'Rourke
Interim Library Director

LIBRARIAN'S REPORT

July 9, 2014

Staff/Staffing – 9 Vacancies

Admin.: FT Youth Services Coordinator; **Technical Services:** FT Tech. Services Assistant; **Bluffton:** FT Branch Manager (starting July 14), 2 FT Circulation Assistants, FT Children's Programmer, PT Page, PT Page (as of July 19); **Lobeco:** FT Children's Programmer (as of July 19); **St. Helena:** FT Youth Services Manager

Given the number of unfilled positions and freezing of vacant positions, library services are being curtailed. As we continue to lose staff, service cuts will be increased. In the meantime we will be sharing staff among our Branches.

Automation –

SC LENDS (SC Library Electronic Network Delivery System) – SCLEND is partnering with the SC State Library to hire an IT staff person that would focus on SCLEND IT coordination and would be located at the State Library as a State employee. SCLEND Board also approved moving forward with hiring a Cataloger who would coordinate all cataloging operations.

RFID Project – We will be conducting a system-wide staff survey to identify operational concerns. Any issues will be communicated to Bibliotheca for rectification.

IT System-wide & Meeting Room Upgrades – In a June 10 meeting with Gary Kubic, Bryan Hill affirmed that he has funding available to finance both projects. Once account numbers are provided both projects can move forward. The Lobeco Branch IT Upgrade is in progress. We are currently waiting for the A&E plans for the Bluffton renovation which will be reviewed by Facilities prior to sending out for bids.

State Aid Grant & Lottery Funds –

State Aid of \$1.25 per capita with a minimum grant of \$75,000 per county on a recurring basis has been approved. Payments are made on a quarterly basis with the first payment expected at the end of July.

Lottery - \$2 million in lottery funds from unclaimed prize money are earmarked for public libraries. As it currently stands public libraries are fourth on the list of priorities to receive funds. Funding would most likely occur in the 3rd or 4th quarter. Beaufort Public Library would receive \$43,000 if this funding became available.

Trespass Legislation – Senate Bill 813

South Carolina currently lacks uniform implementation and enforcement of library trespass actions. Senate Bill 813 would provide uniform enforcement of trespass law for violating library patron behavior policy. Examples include: disrupting library operations, solicitation, stalking staff or other patrons, verbal harassment of staff or other patrons, etc. The Governor vetoed the bill on 6/13. The veto was overridden by the Senate (Ayes-39, Nay-3). But the vote occurred on the last day of the legislative session, after the House already had gone home. An override requires a two-thirds vote in both chambers.

Dedication –

A dedication ceremony at the Hilton Head Branch Library in memory of Claire Hartwig will take place on Saturday, July 19 at 11:00 am. Claire served as a Circulation and ILL Representative at HH. The dedication of a Bird Bath will take place in the Library's Garden. All Trustees are invited.

PewResearch – March 13, 2014

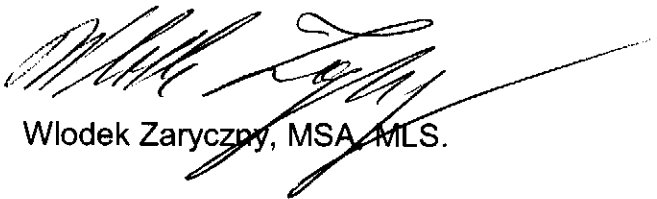
A few interesting findings:

- Print books are still central to Americans' library use
- Just 4% of readers read e-books exclusively
- Public libraries continue to add new technologies and formats to their holdings
- Today public libraries are providing the next generation of "expensive and scare" resources from 3-D printers to recording studios

Rotary Club of Beaufort –

Melanie Florencio and I gave two separate PowerPoint presentations about BCL to the Rotary earlier this afternoon. I presented a general overview of the Library and Ms. Florencio presented on the BCL of the future today.

Sincerely,



Wlodek Zarczyny, 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
FINES & FEES											
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	\$ 1,379.68	\$ 506.80	\$ 1,652.90	\$ 252.91	\$ 1,585.74	\$ 352.08	\$ 244.16	\$ 33.65	\$ 636.31	\$ 47.20	\$ 6,691.43
October	\$ 1,599.26	\$ 410.26	\$ 2,061.54	\$ 180.69	\$ 2,630.68	\$ 507.69	\$ 287.66	\$ -	\$ 551.27	\$ 48.65	\$ 8,277.70
November	\$ 963.60	\$ 224.00	\$ 1,579.09	\$ 173.85	\$ 2,180.93	\$ 375.32	\$ 205.16	\$ 18.90	\$ 506.07	\$ 304.15	\$ 6,531.07
December	\$ 1,188.64	\$ 312.25	\$ 1,513.50	\$ 119.73	\$ 1,571.25	\$ 461.26	\$ 230.27	\$ 29.44	\$ 835.61	\$ 49.40	\$ 6,311.35
January	\$ 1,909.21	\$ 428.33	\$ 2,482.59	\$ 317.39	\$ 1,561.88	\$ 569.80	\$ 359.30	\$ 45.31	\$ 547.20	\$ 17.21	\$ 8,238.22
February	\$ 1,214.73	\$ 660.52	\$ 2,737.96	\$ 255.57	\$ 2,016.14	\$ 496.25	\$ 301.07	\$ 14.00	\$ 786.76	\$ 137.79	\$ 8,620.79
March	\$ 1,670.66	\$ 667.51	\$ 2,430.80	\$ 259.49	\$ 2,089.85	\$ 643.93	\$ 234.69	\$ 121.40	\$ 758.21	\$ 104.19	\$ 8,980.73
April	\$ 1,772.87	\$ 543.93	\$ 1,726.29	\$ 158.50	\$ 1,915.34	\$ 371.04	\$ 222.95	\$ 21.80	\$ 513.49	\$ 43.01	\$ 7,289.22
May	\$ 1,565.50	\$ 919.72	\$ 1,776.40	\$ 241.25	\$ 1,959.35	\$ 400.08	\$ 208.73	\$ 30.39	\$ 684.12	\$ 76.54	\$ 7,862.08
June	\$ 1,709.60	\$ 482.77	\$ 2,056.13	\$ 511.50	\$ 2,484.32	\$ 747.35	\$ 544.01	\$ 68.61	\$ 660.58	\$ 95.96	\$ 9,360.83
TOTAL	\$ 18,509.32	\$ 6,196.60	\$ 24,326.25	\$ 2,788.02	\$ 24,900.84	\$ 5,720.69	\$ 3,376.76	\$ 462.91	\$ 8,434.21	\$ 1,118.94	\$ 79,547.38
COPIERS											
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	\$ 59.95	\$ -	\$ 76.30	\$ -	\$ 90.35	\$ -	\$ 24.65	\$ -	\$ 27.20	\$ -	\$ 278.45
October	\$ 71.61	\$ -	\$ 73.80	\$ -	\$ 96.00	\$ -	\$ 28.75	\$ -	\$ 16.00	\$ -	\$ 286.16
November	\$ 55.35	\$ -	\$ 84.25	\$ -	\$ 84.70	\$ -	\$ 24.30	\$ -	\$ 20.40	\$ -	\$ 269.00
December	\$ 123.10	\$ -	\$ 76.00	\$ -	\$ 59.55	\$ -	\$ 6.40	\$ -	\$ 41.85	\$ -	\$ 306.90
January	\$ 163.70	\$ -	\$ 90.80	\$ -	\$ -	\$ -	\$ 24.90	\$ -	\$ 17.20	\$ -	\$ 296.60
February	\$ 109.61	\$ -	\$ 104.35	\$ -	\$ 190.95	\$ -	\$ 11.80	\$ -	\$ 60.05	\$ -	\$ 476.76
March	\$ 105.44	\$ -	\$ 205.50	\$ -	\$ 92.20	\$ -	\$ 25.80	\$ -	\$ 49.45	\$ -	\$ 478.39
April	\$ 98.10	\$ -	\$ 115.55	\$ -	\$ 82.05	\$ -	\$ 21.85	\$ -	\$ 71.40	\$ -	\$ 388.95
May	\$ 203.15	\$ -	\$ 98.10	\$ -	\$ 68.75	\$ -	\$ 19.40	\$ -	\$ 34.00	\$ -	\$ 423.40
June	\$ 82.74	\$ -	\$ 91.40	\$ -	\$ 95.85	\$ -	\$ 43.00	\$ -	\$ 27.90	\$ -	\$ 340.89
TOTAL	\$ 1,304.90	\$ -	\$ 1,194.50	\$ -	\$ 1,053.40	\$ -	\$ 269.65	\$ -	\$ 491.95	\$ -	\$ 4,314.40

INTEREST REVENUE												
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.12
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.19
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.21
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.31
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.33
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.42
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.48
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.39
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.62
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.63
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.74
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.75
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17.19
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	\$ -	\$ 13.94	\$ -	\$ 6.95	\$ -	\$ 9.68	\$ -	\$ 0.93	\$ -	\$ 1.30	\$ -	\$ 32.80
October	\$ -	\$ 11.28	\$ -	\$ 4.97	\$ -	\$ 13.96	\$ -	\$ -	\$ -	\$ 1.34	\$ -	\$ 31.55
November	\$ -	\$ 6.16	\$ -	\$ 4.78	\$ -	\$ 10.32	\$ -	\$ 0.52	\$ -	\$ 8.36	\$ -	\$ 30.14
December	\$ -	\$ 8.59	\$ -	\$ 3.29	\$ -	\$ 12.68	\$ -	\$ 0.81	\$ -	\$ 1.36	\$ -	\$ 26.73
January	\$ -	\$ 11.78	\$ -	\$ 8.73	\$ -	\$ 15.67	\$ -	\$ 1.25	\$ -	\$ 0.47	\$ -	\$ 37.90
February	\$ -	\$ 18.16	\$ -	\$ 7.03	\$ -	\$ 13.65	\$ -	\$ 0.39	\$ -	\$ 3.79	\$ -	\$ 43.02
March	\$ -	\$ 18.36	\$ -	\$ 7.14	\$ -	\$ 17.71	\$ -	\$ 3.34	\$ -	\$ 2.87	\$ -	\$ 49.42
April	\$ -	\$ 14.96	\$ -	\$ 4.36	\$ -	\$ 10.20	\$ -	\$ 0.60	\$ -	\$ 1.18	\$ -	\$ 31.30
May	\$ -	\$ 25.29	\$ -	\$ 6.63	\$ -	\$ 11.00	\$ -	\$ 0.84	\$ -	\$ 2.10	\$ -	\$ 45.86
June	\$ -	\$ 13.28	\$ -	\$ 14.07	\$ -	\$ 20.55	\$ -	\$ 1.89	\$ -	\$ 2.64	\$ -	\$ 52.43
TOTAL	\$ -	\$ 170.42	\$ -	\$ 76.68	\$ -	\$ 157.31	\$ -	\$ 12.76	\$ -	\$ 30.77	\$ -	\$ 447.94
	\$ 1,776.10	\$ -	\$ 2,636.30	\$ -	\$ 2,182.05	\$ -	\$ 260.49	\$ -	\$ 807.66	\$ -	\$ -	\$ 7,662.60

Board of Trustees - Library Board
General Ledger
As of July 1, 2014

	Type	Date	Num	Name	Memo	Amount	Balance	
First Citizens Bank (Total)							19,381.50	
Alexander Dawson Fund							1,451.97	
Total Alexander Dawson Fund							1,451.97	
BDC Collection							616.67	
Total BDC Collection							616.67	
Bluffton Building Fund							6,227.70	
Total Bluffton Building Fund							6,227.70	
Clover Carolina Room Fund							1,440.81	
Total Clover Carolina Room Fund							1,440.81	
Greater Island Committee							236.68	
Total Greater Island Committee							236.68	
H Scheper Book Fund							4,199.74	
Total H Scheper Book Fund							4,199.74	
Hilton Head Rotary Fund							654.45	
Total Hilton Head Rotary Fund							654.45	
Historical Society Fund							496.56	
	Bill Pmt -Check	06/19/2014	1225	AMERICAN LIBRARY ASSOCIATION	BFT HISTORICAL SOCIETY-BDC	Accounts Payable	-99.95	396.61
Total Historical Society Fund							-99.95	396.61
JOHN-CAROLINE TRASK							50.00	
Total JOHN-CAROLINE TRASK							50.00	
Kiwanis Club of Beaufort							119.78	

Board of Trustees - Library Board
General Ledger
 As of July 1, 2014

	Type	Date	Num	Name	Memo	Amount	Balance	
Total Kiwanis Club of Beaufort							119.78	
Sally & Joseph Harrington							3,642.14	
	Bill Pmt -Check	07/01/2014	1226	Ingram Library Services	HH HARRINGTON FUND	Accounts Payable	-51.23	
Total Sally & Joseph Harrington						-51.23	3,590.91	
SHIRLEY DILLON							100.00	
Total SHIRLEY DILLON							100.00	
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)						-151.18	19,230.32	
Library Board of Trustees Meeting July 9, 2014							Financial Report Prepared by I. Herrick	

BEAUFORT COUNTY LIBRARY BOARD OF TRUSTEES

Annual Calendar

July, 2014

- Finance Committee reviews monthly financials and suggests line item changes if needed
- Trustees review financials and year to date expenditures – working session
- Review budget for next FY as adopted by County Council – discuss how to make the budget “work” – working session
- Library Director Evaluation subcommittee proposes timeline for evaluation process
- No County Council meetings this month
- July 14 - Friends of Bluffton Library at 6 pm

August, 2014

- Finance Committee reviews monthly financials and suggests line item changes if needed
- Budget study session – working session
- Subcommittee solicits input for Library Director Evaluation; gathers pertinent data; solicits Director’s “self-evaluation”
- August 11 – County Council Meeting 4pm in Administration Building, Government Center
- August 18 – County Council Finance Committee Meeting 2pm in Conference Room, Building 3, Beaufort Industrial Village
- August 25 – County Council Meeting 4pm at Hilton Head Island Branch Library

September, 2014

- Finance Committee reviews monthly financials and suggests line item changes if needed
- Trustees review financials and year to date expenditures
- Review end of FY report
- Subcommittee shares thoughts on Library Director Evaluation and goals for next year – working session
- September 4 – Friends of Beaufort Library meeting – 5:30 pm
- September 8 - County Council Meeting 4m Council Chambers, Administration Building, Government Center
- September 8 - Friends of Bluffton Library at 6 pm
- September 9 – Friends of Hilton Head Island Library – 3 pm
- September 10 – Library Board of Trustees meeting – Bluffton branch – 4pm
- September 12 - County Council Finance Committee Meeting 2pm Conference Room, Building 3, Beaufort Industrial Village

- September 22 - County Council Meeting 4pm Large Meeting Room, Bluffton Branch Library
National "library card sign-up" month
- Attend County Council meeting; share Library facts

October, 2014

- Board conducts Library Director Evaluation and outlines goals for next year; complete edits and gets signature – working session
- Finance Committee reviews monthly financials and suggests line item changes if needed
- Trustees discuss budget for next FY – needs/wants/increases/changes/personnel
- Friends of the Library – Appreciation Week 10/19-25/2014
- October 9 – Friends of Beaufort Library meeting – 5:30 pm
- October 12 – 18 Teen Read Week
- October 13 - County Council Meeting 4pm Council Chambers, Administration Building, Government Center
- October 13 – Friends of Hilton Head Island Library – 3 pm
- October 20 - County Council Finance Committee Meeting 2pm Conference Room, Building 3, Beaufort Industrial Village
- October 27 - County Council Meeting 4pm Large Meeting Room, Hilton Head Branch Library
- Attend County Council meeting; share Library facts

November, 2014

- Finance Committee reviews monthly financials and suggests line item changes if needed
- Trustees review financials and year to date expenditures
- Trustees meet with County Council liaison to discuss budget needs for next FY – working session
- Attend County Council meeting; share Library facts
- November 5 – Friends of Beaufort Library meeting – 5:30 pm
- November 10 - Friends of Bluffton Library at 6 pm
- November 10 - County Council Meeting 4pm Council Chambers, Administration Building, Government Center
- November 11 – Friends of Hilton Head Island Library – 3 pm
- November 17 - County Council Finance Committee Meeting 2pm Conference Room, Building 3, Beaufort Industrial Village

December, 2014

- December 4 – Friends of Beaufort Library – 5:30 pm
- December 8 - County Council Meeting 4pm Council Chambers, Administration Building, Government Center
- December 9 – Friends of Hilton Head Island Library – 3 pm
- December 15 - County Council Finance Committee Meeting 2pm Conference Room, Building 3, Beaufort Industrial Village

WILL ADD 2015 DATES WHEN POSTED ON WEBSITE BY COUNTY COUCIL

January, 2015

- Nominating Committee presents slate for officers of Board of Trustees
- Finance Committee reviews monthly financials and suggests line item changes if needed
- Trustees review financials and year to date expenditures
- Review Library Director's progress toward annual goals – working session
- Attend County Council meeting; share Library facts
- January 8 – Friends of Beaufort Library – 5:30 pm
- January 13 - Friends of Bluffton Library at 6 pm
- January 13 – Friends of Hilton Head Island Library – 3 pm
- – County Council Meeting 4pm in Administration Building, Government Center
- – County Council Finance Committee Meeting 2pm in Conference Room, Building 3, Beaufort Industrial Village
- – County Council Meeting 4pm at Hilton Head Island Branch Library

February, 2015

- Finance Committee reviews monthly financials and suggests line item changes if needed
- Prepare information for County Council annual retreat re: library budget and needs
- Attend County Council meeting; share Library facts
- February 5 – Friends of Beaufort Library – 5:30 pm
- February 10 – Friends of Hilton Head Island Library – 3 pm
- February 12 – 14 Annual County Council Retreat (Starts 1pm on 2/12; 8:30 am on other days)

March, 2015

- Elect officers for Board of Trustees, appoint standing committee chairs and members
- Approve holiday, early closing schedule, etc. for next FY
- Finance Committee reviews monthly financials and suggests line item changes if needed
- Trustees review financials and year to date expenditures
- Attend County Council meeting; share Library facts
- March 5 – Friends of Beaufort Library – 5:30 pm
- March 10 - Friends of Bluffton Library at 6 pm
- March 10 – Friends of Hilton Head Island Library – 3 pm

April, 2015

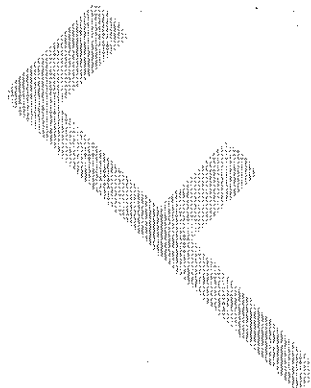
- Review new FY budget projections with library staff – working session
- Review Library Director's progress toward annual goals – working session
- Finance Committee reviews monthly financials and suggests line item changes if needed
- State Library Legislative Day
- School Library Month
- April 2 – Friends of Beaufort Library – 5:30 pm
- April 14 – Friends of Hilton Head Island Library – 3 pm
- National Library Week (April 12 – 18, 2015)
- Attend County Council meeting; share Library facts

May, 2015

- Staff Appreciation Day
- Children's Book Week
- Orient new library Trustees; provide packet, document – working session
- Finance Committee reviews monthly financials and suggests line item changes if needed
- Trustees review financials and year to date expenditures and ways to liquidate budget line items for FY
- Update on proposed budget – working session
- May 7 – Friends of Beaufort Library – 5:30 pm
- May 12 - Friends of Bluffton Library at 6 pm
- May 12 – Friends of Hilton Head Island Library – 3 pm
- Update of any policies and procedures
- National Library Legislative Day
- Attend County Council meeting; share Library facts

June, 2015

- Library 101 for all Trustees – working session
- Finance Committee reviews monthly financials and suggests line item changes if needed
- Attend County Council meeting and budget hearing
- June 4 – Friends of Beaufort Library – 5:30 pm
- June 9 – Friends of Hilton Head Island Library Annual Meeting– 3 pm



BEAUFORT COUNTY LIBRARY BOARD OF TRUSTEES

GOALS for FY 2015

- A.** Finalize and adopt revised Board of Trustee By-Laws, and participate in the formulation of and approval of operating policies.
- B.** Create and finalize procedures, timeline and instruments for Library Director Evaluation and annual goal setting.
- C.** Explore and expand revenue streams to increase the amount of money available for materials, periodicals, e-books, etc.
- D.** Monitor and assess achievement of the Strategic Plan.
- E.** Adopt the library budget as set by County Council, and monitor monthly financial statements and expenditures.
 - Brainstorm options for library hours/services using the FY 2015 budget set by County Council.
- F.** Advocate the mission of the library to County Council and throughout the community, and raise awareness of library funding needs.

Thoughts about pursuing the recapture of fines/fees through the SC Dept of Revenue:

- a) Every email/letter sent to a patron about an overdue fine, fee or lost book, etc. will include language relative to our use of this system to retrieve revenue through the state department of taxation. We would have to include that there is a \$50 additional fee to the patron if this system is utilized for their outstanding obligation.
- b) We would run an article in the local newspapers discussing this process and advising the public so they can settle outstanding obligations in a timely manner and avoid this process.
- c) We would post an explanation of this process at all circulation desks.
- d) Library trustees and other volunteers would help with the initial input of information into the state software.
- e) The Trustees would need to petition County Council to allow the libraries to keep any and all revenue generated through this process.

Action Items:

Since the budget parameters set forth by County Council for FY 2015 for the Beaufort County Libraries does not provide an acceptable level of funding for the purchase/replacement of books, magazines, and other materials (including e books), we ask the Library Board of Trustees to support the following action items:

- 1. Work with County Council to have them approve returning all revenue collected for library fines/fees **IN EXCESS** of the current budgeted amount, to the library budget for use in purchasing materials, retroactive to FY14.
- 2. Investigate the **“Debt Set-Off Program”** to promote increased collection of fines/fees. If we move forward with this program, we would need to petition the County Council to allow the libraries to keep any and all revenue generated through this process.
- 3. Request Peggy Martin to attend a workshop on August 8th in Columbia, to gather more information about the process through the State.

Fines/Fees owed by Library Branch - In Descending order

Library	Amount
Beaufort	\$ 316,158.56
Bluffton	\$ 211,612.23
Hilton Head	\$ 156,647.08
Lobeco	\$ 40,492.56
St Helena	\$ 28,803.70
Total Owed by All Patrons	\$ 753,714.13

Below you will find an up-to-date report of outstanding fines/fees due to the Beaufort County Libraries.

Misc Data

Largest Owed by a single patron: \$ 1,844.23

Total Patrons
Owing over 9.99 14794

Average owed per patron \$ 50.95

Books lost/missing 15414

A member of the Finance Committee investigated the possibility of the libraries aggressively seeking payment of fines and fees from patrons through the use of the **"Debt Set Off Program"** through the SC Association of Counties and the SC Department of Revenue. They currently have a blanket contract with Beaufort County but would establish the libraries as a separate entity if requested. They provide free software, free service to obtain patron social security numbers and free training. Using this program, patrons would have to settle their library fees/fines AND additional costs of \$25 (due to SC Association of Counties) and \$25 (due to SC Dept. of Revenue). Costs to library – time, paper for letters, postage.

There is a workshop on August 18th in Columbia, and the Finance Committee recommends that Peggy Martin attend to gather more information about the process. There will also be webinars.

We are interested in hearing discussion on this topic and seeking approval for Peggy to attend the sessions.

To: Library Board of Trustees

From: Finance Committee; A. M. Tabernik (chair), Joe Bogacz, Peggy Martin

Date: July 9, 2014

RE: Outstanding fines/fees for libraries

Regular attempts to have patrons pay their outstanding fines/fees have been largely unsuccessful. In early June, Wlodek provided us with the following information about fines/fees:

Number of Lost materials

FY11 4272
FY12 2056
FY13 2158
FY14 2411 (through 5/31/2014)

Library Fines and Fees Revenue Totals

Fiscal Year	\$ Amount Collected
2009	123,774
2010	130,259
2011	125,414
2012	95,585
2013	97,391
2014 (through April)	78,532

(NOTE: all revenue is returned to the County Budget, not the library budget)

Beaufort County Code:

SECTION 12. MISCELLANEOUS RECEIPTS ABOVE-ANTICIPATED REVENUES

Revenues other than, and/or in excess of, those addressed in Sections 4, 5 and 6 of this Ordinance, received by Beaufort County, and all other County agencies fiscally responsible to Beaufort County, which are in excess of anticipated revenue as approved in the current budget, may be expended as directed by the revenue source, or for the express purposes for which the funds were generated without further approval of County Council. All such expenditures, in excess of \$10,000, shall be reported, in written form, to the County Council of Beaufort County on a quarterly basis. Such funds include sales of products, services, rents, contributions, donations, special events, insurance and similar recoveries.

It would appear to indicate that our fines and fees "in excess of the budgeted amount" may be returned to us.

Also, in South Carolina Law we find: SC Code § 16-13-360 (2013)

"Any and all fines collected pursuant to the terms of Sections 16-13-330 and 16-13-340 shall be paid into the fund of the county library or municipal, school, college or other institutional library or gallery, museum, collection or exhibition injured by the act of the person so fined."

16-13-330 has to do with fining people for damaging books

16-13-340 has to do with fining people for failure to return books

This would seem to indicate that our fines and fees should be returned to the library budget, not to county council in general.

CONCLUSIONS about the library budget County Council has approved for FY 2015:

- a) The budget is \$3.3M (\$3.8M approved, but \$500,000 is removed to the cultural/rec pool and is not touchable.
- b) \$2.7M of the remaining \$3.3M is tied up in wages, benefits, etc. - personnel costs. This covers 64.5 FTE at an average of \$42,676 allocated per FTE (with \$35,974 for salary per FTE alone).
- c) Of the remaining budget, about 1/2 is slotted for utilities, which of course then leaves VERY LITTLE for every other line item.
- d) By looking at the budget it appears to be that the budget "mirrors" the 2014 budget that was created to open the libraries for 40 hours, and does not reflect additional costs associated with going to 50 hours (other than personnel). Recall that County Council used "vacancy factor" funds from library budget in March to fund the extended hours they approved.
- e) Our authorized FTE count on April 30 was 74.375, and of that number 66.750 positions were filled leaving 7.625 unfilled positions; we continue to experience staff turnover. Since that time the County instituted a freeze on vacancies. We do not know how many of our vacancies will be filled in FY15. Please note that for FY15 the 4 requested positions by the BOT are excluded from the counts.
- f) If we look at personnel when the libraries were open only 40 hours, we had 57.5 FTE so the new budget provides for 7 more FTEs. If each FTE covers approximately \$40,000 in the budget, by cutting back these positions - or reallocating them per se - we can then move \$280,000 from personnel costs to fund other line items. Thoughts?
- g) FY14 State Aid Funds were placed in a separate account; the SC State Library stated that State Aid cannot be part of County local funds. Accordingly this FY's State Aid was deducted from local funds (County) and the Library FY14 Budget was amended/reduced by the State Aid amount, \$202,791.25. Previously, State Aid was credited to Library revenues.

So..... What impact does this have on personnel? On the public?

We will soon face a difficult choice:

- a) Keep current library hours, offering current reduced levels of service (unmanned desks, less children programming, less outreach programming, splitting personnel between branches) and when budget lines are depleted, ask County Council to decide to change hours, close libraries, or provide for a midyear increase in appropriations.
- b) Reduce the number of hours libraries are open and offer required service level, stretching the FY15 budget through.