



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, September 9, 2015
4:00 p.m.
Bluffton Branch Library
120 Palmetto Way,
Bluffton, SC 29910
843.255.6503

In accordance with South Carolina Code of Laws, 1976, as amended, Section 30-4-80(d), all local media was duly notified of the time, date, place and agenda of this meeting.

- I. Call to Order
- II. Pledge of Allegiance
- III. Introduction of Board & Administration
- IV. Public Comment
- V. Approval of Minutes:
 - A. July 8, 2015 Minutes **(backup)**
- VI. Corresponding/Membership
- VII. Library Director's Report
 - A. Branch Security Report (Status)
 - B. Annual Statistical Report FY15
 - C. State Aid Agreement FY16
 - D. Maintenance of Effort Certification and Waiver FY16
 - E. Patron Data Analysis Report
 - F. Staff Realignment and Position Fill Rate Report
 - G. Board Planning Retreat (Discussion)
- VIII. Financial Reports:
 - A. County Funds – Alan Eisenman **(backup)**

- B. Library Revenues & Trustee Funds **(backup)**
- C. Library Directors Expenditure Report

IX. Committee Reports:

- A. Advocacy – Lynne Miller, Chair; Laura Sturkie and Peggy Martin
- B. Finance Committee - Anna Maria Tabernik, Chair; Joseph Bogacz and Peggy Martin
- C. Foundation –Linda MacDonald
- D. Friends of the Library (FOL):
 - Beaufort: Peggy Martin
 - Bluffton: Laura Sturkie
 - Hilton Head: Lynne Miller and Eileen Fitzgerald
- E. School Liaison – Eileen Fitzgerald, Chair
- F. Policies & Procedures – Anna Maria Tabernik, Joseph Bogacz and Eileen Fitzgerald.

X. Old Business:

XI. New Business:

- A. State Aid Agreement / Library Budget FY 2016 and Waiver

XII. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – July 8, 2015 – 4:00 pm

The fourth scheduled meeting for 2015 was held at the St. Helena Branch Library.

Trustees: Bernard Kole, *Chair*; Eileen Fitzgerald, *Vice-Chair*; Joseph Bogacz, Linda MacDonald, Laura Sturkie, Peggy Martin, Brenda Ladson Powell, and Anna Maria Tabernik.

Absentee: Lynne Miller

Library Staff: Ray McBride, Library Director; Ileana Herrick, Administrative Assistant.

County Staff: Alan Eisenman, Financial Analyst and Scott Grooms, Broadcast Services.

Guests: Ms. Marilyn Harcharik, President of Beaufort Branch Library Friends.

Call to Order: The meeting was called to order at 4:04 p.m.

Pledge of Allegiance: Mr. Kole led those present in the Pledge of Allegiance.

Public Comment:

Ms. Harcharik thanked the Board for selecting Mr. Ray McBride as the new Library Director.

Minutes of May 13, 2015: The minutes were unanimously approved as written on a motion from Ms. Fitzgerald and a second from Ms. Martin. There was a unanimous vote.

Mr. Kole noted the recent tragic event in Charleston, and one of the victims is a dedicated Librarian (Cynthia Hurd). Ms. Hurd was well-known within the community.

Correspondences/Memberships: Ms. MacDonald has been appointed to this position. There are currently two board vacancies (district 2 and 7 seats).

Library Director's Report: Mr. McBride presented to the board the following (see attachments):

- 1) Director's report July 8, 2015
- 2) Library Board of Trustees' Goals for Library Director
- 3) Library System Liability Insurance Coverage Spreadsheet
- 4) FY 2016 Library Budget / Proposed Expenditure Report
- 5) Projected FY 2016 Revenue Sources – Library Materials
- 6) Summary of Special Funds Spreadsheet
- 7) Holds Report for Books by Branch Library
- 8) Beaufort County Strategic Plan Summary 2015-2020.
- 9) Proposed Staff Realignment as of July 1, 2015

Liability Insurance Coverage: Board members are covered by the County Tort Liability Insurance. Security of library branches is being assessed by Beaufort County Sheriff's Office.

The Library Board is concerned about the public and staff safety after the tragic incident in Charleston.

Board Goals for Library Director & Personal Goals Reports:

- Ms. Tabernik recommended eliminating goals # 1 and # 2 from the *Personal Goals* since they are already *part of the Board Long Term Goals*.
- Initially, the goal # 5 from the *Board Short Term Goals* was recommended to be eliminated. After discussion, it will be kept since this will be part of the annual performance evaluation of the Library Director.

Ms. Fitzgerald made a motion to accept the changes. Ms. Martin seconded. There was a unanimous vote. All in favor.

Proposed FY 2016 County Budget/Expenditure Report:

The New Format will include more up to date expenditure information. Ms. Tabernik, on behalf of the Finance Committee, made a motion to approve the Library Director's proposed format. Ms. Fitzgerald seconded. There was unanimous vote. All in favor.

Proposed budget for FY 2016:

Mr. McBride requested approval of the *Library System's Proposed Budget for FY 2016*. Ms. Tabernik made a motion on behalf of the Finance Committee to approve the FY 2016 Budget Draft as presented by the Library Director. Adjustments will be discussed in future meetings. Ms. Martin seconded. There was a unanimous vote.

Projected FY 2016 Library Materials Revenue sources:

Ms. Tabernik, on behalf of the Finance Committee, made a motion to approve the Library Director's proposal to use various revenue sources to purchase \$ 546,865 in materials for FY16. This motion will serve to replace the previous motion to budget \$ 350,000 for materials from the FY 2016 staff salary budget line item. Mr. Bogacz seconded. There was a unanimous vote. All in favor.

Financial Reports: Mr. Eisenman presented the Beaufort County Library Fund accounts for the period ending May 31, 2015.

Committee Reports:

Advocacy: None.

Finance: After the Board made a motion at the last board meeting to reduce the hours of operation, Ms. Tabernik, on behalf of the committee, made a motion to maintain the current hours of operation at the branch libraries as follows:

- 50 hours _ Hilton Head, Bluffton and Beaufort Branches.
- 40 hours _ St. Helena Branch Library
- 40 hours _ Lobeco Branch.

These hours are subject to future review by the Board. Mr. Bogacz seconded. There was a unanimous vote. All in favor.

Mr. McBride added that the Library will be conducting a survey to find out what hours fit community needs.

Foundation:

The foundation requested that the Library System add a link from their website to the Foundation's website.

Friends of the Library (FOL):

- Beaufort Branch: None.
- Bluffton Branch: The Friends had a meeting in May. The Book Sale will be the last week of October.
- Hilton Head Branch: the Friends had a meeting to review their reports, and contributions to the libraries. The *Super Saturday* program's funds will be spent on the *Summer Reading Program*.

School liaison: Mr. McBride will meet with the *School Super-Intendent* to establish mutual goals between both entities.

Policies and Procedures: None.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 5:26 p.m. on a motion from Ms. Martin and a second from Ms. Fitzgerald.

Respectfully submitted,

Ray McBride
Library Director



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September 3, 2015

July 2015 Library Financials Narrative and Analysis

The Library's General Fund is on track with the fiscal year 2016 budget. Expenditures are currently at 8% of budget, which is at the expected 8% level of the first month of the fiscal year, while revenues are above budget at 12%.

There has not been much significant activity with the library's special revenue funds since most of these are tied to grants and have to be spent according to their restriction or purpose. The most important number is the fund balance amount for each of these funds.

Library impact fees are restricted to the area in which they are generated. The Bluffton Library Impact Fees has the largest fund balance due to the area's growth.

Respectively submitted by,

Alan R. Eisenman, CPA

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY LIBRARIES- GENERAL FUND
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET (GAAP BASIS) AND ACTUAL
For the Period Ended July 31, 2015

	Annual Budget	Year to Date Budget	Actual	Annual Variance Positive (Negative)	Annual Percent of Budget	Year to Date Variance Positive (Negative)
Revenues						
Copy Fees	(3,200)	(267)	(249)	2,951	8%	18
Fines	(75,000)	(6,250)	(8,953)	66,047	12%	(2,703)
Total Revenues	(78,200)	(6,517)	(9,202)	68,998	12%	(2,685)
<hr/>						
Expenditures						
Library Administration						
Personnel	482,915	40,243	42,459	440,456	9%	(2,216)
Purchased Services	96,965	8,080	28,546	68,419	29%	(20,466)
Supplies	22,400	1,867	689	21,711	3%	1,178
Total Library Administration Expenditures	602,280	50,190	71,694	530,586	12%	(21,504)
Beaufort Branch						
Personnel	443,911	36,993	35,152	408,759	8%	1,841
Purchased Services	99,700	8,308	8,603	91,097	9%	(295)
Supplies	7,500	625	399	7,101	5%	226
Total Beaufort Branch Expenditures	551,111	45,926	44,154	506,957	8%	1,772
Bluffton Branch						
Personnel	476,894	39,741	27,624	449,270	6%	12,117
Purchased Services	101,199	8,433	7,523	93,676	7%	910
Supplies	8,650	721	1,068	7,582	12%	(347)
Total Bluffton Branch Expenditures	586,743	48,895	36,215	550,528	6%	12,680
Hilton Head Branch						
Personnel	525,095	43,758	45,754	479,341	9%	(1,996)
Purchased Services	109,800	9,150	7,864	101,936	7%	1,286
Supplies	12,400	1,033	1,128	11,272	9%	(95)
Total Hilton Head Branch Expenditures	647,295	53,941	54,746	592,549	8%	(805)
Lobeco Branch						
Personnel	139,953	11,663	10,894	129,059	8%	769
Purchased Services	21,411	1,784	1,086	20,325	5%	698
Supplies	4,200	350	459	3,741	11%	(109)
Total Loceco Branch Expenditures	165,564	13,797	12,439	153,125	8%	1,358
St. Helena Branch						
Personnel	393,647	32,804	30,908	362,739	8%	1,896
Purchased Services	105,709	8,809	6,273	99,436	6%	2,536
Supplies	7,600	633	140	7,460	2%	493
Total St. Helena Branch Expenditures	506,956	42,246	37,321	469,635	7%	4,925
Library Technical Services						
Personnel	269,975	22,498	23,665	246,310	9%	(1,167)
Purchased Services	25,350	2,113	0	25,350	0%	2,113
Supplies	54,350	4,529	1,234	53,116	2%	3,295
Total Library Technical Services Expenditures	349,675	29,140	24,899	324,776	7%	4,241
Library SC Room						
Personnel	87,690	7,308	4,646	83,044	5%	2,662
Purchased Services	5,650	471	11	5,639	0%	460
Supplies	4,300	358	23	4,277	1%	335
Total Library SC Room Expenditures	97,640	8,137	4,680	92,960	5%	3,457
Library Personnel Benefits						
Personnel	529,543	44,129	44,129	485,414	8%	(0)
Total Library Personnel Benefits	529,543	44,129	44,129	485,414	8%	(0)
Total Expenditures	4,036,807	336,401	330,277	3,706,530	8%	6,124

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SOUTH CAROLINA
COMBINING BALANCE SHEET
LIBRARY SPECIAL REVENUE FUNDS
July 31, 2015

	Del Webb Library Agreement	Library Trust	Beaufort Library Special Trust	Hilton Head Library Special Trust	Library Special Trust	Library State Aid	State Lottery Funds	LSTA STEAM Grant	LSTA Continuing Education Grant	Total
ASSETS										
Equity in Pooled Cash and Investments	\$ 62,738	\$ 19,003	\$ 29,490	\$ 16,807	\$ 206,889	\$ 105,102	\$ 49,968	\$ -	\$ -	\$ 489,997
Accounts Receivable	-	-	-	-	-	-	-	-	-	-
Total Assets	62,738	19,003	29,490	16,807	206,889	105,102	49,968	-	-	489,997
LIABILITIES AND FUND EQUITY										
Liabilities										
Accounts Payable	-	-	-	-	-	7,564	-	575	-	8,139
Total Liabilities	-	-	-	-	-	7,564	-	575	-	8,139
FUND BALANCE										
Reserved for Encumbrances	61,900	-	-	-	-	-	-	-	-	61,900
Reserved for Special Revenue Funds	838	19,003	29,490	16,807	206,889	97,538	49,968	(575)	-	419,958
	62,738	19,003	29,490	16,807	206,889	97,538	49,968	(575)	-	481,858
Total Liabilities and Fund Balance	\$ 62,738	\$ 19,003	\$ 29,490	\$ 16,807	\$ 206,889	\$ 105,102	\$ 49,968	\$ -	\$ -	\$ 489,997

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SC
COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
LIBRARY SPECIAL REVENUE FUNDS
For the Period Ending July 31, 2015

Del Webb Library Agreement				
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ 203	\$ 203	100%
Total Revenues	-	203	203	100%
Expenditures				
Capital	-	-	-	0%
Total Expenditures	-	-	-	0%
Excess of Revenues Over (Under) Expenditures	-	203	203	100%
Fund Balance at Beginning of Year	62,535	62,535	-	0%
Fund Balance at End of Year	\$ 62,535	\$ 62,738	\$ 203	100%
Library Trust				
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ -	\$ -	0%
Total Revenues	-	-	-	0%
Expenditures				
Other	-	-	-	0%
Total Expenditures	-	-	-	0%
Excess of Revenues Over (Under) Expenditures	-	-	-	0%
Fund Balance at Beginning of Year	19,003	19,003	-	100%
Fund Balance at End of Year	\$ 19,003	\$ 19,003	\$ -	100%
Beaufort Library Special Trust				
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Interest	\$ -	\$ -	\$ -	0%
Total Revenues	-	-	-	0%
Expenditures				
Supplies	-	-	-	0%
Total Expenditures	-	-	-	0%
Excess of Revenues Over (Under) Expenditures	-	-	-	0%
Fund Balance at Beginning of Year	29,490	29,490	-	100%
Fund Balance at End of Year	\$ 29,490	\$ 29,490	\$ -	100%

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SC
COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
LIBRARY SPECIAL REVENUE FUNDS
For the Period Ending July 31, 2015

<u>Hilton Head Library Special Trust</u>				
	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>	<u>Percent of Budget</u>
Revenues				
Interest	\$ -	\$ -	\$ -	0%
Total Revenues	-	-	-	0%
Expenditures				
Supplies	-	-	-	0%
Total Expenditures	-	-	-	0%
Excess of Revenues Over (Under) Expenditures	-	-	-	0%
Fund Balance at Beginning of Year	16,807	16,807	-	100%
Fund Balance at End of Year	\$ 16,807	\$ 16,807	\$ -	100%

<u>Library Special Trust</u>				
	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>	<u>Percent of Budget</u>
Revenues				
Interest	\$ -	\$ -	\$ -	0%
Total Revenues	-	-	-	0%
Expenditures				
Supplies	-	-	-	0%
Capital	-	-	-	0%
Total Expenditures	-	-	-	0%
Excess of Revenues Over (Under) Expenditures	-	-	-	0%
Fund Balance at Beginning of Year	206,889	206,889	-	100%
Fund Balance at End of Year	\$ 206,889	\$ 206,889	\$ -	100%

<u>Library State Aid</u>				
	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>	<u>Percent of Budget</u>
Revenues				
Intergovernmental	\$ -	50,698	\$ 50,698	100%
Total Revenues	-	50,698	50,698	100%
Expenditures				
Supplies	-	7,564	(7,564)	100%
Total Expenditures	-	7,564	(7,564)	100%
Excess of Revenues Over (Under) Expenditures	-	43,134	43,134	100%
Fund Balance at Beginning of Year	54,404	54,404	-	100%
Fund Balance at End of Year	\$ 54,404	\$ 97,538	\$ 43,134	100%

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SC
COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
LIBRARY SPECIAL REVENUE FUNDS
For the Period Ending July 31, 2015

State Lottery Funds				
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	\$ 32,447	\$ 32,447	100%
Total Revenues	-	32,447	32,447	100%
Expenditures				
Supplies	-	-	-	0%
Total Expenditures	-	-	-	0%
Excess of Revenues Over (Under) Expenditures	-	32,447	32,447	100%
Fund Balance at Beginning of Year	17,521	17,521	-	100%
Fund Balance at End of Year	\$ 17,521	\$ 49,968	\$ 32,447	100%
LSTA STEAM Grant				
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	\$ -	\$ -	0%
Total Revenues	-	-	-	0%
Expenditures				
Purchased Services	-	575	(575)	100%
Total Expenditures	-	575	(575)	100%
Excess of Revenues Over (Under) Expenditures	-	(575)	(575)	100%
Fund Balance at Beginning of Year	-	-	-	100%
Fund Balance at End of Year	\$ -	\$ (575)	\$ (575)	100%
LSTA Continuing Education Grant				
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ 1,000	\$ -	\$ (1,000)	0%
Total Revenues	1,000	-	(1,000)	0%
Expenditures				
Purchased Services	1,000	-	1,000	0%
Total Expenditures	1,000	-	1,000	0%
Excess of Revenues Over (Under) Expenditures	-	-	-	0%
Fund Balance at Beginning of Year	-	-	-	100%
Fund Balance at End of Year	\$ -	\$ -	\$ -	100%

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SC
COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
LIBRARY SPECIAL REVENUE FUNDS
For the Period Ending July 31, 2015

	Total			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Interest	-	-	-	0%
Miscellaneous	-	203	203	100%
Intergovernmental	1,000	83,145	82,145	8315%
Total Revenues	<u>1,000</u>	<u>83,348</u>	<u>82,348</u>	<u>8335%</u>
Expenditures				
Supplies	-	7,564	(7,564)	100%
Purchased Services	1,000	575	425	58%
Other	-	-	-	0%
Total Expenditures	<u>1,000</u>	<u>8,139</u>	<u>(7,139)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	75,209	75,209	100%
Fund Balance at Beginning of Year	<u>389,128</u>	<u>406,649</u>	<u>17,521</u>	<u>105%</u>
Fund Balance at End of Year	<u>\$ 389,128</u>	<u>\$ 481,858</u>	<u>\$ 92,730</u>	<u>124%</u>

UNAUDITED AND PRELIMINARY
Beaufort County
Library Impact Fees
For the Period Ending July 31, 2015

	HH/Daufuskie	Bluffton	Port Royal Island	Ladys Island/ St. Helena	Sheldon	Total
Beginning Fund Balance	12,082	883,384	656,729	62,016	29,555	1,643,766
Revenues						
Licenses and Permits	-	6,083	3,871	9,954	1,659	21,567
Interest	-	-	-	-	-	-
	-	6,083	3,871	9,954	1,659	21,567
Expenditures						
Purchased Services						
Capital Outlay						
	-	-	-	-	-	-
Total Revenues	-	6,083	3,871	9,954	1,659	21,567
Total Expenditures	-	-	-	-	-	-
Net Revenues (Expenditures)	-	6,083	3,871	9,954	1,659	21,567
Encumbered Fund Balance	-	52,232	-	-	-	52,232
Unencumbered Fund Balance	12,082	837,235	660,600	71,970	31,214	1,613,101
Ending Fund Balance	12,082	889,467	660,600	71,970	31,214	1,665,333

Board of Trustees - Library Board
General Ledger
As of August 31, 2015

	Type	Date	Num	Name	Memo	Split	Amount	Balance
First Citizens Bank (Total)								19,017.77
Alexander Dawson Fund								1,451.97
	Bill Pmt -Check	08/26/2015	1231	CREATIVE INTERIORS, INC	BEAUFORT BRANCH CHILDREN ROOM_CARPET.	Accounts Payable	-1,451.97	0.00
Total Alexander Dawson Fund							-1,451.97	0.00
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								100.00
Total Bluffton Miscellaneous Fund								100.00
Clover Carolina Room Fund								1,440.81
Total Clover Carolina Room Fund								1,440.81
Greater Island Committee								77.82
Total Greater Island Committee								77.82
H Scheper Book Fund								4,199.74
Total H Scheper Book Fund								4,199.74
Historical Society Fund								396.61
Total Historical Society Fund								396.61
JOHN-CAROLINE TRASK								50.00
Total JOHN-CAROLINE TRASK								50.00
Kiwanis Club of Beaufort								131.46
Total Kiwanis Club of Beaufort								131.46
Sally & Joseph Harrington								3,579.99
Total Sally & Joseph Harrington								3,579.99

Board of Trustees - Library Board
General Ledger
As of August 31, 2015

Type	Date	Num	Name	Memo	Split	Amount	Balance
SHIRLEY DILLON							100.00
Total SHIRLEY DILLON							100.00
WEBSTER FAMILY FOUNDATION							500.00
Total WEBSTER FAMILY FOUNDATION							500.00
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)							-1,451.97 17,565.80