



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, May 8, 2024
4:00 p.m.
Hilton Head Branch Library
11 Beach City Road
Hilton Head Island, SC

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. March 27, 2024 Minutes (**backup**)
- VI. Correspondence and Communications
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects Update
 - a. Strategic Plan achievements
- VIII. Library Director's Financial Report:
 - A. Library Revenues (**backup**)
 - B. Library Director's Expenditure Report (**backup**)
- IX. Committee Reports:
 - A. Finance Committee - Joseph Bogacz, Chair; Janet Porter, and Jannine Mutterer
 - Update
 - B. Policies & Procedures – Tracey Robinson, Chair; Jannine Mutterer and Janet Porter

C. Strategic Planning – Janet Porter; Chair, Shawna Kulpa, Brenda Powell, and Terry Thomas

- Update

D. Request for Reconsideration Committee – Joe Bogacz, Chair; Jannine Mutterer, Brenda Powell and Rosalie Richman

E. Library Facilities Committee, Bernie Kole; Chair; Terry Thomas and Shawna Kulpa

- Update

F. Ad Hoc: Director’s Evaluation – Janet Porter, Chair

- Update

G. Liaisons

- Friends of the Library (FOL):
 - Beaufort: Brenda Ladson Powell
 - Bluffton: Rosalie Richman
 - Hilton Head: Lynne Miller
- Public Library Foundation (PLFBC) – Lynne Miller

X. Old Business:

XI. New Business:

XII. Announcements:

- Next meeting scheduled for July 10 at 4pm at the Beaufort Branch Library.

XIII. Executive Session: Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee.

XIV. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – March 27, 2024 – 4:00 p.m.
Beaufort Branch Library
311 Scott Street
Beaufort, SC 29902

The second scheduled meeting for 2024 was rescheduled to March 27th due to no quorum present. The rescheduled meeting on March 27th was held in-person at the Beaufort Branch Library.

Trustees: Lynne Miller, Chair; Janet Porter, Vice-Chair, Bernie Kole, Shawna Kulpa, Brenda Ladson-Powell, Rosalie Richman, Joseph Bogacz, Terry Thomas and Jannine Mutterer

Absentees: Tracey Robinson, District 5 (vacant)

County Staff: Chuck Atkinson (Assistant County Administrator), Alec Bishop (Broadcast Services), Jean Beaudrie (Broadcast Services)

County Council: Alice Howard, District 4

Hosts: Amanda Dickman, Library Director

I. Call to Order: The meeting was called to order at 4:02 pm. A quorum was established.

II. Pledge of Allegiance: Ms. Porter led those in attendance in the Pledge of Allegiance.

III. Public Comment:

- Daryl Owens (councilman for Town of Port Royal) Mary Beth Heyward (councilwoman for Town of Port Royal) and John Norman (resident of Port Royal) spoke in favor of naming the Port Royal Branch Library in honor of former Mayor Samuel E. Murray

IV. Introduction of Guests. None.

V. Minutes from meeting held January 10, 2024:

- Mrs. Miller noted the minutes for January 10, 2024 had been previously distributed to all members. Mr. Kole provided a motion to approve. Ms. Porter provided a second. There was a unanimous vote to approve without correction.

VI. Correspondence/Memberships: None.

VII. Library Director's Report: Amanda Dickman, Library Director presented her report:

A. Personnel Update: The *Library Organizational Chart* is provided for reference. There are currently eleven (11) vacant positions: Senior Librarian for Port Royal Library, Senior Library Assistant at Port Royal, two Library Specialists at Port Royal, two Library Assistant (Part-Time) at Port Royal, Senior Librarian at Bluffton and Deputy Director. Three (3) vacancies are in the process of being filled.

Discussion: Dr. Porter expressed appreciation for Joshua Greer’s service to Beaufort County Library as Deputy Director and wished him well with his new employment.

B. Projects Update:

- **Strategic Plan Goal: Collections:**
 - **Digitization of Wales Journal :** In February, the Beaufort District Collection uploaded the Susan M.L. Wales Travel Journal (1887-1895) to the Lowcountry Digital Library. This is the ninth digital collection Beaufort County Library has uploaded to Lowcountry Digital Library.
 - **Hoopla Bonus Borrows:** Last year, Hoopla provided “Bonus Borrows” every other month. Starting this March, Hoopla will provide Bonus Borrows during the last seven days of every month. The featured bonus borrows collections is curated by Hoopla and does not cost the library additional fees.

- **Strategic Plan Goal: Communication:**
 - **Email Marketing:** The Library’s monthly email to cardholders averages 46% open-read rate. The industry standard for open-read of emails from government entities is 25-29%.
 - **Social Media:** Beaufort County Library welcomed a Social Media Marketing Assistant, Travis Walters, in January. This week we launched the Library’s official Instagram page and have already gained 80 followers.

- **Strategic Plan Goal: User Experience:**
 - **Artist in Residence:** Ms. Dickman reported that 125 participants took part in workshops provided by the Winter Artist in Residence, Dorneisha Batson. Applications for the Summer Artist in Residence program will be reviewed by committee members to select a summer resident artist.
 - **National Library Week (April 8th-13th):** Library staff have scheduled 13 special events to celebrate National Library Week.
 - **Summer Reading:** In advance of our annual Summer Reading program, the Library is receiving entries into our 5th Annual Bookmark Contest through March 30th. The artwork chosen will be printed and distributed during Summer Reading.

- **Strategic Plan Goal: Space**
 - **Port Royal Library:** Beaufort Construction nears the final phase of work on the interior renovations. Arrangements will then be made for delivery and installation of shelving, furniture and materials. The project continues to move steadily towards an opening date.

IX. Committee Reports

A. Finance Committee: Mr. Bogacz explained the following financial documents in detail and expressed that the Beaufort County Library is in good financial standing.

- **Beaufort County Library System - Budget Update – FY 2024:** (see attachment)
 - Mr Bogacz noted the receipt of the third State Aid payment of \$105,307 for the purchase of library materials. For Fiscal Year 2024, Beaufort County Library should receive \$421,228 of State Aid funds in quarterly installments.
 - Mr. Bogacz explained the documents in detail noting that at 67% through the year, the Library has spent 68% of the annual budget.

- **FY 2024 Special Funds Report:** (see attachment)
Mr. Bogacz explained the attached report noting the receipts and expenditures from special fund sources.
- **FY 2024 Library Materials Expenditure year-to-date:** (for more details, see attachment)
 - Mr. Bogacz explained the document in detail noting fiscal year-to-date materials expenditures totaling \$507,481 (an increase of \$116,447 since the previous report)

In conclusion, Mr. Bogacz also noted Joshua Greer’s contributions to the successful reporting of expenditures and wished him well in his new employment.

B. Policies and Procedures Committee: None.

C. Strategic Planning Committee: Dr. Porter noted the importance of evaluating the performance of the Library Director. She reviewed the evaluation process as outlined in the Library Board of Trustees bylaws. Dr. Porter advised all trustees to review the evaluation documents in preparation for the Director’s evaluation in the May meeting.

D. Request for Reconsideration Committee: None.

E. Library Facilities Committee: Mr. Kole reiterated the status of the Port Royal Library as presented in the Library Director’s report noting that Beaufort Construction continues to progress on the Port Royal Library.

F. Liaisons

Friends of the Library (FOL):

- **Friends of Beaufort Library:** Ms. Dickman announced the Friends of Beaufort will next meet on Thursday, April 11th at 4pm. In their March meeting, they approved the purchase of a bike rack and two outdoor benches for the Port Royal Library.
- **Friends of Bluffton Library:** Ms. Richman noted the Friends of Bluffton celebrated a successful March Madness sale and an increase in membership. They continue to pursue opportunities to attract new members. The Friends of Bluffton will next meet on Thursday, April 4th at 9:30am.
- **Friends of Hilton Head Library:** Ms. Miller announced the Friends of HHI held their scheduled meeting on March 19th at the Hilton Head Branch Library. They committed \$2500 towards Summer Reading program.

Public Library Foundation: Ms. Miller reported the Foundation will next meet in April.

IX. Old Business: None.

X. New Business:

- **Review of resolution to name the Port Royal Library facility in honor of the former Town of Port Royal Library, Samuel E. Murray:** Ms. Miller presented the proposed resolution to the as requested by the Town of Port Royal Council.

Motion: Ms. Powell made the motion with a second by Mr. Thomas

Discussion:

- Mr. Thomas voiced his support for the motion.
- Mr. Kole noted his deep respect for Mr. Murray and noted the value of Mr. Murray's service to the community. He expressed concern for starting a trend in naming libraries after individuals.
- Ms. Mutterer asked if there had been prior naming requests and how the Library Board responded. Ms. Miller confirmed there had been no prior requests to name a library and noted a desire for the Board to draft procedures for fielding any future naming requests. Ms. Mutterer encouraged the Board to establish such procedures.
- Mr. Atkinson explained that County Council is responsible for naming all county buildings. He provided two examples of county buildings recently named in recognition of individuals.
- Ms. Miller noted receiving a call expressing displeasure with the naming request.
- Dr. Porter emphasized the need to keep geographical identification (ex: Port Royal) in the name of the library and associated signage.
- Dr. Porter asked for clarification regarding the perpetuity of the name. Mr. Atkinson explained that the ordinance would apply to the current County Council and current building.
- Mr. Bogacz noted the significant community interest in the naming of this library and reiterated that the final decision would be at the discretion of County Council.

Action: The motion passed with seven (7) in favor and one (1) opposed.

XI. Announcements:

- The next public meeting of the Library Board of Trustees is scheduled for May 8th at 4pm at the Hilton Head Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 5:04pm on a motion from Ms. Mutterer and a second from Mr. Kole.

Respectfully submitted,

Amanda Dickman
Library Director

**Beaufort County Library - Budget
Update FY2024
Expenditures as of 4/30/2024 (83.56%)**

Description	FY24 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 3,278,240	\$ 2,723,645	\$ 554,595	83%
EMPLOYER FICA	\$ 203,251	\$ 163,824	\$ 39,427	81%
EMPLOYER MEDICARE	\$ 47,534	\$ 38,314	\$ 9,220	81%
EMPLOYER SC RETIREMENT	\$ 608,441	\$ 502,861	\$ 105,580	83%
PERSONNEL SERVICES TOTAL	\$ 4,137,466	\$ 3,428,644	\$ 708,822	83%
PRINTING	\$ 7,500	\$ 2,323	\$ 5,177	31%
POSTAGE/OTHER CARRIERS	\$ 11,500	\$ 7,820	\$ 3,680	68%
MAINTENANCE CONTRACTS	\$ 90,000	\$ 40,983	\$ 49,017	46%
EQUIPMENT RENTALS	\$ 6,000	\$ 5,524	\$ 476	92%
PROFESSIONAL SERVICES	\$ 32,500	\$ 31,884	\$ 616	98%
DUES & SUBSCRIPTIONS	\$ 37,000	\$ 26,665	\$ 10,335	72%
TRAINING AND CONFERENCES	\$ 5,000	\$ 1,009	\$ 3,991	20%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 32,500	\$ 24,162	\$ 8,338	74%
LIBRARY MATERIALS	\$ 442,500	\$ 427,487	\$ 15,013	97%
UNIFORMS	\$ 1,750	\$ 1,583	\$ 167	90%
MINOR OFF FURN/EQP (NON-CAP)	\$ 10,000	\$ 8,855	\$ 1,145	89%
CREDIT CARD FEES	\$ 3,000	\$ 1,977	\$ 1,023	66%
OPERATING EXPENSES TOTAL	\$ 679,250	\$ 580,271	\$ 98,979	85%
PERSONNEL AND OPERATING	\$ 4,816,716	\$ 4,008,915	\$ 807,801	83%

4/30/2024

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
305	83.56%	\$4,024,927
Days remaining	Unspent %	Unspent Funds
60	0.33%	\$16,012

Unofficial and Unaudited

Beaufort County Library - FY 24 Special Funds

<u>Library System</u>	<u>State Aid/Lottery</u>	<u>Impact Fee Districts</u>		<u>Special Trusts</u>	<u>Comments</u>
FY24 1st Quarter State Aid	\$105,307	Hilton Head			
FY24 2nd Quarter State Aid	\$105,307	Mar 1 Balance	\$879,679	\$ 223,358	<i>Endowment plus interest</i>
FY24 3rd Quarter State Aid	\$105,307	Receipts	\$0		
FY24 4th Quarter State Aid	\$105,307	Expenditures	\$0		
FY24 State Aid	\$421,228	Apr 30 Balance	\$879,679		
ST. Aid Spent to-date	\$237,982	Bluffton		\$ 5,973	<i>BDC materials/ Proquest & Materials only</i>
Total Remaining State Aid:	\$183,246	Mar 1 Balance	\$4,463,521		
		Receipts	\$0		
		Expenditures	(\$2,005,115)		
		Apr 30 Balance	\$2,458,405		
Impact Fees North		Beaufort(Port Royal)		\$ 1,736	<i>Donations to Bea. Co. Lib. Expenditures for Port Royal Branch renovation.</i>
March 1 2024	\$117,369	Mar 1 Balance	\$532,983		
Receipts	\$73,226	Receipts			
Expenditures	\$0	Expenditures	(\$270,355)		
Apr 30 Balance	\$190,595	Apr 30 Balance	\$262,628		
Impact Fees South		St. Helena (& Lady's Island)			
March 1 2024	\$139,258	Mar 1 Balance	\$705,009		
Receipts	\$4,112	Receipts	\$0		
Expenditures	\$0	Expenditures	\$0		
Apr 30 Balance	\$143,370	Apr 30 Balance	\$705,009		
New District Totals:	\$333,965	Lobeco (Sheldon)			
		Mar 1 Balance	\$66,608		
		Receipts	\$0		
		Expenditures	\$0		
		Apr 30 Balance	\$66,608		
		Del Webb Agreement			
		Mar 1 Balance	\$5,691		
		Receipts (<i>interest added</i>)	\$83		
		Expenditures	\$0		
		Apr 30 Balance	\$5,774		
			\$4,378,104	\$ 231,068	

\$4,712,069

Unofficial and
Unaudited
4/30/2024

Beaufort County Library
 FY 2024
 (July 2023 - June 2024)
 Library Revenues

CASH / CHECK DEPOSITS -

FINES/FEES	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 570.95	\$ 800.47	\$ 432.50	\$ 408.85	\$ 477.65	\$ 517.78	\$ 470.90	\$ 724.15	\$ 478.79	\$ 659.00	\$ -	\$ -	\$ 5,541.04
BLUFFTON	\$ 316.75	\$ 563.95	\$ 621.59	\$ 673.70	\$ 402.10	\$ 526.65	\$ 620.20	\$ 630.40	\$ 524.35	\$ 726.14	\$ -	\$ -	\$ 5,605.83
HILTON HEAD	\$ 492.60	\$ 456.85	\$ 669.75	\$ 562.79	\$ 692.49	\$ 520.49	\$ 615.02	\$ 992.94	\$ 669.39	\$ 697.99	\$ -	\$ -	\$ 6,370.31
ST. HELENA	\$ 192.68	\$ 160.09	\$ 220.00	\$ 246.50	\$ 183.94	\$ 217.57	\$ 160.36	\$ 272.37	\$ 225.28	\$ 236.92	\$ -	\$ -	\$ 2,115.71
LOBECO	\$ 34.50	\$ 75.00	\$ 100.30	\$ 113.00	\$ 115.30	\$ 76.10	\$ 63.10	\$ 104.10	\$ 89.80	\$ 141.50	\$ -	\$ -	\$ 912.70
TOTAL	\$ 1,607.48	\$ 2,056.36	\$ 2,044.14	\$ 2,004.84	\$ 1,871.48	\$ 1,858.59	\$ 1,929.58	\$ 2,723.96	\$ 1,987.61	\$ 2,461.55	\$ -	\$ -	\$ 20,545.59

**CREDIT CARD DEPOSITS/
 HEARTLAND PAYMENT**

SYSTEM - FINES/FEES	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 331.41	\$ 289.51	\$ 284.19	\$ 300.81	\$ 336.21	\$ 334.71	\$ 249.74	\$ 453.89	\$ 441.96	\$ 418.09			\$ 3,440.52
BLUFFTON	\$ 161.77	\$ 478.49	\$ 600.05	\$ 555.49	\$ 655.34	\$ 616.92	\$ 913.65	\$ 542.46	\$ 610.01	\$ 505.51			\$ 5,639.69
HILTON HEAD	\$ 343.62	\$ 294.99	\$ 521.81	\$ 290.51	\$ 558.38	\$ 263.20	\$ 691.24	\$ 463.99	\$ 508.52	\$ 522.81			\$ 4,459.07
ST. HELENA	\$ 84.60	\$ 85.79	\$ 87.21	\$ 99.58	\$ 244.80	\$ 65.55	\$ 143.09	\$ 98.20	\$ 25.01	\$ 93.38			\$ 1,027.21
LOBECO	\$ 4.10	\$ 35.60	\$ -	\$ 23.20	\$ 26.80	\$ 49.20	\$ 33.39	\$ 23.20	\$ 47.40	\$ 30.12			\$ 273.01
TOTAL	\$ 925.50	\$ 1,184.38	\$ 1,493.26	\$ 1,269.59	\$ 1,821.53	\$ 1,329.58	\$ 2,031.11	\$ 1,581.74	\$ 1,632.90	\$ 1,569.91	\$ -	\$ -	\$ 14,839.50

COPIERS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 170.10	\$ -	\$ 287.30	\$ 104.00	\$ -	\$ -	\$ 60.60	\$ 231.70	\$ 34.40	\$ -			\$ 888.10
BLUFFTON	\$ 62.50	\$ 65.30	\$ 51.50	\$ 102.20	\$ 95.60	\$ 66.20	\$ 118.10	\$ 108.40	\$ 144.80	\$ 101.60			\$ 916.20
HILTON HEAD	\$ 67.20	\$ 57.40	\$ 63.40	\$ 61.60	\$ 48.35	\$ 37.00	\$ 35.30	\$ 75.80	\$ 114.75	\$ 50.85			\$ 611.65
ST. HELENA	\$ 14.00	\$ 62.25	\$ 9.05	\$ 50.55	\$ 6.50	\$ 12.25	\$ 145.55	\$ 3.25	\$ 88.95	\$ 10.15			\$ 402.50
LOBECO	\$ 18.30	\$ 15.60	\$ 15.00	\$ 7.50	\$ 40.60	\$ 12.80	\$ 23.80	\$ 30.00	\$ 32.20	\$ 27.60			\$ 223.40
TOTAL	\$ 332.10	\$ 200.55	\$ 426.25	\$ 325.85	\$ 191.05	\$ 128.25	\$ 383.35	\$ 449.15	\$ 415.10	\$ 190.20	\$ -	\$ -	\$ 3,041.85

GRAND TOTAL

\$ 38,426.94

Unofficial and Unaudited