



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, July 10, 2024
4:00 p.m.
Beaufort Branch Library
311 Scott Street
Beaufort, SC 29902

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. May 8, 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
 - Revision to *Code of Conduct* policy

- Revision to *Photo Release* policy
- Revision to *Gifts and Donations* policy
- 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. 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. Executive Session: Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee.
 - Pursuant to S.C. Code Section 30-4-70 (A) (2): Discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of real property.

- XII. Announcements:
 - Next meeting scheduled for September 11th at 4pm at the Hilton Head Branch Library.

- XIV. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – May 8, 2024 – 4:00 p.m.
Hilton Head Branch Library
11 Beach City Road
Hilton Head Island, SC 299

The third scheduled meeting for 2024 was held at the Hilton Head Branch Library.

Trustees: Lynne Miller, Chair; Janet Porter, Vice-Chair, Bernie Kole, Shawna Kulpa, Brenda Ladson-Powell, Tracey Robinson, and Terry Thomas

Absentees: Jannine Mutterer, Rosalie Richman, Joseph Bogacz, District 5 (vacant)

County Staff: Alec Bishop (Broadcast Services)

County Council: Anna Maria Tabernik, District 6

Hosts: Amanda Dickman, Library Director

I. Call to Order: The meeting was called to order at 4:04 pm. A quorum was established.

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

III. Public Comment: None.

IV. Introduction of Guests. None.

V. Minutes from meeting held March 27, 2024: Mr. Kole made the motion to approve the minutes. Ms. Kulpa made the second. There was a unanimous vote to approve.

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 ten (10) vacant positions: Deputy Director, Senior Library Assistant at Port Royal, two Library Specialists at Port Royal, two Library Assistant (Part-Time) positions at Port Royal, Senior Librarian at Bluffton, and Courier. One (1) vacancy is in the process of being filled. Interviews for Port Royal Library positions are ongoing.

B. Projects Update:

• **Strategic Plan Goal: Collections:**

- **Abbeville County joins SCLENDS:** On Tuesday, May 7th, the Abbeville County Library became the 21st library to join the SCLENDS consortium.
- **SC State Park Pass:** Each library branch has one (1) SC State Park pass that provides access to all 47 South Carolina State Parks. The passes are available on a first-come, first-served basis. Due to increased interest for the passes, the Friends groups are considering purchasing additional passes for circulation.

- **Strategic Plan Goal: Communication:**
 - **National Outreach Day:** On National Outreach Day, Wednesday, April 10, library staff spoke with community members to introduce them to their local library and libraries yet to come. Among the places visited were Food Lion (Boundary Street), County Administration buildings in Beaufort and Bluffton, Food Truck court in Bluffton, and attractions on Paris Avenue in Port Royal.
 - **Staff Work Day:** Libraries were closed to the public on Wednesday, April 24th to allow library staff to participate in Staff Work Day. During this day, staff at each location took part in activities to enhance their job knowledge, teambuilding, and catch up on assigned projects.

- **Strategic Plan Goal: User Experience:**
 - **Redesign Online Resources page:** Ms. Dickman announced the Online Resources page of the BCL website has been updated. The content has been recategorized and now includes an alphabetized list of all resources for easier navigation. Additionally, accessing the DISCUS resources has been streamlined by removing one of the authentication pages. This means users only need to click once to access a resource instead of twice.
 - **Artist in Residence:** Ms. Dickman announced three upcoming workshops scheduled for the Summer Artist in Residence program with photographer and Bluffton resident, Pete Schramm. A culminating exhibit of photos taken by workshop participants is scheduled for July 20th at the Bluffton Branch Library.
 - **Summer Reading:** We are a few weeks away from the start of the annual Summer Reading program. The reading program begins June 1st.
 - **Bookmark Winners:** Ms. Dickman expressed congratulations to the winners of the 5th Annual Bookmark contest.
 - **Summer Lunches:** All Beaufort County locations will again host the Summer Lunch program. A free lunch is available to individuals age 0-18, Monday through Friday from June 10 through July 31st. Due to school closures, lunches will not be available on Wednesday, June 19th and Thursday, July 4th.
 - **LSTA Summer Reading and Learning Grant:** Beaufort County Library was awarded a \$2,000 Summer Reading and Learning Grant from the IMLS/State Library. The funds from this grant and contributions from each Friends group will be used to host two special performers: Sean Driscoll (“The Storyship”) and “Wild About Reading” with Jungle Jim.
 - **Mary Alice Monroe and Angela May author visit:** Ms. Dickman announced that the Bluffton Library will be hosting authors Mary Alice Monroe and Angela May on the eve of the launch of their third book *Shipwrecked*. The Public Library Foundation has committed to provide one copy of *Shipwrecked* to thirty (30) fourth and fifth grade summer students from Red Cedar Elementary and M.C. Riley Elementary schools who will be in attendance.

- **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 a possible opening date this summer.

- **76 May River Road:** Ms. Dickman confirmed the county has finalized the purchase of 76 May River Road.

IX. Committee Reports

A. Finance Committee: As Mr. Bogacz was unable to attend the meeting, Ms. Dickman explained the following financial documents in detail. .

- **Beaufort County Library System - Budget Update – FY 2024:** (see attachment)
 - Ms. Dickman noted the receipt of the fourth State Aid payment of \$105,307 for the purchase of library materials. For Fiscal Year 2024, Beaufort County Library received \$421,228 of State Aid funds in quarterly installments.
 - Ms. Dickman explained the documents in detail noting that at 83% through the year, the Library has spent 83% of the annual budget.
- **FY 2024 Special Funds Report:** (see attachment)
Ms. Dickman explained the attached report noting the receipts and expenditures from special fund sources. Of notable mention was the expenditure of \$2,005,115 for the land purchase at 76 May River Road and \$270,355 for the Port Royal Library project.
- **FY 2024 Library Materials Expenditure year-to-date:** (for more details, see attachment)
Ms. Dickman explained the document in detail noting fiscal year-to-date materials expenditures totaling \$745,005. The Library is on track for a record year of spending on print and digital materials.

B. Policies and Procedures Committee: None.

C. Strategic Planning Committee: Dr. Porter emphasized the significance of aligning the Director's report with the Strategic Plan in order to maintain focus on achieving the strategic objectives set by the Board.

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.

F. Liaisons

Friends of the Library (FOL):

- **Friends of Beaufort Library:** Ms. Powell applauded the continued efforts of the Friends of Beaufort Library to host valuable programs such as Books Sandwiched In to the community. They continue to work with the Town of Port Royal to install a StoryWalk at the Naval Heritage Skate Park. The Friends of Beaufort will next meet on Thursday, May 9th at 4pm and host their annual meeting at the Beaufort Branch Library on Saturday, June 22nd at 9:30am.
- **Friends of Bluffton Library:** Ms. Dickman expressed appreciation for the Friends of Bluffton Library's recent partnership in hosting author Jason Ryan at the Bluffton Library to discuss his research for *Swamp Kings: The Story of the Murdaugh Family of South Carolina and a Century of Backwoods Power*. The Friends of Bluffton will next meet on Thursday, June 6th 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 met on May 1st to discuss opportunities to support the Library this Summer and next year.

IX. Old Business: None.

X. New Business: None.

XI. Announcements:

- The next public meeting of the Library Board of Trustees is scheduled for July 10th at 4pm at the Beaufort Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 4:45pm on a motion from Mr. Kole and a second from Mr. Thomas.

Respectfully submitted,

Amanda Dickman
Library Director

Beaufort County Library - Budget
Update FY2024
Expenditures as of 6/30/2024 (100%)

Description	FY24 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 3,278,240	\$ 3,401,438	\$ (123,198)	104%
EMPLOYER FICA	\$ 203,251	\$ 204,603	\$ (1,352)	101%
EMPLOYER MEDICARE	\$ 47,534	\$ 47,851	\$ (317)	101%
EMPLOYER SC RETIREMENT	\$ 608,441	\$ 607,878	\$ 563	100%
PERSONNEL SERVICES TOTAL	\$ 4,137,466	\$ 4,261,770	\$ (124,304)	103%
PRINTING	\$ 7,500	\$ 7,477	\$ 23	100%
POSTAGE/OTHER CARRIERS	\$ 11,500	\$ 10,333	\$ 1,167	90%
MAINTENANCE CONTRACTS	\$ 90,000	\$ 42,353	\$ 47,647	47%
EQUIPMENT RENTALS	\$ 6,000	\$ 5,524	\$ 476	92%
PROFESSIONAL SERVICES	\$ 32,500	\$ 31,884	\$ 616	98%
DUES & SUBSCRIPTIONS	\$ 37,000	\$ 27,223	\$ 9,777	74%
TRAINING AND CONFERENCES	\$ 5,000	\$ 2,036	\$ 2,964	41%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 32,500	\$ 31,723	\$ 777	98%
LIBRARY MATERIALS	\$ 442,500	\$ 434,131	\$ 8,369	98%
UNIFORMS	\$ 1,750	\$ 1,737	\$ 13	99%
MINOR OFF FURN/EQP (NON-CAP)	\$ 10,000	\$ 9,968	\$ 32	100%
CREDIT CARD FEES	\$ 3,000	\$ 2,350	\$ 650	78%
OPERATING EXPENSES TOTAL	\$ 679,250	\$ 606,740	\$ 72,510	89%
PERSONNEL AND OPERATING	\$ 4,816,716	\$ 4,868,510	\$ (51,794)	101%

6/30/2024

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
365	100.00%	\$4,816,716
Days remaining	Unspent %	Unspent Funds
0	-1.08%	(\$51,794)

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 April 30 Balance	\$879,679	
FY24 2nd Quarter State Aid	\$105,307	Receipts	\$0	\$ 225,654 <i>Endowment</i>
FY24 3rd Quarter State Aid	\$105,307	Expenditures	\$0	<i>plus interest</i>
FY24 4th Quarter State Aid	\$105,307	June 30 Balance	\$879,679	
FY24 State Aid	\$421,228	Bluffton		
ST. Aid Spent to-date	\$417,529	April 30 Balance	\$2,458,405	\$ 6,034 <i>BDC materials/</i>
Total Remaining State Aid:	\$3,699	Receipts	\$0	<i>Proquest &</i>
		Expenditures	(\$2,200)	<i>Materials only</i>
		June 30 Balance	\$2,456,205	
Impact Fees North		Beaufort(Port Royal)		\$ 1,766 <i>Donations to</i>
April 30 Balance	\$190,595	April 30 Balance	\$262,628	<i>Bea. Co. Lib.</i>
Receipts	\$67,384	Receipts		
Expenditures	\$0	Expenditures	(\$55,740)	<i>Expenditures for Port Royal</i>
June 30 Balance	\$257,979	June 30 Balance	\$206,888	<i>Branch renovation.</i>
Impact Fees South		St. Helena (& Lady's Island)		
April 30 Balance	\$143,370	April 30 Balance	\$705,009	
Receipts	\$4,135	Receipts	\$0	
Expenditures	\$0	Expenditures	\$0	
June 30 Balance	\$147,505	June 30 Balance	\$705,009	
New District Totals:	\$405,484	Lobeco (Sheldon)		
		April 30 Balance	\$66,608	
		Receipts	\$0	
		Expenditures	\$0	
		June 30 Balance	\$66,608	
		Del Webb Agreement		
		April 30 Balance	\$5,691	
		Receipts (<i>interest added</i>)	\$22	
		Expenditures	\$0	
		June 30 Balance	\$5,713	
			\$4,320,102	\$ 233,455

Unofficial and
 Unaudited

6/30/2024

Total Impact Fee Balance:

\$4,725,586

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

FINES/FEES	CASH / CHECK DEPOSITS												
	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	\$ 461.80	\$ 625.14	\$ 6,627.98
BLUFFTON	\$ 316.75	\$ 563.95	\$ 621.59	\$ 673.70	\$ 402.10	\$ 526.65	\$ 620.20	\$ 630.40	\$ 524.35	\$ 726.14	\$ 764.68	\$ 786.75	\$ 7,157.26
HILTON HEAD	\$ 492.60	\$ 456.85	\$ 669.75	\$ 562.79	\$ 692.49	\$ 520.49	\$ 615.02	\$ 992.94	\$ 669.39	\$ 697.99	\$ 608.99	\$ 665.81	\$ 7,645.11
ST. HELENA	\$ 192.68	\$ 160.09	\$ 220.00	\$ 246.50	\$ 183.94	\$ 217.57	\$ 160.36	\$ 272.37	\$ 225.28	\$ 236.92	\$ 282.58	\$ 205.12	\$ 2,603.41
LOBECO	\$ 34.50	\$ 75.00	\$ 100.30	\$ 113.00	\$ 115.30	\$ 76.10	\$ 63.10	\$ 104.10	\$ 89.80	\$ 141.50	\$ 165.80	\$ 79.25	\$ 1,157.75
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	\$ 2,283.85	\$ 2,362.07	\$ 25,191.51

HEARTLAND PAYMENT SYSTEM - FINES/FEES	CREDIT CARD DEPOSITS/												
	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	\$ 334.92	\$ 711.55	\$ 4,486.99
BLUFFTON	\$ 161.77	\$ 478.49	\$ 600.05	\$ 555.49	\$ 655.34	\$ 616.92	\$ 913.65	\$ 542.46	\$ 610.01	\$ 505.51	\$ 777.38	\$ 1,307.47	\$ 7,724.54
HILTON HEAD	\$ 343.62	\$ 294.99	\$ 521.81	\$ 290.51	\$ 558.38	\$ 263.20	\$ 691.24	\$ 463.99	\$ 508.52	\$ 522.81	\$ 581.71	\$ 483.17	\$ 5,523.95
ST. HELENA	\$ 84.60	\$ 85.79	\$ 87.21	\$ 99.58	\$ 244.80	\$ 65.55	\$ 143.09	\$ 98.20	\$ 25.01	\$ 93.38	\$ 92.60	\$ 113.42	\$ 1,233.23
LOBECO	\$ 4.10	\$ 35.60	\$ -	\$ 23.20	\$ 26.80	\$ 49.20	\$ 33.39	\$ 23.20	\$ 47.40	\$ 30.12	\$ 50.40	\$ 59.90	\$ 383.31
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	\$ 1,837.01	\$ 2,675.51	\$ 19,352.02

COPIERS	CASH / CHECK DEPOSITS												
	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	\$ -	\$ 224.30	\$ -	\$ 1,112.40
BLUFFTON	\$ 62.50	\$ 65.30	\$ 51.50	\$ 102.20	\$ 95.60	\$ 66.20	\$ 118.10	\$ 108.40	\$ 144.80	\$ 101.60	\$ 73.40	\$ 125.60	\$ 1,115.20
HILTON HEAD	\$ 67.20	\$ 57.40	\$ 63.40	\$ 61.60	\$ 48.35	\$ 37.00	\$ 35.30	\$ 75.80	\$ 114.75	\$ 50.85	\$ 69.05	\$ 62.95	\$ 743.65
ST. HELENA	\$ 14.00	\$ 62.25	\$ 9.05	\$ 50.55	\$ 6.50	\$ 12.25	\$ 145.55	\$ 3.25	\$ 88.95	\$ 10.15	\$ 7.50	\$ 106.10	\$ 516.10
LOBECO	\$ 18.30	\$ 15.60	\$ 15.00	\$ 7.50	\$ 40.60	\$ 12.80	\$ 23.80	\$ 30.00	\$ 32.20	\$ 27.60	\$ 10.30	\$ 13.90	\$ 247.60
TOTAL	\$ 332.10	\$ 200.55	\$ 426.25	\$ 325.85	\$ 191.05	\$ 128.25	\$ 383.35	\$ 449.15	\$ 415.10	\$ 190.20	\$ 384.55	\$ 308.55	\$ 3,734.95

GRAND TOTAL \$ 48,278.48

Unofficial and Unaudited