



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, September 11, 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. July 10, 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**)
 - C. FY25 Maintenance of Effort (MOE)
 - D. State Aid Agreement
- 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. 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:

- Library

XII. Announcements:

- Next meeting scheduled for November 13th at 4pm at the Bluffton Branch Library.

XIV. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – July 10, 2024 – 4:00 p.m.
Beaufort Branch Library
311 Scott Street
Beaufort, SC 29902

The fourth scheduled meeting for 2024 was held at the Beaufort Branch Library.

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

Absentees: District 5 (vacant)

County Staff: Alec Bishop (Broadcast Services)

County Council: Anna Maria Tabernik, District 6

Hosts: Amanda Dickman, Library Director

Guests: Janice Herbert, Vice President of Friends of the Beaufort Library

I. Call to Order: The meeting was called to order at 4:05pm. 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. Ms. Miller introduced special guests Janice Herbet the current vice president of Friends of the Beaufort Library. Ms. Herbert provided a summary of the variety of ways the Friends of the Beaufort Library support the northern library locations (Beaufort, Lobeco, St. Helena, and Port Royal).

Members of Families Against Book Bans (FABB) introduced themselves and expressed support for the public library.

V. Minutes from meeting held May 8, 2024: Mr. Kole made the motion to approve the minutes. Mr. Thomas 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 five (5) vacant positions: Deputy Director, Library Assistant (Part-Time) position at Beaufort, Library Assistant (Full-Time) at Beaufort, Library Assistant in the Beaufort District Collection, and Library Specialist at St. Helena.

B. Projects Update:

- **Strategic Plan Goal: Collections:** Ms. Dickman noted the materials expenditures for FY24 (\$925,952) surpassed materials spending in the previous fiscal year.
- **Strategic Plan Goal: Communication:** Ms. Dickman reported that the Library's Facebook page has gained 431 new followers since the hiring of a social media marketing assistant in February 2024. Additionally, the Library's Instagram account has increased to 216 followers since its launch in February 2024.
- **Strategic Plan Goal: User Experience:**
 - **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.
 - **StoryWalk:** Ms. Dickman officially announced the opening of the Library's third StoryWalk on Saturday, June 29th. This latest StoryWalk, developed in partnership with the Friends of Beaufort Library and the Town of Port Royal, is located at the Naval Heritage Skate Park.
- **Strategic Plan Goal: Space**
 - **Port Royal Library:** Ms. Dickman announced the project is wrapping up and an opening date and ribbon cutting event would be soon announced.

IX. Committee Reports

A. Finance Committee: Mr. Bogacz explained the following financial documents in detail.

- **Beaufort County Library System - Budget Update – FY 2024:** (see attachment)
 - Mr. Bogacz 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.
 - Mr. Bogacz explained the documents in detail noting that at 100% through the year, the Library has spent 101% 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. Of notable mention was \$55,740 spent in this reporting period on the Port Royal Library project.
- **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 \$925,952. The Library had a record year of spending on print and digital materials.
- **FY 2025 Library Materials Expenditure review:** Mr. Bogacz reviewed the budget allocation for FY25. Dr. Porter noted the county's budget shows a modest \$5 investment per resident based on approximate 200,000 population.

B. Policies and Procedures Committee: Ms. Robinson announced the committee reviewed the Code of Conduct, Photo Release, and Donations and Gifts policies. The proposed updates have been distributed to all board members in advance of the meeting.

- **Proposed updates to the *Code of Conduct* policy:** Ms. Robinson presented the proposed updates to the *Code of Conduct* policy.
 - Motion:** Ms. Robinson made the motion with a second by Mr. Kole.
 - Discussion:** Ms. Dickman explained the removal of “using photographic video or other

recording devices without library staff approval” to comply with state law. Ms. Robinson noted the importance of the requirement for all library users are subject to the *Code of Conduct* policy.

Action: The motion passed unanimously.

- **Proposed updates to the *Photo Release* policy:** Ms. Robinson presented the proposed updates to the *Photo Release* policy.

Motion: Ms. Robinson made the motion with a second by Mr. Kole.

Discussion: Ms. Miller explained the removal of the phrase “library patrons and visitors to the library may not take photographs or videos of other patrons or staff without the permission of those being photographed”.

Action: The motion passed unanimously.

- **Proposed updates to the *Donations and Gifts* policy:** Ms. Robinson presented the proposed updates to the *Donations and Gifts* policy.

Motion: Ms. Robinson made the motion with a second by Mr. Kole.

Discussion: Ms. Robinson explained the revisions were needed to offer further clarity. Ms. Miller noted the addition of a naming policy.

Action: The motion passed unanimously.

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 presentation provided by Ms. Herbert to describe the Friends of the Beaufort Library’s valuable support.
- **Friends of Bluffton Library:** Ms. Richman announced the Friends of Bluffton are strategizing new fundraising opportunities.
- **Friends of Hilton Head Library:** Ms. Miller announced the Friends of HHI held their scheduled meeting on June 18th and a budget planning meeting on June 25th. They will resume meeting after the summer with new president Barb Foley.
- **Public Library Foundation:** Ms. Miller reported the Foundation met on July 10th to discuss opportunities to support the Library this Summer and next year.

X. Old Business: None.

XI. New Business: None.

XII. Executive Session: Ms. Miller proposed a motion to enter Executive Session, which was seconded by Dr. Porter and supported by Mr. Kole. The motion was approved unanimously.

Ms. Miller called the executive session to order at 4:50pm.

Matters arising out of Executive Session: With a motion from Mr. Kole and a second from Ms. Powell, Ms. Miller adjourned the executive session at 5:32pm on to reconvene the regular meeting.

- Mr. Kole made a motion to approve the Annual Performance Evaluation of the Library Director. Mr. Bogacz seconded. There was unanimous approval.

XIII. Announcements:

- The next public meeting of the Library Board of Trustees is scheduled for September 11th at 4pm at the Hilton Head Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 5:35pm on a motion from Ms. Robinson and a second from Mr. Kole.

Respectfully submitted,

Amanda Dickman
Library Director

Beaufort County Library - Budget Update FY2025
Expenditures as of 8/31/2024 (16%)

Description	FY25 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 4,157,447	\$ 492,509	\$ 3,664,938	12%
EMPLOYER FICA	\$ 257,762	\$ 29,671	\$ 228,091	12%
EMPLOYER MEDICARE	\$ 60,283	\$ 6,939	\$ 53,344	12%
EMPLOYER SC RETIREMENT	\$ 771,622	\$ 89,097	\$ 682,525	12%
PERSONNEL SERVICES TOTAL	\$ 5,247,114	\$ 618,216	\$ 4,628,898	12%
PRINTING	\$ 8,500	\$ -	\$ 8,500	0%
POSTAGE/OTHER CARRIERS	\$ 12,000	\$ 1,093	\$ 10,907	9%
MAINTENANCE CONTRACTS	\$ 90,000	\$ 58,153	\$ 31,847	65%
EQUIPMENT RENTALS	\$ 6,000	\$ -	\$ 6,000	0%
PROFESSIONAL SERVICES	\$ 36,000	\$ 28,324	\$ 7,676	79%
DUES & SUBSCRIPTIONS	\$ 35,000	\$ 315	\$ 34,685	1%
TRAINING AND CONFERENCES	\$ 4,000	\$ -	\$ 4,000	0%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 40,000	\$ 2,625	\$ 37,375	7%
LIBRARY MATERIALS	\$ 450,000	\$ 64,036	\$ 385,964	14%
UNIFORMS	\$ 2,000	\$ -	\$ 2,000	0%
MINOR OFF FURN/EQP (NON-CAP)	\$ 15,000	\$ -	\$ 15,000	0%
INSURANCE OTHER	\$ 2,000	\$ -	\$ 2,000	0%
CREDIT CARD FEES	\$ 3,000	\$ 229	\$ 2,771	8%
OPERATING EXPENSES TOTAL	\$ 703,500	\$ 154,775	\$ 548,725	22%
PERSONNEL AND OPERATING	\$ 5,950,614	\$ 772,991	\$ 5,177,623	13%

8/31/2024

**Unofficial and
Unaudited**

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
61	16.71%	\$994,486
Days remaining	Unspent %	Unspent Funds
304	3.72%	\$221,495

Beaufort County Library - FY 25 Special Funds

<u>Library System</u>	<u>State Aid/Lottery</u>	<u>Impact Fee Districts</u>		<u>Special Trusts</u>	<u>Comments</u>
FY25 1st Quarter State Aid	\$117,182	Hilton Head			
FY25 2nd Quarter State Aid	\$0	June 30 Balance	\$879,679	\$ 226,538	<i>Endowment plus interest</i>
FY25 3rd Quarter State Aid	\$0	Receipts	\$0		
FY25 4th Quarter State Aid	\$0	Expenditures	\$0		
FY25 State Aid	\$117,182	August 31 Balance	\$879,679		
ST. Aid Spent to-date	\$479	Bluffton		\$ 5,898	<i>BDC materials/ Proquest & Materials only</i>
Total Remaining State Aid:	\$116,703	June 30 Balance	\$2,456,205		
		Receipts	\$0		
		Expenditures	\$0		
		August 31 Balance	\$2,456,205		
Impact Fees North		Beaufort(Port Royal)		\$ 3,093	<i>Donations to Bea. Co. Lib. Expenditures for Port Royal Branch renovation.</i>
June 30 2024	\$257,979	June 30 Balance	\$110,017		
Receipts	\$43,627	Receipts	\$0		
Expenditures	\$0	Expenditures	(\$1,021)		
August 31 Balance	\$301,606	August 31 Balance	\$108,996		
Impact Fees South		St. Helena (& Lady's Island)			
June 30 2024	\$147,505	June 30 Balance	\$705,009		
Receipts	\$2,577	Receipts	\$0		
Expenditures	\$0	Expenditures	\$0		
August 31 Balance	\$150,082	August 31 Balance	\$705,009		
New District Totals:	\$451,689	Lobeco (Sheldon)			
		June 30 Balance	\$66,608		
		Receipts	\$0		
		Expenditures	\$0		
		August 31 Balance	\$66,608		
		Del Webb Agreement			
		June 30 Balance	\$5,713		
		Receipts (<i>interest added</i>)	\$0		
		Expenditures	\$0		
		August 31 Balance	\$5,713		
			\$4,222,210	\$ 235,529	

Unofficial and Unaudited
8/31/2024

Impact Fee Total:
\$4,673,899

**Beaufort County Library
FY 2025
(July 2024 - June 2025)
Library Revenues**

CASH / CHECK DEPOSITS - FINES/FEES													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 788.28	\$ 503.85											\$ 1,292.13
BLUFFTON	\$ 592.65	\$ 887.70											\$ 1,480.35
HILTON HEAD	\$ 622.22	\$ 525.05											\$ 1,147.27
ST. HELENA	\$ 344.71	\$ 152.86											\$ 497.57
LOBECO	\$ -	\$ 158.30											\$ 158.30
PORT ROYAL (*)	\$ -	\$ -											\$ -
TOTAL	\$ 2,347.86	\$ 2,227.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,575.62

(*) New library - open to the public - August 21/2024

CREDIT CARD DEPOSITS/HEARTLAND PAYMENT SYSTEM - FINES/FEES													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 514.93	\$ 385.16											\$ 900.09
BLUFFTON	\$ 640.06	\$ 650.84											\$ 1,290.90
HILTON HEAD	\$ 604.09	\$ 748.35											\$ 1,352.44
ST. HELENA	\$ 80.07	\$ 12.80											\$ 92.87
LOBECO	\$ 60.30	\$ 161.95											\$ 222.25
PORT ROYAL	N/A	N/A											\$ -
TOTAL	\$ 1,899.45	\$ 1,959.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,858.55

COPIERS													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ 15.60											\$ 15.60
BLUFFTON	\$ 95.20	\$ 73.60											\$ 168.80
HILTON HEAD	\$ 86.25	\$ 193.50											\$ 279.75
ST. HELENA	\$ 14.75	\$ 13.50											\$ 28.25
LOBECO	\$ -	\$ 34.05											\$ 34.05
PORT ROYAL	N/A	N/A											\$ -
TOTAL	\$ 196.20	\$ 330.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 526.45

GRAND TOTAL

\$ 8,960.62

Unofficial and Unaudited