



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, November 13, 2024
4:00 p.m.
Bluffton Branch Library
120 Palmetto Way
Bluffton, SC 29910

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. September 11, 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. 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 Holiday closing for 2025
- Board of Trustees meeting dates for 2025

XII. Announcements:

XIV. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – September 11, 2024 – 4:00 p.m.
Hilton Head Branch Library
11 Beach City Road
Hilton Head, SC 29926

The fifth 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, Jannine Mutterer, Joseph Bogacz, and Terry Thomas

Absentees: Tracey Robinson, Rosalie Richman, District 5 (vacant)

County Staff: Troy Matthews (Broadcast Services)

Hosts: Amanda Dickman, Library Director

Guests: Barb Foley, President of Friends of the Beaufort Library

I. Call to Order: The meeting was called to order at 4:00pm. 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. Dickman introduced special guest Barb Foley the current president of Friends of the Hilton Head Library. Ms. Foley provided a summary of the fundraising efforts of the Friends of the Hilton Head Library to support the programs and resources at the Hilton Head library location.

V. Minutes from meeting held July 10, 2024: Mr. Kole made the motion to approve the minutes. Mr. Bogacz 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 six (6) vacant positions: Deputy Director, Senior Library Assistant on Bookmobile North, Library Assistant in the Beaufort District Collection, Librarian at Hilton Head, Senior Librarian at Port Royal, and Library Specialist at St. Helena.

B. Projects Update:

- **Strategic Plan Goal: Collections:** Ms. Dickman noted a 7.8% increase in digital materials circulation over the previous year (2023).
- **Strategic Plan Goal: Communication:** Ms. Dickman noted the wide reach of the Port Royal Library opening in the media as the story was covered by several local and regional news outlets.
- **Strategic Plan Goal: User Experience:**

- **Summer Reading:** Ms. Dickman reported 2,188 participants completed the Summer Reading program, more than doubling the number of finishers from last year. Alongside the reading program, our libraries hosted 393 engaging programs that welcomed 8,321 attendees. Additionally, the Summer Lunch program provided 2,712 lunches throughout the summer.
- **Strategic Plan Goal: Space**
 - **Port Royal Library:** Ms. Dickman provided a summary of the Grand Opening activities for the Port Royal Library, highlighting that over 300 individuals attended the ribbon cutting and opening ceremony on Saturday, August 24th. In its initial 10 days of operation, the branch has happily welcomed almost 1,500 visitors and issued 102 library cards.
 - **Library Lockers at Burton Wells:** Ms. Dickman confirmed the delivery and installation of the library pickup lockers at Burton Wells Recreation Center. The Library's marketing team is working with a local vendor to finalize the design of the exterior wrap while our technology administrators test configurations to confirm the lockers are working as they should. We anticipate announcing the lockers later in September.

Ms. Miller congratulated Ms. Dickman and library staff on the opening of the Port Royal Library and acknowledged the effort of library staff to increase participation in Summer Reading.

IX. Committee Reports

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

- **Beaufort County Library System - Budget Update – FY 2025:** (see attachment)
 - Mr. Bogacz noted the receipt of the first State Aid payment of \$117,182 for the purchase of library materials. For Fiscal Year 2025, Beaufort County Library expects to receive \$468,728 of State Aid funds in quarterly installments.
 - Mr. Bogacz explained the documents in detail noting that at 17% through the year, the Library has spent 13% of the annual budget.
- **FY 2025 Special Funds Report:** (see attachment)
Mr. Bogacz explained the attached report noting the receipts and expenditures from special fund sources. Of notable mention was \$105,696 spent in this reporting period on the Port Royal Library project.
- **FY 2025 Library Materials Expenditure year-to-date:** (see attachment)
Mr. Bogacz explained the document in detail noting fiscal year-to-date materials expenditures totaling \$64,676. The Library is on track to spend nearly \$1 million on materials this fiscal year.
- **Capital Project Update:** Mr. Bogacz noted the correlation between Beaufort County's Capital Improvement Plan for FY25 and the current impact fee balance.
- **Materials Expenditure review:** Mr. Bogacz presented a comparative analysis of material expenditures in Beaufort County, examining them in relation to population growth and the material expenditures of other counties. The summary comments indicated that the Library is currently on track; however, securing additional local support of \$0.40 per capita or more would enhance the Library's capacity to meet the demand for circulating materials.
- **FY 2025 Maintenance of Effort (MOE) and State Aid Agreements (see attachments):**
 - Ms. Dickman explained the State Aid Agreement and Maintenance of Effort documents.

- The Library is required to submit these documents every year to the State Library to receive State Aid Funding.
- Ms. Dickman noted that Beaufort County will request a waiver from the State Library for not meeting the required percentage of county funding for materials.

B. Policies and Procedures Committee: None.

C. Strategic Planning Committee: None.

D. Request for Reconsideration Committee: None.

E. Library Facilities Committee: Mr. Kole reiterated the success of opening the Port Royal Library.

F. Liaisons

Friends of the Library (FOL):

- **Friends of Beaufort Library:** Ms. Powell announced the Friends of Beaufort Library will next meet on Thursday, September 12th. They are preparing for their annual Book Sale at Waterfront Park to be held November 1st-3rd.
- **Friends of Bluffton Library:** Ms. Dickman announced the Friends of Bluffton are strategizing new fundraising opportunities. They are hosting their Fall Book Blitz sale this Friday and Saturday at the Bluffton Branch Library. They will next meet on Thursday, October 3rd.
- **Friends of Hilton Head Library:** Ms. Miller announced the Friends of HHI will meet next on Tuesday, September 17th.
- **Public Library Foundation:** Ms. Miller reported the Foundation met on August 4th to discuss future fundraising ideas to compliment their Artist in Residence program.

X. Old Business: None.

XI. New Business: None.

XIII. Announcements:

- The next public meeting of the Library Board of Trustees is scheduled for November 13th at 4pm at the Bluffton Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 4:55pm on a motion from Mr. Kole and a second from Mr. Bogacz.

Respectfully submitted,

Amanda Dickman
Library Director

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	August 31 Balance	\$879,679	\$ 229,394	<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	October 31 Balance	\$879,679		
ST. Aid Spent to-date	\$37,600	Bluffton			
Total Remaining State Aid:	\$79,582	August 31 Balance	\$2,456,205	\$ 5,972	<i>BDC materials/ Proquest & Materials only</i>
		Receipts	\$0		
		Expenditures	\$0		
		October 31 Balance	\$2,456,205		
Impact Fees North		Beaufort(Port Royal)		\$ 3,132	<i>Donations to Bea. Co. Lib. Expenditures for Port Royal Branch renovation.</i>
August 31 Balance	\$301,606	August 31 Balance	\$101,192		
Receipts	\$41,317	Receipts	\$0		
Expenditures	\$0	Expenditures	(\$9,758)		
October 31 Balance	\$342,923	October 31 Balance	\$91,434		
Impact Fees South		St. Helena (& Lady's Island)			
August 31 Balance	\$150,082	August 31 Balance	\$705,009		
Receipts	\$5,819	Receipts	\$0		
Expenditures	\$0	Expenditures	\$0		
October 31 Balance	\$155,901	October 31 Balance	\$705,009		
New District Totals:	\$498,824	Lobeco (Sheldon)			
		August 31 Balance	\$66,608		
		Receipts	\$0		
		Expenditures	\$0		
		October 31 Balance	\$66,608		
		Del Webb Agreement			
		August 31 Balance	\$5,713		
		Receipts (<i>interest added</i>)	\$72		
		Expenditures	\$0		
		October 31 Balance	\$5,785		
			\$4,204,720	\$ 238,498	

Impact Fee Total:
\$4,703,544

Unofficial and Unaudited
10/31/2024

**Beaufort County Library - Budget Update FY2025
Expenditures as of 10/31/2024 (33.70%)**

Description	FY25 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 4,157,447	\$ 1,292,914	\$ 2,864,533	31%
EMPLOYER FICA	\$ 257,762	\$ 77,807	\$ 179,955	30%
EMPLOYER MEDICARE	\$ 60,283	\$ 18,197	\$ 42,086	30%
EMPLOYER SC RETIREMENT	\$ 771,622	\$ 237,285	\$ 534,337	31%
PERSONNEL SERVICES TOTAL	\$ 5,247,114	\$ 1,626,203	\$ 3,620,911	31%
PRINTING	\$ 8,500	\$ 964	\$ 7,536	11%
POSTAGE/OTHER CARRIERS	\$ 12,000	\$ 2,782	\$ 9,218	23%
MAINTENANCE CONTRACTS	\$ 90,000	\$ 58,862	\$ 31,138	65%
EQUIPMENT RENTALS	\$ 6,000	\$ -	\$ 6,000	0%
PROFESSIONAL SERVICES	\$ 36,000	\$ 29,844	\$ 6,156	83%
DUES & SUBSCRIPTIONS	\$ 35,000	\$ 346	\$ 34,654	1%
TRAINING AND CONFERENCES	\$ 4,000	\$ 940	\$ 3,060	23%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 40,000	\$ 5,605	\$ 34,395	14%
LIBRARY MATERIALS	\$ 450,000	\$ 129,715	\$ 320,285	29%
UNIFORMS	\$ 2,000	\$ 1,356	\$ 644	68%
MINOR OFF FURN/EQP (NON-CAP)	\$ 15,000	\$ -	\$ 15,000	0%
INSURANCE OTHER	\$ 2,000	\$ -	\$ 2,000	0%
CREDIT CARD FEES	\$ 3,000	\$ 644	\$ 2,356	21%
OPERATING EXPENSES TOTAL	\$ 703,500	\$ 231,059	\$ 472,441	33%
PERSONNEL AND OPERATING	\$ 5,950,614	\$ 1,857,262	\$ 4,093,352	31%

10/31/2024

***Unofficial and
Unaudited***

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
123	33.70%	\$2,005,275
Days remaining	Unspent %	Unspent Funds
242	2.49%	\$148,014

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	\$ -	\$ 571.91									\$ 1,864.04
BLUFFTON	\$ 592.65	\$ 887.70	\$ 537.45	\$ 693.55									\$ 2,711.35
HILTON HEAD	\$ 622.22	\$ 525.05	\$ 557.40	\$ 780.63									\$ 2,485.30
ST. HELENA	\$ 344.71	\$ 152.86	\$ 120.67	\$ 336.06									\$ 954.30
LOBECO	\$ -	\$ 158.30	\$ 91.20	\$ 98.60									\$ 348.10
PORT ROYAL (*)	\$ -	\$ -	\$ -	\$ -									\$ -
TOTAL	\$ 2,347.86	\$ 2,227.76	\$ 1,306.72	\$ 2,480.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,363.09

(*) 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	\$ 225.97	\$ 307.03									\$ 1,433.09
BLUFFTON	\$ 640.06	\$ 650.84	\$ 564.74	\$ 674.88									\$ 2,530.52
HILTON HEAD	\$ 604.09	\$ 748.35	\$ 353.03	\$ 593.23									\$ 2,298.70
ST. HELENA	\$ 80.07	\$ 12.80	\$ 158.74	\$ 159.10									\$ 410.71
LOBECO	\$ 60.30	\$ 161.95	\$ 71.01	\$ 23.00									\$ 316.26
PORT ROYAL	N/A	N/A	N/A	N/A									
TOTAL	\$ 1,899.45	\$ 1,959.10	\$ 1,373.49	\$ 1,757.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,989.28

COPIERS													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ 15.60	\$ -	\$ 274.35									\$ 289.95
BLUFFTON	\$ 95.20	\$ 73.60	\$ 83.35	\$ 100.70									\$ 352.85
HILTON HEAD	\$ 86.25	\$ 193.50	\$ 54.00	\$ 131.35									\$ 465.10
ST. HELENA	\$ 14.75	\$ 13.50	\$ -	\$ 162.30									\$ 190.55
LOBECO	\$ -	\$ 34.05	\$ -	\$ 59.40									\$ 93.45
PORT ROYAL	N/A	N/A	N/A	N/A									
TOTAL	\$ 196.20	\$ 330.25	\$ 137.35	\$ 728.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,391.90

GRAND TOTAL	\$ 16,744.27
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Unofficial and Unaudited