



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, January 15, 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. November 13, 2024 Minutes (**backup**)
- VI. Correspondence and Communications**
- VII. Library Director's Report**
 - A. Personnel Update
 - B. Projects Update
- 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 Committee**

Tracey Robinson, Chair; Jannine Mutterer and Janet Porter

 - Update

C. Strategic Planning Committee

Janet Porter, Chair, Shawna Kulpa, Brenda Powell and Terry Thomas

- Update

D. Request for Reconsideration Committee

Joe Bogacz, Chair; Jannine Mutterer, Rosalie Richman, Brenda Powell and Shawna Kulpa

E. Library Facilities Committee

Bernie Kole, Chair; Terry Thomas and Shawna Kulpa

- Update

F. Liaisons

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

G. Nominating Committee

X. Old Business:

XI. New Business:

- Addition of Juneteenth National Independence Day (June 19) as county-observed holiday

XII. Announcements:

- Next regularly scheduled meeting will be held on March 12, 2025 at 4pm at the Bluffton Branch Library.

XIII. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – November 13, 2024 – 4:00 p.m.
Bluffton Branch Library
100 Palmetto Way
Bluffton, SC 29910

The sixth scheduled meeting for 2024 was held at the Bluffton Branch Library.

Trustees: Lynne Miller, Chair; Janet Porter, Vice-Chair, Bernie Kole, Shawna Kulpa, Jannine Mutterer, Joseph Bogacz, Tracey Robinson, Rosalie Richman, and Kathy Cooper

Absentees: Brenda Ladson-Powell, Terry Thomas

County Staff: Craig Todesco (Broadcast Services), Keighla Pope (Broadcast Services)

Hosts: Amanda Dickman, Library Director

Guests: None.

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

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

III. Public Comment: None.

IV. Introduction of Guests. Ms. Miller introduced Kathy Cooper, the newly appointed board member for District 5. Relocating from Indiana 25 years ago, Ms. Cooper now resides in Spring Island. A former nurse, she remains active in the field as a member of the TCL Advisory Committee for the Surgical Technologist program and has experience volunteering with various organizations, including Volunteers in Medicine, United Way, Beaufort County Emergency Management, Red Cross, The Marsh Association, and Beaufort Memorial. She is also a member of the Friends of Beaufort Library.

V. Minutes from meeting held September 11, 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: Ms. Dickman read a letter from Senator Tim Scott recognizing the opening of the Samuel E. Murray Library in Port Royal. Additionally, Ms. Dickman distributed a memorandum from the State Library related to Proviso 27.1 and the response received from the Attorney General's Office.

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 four (4) vacant positions: Deputy Director, Senior Library Assistant on Bookmobile North, Librarian at Beaufort, and Library Assistant at Beaufort.

B. Projects Update:

- Ms. Dickman provided an overview of her participation in two conferences: the South Carolina Library Association Conference and the Library Journal Director’s Summit. She highlighted her role as a member of the SCLA conference planning team and as a panelist for the session titled “Supporting from the Top.” Additionally, at the Library Journal Director’s Summit, she engaged with one hundred library directors from across the country to discuss the current challenges and opportunities facing public libraries and their future directions.
- **Strategic Plan Goal: Communication:** Ms. Dickman highlighted the progress made on Strategy Two, which focuses on enhancing and fostering employee information sharing, during the recent Staff Development Day held on Monday, October 14th, at the Bluffton Branch Library. Throughout the day, library employees participated in DiSC training, attended unit meetings, and staff photos.
- **Strategic Plan Goal: Collections:** Ms. Dickman reported a notable trend in the increased usage of Tutor.com, an online, on-demand tutoring resource supported by the State Library. Over the past two months, utilization of this resource has significantly increased, largely attributed to staff promotion at community events and in the September e-newsletter distributed to all cardholders. In October 2024, a total of 110 tutoring sessions were conducted, which included 55% for high school students, 17% for middle school students, 14% for elementary school students, 9% for college students, and 3% for adults.
- **Strategic Plan Goal: User Experience:**
 - **SLENDS app:** Ms. Dickman announced the launch of the SLENDS app, which is now available for download on mobile devices. The app allows users to search for and place items on hold, review and renew items associated with their accounts, browse available print and digital titles, and access a digital version of their library card.
- **Strategic Plan Goal: Space:** Ms. Dickman confirmed that the testing on the lockers has been completed, and the marketing team is preparing for an official announcement.
- **Upcoming Library Programs:** Ms. Dickman noted several special programs to take place at libraries soon:
 - Beaufort Railroaders 30th Annual Model Train display at Beaufort Branch from December 10th-14th
 - St. Helena Branch Library 3rd Annual Chess Tournament on December 7th
 - Selfie with Santa at Lobeco Branch Library on December 14th
 - “Beyond Robert Smalls” local history lecture at St. Helena Branch Library on December 12th
 - Polar Express viewing party at Port Royal on December 14th
 - Oyster Shell Santas at HHI Library on December 9th and December 12th
 - Noon Year’s Eve PJ Party at Bluffton on December 31st

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 33% 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.
- **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 \$172,766. The Library is on track to spend nearly \$1 million on materials this fiscal year.

B. Policies and Procedures Committee: None.

C. Strategic Planning Committee: None.

D. Request for Reconsideration Committee: None.

E. Library Facilities Committee: Mr. Kole emphasized the success of the Port Royal Library's opening, highlighting the favorable feedback he has received from the community.

F. Liaisons

Friends of the Library (FOL):

- **Friends of Beaufort Library:** Ms. Dickman announced the Friends of Beaufort Library held their annual Book Sale at Waterfront Park on November 1st-3rd. Their next scheduled meeting will take place on Thursday, November 14th at 4pm at the Beaufort Branch Library.
- **Friends of Bluffton Library:** Ms. Richman announced that the Friends of Bluffton hosted an author talk on Saturday, November 9th, where two local authors shared insights about their books and experiences in the publishing industry.
- **Friends of Hilton Head Library:** Ms. Miller announced that the Friends of HHI hosted a branch birthday celebration on November 6th and expressed gratitude to the Palmetto Hall book clubs for their generous donation of an outdoor bench.
- **Public Library Foundation:** Ms. Miller reported the Foundation will meet on November 20th to prepare their annual donor campaign.

X. Old Business: None.

XI. New Business:

- **Proposed Holiday Closures 2025:** Ms. Dickman presented the 2025 closing dates noting the possibility for adjustment after County Council announces the 2025 closing dates for all county offices.
 - Motion:** Ms. Miller requested a motion to approve the holiday closing dates as presented with the caveat of amending the dates to reflect actual closures determined by County Council. Mr. Kole made a motion to approve. Ms. Porter seconded the motion.
 - Action:** The motion passed unanimously.
- **Proposed Library Board of Trustees Meeting Dates:** Ms. Miller presented the proposed Library Board of Trustees meeting dates for 2025.
 - Motion:** Mr. Kole made the motion with a second by Ms. Robinson.
 - Action:** The motion passed unanimously.

XIII. Announcements:

- The next public meeting of the Library Board of Trustees is scheduled for January 15, 2025 at 4pm at the Beaufort Branch Library.
- Beaufort County Council approved adding Monday, December 23, 2024 as an additional holiday closure of county buildings.
- All Library Board of Trustees have been invited to attend Beaufort County Boards and Commissions Holiday Drop-In will on December 5th from 4:00 PM to 6:00 PM in the Beaufort County Courtyard. Please RSVP to the Clerk to Council by November 29th.
- Ms. Miller will form a committee to organize a board retreat.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 4:54pm on a motion from Mr. Kole and a second from Mr. Bogacz.

Respectfully submitted,

Amanda Dickman
Library Director

Beaufort County Library - Budget Update FY2025
Expenditures as of 12/31/2024 (50.41%)

Description	FY25 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 4,157,447	\$ 1,956,079	\$ 2,201,368	47%
EMPLOYER FICA	\$ 257,762	\$ 118,121	\$ 139,641	46%
EMPLOYER MEDICARE	\$ 60,283	\$ 27,625	\$ 32,658	46%
EMPLOYER SC RETIREMENT	\$ 771,622	\$ 356,881	\$ 414,741	46%
PERSONNEL SERVICES TOTAL	\$ 5,247,114	\$ 2,458,706	\$ 2,788,408	47%
PRINTING	\$ 8,500	\$ 1,667	\$ 6,833	20%
POSTAGE/OTHER CARRIERS	\$ 12,000	\$ 4,444	\$ 7,556	37%
MAINTENANCE CONTRACTS	\$ 90,000	\$ 68,997	\$ 21,003	77%
EQUIPMENT RENTALS	\$ 6,000	\$ 860	\$ 5,140	14%
PROFESSIONAL SERVICES	\$ 36,000	\$ 30,694	\$ 5,306	85%
DUES & SUBSCRIPTIONS	\$ 35,000	\$ 466	\$ 34,534	1%
TRAINING AND CONFERENCES	\$ 4,000	\$ 989	\$ 3,011	25%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 40,000	\$ 8,774	\$ 31,226	22%
LIBRARY MATERIALS	\$ 450,000	\$ 165,508	\$ 284,492	37%
UNIFORMS	\$ 2,000	\$ 1,356	\$ 644	68%
MINOR OFF FURN/EQP (NON-CAP)	\$ 15,000	\$ 454	\$ 14,546	3%
INSURANCE OTHER	\$ 2,000	\$ -	\$ 2,000	0%
CREDIT CARD FEES	\$ 3,000	\$ 1,298	\$ 1,702	43%
OPERATING EXPENSES TOTAL	\$ 703,500	\$ 285,506	\$ 417,994	41%
PERSONNEL AND OPERATING	\$ 5,950,614	\$ 2,744,212	\$ 3,206,402	46%

12/31/2024

***Unofficial and
Unaudited***

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
184	50.41%	\$2,999,762
Days remaining	Unspent %	Unspent Funds
181	4.29%	\$255,549

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	\$117,182	October 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	\$234,364	December 31 Balance	\$879,679		
ST. Aid Spent to-date	\$118,821	Bluffton		\$ 5,957	<i>BDC materials/ Proquest & Materials only</i>
Total Remaining State Aid:	\$115,543	October 31 Balance	\$2,456,205		
		Receipts	\$0		
		Expenditures	\$0		
		December 31 Balance	\$2,456,205	\$ 3,132	<i>Donations to Bea. Co. Lib. Expenditures for Port Royal Branch renovation.</i>
Impact Fees North		Beaufort(Port Royal)			
October 31 Balance	\$342,923	October 31 Balance	\$91,434		
Receipts	\$49,527	Receipts	\$0		
Expenditures	\$0	Expenditures	(\$1,870)		
December 31 Balance	\$392,450	December 31 Balance	\$89,564		
Impact Fees South		St. Helena (& Lady's Island)			
October 31 Balance	\$155,901	October 31 Balance	\$705,009		
Receipts	\$11,803	Receipts	\$0		
Expenditures	\$0	Expenditures	\$0		
December 31 Balance	\$167,704	December 31 Balance	\$705,009		
New District Totals:	\$560,154	Lobeco (Sheldon)			
		October 31 Balance	\$66,608		
		Receipts	\$0		
		Expenditures	\$0		
		December 31 Balance	\$66,608		
		Del Webb Agreement			
		October 31 Balance	\$5,785		
		Receipts (<i>interest added</i>)			
		Expenditures	\$0		
		December 31 Balance	\$5,785		
			\$4,202,850	\$ 238,483	

Impact Fee Total:
\$4,763,004

Unofficial and Unaudited
12/31/2024

EXPENDITURES FY25

12/31/2024 [6 months]

	Books	AV	Lease Books	Databases	Periodicals	Hoopla	Total
St. Aid	\$0	\$0	\$0	\$0	\$8,386	\$110,434	\$118,821
BDC BAG Fund	\$175	\$0	\$0	\$0	\$0	\$0	\$175
Lottery	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County Funds	\$38,527	\$9,062	\$26,775	\$0	\$0	\$91,144	\$165,508
Subtotal	\$38,702	\$9,062	\$26,775	\$0	\$8,386	\$201,578	\$284,504
Friends/Found/Trust	\$933	\$5,944	\$0	\$0	\$0	\$49	\$6,926
GRAND TOTALS	39,635	15,006	26,775	0	8,386	201,628	291,430

**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	\$ 533.25	\$ 476.68							\$ 2,873.97
BLUFFTON	\$ 592.65	\$ 887.70	\$ 537.45	\$ 693.55	\$ 441.90	\$ 651.30							\$ 3,804.55
HILTON HEAD	\$ 622.22	\$ 525.05	\$ 557.40	\$ 780.63	\$ 558.85	\$ 683.27							\$ 3,727.42
ST. HELENA	\$ 344.71	\$ 152.86	\$ 120.67	\$ 336.06	\$ 198.54	\$ 194.50							\$ 1,347.34
LOBECO	\$ -	\$ 158.30	\$ 91.20	\$ 98.60	\$ 98.70	\$ 160.75							\$ 607.55
PORT ROYAL (*)	\$ -	\$ -	\$ -	\$ -	\$ 664.90	\$ -							\$ 664.90
TOTAL	\$ 2,347.86	\$ 2,227.76	\$ 1,306.72	\$ 2,480.75	\$ 2,496.14	\$ 2,166.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,025.73

(*) 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	\$ 97.62	\$ 127.00							\$ 1,657.71
BLUFFTON	\$ 640.06	\$ 650.84	\$ 564.74	\$ 674.88	\$ 713.33	\$ 554.49							\$ 3,798.34
HILTON HEAD	\$ 604.09	\$ 748.35	\$ 353.03	\$ 593.23	\$ 257.46	\$ 163.07							\$ 2,719.23
ST. HELENA	\$ 80.07	\$ 12.80	\$ 158.74	\$ 159.10	\$ 146.59	\$ 15.02							\$ 572.32
LOBECO	\$ 60.30	\$ 161.95	\$ 71.01	\$ 23.00	\$ 64.20	\$ 105.39							\$ 485.85
PORT ROYAL	N/A	N/A	N/A	N/A	N/A	N/A							
TOTAL	\$ 1,899.45	\$ 1,959.10	\$ 1,373.49	\$ 1,757.24	\$ 1,279.20	\$ 964.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,233.45

COPIERS													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ 15.60	\$ -	\$ 274.35	\$ -	\$ 63.80							\$ 353.75
BLUFFTON	\$ 95.20	\$ 73.60	\$ 83.35	\$ 100.70	\$ 89.80	\$ 121.40							\$ 564.05
HILTON HEAD	\$ 86.25	\$ 193.50	\$ 54.00	\$ 131.35	\$ 152.45	\$ 62.75							\$ 680.30
ST. HELENA	\$ 14.75	\$ 13.50	\$ -	\$ 162.30	\$ 10.70	\$ 12.70							\$ 213.95
LOBECO	\$ -	\$ 34.05	\$ -	\$ 59.40	\$ -	\$ 62.35							\$ 155.80
PORT ROYAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
TOTAL	\$ 196.20	\$ 330.25	\$ 137.35	\$ 728.10	\$ 252.95	\$ 323.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,967.85

GRAND TOTAL

\$ 24,227.03

Unofficial and Unaudited