



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, March 12, 2025
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. January 15, 2025 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
 - Update
 - B. Policies & Procedures Committee**
Jannine Mutterer, Chair; Tracey Robinson and Shawna Kulpa
 - Update

C. Strategic Planning Committee

Kathy Cooper, Chair, Janet Porter and Tracey Robinson

- Update

D. Request for Reconsideration Committee

Janet Porter, Chair; Jannine Mutterer, Shawna Kulpa, Terry Thomas, Jannine Mutterer and Joe Bogacz

E. Library Facilities Committee

Shawna Kulpa, Chair; Bernie Kole and Terry Thomas

- 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:

XII. Announcements:

- Next regularly scheduled meeting will be held on May 14, 2025 at 4pm at the Beaufort Branch Library.

XIII. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – January 15, 2025– 4:00 p.m.
Beaufort Branch Library
311 Scott Street
Beaufort, SC

The first scheduled meeting for 2025 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, Kathy Cooper and Tracey Robinson

Absentees: Joseph Bogacz, Terry Thomas and Jannine Mutterer

County Staff: Craig Todesco (Broadcast Services), Audra Antonacci-Ogden (Assistant County Administrator for Community Services)

County Council: None.

Hosts: Amanda Dickman, Library Director

I. Call to Order: The meeting was called to order at 4:04pm. 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 greeted guests in attendance: Mary Ann Cyr, Tally Essman, Annette Baker, Carter Hoyt, Annette Jussaume, Dawn Pemberton and Melinda Henrickson.

V. Minutes from meeting held November 14, 2024:

- Mrs. Miller noted the minutes for November 8, 2024 had been previously distributed to all members. Mr. Kole provided a motion to approve. Ms. Cooper 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. Ms. Dickman noted the addition of an intern who is working at the Bluffton Branch Library for 15 weeks. There are currently four (4) vacant positions: Senior Librarian for Lobeco Branch Library, Library Assistant at Beaufort, Library Assistant at Bluffton, and Deputy Director. Soon to be posted is Collection Development Librarian.

B. Projects Update:

- **Strategic Plan Goal: Communication:** Ms. Dickman shared that staff have completed 1,000 hours of continuing education and are on track to triple last year's total of 450 hours by the end of this fiscal year.
- **Strategic Plan Goal: Collections:**
 - Ms. Dickman announced two new hoopla Binge pass options that should aim to provide more streaming content to borrowers. The SeasonPass bundles a single season of a TV series into one borrow. The addition of CreativeBug provides unlimited access to thousands of online arts and crafts classes for every skill level.
 - Thanks to a generous donation to the Public Library Foundation of Beaufort County, St. Helena Branch Library will soon offer Beaufort County Library's first collection of Playaway Wonderbooks, which feature a print book with an integrated audiobook on the inside cover.
- **Strategic Plan Goal: User Experience:** Ms. Dickman reported that all ScanEZ stations now have the capability to send scans to a printer.
- **Strategic Plan Goal: Space:** Ms. Dickman announced the launch of the first pickup lockers at Burton Wells Recreation Center. On January 11th, library staff promoted the lockers during a basketball conference. Additionally, she reported progress on the clearing out and reorganization of the storage room on the second floor of the Beaufort Branch Library.
- **Upcoming Library Programs:** Ms. Dickman noted several special programs to take place at libraries soon:
 - “*A song for Betty: Ancestors, Archives, and Art*” on Wednesday, January 22nd at 2pm at St. Helena Branch Library
 - “*Venomous Ssssnakes of South Carolina*” at 2pm on Saturday, February 8th at Port Royal, at 10am on Thursday, February 13th at Hilton Head and at 4pm on Thursday, February 13th at Beaufort Branch.
 - “*Composting 101*” at 1pm on February 12th at Hilton Head Library and at 11am on February 22nd at Port Royal.
 - “*Recycling 101*” at 4pm on March 4th at Beaufort Library and 10:30am on March 10th at Lobeoco.
 - The St. Helena Branch Library hosts a Postpartum Support Group meets every 1st and 3rd Tuesday from 11am- 1pm.
- **Tax Preparation Assistance:** Beaufort County Library is pleased to continue the long-standing tradition of hosting free tax preparation assistance to Beaufort County citizens provided by Lowcountry Area VITA and AARP Tax-Aide Foundation. The “Taxes” page on the library’s website provides information regarding dates, times and locations for this free service.
- **Winter Reading:** Ms. Dickman encouraged everyone to participate in Beaufort County Library’s first Winter Reading program. To participate, get a reading log at any library or download from the Library’s website and read six hours by February 15 to enter a grand prize drawing for a Books-a-Million or Barnes & Noble gift card (one winner per location).

IX. Committee Reports

A. Finance Committee: Ms. Dickman communicated 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 2025:** (see attachment)
 - Ms. Dickman noted the receipt of the second State Aid payment of \$117,182 for the purchase of library materials. For Fiscal Year 2025, Beaufort County Library should receive a yearly total of \$468,727 of State Aid funds in quarterly installments.
 - Ms. Dickman explained the documents in detail noting that at 50% through the year, the Library has spent 46% of the annual budget.
- **FY 2025 Special Funds Report:** (see attachment)
Ms. Dickman explained the attached report noting the receipts and expenditures from special fund sources.
- **FY 2025 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 \$291,430 (an increase of \$118,664 since the previous report).

B. Policies and Procedures Committee: None.

C. Strategic Planning Committee: Dr. Porter referred to the update provided in the Library Director’s report.

D. Request for Reconsideration Committee: None.

E. Library Facilities Committee: None.

F. Liaisons

Friends of the Library (FOL):

- **Friends of Beaufort Library:** Ms. Dickman invited Carter Hoyt, president of the Friends of the Beaufort Library, to provide an update on their activities. Ms. Hoyt affirmed their commitment to supporting the Library and announced the formation of a New Projects Team to find additional ways to support the Library’s mission. She also recognized Annette Baker, chair of the “Books Sandwiched In” series, who shared the schedule for upcoming book talks and encouraged attendance.
- **Friends of Bluffton Library:** Ms. Richman praised the efforts of the Friends of Bluffton Library for exploring new fundraising opportunities.
- **Friends of Hilton Head Library:** Ms. Miller announced the Friends of HHI will have their next scheduled meeting on January 21st at the Hilton Head Branch Library. They are seeking volunteers to serve in various leadership positions.

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

F. Nominating committee: Ms. Powell, interim chair of the Nominating Committee, explained the process for selecting officers for the next 2-year term. As the bylaws provide that the president be elected by secret ballot, trustee members cast their vote by secret ballot during meeting to ensure their confidential vote.

With no additional nominations from the floor, Ms. Robinson presented the slate of officers for vote: Chair: Lynne Miller, Vice-Chair: Janet Porter, Finance Chair: Joe Bogacz, and Corresponding Secretary: Brenda Ladson Powell

Ms. Dickman tallied the ballots for chair and announced unanimous vote to elect Lynne Miller as chair for 2025.

Ms. Miller called for vote by show of hands for the remaining officers. There was unanimous vote to elect Janet Porter as vice-chair, Brenda Ladson Powell as Corresponding Secretary, and Joe Bogacz as Finance Committee chair for 2025.

IX. Old Business: None.

X. New Business: Ms. Miller announced that Beaufort County added Juneteenth National Independence Day (June 19, 2025) as a county-observed holiday and requested a motion to add this additional holiday to the list of holiday closures.

Ms. Powell provided a motion to add Juneteenth to the list of holiday closings for 2025. Ms. Robinson provided a second. The motion passed unanimously.

XI. Announcements:

- The next public meeting of the Library Board of Trustees is scheduled for March 12, 2025 at 4pm at the Bluffton Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 4:51 pm on a motion from Mr. Kole and a second from Ms. Powell.

Respectfully submitted,

Amanda Dickman
Library Director

Beaufort County Library - Budget Update FY2025
Expenditures as of 2/28/2025 (67.12%)

Description	FY25 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 4,157,447	\$ 2,617,761	\$ 1,539,686	63%
EMPLOYER FICA	\$ 257,762	\$ 158,085	\$ 99,677	61%
EMPLOYER MEDICARE	\$ 60,283	\$ 36,972	\$ 23,311	61%
EMPLOYER SC RETIREMENT	\$ 771,622	\$ 479,245	\$ 292,377	62%
PERSONNEL SERVICES TOTAL	\$ 5,247,114	\$ 3,292,063	\$ 1,955,051	63%
PRINTING	\$ 8,500	\$ 1,667	\$ 6,833	20%
POSTAGE/OTHER CARRIERS	\$ 12,000	\$ 5,921	\$ 6,079	49%
MAINTENANCE CONTRACTS	\$ 90,000	\$ 70,610	\$ 19,390	78%
EQUIPMENT RENTALS	\$ 6,000	\$ 4,300	\$ 1,700	72%
PROFESSIONAL SERVICES	\$ 36,000	\$ 31,544	\$ 4,456	88%
DUES & SUBSCRIPTIONS	\$ 35,000	\$ 2,080	\$ 32,920	6%
TRAINING AND CONFERENCES	\$ 4,000	\$ 1,241	\$ 2,759	31%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 40,000	\$ 13,737	\$ 26,263	34%
LIBRARY MATERIALS	\$ 450,000	\$ 193,818	\$ 256,182	43%
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	\$ 1,913	\$ 1,087	64%
OPERATING EXPENSES TOTAL	\$ 703,500	\$ 328,641	\$ 374,859	47%
PERSONNEL AND OPERATING	\$ 5,950,614	\$ 3,620,704	\$ 2,329,910	61%

2/28/2025

***Unofficial and
Unaudited***

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
245	67.12%	\$3,994,248
Days remaining	Unspent %	Unspent Funds
120	6.28%	\$373,544

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 December 31 Balance	\$879,679	
FY25 2nd Quarter State Aid	\$117,182		Receipts	\$0	
FY25 3rd Quarter State Aid	\$117,182		Expenditures	\$0	
FY25 4th Quarter State Aid	\$117,182		February 28 Balance	\$879,679	
FY25 State Aid	\$468,728		Bluffton		
ST. Aid Spent to-date	\$196,798		December 31 Balance	\$2,456,205	
Total Remaining State Aid:	\$271,930		Receipts	\$0	
			Expenditures	\$0	
Impact Fees North			February 28 Balance	\$2,456,205	
December 31 Balance	\$392,450		Beaufort(Port Royal)		
Receipts	\$338,146		December 31 Balance	\$89,564	
Expenditures	\$0		Receipts	\$0	
February 28 Balance	\$730,596		Expenditures	\$0	
Impact Fees South			February 28 Balance	\$89,564	
December 31 Balance	\$167,704		St. Helena (& Lady's Island)		
Receipts	\$10,068		December 31 Balance	\$705,009	
Expenditures	\$0		Receipts	\$0	
February 28 Balance	\$177,772		Expenditures	\$0	
New District Totals:	\$908,368		February 28 Balance	\$705,009	
			Lobeco (Sheldon)		
			December 31 Balance	\$66,608	
			Receipts	\$0	
			Expenditures	\$0	
			February 28 Balance	\$66,608	
			Del Webb Agreement		
			December 31 Balance	\$5,785	
			Receipts (interest added)	\$0	
			Expenditures	\$0	
			February 28 Balance	\$5,785	
				\$4,202,850	
				\$	
				238,402	
				\$	

Unofficial and
 Unaudited
 2/28/2025

Impact Fee Total:

\$5,111,218

EXPENDITURES FY25

2/28/2025 [8 months]

	Books	AV	Lease Books	Databases	Periodicals	Hoopla	Total
St. Aid	\$0	\$0	\$0	\$0	\$8,854	\$187,944	\$196,798
BDC BAG Fund	\$256	\$0	\$0	\$0	\$0	\$0	\$256
Lottery	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County Funds	\$54,114	\$13,782	\$26,775	\$0	\$0	\$99,147	\$193,818
Subtotal	\$54,370	\$13,782	\$26,775	\$0	\$8,854	\$287,091	\$390,872
Friends/Found/Trust	\$7,193	\$5,944	\$0	\$0	\$0	\$49	\$13,186
GRAND TOTALS	61,563	19,726	26,775	0	8,854	287,141	404,058

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	\$ 444.00	\$ 526.40					\$ 3,844.37
BLUFFTON	\$ 592.65	\$ 887.70	\$ 537.45	\$ 693.55	\$ 441.90	\$ 651.30	\$ 679.31	\$ 629.95					\$ 5,113.81
HILTON HEAD	\$ 622.22	\$ 525.05	\$ 557.40	\$ 780.63	\$ 558.85	\$ 683.27	\$ 1,378.67	\$ 1,139.66					\$ 6,245.75
ST. HELENA	\$ 344.71	\$ 152.86	\$ 120.67	\$ 336.06	\$ 198.54	\$ 194.50	\$ 350.55	\$ 250.46					\$ 1,948.35
LOBECO	\$ -	\$ 158.30	\$ 91.20	\$ 98.60	\$ 98.70	\$ 160.75	\$ 112.00	\$ 81.30					\$ 800.85
PORT ROYAL (*)	\$ -	\$ -	\$ -	\$ -	\$ 664.90	\$ -	\$ -	\$ 632.20					\$ 1,297.10
TOTAL	\$ 2,347.86	\$ 2,227.76	\$ 1,306.72	\$ 2,480.75	\$ 2,496.14	\$ 2,166.50	\$ 2,964.53	\$ 3,259.97	\$ -	\$ -	\$ -	\$ -	\$ 19,250.23

(*) 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	\$ -	\$ 155.14					\$ 1,812.85
BLUFFTON	\$ 640.06	\$ 650.84	\$ 564.74	\$ 674.88	\$ 713.33	\$ 554.49	\$ 682.71	\$ 681.09					\$ 5,162.14
HILTON HEAD	\$ 604.09	\$ 748.35	\$ 353.03	\$ 593.23	\$ 257.46	\$ 163.07	\$ -	\$ 82.75					\$ 2,801.98
ST. HELENA	\$ 80.07	\$ 12.80	\$ 158.74	\$ 159.10	\$ 146.59	\$ 15.02	\$ -	\$ 237.36					\$ 809.68
LOBECO	\$ 60.30	\$ 161.95	\$ 71.01	\$ 23.00	\$ 64.20	\$ 105.39	\$ 77.98	\$ 56.00					\$ 619.83
PORT ROYAL	N/A	N/A	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	\$ 760.69	\$ 1,212.34	\$ -	\$ -	\$ -	\$ -	\$ 11,206.48

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	\$ 90.00	\$ 93.60					\$ 747.65
HILTON HEAD	\$ 86.25	\$ 193.50	\$ 54.00	\$ 131.35	\$ 152.45	\$ 62.75	\$ 135.55	\$ 119.70					\$ 935.55
ST. HELENA	\$ 1.475	\$ 13.50	\$ -	\$ 162.30	\$ 10.70	\$ 12.70	\$ 142.25	\$ 16.35					\$ 372.55
LOBECO	\$ -	\$ 34.05	\$ -	\$ 59.40	\$ -	\$ 62.35	\$ 24.85	\$ 34.90					\$ 215.55
PORT ROYAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
TOTAL	\$ 196.20	\$ 330.25	\$ 137.35	\$ 728.10	\$ 252.95	\$ 323.00	\$ 392.65	\$ 264.55	\$ -	\$ -	\$ -	\$ -	\$ 2,625.05

GRAND TOTAL

Unofficial and Unaudited

\$ 33,081.76