



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, May 14, 2025
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

A. Beaufort County Administrator, Michael Moore

IV. Public Comment

V. Approval of Minutes:

A. March 12, 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 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

X. Old Business:

XI. New Business:

XII. Announcements:

- Next regularly scheduled meeting will be held on July 16th, 2025 at 4pm at the Bluffton Branch Library.

XIII. Adjournment

**Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – March 12, 2025– 4:00 p.m.
Bluffton Branch Library
120 Palmetto Way
Bluffton, SC 29910**

The second scheduled meeting for 2025 was held in-person at the Bluffton Branch Library.

Trustees: Lynne Miller, Chair; Bernie Kole, Shawna Kulpa, Brenda Ladson-Powell, Rosalie Richman, Kathy Cooper, Terry Thomas and Tracey Robinson

Absentees: Joseph Bogacz, Janet Porter and Jannine Mutterer

County Staff: Alec Bishop (Broadcast Services), Tim Lyons (Broadcast Services) and Matt Golden (Broadcast Services)

County Council: Joseph Passiment (District 5)

Hosts: Amanda Dickman, Library Director

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 greeted guests in attendance: Mary Ann Cyr, Angela Baldree and Mary Foster.

V. Minutes from meeting held January 15, 2025:

- Mrs. Miller noted the minutes for January 15, 2025 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 that since the last board meeting, advertisements have been posted for a Collection Development Librarian and a User Experience Librarian, both new positions approved for FY25. There are currently eight vacant positions: Senior Librarian (Lobeco Branch), Library Assistant (FT) at Bluffton, Library Assistant (FT) at Beaufort, Library Assistant (PT) at HHI, Collection Development Librarian, User Experience Librarian, and Deputy Director. Additionally, a Library Manager at HHI will be vacant in May due to retirement.

B. Projects Update:

- **Strategic Plan Goal: Communication**

- Ms. Dickman noted the implementation of “Welcome Aboard” email to all new library cardholders.
- Ms. Dickman announced that Library events and resources are now featured in *Beaufort County Administration Weekly Update* e-newsletter sent to 50,000 subscribers.
- Ms. Dickman shared the Library’s email communications achieved a 45% open-read rate, surpassing the national average of 35% for the education sector.

- **Strategic Plan Goal: Collections**

- The Beaufort District Collection (BDC) is working with the SC Digital Newspaper program to digitize *The Palmetto Post (1882 -1906)*. Once digitized, the paper will be added to the Library of Congress’ *Chronicling America Historic American Newspapers* website as well as the *SC Digital Newspaper* website.
- Ms. Dickman reported that blood pressure monitors have been borrowed 21 times within the first month.

- **Strategic Plan Goal: User Experience**

- Ms. Dickman reported that 623 readers completed the Library’s first Winter Reading program.
- Ms. Dickman announced that the Library has issued 4,330 new cards since July 2024, exceeding last year's total of 4,286.

- **Strategic Plan Goal: Space:** Ms. Dickman announced various facility enhancements to take place over the next few months, the replacement of worn children's furniture at Hilton Head Island this Spring, upgrades to the computer labs at both Hilton Head Island and St. Helena, and renovations to the Reading Garden at Hilton Head Island.

- **Upcoming Library Programs:** Ms. Dickman noted several special programs to take place at libraries soon:

- Annual Bookmark Contest is accepting submissions through March 31st.
- “*Honky Tonk Angels*” on Friday, March 14th at 2pm at Beaufort, Thursday, March 20th at 11am at Bluffton, and Thursday, March 20th at 3pm at HHI.
- “*The Library Travel Guide Series*” at 10:30am on Wednesday, March 19th at HHI
- “*Eliza Lucas Pinckney’s Revolutionary War*” with Peggy Pickett at 2pm on Tuesday, March 25th at Beaufort
- “*Tuskegee Airmen*” by Bob Sheppard at 3pm on March 27th at St. Helena Branch Library
- “Historically Speaking: Beyond Robert Smalls” with Chris Barr of Reconstruction Era National Historical Park on Thursday, April 10th at Bluffton Branch Library
- Various National Library Week events to be held at all library locations. Check the Library’s website for more information.

- **Legislation:** Ms. Dickman noted that House Bill 4045 “*County Library Staff Qualifications*” and House Bill 3850 “*Responsible Library Funding and Child Protection Act*” were tabled and not included in the House version of the state budget for 2025-2026.

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 third and fourth State Aid payments totaling \$234,364 for the purchase of library materials. For Fiscal Year 2025, Beaufort County Library received a yearly total of \$468,728 of State Aid funds in quarterly installments.
 - Ms. Dickman explained the documents in detail noting that at 67% through the year, the Library has spent 61% 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 \$390,872 (an increase of \$99,442 since the previous report).

B. Policies and Procedures Committee: None.

C. Strategic Planning Committee: Ms. Cooper referred to the update provided in the Library Director's report.

D. Request for Reconsideration Committee: None.

E. Library Facilities Committee: Ms. Kulpa referred to the facilities updates announced in the Library Director's report.

F. Liaisons

Friends of the Library (FOL):

- **Friends of Beaufort Library:** Ms. Dickman shared that the Friends of Beaufort Library completed their Books Sandwiched In series of lectures and will next meet on Thursday, March 13th.
- **Friends of Bluffton Library:** Ms. Richman announced the Friends of Bluffton Library are hosting their Annual Epic Book Sale on Thursday, March 14th through Saturday, March 15th at the Bluffton Branch Library.
- **Friends of Hilton Head Library:** Ms. Miller announced the Friends of HHI will have their next scheduled meeting on March 18th and are reviewing their bylaws and planning their next annual meeting.

Public Library Foundation: Ms. Cooper reported that the Foundation met on February 27th with three board members, the Library Director, and herself in attendance. The 2024-25 Annual Campaign saw a decrease in donors, prompting the board to consider ways to attract additional potential donors. The Foundation is funding the Annual Summer Reading Program for up to

\$16,000.

IX. Old Business: None.

X. New Business: None.

XI. Announcements:

- The next public meeting of the Library Board of Trustees is scheduled for May 14, 2025 at 4pm at the Beaufort Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 4:38pm on a motion from Ms. Robinson and a second from Mr. Kole.

Respectfully submitted,

Amanda Dickman
Library Director

FY2025 Annual Statistics with FY24 comparison																												
All Branches																												
	July		August		September		October		November		December		January		February		March		April		May		June		TOTALS			
	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024-25	2023-2024	
New Library Cards	391	470	516	285	433	316	377	301	606	223	440	217	785	422	782	406	701	373	899	370					5,630	4,286		
Door Count	36,313	32,706	29,864	28,319	32,666	27,308	40,098	29,079	31,795	24,504	27,010	24,746	30,314	33,556	33,280	37,932	37,092	33,946	33,337	31,827					332,339	373,037		
Circulation (Print)	60,931	64,928	54,590	38,608	50,713	50,544	55,365	49,464	47,423	45,214	44,531	41,605	48,838	50,804	47,435	50,488	54,423	51,800	49,408	46,754					513,863	596,506		
Circulation (Digital)	21,802	21,427	21,280	21,641	20,903	20,152	20,769	20,968	20,582	19,766	20,948	19,867	23,070	21,970	20,727	19,005	22,858	19,790	21,543	20,006					214,482	246,679		
Total Circulation (Print + Digital)	82,733	86,355	75,870	60,149	71,616	70,796	76,134	69,882	68,011	64,980	65,478	61,472	71,908	72,774	68,162	69,493	77,281	71,590	71,151	66,762	-							
Digital Periodicals (Flipster, NVT, WSJ)	3,214	1,919	1,768	1,857	1,652	1,808	1,604	1,611	1,777	1,746	1,705	2,004	1,781	1,781	1,687	1,490	1,727	1,733	1,702	1,515					18,597	20,961		
SCAN EZ	3,918	3,408	3,668	3,889	2,801	2,479	2,633	3,726	7,453	2,855	2,789	1,980	2,902	3,553	5,148	2,230	-	from vendor	3,167						31,312	34,810		
Ancestry	251	691	264	1,114	201	875	327	1,347	290	804	297	510	1,413	329	1,243	604	1,563	979	301	644					6,150	9,274		
Tutor.com	-	-	14	1	80	1	110	-	122	1	10	10	143	-	103	3	65	9	36	10	-					673	36	
Culbade	62	104	60	115	88	84	58	97	76	93	43	66	41	89	72	74	77	82	59	94					638	1,020		
Reference	5,076	5,042	3,677	4,300	3,290	2,956	3,522	3,699	3,240	4,025	3,403	3,491	3,604	4,816	3,978	4,592	4,189	5,013	3,963	3,616					51,593	47,436		
Meeting Room Use	74	43	93	70	114	82	135	154	99	96	62	63	126	124	133	156	155	128	129	87					1,120	1,199		
Outreach Visits	33	42	16	9	144	43	39	65	35	57	29	39	38	44	38	44	52	65	41	61					465	581		
Internet Use	1,496	1,373	1,408	1,420	1,099	1,402	1,404	1,468	1,356	1,881	1,230	1,182	1,485	1,524	1,489	1,690	1,789	1,386	1,669	1,773					14,432	17,143		
Website Visits	38,446	39,287	37,264	33,805	34,174	28,828	34,479	28,939	30,268	25,613	33,174	24,759	43,986	40,187	38,849	39,765	42,946	32,950	40,792	33,231					372,378	400,497		
Burton Wells Lockers																11												
																	19											
																			8									

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 February 28 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	April 30 Balance	\$879,679	
FY25 State Aid	\$468,728	Bluffton		
ST. Aid Spent to-date	\$276,657	February 28 Balance	\$2,456,205	
		Receipts	\$0	
		Expenditures	\$0	
Total Remaining State Aid:	\$192,071	April 30 Balance	\$2,456,205	
Impact Fees North		Beaufort(Port Royal)		
February 28 Balance	\$730,596	February 28 Balance	\$89,564	
Receipts	\$80,707	Receipts	\$0	
Expenditures	\$0	Expenditures	\$0	
April 30 Balance	\$811,303	April 30 Balance	\$89,564	
Impact Fees South		St. Helena (& Lady's Island)		
February 28 Balance	\$177,772	February 28 Balance	\$705,009	
Receipts	\$3,497	Receipts	\$0	
Expenditures	\$0	Expenditures	\$0	
April 30 Balance	\$181,269	April 30 Balance	\$705,009	
New District Totals:	\$992,572	Lobeco (Sheldon)		
		February 28 Balance	\$66,608	
		Receipts	\$0	
		Expenditures	\$0	
		April 30 Balance	\$66,608	
		Del Webb Agreement		
		February 28 Balance	\$5,785	
		Receipts (Interest added)		
		Expenditures	\$0	
		April 30 Balance	\$5,785	
			\$4,202,850	
			\$	238,802

**Unofficial and
Unaudited**

4/30/2025

Impact Fee Total:
\$5,195,422

Beaufort County Library - Budget Update FY2025

Expenditures as of 4/30/2025 (83.56%)

Description	FY25 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 4,157,447	\$ 3,449,553	\$ 707,894	83%
EMPLOYER FICA	\$ 257,762	\$ 208,240	\$ 49,522	81%
EMPLOYER MEDICARE	\$ 60,283	\$ 48,701	\$ 11,582	81%
EMPLOYER SC RETIREMENT	\$ 771,622	\$ 633,107	\$ 138,515	82%
PERSONNEL SERVICES TOTAL	\$ 5,247,114	\$ 4,339,601	\$ 907,513	83%
PRINTING	\$ 8,500	\$ 7,272	\$ 1,228	86%
POSTAGE/OTHER CARRIERS	\$ 12,000	\$ 7,515	\$ 4,485	63%
MAINTENANCE CONTRACTS	\$ 90,000	\$ 74,083	\$ 15,918	82%
EQUIPMENT RENTALS	\$ 6,000	\$ 6,898	\$ (898)	115%
PROFESSIONAL SERVICES	\$ 36,000	\$ 31,544	\$ 4,456	88%
DUES & SUBSCRIPTIONS	\$ 35,000	\$ 26,304	\$ 8,696	75%
TRAINING AND CONFERENCES	\$ 4,000	\$ 1,671	\$ 2,329	42%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 40,000	\$ 22,495	\$ 17,505	56%
LIBRARY MATERIALS	\$ 450,000	\$ 229,294	\$ 220,706	51%
UNIFORMS	\$ 2,000	\$ 1,356	\$ 644	68%
MINOR OFF FURN/EQP (NON-CAP)	\$ 15,000	\$ 2,608	\$ 12,392	17%
INSURANCE OTHER	\$ 2,000	\$ -	\$ 2,000	0%
CREDIT CARD FEES	\$ 3,000	\$ 2,284	\$ 716	76%
OPERATING EXPENSES TOTAL	\$ 703,500	\$ 413,323	\$ 290,177	59%
PERSONNEL AND OPERATING	\$ 5,950,614	\$ 4,752,924	\$ 1,197,690	80%

4/30/2025

Unofficial and
Unaudited

Days of FY 305	% of Fiscal Yr 83.56%	Amount of Fiscal Yr \$4,972,431
Days remaining 60	Unspent % 3.69%	Unspent Funds \$219,507

EXPENDITURES FY25

4/30/2025 [10 months]

	Books	AV	Lease Books	Databases	Periodicals	Hoopla	Total
St. Aid	\$0	\$0	\$0	\$0	\$11,124	\$265,533	\$276,657
BDC BAG Fund	\$306	\$0	\$0	\$0	\$0	\$0	\$306
Lottery	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County Funds	\$77,969	\$17,368	\$26,775	\$0	\$0	\$107,182	\$229,294
Subtotal	\$78,275	\$17,368	\$26,775	\$0	\$11,124	\$372,715	\$506,258
Friends/Found/Trust	\$8,940	\$6,742	\$0	\$0	\$0	\$49	\$15,731

GRAND TOTALS	87,215	24,110	26,775	0	11,124	372,764	521,989
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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
BEAUFORT	\$ 788.28	\$ 503.85	\$ -	\$ 571.91	\$ 533.25	\$ 476.68	\$ 444.00	\$ 526.40	\$ 665.12	\$ 531.61		\$ 5,041.10
BLUFFTON	\$ 592.65	\$ 887.70	\$ 537.45	\$ 693.55	\$ 441.90	\$ 651.30	\$ 679.31	\$ 629.95	\$ 597.40	\$ 680.45		\$ 6,391.66
HILTON HEAD	\$ 622.22	\$ 525.05	\$ 557.40	\$ 780.63	\$ 558.85	\$ 683.27	\$ 1,378.67	\$ 1,139.66	\$ 1,196.96	\$ 872.25		\$ 8,314.96
ST. HELENA	\$ 344.71	\$ 152.86	\$ 120.67	\$ 336.06	\$ 198.54	\$ 194.50	\$ 350.55	\$ 250.46	\$ 256.84	\$ 193.01		\$ 2,398.20
LOBECO	\$ -	\$ 158.30	\$ 91.20	\$ 98.60	\$ 98.70	\$ 160.75	\$ 112.00	\$ 81.30	\$ 160.99	\$ 175.59		\$ 1,137.43
PORT ROYAL (*)	\$ -	\$ -	\$ -	\$ -	\$ 664.90	\$ -	\$ -	\$ 632.20	\$ 545.19	\$ 288.48		\$ 2,130.77
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	\$ 3,422.50	\$ 2,741.39	\$ -	\$ 25,414.12

(*) 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
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	\$ 855.96	\$ 685.72		\$ 6,703.82
HILTON HEAD	\$ 604.09	\$ 748.35	\$ 353.03	\$ 593.23	\$ 257.46	\$ 163.07	\$ -	\$ 82.75	\$ 548.74	\$ 160.69		\$ 3,511.41
ST. HELENA	\$ 80.07	\$ 12.80	\$ 158.74	\$ 159.10	\$ 146.59	\$ 15.02	\$ -	\$ 237.36	\$ 122.80	\$ 69.28		\$ 1,001.76
LOBECO	\$ 60.30	\$ 161.95	\$ 71.01	\$ 23.00	\$ 64.20	\$ 105.39	\$ 77.98	\$ 56.00	\$ 85.50	\$ 66.10		\$ 771.43
PORT ROYAL	N/A	N/A	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	\$ 1,613.00	\$ 981.79	\$ -	\$ 13,801.27

COPIERS												
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
BEAUFORT	\$ -	\$ 15.60	\$ -	\$ 274.35	\$ -	\$ 63.80	\$ -	\$ 93.60	\$ 36.80	\$ 381.80		\$ 772.35
BLUFFTON	\$ 95.20	\$ 73.60	\$ 83.35	\$ 100.70	\$ 89.80	\$ 121.40	\$ 90.00	\$ 93.60	\$ 82.00	\$ 107.90		\$ 937.55
HILTON HEAD	\$ 86.25	\$ 193.50	\$ 54.00	\$ 131.35	\$ 152.45	\$ 62.75	\$ 135.55	\$ 119.70	\$ 178.10	\$ 198.45		\$ 1,312.10
ST. HELENA	\$ 14.75	\$ 13.50	\$ -	\$ 162.30	\$ 10.70	\$ 12.70	\$ 142.25	\$ 16.35	\$ 12.00	\$ 15.65		\$ 400.20
LOBECO	\$ -	\$ 34.05	\$ -	\$ 59.40	\$ -	\$ 62.35	\$ 24.85	\$ 34.90	\$ 61.80	\$ 12.00		\$ 289.35
PORT ROYAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTAL	\$ 196.20	\$ 330.25	\$ 137.35	\$ 728.10	\$ 252.95	\$ 323.00	\$ 392.65	\$ 264.55	\$ 370.70	\$ 715.80	\$ -	\$ 3,711.55

GRAND TOTAL

\$ 42,926.94

Unofficial and Unaudited