



BEAUFORT COUNTY  
LIBRARY BOARD OF TRUSTEES  
Wednesday, July 16, 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. May 14, 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*

    - FY 2026 South Carolina State Aid Compliance Certification (**backup**)
    - FY 2026 Maintenance of Effort (MOE) (**backup**)
    - FY 2026 State Aid Agreement and Library Budget Form (**backup**)
    - FY 2026 Collection Development Funding Certification #1 (**backup**)

**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 September 10, 2025 at 4pm at the Beaufort Branch Library.

**XIII. Adjournment**

**Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes – May 14, 2025– 4:00 p.m.  
Beaufort Branch Library  
311 Scott Street  
Beaufort, SC 29902**

**The third scheduled meeting for 2025 was held in-person at the Beaufort Branch Library.**

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

**Absentees:** Kathy Cooper, Shawna Kulpa

**County Staff:** Michael Moore (County Administrator), Audra Antonacci-Ogden (Assistant County Administrator for Community Services), Alec Bishop (Broadcast Services), Troy Matthews (Broadcast Services), Kyleigh Williams (Broadcast Services) and Stacey Inman (Manager, Beaufort Branch Library)

**County Council:** Joseph Passiment (District 5)

**Hosts:** Amanda Dickman, Library Director

**I. Call to Order:** The meeting was called to order at 4:03pm. 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.

Beaufort County Administrator Michael Moore introduced himself to the Library Board and outlined his vision for the county's future under his leadership.

**V. Minutes from meeting held March 12, 2025:**

- Mrs. Miller noted the minutes for March 12, 2025 had been previously distributed to all members. Mr. Kole provided a motion to approve. Ms. Porter provided a second. There was a unanimous vote to approve without correction.

**VI. Correspondence/Memberships:** Ms. Miller read aloud a letter from a resident noting their appreciation for the Library.

**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, four positions are in the process of being filled: Library Assistant (FT) at Beaufort, Library Assistant (PT) at HHI, Collection Development Librarian,

and User Experience Librarian. There are currently four vacant positions: Senior Librarian (Lobeco Branch), Library Manager at HHI, Library Assistant (FT) at Bluffton and Deputy Director.

This summer, Beaufort/Port Royal, St. Helena, Bluffton and HHI locations will host a summer intern through Beaufort County's internship program. Each intern is eligible to work up to 15 hours per week for up to 15 weeks.

## **B. Projects Update:**

### **• Strategic Plan Goal: User Experience**

- Ms. Dickman announced that the Library has issued 5,630 new cards since July 2024, exceeding last year's total of 4,286.
- Ms. Dickman announced the winners of the Annual Bookmark Design Contest: Evelyn Ellsworth, Sophia Heightland, Janessa Bywater, and Emely Masis. This year, we received a total of 1,025 submissions, an increase of 143 entries compared to the previous year.
- Ms. Dickman shared that the Summer Reading program will run from May 31st through July 31st. Readers of all ages are invited to participate by filling out a gameboard to track 20 minutes of reading each day. Once the gameboard is complete, participants can bring it back to the Library to receive a fun prize as a way to celebrate their reading achievement.
- Ms. Dickman announced the Library's ongoing participation in the Free Summer Lunch program, offering free lunches to ages 0-18 at all library locations, from June 2–July 31, 2025.

### **• Strategic Plan Goal: Collections**

- Ms. Dickman mentioned that this year, the average number of items circulated each month is around 72,835. Of these, approximately 51,386 are print items and 21,448 are digital items. This shows a small increase compared to last year's monthly average of 70,182, which included about 49,709 print items and 20,473 digital items.
- Ms. Dickman announced that each location is currently ordering and receiving Wonderbooks for circulation.

- **Strategic Plan Goal: Space:** Ms. Dickman announced various facility enhancements that have been completed to include the replacement of worn children's furniture at Hilton Head Island, exterior improvements at Beaufort Branch and renovation to the Reading Garden at Hilton Head Island scheduled for May/June.

### **• Strategic Plan Goal: Communication**

- Ms. Dickman highlighted the efforts of Beaufort County Library staff in celebrating National Library Week through a variety of public programs and outreach efforts.

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

- “*Free for All: The Public Library*” screening and conversation on Thursday, June 5<sup>th</sup> at 3pm at HHI and Saturday, June 7<sup>th</sup> at 10am at St. Helena
- Summer Reading Kickoff events at each library location on Saturday, May 31<sup>st</sup>
- “*Learn to Draw Comics*” for ages 10-18 at Bluffton
- “*Color in our Wild World*” with Riverbanks Zoo & Gardens at all locations in June

- “Shark Teeth, Shells and our Shores” with Dr. Ashley Oliphant at Bluffton, HHI, Lobeco and Beaufort locations in July
- “Science Heroes and the Missing Color” at Beaufort, Lobeco and Bluffton locations on July 14<sup>th</sup>

## **IX. Committee Reports**

**A. Finance Committee:** Mr. Bogacz 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)
  - Mr. Bogacz 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.
  - Mr. Bogacz explained the documents in detail noting that at 84% through the year, the Library has spent 80% 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:** (for more details, see attachment)
  - Mr. Bogacz explained the document in detail noting fiscal year-to-date materials expenditures totaling \$521,989 (an increase of \$131,117 since the previous report).

**B. Policies and Procedures Committee:** None.

**C. Strategic Planning Committee:** Ms. 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. Powell shared that the Friends of Beaufort Library completed their Books Sandwiched In series of lectures and will host their annual meeting on Saturday, June 14<sup>th</sup> at the Beaufort Branch Library.
- **Friends of Bluffton Library:** Ms. Richman noted her attendance at an appreciation lunch hosted by the Friends of Bluffton Library.
- **Friends of Hilton Head Library:** Ms. Miller announced the Friends of HHI will host their annual meeting on Thursday, May 22<sup>nd</sup> with guest speaker David Lauderdale.

**Public Library Foundation:** Ms. Miller reported that the Foundation has not met.

**IX. Old Business:** None.

**X. New Business:** None.

**XI. Announcements:**

- The next public meeting of the Library Board of Trustees is scheduled for July 16, 2025 at 4pm at the Bluffton Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting on a motion from Mr. Kole and a second from Mr. Thomas.

Respectfully submitted,

**Amanda Dickman**  
**Library Director**

## EXPENDITURES FY25\_FINAL (002)

4/30/2025 [10 months]

	Books	AV	Lease Books	Databases	Periodicals	Hoopla	Total
St. Aid	\$29,059	\$6,592	\$0	\$26,642	\$15,406	\$391,023	\$468,722
BDC BAG Fund	\$555	\$0	\$0	\$0	\$0	\$0	\$555
Lottery	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County Funds	\$102,040	\$17,672	\$181,226	\$14,715	\$2,158	\$132,036	\$449,847
Subtotal	\$131,655	\$24,264	\$181,226	\$41,357	\$17,564	\$523,059	\$919,124
Friends/Found/Trust	\$28,692	\$6,884	\$0	\$0	\$0	\$49	\$35,626

<b>GRAND TOTALS</b>	<b>160,346</b>	<b>31,149</b>	<b>181,226</b>	<b>41,357</b>	<b>17,564</b>	<b>523,108</b>	<b>954,750</b>
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## Beaufort County Library - Budget Update FY2025

Expenditures as of 6/30/2025 (100%)

Description	FY25 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 4,157,447	\$ 4,120,314	\$ 37,133	99%
EMPLOYER FICA	\$ 257,762	\$ 248,751	\$ 9,011	97%
EMPLOYER MEDICARE	\$ 60,283	\$ 58,175	\$ 2,108	97%
EMPLOYER SC RETIREMENT	\$ 771,622	\$ 757,287	\$ 14,335	98%
PERSONNEL SERVICES TOTAL	\$ 5,247,114	\$ 5,184,528	\$ 62,586	99%
PRINTING	\$ 8,500	\$ 8,480	\$ 20	100%
POSTAGE/OTHER CARRIERS	\$ 12,000	\$ 10,102	\$ 1,898	84%
MAINTENANCE CONTRACTS	\$ 90,000	\$ 76,964	\$ 13,036	86%
EQUIPMENT RENTALS	\$ 6,000	\$ 10,480	\$ (4,480)	175%
PROFESSIONAL SERVICES	\$ 36,000	\$ 31,544	\$ 4,456	88%
DUES & SUBSCRIPTIONS	\$ 35,000	\$ 30,539	\$ 4,461	87%
TRAINING AND CONFERENCES	\$ 4,000	\$ 3,412	\$ 588	85%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 40,000	\$ 32,157	\$ 7,843	80%
LIBRARY MATERIALS	\$ 450,000	\$ 449,847	\$ 153	100%
UNIFORMS	\$ 2,000	\$ 1,356	\$ 644	68%
MINOR OFF FURN/EQP (NON-CAP)	\$ 15,000	\$ 14,961	\$ 39	100%
INSURANCE OTHER	\$ 2,000	\$ -	\$ 2,000	0%
CREDIT CARD FEES	\$ 3,000	\$ 2,115	\$ 885	71%
OPERATING EXPENSES TOTAL	\$ 703,500	\$ 671,958	\$ 31,542	96%
PERSONNEL AND OPERATING	\$ 5,950,614	\$ 5,856,486	\$ 94,128	98%

6/30/2025

Unofficial and  
Unaudited

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
365	100.00%	\$5,950,614
Days remaining	Unspent %	Unspent Funds
0	1.58%	\$94,128

## 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 April 30 Balance	\$879,679	
FY25 2nd Quarter State Aid	\$117,182	Receipts	\$0	
FY25 3rd Quarter State Aid	\$117,182	Expenditures	<b>\$0</b>	
FY25 4th Quarter State Aid	\$117,182	June 30 Balance	\$879,679	
FY25 State Aid	<b>\$468,728</b>	Bluffton		
ST. Aid Spent to-date	\$468,722	April 30 Balance	\$2,456,205	
<b>Total Remaining State Aid:</b>	<b>\$6</b>	Receipts	\$0	
		Expenditures	<b>\$0</b>	
		June 30 Balance	\$2,456,205	
Impact Fees North		Beaufort(Port Royal)		
April 30 Balance	\$811,303	April 30 Balance	\$89,564	
Receipts	\$115,378	Receipts	\$0	
Expenditures	<b>\$0</b>	Expenditures	<b>\$0</b>	
June 30 Balance	\$926,681	June 30 Balance	\$89,564	
Impact Fees South		St. Helena (& Lady's Island)		
April 30 Balance	\$181,269	April 30 Balance	\$705,009	
Receipts	\$12,352	Receipts	\$0	
Expenditures	<b>\$0</b>	Expenditures	<b>\$0</b>	
June 30 Balance	\$193,621	June 30 Balance	\$705,009	
<b>New District Totals:</b>	<b>\$1,120,301</b>	Lobeco (Sheldon)		
		April 30 Balance	\$66,608	
		Receipts	\$0	
		Expenditures	<b>\$0</b>	
		June 30 Balance	\$66,608	
		Del Webb Agreement		
		April 30 Balance	\$5,785	
		Receipts (interest added)	\$0	
		Expenditures	<b>\$0</b>	
		June 30 Balance	\$5,785	
			<b>\$4,202,850</b>	
			<b>\$</b>	
			<b>238,387</b>	
			<b>\$</b>	

**Unofficial and  
Unaudited  
6/30/2025**

**Impact Fee Total:**

**\$5,323,151**

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	\$ 665.12	\$ 531.61	\$ 431.90	\$ 989.50	\$ 6,462.50
BLUFFTON	\$ 592.65	\$ 887.70	\$ 537.45	\$ 693.55	\$ 441.90	\$ 651.30	\$ 679.31	\$ 629.95	\$ 597.40	\$ 680.45	\$ 520.70	\$ 795.45	\$ 7,707.81
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	\$ 624.34	\$ 1,283.01	\$ 10,222.31
ST. HELENA	\$ 344.71	\$ 152.86	\$ 120.67	\$ 336.06	\$ 198.54	\$ 194.50	\$ 350.55	\$ 250.46	\$ 256.84	\$ 193.01	\$ 118.15	\$ 84.86	\$ 2,601.21
LOBECO	\$ -	\$ 158.30	\$ 91.20	\$ 98.60	\$ 98.70	\$ 160.75	\$ 112.00	\$ 81.30	\$ 160.99	\$ 175.59	\$ 108.50	\$ 133.50	\$ 1,379.43
PORT ROYAL (*)	\$ -	\$ -	\$ -	\$ -	\$ 664.90	\$ -	\$ -	\$ 632.20	\$ 545.19	\$ 288.48	\$ 341.70	\$ 359.57	\$ 2,832.04
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	\$ 2,145.29	\$ 3,645.89	\$ 31,205.30

(\*) 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	\$ 855.96	\$ 685.72	\$ 1,142.94	\$ 1,177.31	\$ 9,024.07
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	\$ 104.80	\$ -	\$ 876.23
PORT ROYAL	N/A	N/A	N/A	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	\$ 1,247.74	\$ 1,177.31	\$ 16,226.32

COPIERS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ 15.60	\$ -	\$ 274.35	\$ -	\$ 63.80	\$ -	\$ -	\$ 36.80	\$ 381.80	\$ 50.00	\$ -	\$ 822.35
BLUFFTON	\$ 95.20	\$ 73.60	\$ 83.35	\$ 100.70	\$ 89.80	\$ 121.40	\$ 90.00	\$ 93.60	\$ 82.00	\$ 107.90	\$ 89.00	\$ 93.80	\$ 1,120.35
HILTON HEAD	\$ 86.25	\$ 193.50	\$ 54.00	\$ 131.35	\$ 152.45	\$ 62.75	\$ 135.55	\$ 119.70	\$ 178.10	\$ 198.45	\$ 51.25	\$ 68.85	\$ 1,432.20
ST. HELENA	\$ 14.75	\$ 13.50	\$ -	\$ 162.30	\$ 10.70	\$ 12.70	\$ 142.25	\$ 16.35	\$ 12.00	\$ 15.65	\$ 328.95	\$ 193.95	\$ 923.10
LOBECO	\$ -	\$ 34.05	\$ -	\$ 59.40	\$ -	\$ 62.35	\$ 24.85	\$ 34.90	\$ 61.80	\$ 12.00	\$ 19.00	\$ 19.00	\$ 327.35
PORT ROYAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 196.20	\$ 330.25	\$ 137.35	\$ 728.10	\$ 252.95	\$ 323.00	\$ 392.65	\$ 264.55	\$ 370.70	\$ 715.80	\$ 538.20	\$ 375.60	\$ 4,625.35

GRAND TOTAL													\$ 52,056.97
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Unofficial and Unaudited