



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, July 13, 2022
4:00 p.m.
Beaufort Branch Library
311 Scott Street
Beaufort, SC 29901

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 11, 2022 Minutes **(backup)**
- VI. Corresponding/Membership
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects Update
 - a. Summer Reading
- VIII. Financial Reports:
 - A. Library Revenues **(backup)**
 - B. Library Director's Expenditure Report **(backup)**
- IX. Committee Reports:
 - A. Finance Committee - Joseph Bogacz, Chair; Anna Maria Tabernik, Lynne Miller, Terry Thomas and James Morrall

- Update
- B. Foundation – Lynne Miller
- C. Friends of the Library (FOL):
 - Beaufort: Brenda Ladson Powell, James Morrall
 - Bluffton: Rosalie Richman
 - Hilton Head: Lynne Miller
- D. Policies & Procedures – Rosalie Richman, Chair; Lynne Miller, Janet Porter and Terry Thomas
- E. Strategic Planning – Janet Porter; Chair, Anna Maria Tabernik, Brenda Ladson Powell, Lynne Miller, Tracey Robinson.
 - Update
- F. Challenged Materials Committee – Joe Bogacz, Chair; James Morrall, Rosalie Richman and Tracey Robinson
 - Update
- G. Library Facilities Committee, Bernie Kole; Chair; Joe Bogacz, Rosalie Richman and Anna Marie Tabernik
 - Update
- H. Ad Hoc: Art Committee (Lynne Miller)
 - Art Donation

X. Old Business:

XI. New Business:

XII. Announcements

- XIII. Executive Session: Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee.
- Pursuant to S.C. Code Section 30-4-70 (A) (2): Discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of real property.

XIV. Matters Arising out of Executive Session

XV. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – May 11, 2022 – 4:00 p.m.
Bluffton Branch Library
120 Palmetto Way
Bluffton, SC 29910

The third scheduled meeting for 2022 was held in-person at the Bluffton Branch Library.

Trustees: Ana Maria Tabernik, Chair; Lynne Miller (Vice-chairman), Joseph Bogacz, Bernard Kole, Rosalie Richman, Tracey Robinson, James Morrall and Terry Thomas

- *Trustee seat for District 9 is vacant.*

Absentees: Brenda Ladson-Powell, Janet Porter

County Staff: Charles Atkinson, Assistant County Administrator

County Council Member: Alice Howard, District 4

Hosts: Amanda Dickman, Library Director; Joshua Greer, Deputy Director

Guests: Theresa Furbish (Programs and Events Librarian), Alec Bishop (Beaufort County Broadcast Services)

Call to Order: The meeting was called to order at 4:01 p.m.

Pledge of Allegiance: Mrs. Miller led those in attendance in the Pledge of Allegiance.

Public Comment: None.

Minutes from meeting held March 9, 2022:

- The minutes for March 9, 2022 were approved on a motion from Mr. Kole and a second from Mrs. Robinson. There was a unanimous vote to approve.

Correspondence/Memberships: None.

Library Director's Report: Amanda Dickman, Library Director presented her report:

- **Personnel Update:** There are currently twelve (12) vacant positions:
 - In April 2022, Beaufort County Library welcomed three (3) new employees
 - Two (2) vacancies are in the process of being filled
 - Staff is actively reviewing applicants for vacant positions to hire qualified candidates
- **Staff Introductions:**
 - Theresa Furbish joined the Beaufort County Library on May 2nd as the Programs and Events Librarian supporting Library Administration in overseeing system-wide library programs and events. Although she is new to Beaufort County Library, she is not new to

the Bluffton community. She and her family live in Bluffton and have extended family living in Sun City. Theresa comes to Beaufort County Library most recently from the Pooler branch of the Live Oak Library system but also worked previously for the Boston Public Library at several of their locations.

- **Projects Updates:**

- **Staff Development Day**

Ms. Dickman explained that Library Administration hosted a successful Staff Development Day on Wednesday, April 20th at the Bluffton Branch Library. Staff participated in learning about Beaufort County Library history and organizational structure, the Summer Reading 2022 program, and collection development. Also included in the day was recognition of 28 employees who achieved milestones in their years of service. The Friends of the Bluffton Library graciously provided light refreshments for breakfast.

- **StoryWalks®:** Both StoryWalk® projects continue to move forward. The Bluffton StoryWalk® project is well underway with landscaping, sidewalk installation, and storywalk stations in process. The Hilton Head-Bluffton Chamber of Commerce Leadership Class will be hosting a ribbon cutting later this month to celebrate their contribution to initiate the first phase of this project. Note: StoryWalk® was created by Anne Ferguson of Montpelier, VT and has developed with the help of Rachel Senechal, formerly of the Kellogg-Hubbard Library.

- **Summer Reading:** Ms. Dickman reminded the Board that the 2022 Summer Reading program with the theme “*Oceans of Possibilities*” will run June 1- July 31st. Staff have been working hard to plan for a very active summer.
 - This year’s Bookmark Contest received 921 submissions. Winners have been announced and congratulated.
 - Beaufort County School District is again partnering with us for a combined summer reading program.
 - Each branch library has completed requirements to be Free Meal sites to distribute free lunch to children.

- **Digital Resources update:**

- **Online access to NY Times and Wall Street Journal:** Beaufort County Library will soon announce online access to *The New York Times* and *Wall Street Journal*.
- **HooplaFlex:** Ms. Dickman announced the transition of cloudLibrary content to Hoopla and the addition of Hoopla Flex:
 - Starting May 25, 2022, the Beaufort County Library will introduce an expanded version of Hoopla that will feature new and popular eBook and audiobook titles offered alongside their existing 1.1 million “instant” titles.
 - In addition to the 8 Hoopla Instant borrows cardholders receive each month with their Beaufort County Library card, cardholders will now have

5 Hoopla Flex borrows for use on specially marked Hoopla Flex eBooks and audiobooks.

- **Emergency Operations:** Ms. Dickman requested the removal of reduced occupancy limits on meeting rooms to return to normal pre-COVID operations.

Discussion: Ms. Tabernik agreed with this recommendation. Mr. Kole reminded the board that the coronavirus cases are still being reported and noted that hand sanitizer and masks are readily available.

Action: Mrs. Miller made the motion to approve the recommendation as stated by the Director and seconded by Mr. Kole. There was a unanimous vote to approve.

Committee Reports:

Finance Committee: Mr. Bogacz explained the following financial documents in detail and expressed that the Beaufort County Library is in good financial standing.

- **FY 2022 Special Funds Report:** (see attachment)
Mr. Bogacz explained the attached report noting the receipts and expenditures from special fund sources.
- **Beaufort County Library System - Budget Update – FY 2022:** (see attachment)
 - Mr. Bogacz noted the receipt of the fourth, and final State Aid/Lottery payment of \$35,610 for the purchase of library materials. Of this figure, \$234,863 has been spent in this fiscal year leaving a balance of \$130,243. These funds are directed to Materials funding only.
 - Impact fees discussion explaining that we are in healthy shape overall to assist with the necessary building needs.
 - Mr. Bogacz explained the documents in detail noting that at 10 months through the fiscal year, the Library has spent 73% of the annual budget. The unspent funds represent staff vacancies which are expected to be filled in the coming months.
- **FY 2022 Library Materials Expenditure year-to-date:** (for more details, see attachment)
 - Mr. Bogacz explained the document in detail noting fiscal year-to-date expenditures totaling \$509,799.
 - Mr. Bogacz indicated Library Administration is on track to spend over \$700,000 in materials this fiscal year.
 - Mr. Bogacz thanked the Foundation and Friends groups for their contributions.

Public Library Foundation: Ms. Miller announced that the Public Library Foundation met in-person on Wednesday, April 6, 2022. During the meeting, they were able to vote in favor of acquiring several items requested by the Library Director for use at branch libraries. The next meeting of the Public Library Foundation is scheduled for May 18th.

Friends of the Library (FOL):

- **Beaufort Branch:**

- Mr. Morrall reported that the Friends of the Beaufort Library efforts to install a StoryWalk® are progressing towards confirming a site location.
 - Mr. Morrall encouraged viewers to visit the Friends of the Beaufort Library website for more information on joining their organization in support of the Library.
 - Mr. Morrall announced the Friends of the Beaufort Library will host their annual meeting on Thursday, May 12th at 10am at the Beaufort Branch Library.
- **Bluffton Branch:** Ms. Richman reported that the Friends of the Bluffton Library held their second meeting of the year on Thursday, April 21st. They graciously supported Staff Development Day on Wednesday, April 20th by providing coffee and breakfast snacks. They are planning two author events for Fall 2022. They will next meet in June.
 - **Hilton Head Branch:** Ms. Miller explained that the Friends of the Hilton Head Library met on Tuesday, May 10th to discuss their support of the Summer Reading Program and their collaboration with the Island Writers' Network. They will next meet on Tuesday, June 14th at 3:30pm.

Policies and Procedures Committee: No update.

Strategic Planning Committee:

- Ms. Dickman updated the Library Board of Trustees on recent Strategic Planning activity:
 - Focus groups are underway with target date of completion by May 27th.
 - Three focus groups have been completed (Beaufort, Bluffton, HHI) with participation from 25 people. Those unable to attend submitted their comments electronically. A fourth focus group is scheduled for May 17th in the Bluffton/Sun City area.
 - Library Administration continues to work with the focus group facilitator to identify potential focus group participants from residents in St. Helena, Sheldon, Dale, and Lobeco.
- Ms. Dickman reminded the Library Board of Trustees that the next phase of data collection will be the release of a Community Survey in June 2022.

Challenged Materials Committee: Mr. Bogacz reminded the Board of the existing “Challenged Materials” policy and confirmed that the committee has not received a request for reconsideration.

Library Facilities Committee: Mr. Kole provided an update on the following library facilities projects:

- Mr. Kole stated that Phase 1 Bluffton renovation has been completed and discussed the project cost breakdown.
- Mr. Kole also reminded board members that future library facilities projects include Phase 2 Bluffton Renovation, Hilton Head Branch Library renovations, and a potential new library in Pritchardville/Okatie.

Ad Hoc: Library Director's Evaluation: Ms. Miller stated that the Library Director's annual performance evaluation, as required in the Library Board of Trustees bylaws, had been conducted and would be discussed in executive session.

Old Business: None.

New Business:

- **District Boundaries discussion:** The Library Board of Trustees reviewed the revised council district map.
- **Beaufort Branch Parking:** Councilwoman Howard requested Ms. Dickman share information about her meeting with the City of Beaufort regarding parking at the downtown Beaufort Branch Library.

Executive Session: Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee and/or pursuant to S.C. Code Section 30-4-70 (A) (2) discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of real property.

- Ms. Tabernik called the executive session to order at 4:57 pm.

Matters Arising out of Executive Session: Ms. Tabernik concluded executive session at 5:27 pm and reported no votes had been taken during executive session.

- Ms. Robinson made a motion to approve the annual performance evaluation the Library Director. Mr. Thomas seconded. There was unanimous approval.
- Ms. Tabernik requested a motion to recommend that County Administration provide Ms. Dickman with a salary increase upon completion of her first year as Library Director as outlined in the original offer letter. Mr. Kole made the motion. Mr. Bogacz seconded. There was unanimous approval.

Announcements:

- Ms. Tabernik announced the July 13th meeting will take place at the Beaufort Branch Library.

With no other business to discuss, Ms. Tabernik adjourned the Library Board of Trustees meeting at 5:29 pm on a motion from Mrs. Miller and a second from Mr. Bogacz.

Respectfully submitted,

Amanda Dickman
Library Director

Beaufort County Library - Budget
Update FY2022
Expenditures as of 6/30/2022 (100%)

Description	FY22 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 2,945,900.00	\$ 2,776,125.00	\$ 169,775.00	94%
EMPLOYER FICA	\$ 182,646.00	\$ 166,751.47	\$ 15,894.53	91%
EMPLOYER MEDICARE	\$ 42,716.00	\$ 38,999.53	\$ 3,716.47	91%
EMPLOYER SC RETIREMENT	\$ 487,841.00	\$ 439,002.81	\$ 48,838.19	90%
PERSONNEL SERVICES TOTAL	\$ 3,659,103.00	\$ 3,420,878.81	\$ 238,224.19	93%
PRINTING	\$ 5,000.00	\$ 4,840.70	\$ 159.30	97%
POSTAGE/OTHER CARRIERS	\$ 10,300.00	\$ 10,375.33	\$ (75.33)	101%
MAINTENANCE CONTRACTS	\$ 109,800.00	\$ 96,802.00	\$ 12,998.00	88%
REPAIRS TO EQUIPMENT	\$ 300.00	\$ -	\$ 300.00	0%
EQUIPMENT RENTALS	\$ 10,500.00	\$ 1,923.12	\$ 8,576.88	18%
PROFESSIONAL SERVICES	\$ 38,650.00	\$ 37,886.37	\$ 763.63	98%
GARAGE REPAIRS & MAINT	\$ 175.00	\$ 90.70	\$ 84.30	52%
DUES & SUBSCRIPTIONS	\$ 4,890.00	\$ 3,810.77	\$ 1,079.23	78%
TRAINING AND CONFERENCES	\$ 3,000.00	\$ -	\$ 3,000.00	0%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 26,475.00	\$ 23,738.12	\$ 2,736.88	90%
LIBRARY MATERIALS	\$ 266,000.00	\$ 264,293.84	\$ 1,706.16	99%
FUELS/LUBRICANTS	\$ 8,650.00	\$ -	\$ 8,650.00	0%
MINOR OFF FURN/EQP (NON-CAP)	\$ 5,000.00	\$ 3,845.55	\$ 1,154.45	77%
CREDIT CARD FEES	\$ 3,500.00	\$ 1,733.44	\$ 1,766.56	50%
PERSONNEL AND OPERATING	\$ 4,151,343.00	\$ 3,870,218.75	\$ 281,124.25	93%

6/30/2022

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
365	100.00%	\$4,151,343
Days remaining	Unspent %	Unspent Funds
0	6.77%	\$281,124

Unofficial and Unaudited

Beaufort County Library - Budget
Update FY2023
Expenditures as of 7/1/2022 (0%)

Description	FY23 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 3,212,411.00	\$ -	\$ 3,212,411.00	0%
EMPLOYER FICA	\$ 199,169.00	\$ -	\$ 199,169.00	0%
EMPLOYER MEDICARE	\$ 46,580.00	\$ -	\$ 46,580.00	0%
EMPLOYER SC RETIREMENT	\$ 531,975.00	\$ -	\$ 531,975.00	0%
PERSONNEL SERVICES TOTAL	\$ 3,990,135.00	\$ -	\$ 3,990,135.00	0%
PRINTING	\$ 5,000.00	\$ -	\$ 5,000.00	0%
POSTAGE/OTHER CARRIERS	\$ 10,600.00	\$ -	\$ 10,600.00	0%
MAINTENANCE CONTRACTS	\$ 110,000.00	\$ -	\$ 110,000.00	0%
REPAIRS TO EQUIPMENT	\$ 300.00	\$ -	\$ 300.00	0%
EQUIPMENT RENTALS	\$ 10,250.00	\$ -	\$ 10,250.00	0%
PROFESSIONAL SERVICES	\$ 35,000.00	\$ -	\$ 35,000.00	0%
GARAGE REPAIRS & MAINT	\$ 150.00	\$ -	\$ 150.00	0%
DUES & SUBSCRIPTIONS	\$ 5,000.00	\$ -	\$ 5,000.00	0%
TRAINING AND CONFERENCES	\$ 2,000.00	\$ -	\$ 2,000.00	0%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 30,000.00	\$ -	\$ 30,000.00	0%
LIBRARY MATERIALS	\$ 266,000.00	\$ -	\$ 266,000.00	0%
MINOR OFF FURN/EQP (NON-CAP)	\$ 5,000.00	\$ -	\$ 5,000.00	0%
CREDIT CARD FEES	\$ 4,000.00	\$ -	\$ 4,000.00	0%
PERSONNEL AND OPERATING	\$ 4,473,435.00	\$ -	\$ 4,473,435.00	0%

7/1/2022

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
0	0.00%	\$0
Days remaining	Unspent %	Unspent Funds
365	0.00%	\$0

Unofficial and Unaudited

Beaufort County Library - FY 22 Special Funds

<u>Library System</u>	<u>State Aid/Lottery</u>	<u>Impact Fees</u>	<u>Special Trusts</u>	<u>Comments</u>
FY22 1st Quarter State Aid	\$109,832	May 1 Balance	\$773,281	
FY22 2nd Quarter State Aid	\$109,832	Receipts	\$5,624	
FY22 3rd Quarter State Aid	\$109,832	Expenditures	\$0	
FY22 4th Quarter (Lottery)	\$35,610	June 30 Balance	\$778,905	
FY22 State Aid	\$365,106	Bluffton		
ST. Aid/Lottery to-date	\$364,868	May 1 Balance	\$3,603,046	
Remaining	\$238	Receipts	\$50,308	
		Expenditures	\$0	
		June 30 Balance	\$3,653,354	
		Beaufort(Port Royal)		
		May 1 Balance	\$681,842	
		Receipts	\$5,441	
		Expenditures	\$0	
		June 30 Balance	\$687,283	
		St. Helena (& Lady's Island)		
		May 1 Balance	\$567,856	
		Receipts	\$19,724	
		Expenditures	\$0	
		June 30 Balance	\$587,580	
		Lobeco (Sheldon)		
		May 1 Balance	\$47,544	
		Receipts	\$2,245	
		Expenditures	\$0	
		June 30 Balance	\$49,789	
		Del Webb Agreement		
		May 1 Balance	\$5,505	
		Receipts	\$3	
		Expenditures	\$0	
		June 30 Balance	\$5,508	
Totals	\$238	\$5,762,419	\$226,779	

**Unofficial and
Unaudited**
6/30/2022

Beaufort County Library
FY 2022
(July 2021 - June 2022)
Library Revenues

CASH / CHECK DEPOSITS - FINES/FEES- WELLS FARGO													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 469.60	\$ 382.36	\$ 502.72	\$ 530.31	\$ 591.49	\$ 290.72	\$ 553.34	\$ 503.91	\$ 765.60	\$ 463.94	\$ 494.59	\$ 534.47	\$ 6,083.05
BLUFFTON	\$ 573.34	\$ 420.67	\$ 360.25	\$ 405.16	\$ 313.09	\$ 265.85	\$ 610.35	\$ 516.49	\$ 662.10	\$ 511.79	\$ 582.32	\$ 903.05	\$ 6,124.46
HILTON HEAD	\$ 839.83	\$ 429.20	\$ 474.90	\$ 506.25	\$ 508.99	\$ 432.00	\$ 942.35	\$ 711.74	\$ 731.55	\$ 562.50	\$ 719.49	\$ 958.13	\$ 7,816.93
ST. HELENA	\$ 270.31	\$ 199.51	\$ 163.42	\$ 318.30	\$ 214.18	\$ 189.55	\$ 238.05	\$ 327.25	\$ 152.04	\$ 400.26	\$ 183.00	\$ 286.24	\$ 2,942.11
LOBECO	\$ 321.96	\$ 94.05	\$ 72.15	\$ 102.50	\$ 141.85	\$ 94.80	\$ 211.80	\$ 184.10	\$ (*)108.29	\$ 111.60	\$ 96.10	\$ 145.30	\$ 1,584.50
TOTAL	\$ 2,475.04	\$ 1,525.79	\$ 1,573.44	\$ 1,862.52	\$ 1,769.60	\$ 1,272.92	\$ 2,555.89	\$ 2,243.49	\$ 2,419.58	\$ 2,050.09	\$ 2,073.50	\$ 2,827.19	\$ 24,651.05

CREDIT CARD DEPOSITS/ HEARTLAND PAYMENT SYSTEM -FINES/FEES - BB&T													
	JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER		TOTAL
BEAUFORT	\$	457.14	\$	271.33	\$	339.67	\$	381.26	\$	324.31	\$	196.68	\$ 4,949.93
BLUFFTON	\$	348.14	\$	453.13	\$	408.24	\$	355.59	\$	317.39	\$	258.46	\$ 5,732.94
HILTON HEAD	\$	618.49	\$	561.81	\$	246.86	\$	361.15	\$	402.58	\$	546.04	\$ 5,408.32
ST. HELENA	\$	162.90	\$	61.79	\$	80.38	\$	111.52	\$	2.40	\$	106.00	\$ 1,265.49
LOBECO	\$	11.40	\$	16.80	\$	97.66	\$	35.00	\$	23.85	\$	19.20	\$ 543.14
TOTAL	\$	1,598.07	\$	1,364.86	\$	1,172.81	\$	1,244.52	\$	1,070.53	\$	1,126.38	\$ 17,899.82

COPIERS -WELLS FARGO													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ -	\$ 268.70	\$ -	\$ -	\$ -	\$ -	\$ 29.75	\$ 382.25	\$ -	\$ 72.35	\$ -	\$ 753.05
BLUFFTON	\$ 29.50	\$ 29.25	\$ 25.15	\$ 35.00	\$ 39.50	\$ 33.00	\$ 43.30	\$ 105.20	\$ 165.30	\$ 51.25	\$ 68.60	\$ 72.20	\$ 697.25
HILTON HEAD	\$ 57.15	\$ 48.40	\$ 42.65	\$ 79.35	\$ 43.55	\$ 71.40	\$ 89.50	\$ 96.55	\$ 106.35	\$ 112.60	\$ 101.90	\$ 94.25	\$ 943.65
ST. HELENA	\$ 23.00	\$ 23.60	\$ 17.80	\$ 21.55	\$ 19.65	\$ 55.80	\$ 27.65	\$ 27.90	\$ -	\$ 72.85	\$ 23.35	\$ 49.55	\$ 362.70
LOBECO	\$ 37.60	\$ 21.20	\$ 33.00	\$ 18.40	\$ 21.20	\$ 23.10	\$ 13.20	\$ 9.60	\$ 32.50	\$ 11.70	\$ 26.30	\$ 16.00	\$ 263.80
TOTAL	\$ 147.25	\$ 122.45	\$ 387.30	\$ 154.30	\$ 123.90	\$ 183.30	\$ 173.65	\$ 269.00	\$ 686.40	\$ 248.40	\$ 292.50	\$ 232.00	\$ 3,020.45

INTEREST SUMMARY -BB&T													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
INTEREST REVENUE	\$ 0.14	\$ 0.16	\$ 0.16	\$ 0.18	\$ 0.18	\$ 0.19	\$ 0.20	\$ 0.19	\$ 0.22	\$ 0.23	\$ 0.25	\$ 0.25	2.35

GRAND TOTAL													\$ 45,573.67
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	---------------------