



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, March 8, 2023
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 11, 2023 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects Update
- VIII. Financial Reports:
 - A. Library Revenues (**backup**)
 - B. Library Director's Expenditure Report (**backup**)
- IX. Committee Reports:
 - A. Finance Committee - Joseph Bogacz, Chair; Lynne Miller, Terry Thomas and James Morrall
 - Update
 - B. Foundation – Lynne Miller

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- 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
 - Update
 - E. Strategic Planning – Janet Porter; Chair, Brenda Ladson Powell, Lynne Miller, Tracey Robinson.
 - Update
 - F. Challenged Materials Committee – Joe Bogacz, Chair; James Morrall, Rosalie Richman and Tracey Robinson
 - G. Library Facilities Committee, Bernie Kole; Chair; Joe Bogacz, and Rosalie Richman
 - Update

X. Old Business:

XI. New Business:

XII. Announcements:

- Next meeting scheduled for May 10,2023 at 4pm at the Beaufort Branch Library

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. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – January 11, 2023 – 4:00 p.m.
Hilton Head Branch Library
11 Beach City Road
Hilton Head Island, SC

The first scheduled meeting for 2023 was held in-person at the Hilton Head Branch Library.

Trustees: Lynne Miller, Chair; Janet Porter, Vice-Chair, Joseph Bogacz, Brenda Ladson-Powell, Bernie Kole, Rosalie Richman, James Morrall and Terry Thomas

- *Trustee seats for District 6 and District 9 are vacant.*

Absentees: Tracey Robinson, Rosalie Richman

County Staff: Troy Matthews (Broadcast Services), Keighla Pope (Broadcast Services)

County Council Member: Anna Marie Tabernik, Beaufort County Council District 6

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

Guests: Linda Farrenkopf (President, Friends of the Hilton Head Library), Bob Spitzen (resident)

- Ms. Miller introduced Linda Farrenkopf, president of the Friends of the Hilton Head Library. Ms. Farrenkopf explained how the Friends of Hilton Head Library raise funds through book sales and monetary donations to help the library deliver public programs and resources not anticipated to be available from county and state funding.

Call to Order: The meeting was called to order at 4:01pm

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

Public Comment: None.

Minutes from meeting held November 9, 2022:

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

Correspondence/Memberships: None.

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

- **Personnel Update:** The *Library Organizational Chart* is provided for reference. There are currently five (5) vacant positions:
 - Two (2) vacancies are in the process of being filled
 - Staff is actively reviewing applicants for vacant positions to hire qualified candidates
- **Projects Update:**

- **Ahead in 2023:**

- **ILS (Integrated Library System) change:** SCLENDS is finalizing a contract for ILS vendor services (our online catalog and search interface) to SirsiDynix. All SCLENDS libraries will begin the migration of data from our current provider (Equinox/Evergreen) to SirsiDynix over the next few months.
- **Email Notifications:** Ms. Dickman updated the Board of Trustees on the recent technical interruption with cardholders not receiving autogenerated emails from our ILS (Evergreen). As a temporary measure, items are being checked in “fine-free” to account for cardholders not having received the email reminder of their item(s) due date. Technicians continue working to resolve the issue that caused the disruption to ensure email notifications to cardholders have resumed without any further issues. Upon confirmation the issue is resolved, staff will no longer perform “fine-free” check in.
 - **Discussion:** Ms. Dickman asked for the Board’s support to continue checking in items “fine-free” until the technical issue is confidently resolved. The Board acknowledged support for this temporary measure.
- **Public Programs:**
 - **Taxes:** Ms. Dickman announced that both AARP and VITA will return to provide their free, volunteer tax preparation services. AARP will operate out of the Bluffton and HHI branch libraries. VITA will operate out of the Beaufort, Lobeco, St. Helena, and Bluffton branch libraries.
 - **StoryWalks:** Ms. Dickman stated that the stories for the Bluffton Library Park have been selected for 2023. The Friends of the Beaufort Library continue to work with the Town of Port Royal and the Spanish Moss Trail to install StoryWalks in those locations.
 - **Summer Reading:** Ms. Dickman reports that planning for Summer Reading is ahead of schedule. We plan to launch the annual Bookmark Contest in March 2023 in advance of the kickoff to Summer Reading in June 2023.
 - **Artist in Residence:** Ms. Dickman explained that the first Artist in Residence is Elizabeth Mellen, founder of *Pink Magazine*. She will host four-week writing workshop series at the Hilton Head Branch Library. The workshops will occur from January 25th -February 15th and can accommodate up to 25 participants. In addition to the workshops, she will provide office hours by appointment following the scheduled workshops. This program is made possible due to a grant from The Public Library Foundation of Beaufort County. More details about the upcoming workshops are available online at beaufortcountylibrary.org/artist-in-residence

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 2022/2023:** (see attachment)
 - Mr. Bogacz noted the receipt of the second State Aid payment of \$105,332 for the purchase of library materials. For Fiscal Year 2023, Beaufort County Library should receive \$421,277.53 of State Aid funds in quarterly installments.
 - Mr. Bogacz explained the documents in detail noting that at having completed the sixth month of the (50%) of FY2023, the Library spent 47% of the annual budget.
- **FY 2022/2023 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 \$195,796.
 - Mr. Bogacz explained research he conducted to analyze the costs of physical items verses digital items.

Public Library Foundation: Ms. Miller announced that the Public Library Foundation has been preparing for their upcoming Fashion Show fundraiser. The event will be held on Tuesday, March 14th at Belfair.

Friends of the Library (FOL):

- **Beaufort Branch:** Ms. Powell reported that in their December 2022 meeting the Friends of Beaufort Library have noted increase in membership. She also announced the Friends of the Beaufort Library will begin their annual Books Sandwiched In series on Monday, January 23rd and continue through Monday, March 13th. The full roster of books and speakers is available on their website: (friendsofthebeaufortlibrary.com). They will next meet on Thursday, January 12th at 4pm at the Beaufort Branch Library.
- **Bluffton Branch:** Ms. Dickman reported that the Friends of the Bluffton Library recently met on Thursday, January 5th. During the meeting they reported an increase in membership and a successful Annual Meeting. They are actively preparing to host a “Mega Book Sale and Silent Auction” from Thursday, February 2nd through Saturday, February 4th. They are also excited about welcoming Lisa Lindahl, the author of “Unleash the Girls” for National Inventors Day on Saturday, February 11th. More details about the Friends of the Bluffton Library and their upcoming events are available on their website (friendsoftheblufftonlibrary.com)
- **Hilton Head Branch:** Ms. Miller explained that the Friends of the Hilton Head Library will hold their first meeting of the year on Tuesday, January 17th.

Policies and Procedures Committee:

- Ms. Dickman made the recommendation to review the Collection Development Policy as it had not been reviewed or updated since March 2013.
- Ms. Dickman will meet with the Policies and Procedures committee in February to review the information/research provided by library staff to support policy updates.

Strategic Planning Committee:

Ms. Dickman presented the design of the Strategic Plan 2023-2025 (see attachment). She reminded the Board that the next step is for Library Administration to implement strategies to make progress in accomplishing the goals outlined in the Strategic Plan.

- **Discussion:** Ms. Porter made the suggestion to add the link to the video component.
- **Motion:** Mr. Kole made the motion to accept the Strategic Plan document as presented by the Director. Mr. Bogacz seconded.

Challenged Materials Committee: None.

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

- **Port Royal:** Ms. Dickman informed the Board of Trustees of the status of the Port Royal Library project. County staff is working to finalize the contract with McMillan, Pazdan, Smith for architecture and engineering design services. Once the contract is finalized, county staff and Library Administration will begin working with McMillan, Pazdan, Smith to determine the scope of renovation, cost, and timeline.
- **Possible Pritchardville/Okatie location:** Ms. Tabernik confirmed that Rural and Critical Lands board members and county council recently toured the Camp St. Marys and Evergreen properties in Okatie and Pritchardville. The Rural and Critical Lands board will meet on Thursday, January 12th to discuss further the properties. As a result of their discussion, county council will review the land proposal in an upcoming County Council meeting.

Old Business:

- **Proposed Holiday Closures 2023**
 - Ms. Dickman made the recommendation for the Library Board of Trustees to approve the 2023 closing dates as presented.
 - Ms. Miller requested a motion to approve the holiday closing dates for 2023.
 - Mr. Kole made a motion to approve. Ms. Powell second the motion. There was a unanimous vote to approve.

New Business: None.

Announcements:

- Ms. Miller announced the March 8th meeting will take place at the Bluffton Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 5:15pm on a motion from Mr. Kole and a second from Ms. Powell.

Respectfully submitted,

Amanda Dickman
Library Director

Beaufort County Library - Budget
Update FY2023
Expenditures as of 2/28/2023 (66%)

Description	FY23 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 3,212,411.00	\$ 1,969,731.43	\$ 1,242,679.57	61%
EMPLOYER FICA	\$ 199,169.00	\$ 118,635.63	\$ 80,533.37	60%
EMPLOYER MEDICARE	\$ 46,580.00	\$ 27,745.37	\$ 18,834.63	60%
EMPLOYER SC RETIREMENT	\$ 531,975.00	\$ 341,044.77	\$ 190,930.23	64%
PERSONNEL SERVICES TOTAL	\$ 3,990,135.00	\$ 2,457,157.20	\$ 1,532,977.80	62%
PRINTING	\$ 5,000.00	\$ 3,848.16	\$ 1,151.84	77%
POSTAGE/OTHER CARRIERS	\$ 10,600.00	\$ 6,508.39	\$ 4,091.61	61%
MAINTENANCE CONTRACTS	\$ 110,000.00	\$ 91,547.55	\$ 18,452.45	83%
REPAIRS TO EQUIPMENT	\$ 300.00	\$ -	\$ 300.00	0%
EQUIPMENT RENTALS	\$ 10,250.00	\$ 2,620.06	\$ 7,629.94	26%
PROFESSIONAL SERVICES	\$ 35,000.00	\$ 26,163.71	\$ 8,836.29	75%
GARAGE REPAIRS & MAINT	\$ 150.00	\$ 18.95	\$ 131.05	13%
DUES & SUBSCRIPTIONS	\$ 5,000.00	\$ 3,123.66	\$ 1,876.34	62%
TRAINING AND CONFERENCES	\$ 2,000.00	\$ 655.00	\$ 1,345.00	33%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 30,000.00	\$ 15,845.04	\$ 14,154.96	53%
LIBRARY MATERIALS	\$ 266,000.00	\$ 177,136.29	\$ 88,863.71	67%
MINOR OFF FURN/EQP (NON-CAP)	\$ 5,000.00	\$ 2,120.65	\$ 2,879.35	42%
CREDIT CARD FEES	\$ 4,000.00	\$ 1,657.81	\$ 2,342.19	41%
PERSONNEL AND OPERATING	\$ 4,473,435.00	\$ 2,788,402.47	\$ 1,685,032.53	62%

2/28/2023

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
243	66.58%	\$2,978,205
Days remaining	Unspent %	Unspent Funds
122	4.24%	\$189,802

Unofficial and Unaudited

Beaufort County Library - FY 23 Special Funds

<u>Library System</u>	<u>State Aid/Lottery</u>	<u>Impact Fees</u>	<u>Special Trusts</u>	<u>Comments</u>
FY23 1st Quarter State Aid	\$105,332	Hilton Head Jan 1 Balance \$814,868		
FY23 2nd Quarter State Aid	\$105,332	Receipts \$6,020	\$ 218,264	Endowment
FY23 3rd Quarter State Aid	\$105,332	Expenditures \$0		plus interest
FY23 4th Quarter State Aid	\$0	Feb 28 Balance \$820,888		
FY23 State Aid	\$315,996	Bluffton		
		Jan 1 Balance \$3,776,209	\$ 8,987	BDC materials/
ST. Aid/Lottery to-date	\$99,528	Receipts \$43,400		Proquest &
Remaining	\$216,468	Expenditures \$0		Materials only
		Feb 28 Balance \$3,819,609		
		Beaufort(Port Royal)	\$ 1,542	Donations to
		Jan 1 Balance \$705,793		BCL
		Receipts \$8,454		
		Expenditures \$0		
		Feb 28 Balance \$714,247		
		St. Helena (& Lady's Island)		
		Jan 1 Balance \$653,133		
		Receipts \$15,321		
		Expenditures \$0		
		Feb 28 Balance \$668,454		
		Lobeco (Sheldon)		
		Jan 1 Balance \$58,726		
		Receipts \$1,794		
		Expenditures \$0		
		Feb 28 Balance \$60,520		
		Del Webb Agreement		
		Jan 1 Balance \$5,652		
		Receipts \$13		
		Expenditures \$0		
		Feb 28 Balance \$5,665		
Totals	\$216,468	\$6,089,383	\$ 228,794	

**Unofficial and
Unaudited**
2/28/2023

Beaufort County Library
FY 2023
(July 2022 - June 2023)
Library Revenues

CASH / CHECK DEPOSITS - FINES/FEES												
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
BEAUFORT	\$ 563.86	\$ 682.41	\$ 812.09	\$ 423.55	\$ 467.20	\$ 433.10	\$ 568.85	\$ 467.15	\$ -	\$ -	\$ -	\$ -
BLUFFTON	\$ 638.48	\$ 648.55	\$ 615.53	\$ 587.94	\$ 649.99	\$ 640.38	\$ 1,037.88	\$ 541.25	\$ -	\$ -	\$ -	\$ -
HILTON HEAD	\$ 511.05	\$ 617.34	\$ 415.50	\$ 724.81	\$ 523.08	\$ 417.05	\$ 828.77	\$ 671.55	\$ -	\$ -	\$ -	\$ -
ST. HELENA	\$ 273.21	\$ 335.50	\$ 287.85	\$ 218.31	\$ 269.90	\$ 220.90	\$ 355.67	\$ 220.05	\$ -	\$ -	\$ -	\$ -
LOBECO	\$ 108.90	\$ 140.91	\$ -	\$ 273.92	\$ 83.20	\$ 140.60	\$ 69.10	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 2,095.50	\$ 2,424.71	\$ 2,130.97	\$ 2,228.53	\$ 1,993.37	\$ 1,852.03	\$ 2,860.27	\$ 1,900.00	\$ -	\$ -	\$ -	\$ -
TOTAL												\$ 17,485.38

CREDIT CARD DEPOSITS/ HEARTLAND PAYMENT SYSTEM - FINES/FEES												
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
BEAUFORT	\$ 333.60	\$ 463.37	\$ 628.38	\$ 475.54	\$ 278.84	\$ 417.53	\$ 489.76	\$ 405.17	\$ -	\$ -	\$ -	\$ -
BLUFFTON	\$ 602.34	\$ 567.11	\$ 358.62	\$ 550.11	\$ 611.18	\$ 595.66	\$ 759.72	\$ 383.49	\$ -	\$ -	\$ -	\$ -
HILTON HEAD	\$ 423.65	\$ 515.49	\$ 332.22	\$ 491.28	\$ 413.97	\$ 316.19	\$ 610.91	\$ 685.04	\$ -	\$ -	\$ -	\$ -
ST. HELENA	\$ 153.90	\$ 54.91	\$ 173.85	\$ 67.12	\$ 44.10	\$ 78.14	\$ 30.50	\$ 137.72	\$ -	\$ -	\$ -	\$ -
LOBECO	\$ 76.79	\$ 41.32	\$ 37.20	\$ 106.70	\$ 78.18	\$ 14.50	\$ 51.50	\$ 18.12	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,590.28	\$ 1,642.20	\$ 1,530.27	\$ 1,690.75	\$ 1,426.27	\$ 1,422.02	\$ 1,922.39	\$ 1,629.54	\$ -	\$ -	\$ -	\$ -
TOTAL												\$ 12,853.72

COPIERS												
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
BEAUFORT	\$ -	\$ -	\$ -	\$ 149.45	\$ -	\$ 123.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BLUFFTON	\$ 58.10	\$ 93.00	\$ 98.00	\$ 62.51	\$ 62.40	\$ 52.60	\$ 96.30	\$ 73.80	\$ -	\$ -	\$ -	\$ -
HILTON HEAD	\$ 51.50	\$ 107.60	\$ 53.20	\$ 49.05	\$ 69.45	\$ 38.65	\$ 65.15	\$ 153.95	\$ -	\$ -	\$ -	\$ -
ST. HELENA	\$ 36.00	\$ 23.15	\$ 27.35	\$ 21.00	\$ 15.95	\$ 18.45	\$ 18.75	\$ 18.40	\$ -	\$ -	\$ -	\$ -
LOBECO (*)	\$ 25.10	\$ 48.60	\$ -	\$ 45.20	\$ 6.20	\$ 19.50	\$ 21.90	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 170.70	\$ 272.35	\$ 178.55	\$ 327.21	\$ 154.00	\$ 252.45	\$ 202.10	\$ 246.15	\$ -	\$ -	\$ -	\$ -
TOTAL												\$ 1,803.51

INTEREST SUMMARY -BB&T												
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
INTEREST REVENUE	\$ 0.28	\$ 0.29	\$ 0.29	\$ 0.29	\$ N/A	\$ N/A	\$ N/A	\$ N/A	\$ N/A	\$ N/A	\$ N/A	\$ N/A
TOTAL												\$ 1.15

GRAND TOTAL												
	\$ 32,143.76											

Unofficial and Unaudited