



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, May 10, 2023
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
- IV. Public Comment
- V. Approval of Minutes:
 - A. March 8, 2023 Minutes (**backup**)
- VI. Corresponding/Membership
 - District 9 applicant recommendation for appointment
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects Update
 - a. Update on Port Royal Library design by architects from *McMillan, Pazdan, Smith*
 - b. National Library Week
 - c. Summer Reading 2023
 - d. Strategic Plan achievements
 - e. ILS migration
- 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
- 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, Rosalie Richman
 - Update
- H. Ad Hoc: Director's Evaluation – Janet Porter, Chair
 - Director's Annual Evaluation

X. Old Business:

XI. New Business:

- Committee Assignments for FY24
- Memorandum of Understanding with SC Codes
- Memorandum of Agreement with Lowcountry Library Federation

XII. Announcements:

- Board retreat is scheduled for Friday, June 2, 2023 at St. Helena Branch Library
- Next meeting scheduled for July 12, 2023 at 4pm at the Bluffton 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 – March 8, 2023 – 4:00 p.m.
Bluffton Branch Library
120 Palmetto Way
Bluffton, SC**

The third scheduled meeting for 2023 was held in-person at the Bluffton Branch Library.

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

- *Trustee seat for District 9 is vacant.*

Absentees: James Morral

County Staff: Charles Atkinson, Assistant County Administrator, Troy Matthews (Broadcast Services), Latara Grant (Broadcast Services)

County Council Member: Alice Howard, Beaufort County Council District 4

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

Guests: None.

Call to Order: The meeting was called to order at 4:02 pm

Pledge of Allegiance: Mr. Bogacz led those in attendance in the Pledge of Allegiance.

Public Comment: None.

Minutes from meeting held January 11, 2023:

- The minutes for January 11, 2023 were approved on a motion from Mr. Kole and a second from Mr Bogacz. There was a unanimous vote to approve.

Correspondence/Memberships: None.

Introduction of New Board Member: Ms. Miller formally welcomed new board member, Shawna Kulpa (District 6) to the Library Board of Trustees.

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:**

- **ILS (Integrated Library System) change:** SCLENDS has begun preparing for the migration of data from our current provider (Equinox/Evergreen) to SirsiDynix over the next few months. Amanda is serving on both the Training and Public Interface teams.
- **Staff Development Day:** Ms. Dickman explained that Library Administration is actively planning towards Staff Development Day scheduled for Tuesday, March 28th at the St. Helena Branch Library. Topics to be covered are an overview of SirsiDynix software, “Safety Tips”, “Freedom to Read”, “Employee Resources”, “Narcan training” and “Staff Awards”. The Friends of the Beaufort Library have graciously offered to provide light refreshments for breakfast.
- **Public Programs:**
 - **Taxes:** Ms. Dickman announced that both AARP and VITA continue to provide their free, volunteer tax preparation services. AARP operates out of the Bluffton and HHI branch libraries. VITA operates out of the Beaufort, Lobeco, St. Helena, and Bluffton branch libraries.
 - **National Library Week:** Ms. Dickman announced that Beaufort County Library is actively planning library events in support of National Library Week, April 23-29th. The 2023 theme for National Library Week is “There’s more to the Story” and Beaufort County Library staff is working to host a week filled with programs at each branch library. Of special note is National Library Workers Day (Tuesday, April 25th).
 - **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.

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 2023 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 2023:** (see attachment)
 - Mr. Bogacz noted the receipt of the third 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 eighth month of the (66%) of FY2023, the Library spent 62% of the annual budget.
- **FY 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 \$277,077.
- **FY 2024 Budget request:** Mr. Bogacz reported that the Finance Committee has reviewed the Library Director’s proposed budget for FY2024. He explained the correlation between the increase in funding to opening the Port Royal Branch.

Public Library Foundation: Ms. Miller announced the Public Library Foundation’s Fashion Show fundraiser will be held on Tuesday, March 14th at Belfair.

Friends of the Library (FOL):

- **Beaufort Branch:** Ms. Powell reported that the Friends of the Beaufort Library are nearing the end of their annual “Books Sandwiched In” series on Monday, March 13th. They will next meet on Thursday, March 9th at 4pm at the Beaufort Branch Library.
- **Bluffton Branch:** Ms. Richman reported that the Friends of the Bluffton Library will next meet on Thursday, March 9th. More details about the Friends of the Bluffton Library and their upcoming events are available on their website (friendsoftheblufftonlibrary.com)
- **Hilton Head Branch:** Ms. Dickman explained that the Friends of the Hilton Head Library will be participating with Bookmobile South in the HHI St. Patrick’s Day Parade on Sunday, March 12th. Their next scheduled meeting will be held on Tuesday, March 21st.

Policies and Procedures Committee:

- Ms. Dickman reported that staff are still reviewing the Collection Development Policy in advance of meeting with the Policies and Procedures committee.

Strategic Planning Committee:

Ms. Dickman presented the following update noting progress made towards achieving the strategic objectives outlined in the Strategic Plan 2023-2025:

- Added physical and digital search bar on upper right hand of website for easier search
- Preparing for ILS migration from Evergreen to SirsiDynix
- Created “Book Club” lists for users within Hoopla to more easily access the downloadable titles being discussed in Library book clubs
- Applied for IMPACT Grant to acquire pickup lockers and weather-resilient curbside pickup signage, and two solar powered charging benches
- Designed new informational rack card for promotion
- Redesigned “Welcome Aboard” brochure
- Distribute monthly e-newsletter to 59,702 cardholders with a 40% or greater open/read rate
- Began compiling inventory of community contacts
- Host system-wide National Library Week programming and promotion

Challenged Materials Committee: Mr. Bogacz reported the committee has not received any challenges.

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

- **Port Royal:** Mr. Kole informed the Board of Trustees that County Council held first reading of a budget amendment to appropriate the use of \$660,000 in Library Impact Fees for the Port Royal Library.
- **Possible Pritchardville/Okatie location:** Mr. Atkinson confirmed the proposed lands swap of the Evergreen tract is paused while staff seek alternate sites for consideration.

- **Lobeco Library title:** Mr. Atkinson confirmed the Community Land Use committee's approval to allow county staff undertake due diligence and discussions/negotiations with Beaufort County School District Board regarding transfer of the title of the Lobeco Library to Beaufort County. Any resulting information on the facility and potential acquisition will be brought back to Committee and Council for the required approvals.

Old Business: None.

New Business:

- Ms. Porter requested the Library Director arrange an information session for the Library Board of Trustees to learn more about censorship.

Announcements:

- Ms. Miller announced the May 10th meeting will take place at the Beaufort Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 5:14pm on a motion from Mr. Kole and a second from Ms. Powell.

Respectfully submitted,

Amanda Dickman
Library Director

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		
FY23 2nd Quarter State Aid	\$105,332	Mar 1 Balance		
FY23 3rd Quarter State Aid	\$105,332	Receipts		
FY23 4th Quarter State Aid	\$105,332	Expenditures	\$ 218,497	Endowment plus interest
FY23 State Aid	\$421,328	Apr 30 Balance		
		Bluffton		
ST. Aid/Lottery to-date	\$150,989	Mar 1 Balance	\$ 8,997	BDC materials/Proquest & Materials only
Remaining	\$270,339	Receipts		
		Expenditures		
		Apr 30 Balance		
		Beaufort(Port Royal)		
		Mar 1 Balance		
		Receipts		
		Expenditures	\$ 1,544	Donations to BCL
		Apr 30 Balance		
		St. Helena (& Lady's Island)		
		Mar 1 Balance		
		Receipts		
		Expenditures		
		Apr 30 Balance		
		Lobeco (Sheldon)		
		Mar 1 Balance		
		Receipts		
		Expenditures		
		Apr 30 Balance		
		Del Webb Agreement		
		Mar 1 Balance		
		Receipts		
		Expenditures		
		Apr 30 Balance		
Totals	\$270,339	Apr 30 Balance	\$ 229,039	

Unofficial and
Unaudited
4/30/2023

Beaufort County Library - Budget
Update FY2023
Expenditures as of 4/30/2023 (83%)

Description	FY23 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 3,212,411.00	\$ 2,470,235.70	\$ 742,175.30	77%
EMPLOYER FICA	\$ 199,169.00	\$ 148,801.73	\$ 50,367.27	75%
EMPLOYER MEDICARE	\$ 46,580.00	\$ 34,800.37	\$ 11,779.63	75%
EMPLOYER SC RETIREMENT	\$ 531,975.00	\$ 428,934.30	\$ 103,040.70	81%
PERSONNEL SERVICES TOTAL	\$ 3,990,135.00	\$ 3,082,772.10	\$ 907,362.90	77%
PRINTING	\$ 5,000.00	\$ 4,473.12	\$ 526.88	89%
POSTAGE/OTHER CARRIERS	\$ 10,600.00	\$ 8,323.20	\$ 2,276.80	79%
MAINTENANCE CONTRACTS	\$ 110,000.00	\$ 92,306.59	\$ 17,693.41	84%
REPAIRS TO EQUIPMENT	\$ 300.00	\$ -	\$ 300.00	0%
EQUIPMENT RENTALS	\$ 10,250.00	\$ 3,833.80	\$ 6,416.20	37%
PROFESSIONAL SERVICES	\$ 32,500.00	\$ 26,368.99	\$ 6,131.01	81%
GARAGE REPAIRS & MAINT	\$ 150.00	\$ 18.95	\$ 131.05	13%
DUES & SUBSCRIPTIONS	\$ 5,000.00	\$ 3,169.26	\$ 1,830.74	63%
TRAINING AND CONFERENCES	\$ 4,500.00	\$ 1,764.46	\$ 2,735.54	39%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 30,000.00	\$ 22,310.05	\$ 7,689.95	74%
LIBRARY MATERIALS	\$ 266,000.00	\$ 240,830.97	\$ 25,169.03	91%
MINOR OFF FURN/EQP (NON-CAP)	\$ 5,000.00	\$ 4,040.40	\$ 959.60	81%
CREDIT CARD FEES	\$ 4,000.00	\$ 2,297.43	\$ 1,702.57	57%
PERSONNEL AND OPERATING	\$ 4,473,435.00	\$ 3,492,509.32	\$ 980,925.68	78%

4/30/2023

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
303	83.01%	\$3,713,564
Days remaining	Unspent %	Unspent Funds
62	4.94%	\$221,055

Unofficial and Unaudited

EXPENDITURES FY23

4/30/2023 [10 months]

	Books	AV	Lease Books	Databases	Periodicals	Hoopla	Total
St. Aid	\$71,916	\$23,649	\$0	\$3,520	\$11,138	\$40,766	\$150,989
BDC BAG Fund	\$743	\$0	\$0	\$0	\$0	\$0	\$743
Lottery	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County Funds	\$0	\$0	\$0	\$0	\$250	\$240,581	\$240,831
Subtotal	\$72,659	\$23,649	\$0	\$3,520	\$11,388	\$281,347	\$392,563
Friends/Found/Trust	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GRAND TOTALS	72,659	23,649	0	3,520	11,388	281,347	392,563

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	TOTAL
BEAUFORT	\$ 533.86	\$ 682.41	\$ 812.09	\$ 423.55	\$ 467.20	\$ 433.10	\$ 568.85	\$ 467.15	\$ 742.14	\$ 480.44	\$ -	\$ -	\$ 5,640.79
BLUFFTON	\$ 638.48	\$ 648.55	\$ 615.53	\$ 587.94	\$ 649.99	\$ 640.38	\$ 1,037.88	\$ 541.25	\$ 671.00	\$ 814.44	\$ -	\$ -	\$ 6,845.44
HILTON HEAD	\$ 511.05	\$ 617.34	\$ 415.50	\$ 724.81	\$ 523.08	\$ 417.05	\$ 828.77	\$ 671.55	\$ 744.65	\$ 825.89	\$ -	\$ -	\$ 6,279.69
ST. HELENA	\$ 273.21	\$ 335.50	\$ 287.85	\$ 218.31	\$ 269.90	\$ 220.90	\$ 355.67	\$ 220.05	\$ 298.84	\$ 211.15	\$ -	\$ -	\$ 2,691.38
LOBECO	\$ 108.90	\$ 140.91	\$ -	\$ 273.92	\$ 83.20	\$ 140.60	\$ 69.10	\$ -	\$ 236.25	\$ -	\$ -	\$ -	\$ 1,052.88
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	\$ 2,692.88	\$ 2,331.92	\$ -	\$ -	\$ 22,510.18

CREDIT CARD DEPOSITS/ HEARTLAND PAYMENT SYSTEM - FINES/FEES													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 333.60	\$ 463.37	\$ 628.38	\$ 475.54	\$ 278.84	\$ 417.53	\$ 469.76	\$ 405.17	\$ 558.83	\$ 373.37	\$ -	\$ -	\$ 4,404.39
BLUFFTON	\$ 602.34	\$ 567.11	\$ 358.62	\$ 550.11	\$ 611.18	\$ 595.66	\$ 759.72	\$ 383.49	\$ 568.64	\$ 648.51	\$ -	\$ -	\$ 5,645.38
HILTON HEAD	\$ 423.65	\$ 515.49	\$ 332.22	\$ 491.28	\$ 413.97	\$ 316.19	\$ 610.91	\$ 685.04	\$ 334.79	\$ 358.51	\$ -	\$ -	\$ 4,482.05
ST. HELENA	\$ 153.90	\$ 54.91	\$ 173.85	\$ 67.12	\$ 44.10	\$ 78.14	\$ 30.50	\$ 137.72	\$ 79.19	\$ 147.22	\$ -	\$ -	\$ 966.65
LOBECO	\$ 76.79	\$ 41.32	\$ 37.20	\$ 106.70	\$ 78.18	\$ 14.50	\$ 51.50	\$ 18.12	\$ 76.91	\$ 73.42	\$ -	\$ -	\$ 574.64
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	\$ 1,618.36	\$ 1,601.03	\$ -	\$ -	\$ 16,073.11

COPIERS													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ -	\$ -	\$ 149.45	\$ -	\$ 123.25	\$ -	\$ -	\$ 166.60	\$ -	\$ -	\$ -	\$ 439.30
BLUFFTON	\$ 58.10	\$ 93.00	\$ 98.00	\$ 62.51	\$ 62.40	\$ 52.60	\$ 96.30	\$ 73.80	\$ 149.20	\$ 79.60	\$ -	\$ -	\$ 825.51
HILTON HEAD	\$ 51.50	\$ 107.60	\$ 53.20	\$ 49.05	\$ 69.45	\$ 38.65	\$ 65.15	\$ 153.95	\$ 94.95	\$ 84.85	\$ -	\$ -	\$ 768.35
ST. HELENA	\$ 36.00	\$ 23.15	\$ 27.35	\$ 21.00	\$ 15.95	\$ 18.45	\$ 18.75	\$ 18.40	\$ 124.40	\$ 10.20	\$ -	\$ -	\$ 313.65
LOBECO (*)	\$ 25.10	\$ 48.60	\$ -	\$ 45.20	\$ 6.20	\$ 19.50	\$ 21.90	\$ -	\$ 46.35	\$ -	\$ -	\$ -	\$ 212.85
TOTAL	\$ 170.70	\$ 272.35	\$ 178.55	\$ 327.21	\$ 154.00	\$ 252.45	\$ 202.10	\$ 246.15	\$ 581.50	\$ 174.65	\$ -	\$ -	\$ 2,559.66

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

GRAND TOTAL

Unofficial and Unaudited

\$ 41,144.10