



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, September 13, 2023
4:00 p.m.
St. Helena Branch Library
6355 Jonathan Francis Senior Road
St. Helena Island, SC 29920

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. July 12, 2023 Minutes (**backup**)
- VI. Correspondence and Communications
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects Update
 - a. Strategic Plan achievements
 - b. Summer Reading summary
- VIII. Library Director's Financial Report:
 - A. Library Revenues (**backup**)
 - B. Library Director's Expenditure Report (**backup**)
 - C. FY24 Maintenance of Effort (MOE)
 - D. State Aid Agreement
- IX. Committee Reports:
 - A. Finance Committee - Joseph Bogacz, Chair; Janet Porter, and Jannine Mutterer

- Update
- B. Policies & Procedures – Lynne Miller, Chair; Rosalie Richman, Tracey Robinson and James Morrall
 - Updates to *Request for Reconsideration policy*
 - Updates to Library Board of Trustees Bylaws
- D. Strategic Planning – Janet Porter; Chair, Shawna Kulpa, Terry Thomas
 - Update
- F. Challenged Materials Committee – Joe Bogacz, Chair; Lynne Miller, Rosalie Richman, Shawna Kulpa and Janet Porter
- G. Library Facilities Committee, Bernie Kole; Chair; Rosalie Richman and Lynne Miller
 - Update
- H. Liaisons
 - Friends of the Library (FOL):
 - Beaufort: Brenda Ladson Powell, James Morrall
 - Bluffton: Rosalie Richman
 - Hilton Head: Lynne Miller
 - Public Library Foundation (PLFBC) – Lynne Miller

X. Old Business:

XI. New Business:

XII. Announcements:

- Next meeting scheduled for November 8, 2023 at 4pm at the Hilton Head Branch Library

XIV. Adjournment

**Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – July 12, 2023 – 4:00 p.m.
Bluffton Branch Library
120 Palmetto Way
Bluffton, SC**

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

Trustees: Lynne Miller, Chair; Janet Porter, Vice-Chair, Joseph Bogacz, Bernie Kole, Shawna Kulpa, James Morrall, Janine Mutterer, Tracey Robinson, and Terry Thomas

Absentees: Brenda Ladson-Powell

County Staff: Keighla Pope (Broadcast Services), Chuck Atkinson (Assistant County Administrator, Development & Recreation Division)

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

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

Guests: Nancy Berry (Bluffton resident)

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

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

Public Comment: None.

Minutes from meeting held May 10, 2023:

- The minutes for May 10, 2023 were approved on a motion from Mr. Kole and a second from Ms. Robinson. 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 four (4) vacant positions. Two are in the process of being filled.
- **Projects Update:**
 - **Port Royal Library design:** Ms. Dickman explained that the Port Royal project is currently out for bid. The bidding opportunity will close on August 16th and Beaufort County procurement office will select a contractor. Concurrently, Library Administration is working with appropriate vendors to select materials, furniture, fixtures and equipment.
 - **Summer Reading:** Ms. Dickman reports that Summer Reading is halfway underway and will run through July 31st. In addition to the Summer Reading program, each branch

library will be sites for the Summer Break Café program providing free lunch to children throughout August 4th.

- **Strategic Plan achievements:** Ms. Dickman presented the following update noting progress made towards achieving the strategic objectives outlined in the Strategic Plan 2023-2025:
 - **User Experience:**
 - Successful **ILS migration** from Evergreen to SirsiDynix on June 22nd. Although the migration was successful, the SCLENDS libraries continue to fine tune the configuration to resolve issues as they arise.
 - **Parking Token pilot** program at the Beaufort Branch Library will continue through August 31st. Library guests may receive one (1) parking token equal to the value of 1 hour of parking when they register for a library card, attend a library program, volunteer at the library, conduct research in the Beaufort District Collection, or complain about paid parking/ticket.
 - Special **Summer Reading events** have been well attended:
 - Todd Key juggler and reading encourager performed to audiences at St. Helena (42), Bluffton (123), Lobeco and HHI (87).
 - Yasu Ishida magic origami story artist presented “Japanese Journey through Magic” to audiences at St. Helena (76), Beaufort (46), Lobeco (38), Bluffton (110) and HHI (52).
 - 20th Anniversary of Lobeco Branch Library occurred this past June with festivities including the Traveling Preschool Bus, photo opportunities, and light refreshments.
 - Bad Art at Bluffton event provided attendees with the opportunity to create their idea of “bad art”.
 - HHI Library guests created 212 cards to be distributed through Meals on Wheels
 - **Collections:** Library Board of Trustees policy committee has reviewed the *Collection Development* policy and suggested updates for approval by Library Board of Trustees.
 - **Communication:** Library marketing staff have received new BCL branded promotional items (sunglass straps, earbuds, stickers, and temporary tattoos) for distribution at upcoming outreach events.
 - **Space:** Progress continues towards opening the Port Royal Library.

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 final 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 FY2023, the Library spent 97% 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 \$760,682.
 - Mr. Bogacz noted that with upcoming invoices to be paid for materials, the Library reached the spending goal for FY23.
- **FY 2024 Budget update:** Mr. Bogacz reported that the FY24 budget is now in place and ready for use.

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

Friends of the Library (FOL):

- **Beaufort Branch:** Mr. Morrall reported that the Friends of the Beaufort Library hosted their annual meeting on Saturday, June 10th at the Beaufort Branch Library. They will next meet on Wednesday, June 14th for new board member orientation.
- **Bluffton Branch:** Ms. Richman reported that the Friends of the Bluffton Library will next meet on Thursday, July 13th at the Bluffton Branch Library. Ms. Dickman announced they recently received a \$250 grant from the Friends of South Carolina libraries to assist with their document retention project.
- **Hilton Head Branch:** Ms. Miller confirmed the next scheduled meeting will be held in September.

Policies and Procedures Committee:

- Ms. Miller noted that in accordance with the Library Board of Trustees bylaws, library policies are to be reviewed on a “regular basis”. She reported that the Policies and Procedures committee met in June to review staff recommendations to update the *Collection Development* policy, *Challenged Materials* policy, *Request for Reconsideration* form. They also discussed updates needed to the Library Board of Trustees bylaws.
- **Updates to *Collection Development* policy:** Ms. Dickman described the proposed updates to the *Challenged Materials* policy since its last review in March 2013.

Discussion:

- Mr. Bogacz made two recommendations:
 - Removing the word “Public” from the first sentence under the “Collection Development” heading.
 - Replace “digital offering/s” with “digital offering(s)” under the “Collection Maintenance” heading.

Motion: Mr. Kole made a motion to adopt the updates to the *Collection Development* policy with the discussed additions noted by Mr. Bogacz. Mr. Bogacz seconded. There was a unanimous vote for approval.

- **Updates to *Challenged Materials* policy:** Ms. Dickman explained the proposed updates to the *Challenged Materials* policy since its last review in July 2000.

Discussion:

- Dr. Porter recommended the committee add a designated time for the Library Board to review an appeal to the Library Director’s decision to a request for

reconsideration. The policy committee will review and provide suggested wording for consideration in the next Library Board meeting.

- Mr. Bogacz suggested renaming the *Challenged Materials* committee of the Library Board of Trustees to the *Request for Reconsideration* committee to align with the policy name change.
- Ms. Mutterer suggested replacing “him/herself” with “them” in the second paragraph.

Motion: Mr. Kole made a motion to adopt the updates to the *Challenged Materials* policy with the discussed additions. Mr. Bogacz seconded. There was a unanimous vote for approval.

- **Updates to *Customer’s Request for Reconsideration* form:** Ms. Dickman explained the proposed updates to the *Customer’s Request for Reconsideration* form since its last review in March 2013.

Discussion:

- Ms. Tabernik suggested to amend the acknowledgement statement in Question 1 to state “I acknowledge that I have read or examined the entire work”
- Ms. Mutterer recommended rewording Question 2 to state “What are your concerns about this material?”

Motion: Mr. Kole made a motion to adopt the updates to the *Request for Reconsideration* form with the discussed additions. Ms. Mutterer seconded. There was a unanimous vote for approval.

- Updates to *Library Board of Trustees* bylaws: Ms. Miller explained the proposed the following updates to the bylaws:
 - Add the following statement in Article 6: “*Members of the public who wish to address the Board may do so in the Public Comment segment of the order of business. A time limit of 3 minutes per person will be adhered to unless extended by the presiding Chair. There will be a total of 15 minutes allotted for public comments*”

Discussion: Ms. Mutterer suggested removing “unless extended by the presiding Chair”

Motion: Mr. Kole made a motion to adopt the proposed change to the bylaws with the discussed revision by Ms. Mutterer. Mr. Thomas seconded. There was a unanimous vote for approval.

Strategic Planning Committee: No update.

Challenged Materials Committee: No update.

Library Facilities Committee: Mr. Kole reiterated that the Port Royal Library project is currently out for bid. The bidding period will end on August 16th. The selected vendor will require council approval in September for award.

Gifts and Art Committee: Ms. Miller presented two requests for consideration:

- **Table and dedication of Loretta Wells:** Ms. Miller explained the proposal from the Friends of the Bluffton Library regarding the donation and dedication of a custom table in memory of

Loretta Wells. Mr. Kole made the motion to accept with second by Mr. Bogacz. There was a unanimous vote for approval.

- **Art donation for HHI:** Ms. Miller explained the proposal from artist Lauren Jackson regarding two pieces of art for the Hilton Head Branch Library. Upon review, the Gifts and Art committee do not recommend accepting the donation as it does not meet the requirements as stated in the *Donations and Gifts* policy. Mr. Kole made the motion to deny the proposal with second by Mr. Thomas. There was unanimous vote to deny the donation per the requirements of the *Donations and Gifts* policy.

Old Business: None.

New Business: None.

Announcements:

- The next public meeting of the Library Board of Trustees is scheduled for September 13th at the St. Helena Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 5:26 pm on a motion from Mr. Kole and a second from Ms. Robinson.

Respectfully submitted,

Amanda Dickman
Library Director

Beaufort County Library - Budget
Update FY2024
Expenditures as of 8/31/2023 (17%)

Description	FY24 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 3,278,240	\$ 443,332	\$ 2,834,908	14%
EMPLOYER FICA	\$ 203,251	\$ 26,607	\$ 176,644	13%
EMPLOYER MEDICARE	\$ 47,534	\$ 6,223	\$ 41,311	13%
EMPLOYER SC RETIREMENT	\$ 608,441	\$ 81,901	\$ 526,540	13%
PERSONNEL SERVICES TOTAL	\$ 4,137,466	\$ 558,063	\$ 3,579,403	13%
PRINTING	\$ 7,500	\$ -	\$ 7,500	0%
POSTAGE/OTHER CARRIERS	\$ 11,500	\$ 957	\$ 10,543	8%
MAINTENANCE CONTRACTS	\$ 90,000	\$ 4,879	\$ 85,121	5%
EQUIPMENT RENTALS	\$ 6,000	\$ 431	\$ 5,569	7%
PROFESSIONAL SERVICES	\$ 37,500	\$ 28,422	\$ 9,078	76%
DUES & SUBSCRIPTIONS	\$ 37,000	\$ 756	\$ 36,244	2%
TRAINING AND CONFERENCES	\$ 5,000	\$ 395	\$ 4,605	8%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 32,500	\$ 3,148	\$ 29,352	10%
LIBRARY MATERIALS	\$ 442,500	\$ 67,018	\$ 375,482	15%
UNIFORMS	\$ 1,750	\$ 1,583	\$ 167	90%
MINOR OFF FURN/EQP (NON-CAP)	\$ 5,000	\$ 1,532	\$ 3,468	31%
CREDIT CARD FEES	\$ 3,000	\$ 186	\$ 2,814	6%
OPERATING EXPENSES TOTAL	\$ 679,250	\$ 109,308	\$ 569,942	16%
PERSONNEL AND OPERATING	\$ 4,816,716	\$ 667,371	\$ 4,149,345	14%

8/31/2023

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
62	16.99%	\$818,182
Days remaining	Unspent %	Unspent Funds
303	3.13%	\$150,811

Unofficial and Unaudited

Beaufort County Library - FY 24 Special Funds

<u>Library System</u>	<u>State Aid/Lottery</u>	<u>Impact Fee Districts</u>	<u>Special Trusts</u>	<u>Comments</u>
FY24 1st Quarter State Aid	\$105,307	Hilton Head July 1 Balance	\$847,898	
FY24 2nd Quarter State Aid	\$0	Receipts	\$5,959	
FY24 3rd Quarter State Aid	\$0	Expenditures	\$0	
FY24 4th Quarter State Aid	\$0	Aug 31 Balance	\$853,857	
FY24 State Aid	\$105,307	Bluffton		
ST. Aid/Lottery to-date	\$16,865	July 1 Balance	\$4,217,476	
		Receipts	\$4,150	
		Expenditures	\$0	
Total Remaining State Aid:	\$88,442	Aug 31 Balance	\$4,221,626	
Impact Fees North		Beaufort(Port Royal)		
July 1 Balance	\$11,946	July 1 Balance	\$712,825	
Receipts	\$21,739	Receipts	\$0	
Expenditures	\$0	Expenditures	(\$2,475)	
Aug 31 Balance	\$33,685	Aug 31 Balance	\$710,350	
Impact Fees South		St. Helena (& Lady's Island)		
July 1 Balance	\$10,200	July 1 Balance	\$705,009	
Receipts	\$20,352	Receipts	\$553	
Expenditures	\$0	Expenditures	\$0	
Aug 31 Balance	\$30,552	Aug 31 Balance	\$705,562	
New District Totals:	\$64,237	Lobeco (Sheldon)		
		July 1 Balance	\$66,608	
		Receipts	\$0	
		Expenditures	\$0	
		Aug 31 Balance	\$66,608	
		Del Webb Agreement		
		July 1 Balance	\$5,691	
		Receipts	\$0	
		Expenditures	\$0	
		Aug 31 Balance	\$5,691	
			\$6,563,694	
			\$	230,475

Unofficial and

Unaudited

8/31/2023

*Expenditures for Port Royal
Branch renovation.*

1,644 Donations to
Bea. Co. Lib.

8,684 BDC materials/
Proquest &
Materials only

220,147 Endowment
plus interest

Beaufort County Library - Budget
Update FY2023
Expenditures as of 6/30/2023 (100%)

Description	FY23 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 3,212,411.00	\$ 3,164,855.90	\$ 47,555.10	99%
EMPLOYER FICA	\$ 199,169.00	\$ 190,640.78	\$ 8,528.22	96%
EMPLOYER MEDICARE	\$ 46,580.00	\$ 44,585.18	\$ 1,994.82	96%
EMPLOYER SC RETIREMENT	\$ 531,975.00	\$ 551,166.56	\$ (19,191.56)	104%
PERSONNEL SERVICES TOTAL	\$ 3,990,135.00	\$ 3,951,248.42	\$ 38,886.58	99%
PRINTING	\$ 5,000.00	\$ 4,993.56	\$ 6.44	100%
POSTAGE/OTHER CARRIERS	\$ 10,600.00	\$ 10,838.26	\$ (238.26)	102%
MAINTENANCE CONTRACTS	\$ 110,000.00	\$ 94,329.63	\$ 15,670.37	86%
REPAIRS TO EQUIPMENT	\$ 300.00	\$ -	\$ 300.00	0%
EQUIPMENT RENTALS	\$ 10,250.00	\$ 4,695.96	\$ 5,554.04	46%
PROFESSIONAL SERVICES	\$ 32,500.00	\$ 26,458.99	\$ 6,041.01	81%
GARAGE REPAIRS & MAINT	\$ 150.00	\$ 18.95	\$ 131.05	13%
DUES & SUBSCRIPTIONS	\$ 5,000.00	\$ 3,519.59	\$ 1,480.41	70%
TRAINING AND CONFERENCES	\$ 4,500.00	\$ 1,471.21	\$ 3,028.79	33%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 30,000.00	\$ 26,428.27	\$ 3,571.73	88%
LIBRARY MATERIALS	\$ 266,000.00	\$ 265,830.97	\$ 169.03	100%
MINOR OFF FURN/EQP (NON-CAP)	\$ 5,000.00	\$ 4,041.02	\$ 958.98	81%
CREDIT CARD FEES	\$ 4,000.00	\$ 3,267.51	\$ 732.49	82%
PERSONNEL AND OPERATING	\$ 4,473,435.00	\$ 4,397,142.34	\$ 76,292.66	98%

6/30/2023

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
365	100.00%	\$4,473,435
Days remaining	Unspent %	Unspent Funds
0	1.71%	\$76,293

Unofficial and Unaudited

Beaufort County Library - FY 23 Special Funds

Library System		State Aid/Lottery	Impact Fee Districts		Special Trusts	Comments
FY23 1st Quarter State Aid		\$105,332	Hilton Head			
FY23 2nd Quarter State Aid		\$105,332	Beginning FY23 Balance	\$788,953		
FY23 3rd Quarter State Aid		\$105,332	Receipts	\$58,945	\$ 220,147	Endowment plus interest
FY23 4th Quarter State Aid		\$105,332	Expenditures	\$0		
FY23 State Aid		\$421,328	Total: June 30, 2023	\$847,898		
ST. Aid/Lottery to-date		\$420,774	Bluffton			
			Beginning FY23 Balance	\$3,700,199	\$ 8,684	BDC materials/Proquest & Materials only
Total Remaining:		\$554	Receipts	\$517,277		
			Expenditures	\$0		
Impact Fees North			Total: June 30, 2023	\$4,217,476		
Beginning FY23 Balance		\$0	Beaufort(Port Royal)		\$ 1,644	Donations to Bea. Co. Lib.
Receipts		\$11,946	Beginning FY23 Balance	\$689,773		
Expenditures		\$0	Receipts	\$43,876		
			Expenditures	(\$20,825)		
Total: June 30, 2023		\$11,946	Total: June 30, 2023	\$712,825		Expenditures for Port Royal Branch renovation.
Impact Fees South			St. Helena (& Lady's Island)			
Beginning FY23 Balance		\$0	Beginning FY23 Balance	\$592,242		
Receipts		\$10,200	Receipts	\$112,767		
Expenditures		\$0	Expenditures	\$0		
Total: June 30, 2023		\$10,200	Total: June 30, 2023	\$705,009		
New District Totals:		\$22,146	Lobeco (Sheldon)			
			Beginning FY23 Balance	\$50,915		
			Receipts	\$15,693		
			Expenditures	\$0		
			Total: June 30, 2023	\$66,608		
			Del Webb Agreement			
			Beginning FY23 Balance	\$5,510		
			Receipts	\$180		
			Expenditures	\$0		
			Total: June 30, 2023	\$5,690		
				\$6,555,506	\$ 230,475	

**Beaufort County Library
FY 2024
(July 2023 - June 2024)
Library Revenues**

[illegible][illegible][illegible]

GRAND TOTAL

Unofficial and Unaudited

9/5/2023