



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, January 10, 2024
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. November 8, 2023 Minutes (**backup**)
- VI. **Correspondence and Communications**
- VII. **Library Director's Report**
 - A. Personnel Update
 - B. Projects Update
 - a. Port Royal Library
 - b. StoryWalk opening
 - c. Impact Grant/Pickup lockers
 - d. Artist in Residence program
 - e. Tax Preparation assistance
- 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 and Jannine Mutterer

 - Update

B. Policies & Procedures Committee

Tracey Robinson, Chair; Jannine Mutterer and Janet Porter

- Updates to Library Board of Trustees Bylaws
- Updates to Director's Evaluation Policy

C. Strategic Planning Committee

Janet Porter, Chair, Shawna Kulpa, Brenda Powell and Terry Thomas

- Update

D. Request for Reconsideration Committee

Joe Bogacz, Chair; Jannine Mutterer, Rosalie Richman, Brenda Powell and Shawna Kulpa

E. Library Facilities Committee

Bernie Kole, Chair; Terry Thomas and Shawna Kulpa

- 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 meeting scheduled for March 13, 2024 at 4pm at the St. Helena 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 – November 8, 2023 – 4:00 p.m.
Hilton Head Branch Library
11 Beach City Road
Hilton Head, SC

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

Trustees: Lynne Miller, Chair; Janet Porter, Vice-Chair, Bernie Kole, Shawna Kulpa, Brenda Ladson-Powell, Rosalie Richman, and Jannine Mutterer

Absentees: Terry Thomas, Joseph Bogacz, Tracey Robinson, James Morrall

County Staff: Alec Bishop (Broadcast Services), Craig Todesco (Broadcast Services)

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

I. Call to Order: The meeting was called to order at 4:02 pm. A quorum was established.

- Ms. Miller requested a motion to amend the meeting agenda to include an Executive Session 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 estate property.

Mr. Kole made the motion with a second by Ms. Kulpa. The motion was unanimously approved.

II. Pledge of Allegiance: Ms. Kulpa led those in attendance in the Pledge of Allegiance.

III. Public Comment: None.

IV. Introduction of Guests: None.

V. Minutes from meeting held September 13, 2023:

- Mrs. Miller noted the minutes for September 13, 2023 had been previously distributed to all members. Mr. Kole provided a motion to approve. Dr. Porter provided a second. There was a unanimous vote to approve without correction.

VI. Correspondence/Memberships: None.

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

A. Personnel Update: The *Library Organizational Chart* is provided for reference. There are currently three (3) vacant positions: Senior Librarian for Port Royal Library, Library Specialist in the Beaufort District Collection, and Marketing Specialist. Two vacancies are in the process of being filled.

B. Projects Update:

- **Port Royal Library design:** Once final contract documents are received, Beaufort Construction will be issued a notice to proceed.
- **StoryWalk:** Ms. Dickman confirmed the StoryWalk at the Spanish Moss Trail is expected to open before the end of the year. Grand opening date to be determined.
- **Artist in Residence:** Ms. Dickman reported twenty-six applications for Artist in Residence were received. The review committee expects to announce the selected artist mid-December.
- **LSTA Impact Grant:** Library staff have begun designing the artwork for the exterior wrap of the pickup lockers funded through this grant award.
- Ms. Dickman concluded her report with the mention of several upcoming library events:
 - Bluffton Branch Library 21st Anniversary on Thursday, November 9th at 5pm.
 - Hilton Head Library 25th Anniversary on Tuesday, November 14th at 2pm
 - Beaufort Railroaders Train Exhibit from Tuesday, December 12th – Saturday, December 16th.
- **Strategic Plan achievements:** Ms. Dickman invited Joshua Greer, Deputy Director, to provide an update on the Strategic Focus regarding library collections. As stated in the Strategic Plan, the strategic focus on collections is to “offer a wide range of collections in contemporary formats”.
 - Mr. Greer explained the process staff use to monitor availability of popular materials to address community interest.
 - Mr. Greer explained the library dedicates one librarian to monitor digital resource purchases.
 - In terms of digital resources (ebooks and audiobooks), publishers set the parameters for their ebooks. For example, some eBooks “expire” after a certain number of checkouts or a set period of time requiring the library to purchase a popular title such as “Lessons in Chemistry” several times to satisfy demand.

IX. Committee Reports

A. Finance Committee: Dr. Porter explained 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 2024:** (see attachment)
 - Dr. Porter noted the receipt of the second State Aid payment of \$105,307 for the purchase of library materials. For Fiscal Year 2024, Beaufort County Library should receive \$421,228 of State Aid funds in quarterly installments.
 - Dr. Porter explained the documents in detail noting that at 33% through the year, the Library has spent 29% of the annual budget.
- **FY 2024 Special Funds Report:** (see attachment)
Dr. Porter explained the attached report noting the receipts and expenditures from special fund sources.
- **FY 2024 Library Materials Expenditure year-to-date:** (for more details, see attachment)
 - Dr. Porter explained the document in detail noting fiscal year-to-date materials expenditures totaling \$188,527. (an increase of \$100,000 since the previous report)

B. Policies and Procedures Committee:

- Ms. Miller noted that the committee is reviewing the Library Board of Trustees bylaws. Their proposed changes will be reviewed by the Policy Committee in December and brought before the Library Board for vote of approval in the January 2024 meeting.

C. Strategic Planning Committee: Dr. Porter referred to the update provided in the Library Director's report.

D. Challenged Materials Committee: No update.

E. Library Facilities Committee: Mr. Kole reiterated the status of the Port Royal Library as presented in the Library Director's report noting that Beaufort Construction will soon receive a Notice to Proceed with interior renovations on the Port Royal Library.

F. Art and Donation Committee: None.

G. Liaisons

Friends of the Library (FOL):

- **Friends of Beaufort Library:** Ms. Powell confirmed that the Friends of the Beaufort Library hosted their annual book sale at Waterfront Park November 3-6th. She noted the roster of speakers for Books Sandwiched In has been published on their website and encouraged everyone to consider attending. The Friends of Beaufort will next meet on Thursday, November 9th. They are preparing to open the StoryWalk at Spanish Moss Trail and recently donated funds to Port Royal Elementary School to provide one book to each student in the upcoming book fair.
- **Friends of Bluffton Library:** Ms. Richman applauded the efforts of the volunteers who hosted a successful book sale. Ms. Dickman reported approximately 75 people attended the dedication of the table in memory of Loretta Wells and recognition for her years of service to the Friends of Bluffton Library. Ms. Richman announced the Friends of the Bluffton Library will host their annual meeting on Thursday, November 9th at 5pm.
- **Friends of Hilton Head Library:** Ms. Miller announced the Friends of HHI will host a 25th Birthday party on Tuesday, November 14th. The Friends will have their next scheduled meeting on November 15th at the Hilton Head Branch Library.

Public Library Foundation: Ms. Miller reported the Foundation will meet on November 15th to mail their annual appeal letter.

IX. Old Business: None.

X. New Business:

- **Proposed Holiday Closures 2024:** Ms. Dickman presented the 2024 closing dates noting the possibility for adjustment after County Council announces the 2024 closing dates for all county offices.
Motion: Ms. Miller requested a motion to approve the holiday closing dates as presented with the caveat of amending the dates to reflect actual closures determined by County

Council. Mr. Kole made a motion to approve. Ms. Powell seconded the motion.

Action: The motion passed unanimously.

- **Proposed Library Board of Trustees Meeting Dates:** Ms. Miller presented the proposed Library Board of Trustees meeting dates for 2024.
Motion: Mr. Kole made the motion with a second by Ms. Kulpa.
Action: The motion passed unanimously.
- **First Steps Board appointment (Amanda Dickman):** Ms. Miller asked for a motion to recommend Amanda Dickman be reappointed to serve on the First Steps Board as required by newly passed legislation.
Motion: Dr. Porter made the motion with a second by Ms. Powell.
Action: The motion passed unanimously.

XI: Executive Session: Ms. Miller requested a motion to amend the meeting agenda to include an Executive Session 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 estate property.

Ms. Miller called the executive session to order at 4:47pm.

With a motion from Mr. Kole and a second by Ms. Powell, Ms. Miller adjourned the executive session at 5:06pm to reconvene the regular meeting.

XII: Matters Arising out of Executive Session: Ms. Miller stated that during Executive Session the Library Board received information regarding a potential site for a library in the Pritchardville/New Riverside area.

Ms. Miller asked for a motion to recommend approval of the purchase of the property known as the potential site for a New Riverside Library pursuant to property information discussed in executive session.

Motion: Mr. Kole made the motion with a second by Ms. Kulpa

Action: The motion passed unanimously.

XII. Announcements:

- The next public meeting of the Library Board of Trustees is scheduled for January 10, 2024 at 4pm at the Bluffton Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 5:07 pm on a motion from Mr. Kole and a second from Ms. Powell.

Respectfully submitted,

Amanda Dickman
Library Director

**Beaufort County Library - Budget
Update FY2024
Expenditures as of 12/31/2023 (50%)**

Description	FY24 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 3,278,240	\$ 1,615,544	\$ 1,662,697	49%
EMPLOYER FICA	\$ 203,251	\$ 97,089	\$ 106,162	48%
EMPLOYER MEDICARE	\$ 47,534	\$ 22,706	\$ 24,828	48%
EMPLOYER SC RETIREMENT	\$ 608,441	\$ 299,279	\$ 309,162	49%
PERSONNEL SERVICES TOTAL	\$ 4,137,466	\$ 2,034,618	\$ 2,102,848	49%
PRINTING	\$ 7,500	\$ -	\$ 7,500	0%
POSTAGE/OTHER CARRIERS	\$ 11,500	\$ 4,277	\$ 7,223	37%
MAINTENANCE CONTRACTS	\$ 90,000	\$ 35,254	\$ 54,746	39%
EQUIPMENT RENTALS	\$ 6,000	\$ 2,155	\$ 3,845	36%
PROFESSIONAL SERVICES	\$ 37,500	\$ 30,384	\$ 7,116	81%
DUES & SUBSCRIPTIONS	\$ 37,000	\$ 1,037	\$ 35,963	3%
TRAINING AND CONFERENCES	\$ 5,000	\$ 697	\$ 4,303	14%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 32,500	\$ 13,853	\$ 18,647	43%
LIBRARY MATERIALS	\$ 442,500	\$ 297,524	\$ 144,976	67%
UNIFORMS	\$ 1,750	\$ 1,583	\$ 167	90%
MINOR OFF FURN/EQP (NON-CAP)	\$ 5,000	\$ 3,729	\$ 1,271	75%
CREDIT CARD FEES	\$ 3,000	\$ 875	\$ 2,125	29%
OPERATING EXPENSES TOTAL	\$ 679,250	\$ 391,368	\$ 287,882	58%
PERSONNEL AND OPERATING	\$ 4,816,716	\$ 2,425,986	\$ 2,390,730	50%

12/31/2024

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
184	50.41%	\$2,428,153
Days remaining	Unspent %	Unspent Funds
181	0.04%	\$2,167

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	\$853,857	
FY24 2nd Quarter State Aid	\$105,307		Receipts	\$0	
FY24 3rd Quarter State Aid	\$0		Expenditures	\$0	\$ 220,723 <i>Endowment plus interest</i>
FY24 4th Quarter State Aid	\$0		Aug 31 Balance	\$853,857	
FY24 State Aid	\$210,614		Bluffton		
ST. Aid Spent to-date	\$93,171		July 1 Balance	\$4,221,626	\$ 6,891 <i>BDC materials/ Proquest & Materials only</i>
Total Remaining State Aid:	\$117,443		Receipts	\$0	
			Expenditures	\$0	
Impact Fees			Aug 31 Balance	\$4,221,626	
Sept 1 Balance	\$64,237		Beaufort(Port Royal)		\$ 1,644 Donations to Bea. Co. Lib.
Receipts	\$147,155		July 1 Balance	\$710,350	
Expenditures	(\$7,425)		Receipts	\$0	
Dec 31 Balance	\$203,967		Expenditures	(\$7,425)	<i>Expenditures for Port Royal Branch renovation.</i>
			Aug 31 Balance	\$702,925	
			St. Helena (& Lady's Island)		
			July 1 Balance	\$705,562	
			Receipts	\$0	
			Expenditures	\$0	
			Aug 31 Balance	\$705,562	
			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	
				\$6,760,236	\$ 229,259

Unofficial and

Unaudited

12/31/2024

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

CASH / CHECK DEPOSITS / FINES/FEES	JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER		JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		TOTAL
BEAUFORT	\$ 570.95	\$ 800.47	\$ 432.50	\$ 408.85	\$ 477.65	\$ 517.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,208.20
BLUFFTON	\$ 316.75	\$ 563.95	\$ 621.59	\$ 673.70	\$ 402.10	\$ 526.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,104.74
HILTON HEAD	\$ 492.60	\$ 456.85	\$ 669.75	\$ 562.79	\$ 692.49	\$ 520.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,394.97
ST. HELENA	\$ 192.68	\$ 160.09	\$ 220.00	\$ 246.50	\$ 183.94	\$ 217.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,220.78
LOBECO	\$ 34.50	\$ 75.00	\$ 100.30	\$ 113.00	\$ 115.30	\$ 76.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 514.20
TOTAL	\$ 1,607.48	\$ 2,056.36	\$ 2,044.14	\$ 2,004.84	\$ 1,871.48	\$ 1,858.59	\$ -	\$ 11,442.89																	

CREDIT CARD DEPOSITS / HEARTLAND PAYMENT SYSTEM - FINES/FEES	JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER		JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		TOTAL
BEAUFORT	\$ 331.41	\$ 289.51	\$ 284.19	\$ 300.81	\$ 336.21	\$ 334.71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,876.84
BLUFFTON	\$ 161.77	\$ 478.49	\$ 600.05	\$ 555.49	\$ 655.34	\$ 616.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,068.06
HILTON HEAD	\$ 343.62	\$ 294.99	\$ 521.81	\$ 290.51	\$ 558.38	\$ 263.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,272.51
ST. HELENA	\$ 84.60	\$ 85.79	\$ 87.21	\$ 99.58	\$ 244.80	\$ 65.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 667.53
LOBECO	\$ 4.10	\$ 35.60	\$ -	\$ 23.20	\$ 26.80	\$ 49.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138.90
TOTAL	\$ 925.50	\$ 1,184.38	\$ 1,493.26	\$ 1,269.59	\$ 1,821.53	\$ 1,329.58	\$ -	\$ 8,023.84																	

COPIERS	JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER		JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		TOTAL
BEAUFORT	\$ 170.10	\$ -	\$ 287.30	\$ 104.00	\$ 51.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 561.40
BLUFFTON	\$ 62.50	\$ 65.30	\$ 51.50	\$ 102.20	\$ 63.40	\$ 66.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 443.30
HILTON HEAD	\$ 67.20	\$ 57.40	\$ 63.40	\$ 61.60	\$ 48.35	\$ 37.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 334.95
ST. HELENA	\$ 14.00	\$ 62.25	\$ 9.05	\$ 50.55	\$ 6.50	\$ 12.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154.60
LOBECO	\$ 18.30	\$ 15.60	\$ 15.00	\$ 7.50	\$ 40.60	\$ 12.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 109.80
TOTAL	\$ 332.10	\$ 200.55	\$ 426.25	\$ 325.85	\$ 191.05	\$ 128.25	\$ -	\$ 1,604.05																	

GRAND TOTAL **\$ 21,070.78**

Unofficial and Unaudited