



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, January 13, 2021
4:00 p.m.

This meeting is being held virtually in accordance with Beaufort County Resolution 2020-05

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 4, 2020 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; Anna Maria Tabernik, Laura Sturkie, Terry Thomas and James Morrall
 - Update
 - B. Foundation – Lynne Miller
 - C. Friends of the Library (FOL):

Beaufort: Brenda Ladson Powell, James Morrall

Bluffton: Laura Sturkie, 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, 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

G. Library Facilities Committee, Bernie Kole; Chair; Joe Bogacz, Rosalie Richman, Laura Sturkie and Anna Marie Tabernik

- Status of Bluffton Branch Library Renovation

X. Old Business:

XI. New Business:

XII. Executive Session: Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee.

XIII. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – November 4, 2020 – 4:00 p.m.
VIRTUAL MEETING

The fifth scheduled meeting for 2020 was held virtually via Webex.

Trustees: Ana Maria Tabernik, Chair; Joseph Bogacz, Lynne Miller, James Morrall, Rosalie Richman, Bernard Kole, Tracey Robinson, and Terry Thomas.

Absentees: Laura Sturkie, Vice-chair; Janet Porter, Brenda Ladson Powell.

County Staff: Charles Atkinson, Interim Assistant County Administrator for Community Services.

Hosts: Amanda Dickman, Interim Library Director; Joshua Greer, Library Operations Manager.

County Council Member: Councilwoman Alice Howard, District 4.

Call to Order: The meeting was called to order at 4:00 p.m.

Pledge of Allegiance: Ms. Tabernik led those present in the Pledge of Allegiance.

Public Comment: None.

Minutes from meeting held September 9, 2020:

The minutes were approved as written on a motion from Mr. Kole and a second from Ms. Miller. There was a unanimous vote to approve.

Correspondence/Memberships: None.

Library Director's Report:

Amanda Dickman, Interim Library Director presented her report:

- **Personnel:**
Four vacancies have been filled since the last Board of Trustees meeting. There are currently 10 vacant, advertised positions. Candidates have been selected for 3 of those vacancies leaving 7 positions for which we are actively interviewing.
- **Projects Updates:**
 - **Bluffton Branch Library:**
The Bluffton Branch Library renovation project as presented in the September 2020 Library Board of Trustees meeting has progressed to the bid solicitation phase. Bids will be submitted through December 3, 2020.
- **Reopening of Beaufort County Library System After COVID-19 Temporary Closures:**
During the last board meeting the Board of Trustees approved reopening branch libraries and Bookmobiles for “grab and go” service and public computer usage. In the month of October, our

library branches and Bookmobiles welcomed 11,804 customers and circulated 51,101 items (37,816 physical items, 13,285 digital). In comparison to September 2020, circulation of physical items has increased by 179%

- **Mobile Services and Outreach:**

Bookmobile North and Bookmobile South resumed service on October 5, 2020, providing bi-weekly “grab & go” service to 32 stops. Bookmobile South added Okatie Pines, an independent living facility that opened in Bluffton in October 2020, and The Crescent, an all-ages community on Rt 278 in Bluffton to their route schedule.

Committee Reports:

Finance Committee:

Mr. Bogacz explained the financial documents presented. At 4 months, or 1/3 of the way through the financial year, the Beaufort County Library is in good financial standing.

- **FY 2021 Special Funds Report:** (see attachment)
Mr. Bogacz explained the attached report.
- **Beaufort County Library System - Budget Update – FY 2021:** (see attachment)
- **FY 2021 Library Materials Expenditure YTD year-to-date:** (for more details, see attachment)
Mr. Bogacz explained the document in detail.
- Mr. Bogacz added that the library received the second quarter installment of the State Aid.
- Mr. Bogacz thanked the Friends of the Library groups for their generous contribution of \$56,700 for library materials.

Public Library Foundation:

- Ms. Miller explained that the Public Library Foundation last met virtually in September and is currently working on their annual appeal campaign.
- The Foundation is considering acquiring Directors & Officers Insurance for their board members.

Friends of the Library (FOL):

Beaufort Branch:

- Mr. Morrall relayed information from the Friends of the Library meeting held on October 8th at Waterfront Park to allow for social distancing.
- Mr. Morrall added that the Friends will be having an outdoor book sale in front of the Beaufort Library on Friday, November 6th to coincide with “First Friday” activities in downtown Beaufort.
- Several Friends of the Beaufort Library members will be attending the Friends of South Carolina Libraries virtual conference being broadcast from the St. Helena Library on Friday, November 6th.
- The Friends have reimagined their winter program, “Books Sandwiched In”, and plan to host this program virtually through Zoom in January 2021.

Bluffton Branch:

- Amanda Dickman shared that the Bluffton Library met on October 6th and have hosted several 50% off book sales since the Bluffton Library reopened.
- The Friends of the Bluffton Library are planning their Annual Membership drive for November.

Hilton Head Branch:

- Ms. Miller reported that the Friends of HHI Library met virtually on October 13th
- The Friends of the HHI Library will host a HHI Library Birthday party on Friday, November 6th from 1-3pm to celebrate the HHI Branch's 22nd year of operation.
- Ms. Miller mentioned that the Friends of HHI Library have rearranged their bookstore to allow for social distancing.

Policies and Procedures Committee: No report.

Strategic Planning Committee:

- Ms. Tabernik reminded the Library Board of Trustees that the Strategic Planning Process was suspended earlier this year due to COVID-19 and remains suspended pending the selection of a new Library Director.

Challenged Materials Committee: None.

Library Facilities Committee:

- Mr. Kole echoed the status of the Bluffton Library Renovation as presented in the Director's report.
- Additionally, Mr. Kole reminded the Library Board of Trustees that a new library in the New Riverside area remains on pause due to the county's inability to project revenues for the next few years.

New Business:

- **Holiday Closures for 2021:** (see attached)
 - Ms. Tabernik requested a motion to approve the holiday closing dates for 2021.
 - Mr. Kole made a motion to approve. Ms. Miller seconded the motion.

Discussion: Amanda Dickman, made the recommendation for the Library Board of Trustees to approve the 2021 closing dates with the possibility for adjustment after the County Council officially approves 2021 closing dates for all county offices.

- Ms. Tabernik requested an amended motion to approve the library holiday closing dates for 2021 with the possibility for adjustment after the County Council officially approves 2021 closing dates for all county offices.
- Mr. Kole made a motion to approve. Ms. Miller second the motion. There was a unanimous vote to approve.
- **Library Board of Trustees Meeting Dates for 2021:** (see attached)
 - Ms. Tabernik requested a motion to accept the proposed Library Board of Trustees meeting dates for 2021. Mr. Morrall made the motion. Mr. Thomas seconded.

Discussion: Ms. Richman requested moving the September 8th meeting to September 1st to allow for religious observance.

- Ms. Tabernik requested a motion to approve the amended Library Board of Trustees meeting dates for 2021. Mr. Kole made the motion. Ms. Miller second. There was a unanimous vote to approve.

Executive Session:

Ms. Tabernik requested a motion to move into executive session. Mr. Kole made the motion. Mr. Morrall seconded the motion. There was a unanimous vote. The motion carried.

Ms. Tabernik started the executive session at 4:33 p.m. Ms. Tabernik adjourned the executive session at 4:40 p.m. and reconvened the regular meeting.

Action coming out of Executive Session: None

With no other business to discuss, Ms. Tabernik concluded the Library Board of Trustees meeting at 4:42 p.m. on a motion from Mr. Kole and a second from Mr. Bogacz.

Respectfully submitted,



Amanda Dickman
Interim Library Director

Beaufort County Library System - Budget Update - Fiscal Year 2021

Actual Expenditures as of December 31, 2020 [6 Month/50%]

	Beaufort Library System			
	FY21 Allocation	Expended YTD	Remaining	% Spent
Personnel Per MUNIS (Sal.,FICA,Medicare,SC Retirement)	\$ 3,709,100	\$ 1,693,830	\$ 2,015,270	46%
ADVERTISING	\$ 1,000	\$ -	\$ 1,000	0%
PRINTING	\$ 2,000	\$ 32	\$ 1,968	2%
POSTAGE/OTHER CARRIERS	\$ 10,125	\$ 4,072	\$ 6,053	40%
TELEPHONE	\$ 55,802	\$ 27,312	\$ 28,490	49%
ELECTRICITY/NAT'L GAS	\$ 255,000	\$ 100,752	\$ 154,248	40%
WATER/SEWER/GARBAGE.	\$ 14,750	\$ 1,933	\$ 12,817	13%
MAINTENANCE CONTRACTS	\$ 102,771	\$ 9,775	\$ 92,996	10%
REPAIRS TO EQUIPMENT	\$ 300	\$ -	\$ 300	0%
EQUIPMENT RENTALS	\$ 9,500	\$ 864	\$ 8,636	9%
PROFESSIONAL SERVICES	\$ 35,000	\$ 34,832	\$ 168	100%
OTHER VEHICLE OPER COSTS	\$ 200	\$ 17	\$ 183	8%
GARAGE REPAIRS & MAINT	\$ 10,000	\$ 879	\$ 9,121	9%
BOOKS,SUBS,MEMBERSHIPS	\$ 2,000	\$ 967	\$ 1,033	48%
TRAINING AND CONFERENCES	\$ -	\$ -	\$ -	0%
VEHICLE INSURANCE	\$ 3,930	\$ 3,720	\$ 210	95%
INSURANCE-OTHER	\$ 3,352	\$ 2,664	\$ 688	79%
INSURANCE-PREPAID	\$ 6,281	\$ -	\$ 6,281	0%
UNCLASSIFIED OPERATING	\$ 3,100	\$ 1,150	\$ 1,950	37%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 40,000	\$ 7,433	\$ 32,567	19%
DATA PROCESSING SUPPLIES	\$ 1,500	\$ 56	\$ 1,444	4%
LIBRARY MATERIALS	\$ -	\$ -	\$ -	0%
FUELS/LUBRICANTS	\$ 11,000	\$ 1,004	\$ 9,996	9%
MINOR OFF FURN/EQP <\$5,000	\$ 1,000	\$ 1,000	\$ -	100%
DATA PROCESSING EQUIP <\$5,000	\$ 20,000	\$ 6,466	\$ 13,534	32%
Personnel & Operating Total:	\$ 4,297,711	\$ 1,898,757	\$ 2,398,954	44%

Unofficial and Unaudited

Beaufort County Library - FY 21 Special Funds

<u>Library System</u>	<u>State Aid/Lottery</u>	<u>Impact Fees</u>		<u>Special Trusts</u>	<u>Comments</u>
FY21 1st Quarter State Aid	\$81,116	Hilton Head			
FY21 2nd Quarter State Aid	\$81,116	Beginning FY20 Balance	\$452,567	\$216,374	<i>Endowment plus interest</i>
FY21 3rd Quarter State Aid		Receipts	\$52,340		
FY21 4th Quarter State Aid		Expenditures	(\$22,374)		
FY21 State Aid	\$162,232	Total	\$482,534		
State Aid spent-to-date	\$71,353	Bluffton		\$ 16,601.11	<i>BDC materials/ Proquest & Materials only</i>
Remaining	\$90,879	Beginning FY20 Balance	\$3,168,174		
		Receipts	\$236,091		
		Expenditures	(\$135,208)		
		Total	\$3,269,056		
		Beaufort(Port Royal)			
		Beginning FY20 Balance	\$634,102		
		Receipts	\$16,590		
		Expenditures	(\$31,290)		
		Total	\$619,401		
		St. Helena (& Lady's Island)			<i>Impact fee expenditures are for FY2021 Lease plans and eBooks. *Bluffton expenditures include architectural and engineering study.</i>
		Beginning FY20 Balance	\$373,467		
		Receipts	\$40,590		
		Expenditures	(\$18,379)		
		Total	\$395,678		
		Lobeco (Sheldon)			
		Beginning FY20 Balance	\$29,421		
		Receipts	\$7,189		
		Expenditures	(\$1,456)		
		Total	\$35,154		
		Del Webb Agreement			
		Beginning FY20 Balance	\$4,760		
		Receipts	\$338		
		Expenditures	\$0		
		Total	\$5,098		
Totals	\$90,879		\$4,806,921	\$232,975	

**Unofficial and
Unaudited**

12/31/2020 [6 months/50%]

Beaufort County Library
 FY 2021
 (July 2020 - June 2021)
 Library Revenues

CASH / CHECK DEPOSITS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	* MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ 369.81	\$ -	\$ -	\$ 618.94	\$ 30.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,018.95
BLUFFTON	\$ 202.54	\$ 40.00	\$ -	\$ 530.75	\$ 340.41	\$ 418.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,531.75
HILTON HEAD	\$ 275.15	\$ 163.39	\$ -	\$ 276.80	\$ 268.49	\$ 470.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,454.53
ST. HELENA	\$ 68.20	\$ 29.75	\$ 27.70	\$ 91.65	\$ 122.51	\$ 102.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 442.36
LOBECO	\$ -	\$ -	\$ 84.22	\$ -	\$ 29.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 113.92
TOTAL	\$ 545.89	\$ 602.95	\$ 111.92	\$ 899.20	\$ 1,380.05	\$ 1,021.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,561.51

CREDIT CARD DEPOSITS/ HEARTLAND PAYMENT SYSTEM	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 172.40	\$ -	\$ -	\$ 158.39	\$ 122.43	\$ 154.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 607.63
BLUFFTON	\$ 318.78	\$ -	\$ -	\$ 198.01	\$ 332.17	\$ 414.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,263.20
HILTON HEAD	\$ 160.99	\$ -	\$ -	\$ 73.82	\$ 168.80	\$ 377.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 781.46
ST. HELENA	\$ 6.60	\$ -	\$ -	\$ 11.00	\$ 37.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55.22
LOBECO	\$ -	\$ -	\$ -	\$ 27.90	\$ 76.04	\$ 49.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152.96
TOTAL	\$ 658.77	\$ -	\$ -	\$ 469.12	\$ 737.06	\$ 995.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,860.47

COPIERS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	* MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ -	\$ -	\$ -	\$ 217.70	\$ 156.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 374.20
BLUFFTON	\$ 8.30	\$ -	\$ -	\$ 30.70	\$ 35.50	\$ 31.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106.15
HILTON HEAD	\$ 28.45	\$ -	\$ -	\$ 13.30	\$ 45.35	\$ 31.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118.40
ST. HELENA	\$ 1.85	\$ 3.70	\$ -	\$ 10.25	\$ 12.85	\$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40.65
LOBECO	\$ -	\$ -	\$ 113.20	\$ -	\$ 65.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 178.36
TOTAL	\$ 38.60	\$ 3.70	\$ 113.20	\$ 54.25	\$ 376.56	\$ 231.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 817.76

INTEREST SUMMARY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
INTEREST REVENUE	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.07	\$ 0.07	\$ 0.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.40

GRAND TOTAL **\$ 8,240.14**