



BEAUFORT COUNTY  
LIBRARY BOARD OF TRUSTEES  
Wednesday, November 10, 2021  
4:00 p.m.  
Hilton Head Branch Library  
11 Beach City Road  
Beaufort, South Carolina 29926  
843.255.6526

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. September 1, 2021 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
  - A. Personnel Update
  - B. Projects Update
  - C. Recommendation to resume in-person library programs
  - D. Recommendation to expand operating hours
- 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, Lynne Miller, Terry Thomas and James Morrall
  - B. Foundation – Lynne Miller

- Update
- 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, 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, and Anna Maria Tabernik
  - Status of Bluffton Branch Library Renovation
  - Potential library at New Riverside Village presentation by Tex Small of AVTEX Commercial Properties
  
- X. Old Business:
  - Approval Library Board of Trustees 2022 Meeting Dates
  
- XI. New Business:
  - Approval of Holiday Closures 2022
  
- XII. Announcements:
  - Next meeting scheduled for January 12, 2021 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. Matters Arising out of Executive Session
  
- XV. Adjournment

**Beaufort County Library**  
**BOARD OF TRUSTEES MEETING**  
**Minutes – September 1, 2021 – 4:00 p.m.**  
**Beaufort Branch Library**  
**311 Scott Street**

**The fifth scheduled meeting for 2021 was held in-person at the Beaufort Branch Library with a virtual attendance option for board members.**

**Trustees:** Ana Maria Tabernik, Chair; Joseph Bogacz, Bernard Kole, Janet Porter, Brenda Ladson-Powell, Lynne Miller, Rosalie Richman, James Morrall, and Terry Thomas.

**Absentees:** Tracey Robinson

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

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

**Guests:** Traci Cox, Marketing and Communications Coordinator, Libby Voight, Senior Library Assistant at Beaufort Branch Library, and Alec Bishop of Broadcast Services.

**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:** Mr. Kole led those in attendance in the Pledge of Allegiance.

**Public Comment:** None.

**Minutes from meeting held May 12, 2021 and July 14, 2021:**

- The minutes for May 12, 2021 were approved as written on a motion from Mr. Bogacz and a second from Mr. Morrall. There was a unanimous vote to approve.
- The minutes for July 14, 2021 were approved on a motion from Ms. Porter and a second from Mr. Kole. There was a unanimous vote to approve.

**Correspondence/Memberships:** None.

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

- **Personnel Update:**

In recent weeks, Beaufort County Library has welcomed 3 new employees with 2 additional employees scheduled to start employment in September.

There are currently fourteen (14) vacant positions:

- Eleven (11) out of fourteen (14) are advertised.
- One (1) vacancy is in process of being posted.
- Two (2) job descriptions are being revised before posting.



- **Staff Introductions:**

- Josh Greer, started his tenure at Beaufort County Library as a Reference Librarian at the Hilton Head Branch Library in July 2017. In August 2019, he transitioned to the role of Library Operations Manager helping to monitor expenditures and the library's budget. In July 2021, he assumed his new role as Deputy Director.
- Libby Voight began employment with the Beaufort Branch Library as a Library Assistant in December 2016 and received a promotion to Senior Library Assistant in May 2018. She was recently awarded a scholarship from the Public Library Foundation to assist with her pursuit of a Masters in Library and Information Science.
- Traci Cox, joined the Beaufort County Library in 2008 as a Reference Librarian at the Bluffton Branch Library. She was promoted to Information Services Coordinator before settling in her current job as Marketing & Communications Manager. She is responsible for public facing messaging, social media, the Library's website, and special projects such as the annual Summer Reading program.

- **Projects Updates:**

- **Summer Reading Program Update:**

Traci Cox presented a report detailing the success of the annual summer reading program. Despite modified library operating hours and the inability to host in-person programs, the Beaufort County Library received 2,001 completed summer reading game boards and awarded 182 grand prizes. Beaufort County Library appreciates the continued partnership with Beaufort County School District, the support of our three Friends of the Library groups and Public Library Foundation of Beaufort County, as well as the donation of prizes and reading incentives from 112 local businesses and organizations.

- **SC Stay Plus:**

Ms. Dickman applauded the efforts of SC Stay Plus representatives operating out of the Beaufort Branch Library since Monday, August 16<sup>th</sup>. To date, they have provided in-person assistance to 290 residents submitting their SC Stay Plus application for rent and utility assistance due to COVID-19. From September 7<sup>th</sup>- September 11<sup>th</sup> representatives will provide assistance at the Lobeco Branch Library before moving to the Bluffton Branch Library from September 13<sup>th</sup> to September 18<sup>th</sup>. The representatives will return to the Beaufort Branch Library from September 20<sup>th</sup> through September 30<sup>th</sup>.

- **Vaccination Clinic at St. Helena Branch Library:**

Ms. Dickman announced SCDHEC will provide a free COVID-19 vaccination clinic (Pfizer vaccine) at the St. Helena Branch Library on Saturday, September 18, 2021.

- **Library Card Sign Up month:**

In celebration of National Library Card Sign Up month, Ms. Dickman encouraged all residents to sign up for or renew their library card account to explore the wealth of resources available for free with a library card.

- **Pandemic Update:**

The Beaufort County Library remains at Phase 3 of the Pandemic Reopening Plan. In this phase, libraries are open to the public for quick browsing, curbside service and limited public computer use. Since reopening meeting rooms at reduced capacity in June 2021, 58 public meetings have been held at branch libraries.

Library Administration continues to closely monitor the ongoing Coronavirus pandemic in order to safely provide library services to the community. All employees and visitors are encouraged to wear a mask while in the library and practice social distancing. Complimentary masks are available for anyone who needs a mask and hand sanitizer is available at service points.

### **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:** (see attachment)
  - Mr. Bogacz explained the documents in detail noting that at 2 months (15%) into the new fiscal year, the Library has spent 10% of the annual budget. The unspent funds represent staff vacancies which are expected to be filled in the coming months.
  - Mr. Bogacz noted the receipt of the first quarterly State Aid payment of \$109,832 for the purchase of library materials. Of this figure, \$26,694 has been spent in this fiscal year leaving a balance of \$83,138.
- **FY 2022 Library Materials Expenditure year-to-date:** (for more details, see attachment)
  - Mr. Bogacz explained the document in detail commending noting fiscal year-to-date expenditures totaling \$88,033.
  - Mr. Bogacz noted the expenditure of \$4,608 for the annual subscription of Ancestry for genealogical research.
  - Mr. Bogacz thanked the Friends of the Library groups for their generous contribution of \$56,700 for library materials.
- **FY 2022 Maintenance of Effort (MOE) and State Aid Agreements (see attachments).**
  - Mr. Bogacz explained the *State Aid Agreement* report and the *Maintenance of Effort*.
  - The library is required to complete and submit these documents every year to the State Library to receive State Aid Funding.
  - Mr. Bogacz made a motion to approve the Chair of the Library Board of Trustees and the Library Director signing the required documentation. Mr. Kole seconded the motion. The motion was unanimously approved.

**Public Library Foundation:** Ms. Dickman stated that the Public Library Foundation has not met since the previous Library Board of Trustees meeting.

### **Friends of the Library (FOL):**

- **Beaufort Branch:**
- Mr. Morrall provided an update on the recent activities of the Friends of the Beaufort Library planning towards their annual Fall Book Sale scheduled for November 5<sup>th</sup>-7<sup>th</sup> at



Waterfront Park. They are also planning for their annual “Books Sandwiched In” series scheduled to launch January 2022.

- Mr. Morall announced the next Friends of the Beaufort Library meeting will be held on Thursday, September 9<sup>th</sup> at the Beaufort Branch Library.
- **Bluffton Branch**: Ms. Richman reported that the Friends of the Bluffton Library last met on May 27, 2021. They are looking for new members and encouraged all Library Board of Trustees meeting to join their local Friends group.
- **Hilton Head Branch**: Ms. Dickman explained that the Friends of the Hilton Head Library will resume meetings this fall.

**Policies and Procedures Committee**: No report.

**Strategic Planning Committee**:

- Ms. Porter reminded the board that strategic planning activities will resume in September as scheduled.

**Challenged Materials Committee**: None.

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

**Bluffton Branch Library Renovation**:

- Mr. Kole explained the construction phase of this project is moving towards completion. Due to a construction credit, the main gallery has been repainted. The original construction plan provided only for touch-up paint where needed.
- Ms. Dickman confirmed furniture, fixtures, and equipment on order.

**Potential library at New Riverside**:

- Mr. Kole deferred discussion of the potential New Riverside library to the executive session.

**New Business**:

**Proposed Library Board of Trustees 2022 Meeting Dates (Discussion)**

- Ms. Tabernik requested a motion to accept the proposed Library Board of Trustees meeting dates for 2022. Mr. Kole made the motion with a second by Mr. Bogacz. The motion was unanimously approved.

**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 property.
- Ms. Tabernik called the executive session to order at 4:58 p.m.

**Matters Arising out of Executive Session**: Ms. Tabernik concluded executive session at 5:32pm and reported no votes had been taken.

**Announcements:** Ms. Tabernik announced the November 10<sup>th</sup> meeting will take place at the Bluffton Branch Library.

With no other business to discuss, Ms. Tabernik adjourned the Library Board of Trustees meeting at 5:33 p.m. on a motion from Mr. Kole and a second from Mr. Morrall.

Respectfully submitted,

**Amanda Dickman**  
**Library Director**

DRAFT

**Beaufort County Library - Budget  
Update FY2022  
Expenditures as of 10/31/2021 (34%)**

Description	FY22 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 2,945,900.00	\$ 809,608.14	\$ 2,136,291.86	27%
EMPLOYER FICA	\$ 182,646.00	\$ 48,583.27	\$ 134,062.73	27%
EMPLOYER MEDICARE	\$ 42,716.00	\$ 11,363.49	\$ 31,352.51	27%
EMPLOYER SC RETIREMENT	\$ 487,841.00	\$ 136,109.96	\$ 351,731.04	28%
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$ 3,659,103.00</b>	<b>\$ 1,005,664.86</b>	<b>\$ 2,653,438.14</b>	<b>27%</b>
PRINTING	\$ 5,000.00	\$ -	\$ 5,000.00	0%
POSTAGE/OTHER CARRIERS	\$ 10,300.00	\$ 3,295.23	\$ 7,004.77	32%
MAINTENANCE CONTRACTS	\$ 109,800.00	\$ 59,967.97	\$ 49,832.03	55%
REPAIRS TO EQUIPMENT	\$ 300.00	\$ -	\$ 300.00	0%
PROFESSIONAL SERVICES	\$ 35,650.00	\$ 26,321.42	\$ 9,328.58	74%
GARAGE REPAIRS & MAINT	\$ 175.00	\$ 17.95	\$ 157.05	10%
BOOKS,SUBS,MEMBERSHIPS	\$ 7,890.00	\$ 1,440.43	\$ 6,449.57	18%
TRAINING AND CONFERENCES	\$ 3,000.00	\$ -	\$ 3,000.00	0%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 36,975.00	\$ 5,173.06	\$ 31,801.94	14%
LIBRARY MATERIALS	\$ 266,000.00	\$ 40,423.91	\$ 225,576.09	15%
FUELS/LUBRICANTS	\$ 8,650.00	\$ 259.12	\$ 8,390.88	3%
MINOR OFF FURN/EQP (NON-CAP)	\$ 5,000.00	\$ -	\$ 5,000.00	0%
CREDIT CARD FEES	\$ 3,500.00	\$ -	\$ 3,500.00	0%
<b>PERSONNEL AND OPERATING</b>	<b>\$ 4,151,343.00</b>	<b>\$ 1,142,563.95</b>	<b>\$ 3,008,779.05</b>	<b>28%</b>

10/31/2021

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
123	33.70%	\$1,398,946
Days remaining	Unspent %	Unspent Funds
242	6.18%	\$256,382

*Unofficial and Unaudited*



### Beaufort County Library - FY 22 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	\$109,832	Hilton Head			
FY21 2nd Quarter State Aid	\$109,832	Sept 1, 2021 Balance	\$685,565	\$ 217,064.32	Endowment plus interest
FY21 3rd Quarter State Aid	\$0	Receipts	\$24,417		
FY21 4th Quarter State Aid	\$0	Expenditures	\$0		
FY21 State Aid	<b>\$219,664</b>	Total as of October 31, 2021	<b>\$709,982</b>		
State Aid spent-to-date	<b>\$48,972</b>	Bluffton		\$ 10,667.24	BDC materials/ Proquest & Materials only
Remaining	\$170,692	Sept 1, 2021 Balance	\$3,429,746		
		Receipts	\$29,654		
		Expenditures*	(\$25,630)		
		Total as of October 31, 2021	<b>\$3,433,770</b>		
		Beaufort(Port Royal)			
		Sept 1, 2021 Balance	\$645,532		
		Receipts	\$9,581		
		Expenditures	\$0		
		Total as of October 31, 2021	<b>\$655,113</b>		
		St. Helena ( & Lady's Island)			
		Sept 1, 2021 Balance	\$475,186	Bluffton Impact Fee expenditures due to renovation costs.	
		Receipts	\$23,910		
		Expenditures	\$0		
		Total as of October 31, 2021	<b>\$499,096</b>		
		Lobeco (Sheldon)			
		Sept 1, 2021 Balance	\$40,183		
		Receipts	\$3,334		
		Expenditures	\$0		
		Total as of October 31, 2021	<b>\$43,517</b>		
		Del Webb Agreement			
		Sept 1, 2021 Balance	\$5,232		
		Receipts	\$68		
		Expenditures	\$0		
		Total as of October 31, 2021	<b>\$5,300</b>		
<b>Totals</b>	<b>\$170,692</b>		<b>\$5,346,777</b>	<b>\$227,732</b>	

Unofficial and  
Unaudited

10/31/2021

Beaufort County Library  
 FY 2022  
 (July 2021 - June 2022)  
 Library Revenues

**CASH / CHECK DEPOSITS -**

<b>FINES/FEES- WELLS FARGO</b>	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	* MAY	JUNE	TOTAL
BEAUFORT	\$ 469.60	\$ 382.36	\$ 502.72	\$ 530.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,884.99
BLUFFTON	\$ 573.34	\$ 420.67	\$ 360.25	\$ 405.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,759.42
HILTON HEAD	\$ 839.83	\$ 429.20	\$ 474.90	\$ 506.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,250.18
ST. HELENA	\$ 270.31	\$ 199.51	\$ 163.42	\$ 318.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 951.54
LOBECO	\$ 321.96	\$ 94.05	\$ 72.15	\$ 102.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 590.66
<b>TOTAL</b>	<b>\$ 2,475.04</b>	<b>\$ 1,525.79</b>	<b>\$ 1,573.44</b>	<b>\$ 1,862.52</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,436.79</b>

**CREDIT CARD DEPOSITS/  
 HEARTLAND PAYMENT**

<b>SYSTEM -FINES/FEES - BB&amp;T</b>	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 457.14	\$ 271.33	\$ 339.67	\$ 381.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,449.40
BLUFFTON	\$ 348.14	\$ 453.13	\$ 408.24	\$ 355.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,565.10
HILTON HEAD	\$ 618.49	\$ 561.81	\$ 246.86	\$ 361.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,788.31
ST. HELENA	\$ 162.90	\$ 61.79	\$ 80.38	\$ 111.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 416.59
LOBECO	\$ 11.40	\$ 16.80	\$ 97.66	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160.86
<b>TOTAL</b>	<b>\$ 1,598.07</b>	<b>\$ 1,364.86</b>	<b>\$ 1,172.81</b>	<b>\$ 1,244.52</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,330.26</b>

**COPIERS -WELLS FARGO**

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	* MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ -	\$ 268.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 268.70
BLUFFTON	\$ 29.50	\$ 29.25	\$ 25.15	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118.90
HILTON HEAD	\$ 57.15	\$ 48.40	\$ 42.65	\$ 79.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 227.55
ST. HELENA	\$ 23.00	\$ 23.60	\$ 17.80	\$ 21.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85.95
LOBECO	\$ 37.60	\$ 21.20	\$ 33.00	\$ 18.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110.20
<b>TOTAL</b>	<b>\$ 147.25</b>	<b>\$ 122.45</b>	<b>\$ 387.30</b>	<b>\$ 154.30</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 811.30</b>

**INTEREST SUMMARY -BB&T**

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
INTEREST REVENUE	\$ 0.14	\$ 0.16	\$ 0.16	\$ 0.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.64

**GRAND TOTAL**

**\$ 13,628.99**