



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, January 12, 2022
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 10, 2021 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, 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, 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 Marie Tabernik
 - Update

X. Old Business:

XI. New Business:

XII. Announcements:

- Next meeting scheduled for March 9, 2022 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 10, 2021 – 4:00 p.m.
Hilton Head Branch Library
11 Beach City Road

The sixth scheduled meeting for 2021 was held in-person at the Hilton Head Branch Library with a virtual attendance option for board members.

Trustees: Ana Maria Tabernik, Chair; Lynne Miller (Vice-chairman), Joseph Bogacz, Bernard Kole, Janet Porter, Brenda Ladson-Powell, Rosalie Richman, James Morrall

- *Trustee seat for District 9 is vacant.*

Absentees: Tracey Robinson and Terry Thomas

County Staff: Charles Atkinson, Assistant County Administrator

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

Guests: Tex Small (AVTEX Commercial Properties), Susan Moore (Circulation Supervisor at Hilton Head Branch), Alec Bishop (Beaufort County Broadcast Services)

County Council Member: absent.

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

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

Public Comment: None.

Minutes from meeting held September 1, 2021:

- The minutes for September 1, 2021 were approved on a motion from Mr. Kole and a second from Mr. Bogacz. There was a unanimous vote to approve.

Correspondence/Memberships: None.

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

- **Personnel Update:** There are currently ten (10) vacant positions:
 - Eight (8) out of ten (10) are advertised.
 - Two (2) job descriptions are being revised before posting.
- **Staff Introductions:**
 - Susan Moore first joined the Beaufort County Library in 2015 as a Library Assistant at the Bluffton Branch Library. She transferred to Library Assistant I at the HHI Branch Library in March 2018 and was later promoted to Circulation Supervisor at Hilton Head Branch Library in November 2019. She oversees circulation staff and often assists on Bookmobile South.

- **Projects Updates:**
 - **SC Stay Plus:**
Ms. Dickman applauded the efforts of SC Stay Plus representatives who have consulted with over 700 individuals seeking rent or utility assistance due to the pandemic. Since August 2021, the SC Stay Plus pandemic-related rent relief program has paid almost \$1.5 million so far to landlords in Beaufort County to keep residents in their homes. SC Stay Plus representatives have extended through November and will be available at the Beaufort Branch Library Thursdays and Fridays in November to continue providing one-to-one assistance to residents submitting the application for financial support for past due rent and utilities to renters financially impacted COVID-19.
 - **Covid-19 take home saliva kits at branch libraries:**
Ms. Dickman announced that SC Department of Health and Environmental Control (DHEC) has provided Beaufort County Library branches with a limited supply of free, saliva-based COVID-19 test kits for distribution to the public. To date, Beaufort County Library has distributed 112 kits.
- **Recommendation to resume in-person library programs:**
 - Ms. Dickman explained that recent SCDHEC data indicates over 70% of Beaufort County residents have received at least 1 dose of the COVID-19 vaccine. (63% are fully vaccinated)
 - Ms. Dickman added that roughly 50% of South Carolina public libraries have resumed in person library programming.
 - **Motion:** Ms. Dickman made a recommendation to the board to approve resuming in-person library programs as soon as January 3, 2022. Mr. Kole made the motion. Ms. Miller seconded. There was a unanimous vote to approve.
- **Recommendation to expand operating hours:**
 - **Motion:** Ms. Dickman made a recommendation to the board to approve expanding operating hours effective Monday, January 3, 2022 as follows: 9:00 am opening time for Beaufort, Bluffton, and HHI Library branch libraries and 10:00 am opening time for Lobeco Branch and St. Helena branch libraries.
 - **Action:** Mr. Morall made a motion to accept the recommendation to expand operating hours effective Monday, January 3, 2022 as presented. Ms. Porter seconded. There was a unanimous vote to approve.

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 4 months (34%) or one-third of the way into the new fiscal year, the Library has spent 28% 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 second quarterly State Aid payment of \$109,832 for the purchase of library materials. Of this figure, \$48,972 has been spent in this fiscal year leaving a balance of \$170,692. The third installment of State Library is expected to be \$109,832 and a 4th installment is expected to be \$35,000. Overall, State Aid received for FY22 is approximately \$40,000 more than the previous year.
- **FY 2022 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 \$151,298.
 - Mr. Bogacz noted the cost effectiveness of Hoopla in maximizing access to digital media.
 - Mr. Bogacz thanked the Friends of the Library groups for their generous contribution of \$56,700 for library materials.

Public Library Foundation: Ms. Miller stated that the Public Library Foundation met in November to mail out their annual appeal letter for donations.

Friends of the Library (FOL):

- **Beaufort Branch:**
- Mr. Morall announced the Friends of the Beaufort Library had a successful annual Fall Book Sale during the weekend of November 5th-7th 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, November 11th at the Pat Conroy Literary Center.
- **Bluffton Branch:** Ms. Richman reported that the Friends of the Bluffton Library held their annual meeting on Wednesday, November 10th to elect a new president, secretary, and committee chair positions. The Friends of the Bluffton Library will next meet in December to finalize their budget and meeting dates for 2022.
- **Hilton Head Branch:** Ms. Miller explained that the Friends of the Hilton Head Library hosted a successful 23rd Birthday party at the Hilton Head Branch Library on Monday, November 1st. They last met on Tuesday, November 9th and will meet again on Tuesday, December 14th.

Policies and Procedures Committee: No report.

Strategic Planning Committee:

- Ms. Porter announced the Strategic Plan Committee has been formed and members held their first planning meeting on Tuesday, November 9th at 10am via Zoom.
- Ms. Dickman explained the upcoming Strategic Planning approach in detail. The new strategic plan will cover three years: January 2022 through December 2024.

- Ms. Dickman explained the timeline and tasks relating to the developing and adopting the new strategic plan:
 - December 2021-April 2022 to gather and analyze data from community survey, staff survey, and focus groups
 - April 2022- May 2022 to reach consensus on goals, strategies and tactics and confirm mission, vision, goals, and priorities.
 - June 2022- September 2022 to gain approval from the Library Board of Trustees; communicate the plan to staff, stakeholders, and the public; and embed the new strategic plan in library operations

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 has reached completion and staff are waiting final delivery of furniture and shelving in order to reopen the branch.
- Ms. Dickman estimates a late November or early December reopening date.

Potential library at New Riverside:

- Mr. Kole reminded board members that once the land purchase details are finalized, a proposal to purchase land and award Architecture and Engineering services will be brought before County Council as one item for consideration/approval.
- Tex Small of AVTEX Commercial Properties presented information about the New Riverside Village development.

Old Business:

Proposed Holiday Closures 2022

- Ms. Dickman made the recommendation for the Library Board of Trustees to approve the 2022 closing dates with the possibility for adjustment after the County Council officially approves 2022 closing dates for all county offices.
- Ms. Tabernik requested a motion to approve the holiday closing dates for 2022.
- Mr. Kole made a motion to approve. Ms. Miller second the motion. There was a unanimous vote to approve.

New Business:

Proposed Library Board of Trustees 2022 Meeting Dates (Discussion)

- Ms. Dickman recommended to change the location of the January 12, 2022 meeting to the Bluffton Branch Library
- 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 5:31 p.m.

Matters Arising out of Executive Session: Ms. Tabernik concluded executive session at 6:05 p.m. and reported no votes had been taken.

Announcements: Ms. Tabernik announced the January 12th 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 6:07 p.m. on a motion from Mr. Kole and a second from Mr. Morrall.

Respectfully submitted,

Amanda Dickman
Library Director

DRAFT

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

CASH / CHECK DEPOSITS - FINES/FEES- WELLS FARGO													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	* MAY	JUNE	TOTAL
BEAUFORT	\$ 469.60	\$ 382.36	\$ 502.72	\$ 530.31	\$ 591.49	\$ 290.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,767.20
BLUFFTON	\$ 573.34	\$ 420.67	\$ 360.25	\$ 405.16	\$ 313.09	\$ 265.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,338.36
HILTON HEAD	\$ 839.83	\$ 429.20	\$ 474.90	\$ 506.25	\$ 508.99	\$ 432.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,191.17
ST. HELENA	\$ 270.31	\$ 199.51	\$ 163.42	\$ 318.30	\$ 214.18	\$ 189.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,355.27
LOBECO	\$ 321.96	\$ 94.05	\$ 72.15	\$ 102.50	\$ 141.85	\$ 94.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 827.31
TOTAL	\$ 2,475.04	\$ 1,525.79	\$ 1,573.44	\$ 1,862.52	\$ 1,769.60	\$ 1,272.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,479.31

CREDIT CARD DEPOSITS/ HEARTLAND PAYMENT SYSTEM - FINES/FEES - BB&T													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 457.14	\$ 271.33	\$ 339.67	\$ 381.26	\$ 324.31	\$ 166.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,970.39
BLUFFTON	\$ 348.14	\$ 453.13	\$ 408.24	\$ 355.59	\$ 317.39	\$ 288.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,140.95
HILTON HEAD	\$ 618.49	\$ 561.81	\$ 246.86	\$ 361.15	\$ 402.58	\$ 546.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,736.93
ST. HELENA	\$ 162.90	\$ 61.79	\$ 80.38	\$ 111.52	\$ 2.40	\$ 106.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 524.99
LOBECO	\$ 11.40	\$ 16.80	\$ 97.66	\$ 35.00	\$ 23.85	\$ 19.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 203.91
TOTAL	\$ 1,598.07	\$ 1,364.86	\$ 1,172.81	\$ 1,244.52	\$ 1,070.53	\$ 1,126.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,577.17

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	\$ 39.50	\$ 33.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 191.40
HILTON HEAD	\$ 57.15	\$ 48.40	\$ 42.65	\$ 79.35	\$ 43.55	\$ 71.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 342.50
ST. HELENA	\$ 23.00	\$ 23.60	\$ 17.80	\$ 21.55	\$ 19.65	\$ 55.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 161.40
LOBECO	\$ 37.60	\$ 21.20	\$ 33.00	\$ 18.40	\$ 21.20	\$ 23.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154.50
TOTAL	\$ 147.25	\$ 122.45	\$ 387.30	\$ 154.30	\$ 123.90	\$ 183.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,118.50

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	\$ 0.18	\$ 0.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.01

GRAND TOTAL **\$ 19,175.99**

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		Nov 1, 2021 Balance	\$711,013	
FY21 3rd Quarter State Aid		\$0		Receipts	\$16,241	\$ 217,137.32 <i>Endowment plus interest</i>
FY21 4th Quarter State Aid		\$0		Expenditures	\$0	
FY21 State Aid		\$219,664		December 31, 2021 Balance	<u>\$727,254</u>	
State Aid spent-to-date		\$77,355		Bluffton		
Remaining		<u>\$142,309</u>		Nov 1, 2021 Balance	\$3,373,105	\$ 10,667.24 <i>BDC materials/ Proquest & Materials only</i>
				Receipts	\$83,878	
				Expenditures	(\$54,048)	
				December 31, 2021 Balance	<u>\$3,402,935</u>	
				Beaufort(Port Royal)		
				Nov 1, 2021 Balance	\$656,342	
				Receipts	\$5,178	
				Expenditures	\$0	
				December 31, 2021 Balance	<u>\$661,520</u>	
				St. Helena (& Lady's Island)		
				Nov 1, 2021 Balance	\$499,815	
				Receipts	\$11,857	
				Expenditures	\$0	
				December 31, 2021 Balance	<u>\$511,672</u>	
				Lobeco (Sheldon)		
				Nov 1, 2021 Balance	\$43,620	
				Receipts	\$1,124	
				Expenditures	\$0	
				December 31, 2021 Balance	<u>\$44,744</u>	
				Del Webb Agreement		
				Nov 1, 2021 Balance	\$5,300	
				Receipts	\$68	
				Expenditures	\$0	
				December 31, 2021 Balance	<u>\$5,368</u>	
Totals		\$142,309			\$5,353,492	\$227,805

Unofficial and
Unaudited

12/31/2021

*Bluffton Impact Fee expenditures
due to renovation costs.*

**Beaufort County Library - Budget
Update FY2022
Expenditures as of 12/31/2021 (50%)**

Description	FY22 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 2,945,900.00	\$ 1,349,973.68	\$ 1,595,926.32	46%
EMPLOYER FICA	\$ 182,646.00	\$ 81,066.82	\$ 101,579.18	44%
EMPLOYER MEDICARE	\$ 42,716.00	\$ 18,960.38	\$ 23,755.62	44%
EMPLOYER SC RETIREMENT	\$ 487,841.00	\$ 202,504.29	\$ 285,336.71	42%
PERSONNEL SERVICES TOTAL	\$ 3,659,103.00	\$ 1,652,505.17	\$ 2,006,597.83	45%
PRINTING	\$ 5,000.00	\$ 422.65	\$ 4,577.35	8%
POSTAGE/OTHER CARRIERS	\$ 10,300.00	\$ 4,899.83	\$ 5,400.17	48%
MAINTENANCE CONTRACTS	\$ 109,800.00	\$ 66,106.97	\$ 43,693.03	60%
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	\$ 36.90	\$ 138.10	21%
BOOKS,SUBS,MEMBERSHIPS	\$ 7,890.00	\$ 2,043.13	\$ 5,846.87	26%
TRAINING AND CONFERENCES	\$ 3,000.00	\$ 205.00	\$ 2,795.00	7%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 36,975.00	\$ 8,581.70	\$ 28,393.30	23%
LIBRARY MATERIALS	\$ 266,000.00	\$ 80,164.03	\$ 185,835.97	30%
FUELS/LUBRICANTS	\$ 8,650.00	\$ -	\$ 8,650.00	0%
MINOR OFF FURN/EQP (NON-CAP)	\$ 5,000.00	\$ 216.00	\$ 4,784.00	4%
CREDIT CARD FEES	\$ 3,500.00	\$ 818.87	\$ 2,681.13	23%
PERSONNEL AND OPERATING	\$ 4,151,343.00	\$ 1,842,321.67	\$ 2,309,021.33	44%

12/31/2021

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
184	50.41%	\$2,092,732
Days remaining	Unspent %	Unspent Funds
181	6.03%	\$250,410

Unofficial and Unaudited