



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, March 9, 2022
4:00 p.m.
St. Helena Branch Library
6355 Jonathan Francis Sr. Road
St. Helena, 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. January 12, 2022 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects Update
 - a. National Library Week
- 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 May 11, 2022 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. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – January 12, 2022 – 4:00 p.m.
Bluffton Branch Library
120 Palmetto Way

The first scheduled meeting for 2022 was held in-person at the Bluffton 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, Rosalie Richman, Tracey Robinson, and Terry Thomas

- *Trustee seat for District 9 is vacant.*

Absentees: Brenda Ladson-Powell and James Morrall

County Staff: Charles Atkinson, Assistant County Administrator

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

Guests: Katharine McKean (Branch Manager at Bluffton Branch), Troy Matthews (Beaufort County Broadcast Services)

County Council Member: Alice Howard

Call to Order: The meeting was called to order at 4:03 p.m.

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

Public Comment: None.

Minutes from meeting held November 10, 2021:

- The minutes for November 10, 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 thirteen (13) vacant positions:
 - Three (3) vacancies are in the process of being filled
 - Eight (8) job postings are advertised.
 - Two (2) job descriptions are being revised before posting.
- **Staff Introductions:**
 - Katharine “Kitti” McKean first joined the Beaufort County Library in 2021 as the Branch Manager of the Bluffton Branch Library. Within her first six months, she has trained new employees and was instrumental in assisting the community and staff during the Bluffton Branch Renovation from March 2021 to January 2022.

- **Projects Updates:**

- **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 229 kits.

- **Free Tax Assistance at library locations:**

Ms. Dickman announced that both AARP and VITA have will return to provide their free, volunteer tax preparation services. AARP will operate out of the Bluffton Branch Library. VITA will operate out of the Beaufort, Lobeco, St. Helena, and Bluffton branch libraries.

- **StoryWalks:**

Ms. Dickman described the efforts of two groups interesting in partnering with Beaufort County Library to install StoryWalks across the county.

- Friends of the Beaufort Library StoryWalk at a site in northern Beaufort County
- Leadership HHI class StoryWalk in Bluffton Village

Action: Mr. Kole made a motion to support Beaufort County Library’s involvement in the effort to install StoryWalks as presented. Ms. Miller 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 6 months (50%) or halfway through the new fiscal year, the Library has spent 44% 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, \$77,355 has been spent in this fiscal year leaving a balance of \$142,309. The third installment of State Library is expected to be \$109,832 and a 4th installment is expected to be \$35,000.

- **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 \$219,752.
- Mr. Bogacz noted the new “BingePass” feature in Hoopla providing access to greater educational suite of digital media.

Public Library Foundation: Ms. Miller announced the next meeting of the Public Library Foundation is scheduled for February 16th.

Friends of the Library (FOL):

- **Beaufort Branch:**
- Ms. Dickman announced the Friends of the Beaufort Library launched their annual “Books Sandwiched In” series at USCB (in person) and Zoom (virtual). The lecture series will run on Mondays through March 7th. Full details available on the Friends of Beaufort Library website (www.friendsofthebeaufortlibrary.com)
- Ms. Dickman announced the next Friends of the Beaufort Library meeting will be held on Thursday, February 10th at 4pm.

- **Bluffton Branch:** Ms. Richman reported that the Friends of the Bluffton Library held their annual meeting on Tuesday, January 4th immediately following the reopening ceremony. They have a new president, vice president, secretary, and committee chair positions. The Friends of the Bluffton Library will next meet on February 23rd at 10am.

- **Hilton Head Branch:** Ms. Miller explained that the Friends of the Hilton Head Library met on Tuesday, January 11th to welcome new board members and plan for the future. They will next meet on Tuesday, February 15th at 3:30pm.

Policies and Procedures Committee:

- **Meeting Room Policy revision:** (see attachment)
 - **Defining study room usage in libraries that have study room:**
 - Ms. Dickman explained the need to define requirements for study room usage.

Motion: Mr. Kole made a motion to approve the revision to clarify “study room usage is available on a first come-first served basis”. Mr. Bogacz seconded. There was a unanimous vote. The motion carried.

Strategic Planning Committee:

- Ms. Porter announced her term on the Library Board of Trustees has expired and she is not seeking reappointment. She plans to work with Dr. Tabernik and Ms. Dickman to identify a new chair of the Strategic Planning Committee.

Challenged Materials Committee: None.

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

- Mr. Kole applauded library administration on the completion of the Phase 1 Bluffton Branch Library renovation.
- Mr. Kole reminded board members that future library facilities projects include Phase 2 Bluffton Renovation, Hilton Head Branch Library renovations, and a potential new library in Pritchardville/Okatie.

Old Business: None.

New Business: None.

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. Miller called the executive session to order at 4:51 p.m.

Matters Arising out of Executive Session: Ms. Miller concluded executive session at 5:19pm and reported no votes had been taken.

Announcements:

- Ms. Miller thanked Dr. Porter for her contributions to the Library Board of Trustees during her tenure as a board member. She thanked her for leadership and sharing expertise in strategic planning in service of the Beaufort County Library.
- Ms. Miller announced the March 9th meeting will take place at the St. Helena Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 5:20 p.m. on a motion from Mr. Kole and a second from Mr. Thomas.

Respectfully submitted,

Amanda Dickman
Library Director

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	Jan 1 Balance	\$727,254		
FY21 3rd Quarter State Aid	\$109,832	Receipts	\$29,923	\$ 217,164	<i>Endowment plus interest</i>
FY21 4th Quarter State Aid	\$0	Expenditures	\$0		
FY21 State Aid	\$329,496	Feb 28 Balance	<u>\$757,177</u>		
State Aid spent-to-date	\$112,600	Bluffton			
Remaining	\$216,896	Jan 1 Balance	\$3,402,935	\$ 10,239	<i>BDC materials/ Proquest & Materials only</i>
		Receipts	\$39,358		
		Expenditures	(\$186,228)		
		Feb 28 Balance	<u>\$3,256,065</u>		
		Beaufort(Port Royal)			
		Jan 1 Balance	\$661,520		
		Receipts	\$10,591		
		Expenditures	\$0		
		Feb 28 Balance	<u>\$672,111</u>		
		St. Helena (& Lady's Island)			
		Jan 1 Balance	\$511,672		<i>Bluffton Impact Fee expenditures due to renovation costs.</i>
		Receipts	\$29,928		
		Expenditures	\$0		
		Feb 28 Balance	<u>\$541,600</u>		
		Lobeco (Sheldon)			
		Jan 1 Balance	\$44,744		
		Receipts	\$2,771		
		Expenditures	\$0		
		Feb 28 Balance	<u>\$47,515</u>		
		Del Webb Agreement			
		Jan 1 Balance	\$5,368		
		Receipts	\$1		
		Expenditures	\$0		
		Feb 28 Balance	<u>\$5,369</u>		
Totals	\$216,896		\$5,279,837	\$227,403	

*Unofficial and
Unaudited*

2/28/2022

**Beaufort County Library - Budget
Update FY2022
Expenditures as of 2/28/2022 (67%)**

Description	FY22 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 2,945,900.00	\$ 1,764,792.58	\$ 1,181,107.42	60%
EMPLOYER FICA	\$ 182,646.00	\$ 105,939.09	\$ 76,706.91	58%
EMPLOYER MEDICARE	\$ 42,716.00	\$ 24,777.29	\$ 17,938.71	58%
EMPLOYER SC RETIREMENT	\$ 487,841.00	\$ 271,253.61	\$ 216,587.39	56%
PERSONNEL SERVICES TOTAL	\$ 3,659,103.00	\$ 2,166,762.57	\$ 1,492,340.43	59%
PRINTING	\$ 5,000.00	\$ 422.65	\$ 4,577.35	8%
POSTAGE/OTHER CARRIERS	\$ 10,300.00	\$ 6,373.55	\$ 3,926.45	62%
MAINTENANCE CONTRACTS	\$ 109,800.00	\$ 93,744.64	\$ 16,055.36	85%
REPAIRS TO EQUIPMENT	\$ 300.00	\$ -	\$ 300.00	0%
EQUIPMENT RENTALS	\$ 10,500.00	\$ 516.80	\$ 9,983.20	5%
PROFESSIONAL SERVICES	\$ 35,650.00	\$ 26,321.42	\$ 9,328.58	74%
GARAGE REPAIRS & MAINT	\$ 175.00	\$ 53.85	\$ 121.15	31%
DUES & SUBSCRIPTIONS	\$ 4,890.00	\$ 3,334.49	\$ 1,555.51	68%
TRAINING AND CONFERENCES	\$ 3,000.00	\$ -	\$ 3,000.00	0%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 29,475.00	\$ 11,399.60	\$ 18,075.40	39%
LIBRARY MATERIALS	\$ 266,000.00	\$ 144,296.86	\$ 121,703.14	54%
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	\$ 1,242.95	\$ 2,257.05	36%
PERSONNEL AND OPERATING	\$ 4,151,343.00	\$ 2,454,685.38	\$ 1,696,657.62	59%

2/28/2022

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
244	66.85%	\$2,775,144
Days remaining	Unspent %	Unspent Funds
121	7.72%	\$320,459

Unofficial and Unaudited

**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	\$ 553.34	\$ 503.91	\$ -	\$ -	\$ -	\$ -	\$ 3,824.45
BLUFFTON	\$ 573.34	\$ 420.67	\$ 360.25	\$ 405.16	\$ 313.09	\$ 265.85	\$ 610.35	\$ 516.49	\$ -	\$ -	\$ -	\$ -	\$ 3,465.20
HILTON HEAD	\$ 839.83	\$ 429.20	\$ 474.90	\$ 506.25	\$ 508.99	\$ 432.00	\$ 942.35	\$ 711.74	\$ -	\$ -	\$ -	\$ -	\$ 4,845.26
ST. HELENA	\$ 270.31	\$ 199.51	\$ 163.42	\$ 318.30	\$ 214.18	\$ 189.55	\$ 238.05	\$ 327.25	\$ -	\$ -	\$ -	\$ -	\$ 1,920.57
LOBECO	\$ 321.96	\$ 94.05	\$ 72.15	\$ 102.50	\$ 141.85	\$ 94.80	\$ 211.80	\$ 184.10	\$ -	\$ -	\$ -	\$ -	\$ 1,223.21
TOTAL	\$ 2,475.04	\$ 1,525.79	\$ 1,573.44	\$ 1,862.52	\$ 1,769.60	\$ 1,272.92	\$ 2,555.89	\$ 2,243.49	\$ -	\$ -	\$ -	\$ -	\$ 15,278.69

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	\$ 196.68	\$ 498.33	\$ 198.80	\$ -	\$ -	\$ -	\$ -	\$ 2,667.52
BLUFFTON	\$ 348.14	\$ 453.13	\$ 408.24	\$ 355.59	\$ 317.39	\$ 258.46	\$ 557.17	\$ 352.98	\$ -	\$ -	\$ -	\$ -	\$ 3,051.10
HILTON HEAD	\$ 618.49	\$ 561.81	\$ 246.86	\$ 361.15	\$ 402.58	\$ 546.04	\$ 472.81	\$ 462.12	\$ -	\$ -	\$ -	\$ -	\$ 3,671.86
ST. HELENA	\$ 162.90	\$ 61.79	\$ 80.38	\$ 111.52	\$ 2.40	\$ 106.00	\$ 33.40	\$ 129.38	\$ -	\$ -	\$ -	\$ -	\$ 687.77
LOBECO	\$ 11.40	\$ 16.80	\$ 97.66	\$ 35.00	\$ 23.85	\$ 19.20	\$ 41.12	\$ 82.01	\$ -	\$ -	\$ -	\$ -	\$ 327.04
TOTAL	\$ 1,598.07	\$ 1,364.86	\$ 1,172.81	\$ 1,244.52	\$ 1,070.53	\$ 1,126.38	\$ 1,602.83	\$ 1,225.29	\$ -	\$ -	\$ -	\$ -	\$ 10,405.29

COPIERS -WELLS FARGO													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	* MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ -	\$ 268.70	\$ -	\$ -	\$ -	\$ -	\$ 29.75	\$ -	\$ -	\$ -	\$ -	\$ 298.45
BLUFFTON	\$ 29.50	\$ 29.25	\$ 25.15	\$ 35.00	\$ 39.50	\$ 33.00	\$ 43.30	\$ 105.20	\$ -	\$ -	\$ -	\$ -	\$ 339.90
HILTON HEAD	\$ 57.15	\$ 48.40	\$ 42.65	\$ 79.35	\$ 43.55	\$ 71.40	\$ 89.50	\$ 96.55	\$ -	\$ -	\$ -	\$ -	\$ 528.55
ST. HELENA	\$ 23.00	\$ 23.60	\$ 17.80	\$ 21.55	\$ 19.65	\$ 55.80	\$ 27.65	\$ 27.90	\$ -	\$ -	\$ -	\$ -	\$ 216.95
LOBECO	\$ 37.60	\$ 21.20	\$ 33.00	\$ 18.40	\$ 21.20	\$ 23.10	\$ 13.20	\$ 9.60	\$ -	\$ -	\$ -	\$ -	\$ 177.30
TOTAL	\$ 147.25	\$ 122.45	\$ 387.30	\$ 154.30	\$ 123.90	\$ 183.30	\$ 173.65	\$ 269.00	\$ -	\$ -	\$ -	\$ -	\$ 1,561.15

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	\$ 0.20	\$ 0.19	\$ -	\$ -	\$ -	\$ -	\$ 1.40

GRAND TOTAL													\$ 27,246.53
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