



BEAUFORT COUNTY  
LIBRARY BOARD OF TRUSTEES  
Wednesday, May 11, 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. March 9, 2022 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
- H. Ad Hoc: Director's Evaluation – Lynne Miller, Chair
  - Directors Annual Evaluation

X. Old Business:

XI. New Business:

- New Council District boundaries

XII. Announcements:

- Next meeting scheduled for July 13, 2022 at 4pm at the Beaufort Branch Library

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 – March 9, 2022 – 4:00 p.m.  
St. Helena Branch Library  
6355 Jonathan Francis Sr. Road  
St. Helena, SC 29920**

**The second scheduled meeting for 2022 was held in-person at the St. Helena 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, Brenda Ladson-Powell, James Morrall and Terry Thomas

- *Trustee seat for District 9 is vacant.*

**Absentees:** None.

**County Staff:** Charles Atkinson, Assistant County Administrator

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

**Guests:** Candance Van Tine (Branch Manager at St. Helena Branch), Jonathan Haupt (Executive Director of Pat Conroy Literary Center) Troy Matthews (Beaufort County Broadcast Services)

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

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

**Public Comment:** None.

**Minutes from meeting held January 12, 2022:**

- The minutes for January 12, 2022 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:
  - In February 2022, Beaufort County Library welcomed five (5) new employees
  - Staff is actively reviewing applicants for vacant positions to hire qualified candidates
- **Staff Introductions:**
  - Candance “Candy” Van Tine joined the Beaufort County Library on February 14th as the Branch Manager of the St. Helena Branch Library. Although she is new to the community, she is not new to library service. Candy has over 20 years of experience in public libraries in Illinois.

- **Projects Updates:**

- **National Library Week:**

- Ms. Dickman announced that Beaufort County Library is actively planning library events in support of National Library Week, April 3-9<sup>th</sup>. The 2022 theme for National Library Week is “*Connect with your Library*” and Beaufort County Library staff is working to host a week filled with programs at each branch library. Of special note is the partnership with the Pat Conroy Literary Center, the SC Humanities Council, and a committee of community members to present Beaufort’s first Human Library event.
- Mr. Haupt, executive director of the Pat Conroy Library Center explained further the purpose of Beaufort Human Library and thanked the Beaufort County Library for making special accommodations to host the event.

- **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.

- **Staff Development Day**

Ms. Dickman explained that Library Administration is actively planning towards Staff Development Day scheduled for Wednesday, April 20th at the Bluffton Branch Library. Topics to be covered are “Library 101”, “Summer Reading 2022 program”, “Collection Development”, “Circulation”, and “Staff Awards”. The Friends of the Bluffton Library have graciously offered to provide light refreshments for breakfast.

Library Board of Trustees members are encouraged to attend the morning session (8:30am- 10am) if their schedules allow.

## **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 8 months or two-thirds through the fiscal year, the Library has spent 67% 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 third quarterly State Aid payment of \$109,832 for the purchase of library materials. Of this figure, \$112,600 has been spent in this fiscal year leaving a balance of \$216,896. The fourth installment of State Library is expected to be \$35,000. These funds are directed to Materials funding only.

- Impact fees discussion explaining that we are in healthy shape overall to assist with the necessary building needs.
- **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 \$319,758.

**Public Library Foundation:** Ms. Miller announced that the Public Library Foundation met virtually on February 16, 2022. During the meeting, they were able to vote in favor of acquiring several items requested by the Library Director for use at branch libraries. The next meeting of the Public Library Foundation is scheduled for April 6<sup>th</sup>.

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

- **Beaufort Branch:**
  - Mr. Morrall announced the Friends of the Beaufort Library completed their annual “Books Sandwiched In” series on Zoom (virtual). Recordings of the lectures are available on the Friends of Beaufort Library website ([www.friendsofthebeaufortlibrary.com](http://www.friendsofthebeaufortlibrary.com))
  - Mr. Morrall reported that their efforts to install a StoryWalk are progressing towards confirming a site location.
  - Mr. Morrall announced the next Friends of the Beaufort Library meeting will be held on Thursday, March 10<sup>th</sup> at 4pm.
- **Bluffton Branch:** Ms. Richman reported that the Friends of the Bluffton Library held their first meeting of the new year on Wednesday, February 23<sup>rd</sup>. They have launched a new Facebook page and website and are updating their membership brochure. The Friends of the Bluffton Library will next meet on March 31st at 10am for “Library 101” presentation by the Library Director. Extremely active group to assist and support the Bluffton Branch. Mentioned the Giving Tree for fundraising. Additionally, Rosalie Richman congratulated Amanda Dickman on the recent article in the Hilton Head Monthly magazine.
- **Hilton Head Branch:** Ms. Miller explained that the Friends of the Hilton Head Library met on Tuesday, March 8th to discuss upgrades to the bookstore and upcoming volunteer appreciation. Several Friends of the HHI Library members are joining the Bookmobile in the HHI St. Patrick’s Day Parade on Sunday, March 13<sup>th</sup>. They will next meet on Tuesday, April 12th at 3:30pm.

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

### **Strategic Planning Committee:**

- Ms. Dickman thanked Ms. Porter for deciding to seek reappointment for another term on the Library Board of Trustees. By continuing her term, Ms. Porter will continue to chair the Strategic Planning committee.
- Ms. Porter and Ms. Dickman explained the revised Strategic Plan approach and timeline indicating that staff are on track to have a Strategic Plan drafted by December 2022.

- March to July 2022: gather and analyze qualitative and quantitative data received as result of community survey, staff survey and focus groups
  - August to October 2022: reach consensus on goals, strategies and tactics
  - November to December 2022: adopt and communicate strategic plan
- As part of the Strategic Planning approach, the Library Board of Trustees members will be asked to attend two essential meetings as described below:
  - “Board Development” meeting this Spring to receive training on the responsibilities of being appointed to the Library Board of Trustees and library operations. Date to be determined.
  - “Board Retreat” in October to review all data gleaned from strategic planning activities to assist Library Administration in drafting the final Strategic Plan
- Library Administration has identified a local marketing and communications firm with a broad network that offers the following professional services:
  - Facilitate 8-10 diverse, representative focus groups across Beaufort County to gauge perceptions, knowledge of and interest in the Beaufort County Library system
  - Advise, review and assist as needed with the community and staff surveys,
  - Deliver an executive summary to include three-year projection of what Beaufort County may look like by 2025-2026 in terms of demographics, business/industrial sector, housing starts and location, traffic patterns, increased broadband access and related future-casting to help inform the Beaufort County Library System’s plan.

**Motion:** Mr. Kole made a motion to support Library Administration enlisting the professional services of a marketing/communications firm to assist in conducting market research, focus groups, and surveys to inform the Strategic Plan. Mr. Bogacz seconded. There was a unanimous vote. The motion carried.

**Challenged Materials Committee:** None.

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

- 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.
- Ms. Dickman explained that with the Board of Trustees support, she would be soon requesting approval from County Administration to conduct the Architecture and Engineering study for Phase 2 of Bluffton Branch Library renovation.

**Motion:** Mr. Kole made a motion to support Library Administration requesting approval from County Administration to conduct the Architecture and Engineering study for Phase 2 of Bluffton Branch Library renovation. Ms. Porter seconded. There was a unanimous vote. The motion carried.

**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 pm.

**Matters Arising out of Executive Session:** Ms. Miller concluded executive session at 5:15 pm and reported no votes had been taken.

**Announcements:**

- Ms. Miller announced the May 11th meeting will take place at the Bluffton Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 5:16 pm on a motion from Mr. Kole and a second from Mr. Bogacz.

Respectfully submitted,

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

**Beaufort County Library - Budget**  
**Update FY2022**  
**Expenditures as of 4/30/2022 (83%)**

Description	FY22 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 2,945,900.00	\$ 2,202,143.90	\$ 743,756.10	75%
EMPLOYER FICA	\$ 182,646.00	\$ 132,194.32	\$ 50,451.68	72%
EMPLOYER MEDICARE	\$ 42,716.00	\$ 30,917.60	\$ 11,798.40	72%
EMPLOYER SC RETIREMENT	\$ 487,841.00	\$ 343,949.22	\$ 143,891.78	71%
PERSONNEL SERVICES TOTAL	\$ 3,659,103.00	\$ 2,709,205.04	\$ 949,897.96	74%
PRINTING	\$ 5,000.00	\$ 1,165.50	\$ 3,834.50	23%
POSTAGE/OTHER CARRIERS	\$ 10,300.00	\$ 7,814.02	\$ 2,485.98	76%
MAINTENANCE CONTRACTS	\$ 109,800.00	\$ 94,672.00	\$ 15,128.00	86%
REPAIRS TO EQUIPMENT	\$ 300.00	\$ -	\$ 300.00	0%
EQUIPMENT RENTALS	\$ 10,500.00	\$ 1,219.96	\$ 9,280.04	12%
PROFESSIONAL SERVICES	\$ 38,650.00	\$ 34,071.42	\$ 4,578.58	88%
GARAGE REPAIRS & MAINT	\$ 175.00	\$ 90.70	\$ 84.30	52%
DUES & SUBSCRIPTIONS	\$ 4,890.00	\$ 3,572.63	\$ 1,317.37	73%
TRAINING AND CONFERENCES	\$ 3,000.00	\$ -	\$ 3,000.00	0%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 26,475.00	\$ 13,532.72	\$ 12,942.28	51%
LIBRARY MATERIALS	\$ 266,000.00	\$ 167,833.25	\$ 98,166.75	63%
FUELS/LUBRICANTS	\$ 8,650.00	\$ -	\$ 8,650.00	0%
MINOR OFF FURN/EQP (NON-CAP)	\$ 5,000.00	\$ 972.72	\$ 4,027.28	19%
CREDIT CARD FEES	\$ 3,500.00	\$ 1,733.44	\$ 1,766.56	50%
PERSONNEL AND OPERATING	\$ 4,151,343.00	\$ 3,035,883.40	\$ 1,115,459.60	73%

4/30/2022

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
304	83.29%	\$3,457,557
Days remaining	Unspent %	Unspent Funds
61	10.16%	\$421,674

*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>
		Hilton Head	Bluffton		
FY21 1st Quarter State Aid	\$109,832	Jan 1 Balance			
FY21 2nd Quarter State Aid	\$109,832	Receipts	\$757,177		
FY21 3rd Quarter State Aid	\$109,832	Expenditures	\$16,104	\$ 217,266	Endowment plus interest
FY21 4th Quarter State Aid	\$35,610	Feb 28 Balance	\$773,281		
FY21 State Aid	<b>\$365,106</b>				
State Aid spent-to-date	<b>\$234,863</b>	Jan 1 Balance	\$3,256,065	\$ 9,658	BDC materials/Proquest & Materials only
Remaining	<b>\$130,243</b>	Receipts	\$435,426		
		Expenditures	<b>(\$88,445)</b>		
		Feb 28 Balance	\$3,603,046		
		Beaufort(Port Royal)			
		Jan 1 Balance	\$672,111		
		Receipts	\$9,731		
		Expenditures	\$0		
		Feb 28 Balance	\$681,842		
		St. Helena ( & Lady's Island)			
		Jan 1 Balance	\$541,600		Bluffton Impact Fee expenditures due to renovation costs. (Final invoices paid.)
		Receipts	\$26,256		
		Expenditures	\$0		
		Feb 28 Balance	\$567,856		
		Lobeco (Sheldon)			
		Jan 1 Balance	\$44,744		
		Receipts	\$2,771		
		Expenditures	\$0		
		Feb 28 Balance	\$47,515		
		Del Webb Agreement			
		Jan 1 Balance	\$5,369		
		Receipts	\$136		
		Expenditures	\$0		
		Feb 28 Balance	\$5,505		
<b>Totals</b>	<b>\$130,243</b>		<b>\$5,679,045</b>	<b>\$226,924</b>	

*Unofficial and  
Unaudited*

4/30/2022

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

<b>CASH / CHECK DEPOSITS - FINES/FEES- WELLS FARGO</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>* MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
BEAUFORT	\$ 469.60	\$ 382.36	\$ 502.72	\$ 530.31	\$ 591.49	\$ 290.72	\$ 553.34	\$ 503.91	\$ 765.60	\$ 463.94	\$ -	\$ -	\$ 5,053.99
BLUFFTON	\$ 573.34	\$ 420.67	\$ 360.25	\$ 405.16	\$ 313.09	\$ 265.85	\$ 610.35	\$ 516.49	\$ 662.10	\$ 511.79	\$ -	\$ -	\$ 4,639.09
HILTON HEAD	\$ 839.83	\$ 429.20	\$ 474.90	\$ 506.25	\$ 508.99	\$ 432.00	\$ 942.35	\$ 711.74	\$ 731.55	\$ 562.50	\$ -	\$ -	\$ 6,139.31
ST. HELENA	\$ 270.31	\$ 199.51	\$ 163.42	\$ 318.30	\$ 214.18	\$ 189.55	\$ 238.05	\$ 327.25	\$ 152.04	\$ 400.26	\$ -	\$ -	\$ 2,472.87
LOBECO	\$ 321.96	\$ 94.05	\$ 72.15	\$ 102.50	\$ 141.85	\$ 94.80	\$ 211.80	\$ 184.10	\$ (*) 108.29	\$ 111.60	\$ -	\$ -	\$ 1,443.10
<b>TOTAL</b>	<b>\$ 2,475.04</b>	<b>\$ 1,525.79</b>	<b>\$ 1,573.44</b>	<b>\$ 1,862.52</b>	<b>\$ 1,769.60</b>	<b>\$ 1,272.92</b>	<b>\$ 2,555.89</b>	<b>\$ 2,243.49</b>	<b>\$ 2,419.58</b>	<b>\$ 2,050.09</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,748.36</b>

(\*) additional 1¢ to cash deposit, customer paid willingly additional 1¢

<b>CREDIT CARD DEPOSITS/ HEARTLAND PAYMENT SYSTEM -FINES/FEES - BB&amp;T</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
BEAUFORT	\$ 457.14	\$ 271.33	\$ 339.67	\$ 381.26	\$ 324.31	\$ 196.68	\$ 498.33	\$ 198.80	\$ 603.87	\$ 268.49	\$ -	\$ -	\$ 3,539.88
BLUFFTON	\$ 348.14	\$ 453.13	\$ 408.24	\$ 355.59	\$ 317.39	\$ 258.46	\$ 557.17	\$ 352.98	\$ 527.32	\$ 605.96	\$ -	\$ -	\$ 4,184.38
HILTON HEAD	\$ 618.49	\$ 561.81	\$ 246.86	\$ 361.15	\$ 402.58	\$ 546.04	\$ 472.81	\$ 462.12	\$ 366.83	\$ 537.42	\$ -	\$ -	\$ 4,576.11
ST. HELENA	\$ 162.90	\$ 61.79	\$ 80.38	\$ 111.52	\$ 2.40	\$ 106.00	\$ 33.40	\$ 129.38	\$ 117.59	\$ 51.11	\$ -	\$ -	\$ 856.47
LOBECO	\$ 11.40	\$ 16.80	\$ 97.66	\$ 35.00	\$ 23.85	\$ 19.20	\$ 41.12	\$ 82.01	\$ 115.80	\$ 22.40	\$ -	\$ -	\$ 465.24
<b>TOTAL</b>	<b>\$ 1,598.07</b>	<b>\$ 1,364.86</b>	<b>\$ 1,172.81</b>	<b>\$ 1,244.52</b>	<b>\$ 1,070.53</b>	<b>\$ 1,126.38</b>	<b>\$ 1,602.83</b>	<b>\$ 1,225.29</b>	<b>\$ 1,731.41</b>	<b>\$ 1,485.38</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,622.08</b>

<b>COPIERS -WELLS FARGO</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>* MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
BEAUFORT	\$ -	\$ -	\$ 268.70	\$ -	\$ -	\$ -	\$ -	\$ 29.75	\$ 382.25	\$ -	\$ -	\$ -	\$ 680.70
BLUFFTON	\$ 29.50	\$ 29.25	\$ 25.15	\$ 35.00	\$ 39.50	\$ 33.00	\$ 43.30	\$ 105.20	\$ 165.30	\$ 51.25	\$ -	\$ -	\$ 556.45
HILTON HEAD	\$ 57.15	\$ 48.40	\$ 42.65	\$ 79.35	\$ 43.55	\$ 71.40	\$ 89.50	\$ 96.55	\$ 106.35	\$ 112.60	\$ -	\$ -	\$ 747.50
ST. HELENA	\$ 23.00	\$ 23.60	\$ 17.80	\$ 21.55	\$ 19.65	\$ 55.80	\$ 27.65	\$ 27.90	\$ -	\$ 72.85	\$ -	\$ -	\$ 289.80
LOBECO	\$ 37.60	\$ 21.20	\$ 33.00	\$ 18.40	\$ 21.20	\$ 23.10	\$ 13.20	\$ 9.60	\$ 32.50	\$ 11.70	\$ -	\$ -	\$ 221.50
<b>TOTAL</b>	<b>\$ 147.25</b>	<b>\$ 122.45</b>	<b>\$ 387.30</b>	<b>\$ 154.30</b>	<b>\$ 123.90</b>	<b>\$ 183.30</b>	<b>\$ 173.65</b>	<b>\$ 269.00</b>	<b>\$ 686.40</b>	<b>\$ 248.40</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,495.95</b>

<b>INTEREST SUMMARY -BB&amp;T</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
<b>INTEREST REVENUE</b>	\$ 0.14	\$ 0.16	\$ 0.16	\$ 0.18	\$ 0.18	\$ 0.19	\$ 0.20	\$ 0.19	\$ 0.22	\$ 0.23	\$ -	\$ -	\$ 1.85

**GRAND TOTAL**

**\$ 35,868.24**