



BEAUFORT COUNTY  
LIBRARY BOARD OF TRUSTEES  
Wednesday, September 14, 2022  
4:00 p.m.  
Hilton Head Branch Library  
11 Beach City Road  
Hilton Head Island, SC 29926

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. July 13, 2022 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
  - A. Personnel Update
  - B. Projects Update
    - a. Summer Reading final report
    - b. Fall Staff Development Day
    - c. Hours of Operation
- VIII. Financial Reports:
  - A. Library Revenues (**backup**)
  - B. Library Director's Expenditure Report (**backup**)
  - C. State Aid
    - FY21 Annual Maintenance of Effort Certification
    - FY21 Annual State Aid Agreement and Library Budget Form

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

X. Old Business:

XI. New Business:

XII. Announcements

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 – July 13, 2022 – 4:00 p.m.**  
**Beaufort Branch Library**  
**311 Scott Street**  
**Beaufort, SC 29902**

**The fourth scheduled meeting for 2022 was held in-person at the Beaufort Branch Library.**

**Trustees:** Ana Maria Tabernik, Chair; Lynne Miller (via phone), Joseph Bogacz, Tracey Robinson, Brenda Ladson-Powell, Janet Porter and Terry Thomas

- *Trustee seat for District 9 is vacant.*

**Absentees:** Bernie Kole, James Morrall, and Rosalie Richman

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

**County Council Member:** Alice Howard, District 4

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

**Guests:** Traci Cox (Marketing & Communications Manager), Theresa Furbish (Programs and Events Librarian), Cheryl Campbell (Technical Services Manager), Alec Bishop (Broadcast Services)

**Call to Order:** The meeting was called to order at 4:00pm

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

**Public Comment:** None.

**Minutes from meeting held May 11, 2022:**

- The minutes for May 11, 2022 were approved on a motion from Ms. Powell 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 seven (7) vacant positions:
  - Three (3) vacancies are in the process of being filled
  - Staff is actively reviewing applicants for vacant positions to hire qualified candidates
- **Staff Introductions:** Cheryl Campbell joined the Beaufort County Library in October of 2017 as a Reference Librarian at the Hilton Head Branch Library. In 2020, she was promoted to Technical Services Manager where she oversees the operation of our Technical Services staff to coordinate orders for library materials at each branch/Bookmobile, process invoices for payment, coordinate

Lease plans and contracts for digital services, and ensure items reach customers in a timely manner.

- **Library Operations:**

- **Comparison to previous years:** Ms. Dickman provided comparison of current June 2022 statistical data to previous summers noting the number of new library cards issued, door count and circulation reflect pre-COVID usage data.
  - **Patron Point:** Ms. Dickman announced the acquisition of Patron Point, a marketing and communication tool designed to engage library cardholders. Patron Point provides the opportunity to email every cardholder, customize library notices, and provide more efficient online library card registration. Staff are in training with the vendor in order to implement in the next few months.
  - **Hours of Operation:** Ms. Dickman notified the Board that she plans to propose expanded operating hours in the September meeting. Presently, each branch library provides approximately 46 hours of operation weekly. Prior to the pandemic, branch libraries were open between 50 and 55 hours of operation weekly.
- **Summer Reading Update:** Traci Cox and Theresa Furbish explained the 2022 Summer Reading program with the theme “*Oceans of Possibilities*” which runs through July 30<sup>th</sup>. Staff displayed prizes for each age category. Staff recognized the support of over 100 local businesses who have provided over 200 grand prizes. To date, over 700 readers have completed the program ahead of the July 31<sup>st</sup> deadline.

**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 2022/2023:** (see attachment)
  - Mr. Bogacz noted the receipt of the fourth, and final State Aid/Lottery payment of \$35,610 for the purchase of library materials. For Fiscal Year 2022, \$364,868 of State Aid funds were spent leaving a balance of \$238.
  - Mr. Bogacz explained the documents in detail noting that at the end of Fiscal Year 2022, the Library spent 93% of the annual budget. The unspent funds (\$281,124) represent staff vacancies which are expected to be filled in the coming months.
- **FY 2022/2023 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 \$738,814.
  - Mr. Bogacz noted the majority of materials spending is from State Aid/Lottery funds (50%), County funds (36%), and Friends of the Library groups (14%).
  - Mr. Bogacz thanked the Foundation and Friends groups for their contributions.

**Public Library Foundation:** Ms. Miller announced that the Public Library Foundation last held an in-person meeting on May 18<sup>th</sup>. They have discussed virtually approving funding requests to pilot an Artist-in-Residence program scheduled for Fall 2022.

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

- **Beaufort Branch:** Ms. Dickman announced the Friends of the Beaufort Library hosted their most recent meeting on Thursday, May 12<sup>th</sup> at 10am at the Beaufort Branch Library. They recently conducted new board member orientation on July 6<sup>th</sup> and will resume regular meetings after the summer.
- **Bluffton Branch:** Ms. Dickman reported that the Friends of the Bluffton Library held their second meeting of the year on Tuesday, June 14<sup>th</sup>. They have launched a short-term Strategic Plan to guide their future priorities.
- **Hilton Head Branch:** Ms. Miller explained that the Friends of the Hilton Head Library met on Friday, June 17<sup>th</sup> for their final meeting before summer break. They will next meet on Tuesday, September 13<sup>th</sup> at 3:30pm.

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

**Strategic Planning Committee:**

- Ms. Dickman updated the Library Board of Trustees on recent Strategic Planning activity:
  - Focus groups have been completed.
  - The Staff Survey was distributed to staff on June 13<sup>th</sup>.
  - The Community Survey (both in English and Spanish) was made available in print and on the Library's website on June 22<sup>nd</sup> and will remain available until July 22<sup>nd</sup>. To date, over 1,000 survey entries have been submitted via Survey Monkey.
- Ms. Dickman reminded the Library Board of Trustees that the next activity phase is Analysis:
  - Library Board of Trustees members will be scheduled for a half-day retreat during the last week of August to accomplish board member training and preliminary review of data.

**Challenged Materials Committee:** Mr. Bogacz reported that the Library Director received a request for reconsideration in June 2022. He confirmed that the procedures outlined in the Challenged Materials policy were followed and the citizen is satisfied with the Library Director's decision.

**Library Facilities Committee:** Ms. Dickman provided an update on the following library facilities projects:

- Ms. Dickman confirmed plans to pursue funding approval to conduct architecture and engineering study for Phase 2 Bluffton Renovation.
- Ms. Dickman reported having attended a community meeting at Burton Wells with Councilman Dawson in which the community strongly expressed desire for a free-standing library at Burton Wells to be prioritized.
- Ms. Dickman reported that she will schedule a follow-up meeting with the City of Beaufort to continue discussions regarding paid parking for visitors to Beaufort Branch.

**Ad Hoc: Art Donation:** Ms. Miller presented the proposed donation of “*Portrait of Dr. Chester Goddard*” by Walter Greer for the Library Board’s consideration of acceptance and display at the Hilton Head Branch Library.

**Motion:** Ms. Tabernik requested a motion to accept the art donation. Ms. Miller provided the motion. Ms. Powell provided the second.

**Discussion:**

- Ms. Porter asked if Hilton Head Hospital had been asked. Ms. Miller confirmed the hospital declined the donation.
- Mr. Bogacz asked if the Sea Pines Hospital is in existence. Ms. Miller affirmed it is no longer in operation.
- Ms. Porter asked if art had previously been added to the collection based on the person being a notable figure in the community. Ms. Miller confirmed that the majority of art added to the Library’s art collection is primarily subject-based.

**Vote:** There were 3 yes votes and 4 negative votes. The motion was defeated.

**Old Business:** None.

**New Business:** None.

**Announcements:**

- Ms. Tabernik announced the September 14th meeting will take place at the Hilton Head Branch Library.

**Executive Session:** Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee and/or 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 5:16pm.

**Matters Arising out of Executive Session:** Ms. Tabernik concluded executive session at 5:45pm and reported no votes had been taken during executive session.

With no other business to discuss, Ms. Tabernik adjourned the Library Board of Trustees meeting at 5:45pm on a motion from Ms. Porter and a second from Ms. Robinson.

Respectfully submitted,

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

**Beaufort County Library - Budget  
Update FY2023  
Expenditures as of 8/31/2022 (17%)**

Description	FY23 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 3,212,411.00	\$ 529,692.80	\$ 2,682,718.20	16%
EMPLOYER FICA	\$ 199,169.00	\$ 31,838.84	\$ 167,330.16	16%
EMPLOYER MEDICARE	\$ 46,580.00	\$ 7,446.18	\$ 39,133.82	16%
EMPLOYER SC RETIREMENT	\$ 531,975.00	\$ 92,751.68	\$ 439,223.32	17%
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$ 3,990,135.00</b>	<b>\$ 661,729.50</b>	<b>\$ 3,328,405.50</b>	<b>17%</b>
PRINTING	\$ 5,000.00	\$ -	\$ 5,000.00	0%
POSTAGE/OTHER CARRIERS	\$ 10,600.00	\$ 1,769.60	\$ 8,830.40	17%
MAINTENANCE CONTRACTS	\$ 110,000.00	\$ 240.00	\$ 109,760.00	0%
REPAIRS TO EQUIPMENT	\$ 300.00	\$ -	\$ 300.00	0%
EQUIPMENT RENTALS	\$ 10,250.00	\$ -	\$ 10,250.00	0%
PROFESSIONAL SERVICES	\$ 35,000.00	\$ 26,163.71	\$ 8,836.29	75%
GARAGE REPAIRS & MAINT	\$ 150.00	\$ -	\$ 150.00	0%
DUES & SUBSCRIPTIONS	\$ 5,000.00	\$ 1,547.11	\$ 3,452.89	31%
TRAINING AND CONFERENCES	\$ 2,000.00	\$ -	\$ 2,000.00	0%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 30,000.00	\$ 4,144.89	\$ 25,855.11	14%
LIBRARY MATERIALS	\$ 266,000.00	\$ 38,275.17	\$ 227,724.83	14%
MINOR OFF FURN/EQP (NON-CAP)	\$ 5,000.00	\$ -	\$ 5,000.00	0%
CREDIT CARD FEES	\$ 4,000.00	\$ 300.43	\$ 3,699.57	8%
<b>PERSONNEL AND OPERATING</b>	<b>\$ 4,473,435.00</b>	<b>\$ 734,170.41</b>	<b>\$ 3,739,264.59</b>	<b>16%</b>

8/31/2022

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
62	16.99%	\$759,871
Days remaining	Unspent %	Unspent Funds
303	0.57%	\$25,701

*Unofficial and Unaudited*

## Beaufort County Library - FY 23 Special Funds

	<u>State Aid/Lottery</u>	<u>Impact Fees</u>	<u>Special Trusts</u>	<u>Comments</u>
<b>Library System</b>				
FY23 1st Quarter State Aid	\$105,332	Hilton Head July 1 Balance		
FY23 2nd Quarter State Aid	\$0	Receipts	\$788,953	
FY23 3rd Quarter State Aid	\$0	Expenditures	\$6,996	
FY23 4th Quarter State Aid	\$0	August 31 Balance	\$0	
FY23 State Aid	<b>\$105,332</b>	Bluffton	\$795,949	
ST. Aid/Lottery to-date	<b>\$8,793</b>	July 1 Balance	\$3,700,199	
Remaining	\$96,539	Receipts	\$31,964	
		Expenditures	\$0	
		August 31 Balance	\$3,732,163	
		Beaufort(Port Royal)		
		July 1 Balance	\$689,773	
		Receipts	\$7,146	
		Expenditures	\$0	
		August 31 Balance	\$696,919	
		St. Helena ( & Lady's Island)		
		July 1 Balance	\$592,242	
		Receipts	\$21,820	
		Expenditures	\$0	
		August 31 Balance	\$614,062	
		Lobeco (Sheidon)		
		July 1 Balance	\$50,915	
		Receipts	\$4,446	
		Expenditures	\$0	
		August 31 Balance	\$55,361	
		Del Webb Agreement		
		July 1 Balance	\$5,510	
		Receipts	\$70	
		Expenditures	\$0	
		August 31 Balance	\$5,580	
<b>Totals</b>	<b>\$96,539</b>		<b>\$5,900,034</b>	
			<b>\$ 228,480</b>	

Unofficial and  
 Unaudited  
 8/31/2022



Beaufort County Library  
 FY 2023  
 (July 2022 - June 2023)  
 Library Revenues

CASH / CHECK DEPOSITS - FINES/FEES- WELLS FARGO													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 563.86	\$ 682.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,246.27
BLUFFTON	\$ 638.48	\$ 648.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,287.03
HILTON HEAD	\$ 511.05	\$ 617.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,128.39
ST. HELENA	\$ 273.21	\$ 335.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 608.71
LOBECO	\$ 108.90	\$ 140.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 249.81
<b>TOTAL</b>	<b>\$ 2,095.50</b>	<b>\$ 2,424.71</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,520.21</b>

CREDIT CARD DEPOSITS/ HEARTLAND PAYMENT SYSTEM -FINES/FEES - BB&T													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 333.60	\$ 463.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 796.97
BLUFFTON	\$ 602.34	\$ 567.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,169.45
HILTON HEAD	\$ 423.65	\$ 515.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 939.14
ST. HELENA	\$ 153.90	\$ 54.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 208.81
LOBECO	\$ 76.79	\$ 41.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118.11
<b>TOTAL</b>	<b>\$ 1,590.28</b>	<b>\$ 1,642.20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,332.48</b>

COPERS -WELLS FARGO													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BLUFFTON	\$ 58.10	\$ 93.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151.10
HILTON HEAD	\$ 51.50	\$ 107.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 159.10
ST. HELENA	\$ 36.00	\$ 23.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59.15
LOBECO	\$ 25.10	\$ 48.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73.70
<b>TOTAL</b>	<b>\$ 170.70</b>	<b>\$ 272.35</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 443.05</b>

INTEREST SUMMARY -BB&T													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
INTEREST REVENUE	\$ 0.28	\$ 0.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.57

GRAND TOTAL													
													\$ 8,196.31