



BEAUFORT COUNTY  
LIBRARY BOARD OF TRUSTEES  
Wednesday, November 9, 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. September 14, 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. Nominating Committee- Lynn Miller, Chair; Brenda Ladson Powell and Bernie Kole.
  - Update
- H. Library Facilities Committee, Bernie Kole; Chair; Joe Bogacz, Rosalie Richman and Anna Marie Tabernik

X. Old Business:

XI. New Business:

- Approval of Holiday Closures 2023
- Approval Library Board of Trustees 2023 Meeting Dates

XII. Announcements

- Next meeting scheduled for January 11, 2023 at 4pm at the Hilton Head 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 14, 2022 – 4:00 p.m.**  
**Hilton Head Branch Library**  
**11 Beach City Road**  
**Hilton Head Island, SC 29926**

**The fifth scheduled meeting for 2022 was held in-person at the Hilton Head Branch Library.**

**Trustees:** Ana Maria Tabernik, Chair; Lynne Miller, Tracey Robinson, Brenda Ladson-Powell, Janet Porter, Bernie Kole, Rosalie Richman and Terry Thomas

- *Trustee seat for District 9 is vacant.*

**Absentees:** Joseph Bogacz, James Morrall

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

**County Council Member:**

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

**Guests:** Traci Cox (Marketing & Communications Manager), Theresa Furbish (Programs and Events Librarian), Greg Crispell (Youth Services Specialist, HHI Branch Library), and Alec Bishop (Broadcast Services)

**Call to Order:** The meeting was called to order at 4:03pm

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

**Public Comment:** None.

**Minutes from meeting held July 13, 2022:**

- The minutes for July 13, 2022 were approved on a motion from Mr. Kole and a second from Ms. Powell. 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 six (6) 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:** Greg Crispell joined the Beaufort County Library in October of 2001 as a Youth Services Librarian at the Hilton Head Branch Library. As a Youth Services Programmer at the Hilton Head Branch Library, Greg presents creative and engaging specialty programs for children and teens. Greg also maintains a busy schedule of outreach visits to daycares, schools and

other childcare centers. Library customers look forward to Greg's creative programs such as Escape Rooms, Scavenger Hunts, Lego Robotics club, and Stop Motion Animation programs. This August, he received his Bachelor of Science degree program from Southern New Hampshire University. He next plans to pursue a Masters of Library and Information Science.

- **Summer Reading Update:** Traci Cox and Theresa Furbish provided a summary of the 2022 Summer Reading program. Staff report having surpassed 2021's participation by recording 2,196 readers having completed the Summer Reading program with an additional 877 participants completing a "Bonus Round". In total, 230 prizes were given away.
  
- **Library Operations update:**
  - **Accomplishments:** Ms. Dickman provided an update on system-wide projects that have been accomplished this year. To date, Beaufort County Library has added online access to The New York Times and The Wall Street Journal as well as providing over 844,000 downloadable titles in Hoopla. Additionally, the Bluffton StoryWalk is open and the Friends of Beaufort Library continue to work on opening StoryWalks at Naval Heritage Park and the Spanish Moss Trail.
  
  - **Fall Staff Development Day:** Ms. Dickman explained that she and Josh Greer (Deputy Director) have been scheduled to present at South Carolina Library Association annual conference in Columbia, SC on Wednesday, October 5<sup>th</sup>. As this is the also the scheduled Staff Development Day, Ms. Dickman requested Staff Development Day be rescheduled for Wednesday, October 19<sup>th</sup>.
    - **Discussion:** Ms. Tabernik agreed with this recommendation.
  
    - **Motion:** Ms. Porter made the motion to approve the recommendation as stated by the Director and seconded by Mr. Kole.
  
    - **Action:** There was a unanimous vote to approve.
  
  - **Hours of Operation:** Ms. Dickman explained that hours of operation were adjusted throughout the pandemic reopening process. Prior to the pandemic, branch libraries were open between 50 to 55 hours weekly. Currently, each branch library provides approximately 46 to 52 hours of operation weekly. The proposed hours of operation accomplish:
    - adding 4 evening public service hours per week at Beaufort, Bluffton, and HHI branch libraries to not only return to pre-pandemic levels (55 hours per week) but also provide one additional public service hour each week.
    - providing evening (5pm- 7pm) public service hours Monday- Thursday at St. Helena Branch Library
    - maintain increase of 6 public service hours at Lobeoco

**Recommendation:** The Library Director recommends the following hours of operation for library locations as follows:

- **Beaufort, Bluffton and HHI** locations will be open from 9am to 7pm Monday through Thursday and 9am to 5pm Friday and Saturday.
- **St. Helena Branch Library** will be open from 10am to 7pm Monday through Thursday and 10am to 5pm Friday and Saturday.

- **Lobeco Branch Library** will be open from 10am to 6pm Monday through Thursday and 10am to 5pm Friday and Saturday.
- The **Beaufort District Collection** will remain by appointment only at this time.

If approved, Ms. Dickman requests the hours of operation be implemented starting Monday, October 31, 2022.

**Discussion:** Ms. Tabernik asked for clarification of the implementation date (October 31, 2022). Ms. Dickman confirmed the implementation date was chosen to provide ample time to inform the public and not interfere already scheduled events and meeting room reservations.

**Motion:** Ms. Miller made the motion to approve the recommendation as stated by the Director and seconded by Ms. Porter.

**Action:** There was a unanimous vote to approve.

### **Committee Reports:**

**Finance Committee:** Ms. Miller 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)  
Ms. Miller explained the attached report noting the receipts and expenditures from special fund sources.
- **Beaufort County Library System - Budget Update – FY 2022/2023:** (see attachment)
  - Ms. Miller noted the receipt of the first State Aid payment of \$105,332 for the purchase of library materials. For Fiscal Year 2023, Beaufort County Library should receive \$421,277.53 of State Aid funds in quarterly installments.
  - Ms. Miller explained the documents in detail noting that entering the third month of the (17%) of FY2023, the Library spent 16% of the annual budget.
- **FY 2022/2023 Library Materials Expenditure year-to-date:** (for more details, see attachment)
  - Ms. Miller explained the document in detail noting fiscal year-to-date expenditures totaling \$47,068.
- **FY 2022 Maintenance of Effort (MOE) and State Aid Agreements (see attachments).**
  - Ms. Dickman explained the *State Aid Agreement* and *Maintenance of Effort* documents.
  - The library is required to complete and submit these documents every year to the State Library to receive State Aid Funding.

**Public Library Foundation:** Ms. Miller announced that the Public Library Foundation has approved funding an Artist-in-Residence program scheduled for Fall 2022. Five applications have been received and are under committee review.

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

- **Beaufort Branch:** Ms. Dickman announced the Friends of the Beaufort Library hosted their most recent meeting on Thursday, September 8th at 4pm at the Beaufort Branch Library. During the meeting they approved their annual budget and discussed plans for their upcoming annual book sale at Waterfront Park during the first weekend of November (Friday, November 4<sup>th</sup> through Sunday, November 6<sup>th</sup>)
- **Bluffton Branch:** Ms. Dickman reported that the Friends of the Bluffton Library held their most recent meeting Wednesday, September 7th. The focus of the meeting was to discuss their Strategic Planning efforts.
- **Hilton Head Branch:** Ms. Miller explained that the Friends of the Hilton Head Library met on Tuesday, September 13th for their first meeting after summer break. They will next meet on Tuesday, October 11th at 3:30pm. They are finalizing details for a branch birthday celebration for Monday, November 14th.

**Policies and Procedures Committee:** None.

### **Strategic Planning Committee:**

- Ms. Dickman updated the Library Board of Trustees on recent Strategic Planning activity:
  - Library Board of Trustees members received board member training and preliminary review of data.
  - Ms. Porter and Library Administration have worked to draft the goal statements for the Strategic Plan as follows:
    - “Provide library visitors with a friendly, informed, and user-focused experience”
    - “Provide balanced collections in a variety of formats”
    - “Create welcoming and accessible library spaces”
    - “Deliver timely, relevant communication both internally and externally”
- Ms. Dickman reminded the Library Board of Trustees that the next activity phase is for staff to work together at the upcoming Staff Development Day to draft strategies that would accomplish the stated goals.
- **Motion:** Ms. Porter made the motion to accept the goal statements as presented by the Director. Ms. Miller seconded.
- **Action:** The motion passed with unanimous approval.

**Challenged Materials Committee:** None.

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

- Mr. Atkinson confirmed County Administration continues to pursue site for a new library to serve the Pritchardville/Okatie area

- Mr. Atkinson also informed the Board of Trustees of a time-sensitive opportunity to renovate an existing county building in Port Royal for library service.
- **Discussion:**
  - Ms. Tabernik asked if consideration had been given also to increase in funding for personnel and materials resulting in opening an additional branch location.
  - Ms. Miller expressed concern that the square footage was inadequate.
- **Motion:** Mr. Kole made a motion to support further investigation by Mr. Atkinson into this prospect. Mr. Thomas seconded.
- **Action:** The motion passed with unanimous approval.

**Old Business:** None.

**New Business:** None.

**Announcements:**

- Ms. Tabernik announced the November 9<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 5:15pm on a motion from Mr. Kole and a second from Ms. Robinson.

Respectfully submitted,

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

**Beaufort County Library - Budget  
Update FY2023  
Expenditures as of 10/31/2022 (33%)**

Description	FY23 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 3,212,411.00	\$ 981,826.08	\$ 2,230,584.92	31%
EMPLOYER FICA	\$ 199,169.00	\$ 59,161.16	\$ 140,007.84	30%
EMPLOYER MEDICARE	\$ 46,580.00	\$ 13,836.00	\$ 32,744.00	30%
EMPLOYER SC RETIREMENT	\$ 531,975.00	\$ 172,557.30	\$ 359,417.70	32%
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$ 3,990,135.00</b>	<b>\$ 1,227,380.54</b>	<b>\$ 2,762,754.46</b>	<b>31%</b>
PRINTING	\$ 5,000.00	\$ 218.82	\$ 4,781.18	4%
POSTAGE/OTHER CARRIERS	\$ 10,600.00	\$ 3,064.33	\$ 7,535.67	29%
MAINTENANCE CONTRACTS	\$ 110,000.00	\$ (3,520.00)	\$ 113,520.00	-3%
REPAIRS TO EQUIPMENT	\$ 300.00	\$ -	\$ 300.00	0%
EQUIPMENT RENTALS	\$ 10,250.00	\$ 1,406.32	\$ 8,843.68	14%
PROFESSIONAL SERVICES	\$ 35,000.00	\$ 26,163.71	\$ 8,836.29	75%
GARAGE REPAIRS & MAINT	\$ 150.00	\$ 18.00	\$ 132.00	12%
DUES & SUBSCRIPTIONS	\$ 5,000.00	\$ 1,800.25	\$ 3,199.75	36%
TRAINING AND CONFERENCES	\$ 2,000.00	\$ 450.00	\$ 1,550.00	23%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 30,000.00	\$ 8,600.88	\$ 21,399.12	29%
LIBRARY MATERIALS	\$ 266,000.00	\$ 65,787.40	\$ 200,212.60	25%
MINOR OFF FURN/EQP (NON-CAP)	\$ 5,000.00	\$ 181.85	\$ 4,818.15	4%
CREDIT CARD FEES	\$ 4,000.00	\$ 559.36	\$ 3,440.64	14%
<b>PERSONNEL AND OPERATING</b>	<b>\$ 4,473,435.00</b>	<b>\$ 1,332,111.46</b>	<b>\$ 3,141,323.54</b>	<b>30%</b>

10/31/2022

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
123	33.70%	\$1,507,486
Days remaining	Unspent %	Unspent Funds
242	3.92%	\$175,375

*Unofficial and Unaudited*



### Beaufort County Library - FY 23 Special Funds

<u>Library System</u>	<u>State Aid/Lottery</u>	<u>Impact Fees</u>	<u>Special Trusts</u>	<u>Comments</u>
FY23 1st Quarter State Aid	\$105,332	Hilton Head Sep 1 Balance	\$795,949	
FY23 2nd Quarter State Aid	\$105,332	Receipts	\$6,213	
FY23 3rd Quarter State Aid	\$0	Expenditures	\$0	
FY23 4th Quarter State Aid	\$0	Oct 31 Balance	\$802,162	
FY23 State Aid	<b>\$210,664</b>	Bluffton		
ST. Aid/Lottery to-date	<b>\$37,761</b>	Sep 1 Balance	\$3,732,163	
Remaining	<b>\$172,903</b>	Receipts	\$20,004	
		Expenditures	\$0	
		Oct 31 Balance	\$3,752,167	
		Beaufort(Port Royal)		
		Sep 1 Balance	\$696,919	
		Receipts	\$2,069	
		Expenditures	\$0	
		Oct 31 Balance	\$698,988	
		St. Helena (& Lady's Island)		
		Sep 1 Balance	\$614,062	
		Receipts	\$15,845	
		Expenditures	\$0	
		Oct 31 Balance	\$629,907	
		Lobeco (Sheldon)		
		Sep 1 Balance	\$55,361	
		Receipts	\$1,139	
		Expenditures	\$0	
		Oct 31 Balance	\$56,500	
		Del Webb Agreement		
		Sep 1 Balance	\$5,580	
		Receipts	\$3	
		Expenditures	\$0	
		Oct 31 Balance	\$5,583	
<b>Totals</b>	<b>\$172,903</b>		<b>\$5,945,307</b>	<b>\$ 228,354</b>

Unofficial and  
 Unaudited  
 10/31/2022

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	\$ 812.09	\$ 423.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,481.91
BLUFFTON	\$ 638.48	\$ 648.55	\$ 615.53	\$ 587.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,490.50
HILTON HEAD	\$ 511.05	\$ 617.34	\$ 415.50	\$ 724.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,268.70
ST. HELENA	\$ 273.21	\$ 335.50	\$ 287.85	\$ 218.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,114.87
LOBECO (*)	\$ 108.90	\$ 140.91	\$ -	\$ 273.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 523.73
<b>TOTAL</b>	<b>\$ 2,095.50</b>	<b>\$ 2,494.71</b>	<b>\$ 2,130.97</b>	<b>\$ 2,228.53</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,479.71</b>

HEARTLAND PAYMENT SYSTEM - FINES/FEES- WELLS FARGO													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 333.60	\$ 463.37	\$ 628.38	\$ 475.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,900.89
BLUFFTON	\$ 602.34	\$ 567.11	\$ 358.62	\$ 550.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,078.18
HILTON HEAD	\$ 423.65	\$ 515.49	\$ 332.22	\$ 491.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,762.64
ST. HELENA	\$ 153.90	\$ 54.91	\$ 173.85	\$ 67.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 449.78
LOBECO	\$ 76.79	\$ 41.32	\$ 37.20	\$ 106.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 262.01
<b>TOTAL</b>	<b>\$ 1,590.28</b>	<b>\$ 1,642.20</b>	<b>\$ 1,530.27</b>	<b>\$ 1,690.75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,433.50</b>

COHIERS -WELLS FARGO													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ -	\$ -	\$ 149.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149.45
BLUFFTON	\$ 58.10	\$ 93.00	\$ 98.00	\$ 62.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 311.61
HILTON HEAD	\$ 51.50	\$ 107.60	\$ 53.20	\$ 49.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 261.35
ST. HELENA	\$ 36.00	\$ 23.15	\$ 27.35	\$ 21.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 107.50
LOBECO (*)	\$ 25.10	\$ 48.60	\$ -	\$ 45.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118.90
<b>TOTAL</b>	<b>\$ 170.70</b>	<b>\$ 272.35</b>	<b>\$ 178.55</b>	<b>\$ 327.21</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 948.61</b>

(\*) September & October data

INTEREST SUMMARY -WELLS FARGO													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
INTEREST REVENUE	\$ 0.28	\$ 0.29	\$ 0.29	\$ 0.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.15

**GRAND TOTAL** \$ 16,283.17

*Unofficial and Unaudited*