



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, January 11, 2023
4:00 p.m.
Hilton Head Branch Library
11 Beach City Road
Hilton Head Island, SC

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 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; 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, 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
 - Update

X. Old Business:

- Approval of Holiday Closures 2023 (August – December)

XI. New Business:

XII. Announcements:

- Next meeting scheduled for March 8, 2023 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 – November 9, 2022 – 4:00 p.m.
Bluffton Branch Library
120 Palmetto Way
Bluffton, SC 29910

The sixth scheduled meeting for 2022 was held in-person at the Bluffton Branch Library.

Trustees: Ana Maria Tabernik, Chair; Lynne Miller, Joseph Bogacz, Tracey Robinson, , Janet Porter, Bernie Kole, Rosalie Richman, and James Morrall

- *Trustee seat for District 9 is vacant.*

Absentees: Terry Thomas and Brenda Ladson-Powell

County Staff: none.

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

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

Guests: Alec Bishop (Broadcast Services)

Call to Order: The meeting was called to order at 4:02pm

Pledge of Allegiance: Ms. Tabernik led those in attendance in the Pledge of Allegiance.

Public Comment: None.

Minutes from meeting held September 14, 2022:

- The minutes for September 14, 2022 were approved on a motion from Mr. Kole and a second from Ms. Robinson. 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 five (5) vacant positions:
 - Two (2) vacancies are in the process of being filled
 - Staff is actively reviewing applicants for vacant positions to hire qualified candidates
- **Library Operations update:**
 - **Newsletter:** On October 7th, Beaufort County Library launched its first monthly digital newsletter, *The Current*, to all cardholders.
 - **Recent Library updates:** Ms. Dickman reported that in addition to expansion of operating hours (effective October 31, 2022), the Library has recently hosted and participated in a

variety of community events: Local History Lecture: "The Forgotten 11th South Carolina Volunteers", Hispanic Heritage Month Celebration, St. Helena 10th Anniversary Celebration, Habersham Harvest Festival, A Songwriter's Journey through American Music, Hilton Head Italian Heritage Festival, Reader's Theater of selections from Edgar Allan Poe, Bluffton, 25th Annual Sheldon Township Community Forum, Spooktacular Trunk or Treat, Literacy Night at St. Helena Elementary, and Gullah Geechee Heritage Corridor Celebration.

- Ms. Dickman also reported positive staff engagement at the recent Staff Development Day in which library staff brainstormed strategies in support of the Strategic Plan as well as a team-building exercise.

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 second 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.
 - Mr. Bogacz explained the documents in detail noting that at having completed the fourth month of the (33%) of FY2023, the Library spent 30% of the annual budget.
- **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 \$103,832.

Public Library Foundation: Ms. Miller announced that the Public Library Foundation met on Friday, October 21st to discuss future activity and assemble their annual fundraising letter.

Friends of the Library (FOL):

- **Beaufort Branch:** Mr. Morrall announced the Friends of the Beaufort Library hosted their annual book sale at Waterfront Park during the first weekend of November (Friday, November 4th through Sunday, November 6th). They are now shifting focus to their annual Books Sandwiched In series held at USCB in January 2023.
- **Bluffton Branch:** Ms. Dickman reported that the Friends of the Bluffton Library held their most recent meeting Wednesday, October 19th to review their short-term strategic plan. They will be hosting their Annual Meeting on Saturday, November 12th to coincide with the 20th anniversary celebration.
- **Hilton Head Branch:** Ms. Miller explained that the Friends of the Hilton Head Library met on Tuesday, October 11th to finalize their plans for the annual branch birthday event on Monday, November 14th.

Policies and Procedures Committee: None.

Strategic Planning Committee:

- Ms. Dickman presented the Strategic Plan 2023-2025 (see attachment) noting:
 - The Strategic Plan is a flexible document that includes priorities and strategies.
 - Ms. Porter reminded the board that a Strategic Plan is a “road map” to guide the Library’s efforts. In addition to the Strategic Plan document, Library Administration should prepare an Annual Action Plan that specifies actions
 - thanked all participants for their feedback/input.

Motion: Ms. Porter made the motion to accept the Strategic Plan document for further action items to be drafted by the Director. Ms. Miller seconded.

Discussion:

- Ms. Miller asked for clarification as to how the information would be presented as a public document.
- Ms. Porter confirmed that the document presented by the Library Director would be used as content for video and written materials for the public. A more detailed internal document with specific action items for Library staff would be drafted by Library Administration to track progress made on accomplishes the goals of the Strategic Plan.

Amended Motion: Ms. Porter made the motion to accept the Strategic Plan document as presented by the Library Director. Mr. Kole seconded. The motion passed with unanimous approval.

Challenged Materials Committee: None.

Nominating Committee:

- Ms. Miller, chair of the Nominating Committee, explained the process for selecting officers for the next 2-year term. As the by-laws provide that the president be elected by secret ballot, trustee members cast their vote by secret ballot during meeting to ensure their confidential vote.
- With no additional nominations from the floor, Ms. Miller presented the slate of officers for vote: Chair: Lynne Miller, Vice-Chair: Janet Porter, Finance Chair: Joe Bogacz, and Corresponding Secretary: Brenda Ladson Powell
- Ms. Dickman tallied the ballots for chair and announced unanimous vote to approve Lynne Miller as chair for 2023.
- Ms. Tabernik called for vote by show of hands for the remaining officers. There was unanimous vote to elect Janet Porter as vice-chair, Brenda Ladson Powell as Secretary, and Joe Bogacz as Finance Committee chair for 2023.

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

- Ms. Howard confirmed County Administration will present a possible site for a new library to serve the Pritchardville/Okatie area to County Council for their consideration on Monday, November 14th.
- Ms. Dickman also informed the Board of Trustees of progress made with exploring renovation of an existing county building in Port Royal for library service. County

Administration is working through the financing approval process and hope to have an architect/designer under contract by the end of November. If the design is approved when presented in Spring 2023, the location is on track to open in FY2023.

Old Business: None.

New Business:

- **Proposed Holiday Closures 2023:** Ms. Dickman made the recommendation for the Library Board of Trustees to approve the 2023 closing dates with the possibility for adjustment after County Council officially approves 2023 closing dates for all county offices.

Motion: Ms. Tabernik requested a motion to approve the holiday closing dates as presented with the caveat of amending the dates to reflect actual closures determined County Council. Mr. Kole made a motion to approve. Ms. Miller second the motion.

Discussion: Board members discussed the Saturday, December 23rd proposed closure. Several expressed concern for closing libraries on a Saturday before holiday closures the following week. Several noted the potential negative impact on staff resulting from library being open on Saturday, December 23rd.

Vote: With three votes in favor and four votes against, the motion failed.

Amended Motion: Ms. Porter made a new motion to approve the holidays as drafted through July 1, 2023. Mr. Bogacz seconded. The motion was unanimously approved.

- **Proposed Library Board of Trustees 2022 Meeting Dates**
 - Ms. Dickman made the recommendation for the Library Board of Trustees to approve the Library Board of Trustees meeting dates for 2023.
 - Ms. Tabernik requested a motion to accept the proposed Library Board of Trustees meeting dates for 2023. Mr. Kole made the motion with a second by Mr. Bogacz. The motion was unanimously approved.

Announcements:

- Ms. Tabernik announced the January 11th meeting will take place at the Hilton Head Branch Library.
- Ms. Tabernik announced her resignation from the Library Board effective December 5, 2022 pending certification of her election to County Council (District 6).

With no other business to discuss, Ms. Tabernik adjourned the Library Board of Trustees meeting at 5:24pm 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 12/31/2022 (50%)**

Description	FY23 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 3,212,411.00	\$ 1,488,781.67	\$ 1,723,629.33	46%
EMPLOYER FICA	\$ 199,169.00	\$ 89,697.26	\$ 109,471.74	45%
EMPLOYER MEDICARE	\$ 46,580.00	\$ 20,977.54	\$ 25,602.46	45%
EMPLOYER SC RETIREMENT	\$ 531,975.00	\$ 256,589.89	\$ 275,385.11	48%
PERSONNEL SERVICES TOTAL	\$ 3,990,135.00	\$ 1,856,046.36	\$ 2,134,088.64	47%
PRINTING	\$ 5,000.00	\$ 1,889.43	\$ 3,110.57	38%
POSTAGE/OTHER CARRIERS	\$ 10,600.00	\$ 4,507.62	\$ 6,092.38	43%
MAINTENANCE CONTRACTS	\$ 110,000.00	\$ 59,470.34	\$ 50,529.66	54%
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	\$ 18.95	\$ 131.05	13%
DUES & SUBSCRIPTIONS	\$ 5,000.00	\$ 2,008.36	\$ 2,991.64	40%
TRAINING AND CONFERENCES	\$ 2,000.00	\$ 655.00	\$ 1,345.00	33%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 30,000.00	\$ 12,045.29	\$ 17,954.71	40%
LIBRARY MATERIALS	\$ 266,000.00	\$ 118,878.53	\$ 147,121.47	45%
MINOR OFF FURN/EQP (NON-CAP)	\$ 5,000.00	\$ 766.90	\$ 4,233.10	15%
CREDIT CARD FEES	\$ 4,000.00	\$ 1,232.40	\$ 2,767.60	31%
PERSONNEL AND OPERATING	\$ 4,473,435.00	\$ 2,085,089.21	\$ 2,388,345.79	47%

12/31/2022

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
184	50.41%	\$2,255,101
Days remaining	Unspent %	Unspent Funds
181	3.80%	\$170,012

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>
Hilton Head				
FY23 1st Quarter State Aid	\$105,332	Nov 1 Balance \$802,162		
FY23 2nd Quarter State Aid	\$105,332	Receipts \$12,706		
FY23 3rd Quarter State Aid	\$0	Expenditures \$0	\$ 217,773	Endowment plus interest
FY23 4th Quarter State Aid	\$0	Dec 31 Balance \$814,868		
FY23 State Aid	\$210,664	Bluffton		
ST. Aid/Lottery to-date	\$76,574	Nov 1 Balance \$3,752,167	\$ 9,037	BDC materials/
Remaining	\$134,090	Receipts \$24,042		Proquest & Materials only
		Expenditures \$0		
		Dec 31 Balance \$3,776,209		
		Beaufort(Port Royal)		
		Nov 1 Balance \$698,988		
		Receipts \$6,805		
		Expenditures \$0		
		Dec 31 Balance \$705,793		
		St. Helena (& Lady's Island)		
		Nov 1 Balance \$629,907		
		Receipts \$23,226		
		Expenditures \$0		
		Dec 31 Balance \$653,133		
		Lobeco (Sheldon)		
		Nov 1 Balance \$56,500		
		Receipts \$2,226		
		Expenditures \$0		
		Dec 31 Balance \$58,726		
		Del Webb Agreement		
		Nov 1 Balance \$5,583		
		Receipts \$69		
		Expenditures \$0		
		Dec 31 Balance \$5,652		
Totals	\$134,090	\$6,014,380	\$ 228,350	

Unofficial and
Unaudited
12/31/2022

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

CASH / CHECK DEPOSITS - FINES/FEES	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 563.86	\$ 682.41	\$ 812.09	\$ 423.55	\$ 467.20	\$ 433.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,382.21
BLUFFTON	\$ 638.48	\$ 648.55	\$ 615.53	\$ 587.94	\$ 649.99	\$ 640.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,780.87
HILTON HEAD	\$ 511.05	\$ 617.34	\$ 415.50	\$ 724.81	\$ 523.08	\$ 417.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,208.83
ST. HELENA	\$ 273.21	\$ 335.50	\$ 287.85	\$ 218.31	\$ 269.90	\$ 220.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,605.67
LOBECO	\$ 108.90	\$ 140.91	\$ -	\$ 273.92	\$ 83.20	\$ 140.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 747.53
TOTAL	\$ 2,095.50	\$ 2,424.71	\$ 2,130.97	\$ 2,228.53	\$ 1,993.37	\$ 1,852.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,725.11

CREDIT CARD DEPOSITS/ HEARTLAND PAYMENT SYSTEM - FINES/FEES	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 333.60	\$ 463.37	\$ 628.38	\$ 475.54	\$ 281.84	\$ 417.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600.26
BLUFFTON	\$ 602.34	\$ 567.11	\$ 358.62	\$ 550.11	\$ 611.18	\$ 595.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,285.02
HILTON HEAD	\$ 423.65	\$ 515.49	\$ 332.22	\$ 491.28	\$ 413.97	\$ 316.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,492.80
ST. HELENA	\$ 153.90	\$ 54.91	\$ 173.85	\$ 67.12	\$ 44.10	\$ 78.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 572.02
LOBECO	\$ 76.79	\$ 41.32	\$ 37.20	\$ 106.70	\$ 78.18	\$ 14.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 354.69
TOTAL	\$ 1,590.28	\$ 1,642.20	\$ 1,530.27	\$ 1,690.75	\$ 1,429.27	\$ 1,422.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,304.79

* November Report - CC deposits are \$ 1,429.27 instead of \$ 1,426.27, due to \$ 3 was not cleared/reflected on December 1, 2022

COPIERS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ -	\$ -	\$ 149.45	\$ -	\$ 123.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 272.70
BLUFFTON	\$ 58.10	\$ 93.00	\$ 98.00	\$ 62.51	\$ 62.40	\$ 52.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 426.61
HILTON HEAD	\$ 51.50	\$ 107.60	\$ 53.20	\$ 49.05	\$ 69.45	\$ 38.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 369.45
ST. HELENA	\$ 36.00	\$ 23.15	\$ 27.35	\$ 21.00	\$ 15.95	\$ 18.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 141.90
LOBECO (*)	\$ 25.10	\$ 48.60	\$ -	\$ 45.20	\$ 6.20	\$ 19.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144.60
TOTAL	\$ 170.70	\$ 272.35	\$ 178.55	\$ 327.21	\$ 154.00	\$ 252.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,355.26

INTEREST SUMMARY -BB&T INTEREST REVENUE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
	\$ 0.28	\$ 0.29	\$ 0.29	\$ 0.29	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$ 1.15

GRAND TOTAL
 Unofficial and Unaudited
\$ 23,386.31