



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, November 8, 2023
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. September 13, 2023 Minutes (**backup**)
- VI. Correspondence and Communications
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects Update
 - a. Strategic Plan achievements
- VIII. Library Director's Financial Report:
 - A. Library Revenues (**backup**)
 - B. Library Director's Expenditure Report (**backup**)
- IX. Committee Reports:
 - A. Finance Committee - Joseph Bogacz, Chair; Janet Porter, and Jannine Mutterer
 - Update
 - B. Policies & Procedures – Lynne Miller, Chair; Rosalie Richman, Tracey Robinson and James Morrall
 - Updates to Library Board of Trustees Bylaws

- D. Strategic Planning – Janet Porter; Chair, Shawna Kulpa, Terry Thomas
 - Update
- F. Challenged Materials Committee – Joe Bogacz, Chair; Lynne Miller, Rosalie Richman, Shawna Kulpa and Janet Porter
- G. Library Facilities Committee, Bernie Kole; Chair; Rosalie Richman and Lynne Miller
 - Update

H. Liaisons

- Friends of the Library (FOL):
 - Beaufort: Brenda Ladson Powell, James Morrall
 - Bluffton: Rosalie Richman
 - Hilton Head: Lynne Miller
- Public Library Foundation (PLFBC) – Lynne Miller

X. Old Business:

XI. New Business:

- Library Holiday closings for 2024
- Board of Trustee Meeting Dates for 2024
- First Steps board appointment (Amanda Dickman)

XII. Announcements:

- Next meeting scheduled for January 10, 2024 at 4pm at the Bluffton Branch Library.

XIV. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – September 13, 2023 – 4:00 p.m.
St. Helena Branch Library
6355 Jonathon Francis Senior Road
St. Helena, SC

The fifth scheduled meeting for 2023 was held in-person at the St. Helena Branch Library.

Trustees: Lynne Miller, Chair; Janet Porter, Vice-Chair, Joseph Bogacz, Bernie Kole, Shawna Kulpa, Brenda Ladson-Powell, Tracey Robinson, and Terry Thomas

Absentees: Jannine Mutterer, James Morrall

County Staff: Alec Bishop (Broadcast Services), Troy Matthews (Broadcast Services), Kyle Adams (Broadcast Services), Chuck Atkinson (Assistant County Administrator, Development & Recreation Division), Theresa Furbish (Programs and Events Librarian)

County Council Member: Anna Maria Tabernik, Beaufort County Council District 6

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

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

II. Pledge of Allegiance: Ms. Robinson led those in attendance in the Pledge of Allegiance.

III. Public Comment: None.

IV. Introduction of Guests. Ms. Dickman introduced Queen Quet participating virtually.

V. Minutes from meeting held July 12, 2023:

- Mrs. Miller noted the minutes for July 12, 2023 had been previously distributed to all members. There was a unanimous vote to approve without correction.

VI. Correspondence/Memberships: None.

VII. Library Director's Report: Amanda Dickman, Library Director presented her report:

Gullah Geechee Cultural Heritage Health Trail: Queen Quet, Chieftess of the Gullah/Geechee Nation provided a summary of her involvement with the implementation of a walking trail on St. Helena. In total, the trail will feature seven (7) signs/stations. As part of the trail, she is offering two (2) signs to be displayed at the St. Helena Branch Library. One sign would be in the exterior rain garden and one sign would be in the Gullah Geechee Historical Resources room in the library.

Discussion:

- Ms. Miller applauded the effort and asked if the length of the trail has been determined. Queen Quet described the route of the trail although it has not yet been measured.

- Mr. Bogacz asked about the physical dimensions and in what manner the exterior sign would be secured in the ground. Queen Quet noted the exterior signs would be similar to the signs installed on the Open Land Trust on Hwy 21.

A. Personnel Update: The *Library Organizational Chart* is provided for reference. There are currently two (2) vacant positions. Two vacancies are in the process of being filled.

B. Projects Update:

- **Summer Reading:** Ms. Dickman invited Theresa Furbish, Programs and Events Librarian, to summarize the 2023 Summer Reading program. Of specific mention were the number of completed gameboards received (1,044), door count (68,354); digital circulation (40,482); and program attendance (7,993).

Discussion:

- Dr. Porter noted the decrease in number of completed gameboards from previous years and asked how staff plan design next year's program to encourage more participants to complete the program.
- Ms. Furbish noted feedback from participants indicated a desire to see more flexibility in the reading prompts to choose activities that match their interests.
- Mr. Bogacz noted the value of each library participating in the USDA summer lunch program.
- Ms. Miller asked if the Beaufort County School District partnered with the library for this year's Summer Reading program. Ms. Furbish confirmed that Beaufort County School District partnered with the library in the 2023 Summer Reading program.
- **Port Royal Library design:** Ms. Dickman explained that the bidding opportunity closed on August 25th and Beaufort County Council is expected to award a contract to the selected bidder as early as September 25th. Concurrently, Library Administration is working with appropriate vendors to select materials, furniture, fixtures and equipment.
- **Strategic Plan achievements:** Ms. Dickman presented the following update noting progress made towards achieving the strategic objectives outlined in the Strategic Plan 2023-2025:
 - **User Experience:**
 - **Parking Token pilot** program at the Beaufort Branch Library has ended its initial three-month pilot. During the pilot, library guests were eligible to receive one (1) parking token equal to the value of one hour of parking when they registered for a library card, attended a library program, volunteered at the library, conducted research in the Beaufort District Collection, or complained about paid parking ticket. During the three-month pilot, 422 tokens were distributed.
 - **Collections:**
 - **Opening Day Collection for Port Royal:** Library staff have been selecting titles for the Port Royal Branch Library.
 - **LSTA Impact Grant:** Last February, Ms. Dickman applied for an Impact Grant from the State Library to install pickup lockers at Burton Wells Recreation Center. The State Library is expected to announce their final decision in late September or early October.
 - **Communication:** Library marketing staff have received new Beaufort County Library branded uniform shirt for each staff member to wear at outreach events.
 - **Space:** Progress continues towards opening the Port Royal Library.

- Ms. Dickman concluded her report with the mention of several upcoming library events:
 - **“Our Cultures, Our Stories: Hispanic Heritage Month Celebration”** on Saturday, September 16th at Bluffton Branch Library, 11am
 - **“Paradise Memories” with Nelle and Ora Smith** on Thursday, September 28th at HHI Branch Library, 10am
 - **Beaufort District Collection Anniversary** on Friday, September 29th at 1pm
 - **St. Helena 11th Anniversary** on Saturday, October 7th at 11am

Discussion:

- Dr. Tabernik asked for an update on the Pritchardville library branch.
- Mr. Atkinson confirmed that staff continue to pursue site options in the Pritchardville area to present to the Library Board and County Council.

IX. Committee Reports

A. Finance Committee: Mr. Bogacz explained the following financial documents in detail and expressed that the Beaufort County Library is in good financial standing.

- **FY 2024 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 2024:** (see attachment)
 - Mr. Bogacz noted the receipt of the first State Aid payment of \$105,307 for the purchase of library materials. For Fiscal Year 2024, Beaufort County Library should receive \$421,228 of State Aid funds in quarterly installments.
 - Mr. Bogacz explained the documents in detail noting that at 17% through the year, the Library has spent 14% of the annual budget.
- **FY 2024 Library Materials Expenditure year-to-date:** (for more details, see attachment)
 - Mr. Bogacz explained the document in detail noting fiscal year-to-date materials expenditures totaling \$83,883.
- **FY 2024 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 submit these documents every year to the State Library to receive State Aid Funding.
 - Mr. Bogacz noted this being the first year in his recollection that Beaufort County did not request a waiver from the State Library for not meeting the percentage of county funding for materials.

B. Policies and Procedures Committee:

- **Updates to *Request for Reconsideration* policy:** Ms. Miller reported that the Policies and Procedures committee met in August to review the *Request for Reconsideration* policy to define the number of business days the Library Board of Trustees has to respond to an appeal. The committee’s proposes to add the sentence “*The cardholder will be notified in writing of the Library Board of Trustees’ decision within ninety (90) business days of receiving the appeal*”.

Motion: Ms. Miller made a motion to adopt the update to the *Request for Reconsideration* policy with the discussed addition. Dr. Porter seconded.

Discussion:

- Dr. Tabernik noted that ninety business days is significantly longer than ninety days.
- Ms. Dickman explained that the phrase “ninety (90) business days” was chosen by the policy committee to align with the “thirty (30) business days” given to the Library Director and takes into consideration the length of time between scheduled Library Board meetings.
- Dr. Porter suggested that ninety (90) business days is not responsive to the requester.

Action: Ms. Miller called for a vote. Four members voted against and four voted in support of the motion. The chair cast the deciding vote in favor of the motion. The motion passed.

- Ms. Miller noted that the committee is also reviewing the Library Board of Trustees bylaws. Their proposed changes will be reviewed by Beaufort County Legal staff prior to adoption by the Library Board.

C. Strategic Planning Committee: No update.

D. Challenged Materials Committee: No update.

E. Library Facilities Committee: Mr. Kole reiterated that the Port Royal Library project is currently awaiting the approval of contractor to complete the interior renovations. The selected vendor will require council approval in September for award and notice to proceed.

F. Art and Donation Committee: Ms. Miller asked for a motion to accept the proposal from Queen Quet to display two (2) signs at the St. Helena Branch Library regarding the Gullah Geechee Heritage Health Trail as presented by Queen Quet.

Motion: Ms. Powell made a motion to accept the signs as proposed. Ms. Robinson seconded.

Discussion: Dr. Porter noted appreciation for Queen Quet’s efforts to develop this trail and include the St. Helena Branch Library in the path.

Action: The motion passed unanimously.

G. Liaisons

Friends of the Library (FOL):

- **Friends of Beaufort Library:** Ms. Dickman confirmed that the Friends of the Beaufort Library will next meet on Wednesday, September 14th.
- **Friends of Bluffton Library:** Ms. Richman shared details of an upcoming “Book Lovers sale” the Friends of Bluffton Library will be hosting in September. The Friends of the Bluffton Library will next meet on Thursday, September 28th at the Bluffton Branch Library.

- **Friends of Hilton Head Library:** Ms. Miller confirmed the next scheduled meeting will be held on September 19th at the Hilton Head Branch Library.

Public Library Foundation: Ms. Miller reported the Foundation will meet on September 14, 2023.

IX. Old Business: None.

X. New Business: Ms. Miller asked the group to consider scheduling the 2024 meeting dates on the third Wednesday of alternating months. Traditionally the meetings are held on the second Wednesday of alternating months.

XI. Announcements:

- The next public meeting of the Library Board of Trustees is scheduled for November 8, 2023 at 4pm at the Hilton Head Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 5:20 pm on a motion from Ms. Robinson and a second from Ms. Powell.

Respectfully submitted,

Amanda Dickman
Library Director

**Beaufort County Library - Budget
Update FY2024
Expenditures as of 10/31/2023 (34%)**

Description	FY24 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 3,278,240	\$ 933,739	\$ 2,344,501	28%
EMPLOYER FICA	\$ 203,251	\$ 56,059	\$ 147,192	28%
EMPLOYER MEDICARE	\$ 47,534	\$ 13,111	\$ 34,423	28%
EMPLOYER SC RETIREMENT	\$ 608,441	\$ 172,921	\$ 435,520	28%
PERSONNEL SERVICES TOTAL	\$ 4,137,466	\$ 1,175,830	\$ 2,961,636	28%
PRINTING	\$ 7,500	\$ -	\$ 7,500	0%
POSTAGE/OTHER CARRIERS	\$ 11,500	\$ 3,459	\$ 8,041	30%
MAINTENANCE CONTRACTS	\$ 90,000	\$ 32,168	\$ 57,832	36%
EQUIPMENT RENTALS	\$ 6,000	\$ 2,155	\$ 3,845	36%
PROFESSIONAL SERVICES	\$ 37,500	\$ 28,422	\$ 9,078	76%
DUES & SUBSCRIPTIONS	\$ 37,000	\$ 1,007	\$ 35,993	3%
TRAINING AND CONFERENCES	\$ 5,000	\$ 697	\$ 4,303	14%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 32,500	\$ 9,259	\$ 23,241	28%
LIBRARY MATERIALS	\$ 442,500	\$ 140,675	\$ 301,825	32%
UNIFORMS	\$ 1,750	\$ 1,583	\$ 167	90%
MINOR OFF FURN/EQP (NON-CAP)	\$ 5,000	\$ 1,532	\$ 3,468	31%
CREDIT CARD FEES	\$ 3,000	\$ 520	\$ 2,480	17%
OPERATING EXPENSES TOTAL	\$ 679,250	\$ 221,477	\$ 457,773	33%
PERSONNEL AND OPERATING	\$ 4,816,716	\$ 1,397,306	\$ 3,419,410	29%

10/31/2023

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
123	33.70%	\$1,623,167
Days remaining	Unspent %	Unspent Funds
242	4.69%	\$225,861

Unofficial and Unaudited

Beaufort County Library - FY 24 Special Funds

<u>Library System</u>	<u>State Aid/Lottery</u>	<u>Impact Fee Districts</u>	<u>Special Trusts</u>	<u>Comments</u>
FY24 1st Quarter State Aid	\$105,307	Hilton Head July 1 Balance	\$847,898	
FY24 2nd Quarter State Aid	\$105,307	Receipts	\$5,959	\$ 220,147 Endowment
FY24 3rd Quarter State Aid	\$0	Expenditures	\$0	plus interest
FY24 4th Quarter State Aid	\$0	Aug 31 Balance	\$853,857	
FY24 State Aid	\$210,614	Bluffton		
ST. Aid Spent to-date	\$47,548	July 1 Balance	\$4,217,476	\$ 8,380 BDC materials/ Proquest &
Total Remaining State Aid:	\$163,066	Receipts	\$4,150	Materials only
		Expenditures	\$0	
Impact Fees North		Aug 31 Balance	\$4,221,626	
July 1 Balance	\$11,946	Beaufort(Port Royal)		\$ 1,644 Donations to
Receipts	\$21,739	July 1 Balance	\$712,825	Bea. Co. Lib.
Expenditures	\$0	Receipts	\$0	
Aug 31 Balance	\$33,685	Expenditures	(\$2,475)	<i>Expenditures for Port Royal</i>
Impact Fees South		Aug 31 Balance	\$710,350	<i>Branch renovation.</i>
July 1 Balance	\$10,200	St. Helena (& Lady's Island)		
Receipts	\$20,352	July 1 Balance	\$705,009	
Expenditures	\$0	Receipts	\$553	
Aug 31 Balance	\$30,552	Expenditures	\$0	
New District Totals:	\$64,237	Aug 31 Balance	\$705,562	
		Lobeco (Sheldon)		
		July 1 Balance	\$66,608	
		Receipts	\$0	
		Expenditures	\$0	
		Aug 31 Balance	\$66,608	
		Del Webb Agreement		
		July 1 Balance	\$5,691	
		Receipts	\$0	
		Expenditures	\$0	
		Aug 31 Balance	\$5,691	
			\$6,563,694	
				\$ 230,171

No update available on Impact Fees due to Chart of Accounts update in Finance. Updated reporting should be available by Jan. 2024 meeting.

Unofficial and Unaudited

10/31/2023

Beaufort County Library
 FY 2024
 (July 2023 - June 2024)
 Library Revenues

CASH / CHECK DEPOSITS - FINES/FEES													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 570.95	\$ 800.47	\$ 432.50	\$ 408.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,212.77
BLUFFTON	\$ 316.75	\$ 563.95	\$ 621.59	\$ 673.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,175.99
HILTON HEAD	\$ 492.60	\$ 456.85	\$ 669.75	\$ 562.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,181.99
ST. HELENA	\$ 192.68	\$ 160.09	\$ 220.00	\$ 246.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 819.27
LOBECO	\$ 34.50	\$ 75.00	\$ 100.30	\$ 113.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 322.80
TOTAL	\$ 1,607.48	\$ 2,056.36	\$ 2,044.14	\$ 2,004.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,712.82

CREDIT CARD DEPOSITS/ HEARTLAND PAYMENT SYSTEM - FINES/FEES													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 331.41	\$ 289.51	\$ 284.19	\$ 300.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,205.92
BLUFFTON	\$ 161.77	\$ 478.49	\$ 600.05	\$ 555.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,795.80
HILTON HEAD	\$ 343.62	\$ 294.99	\$ 521.81	\$ 290.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,450.93
ST. HELENA	\$ 84.60	\$ 85.79	\$ 87.21	\$ 99.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 357.18
LOBECO	\$ 4.10	\$ 35.60	\$ -	\$ 23.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62.90
TOTAL	\$ 925.50	\$ 1,184.38	\$ 1,493.26	\$ 1,269.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,872.73

COPIERS													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 170.10	\$ -	\$ 287.30	\$ 104.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 561.40
BLUFFTON	\$ 62.50	\$ 65.30	\$ 51.50	\$ 102.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 281.50
HILTON HEAD	\$ 67.20	\$ 57.40	\$ 63.40	\$ 61.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 249.60
ST. HELENA	\$ 14.00	\$ 62.25	\$ 9.05	\$ 50.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135.85
LOBECO	\$ 18.30	\$ 15.60	\$ 15.00	\$ 7.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56.40
TOTAL	\$ 332.10	\$ 200.55	\$ 426.25	\$ 325.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,284.75

GRAND TOTAL **\$ 13,870.30**
Unofficial and Unaudited