



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, March 27, 2024
4:00 p.m.
Beaufort Branch Library
311 Scott Street
Beaufort, 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. January 10, 2024 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 – Tracey Robinson, Chair; Jannine Mutterer and Janet Porter
 - Update

D. Strategic Planning – Janet Porter; Chair, Shawna Kulpa, Brenda Powell, and Terry Thomas

- Update

F. Request for Reconsideration Committee – Joe Bogacz, Chair; Jannine Mutterer, Brenda Powell, and Rosalie Richman

G. Library Facilities Committee, Bernie Kole; Chair; Terry Thomas and Shawna Kulpa

- Update

H. Liaisons

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

X. Old Business:

XI. New Business:

- Review of resolution to name the Port Royal Library facility in honor of the former Town of Port Royal Library, Samuel E. Murray

XII. Announcements:

- Next meeting scheduled for May 8, 2024 at 4pm at the Hilton Head Branch Library.

XIV. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – January 10, 2024 – 4:00 p.m.
Bluffton Branch Library
120 Palmetto Way
Bluffton, SC

The first scheduled meeting for 2024 was held in-person at the Bluffton Branch Library.

Trustees: Lynne Miller, Chair; Janet Porter, Vice-Chair, Bernie Kole, Shawna Kulpa, Brenda Ladson-Powell, Rosalie Richman, Joseph Bogacz, Tracey Robinson, and Jannine Mutterer

Absentees: Terry Thomas and James Morrall

County Staff: Alec Bishop (Broadcast Services), Craig Todesco (Broadcast Services), Troy Matthews (Broadcast Services)

County Council: Anna Maria (Tab) Tabernik, District 6

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

I. Call to Order: The meeting was called to order at 4:01 pm. A quorum was established.

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

III. Public Comment: None.

IV. Introduction of Guests: None.

V. Minutes from meeting held November 8, 2023:

- Mrs. Miller noted the minutes for November 8, 2023 had been previously distributed to all members. Mr. Kole provided a motion to approve. Ms. Robinson provided a second. 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:

A. Personnel Update: The *Library Organizational Chart* is provided for reference. There are currently three (3) vacant positions: Senior Librarian for Port Royal Library, Senior Library Assistant on Bookmobile South, and Courier. One vacancy is in the process of being filled.

B. Projects Update:

- **Port Royal Library:** Beaufort Construction continues to make progress on the interior renovations. The project continues to move steadily.
- **StoryWalk:** Ms. Dickman announced the ribbon cutting of the StoryWalk at the Spanish Moss Trail will be held on Saturday, January 20th at 10am.

- **LSTA Impact Grant:** The Public Library Foundation of Beaufort County has approved funding for the exterior wrap (not covered through grant funding).
- **Tax Preparation Assistance:** Beaufort County Library is pleased to continue the long-standing tradition of hosting free tax preparation assistance to Beaufort County citizens provided by Lowcountry Area VITA and AARP Tax-Aide Foundation. The “Taxes” pages on the library’s website provides information regarding dates, times and locations for this free service.
- **Artist in Residence:** Ms. Dickman announced Dorneisha Barton as the next Artist in Residence. Born in Maryland, Batson relocated with her family to Beaufort in 1988. She is predominantly an abstract artist in painting and drawing. Her pieces are bold, colorful abstract expressionist designs that connect the viewer with the world around them. Batson completed a Bachelor of Science degree in Business Management at Park University in 2006 and Bachelor of Fine Arts degree in Fashion Design at the Savannah College of Art and Design in 2010. Her art has been shown in numerous cities in Washington, DC, New York, NY, and London, England. Her pieces are currently on display locally at USCB Bluffton Campus Library and Lowcountry Dance Center. During her residency, Batson will provide nine public workshops at the Beaufort Branch for children, teens, and adults, as well as scheduled studio hours each week on select days at the Beaufort, Lobeco, and St. Helena branches, where library customers will be able to see her painting skills in action.

Ms. Dickman encouraged attendance at the upcoming “Meet the Artist” drop-in event on Wednesday, January 24th from 10am to 1:30pm to meet Dorneisha and learn more about her upcoming workshops.

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.

- **Beaufort County Library System - Budget Update – FY 2024:** (see attachment)
 - Mr Bogacz noted the receipt of the second 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 50% through the year, the Library has spent 50% of the annual budget.
- **FY 2024 Special Funds Report:** (see attachment)
Mr. Bogacz explained the attached report noting the receipts and expenditures from special fund sources.
- **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 \$391,034 (an increase of \$ 202,507 since the previous report)
 - Mr. Bogacz noted the Library is on track for another record year of Materials spending.

B. Policies and Procedures Committee:

- Ms. Miller noted that the committee reviewed the Library Board of Trustees bylaws and Director's Evaluation Policy. The proposed updates have been distributed to all board members in advance of the meeting.
- **Proposed updates to the Library Board of Trustees Bylaws:** Ms. Miller presented the proposed updates to the Library Board of Trustees bylaws.
 - Motion:** Ms. Robinson made the motion with a second by Mr. Kole
 - Discussion:** Dr. Porter reminded the board that the last review of the bylaws was conducted 7 years prior. She applauded the efforts of the committee for their effort.
 - Action:** The motion passed unanimously.
- **Proposed updates to the Director's Evaluation Policy:** Ms. Miller presented the proposed updates to the Director's Evaluation policy.
 - Motion:** Ms. Robinson made the motion with a second by Mr. Kole.
 - Discussion:** Dr. Porter noted her experience last year in facilitating the director evaluation prompted the desire to revise the evaluation policy to be more reflective of a senior leadership position rather than a tactical approach. Additionally, the revised policy includes a participative component engaging all board members in the evaluation of the library director in order to provide valuable feedback to the director. Dr. Tabernik requested that Human Resources Director remain involved in the process.
 - Action:** The motion passed unanimously

C. Strategic Planning Committee: Dr. Porter referred to the update provided in the Library Director's report.

D. Request for Reconsideration Committee: None.

E. Library Facilities Committee: Mr. Kole reiterated the status of the Port Royal Library as presented in the Library Director's report noting that Beaufort Construction continues to progress on the Port Royal Library. He confirmed the project's total allocated budget of \$660,000 includes \$445,307 estimated construction cost. Mr. Kole also reported the passing on first reading of an ordinance authorizing the Interim County Administrator to execute the necessary documents and to purchase 76 May River Road.

F. Liaisons

Friends of the Library (FOL):

- **Friends of Beaufort Library:** Ms. Dickman announced the "Books Sandwiched In" book talk series schedule has been published on their website and encouraged everyone to consider attending. The Friends of Beaufort will next meet on Thursday, January 11th at 4pm. They are preparing also for the ribbon cutting of the StoryWalk at Spanish Moss Trail on Saturday, January 20th at 10am.
- **Friends of Bluffton Library:** Ms. Richman noted a new donor has been added to The Giving Tree and that the Friends are seeking volunteers to serve in various positions.

- **Friends of Hilton Head Library:** Ms. Miller announced the Friends of HHI will have their next scheduled meeting on January 16th at the Hilton Head Branch Library. They are also seeking volunteers to serve in various positions.

Public Library Foundation: Ms. Miller reported the Foundation will next meet on January 17th.

IX. Old Business: None.

X. New Business: None.

XI. Announcements:

- The next public meeting of the Library Board of Trustees is scheduled for March 13, 2024 at 4pm at the St. Helena Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 5:15 pm on a motion from Mr. Kole and a second from Mr. Bogacz.

Respectfully submitted,

Amanda Dickman
Library Director

**Beaufort County Library - Budget
Update FY2024
Expenditures as of 2/29/2024 (67%)**

Description	FY24 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 3,278,240	\$ 2,171,805	\$ 1,106,435	66%
EMPLOYER FICA	\$ 203,251	\$ 130,596	\$ 72,655	64%
EMPLOYER MEDICARE	\$ 47,534	\$ 30,543	\$ 16,991	64%
EMPLOYER SC RETIREMENT	\$ 608,441	\$ 402,021	\$ 206,420	66%
PERSONNEL SERVICES TOTAL	\$ 4,137,466	\$ 2,734,964	\$ 1,402,502	66%
PRINTING	\$ 7,500	\$ -	\$ 7,500	0%
POSTAGE/OTHER CARRIERS	\$ 11,500	\$ 6,766	\$ 4,734	59%
MAINTENANCE CONTRACTS	\$ 90,000	\$ 40,238	\$ 49,762	45%
EQUIPMENT RENTALS	\$ 6,000	\$ 2,155	\$ 3,845	36%
PROFESSIONAL SERVICES	\$ 32,500	\$ 31,884	\$ 616	98%
DUES & SUBSCRIPTIONS	\$ 37,000	\$ 26,634	\$ 10,366	72%
TRAINING AND CONFERENCES	\$ 5,000	\$ 1,009	\$ 3,991	20%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 32,500	\$ 16,533	\$ 15,967	51%
LIBRARY MATERIALS	\$ 442,500	\$ 381,660	\$ 60,840	86%
UNIFORMS	\$ 1,750	\$ 1,583	\$ 167	90%
MINOR OFF FURN/EQP (NON-CAP)	\$ 10,000	\$ 8,260	\$ 1,740	83%
CREDIT CARD FEES	\$ 3,000	\$ 1,789	\$ 1,211	60%
OPERATING EXPENSES TOTAL	\$ 679,250	\$ 518,512	\$ 160,738	76%
PERSONNEL AND OPERATING	\$ 4,816,716	\$ 3,253,476	\$ 1,563,240	68%

2/29/2024

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
244	66.85%	\$3,219,942
Days remaining	Unspent %	Unspent Funds
121	-0.70%	(\$33,534)

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			
FY24 2nd Quarter State Aid	\$105,307	Jan 1 Balance	\$879,679	\$ 223,358	<i>Endowment plus interest</i>
FY24 3rd Quarter State Aid	\$105,307	Receipts	\$0		
FY24 4th Quarter State Aid	\$0	Expenditures	\$0		
FY24 State Aid	\$315,921	Feb 28 Balance	\$879,679		
ST. Aid Spent to-date	\$124,983	Bluffton		\$ 6,891	<i>BDC materials/ Proquest & Materials only</i>
Total Remaining State Aid:	\$190,938	Jan 1 Balance	\$4,463,521		
Impact Fees North		Receipts	\$0		
Beginning FY24 Balance	\$0	Expenditures	\$0		
Receipts	\$117,369	Beaufort(Port Royal)		\$ 1,736	<i>Donations to Bea. Co. Lib. Expenditures for Port Royal Branch renovation.</i>
Expenditures	\$0	Jan 1 Balance	\$712,825		
Total: February 29, 2024	\$117,369	Receipts	\$0		
Impact Fees South		Expenditures	(\$179,842)		
Beginning FY24 Balance	\$0	Feb 28 Balance	\$532,983		
Receipts	\$139,258	St. Helena (& Lady's Island)			
Expenditures	\$0	Jan 1 Balance	\$705,009		
Total: February 29, 2024	\$139,258	Receipts	\$0		
New District Totals:	\$256,627	Expenditures	\$0		
		Feb 28 Balance	\$705,009		
		Lobeco (Sheldon)			
		Jan 1 Balance	\$66,608		
		Receipts	\$0		
		Expenditures	\$0		
		Feb 28 Balance	\$66,608		
		Del Webb Agreement			
		Jan 1 Balance	\$5,691		
		Receipts	\$0		
		Expenditures	\$0		
		Feb 28 Balance	\$5,691		
			\$6,770,860	\$ 231,986	

Unofficial and
Unaudited
2/29/2024

**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	\$ 477.65	\$ 517.78	\$ 470.90	\$ 724.15	\$ -	\$ -	\$ -	\$ -	\$ 4,403.25
BLUFFTON	\$ 316.75	\$ 563.95	\$ 621.59	\$ 673.70	\$ 402.10	\$ 526.65	\$ 620.20	\$ 630.40	\$ -	\$ -	\$ -	\$ -	\$ 4,355.34
HILTON HEAD	\$ 492.60	\$ 456.85	\$ 669.75	\$ 562.79	\$ 692.49	\$ 520.49	\$ 615.02	\$ 992.94	\$ -	\$ -	\$ -	\$ -	\$ 5,002.93
ST. HELENA	\$ 192.68	\$ 160.09	\$ 220.00	\$ 246.50	\$ 183.94	\$ 217.57	\$ 160.36	\$ 272.37	\$ -	\$ -	\$ -	\$ -	\$ 1,653.51
LOBECO	\$ 34.50	\$ 75.00	\$ 100.30	\$ 113.00	\$ 115.30	\$ 76.10	\$ 63.10	\$ 104.10	\$ -	\$ -	\$ -	\$ -	\$ 681.40
TOTAL	\$ 1,607.48	\$ 2,056.36	\$ 2,044.14	\$ 2,004.84	\$ 1,871.48	\$ 1,858.59	\$ 1,929.58	\$ 2,723.96	\$ -	\$ -	\$ -	\$ -	\$ 16,096.43

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	\$ 336.21	\$ 334.71	\$ 249.74	\$ 453.89					\$ 2,580.47
BLUFFTON	\$ 161.77	\$ 478.49	\$ 600.05	\$ 555.49	\$ 655.34	\$ 616.92	\$ 913.65	\$ 542.46					\$ 4,524.17
HILTON HEAD	\$ 343.62	\$ 294.99	\$ 521.81	\$ 290.51	\$ 558.38	\$ 263.20	\$ 691.24	\$ 463.99					\$ 3,427.74
ST. HELENA	\$ 84.60	\$ 85.79	\$ 87.21	\$ 99.58	\$ 244.80	\$ 65.55	\$ 143.09	\$ 98.20					\$ 908.82
LOBECO	\$ 4.10	\$ 35.60	\$ -	\$ 23.20	\$ 26.80	\$ 49.20	\$ 33.39	\$ 23.20					\$ 195.49
TOTAL	\$ 925.50	\$ 1,184.38	\$ 1,493.26	\$ 1,269.59	\$ 1,821.53	\$ 1,329.58	\$ 2,031.11	\$ 1,581.74	\$ -	\$ -	\$ -	\$ -	\$ 11,636.69

COPIERS													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 170.10	\$ -	\$ 287.30	\$ 104.00	\$ -	\$ -	\$ 60.60	\$ 231.70					\$ 853.70
BLUFFTON	\$ 62.50	\$ 65.30	\$ 51.50	\$ 102.20	\$ 95.60	\$ 66.20	\$ 118.10	\$ 108.40					\$ 669.80
HILTON HEAD	\$ 67.20	\$ 57.40	\$ 63.40	\$ 61.60	\$ 48.35	\$ 37.00	\$ 35.30	\$ 75.80					\$ 446.05
ST. HELENA	\$ 14.00	\$ 62.25	\$ 9.05	\$ 50.55	\$ 6.50	\$ 12.25	\$ 145.55	\$ 3.25					\$ 303.40
LOBECO	\$ 18.30	\$ 15.60	\$ 15.00	\$ 7.50	\$ 40.60	\$ 12.80	\$ 23.80	\$ 30.00					\$ 163.60
TOTAL	\$ 332.10	\$ 200.55	\$ 426.25	\$ 325.85	\$ 191.05	\$ 128.25	\$ 383.35	\$ 449.15	\$ -	\$ -	\$ -	\$ -	\$ 2,436.55

GRAND TOTAL

\$ 30,169.67

Unofficial and Unaudited