



BEAUFORT COUNTY  
LIBRARY BOARD OF TRUSTEES  
Wednesday, September 10, 2025  
4:00 p.m.  
Beaufort Branch Library  
311 Scott Street  
Beaufort, SC 29901

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 (July 16, 2025) (backup)**
- VI. Correspondence and Communications**
- VII. Library Director's Report**
  - A. Personnel Update
  - B. Projects Update
- 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*

    - FY 2026 Collection Development Funding Certification #2 (backup)
  - B. Policies & Procedures Committee**

*Jannine Mutterer, Chair; Tracey Robinson and Shawna Kulpa*

    - Update

**C. Strategic Planning Committee**

*Kathy Cooper, Chair, Janet Porter and Tracey Robinson*

- Update

**D. Request for Reconsideration Committee**

*Janet Porter, Chair; Jannine Mutterer, Shawna Kulpa, Terry Thomas and Joe Bogacz*

**E. Library Facilities Committee**

*Shawna Kulpa, Chair; Bernie Kole and Terry Thomas*

- Update

**F. Liaisons**

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

**X. Old Business**

**XI. New Business**

- Request to name the South Carolina Room at the Hilton Head Library to honor Jonathan Daniels

**XII. Executive Session:** Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee.

**XIII. Announcements**

- Next regularly scheduled meeting will be held on November 12, 2025 at 4pm at the Bluffton Branch Library.

**XIV. Adjournment**

**Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes – July 16, 2025– 4:00 p.m.  
Bluffton Branch Library  
120 Palmetto Way  
Bluffton, SC 29910**

**The fourth scheduled meeting for 2025 was held in-person at the Bluffton Branch Library.**

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

**Absentees:** Kathy Cooper, Tracey Robinson, Terry Thomas

**County Staff:** Audra Antonacci-Ogden (Assistant County Administrator for Community Services), Katharine McKean (Manager, Bluffton Branch Library) and Grace Agwu (summer intern, Bluffton Branch Library)

**County Council:** Joseph Passiment (District 5)

**Hosts:** Amanda Dickman, Library Director

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

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

**III. Public Comment:** None.

**IV. Introduction of Guests.** Ms. Miller greeted guests in attendance.

**V. Minutes from meeting held May 14, 2025:**

- Mrs. Miller noted the minutes for May 14, 2025 had been previously distributed to all members. Mr. Kole provided a motion to approve. Mr. Bogacz 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. Ms. Dickman noted that since the last board meeting, three positions are in the process of being filled: Library Assistant (FT) at Bluffton, Library Assistant (PT) at Bluffton and User Experience Librarian. There are currently four vacant positions: Library Manager at HHI, Collection Development Librarian, Library Assistant (PT) at Port Royal and Deputy Director.

This summer, Beaufort/Port Royal, St. Helena, and Bluffton locations have hosted a summer intern through Beaufort County's internship program. Each intern is eligible to work up to 15

hours per week for up to 15 weeks. Ms. Dickman introduced Grace Agwu the summer intern at the Bluffton Branch Library to share about her internship experience.

## **B. Projects Update:**

- **Comparison of FY25 to FY24:**

- Ms. Dickman presented the Director's Report, highlighting notable trends in library usage and services. Total circulation reached 885,861, reflecting an overall increase of 43,701 items. This includes an increase of 24,316 in print circulation and 19,385 in digital circulation, indicating sustained demand for library materials. The library's door count, representing in-person visits, increased by 28,342, totaling 401,379 visits. The number of new library cards issued rose from 4,286 to 7,310, representing an increase of 3,024.

- **Strategic Plan Goal: User Experience**

- Ms. Dickman announced that through the Library's ongoing participation in the Free Summer Lunch program, over 2,000 lunches have been served to date.
- Ms. Dickman shared that the Summer Reading program will continue through July 31st. Readers of all ages are invited to participate by filling out a gameboard to track 20 minutes of reading each day. Once the gameboard is complete, participants can bring it back to the Library to receive a fun prize as a way to celebrate their reading achievement.

- **Strategic Plan Goal: Collections**

- Ms. Dickman mentioned that this year, the average number of items circulated each month is grown to 73,824. This shows a small increase compared to last year's monthly average of 70,182.
- Ms. Dickman also announced that the digital version of *Consumer Reports* is now available to patrons through the Flipster platform

- **Strategic Plan Goal: Space:** Ms. Dickman announced various facility enhancements have been completed including the replacement of worn children's computer table and self-check station at Hilton Head Island, renovation of the reading garden at Hilton Head Library, new exterior book return bins at Beaufort, Lobeco and St Helena and a new bike rack installed at Lobeco.

- **Strategic Plan Goal: Communication**

- Ms. Dickman announced the launch of the marketing team's new campaign, "Tell Your Library Story," which invites library cardholders to share personal stories highlighting the impact of the library in their lives.

- **Upcoming Library Programs:** Ms. Dickman noted several special programs to take place at libraries soon:

- "Origami Magic" magical storytelling through origami and paper arts July 21<sup>st</sup> at Port Royal at 10am and Lobeco at 1pm, on July 22<sup>nd</sup> at St Helena at 1pm and Beaufort at 4pm, on July 23<sup>rd</sup> at HHI at 11am and Bluffton at 2pm.
- "Reptile Meet and Greet" for all ages at Lobeco on Tuesday, July 29<sup>th</sup> at 2pm
- Port Royal Library's 1<sup>st</sup> Birthday Celebration on Saturday, August 23<sup>rd</sup> at 11am.

## **IX. Committee Reports**

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

- **Beaufort County Library System - Budget Update – FY 2025:** (see attachment)
  - Mr. Bogacz noted that for FY2025, Beaufort County Library received a yearly total of \$468,728 of State Aid funds in quarterly installments and spent all but \$6.
  - Mr. Bogacz explained the documents in detail noting that the Library spent 98% of the annual budget for FY25.
- **FY 2025 Special Funds Report:** (see attachment)  
Mr. Bogacz explained the attached report noting the receipts and expenditures from special fund sources.
- **FY 2025 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 \$954,750.
- **FY 2026 South Carolina State Aid documents:** Ms. Dickman reviewed the documents required this year for submission to the South Carolina State Library in order to receive State Aid funding. She noted that Beaufort County will submit a formal request for a waiver from the State Library, as the County did not meet the required percentage of funding allocated for library materials. The documents required include:
  - FY 2026 South Carolina State Aid Compliance Certification
  - FY 2026 Maintenance of Effort (MOE)
  - FY 2026 State Aid Agreement and Library Budget Form
  - FY 2026 Collection Development Funding Certification #1

**B. Policies and Procedures Committee:** None.

**C. Strategic Planning Committee:** Ms. Dickman noted having met with Ms. Cooper to discuss the approach and timeline the committee used in the recent strategic planning process.

**D. Request for Reconsideration Committee:** None.

**E. Library Facilities Committee:** Ms. Kulpa referred to the facility enhancements detailed in the Director's Report.

## **F. Liaisons**

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

- **Friends of Beaufort Library:** Ms. Powell reported that the Friends of the Beaufort Library held their annual meeting on Saturday, June 14th at the Beaufort Branch Library. A new slate of officers was elected at the meeting, with Janice Herbert named as president.
- **Friends of Bluffton Library:** Ms. Richman announced the next meeting will be held on the August 7<sup>th</sup>.
- **Friends of Hilton Head Library:** Ms. Miller announced the next meeting will be held after the summer.

**Public Library Foundation:** Ms. Miller reported that the Foundation will meet in September.

**G. Director's Evaluation:** Mrs. Porter reviewed the timeline and procedures for conducting the upcoming annual evaluation of the Library Director.

**IX. Old Business:** None.

**X. New Business:** None.

**XI. Announcements:**

- The next public meeting of the Library Board of Trustees is scheduled for September 10, 2025 at 4pm at the Beaufort Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting on a motion from Mr. Kole and a second from Mrs. Porter.

Respectfully submitted,

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

## Beaufort County Library - FY 2026 Special Funds

<u>Library System</u>	<u>State Aid/Lottery</u>	<u>Impact Fee Districts</u>	<u>Special Trusts</u>	<u>Comments</u>
FY26 1st Quarter State Aid	\$257,608	Hilton Head June 30, 2025 Balance	\$879,679	
FY26 2nd Quarter State Aid	\$0	Receipts	\$0	\$ 233,760 Endowment plus interest
FY26 State Aid	\$257,608	Expenditures	\$0	
ST. Aid Spent to-date	\$0	August 31 Balance	\$879,679	
Total Remaining State Aid:	\$257,608	Bluffton		
		June 30, 2025 Balance	\$2,456,205	\$ 5,546 BDC materials/Proquest & Materials only
		Receipts	\$0	
		Expenditures	\$0	
Impact Fees North		August 31 Balance	\$2,456,205	
June 30, 2025 Balance	\$926,681	Beaufort(Port Royal)		\$ 3,431 Donations to Bea. Co. Lib.
Receipts since July 1, 2025	\$71,163	June 30, 2025 Balance	\$89,564	
Expenditures	\$0	Receipts	\$0	
August 31 Balance	\$997,844	Expenditures	\$0	
Impact Fees South		August 31 Balance	\$89,564	Expenditures for Port Royal Branch renovation.
June 30, 2025 Balance	\$193,621	St. Helena ( & Lady's Island)		
Receipts since July 1, 2025	\$4,225	June 30, 2025 Balance	\$705,009	
Expenditures	\$0	Receipts	\$0	
August 31 Balance	\$197,846	Expenditures	\$0	
New District Totals:	\$1,195,690	August 31 Balance	\$705,009	
		Lobeco (Sheldon)		
		June 30, 2025 Balance	\$66,608	
		Receipts	\$0	
		Expenditures	\$0	
		August 31 Balance	\$66,608	
		Del Webb Agreement		
		June 30, 2025 Balance	\$5,785	
		Receipts (interest added)	\$132	
		Expenditures	\$0	
		August 31 Balance	\$5,917	
			\$4,202,982	\$ 242,737

**Unofficial and  
Unaudited  
8/31/2025**

Impact Fee Total:  
\$5,398,672



**Beaufort County Library - Budget Update FY2026**  
**Expenditures as of 08/31/2025 (16.71%)**

Description	FY26 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 4,955,865	\$ 515,911	\$ 4,439,954	10%
EMPLOYER FICA	\$ 307,265	\$ 31,200	\$ 276,065	10%
EMPLOYER MEDICARE	\$ 71,861	\$ 7,297	\$ 64,564	10%
EMPLOYER SC RETIREMENT	\$ 919,900	\$ 95,718	\$ 824,182	10%
PERSONNEL SERVICES TOTAL	\$ 6,254,891	\$ 650,125	\$ 5,604,766	10%
PRINTING	\$ 8,500	\$ 2,728	\$ 5,772	32%
POSTAGE/OTHER CARRIERS	\$ 12,000	\$ 1,083	\$ 10,917	9%
MAINTENANCE CONTRACTS	\$ 90,000	\$ 60,071	\$ 29,929	67%
EQUIPMENT RENTALS	\$ 7,000	\$ -	\$ 7,000	0%
PROFESSIONAL SERVICES	\$ 55,000	\$ 29,415	\$ 25,585	53%
DUES & SUBSCRIPTIONS	\$ 35,000	\$ 315	\$ 34,685	1%
TRAINING AND CONFERENCES	\$ 6,000	\$ -	\$ 6,000	0%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 40,000	\$ 724	\$ 39,276	2%
LIBRARY MATERIALS	\$ 528,000	\$ 62,828	\$ 465,172	12%
UNIFORMS	\$ 2,500	\$ -	\$ 2,500	0%
MINOR OFF FURN/EQP (NON-CAP)	\$ 10,000	\$ -	\$ 10,000	0%
CREDIT CARD FEES	\$ 3,000	\$ -	\$ 3,000	0%
OPERATING EXPENSES TOTAL	\$ 797,000	\$ 157,165	\$ 639,835	20%
PERSONNEL AND OPERATING	\$ 7,051,891	\$ 807,290	\$ 6,244,601	11%

**Unofficial and  
Unaudited**

Days of FY 61	% of Fiscal Yr 16.71%	Amount of Fiscal Yr \$1,178,535
Days remaining 304	Unspent % 5.26%	Unspent Funds \$371,245



## EXPENDITURES FY26

8/31/2025 [2 months]

	Books	AV	Lease Books	Databases	Periodicals	Hoopla	Total
St. Aid	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BDC BAG Fund	\$143	\$0	\$0	\$0	\$0	\$0	\$143
Lottery	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County Funds	\$9,805	\$1,693	\$0	\$0	\$0	\$51,331	\$62,828
Subtotal	\$9,948	\$1,693	\$0	\$0	\$0	\$51,331	\$62,971
Friends/Found/Trust	\$1,393	\$0	\$0	\$0	\$0	\$0	\$1,393

GRAND TOTALS	11,341	1,693	0	0	0	51,331	64,364
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**Beaufort County Library  
FY 2026  
(July 2025 - June 2026)  
Library Revenues**

[illegible]

**CREDIT CARD DEPOSITS/  
HEARTLAND PAYMENT  
SYSTEM - FINES/FEES**

[illegible][illegible]

**GRAND TOTAL**

**\$ 8,715.85**

**Unofficial and Unaudited**



**South Carolina Public Library  
Collection Development Funding Certification  
FY 2026 – Payment #2  
County: Beaufort**

This form certifies that the above-named county public library meets the requirements of all legislation related to the Aid to County Library Allotment (S.C. Code of Laws, § 60–1–80, S.C. Code of Laws, § 60-1-90, S.C. Code Regs. Vol. 26 Chapter 75). The above-named county library further certifies to having library board-approved policies related to Collection Development, Requests for Reconsideration of materials, and a policy that clearly identifies the age at which a child can obtain a library card without parental consent. This certification indicates that professional standards have been followed when selecting and organizing materials in the collection and that the above-named County complies with state funding regulations - specific legislative language follows:

**Proviso 27.1.** (LIB: Aid to Counties Libraries Allotment) *The amount appropriated in this section for “Aid to County Libraries” shall be allotted to each county on a per capita basis according to the official United States Census For 2020, as aid to the County Library. No county shall be allocated less than \$150,000 under this provision. Counties shall receive their allocations in two equal parts, to receive this aid, local library support shall not be less than the amount actually expended for library operations from local sources in the second preceding year. Prior to receiving each of these funds allocations, county libraries must certify to the State Library and have an adopted policy in place that their county libraries do not offer any books or materials that appeal to the prurient interest of children under the age of seventeen in children’s, youth, or teen book sections of libraries and are only made available with explicit parental consent. Failure to provide these certifications in a manner satisfactory to the State Library shall result in the immediate withholding of the allocation. If the local Legislative Delegation presents evidence that these requirements are not being met by a county library, the delegation may request a comprehensive review of the certification by the State Library. All remaining funds shall be withheld until the State Library verifies full compliance with these requirements and issues a written determination of compliance to the delegation.*

By signing below, I certify that I have read and fully understand the State Aid to County Libraries – Comprehensive Review Procedure.

\_\_\_\_\_  
**Public Library Director sign and print name** **Date**

\_\_\_\_\_  
**Public Library Board Chair sign and print name** **Date**

Return to: Breanne Smith, [brsmith@statelibrary.sc.gov](mailto:brsmith@statelibrary.sc.gov), S.C. State Library 1500  
Senate Street Columbia SC 29108 (803) 734-8626  
South Carolina State Library Page 1 of 1 Collection Policy Certification – FY26