



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, November 12, 2025
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** (September 10, 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
 - B. Policies & Procedures Committee**
Jannine Mutterer, Chair; Tracey Robinson and Shawna Kulpa
 - Revision to *Collection Development* policy
 - Revision to *Request for Reconsideration* form
 - Revision to *Circulation* policy

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. Nominating Committee

Tracey Robinson, Chair; Brenda Ladson Powell

- Convene to present new officers to fill vacant positions

G. 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

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

XI. New Business

- 2026 Library Closings
- 2026 Library Board of Trustees Meeting Dates

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 January 14, 2026 at 4pm at the Beaufort Branch Library.

XIV. Adjournment

**Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – September 10, 2025– 4:00 p.m.
Beaufort Branch Library
311 Scott Street
Beaufort, SC 29901**

The fifth scheduled meeting for 2025 was held in-person at the Beaufort Branch Library.

Trustees: Lynne Miller, Chair; Janet Porter, Vice-Chair; Joseph Bogacz, Shawna Kulpa, Jannine Mutterer, Rosalie Richman, Tracey Robinson, Kathy Cooper and Terry Thomas

Absentees: Bernie Kole, Brenda Ladson-Powell

County Staff: Audra Antonacci-Ogden (Assistant County Administrator for Community Services), Traci Cox (Library Administration), Theresa Furbish (Library Administration), Ileana Herrick (Library Administration), Darlene Simmons (Library Administration) and Leigh Ramey (Library Administration)

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 July 16, 2025:

- Mrs. Miller noted the minutes for July 16, 2025 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:

A. Personnel Update: The *Library Organizational Chart* is provided for reference. Ms. Dickman noted that since the last board meeting, Library Assistant (PT) at Port Royal is in the process of being filled. There are currently three vacant positions: Senior Librarian at HHI, Collection Development Librarian and Deputy Director.

B. Projects Update: Ms. Dickman reported on library operations, framed within the priorities of the Library's Strategic Plan.

- **Strategic Plan Goal: Communication** Ms. Dickman reported that the Library's "Tell Your Library Story" video testimonials from cardholders are now available online. She also noted

ongoing communication initiatives, including the Website Redesign and the establishment of a Signage Team with representatives from each branch to support the enhancement of library signage systemwide. Ms. Dickman introduced Traci Cox and explained her role in Library Administration

- **Strategic Plan Goal: User Experience** Ms. Dickman introduced Theresa Furbish, Programs and Events Librarian, and her role within Library Administration and invited her to share a recap of this year's Summer Reading program. Ms. Dickman announced upcoming projects underway as Artist in Residence with Eveles Church, America 250 planning team, October Staff Development Day to be held at FOODseum at the Culinary Institute of the Technical College of the Lowcountry, Local Author Festival "Pen and Palmetto" (Spring 2026), and the return of Winter Reading for January 2026.
- **Strategic Plan Goal: Space** Ms. Dickman announced the installation of new exterior signage at the Beaufort Branch Library and the replacement of carpet in the hallway and Large Meeting Room at the Hilton Head Island Branch. She reported that the Library has submitted an Impact Grant request to the State Library for funding sound-absorption study pods at the Beaufort and Bluffton locations. Ms. Dickman also introduced Leigh Ramey, User Experience Librarian, who joined the Library on July 28. In her first month, Ms. Ramey assisted with drafting the Impact Grant and began transitioning into her new role within Library Administration.
- **Strategic Plan Goal: Collections** Ms. Dickman announced that two libraries, Saluda and Greenwood, have joined the SCLENDS consortium. She also introduced Darlene Simmons, Technical Services Manager, and Ileana Herrick, Senior Administrative Assistant, and outlined their roles in Library Administration related to financial reporting and library collections.

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 2026:** (see attachment)
 - Mr. Bogacz noted that for FY2026, Beaufort County Library received its first State Aid payment of \$257,608. The total State Aid allocation for Beaufort County for FY26 is \$515,216 an increase of \$46,488 from the previous year.
 - Mr. Bogacz explained the documents in detail noting that at 2 months of 17% of the year, the Library has spent 11% of the annual budget for FY26.
- **FY 2026 Special Funds Report:** (see attachment)
Mr. Bogacz explained the attached report noting the receipts and expenditures from special fund sources.
- **FY 2026 Library Materials Expenditure year-to-date:** (for more details, see attachment)
Mr. Bogacz explained the document in detail noting that in the first two months of the fiscal year, the Library has spent \$64,364 on library materials.
- **FY 2026 South Carolina State Aid document:** Ms. Dickman noted the requirement to submit the Collection Development Funding Certification #2 to the State Library in order to receive the second State Aid payment.

B. Policies and Procedures Committee: Ms. Mutterer reported that the committee will schedule a meeting to review the Collection Development and Request for Reconsideration policy.

C. Strategic Planning Committee: Ms. Cooper reported that Beaufort County Library received a \$2,500 Planning Grant from the South Carolina State Library to help cover consultant costs for updating the Library's Strategic Plan. She noted that the committee would meet immediately following the board meeting to discuss initial steps to start the process of updating the Library's Strategic Plan.

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. Dickman noted the next meeting will be September 11th at the Beaufort Branch Library.
- **Friends of Bluffton Library:** No update.
- **Friends of Hilton Head Library:** Ms. Miller announced the next meeting will be held on Tuesday, September 16th. She also highlighted the success of a recent Mah Jong program hosted at the Hilton Head Island Branch Library.

Public Library Foundation: Ms. Miller reported that the Foundation will meet virtually on September 17th.

X. Old Business: None.

XI. New Business: Ms. Miller presented the proposal from Mr. David Lauderdale for renaming the South Carolina Room at HHI Library to honor their contributions in supporting the establishment of a library on Hilton Head.

Motion: Ms. Cooper made a motion to rename the South Carolina Room at the Hilton Head Library in honor of John Jakes and Jonathan Daniels. Ms. Robinson provided the second.

Discussion:

- Mr. Bogacz noted that the current room designation as appropriately reflects the collection it houses and suggested considering alternative ways to honor Mr. Jakes and Mr. Daniels.
- Ms. Mutterer asked whether the Library has a policy with objective criteria for evaluating such requests. Ms. Miller referred to the Donations and Gifts Policy, noting the section that addresses this topic.

Action: The motion failed by a vote of 3–5.

Motion: Dr. Porter made a motion to explore recognizing the contributions of John Jakes and Jonathan Daniels. Mr. Bogacz provided the second.

Action: The motion passed unanimously.

XII. Executive Session: Ms. Miller called the board into executive session at 5:00pm.

With a motion from Ms. Mutterer and a second from Mr. Bogacz, Ms. Miller adjourned the executive session at 5:30pm on to reconvene the regular meeting.

Matters arising out of Executive Session:

Ms. Mutterer made a motion to approve the Annual Performance Evaluation of the Library Director. Ms. Kulpa seconded. There was unanimous approval.

XIII. Announcements:

- The next public meeting of the Library Board of Trustees is scheduled for November 12, 2025 at 4pm at the Bluffton Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting on a motion from Ms. Robinson and a second from Ms. Cooper.

Respectfully submitted,

Amanda Dickman
Library Director

Beaufort County Library - FY 2026 Special Funds

<u>Library System</u>	<u>State Aid</u>	<u>Impact Fee Districts</u>		<u>Special Trusts</u>	<u>Comments</u>
FY26 1st Installment State Aid	\$257,608	Hilton Head	August 31, 2025 Balance	\$879,679	
FY26 2nd Installment State Aid	\$0		Receipts	\$0	
FY26 State Aid	\$257,608		Expenditures	\$0	
ST. Aid Spent to-date	\$4,864	October 31 Balance	\$879,679		
Total Remaining State Aid:	\$252,744	Bluffton	August 31, 2025 Balance	\$2,456,205	
			Receipts	\$0	
			Expenditures	\$0	
Impact Fees North		October 31 Balance	\$2,456,205		
August 31, 2025 Balance	\$997,844	Beaufort(Port Royal)	August 31, 2025 Balance	\$89,564	
Receipts	\$35,997		Receipts	\$0	
Expenditures	\$0		Expenditures	\$0	
October 31 Balance	\$1,033,841	October 31 Balance	\$89,564		
Impact Fees South		St. Helena (& Lady's Island)	August 31, 2025 Balance	\$705,009	
August 31, 2025 Balance	\$197,847		Receipts	\$0	
Receipts	\$9,016		Expenditures	\$0	
Expenditures	\$0	October 31 Balance	\$705,009		
October 31 Balance	\$206,863	Lobeco (Sheldon)	August 31, 2025 Balance	\$66,608	
New District Totals:	\$1,240,704		Receipts	\$0	
			Expenditures	\$0	
		October 31 Balance	\$66,608		
		Del Webb Agreement	August 31, 2025 Balance	\$5,917	
			Receipts (<i>interest added</i>)	\$12	
			Expenditures	\$0	
		October 31 Balance	\$5,929		
			\$4,202,994		
			\$	275,391	

**Unofficial and
Unaudited**

Oct. 31. 2025

Impact Fee Total:

\$5,443,698

Beaufort County Library - Budget Update FY2026

Expenditures as of 10/31/2025 (34.79%)

Description	FY26 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 4,955,865	\$ 1,408,418	\$ 3,547,447	28%
EMPLOYER FICA	\$ 307,265	\$ 85,177	\$ 222,088	28%
EMPLOYER MEDICARE	\$ 71,861	\$ 19,920	\$ 51,941	28%
EMPLOYER SC RETIREMENT	\$ 919,900	\$ 259,803	\$ 660,097	28%
PERSONNEL SERVICES TOTAL	\$ 6,254,891	\$ 1,773,319	\$ 4,481,572	28%
PRINTING	\$ 8,500	\$ 3,635	\$ 4,865	43%
POSTAGE/OTHER CARRIERS	\$ 12,000	\$ 3,701	\$ 8,299	31%
MAINTENANCE CONTRACTS	\$ 90,000	\$ 66,187	\$ 23,813	74%
EQUIPMENT RENTALS	\$ 7,000	\$ 2,891	\$ 4,109	41%
PROFESSIONAL SERVICES	\$ 55,000	\$ 29,415	\$ 25,585	53%
DUES & SUBSCRIPTIONS	\$ 35,000	\$ 346	\$ 34,654	1%
TRAINING AND CONFERENCES	\$ 6,000	\$ 770	\$ 5,230	13%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 40,000	\$ 6,415	\$ 33,585	16%
LIBRARY MATERIALS	\$ 528,000	\$ 179,602	\$ 348,398	34%
UNIFORMS	\$ 2,500	\$ -	\$ 2,500	0%
MINOR OFF FURN/EQP (NON-CAP)	\$ 10,000	\$ 728	\$ 9,272	7%
CREDIT CARD FEES	\$ 3,000	\$ 798	\$ 2,202	27%
OPERATING EXPENSES TOTAL	\$ 797,000	\$ 294,489	\$ 502,511	37%
PERSONNEL AND OPERATING	\$ 7,051,891	\$ 2,067,807	\$ 4,984,084	29%

*Unofficial and
Unaudited*

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
127	34.79%	\$2,453,672
Days remaining	Unspent %	Unspent Funds
238	5.47%	\$385,864

10/31/2025 [4 months]

	Books	AV	Lease Books	Databases	Periodicals	Hoopla	Total
St. Aid	\$0	\$0	\$0	\$0	\$4,864	\$0	\$4,864
BDC BAG Fund	\$604	\$0	\$0	\$0	\$0	\$0	\$604
Lottery	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County Funds	\$31,310	\$5,698	\$0	\$0	\$0	\$142,594	\$179,602
Subtotal	\$31,914	\$5,698	\$0	\$0	\$4,864	\$142,594	\$185,070
Friends/Found/Trust	\$1,621	\$65	\$2,287	\$0	\$0	\$4,998	\$8,970
GRAND TOTALS	33,535	5,763	2,287	0	4,864	147,592	194,041

Beaufort County Library
FY 2026
(July 2025 - June 2026)
Library Revenues

CASH / CHECK DEPOSITS - FINES/FEES													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 553.99	\$ 712.50	\$ 609.53	\$ 526.10	-	-	-	-	-	-	-	-	\$ 2,402.12
BLUFFTON	\$ 829.00	\$ 762.09	\$ 829.24	\$ 1,237.40	-	-	-	-	-	-	-	-	\$ 3,657.73
HILTON HEAD	\$ 966.92	\$ 865.88	\$ 845.17	\$ 799.30	-	-	-	-	-	-	-	-	\$ 3,477.27
ST. HELENA	\$ 285.26	\$ 350.50	\$ 254.19	\$ 363.79	-	-	-	-	-	-	-	-	\$ 1,253.74
LOBECO	\$ 169.90	\$ 137.00	\$ 96.58	\$ 69.30	-	-	-	-	-	-	-	-	\$ 472.78
PORT ROYAL	\$ 222.68	\$ 421.79	\$ 427.52	\$ 356.99	-	-	-	-	-	-	-	-	\$ 1,428.98
TOTAL	\$ 3,027.75	\$ 3,249.76	\$ 3,062.23	\$ 3,352.88	-	-	-	-	-	-	-	-	\$ 12,692.62

CREDIT CARD DEPOSITS/ HEARTLAND PAYMENT SYSTEM - FINES/FEES													
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ -	\$ -	\$ -	-	-	\$ -	-	-	-	-	-	\$ -
BLUFFTON	\$ 1,032.67	\$ 487.02	\$ -	\$ 199.40	-	-	\$ -	-	-	\$ -	-	-	\$ 1,719.09
HILTON HEAD	\$ -	-	\$ -	-	-	-	\$ -	-	-	\$ -	-	-	\$ -
ST. HELENA	\$ -	-	\$ -	-	-	-	\$ -	-	-	\$ -	-	-	\$ -
LOBECO	\$ -	-	\$ -	-	-	-	\$ -	-	-	\$ -	-	-	\$ -
PORT ROYAL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	-	N/A	N/A	N/A	N/A	N/A
TOTAL	\$ 1,032.67	\$ 487.02	\$ -	\$ 199.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,719.09

COPIERS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 295.70	\$ 59.00	\$ -	\$ 9.40	-	-	\$ -	-	-	-	-	-	\$ 364.10
BLUFFTON	\$ 114.70	\$ 110.40	\$ 96.90	\$ -	-	-	\$ -	-	-	-	-	-	\$ 322.00
HILTON HEAD	\$ 74.45	\$ 61.65	\$ 71.05	\$ 90.15	-	-	\$ -	-	-	-	-	-	\$ 297.30
ST. HELENA	\$ 82.45	\$ 81.00	\$ 14.10	\$ 89.45	-	-	\$ -	-	-	-	-	-	\$ 267.00
LOBECO	\$ 33.10	\$ 6.20	\$ 78.10	\$ 68.40	-	-	\$ -	-	-	-	-	-	\$ 185.80
PORT ROYAL	\$ -	\$ -	\$ -	\$ -	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL	\$ 600.40	\$ 318.25	\$ 260.15	\$ 257.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,436.20

GRAND TOTAL	\$ 15,847.91											
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Unofficial and Unaudited

Beaufort County Library Board of Trustees 2026 LIBRARY CLOSINGS

HOLIDAY

New Year's Day
Martin Luther King, Jr.'s Birthday
Presidents' Day
Good Friday
Staff Development Day- Library Closed
Memorial Day
Juneteenth National Independence Day
Independence Day
Independence Day – Library Closed
Labor Day
Staff Development Day- Library Closed
Veterans Day
Library Closes at 5:00 pm
Thanksgiving Day
Heritage Day
Christmas Eve
Christmas Day
Library Closes at 5:00 pm
New Year's Day

OBSERVANCE

Thursday, January 1, 2026
Monday, January 19, 2026
Monday, February 16, 2026
Friday, April 3, 2026
Tuesday, April 21, 2026
Monday, May 25, 2026
Friday, June 19, 2026
Friday, July 3, 2026 (observed)
Saturday, July 4, 2025
Monday, September 7, 2026
Monday, October 12, 2026
Wednesday, November 11, 2026
Wednesday, November 25, 2026
Thursday, November 26, 2026
Friday, November 27, 2026
Thursday, December 24, 2026
Friday, December 25, 2026
Thursday, December 31, 2026
Friday, January 1, 2027

“Library Closed” Dates & hours do not qualify for Holiday Pay.

Beaufort County Library Board of Trustees 2026 MEETING DATES

January 14, 2026

Beaufort Branch Library
311 Scott Street
Beaufort, SC

March 11, 2026

Bluffton Branch Library
120 Palmetto Way
Bluffton, SC

May 13, 2026

Beaufort Branch Library
311 Scott Street
Beaufort, SC

July 15, 2026

Bluffton Branch Library
120 Palmetto Way
Bluffton, SC

September 9, 2026

Beaufort Branch Library
311 Scott Street
Beaufort, SC

November 18, 2026

Bluffton Branch Library
120 Palmetto Way
Bluffton, SC

Finance Committee to meet at 3 p.m.

Meetings begin at 4 p.m. unless otherwise specified