



BEAUFORT COUNTY
LIBRARY
For Learning • For Leisure • For Life

Library Board of Trustees

AGENDA

Wednesday, May 13, 2026

4:00 p.m.

Beaufort Branch Library

311 Scott Street

Beaufort, SC 29902

I. Call to Order

II. Pledge of Allegiance

III. Introduction of Board & Administration

- A.** Recognition of Departing Board Member Brenda Ladson Powell
- B.** Recognition of Reappointment of Dr. Janet Porter
- C.** Introduction of new Board Member Hattie Brown

IV. Public Comment

V. Approval of Minutes (March 13, 2026) **(backup)**

VI. Correspondence and Communications

VII. Library Director's Report

VIII. Library Director's Financial Report

- A.** Library Revenues **(backup)**
- B.** Library Expenditures Report **(backup)**

IX. Committee Reports

A. Finance Committee

B. Strategic Planning Committee

- Update

C. Liaisons

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

X. Old Business

- A. Committee Assignments for 2026

XI. New Business

- A. Library Director Annual Evaluation policy

XII. Announcements

- Next scheduled meeting will be held on July 15, 2026 at 4pm at the Bluffton Branch Library.

XIV. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – March 11, 2026– 4:00 p.m.
Bluffton Branch Library
120 Palmetto Way
Bluffton, SC 29910

The second scheduled meeting for 2026 was held in-person at the Bluffton Branch Library.

Trustees: Dr. Janet Porter (Chair), Angela Baldree, Kathy Cooper, Dr. Dahlia Handman, Jacquelyn Howard, Shawna Kulpa, Jannine Mutterer, Dr. Mary Olodun, Tracey Robinson, Terry Thomas.

Absentees: Brenda Ladson Powell

County Council: Councilman Passiment (District 5)

County Staff: Amanda Dickman (Library Director), Traci Cox (Library Administration), Darlene Simmons (Library Administration), Theresa Furbish (Library Administration), Leigh Ramey (Library Administration), Ileana Herrick (Library Administration) and Melissa Prince (Collection Development)

I. Call to Order: The meeting was called to order at 4:10pm. A quorum was established.

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

III. Public Comment: None.

IV. Introduction of Guests. Dr. Porter recognized departing Board members Lynne Miller, Joseph Bogacz, Bernie Kole, and Rosalie Richman for their years of service and contributions to the Library. She then invited new Board members Dr. Mary Olodun, Jacquelyn Howard, Dr. Dahlia Handman, and Angela Baldree to introduce themselves. Linda Anderson, President of the Friends of the Bluffton Library, was also in attendance.

V. Minutes from meeting held January 14, 2026:

- Dr. Porter noted the minutes from January 14, 2026 meeting had been distributed to all members. Ms. Robinson provided a motion to approve with a second provided by Ms. Cooper. 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 four vacant positions: Library Assistant (Part Time) at Beaufort, Library Assistant (Part Time) at HHI, Branch Manager at St. Helena and Library Operations Manager. The Library is benefiting from two Spring internships: Graphic Design Assistant in Marketing and Preservation Associate in the Beaufort District Collection.

Grace Lyons, Graphic Design Assistant Intern and a senior at Virtual SC, has developed a wide range of Summer Reading materials, including the game board and Super Reader Bonus Round for all ages, a Summer Reading poster, themed activity pages, and a Reader Reward Card. She has also completed mini student handouts and bilingual Bookmark Contest templates for professional printing, and contributed to National Library Week and Pen & Palmetto promotional materials.

Laura Moore, a graduate student in History at The Citadel with prior curator experience, began her internship with the Beaufort District Collection on March 2 and will continue through June, focusing on the Beekman Webb Collection.

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 the successful launch of the Library's redesigned website, meeting room reservation system, and event calendar on January 28. She also noted that the Community Survey received over 3,000 responses, more than doubling participation from the 2022 survey.
- **Strategic Plan Goal: User Experience** Ms. Dickman provided an update on the Winter Reading program, noting this year's program attracted 475 participants, a decrease from the prior year, and that the team is already planning ways to increase engagement, particularly among youth. She also highlighted the Bookmark Contest and upcoming programs, including the Artist in Residence series and Pen & Palmetto Local Author Festival.
- **Strategic Plan Goal: Space:** Ms. Dickman reported that two mobile study booths are scheduled for installation on March 16-17 at the Beaufort and Bluffton locations. This project was made possible through an Impact Grant award from the South Carolina State Library funded through federal LSTA funds from the Institute of Museum and Library Services (IMLS). She also shared that the Library received a \$10,000 grant from the Carnegie Foundation to support improvements at the Beaufort Branch and that additional enhancements are planned for the Bluffton early learning space with funding from the Friends of the Library.
- **Strategic Plan Goal: Collections** Ms. Dickman reported on a partnership with Nexus Care of Beaufort County, formerly the Beaufort County Alcohol and Drug Department, funded through the South Carolina Opioid Recovery Fund and settlement. She shared

that Narcan kiosks have been installed outside each library location, providing free and anonymous access. The initiative aims to increase community access to Narcan as a means of preventing opioid-related deaths.

VIII. Committee Reports

A. Finance Committee: Ms. Mutterer presented the financial documents in detail and stated that the Beaufort County Library is in good financial standing.

- **Beaufort County Library System - Budget Update – FY 2026:** Ms. Mutterer explained the documents in detail noting that at 66% of the year, the Library has spent 58% of the annual budget for FY26. Ms. Mutterer noted that for FY2026, Beaufort County Library received its second and final State Aid payment of \$257,608 and spent \$57,144 to date. The total State Aid allocation for Beaufort County for FY26 is \$515,216 an increase of \$46,488 from the previous year.
- **FY 2026 Special Funds Report:** Ms. Mutterer explained the attached report noting the receipts and expenditures from special fund sources.
- **FY 2026 Library Materials Expenditure year-to-date:** Ms. Mutterer explained the document in detail noting that in the first six months of the fiscal year, the Library has spent \$450,652 on library materials.

B. Policies and Procedures Committee: Dr. Porter noted that no requests for reconsideration have been received since the last Board meeting. She encouraged Board members to review the Request for Reconsideration policy available on the Library’s website under Policies.

C. Strategic Planning Committee: Ms. Cooper reported that the Strategic Planning Committee met in late January to provide input on the community survey, which has since closed with over 3,000 responses, significantly exceeding 2022 participation. Library staff will analyze the data and present findings to the Board. A Board retreat will be scheduled to review results and develop priorities for the next Strategic Plan. Ms. Cooper noted that the project remains on schedule in alignment with the established timeline.

D. Request for Reconsideration Committee: None.

E. Library Facilities Committee: None.

F. Liaisons

Friends of the Library (FOL):

- **Friends of Beaufort Library:** Ms. Dickman noted the Friends of Beaufort wrapped up their Books Sandwiched In lecture series on March 2nd. The group will meet again in March and is preparing for upcoming summer activities, including support of the Summer Lunch Program at northern branch locations. Planning is also underway for the annual Waterfront Park Book Sale in November.

- **Friends of Bluffton Library:** Ms. Anderson reported that she is newly serving as President and that the organization is in good standing following a recent audit. The Friends of Bluffton Library are working to align their strategic priorities with the Library and continue to support the Library through fundraising efforts, including the ongoing book sale.
- **Friends of Hilton Head Library:** Dr. Porter asked Ms. Miller for an update on the Friends of HHI Library. She noted that they are navigating transition with new members and new leaders coming onboard.

Public Library Foundation: Ms. Dickman reported that the Foundation supports the Artist in Residence program and is the primary supporter of the Summer Reading Program. She also noted that the Foundation will next meet on Wednesday, April 22nd at the Beaufort Branch Library.

IX. Old Business: None.

X. New Business: Dr. Porter announced committee assignments for 2026 and noted that virtual meetings will be scheduled for committee chairs to support their transition into their roles.

XI. Announcements:

- The next public meeting of the Library Board of Trustees is scheduled for May 13, 2026 at 4pm at the Beaufort Branch Library.

With no other business to discuss, Dr. Porter adjourned the Library Board of Trustees meeting at 5:30pm on a motion from Ms. Robinson and a second from Ms. Howard.

Respectfully submitted,

Amanda Dickman
Library Director

Beaufort County Library - Budget Update FY2026
Expenditures as of 4/30/2026 (83.29%)

Description	FY26 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 4,955,865	\$ 3,759,960	\$ 1,195,905	76%
EMPLOYER FICA	\$ 307,265	\$ 227,444	\$ 79,821	74%
EMPLOYER MEDICARE	\$ 71,861	\$ 53,193	\$ 18,668	74%
EMPLOYER SC RETIREMENT	\$ 919,900	\$ 692,056	\$ 227,844	75%
PERSONNEL SERVICES TOTAL	\$ 6,254,891	\$ 4,732,653	\$ 1,522,238	76%
PRINTING (*)	\$ 18,500	\$ 7,599	\$ 10,901	41%
POSTAGE/OTHER CARRIERS	\$ 12,000	\$ 8,645	\$ 3,355	72%
MAINTENANCE CONTRACTS	\$ 90,000	\$ 78,762	\$ 11,238	88%
EQUIPMENT RENTALS	\$ 7,000	\$ 5,712	\$ 1,288	82%
PROFESSIONAL SERVICES	\$ 55,000	\$ 36,505	\$ 18,495	66%
DUES & SUBSCRIPTIONS	\$ 35,000	\$ 26,335	\$ 8,665	75%
TRAINING AND CONFERENCES	\$ 6,000	\$ 1,977	\$ 4,023	33%
SUPPLIES-OFFICE/PHOTO/ETC (*)	\$ 30,000	\$ 21,843	\$ 8,157	73%
LIBRARY MATERIALS	\$ 528,000	\$ 425,609	\$ 102,391	81%
UNIFORMS	\$ 2,500	\$ -	\$ 2,500	0%
MINOR OFF FURN/EQP (NON-CAP)	\$ 10,000	\$ 3,656	\$ 6,344	37%
CREDIT CARD FEES	\$ 3,000	\$ 2,697	\$ 303	90%
OPERATING EXPENSES TOTAL	\$ 797,000	\$ 619,340	\$ 177,660	78%
PERSONNEL AND OPERATING	\$ 7,051,891	\$ 5,351,993	\$ 1,699,898	76%

**Unofficial and
Unaudited**

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
304	83.29%	\$5,873,356
Days remaining	Unspent %	Unspent Funds
61	7.39%	\$521,362

(*) Budget transfer of \$ 10K from office supplies to Printing 51010

EXPENDITURES FY26

4/30/2026 [10 months]

	Books	AV	Lease Books	Databases	Periodicals	Hoopla	Total
St. Aid	\$0	\$0	\$0	\$0	\$14,402	\$126,456	\$140,858
BDC BAG Fund	\$1,371	\$0	\$0	\$0	\$0	\$0	\$1,371
Lottery	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County Funds	\$111,429	\$19,907	\$0	\$0	\$0	\$294,273	\$425,609
Subtotal	\$112,800	\$19,907	\$0	\$0	\$14,402	\$420,728	\$567,838

Friends/Found/Donations	\$4,149	\$616	\$2,287	\$0	\$0	\$4,998	\$12,050
BEAUFORT							\$0
BLUFFTON	\$3,921.61	\$615.95					\$4,538
HILTON HEAD FOUNDATION			\$2,286.90			\$4,998.39	\$2,287
LIBRARY DONATIONS	\$227.50						\$4,998
GRAND TOTALS	116,949	20,523	2,287	0	14,402	425,727	579,888

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	\$ 773.25	\$ 478.05	\$ 849.38	\$ 778.41	\$ 802.19	\$ 743.89	\$ 1,369.45	\$ 1,716.90	\$ 1,107.33	\$ 245.20	\$ 118.55	\$ 389.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,827.29
BLUFFTON	\$ 829.00	\$ 762.09	\$ 829.24	\$ 1,237.40	\$ 757.05	\$ 821.05	\$ 1,440.14	\$ 1,202.99	\$ 1,716.90	\$ 1,369.45	\$ 1,716.90	\$ 1,107.33	\$ 245.20	\$ 118.55	\$ 389.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,965.31
HILTON HEAD	\$ 966.92	\$ 865.88	\$ 845.17	\$ 799.30	\$ 564.21	\$ -	\$ 1,711.32	\$ 1,668.94	\$ 1,107.33	\$ 245.20	\$ 118.55	\$ 389.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,202.77
ST. HELENA	\$ 285.26	\$ 350.50	\$ 254.19	\$ 363.79	\$ 224.63	\$ 247.92	\$ 213.13	\$ 93.25	\$ 471.04	\$ 155.30	\$ 118.55	\$ 389.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,748.91
LOBECO	\$ 169.90	\$ 137.00	\$ 96.58	\$ 69.30	\$ 14.40	\$ 88.39	\$ 104.13	\$ 123.35	\$ 155.30	\$ 118.55	\$ 389.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,076.90
PORT ROYAL	\$ 222.68	\$ 421.79	\$ 427.52	\$ 356.99	\$ 299.60	\$ 301.70	\$ 658.92	\$ 322.67	\$ 322.59	\$ 322.67	\$ 322.67	\$ 322.67	\$ 322.67	\$ 322.67	\$ 322.67	\$ 322.67	\$ 322.67	\$ 322.67	\$ 322.67	\$ 322.67	\$ 322.67	\$ 322.67	\$ 322.67	\$ 322.67	\$ 3,703.94
TOTAL	\$ 3,027.75	\$ 3,249.76	\$ 3,062.23	\$ 3,352.88	\$ 2,653.14	\$ 1,937.11	\$ 4,977.02	\$ 4,189.61	\$ 4,575.35	\$ 3,520.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,525.12

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	\$ 1,031.88	\$ 468.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,219.44
HILTON HEAD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ST. HELENA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LOBECO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PORT ROYAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,032.67	\$ 487.02	\$ -	\$ 199.40	\$ 1,031.88	\$ 468.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,219.44

COPIERS	JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER		JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		TOTAL
BEAUFORT	\$ 295.70	\$ 59.00	\$ -	\$ 9.40	\$ -	\$ 241.00	\$ -	\$ 58.10	\$ 67.20	\$ 139.40	\$ 80.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 811.70	
BLUFFTON	\$ 114.70	\$ 110.40	\$ 96.90	\$ -	\$ 71.05	\$ 90.15	\$ 61.40	\$ 189.80	\$ 156.55	\$ 69.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 810.50	
HILTON HEAD	\$ 74.45	\$ 61.65	\$ 14.10	\$ 89.45	\$ 13.65	\$ 13.30	\$ 135.30	\$ -	\$ 110.00	\$ 22.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 942.35	
ST. HELENA	\$ 82.45	\$ 81.00	\$ 78.10	\$ 68.40	\$ 56.30	\$ 102.11	\$ 17.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 539.25	
LOBECO	\$ 33.10	\$ 6.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 452.21	
PORT ROYAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ 600.40	\$ 318.25	\$ 260.15	\$ 257.40	\$ 256.55	\$ 434.71	\$ 402.00	\$ 338.90	\$ 515.35	\$ 172.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,556.01	

GRAND TOTAL **\$ 41,300.57**

Unofficial and Unaudited