



BEAUFORT COUNTY
LIBRARY
For Learning • For Leisure • For Life

Library Board of Trustees

AGENDA

Wednesday, July 15, 2026

4:00 p.m.

Bluffton Branch Library

120 Palmetto Way

Bluffton, SC 29910

I. Call to Order

II. Pledge of Allegiance

III. Introduction of Board & Administration

IV. Public Comment

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

VI. Correspondence and Communications

VII. Old Business

- Committee Descriptions

VIII. Strategic Plan presentation

IX: Library Director's Report

X. Committee Reports

A. Finance Committee

- Overview of Budget Process
- Library Revenues **(backup)**
- Library Expenditures Report **(backup)**

B. Strategic Planning Committee

- Update

C. Liaisons

- Friends of the Library (FOL):
 - Northern Beaufort: Tracey Robinson
 - Bluffton: Dahlia Handman
 - Hilton Head: Janet Porter
- Public Library Foundation (PLFBC) – Kathy Cooper

XI. New Business

XII. Announcements

- Next scheduled meeting will be held on September 9, 2026 at 4pm at the Beaufort Branch Library.

XIV. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – May 13, 2026– 4:00 p.m.
Beaufort Branch Library
311 Scott Street
Beaufort, SC 29902

The third scheduled meeting for 2026 was held in-person at the Beaufort Branch Library.

Trustees: Dr. Janet Porter (Chair), Angela Baldree, Kathy Cooper, Jannine Mutterer, Dr. Mary Olodun, Tracey Robinson.

Absentees: Dr. Dahlia Handman, Jacquelyn Howard, Terry Thomas, Shawna Kulpa

County Council: Councilman Passiment (District 5)

County Staff: Amanda Dickman (Library Director), Chuck Atkinson (Library Operations Manager), Traci Cox (Library Administration), Darlene Simmons (Library Administration), Leigh Ramey (Library Administration), and Ileana Herrick (Library Administration)

I. Call to Order: The meeting was called to order at 4:06pm. A quorum was established.

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

III. Public Comment: None.

IV. Introduction of Guests. The Board recognized Brenda Ladson Powell for her 11 years of service as a Library Trustee. Dr. Porter thanked Ms. Powell for her dedication, advocacy, and commitment to the Beaufort County Library System. Ms. Powell expressed her appreciation for the opportunity to serve. Dr. Porter welcomed Hattie Brown, newly appointed Trustee representing District 1. Ms. Brown introduced herself and shared her background as a retired educator with Beaufort County School District. Janice Herbert, President of the Friends of the Beaufort Library, was also in attendance.

V. Minutes from meeting held March 11, 2026: The minutes of the March 11, 2026 meeting were approved as presented on a motion by Ms. Cooper, seconded by Ms. Robinson. The motion carried unanimously.

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 vacant positions: Library Assistant (Full Time) at Lobeco, Library Specialist (Full Time) at Port Royal and Branch Manager at St. Helena. The Library is interviewing for four (4) Summer internships at Beaufort, Bluffton, Lobeco and St. Helena locations.

Ms. Dickman introduced Chuck Atkinson who will soon begin serving as Library Operations Manager.

- 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 noted that two of the directives under the Communication goal in the Strategic Plan are to “*enhance and foster employee information sharing across the organization*” and to “*explore opportunities to better connect with the public.*” She shared several recent activities and initiatives that support these objectives:
 - Staff Development Day held on April 21, 2026, at the Bluffton Branch Library featured representatives from Hoopla who provided staff training on Hoopla resources and how digital publishing works. The afternoon session focused on gathering staff input to support development of the Library's Strategic Plan.
 - She also reported that Hoopla representatives visited the Beaufort and Bluffton Branch Libraries on April 22 for Hooplapalooza Day, where they met with library guests, answered questions, and shared information about Hoopla services and resources.

To support employee information sharing across the organization, Ms. Dickman noted that the Library has implemented several ongoing initiatives including monthly programmers' meetings to share program ideas across branches; collection development meetings for selectors to discuss purchasing trends, popular materials, and genre recommendations; and periodic “Learning Lounge” virtual meetings where staff share information from webinars and professional development opportunities. She also shared that the Library continues to offer an annual Staff Reading Challenge based on NoveList prompts, with 41 staff members currently participating.

Additionally, Ms. Dickman shared that the next gathering of literacy-related organizations participating in the Library's “Literacy Together” initiative will take place on Wednesday, May 20, 2026, at the Bluffton Branch Library. Organizations in attendance will share their plans and collaborative efforts to encourage reading throughout the summer months.

- **Strategic Plan Goal: User Experience** Ms. Dickman shared several upcoming activities that support the Library's focus on enhancing the user experience and encouraging community engagement.

- **2026 Bookmark Contest** winners were announced as: Sammy Chahin (ages 5-8), Lily Nelson (ages 9-12), Aya Trembly (ages 13-17) and Megan Clavijo (Ages 18+). The bookmarks are currently being printed for distribution during the Summer Reading program.
- The Library's **2026 Summer Reading program**, offered in partnership with the Beaufort County School District, will run from June 1 through July 31, 2026. Participants are encouraged to read 30 minutes per day for 30 days using a printed or downloadable gameboard. Incentive prizes will be awarded at 10-day checkpoints to encourage participation and completion. Ms. Dickman also shared that the Library will not host the Summer Lunch program this year, as the Beaufort County School District will instead offer a new "Groceries to Go" program providing weekly breakfast and lunch meal kits for children ages 18 and under. Additional information is available through the school district.
- Several **America 250** programs and activities are currently underway, with additional events planned throughout the coming months. Community members are encouraged to pick up a "Celebrate America 250" passport at any library location. Participants who complete four listed activities may return their passport to a library or bookmobile location to receive a limited-edition sticker. Ms. Dickman encouraged attendees to visit the Library Calendar for additional event details.
- **Strategic Plan Goal: Space**: Ms. Dickman invited Board members to attend the naming ceremony for the Large Meeting Room at the Hilton Head Branch Library in honor of author John Jakes and Jonathan Daniels on Thursday, May 13, 2026, at 2:00 p.m. at the Hilton Head Branch Library.

Ms. Dickman also shared updates on several improvement projects underway within the library system. Planned enhancements at the Beaufort Branch Library include new carpet, paint, and shelving in the picture book area; the addition and rearrangement of shelving in the SCLENDS transit area in preparation for seven additional counties joining the SCLENDS in July 2026; and the installation of sound absorption panels in the Small Conference Room. Additionally, updates are being planned for the Early Learning Activity Room at the Bluffton Branch Library, including new carpet, paint, and enhanced interactive activities for children and families.

- **Strategic Plan Goal: Collections** Ms. Dickman shared a year-over-year comparison of library usage statistics for July through April in relation to the Strategic Plan goal of supporting access, learning, and growth through strong collections. Physical circulation increased from 332,455 titles borrowed in 2025 to 487,020 in 2026, while digital circulation increased from 228,614 to 264,274. The Library also issued 6,744

new library cards during July–April 2026 compared to 5,617 during the same period in 2025. Ms. Dickman noted that the continued growth in both physical and digital borrowing demonstrates strong community demand for library collections across multiple formats and highlights the importance of continued investment in print and digital materials to support patron access and engagement.

VIII. Committee Reports

A. Finance Committee: Ms. Mutterer presented the financial report noting Beaufort County Library is in good financial standing. She noted that several annual database renewals and digital resource expenditures would occur before the close of the fiscal year. She also recognized the Library's successful pursuit of grant funding supporting strategic initiatives, including study pods, strategic planning, and the Pen & Palmetto Local Author Festival.

B. Strategic Planning Committee: Ms. Cooper reported that staff input has been collected following the Board Retreat and Staff Development Day and will be incorporated into the development of the Library's next Strategic Plan. Library leadership is scheduled to meet with Fast Forward to begin drafting the plan, after which the Strategic Planning Committee will review the draft before it is distributed to the full Board in consideration for adoption.

C. Liaisons

Friends of the Library (FOL):

- **Friends of Beaufort Library:** Ms. Robinson reported attending her first meeting as liaison and expressed enthusiasm for supporting the Friends' work.
- **Friends of Bluffton Library:** Ms. Dickman noted the Friends of Bluffton remain strong in their activities in support of the Library.
- **Friends of Hilton Head Library:** Dr. Porter noted the Hilton Head Friends discussed the upcoming dedication of the Jonathan Daniels and John Jakes Meeting Room and other routine business.

Public Library Foundation: Ms. Cooper reported on the Foundation's continued support of library initiatives, including the Literacy Together initiative, digital collections, and facility improvements. She also shared that the Foundation is developing a website to support fundraising efforts and welcomed Joe Bogacz as its newest board member.

IX. Old Business:

- **Revised Committee Descriptions:** Dr. Porter reviewed revisions to the Board committee descriptions, including renaming the “Nominating Committee” to the “Governance and Nominating Committee” to better reflect its expanded responsibilities, which include evaluating the effectiveness of the Board's governance, conducting periodic Board self-assessments, and overseeing a comprehensive review of the Board's bylaws. A formal

description for the Facilities Committee was also added. The Board discussed delaying the selection of a Vice Chair until newer trustees have had additional time to become familiar with Board operations, with the expectation that a recommendation will be brought forward later in the year.

X. New Business:

- **Library Director Annual Evaluation Policy:** Dr. Porter reviewed the Library Director Evaluation Policy, emphasizing that all trustees participate in the Director's annual evaluation process. Ms. Baldree suggested updating the policy to reflect the County's employee evaluation schedule, which is now based on each employee's anniversary date.

XI. Announcements:

- The next public meeting of the Library Board of Trustees is scheduled for July 15, 2026 at 4pm at the Bluffton Branch Library.

With no other business to discuss, Dr. Porter adjourned the Library Board of Trustees meeting at 5:10pm on a motion from Ms. Cooper and a second from Ms. Robinson.

Respectfully submitted,

Amanda Dickman
Library Director

Beaufort County Library - Budget Update FY2026

Expenditures as of 6/30/2026 (100.00%)

Description	FY26 Allocation	Expended YTD	Balance	% Spent
SALARIES AND WAGES	\$ 4,955,865	\$ 4,493,441	\$ 462,424	91%
EMPLOYER FICA	\$ 307,265	\$ 271,796	\$ 35,469	88%
EMPLOYER MEDICARE	\$ 71,861	\$ 63,565	\$ 8,296	88%
EMPLOYER SC RETIREMENT	\$ 919,900	\$ 827,860	\$ 92,040	90%
PERSONNEL SERVICES TOTAL	\$ 6,254,891	\$ 5,656,663	\$ 598,228	90%
PRINTING (*)	\$ 19,500	\$ 18,410	\$ 1,090	94%
POSTAGE/OTHER CARRIERS	\$ 12,000	\$ 10,361	\$ 1,639	86%
MAINTENANCE CONTRACTS (+)	\$ 86,600	\$ 81,892	\$ 4,708	95%
EQUIPMENT RENTALS	\$ 7,000	\$ 7,593	\$ (593)	108%
PROFESSIONAL SERVICES (+)	\$ 58,400	\$ 58,277	\$ 123	100%
DUES & SUBSCRIPTIONS	\$ 35,000	\$ 32,071	\$ 2,929	92%
TRAINING AND CONFERENCES	\$ 6,000	\$ 5,942	\$ 58	99%
SUPPLIES-OFFICE/PHOTO/ETC (*)	\$ 25,300	\$ 25,257	\$ 43	100%
LIBRARY MATERIALS	\$ 528,000	\$ 527,999	\$ 1	100%
UNIFORMS	\$ 2,500	\$ 2,461	\$ 39	98%
MINOR OFF FURN/EQP (NON-CAP) (-)	\$ 13,700	\$ 12,741	\$ 959	93%
CREDIT CARD FEES	\$ 3,000	\$ 2,975	\$ 25	99%
OPERATING EXPENSES TOTAL	\$ 797,000	\$ 785,978	\$ 11,022	99%
PERSONNEL AND OPERATING	\$ 7,051,891	\$ 6,442,641	\$ 609,250	91%

Unofficial and
Unaudited

Days of FY	% of Fiscal Yr	Amount of Fiscal Yr
365	100.00%	\$7,051,891
Days remaining	Unspent %	Unspent Funds
0	8.64%	\$609,250

(*) Budget transfer of \$ 11K from office supplies to Printing 51010

(+) Budget transfer of \$ 3.4K from Maintenance to Professional Serv. 51160

(-) Budget transfer of \$ 3.7K from office supplies to Minor Equipment 52600

EXPENDITURES FY26

6/30/2026 [12 months]

	Books	AV	Lease Books	Databases	Periodicals	Hoopla	Total
St. Aid	\$15,805	\$0	\$167,206	\$43,655	\$19,734	\$268,817	\$515,217
BDC BAG Fund	\$1,461	\$0	\$0	\$0	\$0	\$0	\$1,461
Lottery	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County Funds	\$160,589	\$27,630	\$0	\$0	\$2,107	\$337,673	\$527,999
Subtotal	\$177,855	\$27,630	\$167,206	\$43,655	\$21,841	\$606,490	\$1,044,677

Friends/Found/Donations	\$4,149	\$9,400	\$81,993	\$0	\$0	\$4,998	\$100,540
BEAUFORT			\$17,738.40				\$17,738
BLUFFTON	\$3,921.61	\$615.95	\$19,839.00				\$24,377
HILTON HEAD		\$8,784.00	\$44,415.30				\$53,199
FOUNDATION						\$4,998.39	\$4,998
LIBRARY DONATIONS	\$227.50						\$227.50
GRAND TOTALS	182,004	37,030	249,198	43,655	21,841	611,488	1,145,217

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 Installation State Aid	\$257,608	Hilton Head April 30, 2026 Balance	\$879,679	
FY26 2nd Installation State Aid	\$257,608	Receipts	\$0	
FY26 State Aid	\$515,217	Expenditures	\$0	
ST. Aid Spent-to-date	\$515,217	June 30, 2026 Balance	\$879,679	
Total Remaining State Aid:	\$0	Bluffton		
		April 30, 2026 Balance	\$2,456,205	\$ 4,379 BDC materials/ Proquest &
		Receipts	\$0	Materials only
		Expenditures	\$0	
Impact Fees North		June 30, 2026 Balance	\$2,456,205	
April 30, 2026 Balance	\$1,244,551	Beaufort(Port Royal)		\$ 5,436 Donations to Bea. Co. Lib.
Receipts	\$55,273	April 30, 2026 Balance	\$89,564	
FY 24 Adj. Entry transfer to IP South	(\$217,731)	Receipts	\$0	
FY 25 Adj. Entry transfer to IP South	(\$231,950)	Expenditures	\$0	
FY 26 Adj. Entry transfer to IP South	(\$219,375)	June 30, 2026 Balance	\$89,564	
Expenditures	\$0	St. Helena (& Lady's Island)		
June 30, 2026 Balance	\$630,768	April 30, 2026 Balance	\$705,009	\$ 43,700.00 Grants
Impact Fees South		Receipts	\$0	\$2,500 LSTA Planning Grant
April 30, 2026 Balance	\$251,284	Expenditures	\$0	\$30,000 LSTA Impact Grant
Receipts	\$44,557	June 30, 2026 Balance	\$705,009	\$1,200 SC Humanities Program Grant
FY 24 Adj. Entry transfer from IP North	\$217,731	Lobeco (Sheldon)		\$10,000 Carnegie Foundation (Beaufort)
FY 25 Adj. Entry transfer from IP North	\$231,950	April 30, 2026 Balance	\$66,608	
FY 26 Adj. Entry transfer from IP North	\$219,375	Receipts	\$0	
Expenditures	0	Expenditures	\$0	
June 30, 2026 Balance	\$964,897	June 30, 2026 Balance	\$66,608	
New District Totals:	\$1,595,665	Del Webb Agreement		
		April 30, 2026 Balance	\$6,048	
		Receipts (interest added)	\$52	
		Expenditures	\$0	
		June 30, 2026 Balance	\$6,100	
			\$4,203,165	
			\$ 294,444	
Unofficial and Unaudited 6/30/2026 Impact Fee Total: 5,798,830				

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
BEAUFORT	\$ 553.99	\$ 712.50	\$ 609.53	\$ 526.10	\$ 773.25	\$ 478.05	\$ 849.38	\$ 778.41	\$ 802.19	\$ 743.89	\$ 441.00	\$ 601.68
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	\$ 892.80	\$ 1,968.60
HILTON HEAD	\$ 966.92	\$ 865.88	\$ 845.17	\$ 799.30	\$ 564.21	-	\$ 1,711.32	\$ 1,668.94	\$ 1,107.33	\$ 673.70	\$ 1,454.10	\$ 432.70
ST. HELENA	\$ 285.26	\$ 350.50	\$ 254.19	\$ 363.79	\$ 224.63	\$ 247.92	\$ 213.13	\$ 93.25	\$ 471.04	\$ 245.20	\$ 293.49	\$ 377.00
LOBECO	\$ 169.90	\$ 137.00	\$ 96.58	\$ 69.30	\$ 14.40	\$ 88.39	\$ 104.13	\$ 123.35	\$ 155.30	\$ 118.55	\$ 75.65	\$ 228.35
PORT ROYAL	\$ 222.68	\$ 421.79	\$ 427.52	\$ 356.99	\$ 299.60	\$ 301.70	\$ 658.92	\$ 322.67	\$ 322.59	\$ 369.48	\$ 346.10	\$ 432.39
TOTAL	\$ 3,027.75	\$ 3,249.76	\$ 3,062.23	\$ 3,352.88	\$ 2,633.14	\$ 1,937.11	\$ 4,977.02	\$ 4,189.61	\$ 4,575.35	\$ 3,526.27	\$ 3,503.14	\$ 4,040.72
												\$ 42,068.96

CREDIT CARD DEPOSITS/HEARTLAND PAYMENT SYSTEM - FINES/FEES												
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
BEAUFORT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BLUFFTON	\$ 1,032.67	\$ 487.02	\$ -	\$ 199.40	\$ 1,031.88	\$ 468.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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
BEAUFORT	\$ 295.70	\$ 59.00	\$ -	\$ 9.40	\$ -	\$ 241.00	\$ -	\$ 67.20	\$ 139.40	\$ -	\$ -	\$ 293.00
BLUFFTON	\$ 114.70	\$ 110.40	\$ 96.90	\$ -	\$ 125.20	\$ 78.30	\$ 58.10	\$ 54.60	\$ 91.60	\$ 80.70	\$ -	\$ 182.60
HILTON HEAD	\$ 74.45	\$ 61.65	\$ 71.05	\$ 90.15	\$ 61.40	\$ -	\$ 168.00	\$ 189.80	\$ 156.55	\$ 69.30	\$ 114.90	\$ 41.50
ST. HELENA	\$ 82.45	\$ 81.00	\$ 14.10	\$ 89.45	\$ 13.65	\$ 13.30	\$ 135.30	\$ -	\$ 110.00	\$ -	\$ 95.20	\$ -
LOBECO	\$ 33.10	\$ 6.20	\$ 78.10	\$ 68.40	\$ 56.30	\$ 102.11	\$ 40.60	\$ 27.30	\$ 17.80	\$ 22.30	\$ 31.80	\$ 53.85
PORT ROYAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 600.40	\$ 318.25	\$ 260.15	\$ 257.40	\$ 256.55	\$ 434.71	\$ 402.00	\$ 338.90	\$ 515.35	\$ 172.30	\$ 241.90	\$ 570.95
												\$ 4,368.86

GRAND TOTAL

\$ 49,657.28

Unofficial and Unaudited

Beaufort County Library Board of Trustees committee descriptions May 2026

The Director Evaluation Committee shall be chaired by the Vice-Chair and shall meet in accordance with the timeline established in the Director Evaluation Policy. The Committee seeks input from board members and external stakeholders to prepare an annual evaluation of the Library Director. The Committee will revise and approve the Director Evaluation Policy. The Chair of the Committee shall meet with the Director to share the results of the evaluation.

The Facilities Committee shall provide oversight of all design and construction of all renovations of existing libraries. The Committee shall also provide oversight of all design and construction of new library branches or book mobiles.

The Finance Committee shall contribute to the development of the annual library budget prepared by the Director and recommend action to the Board. The Committee reviews and monitors financial statements and reports and recommend further action to the Board.

The Governing/Nominating Committee shall be appointed by the Chair and be comprised of three Board members who are not officers. Annually the Committee will present a slate of officers at the January Board meeting, ask for any other nominations and call for a vote on officer positions. If vacancies occur during the year, the Nominating Committee will meet and present a slate for the vacant position at the next Board meeting. The Committee will also conduct an annual evaluation of the governance effectiveness. The Committee shall also periodically review and update the Bylaws.

The Policies Committee shall review and revise library policies on a regular basis and recommend general Board policies for conducting trustee business. The Committee shall also monitor state and federal legislation impacting libraries to advocate for libraries and to determine impact on library operations.

The Request for Reconsideration Committee shall be comprised of the Director and three Board members appointed by the Chair. The Director will inform the Chair of any challenges submitted who will inform the Committee of any challenge submitted. In accordance with the Reconsideration Policy, the committee shall review the relevant material and present a recommendation to the Board for approval.

The Strategic Planning Committee shall create, implement, evaluate and revise the strategic plan. The Director shall report on the progress made on the strategic plan regularly to the Board.

ADHOC Committees. The Chair shall create and assign Board members to ADHOC committees as needed, informing them of the function of their committee.

Liaison to Friends of Beaufort, Friends of HHI, Friends of Bluffton or the Public Library Foundation. The Beaufort County Library is supported by three Friends of the Library groups (Friends of Beaufort, Friends of Bluffton, and Friends of Hilton Head Island) as well as the Public Library Foundation of Beaufort County. The Library Board will appoint four Board members to serve as Liaisons, with one Board member assigned to each organization. The Liaison attends the group's regular board meetings to share Library Board updates and reports back to the Library Board on the organization's activities and fundraising efforts, ensuring clear and consistent communication between the two entities.