

**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 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.

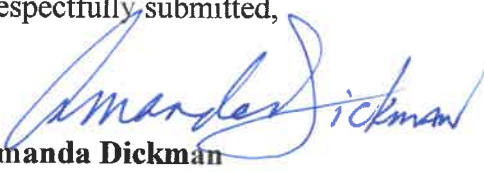
**X. New Business:** None.

**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**