

Georgetown County Library Board Meeting Agenda

Jan. 20, 2022, 5:30 p.m., at Georgetown Library

Public Comment Period

Old Business: *Minutes: Action Required*

New Business:

Budget:

In FY22, we have so far spent 53% of our budget. The library administration is now working on the mid-year budget review which is due to county finance by January 24. As for next year's budget, that report is due by February 25. According to the county administrator, the focus during that cycle will be on increasing staff pay; consequently, the library director will be asking for an increase in part-time pay to \$15/hour. If approved, that would enable us to compete with Walmart and fast-food establishments in hiring these workers. *Information Only*

Capital Building Project Updates:

1. Southern Georgetown Community Library
2. Georgetown Library (Headquarters)

Information Only

Grants:

1. Community Development Block Grant of \$200,000 for a new bookmobile was increased by about another \$26,000, because the low bid came in at that level.
2. LSTA Impact Grant of \$25,000 for digital video production classes has been submitted but is still pending.
3. FEMA BRIC Grant of about \$448,000 for permanent generators has been withdrawn.
4. SC Humanities Literary Fast Track Grant of \$3,000 has been approved.
5. Bunnelle Grant of \$20,000 for maker space technology is being submitted.

Information Only

Winyah High School Project #2

A new book: Several years ago, a group of elderly Winyah High School Alumni helped us to put together a complete collection of the annuals of their school. They bought us a locked cabinet, too, to store them and then provided funds to send Digital Library Manager Julie Warren to the United Kingdom to let the world know about our success. Now they have made donations again to our Library Trustees Account so that we can issue a history book on their football team. This will be the second history book that we have done in this manner: the first one was a general local history book that we did with local history groups. We expect – through our Georgetown Friends – to make about \$5,000 on this project while generating considerable local good will. This will happen really soon. *Information Only*

Other Business:

Our next Library Board Meeting will be March 17th at 5:30 p.m., unless we decide to have a retreat

Directors Report (as of 1-13-2022)

- Budget:
Already presented
- Statistics:
Figures for the last two months will be shared at the Library Board meeting.
- Meetings:
None, because of the pandemic
- Public Speaking: The library director will present lectures about the watercolorist Alice Ravenel Huger Smith to two groups at the Waccamaw Library on February 3 and on February 16.
- Grants:
Already presented
- Other:
 1. Yuletide Home Tour of Dec. 11, 2021: a huge success
 2. Waccamaw Library portrait project: another phenomenal December occasion
 3. Friends of the Waccamaw Library Annual Luncheon on January 25: cancelled due to the pandemic.

010.501 - General Fund, Library Fiscal Year: 2022

		Amended Budget		Encumbrances	Expenses	Remaining Balance	% Used
		\$2,249,291.00	\$1,092,700.00	\$65,247.62	\$1,126,986.69	\$1,057,056.69	53%
Account Number	Description	Adopted Budget	Amended Budget	Encumbrances	Expenses	Remaining Balance	Percent Used
50101	Salaries	\$1,092,700.00	\$1,092,700.00	\$0.00	\$585,783.62	\$506,916.38	54%
50105	Part-Time	\$377,000.00	\$377,000.00	\$0.00	\$169,984.19	\$207,015.81	45%
50106	Overtime-Regular Pay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
50107	Overtime-Premium Pay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
50201	Health Insurance	\$0.00	\$0.00	\$0.00	\$409.46	(\$409.46)	+++
50203	Payroll Taxes	\$109,300.00	\$109,300.00	\$0.00	\$55,450.80	\$53,849.20	51%
50205	State Retirement	\$257,400.00	\$257,400.00	\$0.00	\$120,920.20	\$136,479.80	47%
50209	Health Insurance Allowanc	\$0.00	\$0.00	\$0.00	\$1,537.92	(\$1,537.92)	+++
50301	Office Supplies	\$5,000.00	\$5,000.00	\$1,526.32	\$672.03	\$2,801.65	44%
50304	Non-Capital Assets	\$5,500.00	\$5,500.00	\$54,034.56	\$6,332.28	(\$54,866.84)	1098%
50305	Postage	\$3,300.00	\$3,300.00	\$0.00	\$1,429.25	\$1,870.75	43%
50307	Fuel, Oil & Tires	\$3,000.00	\$3,000.00	\$0.00	\$2,024.19	\$975.81	67%
50309	Veh/Equip M&R-NonContract	\$3,500.00	\$3,500.00	\$0.00	\$441.84	\$3,058.16	13%
50310	Veh/Equip M&R-Contract	\$4,446.00	\$4,446.00	\$0.00	\$2,161.60	\$2,284.40	49%
50313	Special Supplies	\$22,200.00	\$22,200.00	\$0.00	\$4,975.03	\$17,224.97	22%
50320	Safety Supplies	\$100.00	\$100.00	\$0.00	\$0.00	\$100.00	0%
50327	Housewares	\$9,093.00	\$9,093.00	\$86.94	\$1,339.32	\$7,666.74	16%
50329	Books	\$103,912.00	\$103,022.00	\$0.00	\$19,783.90	\$83,238.10	19%
50401	Telephone-Local	\$15,708.00	\$15,708.00	\$0.00	\$6,358.69	\$9,349.31	40%
50402	Telephone-Long Distance	\$500.00	\$500.00	\$0.00	\$122.15	\$377.85	24%
50403	Utilities	\$110,000.00	\$110,000.00	\$0.00	\$52,857.10	\$57,142.90	48%
50405	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
50406	Software Maint Contracts	\$17,766.00	\$18,656.00	\$0.00	\$18,653.93	\$2.07	100%
50407	Other Maint Contracts	\$4,458.00	\$4,458.00	\$0.00	\$531.00	\$3,927.00	12%
50409	Equipment Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
50410	Mobile Phones	\$1,400.00	\$1,400.00	\$0.00	\$900.24	\$499.76	64%
50411	Building & Ground Maint	\$18,622.00	\$18,622.00	\$9,599.80	\$5,798.31	\$3,223.89	83%
50413	Fleet Insurance	\$4,400.00	\$4,400.00	\$0.00	\$5,201.20	(\$801.20)	118%
50414	Equipment Maint Contracts	\$16,802.00	\$16,802.00	\$0.00	\$16,801.73	\$0.27	100%
50417	Building & Content Ins.	\$36,000.00	\$36,000.00	\$0.00	\$35,677.81	\$322.19	99%
50425	Rent Lease	\$13,004.00	\$13,004.00	\$0.00	\$6,035.96	\$6,968.04	46%
50430	Lease Purchase Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
50431	Other Professional Serv	\$6,890.00	\$6,890.00	\$0.00	\$2,314.25	\$4,575.75	34%
50433	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
50437	Pest Control	\$600.00	\$600.00	\$0.00	\$270.00	\$330.00	45%
50438	Contra Grant-O&M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
50439	Computer Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
50462	Waste Removal	\$3,750.00	\$3,750.00	\$0.00	\$2,012.28	\$1,737.72	54%
50464	Grant Match-O&M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
50474	Prison Library	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
50476	Law Library	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
50501	Dues & Publications	\$1,140.00	\$1,140.00	\$0.00	\$0.00	\$1,140.00	0%
50507	Training	\$450.00	\$450.00	\$0.00	\$143.06	\$306.94	32%
50509	Continuing Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
50511	Travel & Subsistence	\$650.00	\$650.00	\$0.00	\$0.00	\$650.00	0%
50517	Other Operating Expense	\$400.00	\$400.00	\$0.00	\$63.35	\$336.65	16%
50518	Depreciation Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
50525	Park Pass Adjustments	\$300.00	\$300.00	\$0.00	\$0.00	\$300.00	0%

**Georgetown County Library Board Meeting Minutes
November 16, 2021 – 5:30pm**

Present: Harriet Enzor, Carlethia Rudolph, Clarice McKnight, Michelle Greene, Chris Sokoloski, Dwight McInvaill, Trudy Bazemore **Absent:** Beth Connelly, Jennifer Baker, Jene Klopp

Old Business: Michelle moved to approve the minutes; Clarice seconded; the motion passed.

New Business:

Budget: 37% of this year's budget has been spent.

Joseph Rainey Portrait: Carlethia moved to accept; Harriett seconded; the motion passed.

Capital Building Projects:

1. Southern Georgetown Community Library – about to be finished.
2. Georgetown Library (Headquarters) – about to begin.

Grants:

1. Approved: Community Development Block Grant of \$200,000 for a new bookmobile
2. Submitted: LSTA Impact Grant of \$25,000 for digital video production classes for teens at all Georgetown County library branches
3. In Progress: FEMA BRIC Grant of \$448,000 for permanent generators at all branches

Annual Circulation Statistics (Pandemic Recovery in Progress):

1. FY21: 180,777 (Rebound from pandemic)
2. FY20: 171,779 (Height of pandemic)
3. FY19: 185,778 (Pre-pandemic)

Sprinkler Leak: Waccamaw Library had a sprinkler leak with damage to the circulation area.

With no other business, Michelle moved to adjourn; Clarice seconded; the meeting adjourned.

The next Georgetown County Library Board meeting is planned for January 20, 2022 at 5:30pm.