

Georgetown County Library Board Meeting Agenda

March 17, 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 67% of our budget. As for FY23 proposed budget, here are some highlights of new items:

1. Projected Revenue: a) State Aid = \$150,000; b) Lottery support = \$43,478
2. Staff Development (Training & Travel) = \$10,000 (same as Parks and Rec)
3. New Van = \$35,000
4. New base level of staff hourly pay = \$12/hour (up by \$2)

Since there is little wiggle room in the county's overall fiscal resources, these requests for increases in staff development, base pay, and new van will likely go unanswered during this upcoming fiscal year, but they are aspirations. Nothing ventured, nothing gained! **Information Only**

Capital Building Project Updates:

1. Southern Georgetown Community Library: Done
2. Georgetown Library (Headquarters): The Request for Proposals by General Contractors will likely be issued in late March/early April with a selection being confirmed by County Council in May. Construction of the new wing is expected to commence in June. Due to projected cost increases, a number of elements will be presented as alternates. **Information Only**

Bookmobile:

The new bookmobile is now being manufactured by Matthews Specialty Vehicle. That process will take at least a year. **Information Only**

Grants:

1. LSTA Impact Grant of \$25,000 for digital video production classes has been submitted but remains pending.
2. Bunnelle Grant of \$20,000 for maker space technology has been submitted but remains pending. **Information Only**

Winyah High School Project #2

The Georgetown Gators of Winyah Highschool as now been released. Sales are already brisk and are being handled by the Friends of the Georgetown Library. A reception and book signing for author Danny Brabham will occur on Wed., March 31st, at 2pm, at the Georgetown Library. **Information Only**

Other Business: *Our next Library Board Meeting will be May 19th at 5:30 p.m., unless we decide to have a retreat.*

Directors Report (as of 3-11-2022)

- Budget:
Already presented
- Statistics:
Figures for the last two months will be shared at the Library Board meeting.
- Meetings:
The Library Director participated in the annual meeting of the Directors of the Palmetto Library Consortium on March 11th. There were some interesting new developments.
- Public Speaking: On March 1st, the Library Director taught a Zoom class to library school students of the University of North Carolina at Greensboro. He spoke about Emergency Operations before, during, and after disasters. On March 3rd, he mentored a library school student from another university regarding the topic of legislative advocacy.
- Grants:
Already presented
- Other:
 1. Community Yard Sale by the Friends of the Georgetown Library, Saturday, March 19th, 7 a.m. set up with start at 8 a.m. The early bird gets the worm!
 2. Danny Brabham reception and book signing, March 23rd, 2 p.m., at the Georgetown Library.
 3. Shushcon, our expo of gaming and geekery at the Waccamaw Library, March 25th – 27th.
 4. State Aid Campaign is going well. Details will be shared at the Library Board meeting.
 5. Women & Men of Georgetown County Project: Recommencing after a 20-year pause.

010.501 - General Fund, Library Fiscal Year: 2022

		Amended Budget		Encumbrances	Expenses	Remaining Balance	% Used
		\$2,249,291.00	\$2,249,291.00	\$5,895.48	\$1,501,268.74	\$742,126.78	67%
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	\$751,922.83	\$340,777.17	69%
50105	Part-Time	\$377,000.00	\$377,000.00	\$0.00	\$221,746.89	\$155,253.11	59%
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	\$0.00	\$0.00	+++
50203	Payroll Taxes	\$109,300.00	\$109,300.00	\$0.00	\$71,251.19	\$38,048.81	65%
50205	State Retirement	\$257,400.00	\$257,400.00	\$0.00	\$156,387.40	\$101,012.60	61%
50209	Health Insurance Allowanc	\$0.00	\$0.00	\$0.00	\$961.20	(\$961.20)	+++
50301	Office Supplies	\$5,000.00	\$5,000.00	\$860.27	\$2,498.34	\$1,641.39	67%
50304	Non-Capital Assets	\$5,500.00	\$5,500.00	\$58.40	\$61,289.81	(\$55,848.21)	1115%
50305	Postage	\$3,300.00	\$3,300.00	\$0.00	\$2,898.95	\$401.05	88%
50307	Fuel, Oil & Tires	\$3,000.00	\$3,000.00	\$0.00	\$2,714.83	\$285.17	90%
50309	Veh/Equip M&R-NonContract	\$3,500.00	\$3,500.00	\$0.00	\$1,084.12	\$2,415.88	31%
50310	Veh/Equip M&R-Contract	\$4,446.00	\$4,446.00	\$0.00	\$2,879.90	\$1,566.10	65%
50313	Special Supplies	\$22,200.00	\$22,200.00	\$0.00	\$13,449.87	\$8,750.13	61%
50320	Safety Supplies	\$100.00	\$100.00	\$0.00	\$0.00	\$100.00	0%
50327	Housewares	\$9,093.00	\$9,093.00	\$176.91	\$1,542.21	\$7,373.88	19%
50329	Books	\$103,912.00	\$103,022.00	\$0.00	\$26,341.89	\$76,680.11	26%
50401	Telephone-Local	\$15,708.00	\$15,708.00	\$0.00	\$6,295.52	\$9,412.48	40%
50402	Telephone-Long Distance	\$500.00	\$500.00	\$0.00	\$148.30	\$351.70	30%
50403	Utilities	\$110,000.00	\$110,000.00	\$0.00	\$66,138.32	\$43,861.68	60%
50405	Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
50406	Software Maint Contracts	\$17,766.00	\$18,656.00	\$0.00	\$18,754.98	(\$98.98)	101%
50407	Other Maint Contracts	\$4,458.00	\$4,458.00	\$0.00	\$1,281.00	\$3,177.00	29%
50409	Equipment Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
50410	Mobile Phones	\$1,400.00	\$1,400.00	\$0.00	\$3,252.90	(\$1,852.90)	232%
50411	Building & Ground Maint	\$18,622.00	\$18,622.00	\$4,799.90	\$14,699.78	(\$877.68)	105%
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	\$36,268.42	(\$268.42)	101%
50425	Rent Lease	\$13,004.00	\$13,004.00	\$0.00	\$9,101.97	\$3,902.03	70%
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	\$2,585.75	\$4,304.25	38%
50433	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
50437	Pest Control	\$600.00	\$600.00	\$0.00	\$360.00	\$240.00	60%
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	\$2,347.66	\$1,402.34	63%
50501	Dues & Publications	\$1,140.00	\$1,140.00	\$0.00	\$773.05	\$366.95	68%
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	\$145.67	\$254.33	36%
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
January 20, 2022 – 5:30pm

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

Old Business

Jennifer moved to accept the minutes; Jene seconded; the motion passed.

New Business

Budget: 53% of the budget has been spent. The mid-year budget review is due to county finance by January 24. Next year's budget is due by February 25. According to the county administrator, the focus will be on increasing staff pay. The library director will ask for part-time salaries to increase to \$15/hour.

Capital Building Project Updates:

Architect, Michael Walker gave a presentation on the near completion of the Southern Georgetown Community Branch Library and the upcoming expansion and renovation of the headquarters library.

Grants

- Community Development Block Grant for a new bookmobile increased by \$26,000
- LSTA Impact Grant of \$25,000 for digital video production classes is pending
- FEMA BRIC Grant of about \$448,000 for permanent generators has been withdrawn
- SC Humanities Literary Fast Track Grant of \$3000 has been approved
- Bunnelle Grant of \$20,000 for maker space technology is being submitted

Winyah High School Project (Number 2)

Several years ago, a group of Winyah High School alumni helped us put together a complete collection of that school's yearbooks. They bought a lockable cabinet to store them and also provided funds to send Digital Library Manager, Julie Warren, to England to participate in a conference. 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 groups. We expect – through our Georgetown Friends – to make about \$5000 on this project.

Other Business

The library director proposed slight changes in the library's "Naming Opportunities" policy so that it is in accordance with Georgetown County's "Naming of County Facilities" policy. Clarice moved to accept the proposed changes; Harriet seconded; the motion passed.

The library director shared with the board a request from Peg Howell representing SODA (Stop Offshore Drilling in the Atlantic) to accept a tree to be planted at the Waccamaw Library with a plaque honoring its founding member, Terry Munson. If accepted by the board, such a gift would then need to be approved by County Council in accordance with the "Naming of County Facilities Policy." Following a discussion, Clarice moved to accept the donation and Jene seconded. But, following more discussion, Clarice moved to rescind the motion and Jene seconded.

There being no other business, the meeting adjourned.