



Darlington County Library System

204 North Main Street
Darlington, South Carolina 29532
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www.darlington-lib.org

Locations

Darlington
Hartsville
Lamar
Society Hill

BOARD OF TRUSTEES MEETING MINUTES

July, 2025

Lamar Branch July 16, 2025

OPENING OF MEETING

- A. The meeting was called to order by Vice President, Gail Gandy, at 5:02 p.m. A quorum was met with the following members present: Vernessia Patterson, Gene Norwood, Carol Hill, Gail Gandy, Ken Hughes.
- B. The following member(s) attended remotely Bobbie Gardner and Barbara Carraway.
- C. The following member(s) absent: JoAnn Lee.
- D. The following visitor(s) attended and were recognized: Antoinette Fernandez, IT Manager; Lynn Anderson, Society Hill Branch Manager; Tracy Tuplin, Darlington Branch Manager; Christy Lamb, Administrative Assistant; Martha Brown, Hartsville Branch Manager; and, Kelly Shull, Lamar Branch Manager.
- E. A motion was made by Gene Norwood, seconded by Ken Hughes, and carried to approve the agenda.

OPEN FORUM

- A. No members of the public requested to address the Board.

CONSENT AGENDA

- A. Approval of Minutes – A motion was made by Bobbie Gardner, seconded by Ken Hughes, and carried to approve the May minutes.

FINANCIAL REPORT

- A. The year-end financial report shows the Library has expended 99.07% of its budget. The financial report included the capital improvement expenditure of \$15,000 for the replacement of public computers at the Darlington Branch.
- B. The Darlington County Council approved the county's FY 2026 budget at its June 2nd meeting. The budget included \$1,963,000 for the Library. The budget includes a 3% "cost of living" raise for all full time and part time employees.
- C. The state budget for State Aid stayed increased by \$0.25 to \$2.75 per capita, with a guaranteed minimum State Aid grant of \$150,000 for all public libraries. This year Darlington County will receive \$173,000 in State Aid as the amount based on the per capita of its population exceeds the minimum grant.
- D. The Library has budgeted \$220,000 to purchase materials, such as books, magazines, e-books, electronic databases, etc. for FY 2026.
- E. All State Aid the Library receives is traditionally placed in the materials budget.
- F. The materials budget is divided into four parts: Location Specific Materials Budget, System-Wide Purchases, Special Collections, and Directed Funds/Professional Collection.

- G. June statistics reflect an increase in digital/e-format material circulation. This year, due to the State Aid increase, the budget for e-book and e-audiobook purchases increased by \$21,000 to \$32,000.

DIRECTOR'S REPORT – The Director's report included the following:

- A. SRLP registration numbers are comparable to last year's at this time, with 1,163 registered at the time of this report.
- B. This year, the Library worked with the Darlington County School District to include students in its Summer Reading Camp and provide programs tailored for the Camp. To facilitate the Summer Reading Camp students' visit the Library, the Darlington Friends underwrote the cost of the bus transportation for the Brockington students and the Hartsville Friends for the Bay Road students.
- C. The budget process, detailed on page 15, was reviewed with the board report.

HOST BRANCH MANAGER'S REPORT – Kelly Shull, Lamar Branch Manager

- A. The Wheels and Wonder event was a huge success. Ann Beasley, Youth Services Librarian, arranged for fire trucks, evacuators, and a variety of other vehicles to attend. Ann acquired a quote from Kona Ice for snow cones for participants. This led to the purchase of a snow cone machine for the Library as a cost effective alternative.
- B. New programming is struggling, but it is not for lack of trying. Working off feedback from the community, the interest is there, but getting those interested parties to show up has proven to be a challenge. Successful programs include the book/reading club, knitting group, and there are plans to host outdoor movies when the weather cools.
- C. Halloween is on a Friday this year. A carnival will be hosted in the park at the Lamar Branch and our hope is to have a plethora of activities to entice patrons to come back.

COMMITTEE REPORTS

No committee reports.

UNFINISHED BUSINESS

A. CAPITAL IMPROVEMENT PROJECTS UPDATE

- a. Darlington Garage – A floor plan for the Darlington Branch was distributed, with changes layered over the original design. The floor in the garage needs to be built up and leveled off. Approximately \$40,000 is committed to commissioning an engineer/architect to assess the space and design a plan. The County will put this out for bid.
- b. Darlington Steps – At the time of this report, County Maintenance was in the process of getting quotes.
- c. Library Truck – At the time of this report, the County was exploring options for purchase: fleet services vs. dealership.

B. BOARD OFFICER ELECTIONS

A motion was made by Gene Norwood, seconded by Vernessia Patterson, and carried to approve the new officers for the next fiscal year. The officers are:

- a. President – Bobbie Gardner
- b. Vice President – Gail Gandy
- c. Secretary – Ken Hughes

NEW BUSINESS

A. COMPLYING WITH THE STATE LIBRARY'S "SOUTH CAROLINA PUBLIC LIBRARY COLLECTION DEVELOPMENT FUNDING CERTIFICATION FY 2026"

In order for a South Carolina public library to receive designated State Aid funds from the State Library (approximately \$173,000 for Darlington County) this fiscal year, a public library must provide certain documentation to assure compliance with state statute. Copies of these documents were shared with the board and the process explained:

- a. FY26 State Aid Compliance Certification, signed by the Director.
- b. Maintenance of Effort Certification for South Carolina Public Libraries FY 2026, signed by the County Finance Director.
- c. State Aid Agreement and Library Budget Form for FY 2026, signed by the Director and Board President.
- d. South Carolina Public Library Collection Development Funding Certification FY 2026 – Payment #1 & Payment #2, signed by the Director and Board President.

PROPOSED AGENDA ITEMS FOR THE NEXT REGULAR MEETING

- A. None

EXECUTIVE SESSION

- A. None.

ADJOURNMENT

A motion was made by Ken Hughes, seconded by Gene Norwood, and carried to adjourn the meeting at 5:57 p.m.

Respectfully Submitted by

Christy Lamb, Administrative Assistant