



Horry County Memorial Library Board of Trustees Meeting Agenda

Thursday, September 28, 2023, 4:30 p.m.
Horry County Government & Justice Center
Multi-purpose Room D
1301 2nd Avenue, Conway, SC 29526

- I. Call to order
- II. Pledge of Allegiance
- III. Public Input
- IV. Approval of Minutes: Regular Meeting, July 27, 2023
- V. Staff Survey: Sunny Fry
- VI. Library Administration Building Update
- VII. Director's Report
- VIII. Adjourn

Please contact Library Administration if you are unable to attend.

Library Administration 843-915-5285 hcmladmin@horrycounty.org

Next Board Meeting: October 26, 2023, 4:30 p.m.
Horry County Government & Justice Center
Multi-purpose Room D

Horry County Memorial Library Board of Trustees
August 24, 2023

The Horry County Memorial Library Board of Trustees held their monthly meeting on Thursday, July 27, 2023 commencing at 4:30 pm at the Horry County Government & Justice Center, Multipurpose Room D, 1301 2nd Avenue, Conway, SC 29526

Board members present:

Sheri Barrow (District 4)	Dr. Catheryn Weitman (District 8)
Pamela Butler (District 6)	Teresa Moise (District 9) – Chairperson
Stephen Woodard (District 7)	Lisa Ricketts (District 11)

Board members absent:

Suzanne Lotts (District 1)	Vacant (District 3)
Katherine Nieuwenhuis (District 10)	Vacant (District 5)
Vacant (District 2)	

Staff present:

Tracey Elvis-Weitzel, Director
Lynn McKiernan, Assistant Director
Barry Spivey, County Administrator

- I. **Call to order-** Chair Teresa Moise called the meeting to order at 4:30 pm.
- II. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
- III. **Public Input: (none)**
- IV. **Approval of minutes, as amended:** Dr. Catheryn Weitman was not present for the July 27th meeting. **Motion** Lisa Ricketts moved to approve minutes as amended, Steve Woodard Seconding. **Motion Carried.**
- V. **Library Administration Building Update:**
John Barnhill, Director of Horry County Construction and Maintenance states the following:
“Pella came out two weeks ago and measured the windows. We expect delivery mid-October. We plan on advertising the project again in two weeks. Hopefully we will be able to go all the way this time.”
- VI. **Directors Report:**
Director Elvis-Weitzel submitted a written report.

The Director brought the new board members up to date on the following topics:

- Thompson bequest
- Rankin house
- Administrative office
- Libraries will be updated
- Financial reports
- South Carolina Library Association conference in October.
- StoryWalk new at Collins Park
- Summer reading program

- Staff summer reading challenge
- Employee of the quarter was Donna B.

VII. ADJOURNMENT: There being no further business, Chair T. Moise adjourned the meeting at 5:17 p.m.

Next meeting: September 21, 2023



2024 Library Closings

FESTIVAL CLOSINGS:

March 9, 2024 - Surfside Beach closed Saturday	Surfside Beach BBQ Festival
October 5, 2024 - Surfside closed Saturday	Surfside Beach Family Festival
December 14, 2024 - Surfside close at 12:00 pm	Surfside Beach Christmas Parade
December 14, 2024 - Conway open at 1:00 pm	Conway Christmas Parade

****Dates are subject to change*

COUNTY HOLIDAYS/LIBRARY CLOSINGS:

Horry County Holidays 2024

New Year's Day (Monday) January 1, 2024
MLK Jr. Day (Monday) January 15, 2024
Good Friday, March 29, 2024
Memorial Day (Monday) May 27, 2024
Juneteenth (Wednesday) June 19, 2024
Independence Day (Thursday) July 4, 2024
Labor Day (Monday) September 2, 2024
Veteran's Day (Monday) November 11, 2024
Thanksgiving Day (Thursday) November 28, 2024
Thanksgiving Day-After (Friday) November 29, 2024
Christmas Holidays (Wednesday, December 25/Thursday, December 26
& Either Tuesday, December 24 or Friday, December 27)

Saturdays that are part of Horry County holiday weekend 2023

January 13, 2024 (MLK Jr. Weekend)
March 30, 2024 (between Good Friday & Easter Sunday)
May 25, 2024 (Memorial Day Weekend)
August 31, 2024 (Labor Day Weekend)
November 9, 2024 (Veteran's Day Weekend)
November 30, 2024 (Thanksgiving Weekend)
December 21, 2024 (Christmas Weekend)
December 28, 2024 (New Year's Eve)

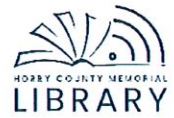
5:00 Closings

November 27, 2024 (Wednesday – before Thanksgiving)
December 16-20 and 23-27, 2024 (Week before and after Christmas)
December 30-31, 2024 (Two days before New Year's Day)

1:00 Opening: Honors Breakfast - December 19, 2024

Manager's Retreat: March 21, 2024

Professional Development Day: May 9, 2024



2024 Manager's Meetings

(Meetings begin at 9:00 am.)

- January 18
- February 15
- March 21 (Manager's Retreat)
- April 18
- May 16
- June 20
- July 18
- August 15
- September 19
- October 17
- November 21
- December 19 (Honors Breakfast)

2024 HCML Board of Trustees Meetings

(Meetings begin at 4:30)

- January 25
- March 28
- April 25
- June 27
- July 25
- August 22
- September 26
- October 24

** HCML Board of Trustee Meetings are not held in February, May, November, and December.

Horry County Investments
 Summary of Certificate of Deposit
 & Money Market Accounts
 For the Month Ended
 August 31, 2023

Date Opened	Maturity Date	Bank Name	Bank Rate	Account Number	Account Name	July Investment	Aug Interest	Aug Transfer In	Aug Transfer Out	Aug Investment	Date Closed
5/24/19		ST TREAS	5.42	2595	Thompson Estate- Library	684,180.64	3,247.96			687,428.60	
10/29/20		SYNOVUS	Gov	7750	Thompson Estate Library	4,179,089.08	15,320.72			4,194,409.80	
						\$4,863,269.72				\$4,881,838.40	



South Carolina Office of State Treasurer

Curtis M. Loftis, Jr.

Local Government Investment Pool

Statement of Account

08/01/2023 - 08/31/2023

HORRY COUNTY TREASURER THOMPSON ESTATE LIBRARY 1301 2ND AVE SUITE 1C09 CONWAY, SC 29526	Account Number:	2595
	Beginning Balance:	684,180.64
	Ending Balance:	687,428.60
	Average Balance:	684,180.64
	Average Interest Rate (365):	5.5895 %

Date	Description	Contributions	Withdrawals	Balance
08/01/2023	Beginning Balance			684,180.64
08/31/2023	Reinvestment	3,247.96		687,428.60

	Funds Received	Funds Withdrawn	Interest Earned
MTD	0.00	0.00	3,247.96
YTD	0.00	0.00	6,385.01

800 Shades Creek Parkway, Suite 350, Birmingham, AL 35209



Horry County Library
1301 2nd Avenue, Suite 1C09
Conway, SC 29526

Repurchase Statement

August 30, 2023

Account information:

Customer number: 001011117750

For Dates: 07/31/2023-08/31/2023

Call us

866-322-5619

This repurchase statement is for your records

Date	Maturity Date	Debit Amount	Rate	Interest	Maturity Amount
07/31/2023	08/01/2023	\$4,179,089.08	4.250 %	\$493.36	\$4,179,582.44
08/01/2023	08/02/2023	\$4,179,582.44	4.250 %	\$493.42	\$4,180,075.86
08/02/2023	08/03/2023	\$4,180,075.86	4.250 %	\$493.48	\$4,180,569.34
08/03/2023	08/04/2023	\$4,180,569.34	4.250 %	\$493.54	\$4,181,062.88
08/04/2023	08/07/2023	\$4,181,062.88	4.250 %	\$1,480.79	\$4,182,543.67
08/07/2023	08/08/2023	\$4,182,543.67	4.250 %	\$493.77	\$4,183,037.44
08/08/2023	08/09/2023	\$4,183,037.44	4.250 %	\$493.83	\$4,183,531.27
08/09/2023	08/10/2023	\$4,183,531.27	4.250 %	\$493.89	\$4,184,025.16
08/10/2023	08/11/2023	\$4,184,025.16	4.250 %	\$493.95	\$4,184,519.11
08/11/2023	08/14/2023	\$4,184,519.11	4.250 %	\$1,482.02	\$4,186,001.13
08/14/2023	08/15/2023	\$4,186,001.13	4.250 %	\$494.18	\$4,186,495.31
08/15/2023	08/16/2023	\$4,186,495.31	4.250 %	\$494.24	\$4,186,989.55
08/16/2023	08/17/2023	\$4,186,989.55	4.250 %	\$494.30	\$4,187,483.85
08/17/2023	08/18/2023	\$4,187,483.85	4.250 %	\$494.36	\$4,187,978.21
08/18/2023	08/21/2023	\$4,187,978.21	4.250 %	\$1,483.24	\$4,189,461.45
08/21/2023	08/22/2023	\$4,189,461.45	4.250 %	\$494.59	\$4,189,956.04
08/22/2023	08/23/2023	\$4,189,956.04	4.250 %	\$494.65	\$4,190,450.69
08/23/2023	08/24/2023	\$4,190,450.69	4.250 %	\$494.71	\$4,190,945.40
08/24/2023	08/25/2023	\$4,190,945.40	4.250 %	\$494.76	\$4,191,440.16
08/25/2023	08/28/2023	\$4,191,440.16	4.250 %	\$1,484.47	\$4,192,924.63
08/28/2023	08/29/2023	\$4,192,924.63	4.250 %	\$495.00	\$4,193,419.63
08/29/2023	08/30/2023	\$4,193,419.63	4.250 %	\$495.06	\$4,193,914.69
08/30/2023	08/31/2023	\$4,193,914.69	4.250 %	\$495.11	\$4,194,409.80
Total		\$96,285,496.99		\$15,320.72	

Average Daily Investment Amount For Month: \$4,186,325.96

Average Daily Rate Amount For Month: 4.250 %

Average Daily Interest Amount For Month: \$666.12

What you need to do

Please review the statement details above to insure the information coincides with your records and retain. If the information does not agree with your records, please notify us immediately.

In the event of default, the customer will have the right to direct the bank to sell the securities and apply the proceeds in satisfaction of any repo seller liability and the bank will not exercise its right of substitution.

Securities are Not FDIC Insured, are not an obligation of or guaranteed by Synovus Bank, and involve investment risks including loss of principal.

Libraries Administration Building

As of April 29, 2022

100-10-126-000-520-000-520050
200-10-126-101-540-000-540016

	PO/Contract		Actual	Encumbrance	Balance
	Budget	Number			
Preconstruction Phase					
1.0 Survey	1,800.00	20001139	1,800.00	-	-
1.1 Asbestos Spec Plan Analysis & Air Monitoring	14,645.00	21001934	14,645.00	-	-
1.2 Demolition & Environmental	24,950.00	21001806	24,950.00	-	-
		20001387			
1.3 Architects Design PH 1, 2 & 3	64,000.00	21000857	89,000.00	16,600.00	(25,000.00)
1.4 Miscellaneous	-	-	432.20	(432.20)	-
1.5 Project Management	-	-	-	-	-
1.8 Internal Project Management	-	-	-	-	-
Subtotal	105,395.00		114,227.20	16,167.80	(25,000.00)
New Structure Construction Phase					
2.1 Building	-	-	-	-	-
2.2 IT - Owner Furnished	-	-	-	-	-
2.3 Owner Costs	-	-	-	-	-
2.4 Site Trailer/Utilities	-	-	-	-	-
2.5 Tap Fees	-	-	-	-	-
2.6 Special Inspections	-	-	-	-	-
3.0 Contingency	-	-	-	-	-
Subtotal	-		-	-	-
Total Spending	105,395.00		130,395.00	114,227.20	16,167.80 (25,000.00)
Funding					
In House Maintenance & Repair	14,300.00		14,300.00	-	-
Capital Project Funding	1,860,000.00		99,927.20	1,760,072.80	-
Total Funding	1,874,300.00		114,227.20	1,760,072.80	-



Item VI

Director's Report, August 2023

Meeting Date, September 28, 2023

Request for Approval:

1. Regular Meeting Minutes: August 24, 2023
2. Funds for HCML Honors Breakfast
3. Honors Breakfast Date Change
4. 2024 Library Closings

Next Meeting: Thursday, October 26, 2023, 4:30 p.m.
 Horry County Government & Justice Center
 Multipurpose Room D

I. Updates

Library Administration Building Update:

John Barnhill, Director of Horry County Construction and Maintenance states the following:

"Pella brought the templates for the curved windows to the site and did a test fit last week. Looks like all of the windows but one will be here in 8 -10 weeks. One large window will be 14 weeks out. We are scheduling the project to be put back out to bid in early October. So, we will receive bids Mid November."

Thompson Bequest Financial Update:

August 2023 Financials Attached

Staff Updates:

Added Employees

- Surfside Beach: Library Assistant, Part-time, effective August 28, 2023*
- Technical Services: Library Assistant, Fulltime, effective 9/11/2023*
- North Myrtle Beach: Library Assistant, Fulltime, effective 9/25/2023*
- North Myrtle Beach: Library Assistant, Fulltime, effective 9/25/2023*

Withdrawn Employees

Library Administration: Library Substitute, effective 8/30 /2023

Employee Transfers

None

Employee Promotions

None

FMLA (Family Medical Leave Act)

Employee 1

Intermittent Leave for Personal Medical; expires 10/13/2023

Employee 2

Maternity Leave; expires 10/30/2023

Light Duty

Socastee Library: Fulltime Employee; expires 12/20/2023

Current Vacancies

Surfside Beach: Library Page

II. Library Visits (July 1- July 30, 2023):

Tracey Elvis-Weitzel

August

8/1: Conway Library (Staff Visits/Deposit Issue)

8/1: StoryWalk® at Collins Park in Conway

8/4: Loris Library (Staff Visits/Manager Evaluation & Goals Review)

8/5: Carolina Forest Library (Brave Story Hour Event)

8/9: Carolina Forest Library (Staff Visits/Manager Evaluation & Goals Review)

8/15: Technical Services (Budget Discussion)

8/17: Surfside Beach Library (Staff Visits / Manager's Meeting)

Lynn McKiernan Doyle

August

8/1: Conway Library (Staff Visits/Deposit Issue)

8/1: StoryWalk® at Collins Park in Conway

8/4: Loris Library (Staff Visits/Manager Evaluation & Goals Review)

8/9: Carolina Forest Library (Staff Visits/Manager Evaluation & Goals Review)

8/14: Worked at Loris Library for Manager

8/15: Reference Meeting

8/15: Technical Services (Budget Discussion)

8/17: Surfside Beach Library (Staff Visits / Manager's Meeting)

8/21: Interviews for Technical Services Library Assistant

8/22: Interviews for Technical Services Library Assistant

8/24: Interviews for Technical Services Library Assistant

Meetings & Professional Development:

August

8/1: Vendor Meeting: cloudLibrary Digital Magazines (Lynn / Tracey)

8/2: Melissa S: Manager Evaluation & Goals Review (Lynn / Tracey)

8/2: Megan D: Manager Evaluation & Goals Review (Lynn / Tracey)

8/2: John W: Manager Evaluation & Goals Review (Lynn / Tracey)

8/2: Horry County First Steps (Lynn)

8/3: Kim C: Manager Evaluation & Goals Review (Lynn / Tracey)

8/3: Jody G: Manager Evaluation & Goals Review (Lynn / Tracey)

8/7: Cheral: Manager Evaluation & Goals Review (Lynn / Tracey)

8/7: Lee B: Manager Evaluation & Goals Review (Lynn / Tracey)

8/9: Sara K: Manager Evaluation & Goals Review (Lynn / Tracey)

8/9: Sadina L: Manager Evaluation & Goals Review (Lynn / Tracey)

8/9: Material Selectors Meeting (Lynn / Tracey)

8/10: Veronica S: Manager Evaluation & Goals Review (Lynn / Tracey)

8/11: Policy & Procedures for Communities Connect Grant (Lynn / Tracey)

8/15: Manager's Meeting (Lynn / Tracey)

8/24: Board of Trustees Meeting (Lynn / Tracey)

8/25: SC Library Association Management Section (Tracey)

8/28: Meeting with Staff Person (Lynn / Tracey)

8/29: Bookmobile Schedule Meeting

III. Closed Days

August

08/20/2023: All Libraries closed at 5:00 pm due to the impending arrival of Hurricane Idalia.

8/21/2023: All Libraries had a delayed opening at 10:00 am due to the arrival of Hurricane Idalia.

IV. Other:

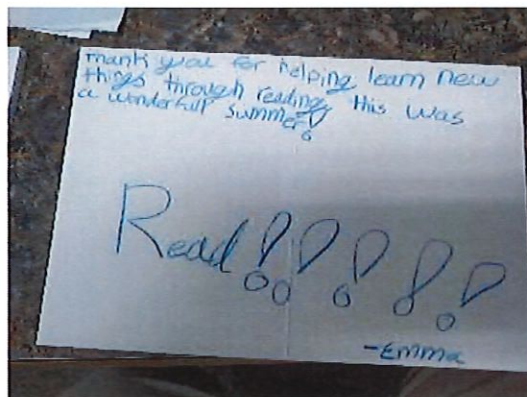
1. HCML's first StoryWalk® was installed at Collins Park in Conway, August 1, 2023.
2. Horry County First Steps awarded Horry County Memorial Library with an \$8,900 grant to install an additional StoryWalk® in Horry County.
3. Director and Assistant Director were notified the Library was awarded the \$50,000 Impact Grant they submitted in February. This grant will provide materials to install at least 6 additional StoryWalk® projects throughout Horry County.
4. Youth Services Librarians participated in Horry County Schools Staff Development for School Media Specialists.
5. Lee Brown, Socastee Library Branch Librarian, has been nominated for the 2023 *I Love My Librarian Award* by the Horry County Literacy Council.
6. Fifteen (15) library staff have registered to become a Notary Public. This will be a free service offered to the community.
7. Notable Monthly Statistics:
 - 109,227 items were checked out
 - 1,278 new library cards were issued
 - Wi-Fi used 2,311 times
 - 27,144 pages printed by patrons
 - 44,287 customer traffic count
8. Summer Reading statistics are attached.
9. The HCML Organizational Chart is attached with staff names and positions.
10. The FY24 Library Director Goals are attached.
11. Library Administration renovation costs to date are attached.
12. It has been proposed that HCML Board of Trustee meetings be held at various library locations.

V. Library Updates:

Aynor Library

August

- Aynor Library staff will be working with Bookmobile staff to plan programs and events for Aynor Senior Center.
- Statistics show an increase in new cards issued for the month of August. Staff share library information via the Aynor Residents Facebook group. New homes being built are bringing new people to the community. New families are visiting the library and acquiring library cards.
- Aynor had two, one-on-one technology help sessions this month. One was moving pictures from six different phones to a new phone. The patron had pictures of her son that she did not know how to move. She was happy staff were able to relocate the files to the new phone. The second one-on-one session was assisting a patron with updating an email password online and on a phone.



A thank-you note from a young reader after Summer Reading

Bookmobile

August

- The Bookmobile has been off the road several weeks because a staff person was out on medical leave. Services continued to be provided by using the Library van loaded with books.
- Many Assisted Living and Senior Centers have been added to the Bookmobile schedule.
- Summer Reading participation far exceeded any year prior. Adults and children participated and were given medals, certificates and prizes.

Bucksport Library

August

- Horry County Fire and Rescue visited storytime. The children really enjoyed the firemen. They read stories, demonstrated how to be safe in case of fire, and how to escape. They also showed them how the fire engine works and how a fireman puts on his gear when going to a fire. Each child received a backpack from the firemen filled with school supplies.
- Bucksport Library supplied Backpacks filled with school supplies to the children at the James R. Frazier Community Center.
- The AWE computer had 379 sessions during August. The children love the programs on this computer.



Storytime with Horry County Fire and Rescue

Carolina Forest Library

August

- This summer, due to a concerted effort to create an efficient rotating schedule, the library was able to successfully utilize volunteers. Previously, apart from the Friend's Book Nook and Book Sales, the use of volunteers had been sporadic. Volunteers occasionally helped at programs or with dusting but were often underutilized. This summer, volunteers have been an essential part in keeping up with shelving during the busy summer months. Their help has been invaluable. The branch will continue to use this system of scheduling volunteers in the future.
- The children's End of Summer Reading Pizza Party was a huge success. This year, the event was split up into two sessions (one at 10:30 am and one at 12:00 pm) so that more patrons would be able to attend. 173 people attended and enjoyed pizza and snacks. Children were given out medals, a book, and a certificate.

Summer Reading prize winners were telephoned to pick up their prizes after the party.

- The Branch Librarian created new shelf talkers to help customers find frequently requested topics in the Non-Fiction sections, such as True Crime, Travel, Technology, and Business. Youth Services staff intend to make similar wayfinding signs for children's topics, which will help customers find books.



New shelf talkers at Carolina Forest Library

Conway Library **August**

- First Choice by Select Health of South Carolina invited Conway Library staff to participate in the Jump Start Back to School event at Conway Elementary on August 12th. Conway staff interacted with 282 families and gave out free school supplies to over 600 students.
- Conway Library staff fill the library at the Shepard's Table each month. In August, they added filling the Little Free Libraries around Conway, as well as the library in the Acute Adolescent Care facility at Lighthouse Behavioral Health Center.
- Conway Library staff initiated a partnership with Horry & Georgetown County Meals on Wheels. All library locations are collecting much needed items to benefit surrounding communities.



A pop-up storytime at Collins Park

Green Sea-Floyds Library August

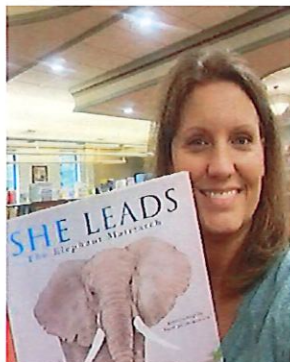
- The Youth Services Library Assistant was invited to the 2023-24 Open House at Green Sea-Floyds Elementary School. She spotted a number of familiar faces, as well as some new ones. She was delighted to raise awareness of library services among local families.
- The Library Branch Manager was accepted into the Local Government Leadership Institute held in Lake City, SC. She will go for two days each month, October through April, to meet with other local government employees and learn about local government and leadership.
- The Friends of the Library won a grant to provide Off Lights to readers who are visually impaired.



Open House at Green Sea-Floyds Elementary School

Little River Library August

- The 2023 Summer Reading Awards Ceremony was held on August 1. Each child was awarded a Summer Reading medal and certificate. Following the ceremony, the children celebrated with a photo booth and party.
- Author June Smalls surprised Little River Library with a visit while on vacation in Myrtle Beach. She is the author of the children book "*She Leads*."
- Little River Medical Center set up a table on August 14 to provide the public with health insurance information for adults and children. They gave away tote bags, medicine holders and other goodies.



June Smalls, author of *She Leads*

Loris Library August

- Local author/retired pastor, James Anderson, hosted a book signing/book talk on Thursday, August 3. Prior to the signing, Mr. Anderson donated a copy of his latest book to the library.
- The Summer Reading Program wrapped up with a visit from Coastal Carolina University's mascot, Chauncey.
- Local author Tonya Lowe attended Loris Book Club's August meeting as the group discussed her book *Under the Magnolias*. All the ladies in attendance enjoyed the book and the new members were thrilled to meet Tonya in person.



Chauncey visits Loris Library

North Myrtle Beach Library August

- Following Summer Reading, Youth Services staff redesigned the bulletin board at the children's service desk to highlight upcoming monthly events. "The Library is the Place to Beel!" theme is simple, modern, and does a great job directing attention to events. The display includes honeycomb cutouts that make it easy to update each month.
- Instead of placing recently returned material on endcap and other displays, staff use their skills to curate and promote checkouts. Among other patron compliments, one patron showed staff a picture of his father with a group of WWII soldiers in one of the items he selected from an endcap.
- Staff continue to keep up with mobile technology, taking time to help patrons troubleshoot and demonstrating lesser known functions like saving PDFs to mobile devices when opportunities arise.



"The Library is the Place to BEE! Events Board

Socastee Library
August

- The Branch Librarian has applied to become a Notary Public in order to offer this free service to the Socastee community.
- Socastee Library staff celebrated the 99th birthday of a patron turning 99 years old. Mr. Jack is also a World War II veteran.
- Staff are looking closely at the collection in order to rearrange and create additional space within the stacks.



Mr. Jack's 99th Birthday party

Surfside Beach Library
August

- The Children's Summer Reading Awards Ceremony hosted 160 attendees with children receiving their reading medals and certificates. Tickets were drawn from each of the separate prize raffles with a handful of winners in attendance to claim their prizes in person.
- Twelve 6th grade students and their teacher from St. James Intermediate School visited the library on August 29. They selected books from a display of 900 and higher Lexile books. This partnership worked out well, with several students receiving their first library card during the session.
- The library partnered with South Carolina Vocational Rehabilitation to host a "job tryout" candidate that conducted paging duties. The candidate provided 53 ½ hours of service over the course of four weeks. Job skills including attendance, punctuality, teamwork, safety, productivity, quality and fostering good work habits were introduced. It was a learning experience for all involved and a noteworthy attempt with initiating a partnership with Vocational Rehabilitation.



Summer Reading Awards Celebration

Interlibrary Loans


August 2023

- Borrowed **414** items from other institutions
- Loaned **204** items to other institutions

VI. Attachments:

1. HCML Board Meeting Minutes: August 2023
2. Proposed 2024 Library Closings
3. Thompson Bequest Funds Update: August 2023
4. Library Administration Renovation Costs
5. Horry County Memorial Library Budget Report: August 2023
6. Public Service Activity Statistics: August 2023
7. Horry County Memorial Library Board of Trustees
8. Horry County Memorial Library Organizational Chart
9. FY24 Library Director Goals
10. Summer Reading 2023 Statistics

Horry County Library Department Fiscal Year 2023-2024
Summary by Fund
Preliminary August, 2023 Year-to-Date

	Operating	Grants Fund	Gifts-Conway Library Endowment	Fiduciary-Library Endowment	Capital Projects Fund
	Fund 100 Department 126	Fund 490	Fund 486	Fund 830	Fund 200
Intergovernmental	\$ 197,507	\$ 879	\$ -	\$ -	\$ -
Fees/Fines	11,040	-	-	-	-
Interest/Other	-	-	\$ -	-	-
Total Revenues	208,548	879	-	-	-
Personnel Costs	472,528	-	-	-	-
Contractual Services	186,602	-	-	-	-
Supplies & Materials	106,609	-	-	-	-
Business & Transportation	2,954	-	-	-	-
Other	42,126	879	-	-	-
Capital Outlay	-	-	-	-	-
Total Expenditures	810,819	879	-	-	-
Subtotal - Net Surplus (Deficit) before Transfers	(602,271)	-	-	-	-
Transfer In	-	-	-	-	-
Transfer Out	-	-	-	-	-
Total Net Surplus / (Deficit) taken from Fund Balance	\$ (602,271)	\$ -	\$ -	\$ -	\$ -
Est. Available Fund Balance (General Fund Unassigned)	\$ (602,271)	\$ -	\$ 4,845,649	\$ 47,452	\$ 336,863

Summary of Operating Revenue & Expenditures
Fund 100 Department 126
Preliminary August, 2023 Year-to-Date

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
REVENUES:								
Intergovernmental								
411008	State-library	(789,812.00)	-	(789,812.00)	(197,507.38)	\$	\$ (592,304.62)	25.0%
411020	State-lottery	-	-	-	-		\$	
Fees/Fines								
420000	Fees-copies	(75,000.00)	-	(75,000.00)	(6,808.92)	-	(68,191.08)	9.1%
420027	Fees-library	(35,000.00)	-	(35,000.00)	(4,231.30)	-	(30,768.70)	12.1%
Other								
470009	Insurance proceeds	-	-	-	-	-	-	#DIV/0!
Total Revenues		(899,812.00)	-	(899,812.00)	(208,547.60)	-	(691,264.40)	23.2%
EXPENDITURES:								
Personnel Costs								
500000	Salaries-regular	2,685,402.00	-	2,685,402.00	293,339.31	-	2,392,062.69	10.9%
500001	Salaries-overtime	350.00	-	350.00	0.75	-	349.25	0.2%
500003	Salaries-temporary	170,120.00	-	170,120.00	8,276.34	-	161,843.66	4.9%
500005	Board members	2,000.00	-	2,000.00	-	-	2,000.00	0.0%
500006	Taxes-FICA	202,157.00	-	202,157.00	22,557.89	-	179,599.11	11.2%
500007	Retirement-regular	498,439.00	-	498,439.00	54,660.35	-	443,778.65	11.0%
500009	Unemployment compensation	-	-	-	-	-	-	100.0%
500010	Insurance-health	525,858.00	-	525,858.00	86,531.64	-	439,326.36	16.5%
500011	Insurance-life	5,528.00	-	5,528.00	854.39	-	4,673.61	15.5%
500012	Insurance-workers comp	12,047.00	-	12,047.00	857.62	-	11,189.38	7.1%
500013	Insurance-bond	544.00	-	544.00	369.53	-	174.47	67.9%
500014	Insurance-tort	6,632.64	-	6,632.64	1,071.00	-	5,561.64	16.1%
500016	Insurance supplemental tort	1,345.00	-	1,345.00	213.50	-	1,131.50	15.9%
500018	HR Employee medical	22,774.00	-	22,774.00	3,795.66	-	18,978.34	16.7%
500034	Gift	14,539.00	-	14,539.00	-	-	14,539.00	0.0%
Contractual Services								
510000	Electricity	310,666.27	-	310,666.27	24,000.18	-	286,666.09	7.7%
510001	Water & sewer	24,909.72	-	24,909.72	976.42	-	23,933.30	3.9%
510002	Telephone	10,000.00	-	10,000.00	1,553.58	-	8,446.42	15.5%
510003	Cellular & data	36,733.86	-	36,733.86	5,117.70	-	31,616.16	13.9%
510005	Professional services	25,000.00	-	25,000.00	8,337.50	-	16,662.50	33.4%
510006	Service contracts	39,887.53	-	39,887.53	22,673.71	8,128.48	9,085.34	77.2%
510007	Advertising & signs	1,300.00	-	1,300.00	-	-	1,300.00	0.0%

Summary of Operating Revenue & Expenditures

Fund 100 Department 126

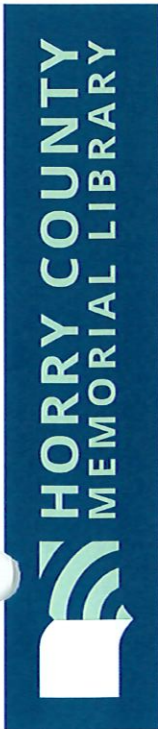
Preliminary August, 2023 Year-to-Date

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
510008	Rents & leases	13,494.04	-	13,494.04	2,472.02	10,025.98	996.04	92.6%
510010	Insurance-bldg/contents	82,566.20	-	82,566.20	13,112.38	-	69,453.82	15.9%
510011	Insurance-vehicle	5,863.37	-	5,863.37	1,076.27	-	4,787.10	18.4%
510012	Insurance-other	237.51	-	237.51	37.70	-	199.81	15.9%
510014	Computer services	164,921.75	-	164,921.75	92,334.42	31,452.56	41,134.77	75.1%
510015	Storm water fees	3,326.32	-	3,326.32	-	-	3,326.32	0.0%
510019	Pest control	7,378.75	-	7,378.75	-	-	7,378.75	0.0%
510024	Maintenance service contracts	-	36,570.60	36,570.60	13,933.77	22,636.60	0.23	100.0%
510025	Refunds and overpayments	500.00	-	500.00	-	-	500.00	0.0%
510033	Inter library loan charges	400.00	-	400.00	-	-	400.00	0.0%
510053	Credit card fees	12,003.69	-	12,003.69	976.21	4,632.00	6,395.48	46.7%
Supplies & Materials								
520000	Furniture non-capital	22,280.55	-	22,280.55	140.38	-	22,140.17	0.6%
520001	Printing & binding	8,500.00	-	8,500.00	370.68	-	8,129.32	4.4%
520002	Postage	1,500.00	-	1,500.00	30.96	-	1,469.04	2.1%
520004	Office supplies	26,000.00	-	26,000.00	3,707.86	-	22,292.14	14.3%
520007	Equipment non-capital	11,310.73	-	11,310.73	-	-	11,310.73	0.0%
520012	Food Supplies	1,000.00	-	1,000.00	-	-	1,000.00	0.0%
520013	Cleaning supplies	16,500.00	-	16,500.00	1,940.47	-	14,559.53	11.8%
520016	Specialized supplies	45,323.43	-	45,323.43	4,078.65	-	41,244.78	9.0%
520017	Uniforms & clothing	1,100.00	-	1,100.00	-	-	1,100.00	0.0%
520018	Books & educational supplies	450,000.00	-	450,000.00	71,939.63	413,531.00	(35,470.63)	107.9%
520020	Libra Maint InHse Repairs&Main	101,850.00	-	101,850.00	5,393.78	-	96,456.22	5.3%
520025	Audio visual supplies	100,000.00	-	100,000.00	-	-	100,000.00	0.0%
520026	E-books	405,000.00	-	405,000.00	-	-	405,000.00	0.0%
520027	Electronic resources	60,088.85	-	60,088.85	18,901.00	-	41,187.85	31.5%
520029	Periodicals	45,000.00	-	45,000.00	-	-	45,000.00	0.0%
520030	IT equipment non-capital	27,652.77	-	27,652.77	-	-	27,652.77	0.0%
520099	Mang Print Serv Allocations	26,235.49	-	26,235.49	105.60	-	26,129.89	0.4%



Summary of Operating Revenue & Expenditures
 Fund 100 Department 126
 Preliminary August, 2023 Year-to-Date

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
Business & Transportation										
530000	Memberships & dues	2,885.18	-	2,885.18	682.17	-	2,203.01	23.6%		
530001	Training & meetings	10,300.00	-	10,300.00	1,066.70	-	9,233.30	10.4%		
530003	Gas & lubricants	20,000.00	-	20,000.00	823.37	-	19,176.63	4.1%		
530005	Maintenance-vehicle	15,184.00	-	15,184.00	382.07	-	14,801.93	2.5%		
Other										
580001	Vehicle cost recovery	42,756.00	-	42,756.00	7,126.00	-	35,630.00	16.7%		
584046	Chapin Library	35,000.00	-	35,000.00	35,000.00	-	-	100.0%		
580031	Over/short	-	-	-	(0.11)	-	0.11	100.0%		
Transfer Out										
582000	Transfer out	100,000.00	-	100,000.00	-	-	100,000.00	0.0%		
Total Expenditures \$		6,462,391.65	\$	36,570.60	\$	810,819.05	\$	490,406.62	\$	5,197,736.58



Summary of Capital Projects Revenue & Expenditures
Fund 200 Department 126

Preliminary August, 2023 Year-to-Date

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
REVENUES:								
Transfer In								
480010	Transfer for general	\$ (100,000.00)	\$ -	\$ (100,000.00)	\$ -	\$ -	\$ (100,000.00)	0.0%
480030	Transfer for Libr Thomp Estate	-	-	-	-	-	-	#DIV/0!
	Total Revenues	(100,000.00)	-	(100,000.00)	-	-	(100,000.00)	0.0%
EXPENDITURES:								
Capital Outlay								
540016	Library Capital projects	100,000.00	-	100,000.00	-	-	100,000.00	0.0%
540016	Convy LibEndowCapital projects	-	236,862.78	236,862.78	-	-	236,862.78	0.0%
540016	Capital projects-Aynor	-	-	-	-	-	-	#DIV/0!
540016	Capital projects-Bookmobile	-	-	-	-	-	-	#DIV/0!
540016	Capital projects-Bucksport	-	-	-	-	-	-	#DIV/0!
540016	Capital projects-GS Floyds	-	-	-	-	-	-	#DIV/0!
540016	Capital projects-Little River	-	-	-	-	-	-	#DIV/0!
540016	Capital projects-Socastee	-	-	-	-	-	-	#DIV/0!
540032	Loris Library Land/Parking	-	-	-	-	-	-	0.0%
Contingency								
550000	Lib Contingency	-	-	-	-	-	-	#DIV/0!
Other								
580014	Library RFID	-	-	-	-	-	-	#DIV/0!
	Total Expenditures	\$ 100,000.00	\$ 236,862.78	\$ 336,862.78	\$ -	\$ -	\$ 336,862.78	

Horry County Memorial Library
Public Service Activity for August 2023
Monthly

	Circulation This Month	Circulation This Month Last Year	Percent Change	In-house Use This Month	In-house Use This Month Last Year	Percent Change	Event Attendance This Month	Event Attendance This Month Last Year	Percent Change	Meeting Rm Attendance This Month	Meeting Rm Attendance This Month Last Year	Percent Change
Aynor	1,971	2,541	-22.4%	48	70	-31.4%	138	239	-42.3%	2	5	-60.0%
Bookmobile	1,736	718	141.8%	0	0	0.0%	155	74	109.5%	0	0	0.0%
Bucksport	916	909	0.8%	2	43	-95.3%	147	146	0.7%	0	5	-100.0%
Carolina Forest	17,633	16,704	5.6%	503	542	-7.2%	449	460	-2.4%	239	252	-5.2%
Conway	13,712	14,439	-5.0%	311	903	-65.6%	584	552	5.8%	195	158	23.4%
Green Sea/Floyds	1,162	1,461	-20.5%	98	53	84.9%	276	244	13.1%	11	12	-8.3%
Little River	3,047	3,494	-12.8%	125	20	525.0%	225	314	-28.3%	19	9	111.1%
Loris	2,176	1,981	9.8%	15	157	-90.4%	83	62	33.9%	21	76	-72.4%
North Myrtle Beach	13,393	13,300	0.7%	391	526	-25.7%	590	721	-18.2%	202	252	-19.8%
Socastee	14,371	15,012	-4.3%	1	150	-99.3%	1,242	700	77.4%	574	524	9.5%
Surfside Beach	11,415	11,816	-3.4%	1,005	280	258.9%	723	489	47.9%	526	578	-9.0%
Library To Go	48	0	0.0%									
cloudlibrary	18,542	17,019	8.9%									
hoopla	8,463	7,884	7.3%									
ILL borrowing	442	280	57.9%									
ILL lending	200	95	110.5%									
Total	109,227	107,653	1.5%	2,499	2,744	-8.9%	4,612	4,001	15.3%	1,789	1,871	-4.4%

	Public Printing This Month	Public Printing This Month Last Year	Percent Change	Computer Access This Month	Computer Access This Month Last Year	Percent Change	Wi-Fi Use This Month	Wi-Fi Use This Month Last Year	Percent Change	Reference Questions This Month	Reference Questions This Month Last Year	Percent Change
Aynor	877	1,120	-21.7%	249	203	22.7%	44	60	-26.7%	114	105	8.6%
Bookmobile	0	0	0.0%	4	4	0.0%	4	6	-33.3%	19	2	850.0%
Bucksport	301	294	2.4%	51	44	15.9%	36	33	9.1%	125	298	-58.1%
Carolina Forest	2,689	3,977	-32.4%	679	736	-7.7%	623	555	12.3%	227	161	41.0%
Conway	7,442	6,831	8.9%	1,194	895	33.4%	500	419	19.3%	287	160	79.4%
Green Sea/Floyds	356	425	-16.2%	138	195	-29.2%	56	53	5.7%	100	53	88.7%
Little River	1,858	1,925	-3.5%	324	259	25.1%	105	122	-13.9%	266	252	5.6%
Loris	1,536	1,889	-18.7%	191	241	-20.7%	61	52	17.3%	72	15	380.0%
North Myrtle Beach	3,934	3,209	22.6%	1,241	785	58.1%	243	244	-0.4%	352	152	131.6%
Socastee	4,260	3,838	11.0%	1,001	734	36.4%	344	287	19.9%	439	56	683.9%
Surfside Beach	3,891	2,952	31.8%	854	735	16.2%	295	338	-12.7%	292	166	75.9%
Library To Go												
Total	27,144	26,460	2.6%	5,926	4,831	22.7%	2,311	2,169	6.5%	2,293	1,420	61.5%

	New Customers Registered This Month	New Customers Registered This Month Last Year	Percent Change	Customer Traffic Count This Month	Customer Traffic Count This Month Last Year	Percent Change	Enterprise / Website Users This Month	Enterprise / Website Users This Month Last Year	Percent Change
Aynor	24	22	9.1%	869	981	-11.4%			
Bookmobile	23	0	0.0%	50	88	-43.2%			
Bucksport	2	10	-80.0%	531	514	3.3%			
Carolina Forest	269	252	6.7%	7,598	7,256	4.7%			
Conway	264	218	21.1%	8,163	7,439	9.7%			
Green Sea/Floyds	6	17	-64.7%	1,156	1,193	-3.1%			
Little River	86	99	-13.1%	2,944	3,175	-7.3%			
Loris	26	104	-75.0%	1,199	1,228	-2.4%			
North Myrtle Beach	152	129	17.8%	6,736	6,260	7.6%			
Socastee	229	145	57.9%	7,753	7,004	10.7%			
Surfside Beach	197	179	10.1%	7,288	7,251	0.5%			
Library To Go	0	0	0.0%						
Total	1,278	1,175	8.8%	44,287	42,389	4.5%	12,713	11,710	8.6%

Horry County Memorial Library Board of Trustees

FY 2024

District	Council Person	Board Member	Address/Phone/Email	Term	Board Office Currently Held	Prior Board Office Held
1	Jenna L. Dukas	Suzanne Lotts	5211 Windy Pines Drive North Myrtle Beach, SC 29582 Home: (843) 390-2395 Cell: (706) 201-4399 Email: slotts47@gmail.com	1 st : 7/1/23 – 6/30/27	Secretary 7/27/23-6/30/2025	
2	Bill Howard	Linda Kiger	7415 Catena Lane Myrtle Beach, SC 29572 Phone: (336) 413-8850 Email: lghkiger@gmail.com	1 st : 8/15/23-6/30/25		
3	Dennis DiSabato	Marilyn Keyser	417 Highfield Loop Myrtle Beach, SC 29579 Cell: (843) 503-2794 Email: marilynkeyser@yahoo.com	1 st : 9/5/23 - 6/30/27		
4	Gary Loftus	Sheri Barrow	1551 Deer Park Lane Surfside Beach, SC 29575 Cell: (706) 781-4190 Email: sheribarrow@me.com	1 st : 7/18/23 – 6/30/27		
5	Tyler Servant	Vacant				
6	Cam Crawford	Pamela Butler	14 Cimerron Drive Myrtle Beach, SC 29588 Cell: (843) 222-2818 Email: pam.butler59@gmail.com	1 st : 7/1/23 – 6/30/25		

7 Tom Anderson	Stephen Woodard	140 Windmeadows Drive Conway, SC 29526 Phone: (843) 772-0117 – (914) 388-1250 Email: S42118@aol.com	1 st : 8/15/23 – 6/30/270		
8 Michael Masciarelli	Dr. Catheryn Weitman	2573 Hunters Trail Myrtle Beach, SC 29588 Home: (843) 234-3321 Cell: (954) 242-6950 Email: CJWRLS@gmail.com	1 st : 7/1/23 – 6/30/25		
9 R. Mark Causey	Teresa Moise	1556 Colts Neck Road Loris, SC 29569 Home (843) 756-4929 Cell: 843-340-5929 Email: tmoise1955@aol.com	1 st : 8/21/12 – 6/30/16 2 nd : 7/1/16 – 6/30/20 3 rd : 7/1/20-6/30/24	Chairperson 8/27/15 - present	
10 Danny Hardee	Katherine Nieuwenhuis	PO Box 445 (8961 Elvington Road) Nichols, SC 29581 Home: (843) 392-1467 Cell: 843-582-2772 Email: nieuwenk@yahoo.com	1 st : 7/18/23 – 6/30/27		
11 Al Allen	Lisa Ricketts	1021 Dogwood Street Aynor, SC 29511 Home: (843) 358-0804 Cell: (843) 283-5477 Email: libraryladylisa@aol.com	3/7/2023-6/30/2023 7/1/2023-6/30/2027		
Clerk to Council	Ashley Carroll	1310 2 nd Avenue Conway, SC 29526 Work: (843) 915-5120 Email: carrolla@horrycountysc.gov			

Number of members constituting a full Board: 11

Schedule of Regular Meetings: 4:30 p.m. on 4th Thursday of each month, unless otherwise notified

No meetings: February, May, November and December

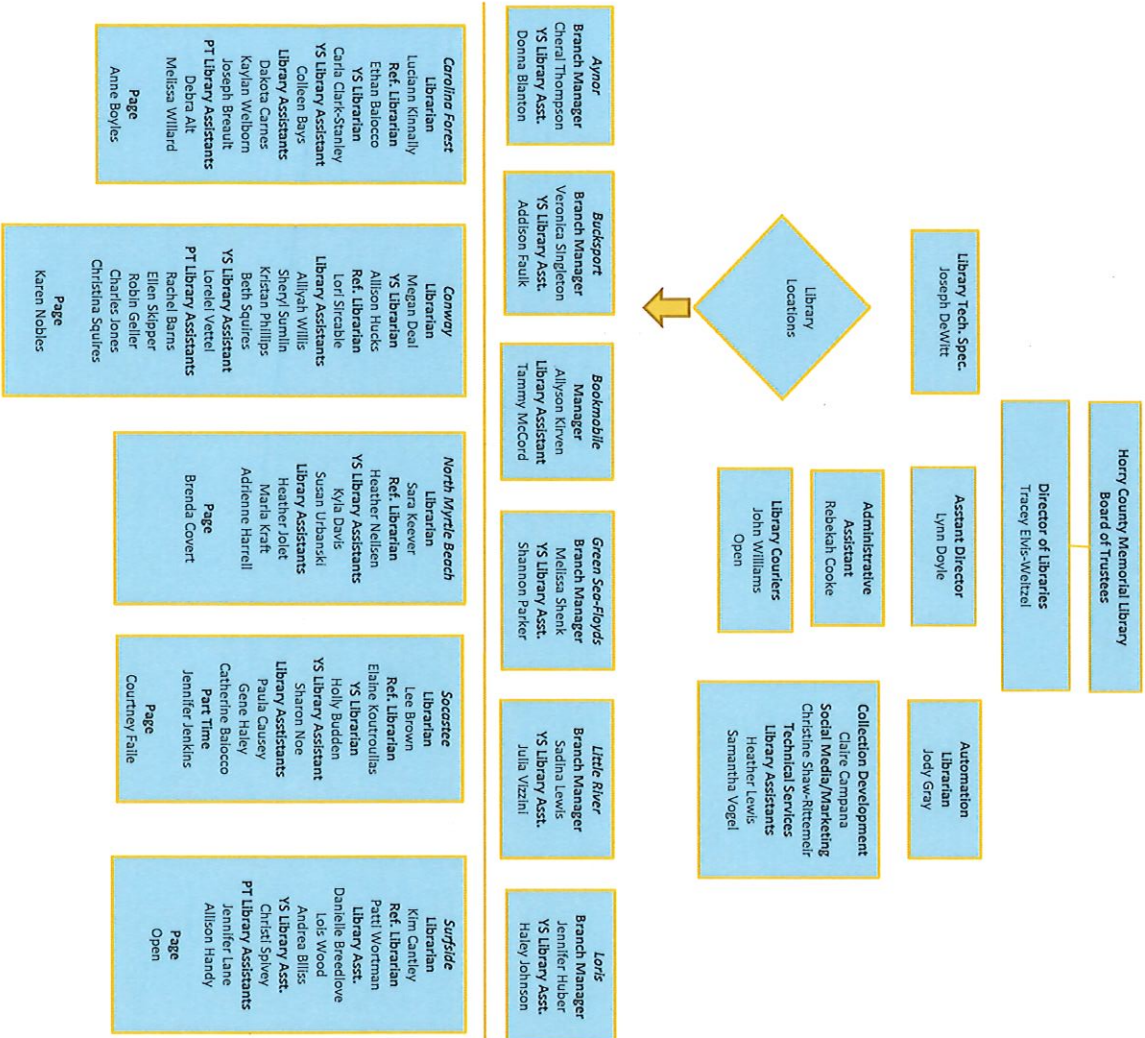
Meetings are held at Library Administration building, 1008 Fifth Avenue, Conway, SC, unless otherwise stated

Notify Library Administration if you are unable to attend, 843-915-5285 or hcmladmin@horrycounty.org



HCML Organizational Chart

Chain of Command



Horry County Memorial Library
Director of Library – Yearly Goals FY24
Tracey Elvis-Weitzel



1. Continue building expansion and refurbishment projects.

2. Implement a new, more efficient ILS (Integrated Library System) and Library website which are more efficient and user-friendly for staff and patrons.

3. Create a comprehensive staff training program which includes, but is not limited to, the following:
 - a. ILS
 - b. Tyler Cashiering
 - c. Interlibrary Loans (ILLs)
 - d. Customer Service
 - e. Dealing with Disgruntled Patrons
 - f. Social Media/Marketing
 - g. Technology

HORRY COUNTY MEMORIAL LIBRARY

SUMMER READING 2023



TOTAL REGISTRANTS = 4,436

Early Literacy (ages 0-5): 661
Children (ages 6-11): 1,320
Teens (ages 12-17): 139
Adults (ages 18+): 2,316

PARTICIPATION NUMBERS

3,679 Completed at least one activity
2,903 Completed the entire program

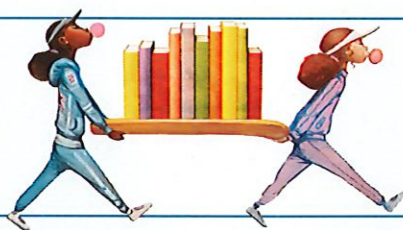


NUMBER OF PROGRAMS = 583

Early Literacy (ages 0-5): 183
Children (ages 6-11): 152
Teens (ages 12-17): 51
Adults (ages 18+): 75
All Ages: 122

TOTAL PROGRAM ATTENDEES

14,789



OUTREACH

of sessions: 184
of attendees: 3,398

PASSIVE PROGRAMS

169



FUNDING PROVIDED

Local Funds: \$25,000
Grant/Friends/Sponsor Funds: \$11,600
Total = \$36,600

www.HCML.org
843-915-5285

**All
Together
Now**