



PCLS BOARD OF TRUSTEES MEETING MINUTES

Budget/Finance Committee Meeting

10:30 AM January 23, 2026

Captain Kimberly Hampton Memorial Library - Conference Room
304 Biltmore Road Easley, SC 29640

1. Discussion of PCLS FY27 Budget Proposal

Meeting started at 10:31 am. The Director, the Assistant Director, Mr. Kilburn, Dr. Wheeler and Ms. Pinkerton were present at this meeting.

Mr. Kilburn wants an overview of Munis System and to know who enters the information in Munis. The Director explained that the Finance Director (Ralph Guarino) and herself enter information into Munis. The library typically does not know what the budget is until the Finance Director enters it in Munis and then the board must move things around to suit the budget. The Director mentions that the board should oversee the budget. The Director has asked the County Administrator (Ken Roper) to have the County Budget Committee (Ralph Guarino - Finance Director, Alison Fowler – Assistant Administrator, Samantha Greer - HR Director and Dirk Ishiwata - Project Manager) to give the library a percentage or an amount to adjust the budget and allow the library board to decide where funds are allocated.

Mr. Kilburn clarified that the library board will submit a preliminary budget to county and then county will manipulate it. The Director stated that we won't see the changes to the budget until it is entered into Munis. This is difficult because the library cannot function as a county department, because the library board is supposed to have authority over the budget. The Director has asked county to have the library board more involved in the library budget process.

The Director stated the 3 new positions they are asking for this year is a reclassification of the outreach librarian to an outreach manager, a children's assistant, and a public relations assistant. This added \$40,000 to the budget for a reclassification and 2 new part-time positions.

Mr. Kilburn asked why the 2 part-time positions are needed. The Director explained that the children's program attendance has doubled and it's not safe to only have 1 person managing a program with 60 plus children's program attendees or 1 person managing 30 plus teen program attendees. The Director explained that our PR Manager is overwhelmed with all the website upkeep, printed media, signage design, press releases, Facebook posting, videos and pictures production. A part-time PR person would help to manage and grow the library's public interaction.

Mr. Kilburn asked about the State Library survey and the breakdown of the information that is collected and how it affects the budget. The Director explained about the services that are included in the printed materials category on the survey and further explained how Munis is going to have the overall total, including all the branches, of the budgeted amount for circulating materials.

Dr. Wheeler asked if the branch managers make recommendations about their budget and what they will spend. The Director confirmed that they do get input from the branch managers and they meet regularly with them to determine what each branch will need. They meet with all the library department managers to get input for the budget.

Ms. Pinkerton asked about any categories in Munis that show an account in the negative. The Director explained that the finance director will sometimes add line items in Munis that are not needed but that will eventually get moved to a category that does need the funds, but there is usually nothing running in the negative as long as there are funds that can be pulled from an unnecessary category. The Director pointed out that county will add line items that the board did not approve and then there is contention about who really is in control of the library budget, but everyone will eventually come to an agreement.

The Director explained that her job is to prepare a budget for the board and the board will approve it and present the budget to the county's budget committee. And then the county's budget committee makes all the decisions for our funding which doesn't always work with what the library does. It doesn't make sense but that is how county wants it to work. The Director said that she has asked the finance director to give the board a percentage and allow them to make the needed adjustments.

Mr. Kilburn asked why they are meeting with county. The Director explained it is because county is big on fairness and they want every department to go through the same process even though the library is not a typical department because we have a board. We are treated financially as a department, but we are not technically a department according to state law. The Director clarified that we are meeting with county to justify our proposed preliminary budget.

Ms. Pinkerton asked about how the totals for some of the line items came about. The Director explained that the totals are estimates based on what we've spent in the previous year and what we know about inflation. But there is typically not much money to move about if the estimate is over what was spent, the amounts are usually accurate and not padded.

The different types of software the library uses was discussed and why the budget for software is so much. It was discussed that the board goes before county to advocate and support the library. The board will need to advocate for the library's need for more staff to grow and not to allow staff cutting or hourly cuts. There was discussion about the number of staff members in the library, there are 57 total employees. The Director will confirm that the current staff salary budget includes a 1% step increase and let the board know. The staff salary budget does not include the cost-of-living increase, because it is unknown what that will be.

Dr. Wheeler pointed out that they should include in their presentation to county, the value in the amount of volunteers that the library has. The Assistant Director mentioned that they would not be able to do the House Calls Program without volunteers and that they have a lot of volunteers that help with shelving books. Dr. Wheeler mentioned that this information could be a point of value for the library's staffing budget, by converting what the cost would be for the amount of work the volunteers do. The Director

pointed out that the state librarian commented that libraries cannot replace staff with volunteers, therefore she is hesitant to mention the number of volunteers that the library uses.

Mr. Kilburn asked about the library collection line item of \$45,000. The Assistant Director explained that this income is from copies and passport services the library offers. The Director stated that the passport service brings in a lot of money and it's getting more popular. We have spoken with county about making sure the library has access to the overages it brings in for the library, to make sure that money is put back into the library's budget and not the general county fund.

Mr. Kilburn asked about the \$75,000 for building and grounds maintenance and if there is a schedule to support that? The Director explained that this covers all the repairs for all 4 buildings as well as things they have no control over, like repairs to equipment used to repair the library. We have always used the full amount or gone over that budget. County knows that this is a line item that they cannot cut from. She has asked for a maintenance schedule for years to plan for upcoming repairs. Dr. Wheeler suggested that they need a maintenance fund not a maintenance budget, so you can save money for major upcoming repairs, like roofs, HVAC, etc. There was discussion about what comes out of the general fund verses what comes out of the \$75,000 and that county will first charge the library's budget and then use the general fund.

Mr. Kilburn asked what the \$145,000 for circulating materials is used for. The Director explained that this is combined with state aid for book purchases. The Director pointed out that in the past if they had to pull money from somewhere for things that come up unexpectedly or for emergencies, they would move funds from circulating materials since they can also use the \$360,000 in state aid for book purchases.

There was discussion about using state aid to purchase two vans and county is giving push back on the type of vans. It was mentioned that the library board may need to advocate for the vans to be purchased using state aid so the van can stay with the library and only be used for library services.

Ms. Pinkerton asked about dues and subscriptions line item being raised. The Director explained that it is for the Directors Association, the Chamber of Commerce. The Director explained that the Directors Association is something that every library director in South Carolina is a part of to have a lobbyist negotiate the per capita amount each library gets for state aid. This association will also lobby for deals on books with major book vendors and will lobby for pro library legislation.

Mr. Kilburn asked what the \$25,000 overtime line item is. The Director explained that this is for part-time staff because they usually work 20 hours a week, but they maybe be asked to work more hours to help with shortages as long as they don't exceed 30 hours in a week. The Assistant Director pointed out that this helps us avoid paying full-time staff overtime.

There was discussion about the library board meeting with the county budget committee to hopefully get their questions answered about what adjustments needed to be made to the library budget.

Meeting ended at 11:45 am.