BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, November 12, 2014
4:00 p.m.
Beaufort Branch Library
311 Scott Street,
Beaufort, SC 29920
843.255.6458

In accordance with South Carolina Code of Laws, 1976, as amended, Section 30-4-80(d), all local media was duly notified of the time, date, place and agenda of this meeting.

I. Call to Order

II. Pledge of Allegiance

III. Public Comment

IV. Approval of Minutes:
1. September 10, 2014 Minutes (**backup)**

V. Corresponding/Membership – Jean Morgan

VI. Interim Library Director's Report (**backup)**

VII. Financial Report:
FY 2015 Status Report
1. County Funds – Alan Eisenman (**backup)**
2. Library Revenues & Trustee Funds (**backup)**

VIII. Committee Reports:
A. Advocacy – Lynne Miller, Chair; Laura Sturkie and Peggy Martin
B. Finance Committee - Anna Maria Tabernik, Chair; Joseph Bogacz and Peggy Martin
C. Foundation –Eileen Fitzgerald, Chair; and Laura Sturkie
D. Friends of the Library (FOL):
- Beaufort: Peggy Martin
- Bluffton: Jean Morgan and Anna Maria Tabernik
- Hilton Head: Lynne Miller and Eileen Fitzgerald

E. Library Director Evaluation Committee - Eileen Fitzgerald, Chair; Jean Morgan and Yolanda Riley
F. School Liaison – Eileen Fitzgerald, Chair; Yolanda Riley and Laura Sturkie
G. Policies & Procedures – Jean Morgan, Chair; Anna Maria Tabernik, Joseph Bogacz and Eileen Fitzgerald.

IX. Old Business
1. Board of Trustees Goals
2. Status of HH Branch IT Upgrades

X. New Business
1. Proposed Meeting dates for 2015 **(backup)**
2. Closing dates 2015 **(backup)**
3. Policy addressing the new Trespass Law (**backup)**
4. Presentation: Telling the Library Story
5. Burton Wells Survey Results

XI. Branch Liaison Reports (**backup)**

XII. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – September 10, 2014 – 4:00 pm

The fifth scheduled meeting for 2014 was held at the Bluffton Branch Library.

Trustees: Bernard Kole, Chair; Joseph Bogacz, Lynne Miller, Jean Morgan, Yolanda Riley, Laura Sturkie and Anna Maria Tabernik.

- Absentees: Eileen Fitzgerald, Vice-Chair; Peggy Martin.

Library Staff: Jan O'Rourke, Interim Library Director; Kathy Mitchell, Collection Development Coordinator, Mary Jo Berkes, Hilton Head Branch Manager, Patrick Goodman, Bluffton Branch Manager, and Ileana Herrick, Administrative Specialist.

County Staff: Morris Campbell, Director of Community Services; and Alan Eisenman, Financial Analyst.

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Guests: Stefanie Cahn, President of the Hilton Head Friends; Theodore Zaryczny.

County Council Member: Councilman William McBride, District 3.

Call to Order: The meeting was called to order at 4:04 p.m.

Pledge of Allegiance: The Chair of the Board Mr. Bernard Kole led those present in the Pledge of Allegiance to the Flag.

Public Comment: Ms. Cahn presented her concerns that twenty computers funded by the Hilton Head Friends in 2013may be relocated to other branches since their mission is to support Hilton Head Branch Library. Mr. Kole requested library staff to provide the Hilton Head Friends with information about the computers they purchased.

Executive Session

Bluffton Branch Manager: Ms. Jan O'Rourke introduced the new Bluffton Branch Manager, Patrick Goodman.

Minutes of July 9, 2014: Mr. Kole made a motion to accept the minutes. Mr. Bogacz seconded the motion. There was a unanimous vote.

Minutes of August 7, 2014: Mr. Kole made a motion to accept the minutes. Mr. Bogacz seconded the motion. There was a unanimous vote

Correspondences and Communications: None.

Librarian's Report: The report is attached. The library may keep 50 hours of service since five current vacant positions have been approved to be filled.

Assistant Librarian's Report: The report is attached.

Financial Reports: The report is attached. Mr. Eisenman presented the Beaufort County Library Fund accounts for the period ending July 31, 2014. The Library received the first installment of $ 37K -State Aid. The library is expecting a one-time Lottery distribution check of approximately $ 50K later in the fiscal year. Mr. Eisenman answered questions from the Trustees about current and projected year-end balances for line items within the Library budget. Mr. Bogacz presented his concerns about the negative variance in the personnel budget lines; thus should be monitored in the coming months to avoid any problem of the budget. Mr. Eisenman commented that there is nothing extraordinary in the July operating expenses to explain the negative balance.

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Committee Reports:

Advocacy: A PowerPoint and a video of library stories and interviews are being developed for library events to create awareness in the community.
The library is using an assessment tool called EDGE (provided by the American Library Association) to evaluate how the library is meeting the technology needs for the community.

Corresponding Secretary: None.

Finance:
The committee made a PowerPoint Presentation to the Finance committee of the County council requesting funding for the library. Mr. Eisenman stated Fines and Fees revenues are allocated to the General Funds instead of the Library budget. Ms. Tabernik mentioned that according to the state law the fines and fees revenues must be applied directly to the library budget.

Foundation: The *2014 Newsletter* was mailed to donors.

Friends of the Library (FOL):

- Beaufort Branch: None.

- Bluffton Branch: The friends are preparing a Fashion Show to create library awareness in the community.
- Hilton Head Branch: Ms. Miller mentioned the online program that Kroger customers have the option of giving some percentage of their sales to the Library when they swipe their cards in a Kroger store.

Library Services: None.

Library Director Evaluation: This is pending as the committee has been preparing the procedures for the Library Director recruitment.

Membership: County Council Chairman Paul Sommerville has recommended a candidate for District 2. There would then leave one vacancy on the Library Board.

Nominating: None.

School Liaison: Ms. Riley is attending the School Council Meeting on Monday September 15 to network with the school representatives.

Policies and Procedures: Ms. Morgan presented a final revision of the Bylaws for their approval. Mr. Kole made and Ms. Tabernik seconded a motion. There was a unanimous vote. The Bylaws will be sent to the County Attorney. The committee prepared a final *Job Description* of the Library Director. Hiring guidelines and procedures are ready for the Recruitment Committee.

Old Business: Ms. Tabernik asked for any updates or additions that need to be made in their calendars and board's goals.

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New Business: Mr. Kole made a motion to approve the Interim Library Director' salary to equal previous director's salary effective September 8, 2014. Ms. Tabernik seconded. There was a unanimous vote.

State Aid Agreement/Library Budget 2014 and Waiver:
As required by the State Library, Mr. Kole and Ms. O'Rourke signed the State Aid Agreement in the presence of a quorum of the Board. A waiver was also signed (replacing the word '*revenue*' with the word '*funding*') in the presence of the board since the library budget was not in compliance with local funding. Mr. Kole made a motion to approve the State Aid Agreement and the waiver. Mr. Bogacz seconded. There was a unanimous vote.

Ms. Morgan pointed out that the number of libraries requesting waivers has been decreasing as the economy is improving

Waiver for non-compliance of hours of service: A waiver has been signed as the library does not comply with the 68 hour service at one branch based on county population as required by the State Library.

Mr. Kole added that County Council, County Administration and the County Attorney agree with the Attorney General's opinion regarding library board leadership and management. The County ordinance will be rewritten to avoid conflicts. The Library has been approved to fill five vacancies and receive additional funding for library materials.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 5:45 p.m. on a motion from Ms. Tabernik and a second from Mr. Bogacz.

Respectfully submitted,

Jan O'Rourke
Interim Library Director

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To view video of full discussion of this meeting please visit
http://beaufort.granicus.com/MediaPlayer.php?view_id=3&clip_id=1769

Interim Director's Report: September/October 2014

Staffing

Will provide update on 11/12

IT

The IT Upgrade at the Hilton Head Branch is scheduled to be installed on November 7th. PCs purchased by the Friends will be reallocated as HH staff computers.

HH Meeting Room Renovation

Renovations to the large meeting room will begin on November 10th. A completion date is anticipated in January.

Partnerships

- The SC Art Commission, in partnership with the St. Helena Branch, the Mt. Pleasant Branch of the Charleston County Library and the Georgetown County Library, will present a professional development workshop called "Promoting your Gullah Geechee Art Form". (November 17th from 6:00 – 9:00 at the St. Helena Branch)

- The Technical College of the Lowcountry will utilize the St. Helena Branch's equipment to assist them on completing their Gullah Oral History project. A description of the project is included herein.

Trespass Law

A copy of Section 16-11-625 of the Code of Laws of South Carolina, 1976 is included herein. As a result of this law, we have amended the Patron Code of Conduct (to be approved under New Business) and have established procedures in the event a trespass order is needed.

SC LENDS

The SC LENDS Consortium will be upgrading to Version 2.7 in the spring of 2015. The test server with the upgrade will be available for system administrators testing in December.

In January 2015 the SC LENDS Board will announce that it will be seeking libraries interested in joining the consortium.

State Aid

The State Library is submitting a legislative budget request for an increase of $1,004,408.50 in state aid to bring the per capita rate to $1.50.

State Report

The annual report was submitted to the State Library. The FY 2014 statistics are included in this packet. It should be noted that the accuracy of the door count is in doubt as the doors counters were down for a period of time.

An updated *Meeting State Standards* document will be ready later in November.

Makerspace Grant

The final report was submitted to the State Library. Said report is included herein.

Edge Assessment

Using the tools provided by this initiative we have created a spreadsheet of services that need to be strengthened or created in order to provide high quality technology services for the community. We have selected 3 focus areas (highlighted in yellow on the spreadsheet contained in this packet) to start with: digital literacy, health and wellness literacy, and civic literacy (includes access to e-government resources). These areas are closely aligned with our 21st century learning skills initiative.

Our Score Summary:

Total Points Achieved: 565 out of a possible 1000 points

- Community Value: **155/310 points**
  - Benchmark 1: Digital literacy
  - Benchmark 2: Digital tools and resources
  - Benchmark 3: Meeting key community needs
- Engaging the Community: **175/295 points**
  - Benchmark 4: Strategy and evaluation
  - Benchmark 5: Strategic partnerships
  - Benchmark 6: Sharing best practices
- Organizational Management: **235/395 points**
  - Benchmark 7: Planning and policies
  - Benchmark 8: Staff expertise
  - Benchmark 9: Devices and bandwidth

For a complete description on how we scored and to view the suite of tools and training resources that Edge provides go to:

www.libraryedge.org
username: jorourke@bcgov.net
password:?chaos14

Rising to the Challenge: Re-envisioning Public Libraries. The Aspen Institute, October 2014.

"As public libraries acquire new roles as platforms for lifelong learning and economic and social development they will need to consider new organizational, governance and business models in response to these pressures and trends."

I urge you to read this report issued by The Aspen Institute. It is a blueprint for positioning the public library as an important contributor to economic development and community well-being. It outlines 4 strategic opportunities for action:

1. Aligning library services in support of community goals. This requires collaboration among libraries, policy makers, and community partners to redefine the role of libraries as institutions that inspire learning, drive development, grow social capital and create opportunities.

2. Providing access to content in all formats.

3. Ensuring the long-term sustainability of public libraries. This could include going after a referendum, expanding our efforts to get the message out about what a library is and does and why it is important, engaging a consultant to help us with next year's strategic planning process.

4. Cultivating leadership. Leadership is needed across the community from elected officials, government leaders, business and civic leaders, and libraries themselves to build communities and public libraries that thrive and succeed together.

On page 49 + there is information on how to get this done. This section is entitled *Getting Started: 15 Steps for Library Leaders, Policymakers and the Community.*

I believe that we have started laying the groundwork for a re-envisioned public library and are moving forward.

BEAUFORT COUNTY LIBRARY
For Learning • For Leisure • For Life

PARTNERSHIP AGREEMENT

1. Description of Proposing Organization

Name of organization: The Technical College of the Low Country
Contact names: Anthony Jones
Address: 921 Ribaut Road. Beaufort, SC 29902

Phone, fax, e-mail: (843) 470-6043, Fax (843) 525-8330; ajones@tcl.edu
Purpose of organization: to provide postsecondary educational training to residents of Beaufort, Colleton Hampton and Jasper Counties.
Services provided: to train the staff of TCL on how to use the library's audio and visual equipment.
Member/user profile: Transfer Education Specialist
Legal status: resident of Beaufort County, SC and the US of America

2. Summary of proposal (100 words or less on separate paper) We will utilize the library's equipment to assist us in completing our Gullah Oral History project, which is part of our grant's requirement. The title (right now) is, "From Then to Now." This project will be used as a tool to hopefully spark a renewed interest in the Gullah-Geechie culture among the young folks in our area; as well as, educate those who are new to the area of the significance of this dying culture. The plan is having about 10 people who are residents of Beaufort, St. Helena and Walterboro to sit down in front of a camera and/or audio recorder, and informally talk about their lives as a Gullah-Geechie. We would like the video length to be no more than 90 minutes. During their time before the camera or audio capturing equipment, we want each person to talk about their family, church, work and school life growing up. We want to somehow show the resourcefulness of my people. Additionally, we want to tie in the significance of the former Mather and Penn Schools in forming who they are today.

3. Benefits to the partnering organization Why is your organization interested in partnering with the Beaufort County Library? Please list the benefits (monetary and non-monetary) for your organization. The library has a lot of highly technical equipment and the staff with the requisite training and knowledge to use this equipment that will be of benefit to us. The following will be our monetary and non-monetary benefits: 1) utilizing the library will allow us to produce a professional quality product at a low cost; 2) we will have the accessibility to the knowledge and expertise of your staff to show us not only how to use the equipment but to edit our project.

4. Benefits to the Beaufort County Library Please list the benefits (monetary and non-monetary for the Beaufort County Library and its customers. The first thing is that both programs have a Gullah Culture project. The Second thing is, this will benefit both

agencies by pooling resources in order that we both can be better stewards of the dollars that are endowed to us.

5. Details (as currently known)

Who is the target audience? The audience will either be young people who are residents of this area, and those new residents or visitors to our area who are unfamiliar with the Gullah culture.
How will the target audience be served? The targeted audience will be served by educating them about who the Gullah Geechie people are the significance of our culture to America.

What alternatives currently exist to serve the target audience? Currently, there are to my knowledge, a few tape recordings of people from the past; but I am unaware of any that cover the topics that we will in this project and document them with a video recording as well. documentaries.

How much of the existing need is currently being met? I don't know

What is your proposed timeline? This project will be started by January 2015 and will be completed on or before September 30, 2015.

What type of space do you need? No space requirement will be needed other than the rooms where the equipment is placed.

What staffing level is required? No staffing.

Are there any mutually beneficial cooperative marketing benefits? Yes, when the project is completed both TCL and the Library will have a copy of the completed work.

What is your organization's experience in providing this type of program? This is the first project

How, by whom, and at what intervals should the project be evaluated? There will be review when deem so by the Dean of Student Affairs or the PILAU Manager.

What should be done if the project does not meet the conditions of the original agreement? This is not an option.

South Carolina General Assembly

120th Session, 2013-2014

16-11-625

AN ACT TO AMEND THE CODE OF LAWS OF SOUTH CAROLINA, 1976, BY ADDING SECTION 16-11-625 SO AS TO PROVIDE A PERSON WHO, WITHOUT LEGAL CAUSE OR GOOD EXCUSE, ENTERS A PUBLIC LIBRARY AFTER HAVING BEEN WARNED BY THE LIBRARY DIRECTOR, BRANCH MANAGER, OR ACTING BRANCH MANAGER OF THE LIBRARY NOT TO DO SO IS GUILTY OF A MISDEMEANOR TRIABLE IN A MUNICIPAL OR MAGISTRATES COURT, TO PROVIDE PROCEDURES FOR A WRITTEN WARNING AND FOR APPEALING THE WARNING, AND TO PROVIDE THE PROVISIONS OF THIS SECTION MUST BE CONSTRUED AS IN ADDITION TO, AND NOT AS SUPERSEDING, ANOTHER STATUTE RELATING TO TRESPASS OR UNLAWFUL ENTRY ON LANDS OF ANOTHER.

Be it enacted by the General Assembly of the State of South Carolina:

Public library trespass, warning, appeal, penalties

SECTION 1. Article 7, Chapter 11, Title 16 of the 1976 Code is amended by adding:

"Section 16-11-625. (A)(1) A person who enters a public library, without legal cause or good excuse, after having been warned not to do so by the library director, the branch manager, or the acting branch manager of the library in consultation with the library director is guilty of a misdemeanor and, upon conviction, must be fined not more than two hundred dollars or be imprisoned not more than thirty days.

(2) A copy of the warning provided for by subsection (A)(1) must be given to the person in writing, in the presence of a law enforcement officer, and must state:

(a) the alleged criminal law violation or the alleged violation of the library's code of conduct promulgated by the library's board of trustees under the authority provided by Section 4-9-37(b);

(b) the duration of the prohibition to return; and

(c) the procedure by which the person may appeal the warning to the library board of trustees. The person receiving notice of trespass wishing to appeal the notice must submit a request for a hearing to the board within five business days of receiving the notice. The board of trustees of the library must then provide a hearing within ten business days of the request for an appeal.

(B) A violation of the provisions of this section is triable in the appropriate municipal or magistrates court with jurisdiction over the offense. Any law enforcement officer of this State or a subdivision of this State may enforce the provisions of this section within their respective jurisdictions.

(C) The provisions of this section must be construed as in addition to, and not as superseding, another statute relating to trespass or unlawful entry on lands of another."

Beaufort County Library FY 2014
Statistics

	FY2014	FY2013	Variation
Circulation	766,242	770,318	-0.53
Cardholders	114,818	100,483	14.27
Visits	462,534	473,531	-2.32
Meeting room count	698	572	22.03
* Attendance	10,532	9,444	11.52
Reference transactions	58,464	62,271	-6.11
Internet usage	57,249	63,599	-9.98
Wireless Access	52,131	45,600	14.32
Adult programs	405	320	26.56
* Attendance	7,316	5,538	32.11
Teen programs (12-18)	105	106	-0.94
* Attendance	1,447	1,501	-3.60
Children's programs (6-11)	417	397	5.04
* Attendance	8,006	9,271	-13.64
Children's programs (birth-5)	345	364	-5.22
* Attendance	7,330	8,050	-8.94
Outreach	1,202	450	167.11
Public Training Sessions	171	254	-32.68
* Attendance	721	1,008	-28.47
Website - Unique Visits	77,601	71,182	9.02
Lowcountry Digital Library	45,151	45,075	0.17

Revised: 10/6/2014

SOUTH CAROLINA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
COMPETITIVE PROJECT FINAL REPORT – FY2013
P.P. LAW 108-81, AS AMENDED – LS-00-13-0041-12, CFDA NO. 45.310

Name of Sub-grantee Library/Agency: Beaufort County Library

Library Director/Project Manager: Jan O'Rourke, Interim Library Director

Project Manager's email address: jorourke@bcgov.net

Title of Project: CreationStation

Grant Award #: IID-13-03

1. Review your original planned number of service outputs, #5c in your grant application. How many services were actually implemented and how participated in each type of service? If you were not able to meet your original projection, or if you exceeded it, tell us why.

Projected	Actual
25 Programs	50 programs
2 special projects	2 special projects: 3D Printing of Body Parts Rube Goldberg Machine
20,000 booklets, 20,000 posters, 20,000 bookmarks, 20,000 flyers	10,000 brochures, 20,000 rack cards, advertisement in local paper
500 attendees	1311

A list of all programs, special projects, outreach, and training sessions is included in this report. We exceeded our projected programs/attendance because our Creation Station Team was fully engaged in and inspired by this project.

As our budget was amended we reduced our marketing costs. Thus, we did not meet our full target.

2. What new skills or knowledge did participants gain through the services offered, and how were these demonstrated? If you did not observe actual changes in personal skills or other benefits, describe the changes or benefits that may occur in the future as a result of your project.

Developed skills and knowledge to:

- design and produce a 3D product
- program a circuit board

- navigate a sound studio
- create robots
- Build a Rube Goldberg machine
- Build a drone
- Develop a podcast
- Use MIT's Scratch Program to create code.
- Engage in digital preservation
- Enhance graphic design skills
- Create and edit a film
- Preserve memories (oral history recordings)

The above list is just a sample of skills and knowledge gained. Most importantly, the participants learned to work together, to think critically, to express themselves creatively, to master the use of media and digital literacy, to experiment and not be afraid of failure. Many participants were excited and inspired by their involvement in this project and an overview of evaluations attest to this. The evaluations also noted increased confidence with using all the Creation Station tools. A summary of evaluations is attached.

A long term benefit that might be seen is inspiring students to think about their futures. The 3D Printing of Body Parts gave an overview of future employment opportunities; for some a spark may have been lit to explore these opportunities.

3. How did recipients of the services respond to services or programs. Describe and/or provide samples of recipients comments, positive or negative. Attach a blank copy of survey or evaluation tool, or describe other feedback methods used.

The following list is a sample of program evaluations.

- 3D Printing Class, March 6: 6 out of 8 evaluations strongly agreed that material, subject matter, and class duration was appropriate. 2 felt the classes should have been longer. ("I enjoyed the class. It was helpful to have Chris work with us along with Melanie. Thank you both.", "Continue forward", "Very interesting and challenging", "I am looking forward to the next class", "Thank you for having the class")

- Robotics, June 18 to 20: 5 evaluations. 3 out of 5 didn't know anything about robotics nor did they have confidence in their ability to make their own robot. After the program, 3 of the 5 gave the program a 4 (on a scale of 1-5, 5 being the highest) and a 4 for now having the ability to make their own robot and for having a better understanding about how to create a robot. ("I want to make more musical stuff", "Thank you Mr. Sandusky", "Fun")

- Cooking Club: One Dish Meals on July 16, guest chef from the Dominican Republic on August 20, Polish Cuisine on September 17. 17 evaluations. They all felt they had an understanding of the program theme prior to the program. The normal format for the cooking club involves each participant bringing in a dish that represents that month's cuisine. ("This was Wonderful!!!", "Food was very good and a nice portion. Chef was a bit disorganized", excellent food", "I'd never had Dominican food before and this was excellent!", "What a fun, live demonstration. I am available for library programs." "I would like some portions so that we can eat while demonstration is presented.")

- Pod-casting 101: June 2: 4 evaluations. 2 out of the 4 had never made their own podcast and were not confident about making one without help. After the program 3 of the 4 felt they had a better understanding of how to create a podcast and could do so without help. ("All-around great program". "A good learning experience")

- Intro to Photoshop/Illustrator on July 30: 2 evaluations. Neither participant had used either program before. Following the class 1 student had a better understanding but their confidence level was slightly below average while the other student scored 5's in all levels of confidence to make a project of their own. ("I am tired of filling these out.", "Super-awesome class! I would totally come again.")

- 3 D Printing, July 29: 6 evaluations. 3 of the 6 participants didn't have any understanding of the subject nor confidence prior to the class. After the class all of the participants scored the program a 4 or a 5 and felt they could make a 3D project without further help. ("No animals were harmed in the process of this class.", "I enjoyed this class and would like to see more like this one", "This was fun", "I like 3D printing", "Really interesting, hope to see more topics that involve art")

- Game Design, July 14: 9 evaluations. 4 out of the 9 didn't have any knowledge of the subject nor confidence in making their own project. 8 of the participants gave the program 4's and 5's for having the ability to make their own game and for having a better understanding about how to create a game. ("Awesome Class", "Thank you!! I had so much fun")

- Watercoloring, July 15 and 17: 12 evaluations. 7 out of the 12 had never done any watercoloring. Following the class, 10 of the 12 felt they could successfully create a watercolor painting. ("Excellent instruction for intro or refresher", "Want more art drawing and painting classes", "Fun and interesting", "Learned lots of techniques. Will preserve the watercolor", "Very enjoyable", "Very, very good class – I would like more like this", "Appreciate all of this")

- Using Scratch to Code, June 24, 25: 22 evaluations. Before the program 10 people didn't know what Scratch was nor did they have confidence in their ability to use the software. After the program all 22 students gave the program 4's and 5's for their overall understanding of the software and their ability to create with it. ("I recommend to animate", "It was fun and I would do it again", "It was fun but kind of hard to do", "It was a little complicated to do but I got over with it", "Thank you so much Miss Riley. I am closer to my goals God bless.")

- Makey Makey, June 7: 7 evaluations. Before the program 1 person didn't know what Makey Makey tools were nor did they have confidence in their ability to use the tools. After the program all 7 gave the program 4's and 5's on their overall understanding of the tools and their ability to create with the tools. ("I really loved Makey Makey. It would be terrific if the library does this same program again with the same people.", "I love this so much and fun", "Library can you buy Makey Makey kits?", "I like this program, have others like this")

- 3D Printing Lecture, February 21: 20 evaluations. Before the program 12 people didn't know what 3D printing was nor did they have confidence in their ability to create a 3D project. After the program 15 people gave the programs 4's and 5's for their overall understanding and in their ability to create a 3D project. ("Excellent presentation and format", "Would like classes in animation, story writing and driver's ed. I really enjoyed this program", "A well thought out and excellent program – 5 stars!", "More arts related programs – Great instruction", "More 3D printing", "Computer drawing classes", "I love the hands on workshops", "More on the various tech equipment like this as well as film editing and Photoshop/graphic design", "Would like a class on Autodesk Maya", "This workshop has proven very helpful and enlightening. I understand much better and can much more than before this session. Melanie/Instructor was very patient and clear in giving instructions.")

- 3D Printing of Body Parts, June 18: 28 evaluations. 22 people didn't know how 3D printing was used in the medical profession nor did they have confidence in their ability to create a 3D project. After the program, 17 people had a better understanding of the process and 22 said they may be able to create a 3D project. ("Excellent information...would like to see more in this series and /or updates", "Love to see more programs like this from visiting scientists – I understand that public outreach is not paid for out of many research grants.. but if a scholar happens to be in the area, let's take advantage! I really learned a lot in this program. It makes me proud of our state. It also drives home the need for STEM in our schools." "Very good presentation, I would have liked more in-depth explanation of the process but there wasn't enough time – understandable overall.... It was really, really good.", "A bit too much detail in production/printing process – for me anyway", "Did anyone on staff preview or attend

- Overall, marketing went well but if we had a Marketing Department the efforts could have been far more successful.

5. How did the project affect library use (gate count, library card registration, use of particular services, other)?

   We did not see any significant increase in new card holders or in number of visits to the library. However, numbers don't adequately tell the full story. The evaluations, contained herein, speak to impact especially with attaining increased knowledge, awareness and confidence as well as acquiring new skills. Notably, we saw a cohort that is usually difficult to attract – the 18 to 35 year olds.

6. Given what you learned as Project Manager, would you conduct the project differently? Describe any changes you would make.

   Comments from Melanie Florencio, Production Lab Instructor and overseer of the Creation Station:

   What has worked:

   - Performing outreach within local schools and organizations.
   - Mentor/teaching model with teenagers (they crave a more unstructured environment because they want to gain responsibility).
   - Spending a few months with Stuart Forrest, Systems Specialist and Laura Henry, Assistant systems Librarian, to learn the harder tools, such as #D printing, Arduino, and Raspberry Pi. The computer programming languages are hard to learn on their own but with expert help the learning curve hasn't been so steep. **(A report on overcoming the learning curve, written by Mr. Forrest, is included).**
   - Collaborating with Stacey Peeler, Teen Librarian on programs that are interesting, engaging, and fun for teens which utilize these tools. for example, the Film Club.
   - Having these tools available at the library has piqued interest within the community, particularly on 3D printing. It's great when a library can become a community center where the population can learn about cutting edge technology.
   - Having additional staff members pitch in and teach classes based on a special interest/talent.
   - Having a local school partner (Beaufort Academy) partner with us to guide us on equipment, course offerings, and personal experience. This has been invaluable. **(Please see letter from the Media Specialist, Gina Riley, for more of what worked.)**
   - Afforded the opportunity to speak at local organizations, such as Rotary Clubs, regional events such as TEDxCreativeCost, state events such as the 2015 SCLA Conference, and

local government, with a presentation to the Community Services Committee of Beaufort County Council.

- Been able to mentor volunteers who are interested in this equipment to provide technical assistance to customers; i.e. Andrew who brought his own drone to show the teens.
- Other libraries in the state have felt inspired by our makerspace and plan to build them in the next 2 years – i.e. Charleston County Public Library, Colleton County, Anderson Hampton, Jasper County Library System.

What Melanie would change:

- The ability to have more staff members North and South of Broad to utilize this equipment for classes, displays, and outreach. St Helena is the primary location but the makerspace is a system-wide initiative. (One is planned for the Bluffton Branch in 2015).
- The lecture model for teaching classes does not work. We had instructors come in who tried this with grades 6-12 and the retention rate dwindled.
- Long term the new adult age group (18-35) is the primary audience for these tools. (This Teens aged 11-17 already have some of the tools at *some* schools.
- Ability to attract more volunteers who are eager to learn this new equipment.
- I wish I had the opportunity to take guided courses at local schools/colleges for learning computer programming skills since that is not my educational background.

Melanie concludes by saying: It's a great feeling that many have felt inspired through classes, tours, and presentations and, as far as the future I have planned to host two 3D printing classes each month; the Teen Film Club will continue with weekly meetings and monthly projects to last the school year – some of these projects include oral histories with Civil Rights leaders, a Poetry Slam. And a Friends of the Beaufort Library fundraiser – a Murder Mystery night. We will continue to purchase new tools for the CreationStation and provide ongoing programming.

As Project Manager, I concur with Melanie's findings. We had not anticipated the high learning curve and were lucky to have resourceful, creative Team members who scoured the internet for classes and instructions. We also did not anticipate the difficulty in recruiting mentors/volunteers.

As we went along, we found we needed to create a 3D printing policy and regulations, as well as liabity waivers that were signed by all who participated. Those are included in the packet.

We also did not anticipate the heavy participation of adults, especially those over 65. Ironically, our grant initially targeted all age groups but it was felt that we would have more success targeting teens. Teens were attracted but the large adult participation speaks to their desire to become proficient in today's new learning environment.

Maria Benac, Branch Manager of the St. Helena Branch emphasizes the community impact that the grant has afforded us and notes that having a makerspace in the library has achieved recognition outside of our site. We had a meeting with the area homeschool associations and public schools who are asking the library for more....they would like to be exposed to classes in using LittleBits, arduinos, and Rapberry Pi...but they are also more comfortable adding visual and sound creation as a homework assignment because students will have access to the equipment outside of school. This is not a St. Helena only mission. Library staff at all branches have been trained with the tools to foster creativity and imagination. So attendance in programs like jewelry making, canning, knitting, quilting, drawing, painting, and film making have really taken off throughout the library system.

She adds that the LSTA grant enabled us to be a point of reference for other entities who are considering adding makerspaces to their areas. Lady's Island Middle School consulted with St. Helena to convert their library/media center into a makerspace. Charleston Public Library is within 2 years of opening theirs.

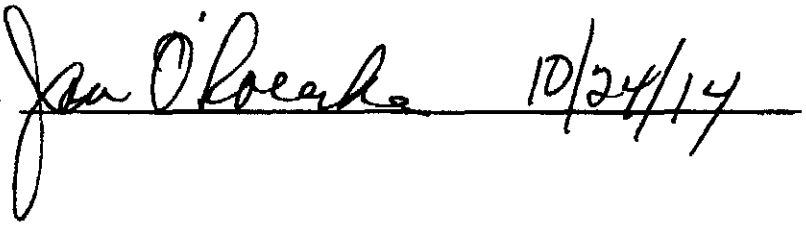
Our makerspace has also affected how architectural schools are training their students to create spaces in libraries or schools. Clemson University Architecture students have visited and had lots of questions about how the spaces are used for creativity and what infrastructure is needed to support that creativity.

Liz Hartnett, a doctoral candidate from the Library School of the University of South Carolina, I doing a doctoral study of makerspaces and their value to the personal and intellectual development of users. The Creation Station is one of the southeastern libraries that will be included in her study.

All in all, this LSTA grant opportunity has given us the ability to make a significant contribution to our community.

7. Please explain any problems you encountered in meeting the 34% match.

None.

Project Manager's Signature  10/24/14

CREATION STATION

Programs

Opening of Creation Station (50 attendees)
3D Animation (4 attendees)
Maker Monday Arduino night - 3 programs (20 attendees)
3D Printing lecture (adults) (35 attendees)
3D printing (teens) (9 attendees)
Tinkering Thursday 3D printing (adults) (6attendees)
3D printing (12 attendees)
Fan Making (5 attendees)
Podcasting (4 attendees)
Create Amazing Photo Effects with Photoshop (6 attendees)
6/6 Jewelry Making (7 attendees)
Maker Monday 3D Printing and Design (10 attendees)
Robotics with LittleBits (17 attendees)
Cooking Club, 4 programs (83 attendees)
Y Cooking Club, 2 programs (23 attendees)
Coding in Scratch (36 attendees)
Using Makey Makey tools (20 attendees)
Advanced Photoshop – 4 programs (20 attendees)
Engineering Bridges (12 attendees)
Maker Monday: how to program an arduino (15 attendees)
Garageband (How to use the mixing board and to record your sound creation (10 attendees)
Game Design with Blender (15 attendees)
Watercolor Painting – 2 programs (10 attendees)
Advanced Graphic Design with Emory Riddle Graduate, Cassandra Gribbons (8 attendees)
Rube Goldberg Machine (32 attendees over 5 days)
Making and Flying a Drone (27 attendees)
Teen Film Club – 4 programs (46 attendees)
Teen Film Screening (4 attendees)
3D Printing of Body Parts (35 attendees)
First Friday Craft – 2 programs (6 attendees)
Thumbprint Self Portraits (10 attendees)
Rubber Band Bracelets (15 attendees)
Makerspace Orientation (35 member of the Homeschooling Assn. for the Community Bible Church)

Outreach

Bolden Elementary/Middle School – LittleBits program (100 attendees)
Beaufort Academy – LittleBits (11 students)

Whale Branch – LittleBits (approx. 400 students)
Whale Branch Early College Art Class – Exposed to Blender, Silhouette Cameo, 3D Printer – 40 students
Lady's Island Middle School – LittleBits (12 attendees)
Beaufort Academy – LittleBitts (11 attendees
Savannah College of Arts and Design – recruitment of volunteers for Creation Station. Out of 60 attendees, 39 provided resumes, 5 committed.

TEDx Talk: Melanie Florencio, Production Lab Instructor, presented a TEDx Talk entitled Evolution of Libraries (http://www.youtube.com/watch?v=B13qfU-9Cf8) that featured the CreationStation. (200 attendees) As a result she was invited to present at the 2014 SCLA Conference.

Rotary Club Presentation: Ms. Florencio spoke on The Public Library: A Place of Content Creation

Training Sessions

6 volunteers – 2 adults and 4 students. One of the students is now teaching a graphic arts class.

30 staff members. All know how to use LittleBits, 8 have had a class on programming with Scratch on Raspberry Pi or in making a blinking LED light using Arduino. All new staff members are required to get an orientation with the makerspace tools.

CREATION STATION
BEAUFORT COUNTY LIBRARY

YOU ARE INVITED

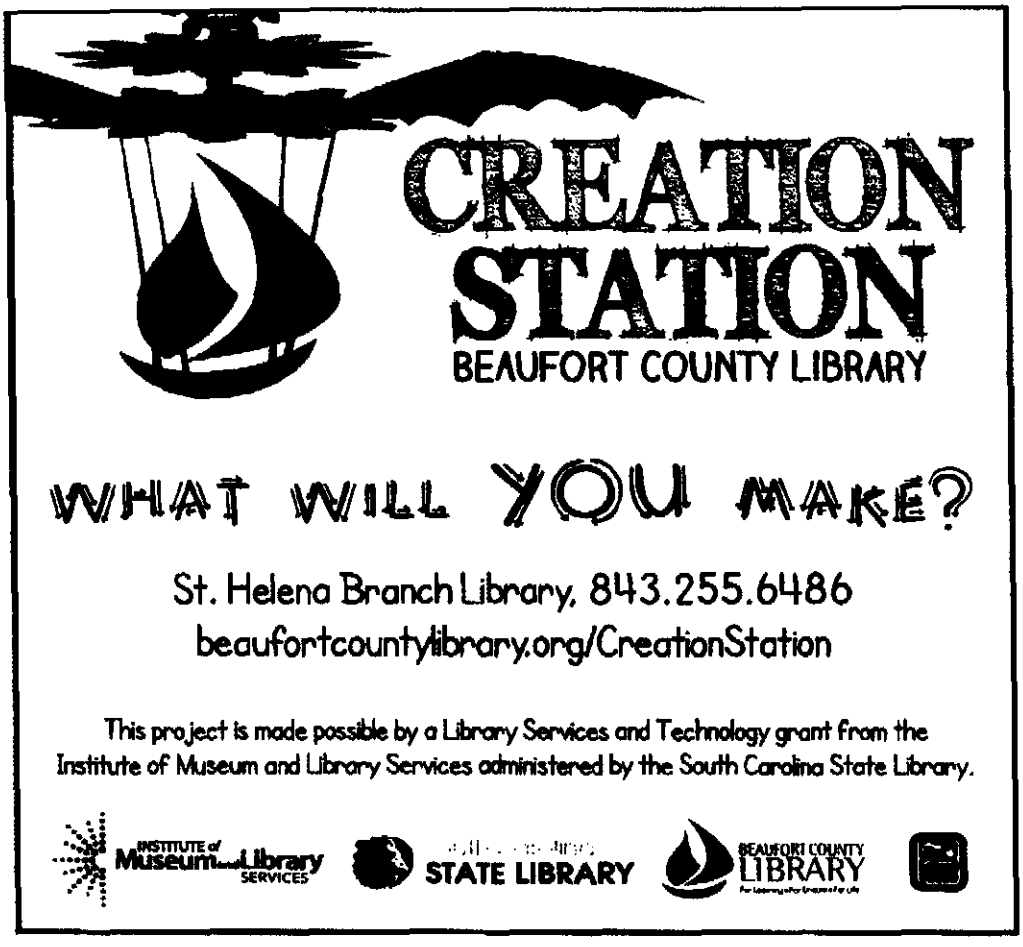
CreationStation Grand Opening at the St. Helena Branch Library

What is a makerspace, and why does the Beaufort County Library have one? Hear from our staff and take a tour of the production lab and sound room, then see a demo of the 3D printer, Arduino kits, LittleBits kits, BristleBots, and the Raspberry Pi. This project is made possible by a Library Services and Technology grant from the Institute of Museum and Library Services administered by the South Carolina State Library.

Friday, January 10th, 2014 at 1:00pm

6355 Jonathan Francis Senior Road, St. Helena, SC 29920
beaufortcountylibrary.org/creationstation

Institute of Museum and Library Services
STATE LIBRARY
BEAUFORT COUNTY LIBRARY



Island Packet ad
8/15/14

CREATION STATION

SUMMER SCHEDULE

Maker Monday 3D Printing & Design
June 16, 5:30-7:30 PM
Learn 3D printing by creating your own model using Tinkercad. Must have valid email to create a free tinkercad account. Ages 11-17. RR*

Robotics with littleBits | June 18-20, 1:00-3:00 PM
Learn to design and create your own robot with littleBits and Raspberry Pi kits. Ages 11-17. RR*

Cooking Club | June 18, July 16, Aug 20, 6:00pm
Share a themed-dish and learn how to make other dishes. In August we'll host Chef Diaz who will dazzle the audience with Caribbean Cuisine. June theme: graduation party; July theme: one-dish meals.

Coding in Scratch | June 23-25, 1:00-3:00 PM
Learn how to code a computer in Scratch to create games and functions. Must have a valid email. Ages 11-17. RR*

MaKey MaKey | June 26, 1:00-3:00 PM
Play with MaKey MaKey kits to invent tools or useful products. Ages 11-17. RR*

Photoshop | July 2, 9, 16, 23, 30; 3:00-5:00 PM
Learn advanced Photoshop techniques to make your own character that will be converted into a 3D image. Ages 11-17. RR*

Maker Monday: Arduinos | July 7, 5:30 -7:30 PM
Learn basic electronics in this intro course on simple circuitry using arduino prototyping boards and programming language. Ages 13-17. RR*

Engineering Bridges | July 2 & July 9, 5:30-7:30pm
Design and build bridges with manila folders – bridges will be placed on display. Ages 13-17.

GarageBand | Friday, July 11, 1:00-3:00pm
Learn how to use the mixing board to create sounds and sound effects for movies. Ages 11-17.

Water Coloring | July 15 & 17, 1:00-3:00 PM
Adults can design their own Watercolor painting. RR*

3D Printing of Body Parts: A Lunch & Learn Session
Friday, July 18 at 1:00 PM
Doctors Trusk, Yost, and Kindy from MUSC will demonstrate the use of the 3D Biofabrication Printer and the advances in medical science. Luncheon platters will be provided – please call to register for this lecture.

Film Making | Saturday, July 19, 2:00-4:00 PM
Learn how to shoot short films using our HD flip cameras. Ages 8 to 17. RR*

Rube Goldberg Challenge
July 28 & 30; Aug. 1, 5, 6 from 1:00-3:00 PM
Love to play with dominos and make tools? Learn how to create domino effects that produce a chain reaction to make a tool. *Great program for groups – call in advance to schedule a day to participate.*

***RR = Registration required! Call (843)255-6540.**

This project is made possible by a Library Services and Technology grant from the Institute of Museum and Library Services administered by the South Carolina State Library.

INSTITUTE of Museum and Library SERVICES

south carolina STATE LIBRARY

BEAUFORT COUNTY LIBRARY

Traci Cox, *Information Services Coordinator*
Beaufort County Library
tcox@bcgov.net (843)255-6431
beaufortcountylibrary.org

BEAUFORT COUNTY LIBRARY
For Learning • For Leisure • For Life

NEWS RELEASE

September 20, 2013

MakerSpace to open at the St. Helena Branch Library

The Beaufort County Library is the recipient of a $25,000 federal Library Services and Technology Act grant funded by the Institute of Museum and Library Services and administered by the State Library of South Carolina. The award will be used to create a makerspace as a compliment to the Mac Media Production Lab at the new St. Helena Branch Library. Makerspaces offer the means to explore and create – through mentorship, conversation, innovation, collaboration and tinkering.

Through this project, the targeted audience of teens will be able to create, experiment and invent using equipment such as 3D printers, BristleBots, LittleBits, Raspberry Pi, and arduino kits. Makerspace programming will begin in January 2014.

Beaufort County Library staff has named this new space the "CreationStation." The library is currently seeking volunteer instructors who are interested in helping teens explore their creativity through technology and the act of "making."

For more information, please contact Jan O'Rourke, Assistant Director (843)255-6464.

CREATION STATION
BEAUFORT COUNTY LIBRARY

3D MODELING & PRINTING

3D LASER SCANNER

DIGITAL CAMERAS

RASPBERRY PI

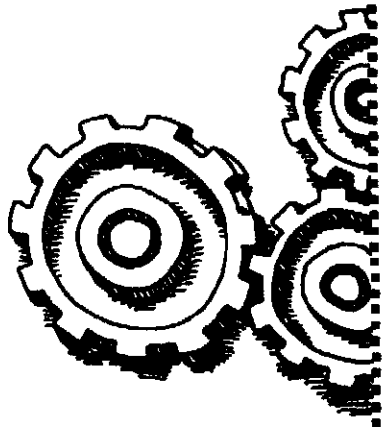
ARDUINO KITS

BRISTLEBOTS

LITTLEBITS

CREATION STATION

BEAUFORT COUNTY LIBRARY



WANT TO HELP?

This project is made possible by a Library Services and Technology grant from the Institute of Museum and Library Services administered by the South Carolina State Library.

(843)255-6547
mflorencio@bcgov.net
beaufortcountylibrary.org/
creationstation

Beaufort County Library
CreationStation (MakerSpace)
Volunteer Instructor/Instructor Assistant

The Beaufort County Library is seeking volunteer instructors and instructor assistants to help teens and 'tweens make, learn, and explore in the new CreationStation at the St. Helena Branch Library.

You are a great fit because:

- ☐ You enjoy cutting-edge technology, "Making," teaching, and inspiring youth
- ☐ You are tech-savvy and enjoy learning how technologies work
- ☐ You understand the development and social needs of teens
- ☐ You encourage "learning through play," and can provide structure when needed
- ☐ You exude patience and have a good sense of humor
- ☐ You are passionate about 21st Century learning skills
- ☐ You are excited about using technology as a means for youth to discover their creativity
- ☐ You are an advocate for libraries and learning
- ☐ You have been looking for an opportunity to volunteer and give back to your community
- ☐ You have a semi-flexible schedule and can commit to a few hours a week (Starting January 2014)

Interested??

Contact Melanie Florencio, St. Helena Branch Library Computer Lab Instructor: (843)255-6547, mflorencio@bcgov.net.

Prospective volunteers must fill out an application and undergo a background check with Beaufort County Government prior to the commencement of volunteering. Upon approval, volunteers will receive CreationStation training. (Teens are encouraged to volunteer, and are not required to undergo a background check.) A small honorarium will be considered to those applicants who possess teaching and/or technology expertise.

CREATION STATION
BEAUFORT COUNTY LIBRARY

south carolina STATE LIBRARY

INSTITUTE of Museum and Library SERVICES

3/2014

3D Printer Policies and Procedures

Beaufort County Library

The Beaufort County Library's 3D printers are available to anyone with a BCL card to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file. Card holders with fines in excess of $10.00 will not have access to the 3D printers.

1) The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the 3D printers to create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- Obscene or otherwise inappropriate for the Library environment.
- In violation of another's intellectual property rights (material that is subject to copyright, patent or trademark protection).

2) 3D printing cost is currently free, thanks to a grant from the Library Services and Technology Act, administered by the SC State Library. On October 1, 2015 a fee of 35 cents (cash) a gram will be charged upon pick-up of model. This fee will also be applied to design failures unless they are the fault of the printer.

3) Items printed from Library 3D printers that are not picked up within 30 days will become the property of the Library. Items must be picked up by the individual who printed them.

4) Only designated Library staff and volunteers will have hands-on access to the 3D printer.

5) By submitting content, the customer agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyright materials.

Procedures

1) 3D printing guidelines are available at www.beaufortcountylibrary.org/creationstation.

2) Any 3D drafting software may be used to create a design as long as the file can be saved in .stl, .obj, or .thing file format.

3) Persons wanting to use the 3D printer shall email (mflorencio@bcgov.net) or bring their file (in .stl, .obj, or .thingfile format (no larger than 25MB) to the CreationStation/Production Lab during library open hours. Staff will add the model to the printing queue.

4) Design will be reviewed by IT staff.

5) Only one submission at a time is accepted.

6) The files will be readied for printing in MakerWare or other authorized software before printing.

7) The 3D printer has a printing space of 11" wide, 6" deep and 6" high, so the item must be smaller than these dimensions.

Approved by the Board of Trustees | March 12, 2014

CreationStation
LIABILITY WAIVER

You are required to read the following information very carefully and make sure that you understand it fully and sign it before participating in this activity or program.

I, _____,
am fully aware that participation in the CreationStation may result in risk of personal injury or harm.

I hereby agree to release and hold harmless BEAUFORT COUNTY, its officers, employees, volunteers, committees and boards, from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law.

This indemnification and hold harmless agreement shall include indemnity against all costs (including without limitation, reasonable attorney's fees and court costs), expenses and liabilities incurred in or in connection with any such claim or proceeding brought thereon and in defense thereof.

I have read and understand this release, indemnification and hold harmless form.

Name _____ **Date** _____

Address _____

Email Address _____

Phone # _____

INSTITUTE of Museum and Library SERVICES

SOUTH CAROLINA STATE LIBRARY

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11/2013

CreationStation
MINOR LIABILITY WAIVER

Parent or Legal Guardian

You are required to read the following information very carefully and make sure that you understand it fully and sign it before allowing your child to participate in this activity or program.

I, _____,

am fully aware that participation in the CreationStation may result in risk of personal injury or harm to my child. I hereby agree to release and hold harmless BEAUFORT COUNTY, its officers, employees, volunteers, committees and boards, from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law.

This indemnification and hold harmless agreement shall include indemnity against all costs (including without limitation, reasonable attorney's fees and court costs), expenses and liabilities incurred in or in connection with any such claim or proceeding brought thereon and in defense thereof.

I have read and understand this release, indemnification and hold harmless form.

Parent or Legal Guardian _____ **Date** _____

Address _____

Email Address _____

Phone # _____

Child's Name _____ **Child's Age** _____

INSTITUTE of Museum and Library SERVICES

SOUTH CAROLINA STATE LIBRARY

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11/2013

3D Printer Job Submission Form

Name:

Email:

Phone:

Filename:

Part size (inches): X (depth) _____Y (width) _____ Z (height)

Please initial the following:

_____I acknowledge that errors are my responsibility to fix before submitting the file. There are no refunds for errors in the model.

_____I agree that my finished product maybe displayed until pick-up or photographed for library publicity purposed.

3D Printer Job Submission Form

Name:

Email:

Phone:

Filename:

Part size (inches): X (depth) _____Y (width) _____ Z (height)

Please initial the following:

_____I acknowledge that errors are my responsibility to fix before submitting the file. There are no refunds for errors in the model.

_____I agree that my finished product maybe displayed until pick-up or photographed for library publicity purposed.

Stuart Forrest

Makerspace

6 October 2014

Learning the tools

The purpose of this paper is to describe the learning processes that were involved in getting "up to speed" with the various technology items used in the Beaufort Library's Makerspace. I will list each item then provide a brief paragraph on what training I engaged in to learn how to use them.

3D Printer: Initially it was a case of experimentation with the user manual and the example files that came with the printer. This provided the basic of setting it up and making basic prints. I also downloaded other examples from the Thingiverse website which is a site that provides readymade objects for printing. (1)

Next I moved onto learning how to create original work to use with the printer and the processes involved in making the object printable. For this I learnt the following programs in order to find out which did the best job:

Blender (2)
TinkerCAD (3)
Sketchup (4)

For 3D printing I found that the most appropriate of the three was Blender, (which is open source and free), as there was more control over getting the object correct for printing. I used multiple resources to learn blender including the following.

Blender 3D Design Course provided by Neal Hirsig, a professor at Tufts University (5). This is a great resource for those beginning to learn Blender and provides projects to practice on. I also used various other sites (by Googling "Blender Tutorials") that provided more advanced training information. The library also purchased a DVD from the Blender Foundation that contains specific training on how to model objects in Blender specifically for 3D printing (2).

Arduino: I already had a background in electronics but not specifically with this piece of equipment. Again various resources were used to learn the techniques in using this device by using

Google. I also purchased and Arduino and various books for my personal use which enabled me to learn the skills that would be needed to be able to use it. There are also a number of sites on the internet that provide projects and tutorials for Arduinos.

Raspberry PI: As computing is my current specialty and employment with the library, I didn't need to do any specific training to use these as they are just a credit card sized computer. I did however need to learn the program "Scratch" which comes with the PI which was done via the MIT website (6). The other language that is used on the PI is Python which I already knew and am comfortable with. This technology can also be used with electronics components and has similar functionality and the Arduino in that respect.

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Beaufort Academy

September 19, 2014

Benefits to Beaufort Academy from the Creation Station

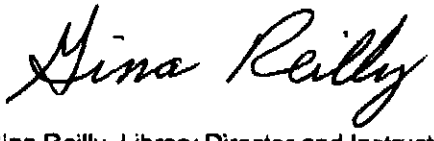
Beaufort Academy is a coeducational independent college preparatory school of 275 students age 2-years old through 12th grade. Founded in 1965, BA is accredited by both SACS and SAIS, and maintains active membership in the National Association of Independent Schools among others. In the fall of 2013 we began a teaching and learning partnership with the BCPL as they embarked on the very exciting adventure of the Creation Station.

The benefits to Beaufort Academy of the Creation Station at St. Helena Public Library have been multiple, including both explicit and implicit experiences. The most immediate and obvious benefits to our students have been access to programs and resources. For example, BCPL came to BA last March to introduce our middle school students to Little Bits - an easy circuit building kit that can be used to power up student created designs. Our students then began a weeklong project to build miniature 3-wheeled vehicles run by 9v batteries using the kits. Collaborations such as this help BA expand the opportunities of our students to experience more hands-ons STEAM activities and support our 21st century learning initiatives. The Creation Station resources have also expanded our students' (and staff's) learning beyond the walls of our school. We held a tech exploration week for our 9th and 10th grade students last spring. The culmination of that class was a field trip to St. Helena Public Library to see the 3-D scanner and printers specifically. In addition, the students received a tour of the new library and learned about other technologies, resources, and expertise available to them. It is exciting to be teaching our students how to use design applications and then having them be able to bring their work to the public library for printing. Or the converse, having the students making use of the 3D scanner at the Creation Station and bringing the files back to BA to work on during the school day. We have only begun this part of our collaboration and our students are truly looking forward to the end results and are fully aware of the opportunity this affords them.

The implicit benefits to BA of the development of the Creation Station are far more difficult to articulate but no less important than the programming. At a time that STEAM and 21st century learning skills, iPad initiatives, 3D technologies, and digital media are the trends in education, it is important for students to see these things modeled in our community beyond our school walls. It gives them the ability not only to see it as career connected but also as part of a lifelong learning plan. The Maker movement is something that everyone can participate in, and public library support helps to remove barriers to access such as abilities, age, and hours of availability. It makes a difference to our students that the public library supports and encourages their creativity beyond the school day. Through outreach from BCPL staff involved with the Creation Station, students know and understand that our community is investing in them.

240 Sams Point Road • Beaufort, SC 29907
Phone (843) 524-3393 • Fax (843) 524-1171 • www.beaufortacademy.org

BA encourages and supports student involvement in the community as one of the pillars to success. Moving forward, it is our hope that collaboration with the Creation Station will also include the volunteering of our students to lend their own technology expertise to St. Helena Library patrons. Additionally, we look forward to being a partner in the BCPL Mini Maker Fair that is being planned for next year. Already Beaufort Academy's IT Committee, made up of board members, administrators, parents and staff, had a first-hand chance to tour and tinker at the Creation Station. We are excited at the mutually beneficial relationships we can forge through the sharing of community resources and applaud BCPL's efforts at being a valuable and extremely viable technology center and creative hub with the development of the Creation Station and it's contiguous programs and outreach.



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The Island Packet

Previous Story
Next Story

Technology grant will help you meet your inner 'maker' at Beaufort County libraries

By MELANIE FLORENCIO

843-838-8304December 15, 2013

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- For more information on the Beaufort County Public Library system, go to www.beaufortcountylibrary.org.

Next time you stop by your local library, check out books and then attend a free class on how to design and print out your own plastic toy.

Yes, you read that right.

The Beaufort County Library is the recipient of a $25,000 federal Library Services and Technology Act grant funded by the Institute of Museum and Library Services and administered by the State Library of South Carolina. Libraries across the nation are adding makerspaces to their facilities: places to create through mentorship, conversation, innovation, collaboration and tinkering. As a result, new innovative technology such as 3-D printers, a laser scanner, Arduino boards, Raspberry Pi computers, Bristle Bots and Little Bits robotics will be available for the public of Beaufort County to access freely.

Housed at the St. Helena Island library in the CreationStation, these new high tech toys will be used in informal play sessions and formal classes for all ages, focusing on STEAM education (Science, Technology, Engineering, Arts and Math). There are also plans to form a CreationStation Teen Tech Club where local teenagers can get the first look at the equipment and teach younger children the importance of robotics and computer programming. A Technology Club for adults will be launched in January and club discussions will touch on some of the CreationStation equipment.

Beaufort County schools also will be exposed to the CreationStation gadgets during their class sessions. Trained library staff will teach middle and high school students basic computer programming through a type of volunteer artist-in-residence program. Each school can expect a weeklong project or sample, one-shot project completed through daily class periods. The CreationStation plans to travel most of its equipment around, so every part of Beaufort County can have access to this new technology.

As part of the Summer Reading Kickoff in June 2014, the CreationStation equipment will be included in Beaufort County Library's first "Mini Make Fair." This will be a daylong event in which the public can attend demonstrations, information sessions and informal play sessions on making, hacking, tinkering and creating new products, ideas and services within the Beaufort County community. Robotics, digital media arts, crafting, sustainable living and becoming your own entrepreneur are just a sample of topics that will be covered during the Mini Make Fair.

Starting in January, the CreationStation will bring a fresh new look on the Beaufort County Library system. These new tech toys will entice the "maker" in all of us. Workshops to look out for include Basic Electronics, Computer Programming with Python, Plastic Toy Design with 3-D Printing, Plastic Jewelry Design with 3-D printing and Snap Circuitry. There will also be plenty of "Maker: Unplugged" programs that are more low tech, such as crafting and drawing, to promote the "maker" movement.

The Beaufort County Library system's CreationStation is designed to embrace community members who enjoy tinkering, hacking, making, collaborating and creating. If you feel you are a "maker" and would like to share your talents with the Beaufort County community, please feel free to fill out a volunteer application at your local library branch. The CreationStation is seeking volunteer instructors and instructor assistants who have a semi-flexible schedule and can commit to a few hours a week.

Melanie Florencio is the computer lab specialist at St. Helena Island library.

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Join The Conversation

The Island Packet is pleased to provide this opportunity to share information, experiences and observations about what's in the news. Some of the comments may be reprinted elsewhere in the site or in the newspaper. We encourage lively, open debate on the issues of the day, and ask that you refrain from profanity, hate speech, personal comments and remarks that are off point. Thank you for taking the time to offer your thoughts.

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Today's Circulars

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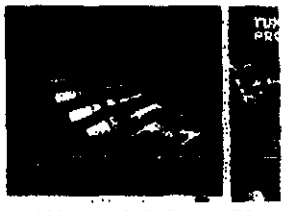

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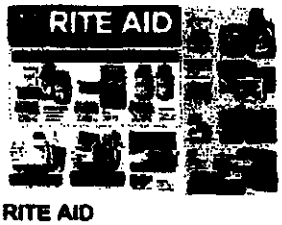

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Beaufort County librarian to talk revolution, evolution of libraries at TEDx event

By AMY COYNE BREDESON

abredeson@islandpacket.comMay 25, 2014

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Melanie Florencio, computer lab instructor with the St. Helena Branch of the Beaufort County Library, was was selected to give a talk on May 30 at the TEDxCreativeCoast event in Savannah.

DELAYNA EARLEY — Delayna Earley Buy Photo

An upcoming series of seminars in Savannah will explore both revolution and evolution -- just not the science-y evolution you're thinking of.

For example, Melanie Florencio, a computer lab instructor at the St. Helena Island library, will talk about libraries' evolution from places of simply absorbing content to places of creating content.

The series, a TEDx program, will feature 14 talks from area experts May 30 at the Jepson Center. It is sold out, but can be viewed via live stream.

TEDx events are local, independently-run talks that are similar to programs run by TED, a nonprofit organization that works to "spread ideas worth sharing" through short talks. TED, an acronym for technology, entertainment and design, began in 1984 as a conference and now covers a wide range of topics, including science, business, and cultural and global issues. The talks are presented in more than 100 languages and made available for free at www.ted.com.

The Savannah TEDx event, organized by The Creative Coast, is in its fifth year. TEDx events are designed to give people around the world the opportunity to attend educational events close to home.

Florencio said more than 75 people applied to speak at the Savannah event and only 14 were chosen. Rex Gale, of Hilton Head Island, will also speak. Gale has worked with companies worldwide to better understand what drives human decisions related to health, wealth and performance and to design programs that help people achieve those goals.

Florencio will also discuss about a revolution taking place in the libraries – the installation of "maker spaces," a new term for places where people can go to create, tinker, hack and make.

"I try to explain how I work right now for a library of the future," she said of her talk. "I want the attendees to see that you can go to a library of the future now."

People don't just come to the library to check out books and DVDs nowadays, she said. They come to learn how to do things, to learn how to create things.

People come to Florencio for help with their tablets. They also come to her to learn different skills on a computer. She teaches people how to take advantage of maker spaces such as the one at the St. Helena Island library. She teaches classes on animation, game design, filmmaking, graphic design, 3D modeling and sound design at the library.

"There's a resurgence of dynamic programming," she said. "It's completely free. They should get out there and attend these programs. Go and create something, and explore what the new library is for the 21st century."

Follow Amy Coyne Bredeson at twitter.com/IPBG_Amy.

RELATED CONTENT

St. Helena Island library offers day of workshops, costumes and fun for area comic and manga fans, March 15, 2004

Columns from Beaufort County librarians

The Creative Coast's information on the TEDx event

Live stream of TEDx event in Savannah

Full list of speakers, more details

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The Island Packet is pleased to provide this opportunity to share information, experiences and observations about what's in the news. Some of the comments may be reprinted elsewhere in the site or in the newspaper. We encourage lively, open debate on the issues of the day, and ask that you refrain

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Sometimes leadership is getting out of the way

Posted: June 3, 2014 - 10:18pm | Updated: June 4, 2014 - 12:25am

Whether at work or at home, sometimes my most important job is getting out of the way.

I often say that my kids stand up because I fall down. Recently, my son confirmed this: After a long day of work including an evening event, I arrived home to find my youngest child finishing his homework sitting on my bed.

I joined him but failed to keep my eyes open. When I awoke, I learned that his 11-year-old brother had not only put the 8-year-old to bed and taken out the dog, the two had also put away the $200 worth of groceries I had picked up on the way home and left in the car.

I am blessed indeed.

I am equally blessed at work to be surrounded by an inspired incredible team of volunteers, board members, part-time help, interns and one colleague, Charisse Bennett. Charisse led us all to a memorable and magical TEDxCreativeCoast event at the Jepson last Friday, and more than 100 emails, posts and tweets have flooded the Creative Coast office with thanks and praise ever since.

Just in case TED.com has not found its way to your favorites yet, TED is more than an online platform for ideas. The concept kicked off in 1984 with a conference where technology, entertainment and design converged.

There, Nicholas Negroponte, founder of MIT's pre-eminent computer science laboratory for new media and human-computer interface, made five impressive predictions about technology.

Since then, the likes of Bill Clinton and Bill Gates have taken the stage to address prestigious invitation-only audiences filled with today's top educators, entrepreneurs, business leaders and world changers.

Thirty years later, TED now holds numerous conferences around the globe and provides licenses for TEDx events in hundreds of communities. TEDxCreativeCoast has run successfully for five years, and fans are already clamoring for 2015.

I observed on Thursday night that even if the event were cancelled last minute, the process would have been worth it.

The Creative Coast believes strongly in connections, growth and collaboration. In the months leading up to the event, I was delighted to see more than 75 people stretch themselves to submit excellent applications for the 15 spots. I watched speakers blossom, friendships form and genius emerge.

Emcee Andrew Davies described this year's theme as "combining the dichotomy of slow evolution with abrupt revolution we have R/Evolution."

This truly awe-inspiring day had plenty of advice to offer from both our live presenters as well as the required ted.com videos.

Entrepreneur and entertainer Jody Espina borrowed from Guy Kawasaki to advise, "Don't worry, be crappy."

"Love what your body can do, not what it looks like," encouraged Camilla Meshiea.

"...life is a lot more than collecting things and getting from point A to B very quickly" said ShareSavannah's Kevin Klinkenberg.

Ugochukwu (Francis) Okenchukwa shared my personal favorite, "Ambition is the road to success. Perseverance is the vehicle you arrive in."

Librarian Melanie Florencio illustrated the importance of maker spaces and highlighted the transition of libraries from places where content is consumed to where it is created.

Educator Jaime McGrath informed us that music makes better people and better learners. Also, he demonstrated how "growing gardens grows character."

Similarly, on screen Ron Finley warned, "If you ain't a gardener, you ain't a gangster" as he encouraged us to make our shovel the weapon of choice and instructed, "Growing your own food is like printing your own money."

We were challenged.

Eva Bowman taught us to question, "How do I want my half of this conversation to go?"

Harry Delorme, Telfair's senior curator of education, reminisced of a favorite exhibit asking, "How many times do you hear people cheering in a museum?"

We were entertained.

Banker Mike English took the stage with his guitar and musical partner Rachelle Abney, aka Sister Ray Ray, on the harmonica to jam out to an elated house after lunch. They demonstrated how music brings together very different people. Robyn Richardson sang a few notes, and Espina closed out the day on his saxophone.

We played "Personal Bingo" to get to know each other, debated favorites during long coffee breaks and enjoyed the retweets in Boston, Cincinnati and beyond. eThree Media, who handled the video work and live stream, reached 4,086 people on a Facebook post about TEDxCreativeCoast.

All in all, lives were changed. Indeed, sometimes leadership is getting out of the way.

Bea Wray is the executive director of The Creative Coast, a not-for-profit organization that promotes the creative and entrepreneurial community within the region. Bea can be reached at 912-447-8457 or bea@thecreativecoast.org

By Bea Wray

CLOSE ✕

Beaufort County Library

Libraries are critical community partners, working directly with local governments to achieve mutual goals.

Beaufort County Library is an important partner in pursuing and attaining our community's goals. The library provides essential services to citizens based on community demographics and priorities, and public technology services are one of our most valued resources. Through the Edge Initiative, a national assessment program funded by the Bill and Melinda Gates Foundation, we are aligning these resources to better serve this community

These important actions represent significant opportunities for the library to strengthen high quality technology services and make a difference for the community:

9 out of 10 Americans ages 10 and older say public libraries are important to their communities.

77% say free access to computers and the internet is a "very important" service of libraries

Digital literacy is a critical 21st century skill. Libraries provide technology training and assistance to help build those skills.	*St.Helena Branch leads Digital Literacy efforts.* *Creation of resources toolkit.* *Id staff training needs.* *Design customer training and programs* *Recruit volunteer trainers.* *Develop community partnerships.*
People use library technology to access eGovernment services such as filing for unemployment, registering to vote, and applying for services.	*Bluffton Branch leads Civic Literacy efforts.* *Develop resources toolkit.* *Id staff training needs.* *Provide e-government resources programs as part of civic literacy skills.* *Develop community partnerships.* *Create marketing plan.*
People get current information on important medical topics and services through the libraries' online resources.	*Hilton Head leads Health and Wellness Literacy efforts.* *Develop resources toolkit.* *Id staff training needs.* *Provide health and wellness programs.* *Develop community partnerships.* *Create marketing plan.*

EDGE ASSESSMENT

Needs Improvement	ACTION
Benchmark 1:Libraries provide assistance and training with the goal of increasing the level of digital literacy in the community.	
1.1: The library has curricula for and provides regularly scheduled digital literacy training.	St. Helena: Digital Literacy
Level 3: In-person technology classes are available in language other than English in at least one library location.	
1.2: The library provides individual assistance for digital literacy at all locations.	
Level 2: One-on-one tech help is available for patrons on demand or by appointment for at least 30 minutes @ all locations.	
One-on-one help is available in languages other than English in at least one location.	
Benchmark 2: Libraries provide access to relevant digital content and enable community members to create their own digital content.	
2.2: The library monitors its service delivery of online content.	
Level 1: Website links are checked and content is updated at least monthly.	
Level 3: A content inventory of the library's website is performed at least annually.	
2.3: The library provides access to information resources through its website.	
Level 1: **Audio books can be downloaded.**	C/Lottery Funds
Level 2: Selects and organizes online resources to help patrons learn digital literacy skills (how to guides and videos, tutorials).	Digital Literacy Toolkit
Offers access to online interactive language learning tools.	**MANGO**
Benchmark 3: Libraries provide technology resources to help patrons meet important needs related to personal goals and community priorities.	
3.1: The library supports use of public technology for workforce development and entrepreneurship.	
Level 1: Selects and organizes online resources for job-seeking, employment skill-building, or professional certification.	
Selects and organizes online resources for small business development.	
Level 3: A library-organized or -hosted class for patrons on using online job-seeking, career development, and small business development resources is held at least quarterly.	
3.2: The library supports use of public technology for eGovernment of legal purposes.	Bluffton: Civic Literacy
Level 1: Selects and organizes online links to local, state, and federal eGovernment resources.	
Selects and organizes online guides and instruction for identifying, finding and using eGoverment resources.	
Level 2: Offers access to electronic legal and law-related research and information.	
Level 3: A library-organized or -hosted class on navigating online government resources is held at least quarterly.	
3.3: The library supports use of public technology for patrons pursuing educational opportunities.	
Level 1: Selects, organizes, and maintains online resources related to homework help, research, and information literacy.	
Level 2: Selects, organizes, and maintains online resources abour college selection and financial aid.	
Level 3: A library-organized or -hosted class on using or navigating educational resources is held at least quarterly.	

3.4:	The library supports use of public technology for health and wellness purposes.	Hilton Head: Health & Wellness Literacy
Level 2:	Selects and organizes online resources for learning about medical conditions, procedures, prescription drugs, and healthcare providers.	
Level 3:	Is a designated community access point for health and human services information assistance (211 service).	
	A library-organized or -hosted class on using or navigating health and wellness resources is held at least quarterly.	

Benchmark 4: Libraries make strategic decisions based on community priorities for digital inclusion and innovation.

4.1: The library has leaders who maintain on-going relationships with community leaders.

Level 3: Maintains its own or participates in an ongoing community advisory body whose responsibilities include helping to develop community digital inclusion and technology plans.

4.2: The library gathers feedback from the community about its public technology needs.

Level 2-3: Questions about community technology are included in a library-sponsored needs assessment survey.

Community technology-related questions are included in a local government survey. Conducts community-representative focus groups on the community's technology needs.

Holds advertised forums on the community's technology needs.

Level 3: The library conducts a community needs assessment for technology resources in languages other than English.

4.3: The library surveys patrons about technology use in strategic purpuse areas.

Level 1-3: Surveys patrons annually abour public technology use and outcomes in the following areas: eGovernment, Education, Health and wellness.

4.4: The library evaluates its technology programs and services.

Level 1: The effectiveness of digital literacy programs and services is evaluated at least annually. Level 3: The effectiveness of outreach activities is evaluated annually.

The effectiveness of partnerships is evaluated biennially.

Benchmark 5: Libraries build strategic relationships with community partners to maximize public access technology resoruces and services provided to the community.

5.2: The library engages in technology outreach activities.

Level 1: A list of community organizations that offer technology services and resources is maintained to easily refer patrons in the event additional services are needed.

Level 3: Maintains a plan to provide technology services in the community in the event of a disaster or other emergency.

Benchmark 6:Libraries support continuous improvement in public access technology services by sharing expertize and best practices with other digital inclusion organizations

6.1: The library participates in a community of practice and shares public access technology, resources and other tools.

Level 2-3: Training resurces and curricula are shared with other libraries or community-based organizations.

Network management policies and practices are shared with other libraries or community-based organizations.

Level 3: The library participates in or facilitates a technology mentorship program that pairs library staff with more experienced or knowledgeable mentors involved in managing library technology and public tech access. — Digital Literacy Toolkit

6.2: The library conducts surveys to gather feedback about library technology.

Level 1: The following questions are included in an annual survey:

Patron satisfaction with library technology.

Level 2: Personal importance of library technolgy.
Level 3: Importance of library technology to others in the community.

Benchmark 7: Libraries integrate public access technology into planning and policies.

7.1: The library maintains technology and patron data policies.
Level 1: The library has a hardware replacement plan with a 3-5 year refresh cycle. Has a software upgrade plan with a 3-5 year refresh cycle.

Benchmark 8: Libraries have sufficient staff with technology expertise to help patrons achieve their goals.

8.2: Library staff assigned to assist patrons are responsible for maintaining technology competencies.
Level 1: Job descriptions for public services staff contain technolgy competencies and responsibilities.
Level 2: Annual evaluations for public service staff include review of technology related performance.
Level 3: Annual goal setting for public services staff includes expectations for technology performance.
8.3: Staff assigned to assist partrons are able to answer patrons' technology questions.
Level 1: 100% of public services staff are able to to assist patrons with basic technology questions.

Upgrading Job Description
Developing competencies.
Staff Training.

Benchmark 9: Libraries have sufficient devices and bandwidth to accommodate user demand.

9.1: The library has a sufficent # of device hours available on a per capita basis.
Level 1-3: Device hours available per capita (we have 1.90).
9.3: The library assures adequate time for patrons to complete tasks.
Level 1: Has session management software.Wireless network signal extends to all public areas at all locations.
Level 2-3: Some public access terminals are designated with extended session periods.
Internet enabled devices with extended session periods are loaned within the library. Internet enabled devices are loaned for use out of the library.
9.4: The library provides peripheral equipment that enables patrons to complete tasks.
Level 2: Patrons are able to scan documents into digital format.
Wireless enabled printers are available for patron-owned devices.
Level 3: Video conferencing equipment is available for public use.

Benchmark 10: Libraries manage their technology resources to maximize quality.

10.1: The library actively manages internet connectivity.
Level 1: Speed tests are performed on public computers to compare advertised and acutual bandwidth speed.
Level 3: Allocates bandwidth to staff functions and public internet access through separate data curcuits or through hardware software mechanisms to prioritize twork traffic.
Network bandwidth is shaped for quality of service.
10.3: The library tracks key measures about public technology services for planning purposes.
Level 1: Average wait time for public devices.

Benchmark 11: Libraries ensure participation in digital technology for people with disabilities.

11.1: The library accommodates users with disabilities.

- **Level 2:** Website is compliant with WWW Consortium disabilty standards as evidenced by the use of an online validation service.
- **Level 3:** Specific accessibity goals are included in the strategic plan.
- **Level 3:** Staff are provided with training at least annual for recognizing and serving patrons with disabilities.

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October 30, 2014

September 2014 Library Financials Narrative and Analysis

The Library's General Fund is on track with the new fiscal year 2015 budget. Expenditures are currently at 28% of budget, which is slightly higher than the expect 25% of the third month of the fiscal year. It should be noted that the library has some annual maintenance contracts in Purchased Services that were recorded in July, but their activity relate for the entire fiscal year.

There has not been much significant activity with the library's special revenue funds since most of these are tied to grants and have to be spent according to their restrictions or purpose. The most important number is the fund balance amount for each of these funds.

Library impact fees are restricted to the area in which they are generated. The Hilton Head library impact fees fund will go in the negative during fiscal year 2015 due to a few large capital projects, but Finance expects this fund to get back in the positive by June 30, 2015. These capital projects are currently encumbered, which means a purchase order has been issued, but the County has not paid the vendor since the projects are not completed. The Bluffton library impact fees have the highest revenue and this can be attributable to higher growth than in other parts of Beaufort County.

Respectively submitted by,

Alan Eisenman, CPA

UNAUDITED AND PRELIMINARY

BEAUFORT COUNTY LIBRARIES- GENERAL FUND

SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET (GAAP BASIS) AND ACTUAL

For the Period Ended September 30, 2014

	Annual Budget	Year to Date Budget	Actual	Annual Variance Positive (Negative)	Annual Percent of Budget	Year to Date Variance Positive (Negative)
Revenues						
Copy Fees	3,200	800	1,179	(2,021)	37%	379
Fines	95,000	23,750	24,111	(70,889)	25%	361
Total Revenues	98,200	24,550	25,290	(72,910)	26%	740
Library Administration						
Personnel	485,460	121,365	121,562	363,898	25%	(197)
Purchased Services	96,171	24,043	39,297	56,874	41%	(15,254)
Supplies	19,350	4,838	4,348	15,002	22%	490
Total Library Administration Expenditures	600,981	150,245	165,207	435,774	27%	(14,962)
Beaufort Branch						
Personnel	450,127	112,532	125,683	324,444	28%	(13,151)
Purchased Services	93,744	23,436	37,274	56,470	40%	(13,838)
Supplies	9,000	2,250	1,117	7,883	12%	1,133
Total Beaufort Branch Expenditures	552,871	138,218	164,074	388,797	30%	(25,856)
Bluffton Branch						
Personnel	415,966	103,992	103,261	312,705	25%	731
Purchased Services	98,154	24,539	34,100	64,054	35%	(9,562)
Supplies	11,950	2,988	2,683	9,267	22%	305
Total Bluffton Branch Expenditures	526,070	131,518	140,044	386,026	27%	(8,527)
Hilton Head Branch						
Personnel	570,709	142,677	144,359	426,350	25%	(1,682)
Purchased Services	104,440	26,110	37,312	67,128	36%	(11,202)
Supplies	12,750	3,188	2,921	9,829	23%	267
Total Hilton Head Branch Expenditures	687,899	171,975	184,592	503,307	27%	(12,617)
Lobeco Branch						
Personnel	116,229	29,057	22,549	93,680	19%	6,508
Purchased Services	18,469	4,617	9,757	8,712	53%	(5,140)
Supplies	4,775	1,194	1,486	3,289	31%	(292)
Total Loceco Branch Expenditures	139,473	34,868	33,792	105,681	24%	1,076
St. Helena Branch						
Personnel	352,222	88,056	95,971	256,251	27%	(7,916)
Purchased Services	93,691	23,423	42,098	51,593	45%	(18,675)
Supplies	11,150	2,788	2,409	8,741	22%	379
Total St. Helena Branch Expenditures	457,063	114,266	140,478	316,585	31%	(26,212)
Library Technical Services						
Personnel	228,119	57,030	57,065	171,054	25%	(35)
Purchased Services	22,310	5,578	17,509	4,801	78%	(11,932)
Supplies	40,500	10,125	40,363	137	100%	(30,238)
Total Library Technical Services Expenditures	290,929	72,732	114,937	175,992	40%	(42,205)
Library SC Room						
Personnel	91,096	22,774	23,134	67,962	25%	(360)
Purchased Services	5,450	1,363	487	4,963	9%	876
Supplies	4,575	1,144	290	4,285	6%	854
Total Library SC Room Expenditures	101,121	25,280	23,911	77,210	24%	1,369
Library Personnel Benefits						
Personnel	496,405	124,101	124,101	372,304	25%	-
Total Library Personnel Benefits	496,405	124,101	124,101	372,304	25%	-
Total Expenditures	3,852,812	963,203	1,091,136	2,761,676	28%	(127,933)

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SOUTH CAROLINA
COMBINING BALANCE SHEET
LIBRARY SPECIAL REVENUE FUNDS
September 30, 2014

	Library Grants	Del Webb Library Agreement	Friends of HHI Library Grant	Library Trust	Beaufort Library Special Trust	Hilton Head Library Special Trust	Library Special Trust	LSTA Creation Place Grant	Library State Aid	Total
ASSETS										
Equity in Pooled Cash and Investments	$ 19,670	$ 199,830	447	$ 19,216	$ 29,490	$ 22,315	$ 206,889	-	28,907	526,764
Accounts Receivable	-	-	-	-	-	-	-	-	-	-
Total Assets	19,670	199,830	447	19,216	29,490	22,315	206,889	-	28,907	526,764
LIABILITIES AND FUND EQUITY										
Liabilities										
Accounts Payable	19,670	-	-	-	-	1,104	-	-	-	20,774
Total Liabilities	19,670	-	-	-	-	1,104	-	-	-	20,774
FUND BALANCE										
Reserved for Encumbrances	-	-	-	-	-	-	-	-	-	-
Reserved for Special Revenue Funds	-	199,830	447	19,216	29,490	21,211	206,889	-	28,907	505,990
	-	199,830	447	19,216	29,490	21,211	206,889	-	28,907	505,990
Total Liabilities and Fund Balance	$ 19,670	$ 199,830	$ 447	$ 19,216	$ 29,490	$ 22,315	$ 206,889	$ -	$28,907	$ 526,764

UNAUDITED AND PRELIMINARY

BEAUFORT COUNTY, SC

COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

LIBRARY SPECIAL REVENUE FUNDS

For the Period Ending September 30, 2014

	Library Grants			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	$ -	$ -	$ -	0%
Total Revenues	-	-	-	0%
Expenditures				
Supplies	-	19,670	(19,670)	100%
Total Expenditures	-	19,670	(19,670)	100%
Excess of Revenues Over (Under) Expenditures	-	(19,670)	(19,670)	100%
Fund Balance at Beginning of Year	19,670	19,670	-	100%
Fund Balance at End of Year	$ 19,670	$ -	$ (19,670)	0%

	Del Webb Library Agreement			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	$ -	$ 743	$ 743	100%
Total Revenues	-	743	743	100%
Expenditures				
Capital	-	-	-	0%
Total Expenditures	-	-	-	0%
Excess of Revenues Over (Under) Expenditures	-	743	743	100%
Fund Balance at Beginning of Year	199,087	199,087	-	0%
Fund Balance at End of Year	$ 199,087	$ 199,830	$ 743	100%

	Friends of HHI Library Grant			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	$ -	$ -	$ -	0%
Total Revenues	-	-	-	0%
Expenditures				
Supplies	-	-	-	0%
Total Expenditures	-	-	-	0%
Excess of Revenues Over (Under) Expenditures	-	-	-	0%
Fund Balance at Beginning of Year	447	447	-	100%
Fund Balance at End of Year	$ 447	$ 447	$ -	100%

UNAUDITED AND PRELIMINARY

BEAUFORT COUNTY, SC

COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

LIBRARY SPECIAL REVENUE FUNDS

For the Period Ending September 30, 2014

	Library Trust			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	$ -	$ -	$ -	0%
Total Revenues	-	-	-	0%
Expenditures				
Other	-	51	(51)	100%
Total Expenditures	-	51	(51)	100%
Excess of Revenues Over (Under) Expenditures	-	(51)	(51)	100%
Fund Balance at Beginning of Year	19,267	19,267	-	100%
Fund Balance at End of Year	$ 19,267	$ 19,216	$ (51)	100%

	Beaufort Library Special Trust			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Interest	$ 1,150	$ -	$ (1,150)	0%
Total Revenues	1,150	-	(1,150)	0%
Expenditures				
Supplies	-	-	-	0%
Total Expenditures	-	-	-	0%
Excess of Revenues Over (Under) Expenditures	1,150	-	(1,150)	-100%
Fund Balance at Beginning of Year	29,490	29,490	-	100%
Fund Balance at End of Year	$ 30,640	$ 29,490	$ (1,150)	96%

	Hilton Head Library Special Trust			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Interest	$ 1,150	$ -	$ (1,150)	0%
Total Revenues	1,150	-	(1,150)	0%
Expenditures				
Supplies	-	1,379	(1,379)	100%
Total Expenditures	-	1,379	(1,379)	100%
Excess of Revenues Over (Under) Expenditures	1,150	(1,379)	(2,529)	-100%
Fund Balance at Beginning of Year	22,590	22,590	-	100%
Fund Balance at End of Year	$ 23,740	$ 21,211	$ (2,529)	89%

UNAUDITED AND PRELIMINARY

BEAUFORT COUNTY, SC

COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

LIBRARY SPECIAL REVENUE FUNDS

For the Period Ending September 30, 2014

	Library Special Trust			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Interest	$ -	$ -	$ -	0%
Total Revenues	-	-	-	0%
Expenditures				
Supplies	-	-	-	0%
Capital	-	-	-	0%
Total Expenditures	-	-	-	0%
Excess of Revenues Over (Under) Expenditures	-	-	-	0%
Fund Balance at Beginning of Year	206,889	206,889	-	100%
Fund Balance at End of Year	$ 206,889	$ 206,889	$ -	100%

	LSTA Creation Place Grant			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	$ -	$ 5,625	$ 5,625	100%
Total Revenues	-	5,625	5,625	100%
Expenditures				
Purchased Services	-	4,656	(4,656)	100%
Supplies	-	969	(969)	100%
Total Expenditures	-	5,625	(5,625)	100%
Excess of Revenues Over (Under) Expenditures	-	-	-	0%
Fund Balance at Beginning of Year	-	-	-	0%
Fund Balance at End of Year	$ -	$ -	$ -	0%

UNAUDITED AND PRELIMINARY

BEAUFORT COUNTY, SC

COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

LIBRARY SPECIAL REVENUE FUNDS

For the Period Ending September 30, 2014

	Library State Aid			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	$ -	37,048	$ 37,048	100%
Total Revenues	-	37,048	37,048	100%
Expenditures				
Supplies	-	8,141	(8,141)	100%
Total Expenditures	-	8,141	(8,141)	100%
Excess of Revenues Over (Under) Expenditures	-	28,907	28,907	100%
Fund Balance at Beginning of Year	-	-	-	0%
Fund Balance at End of Year	$ -	$ 28,907	$ 28,907	100%

	Total			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	$ -	$ -	$ -	0%
Interest	2,300	-	(2,300)	0%
Miscellaneous	-	6,368	6,368	100%
Intergovernmental	-	37,048	37,048	100%
Total Revenues	2,300	43,416	41,116	1888%
Expenditures				
Supplies	-	30,159	(30,159)	100%
Purchased Services	-	4,656	(4,656)	100%
Other	-	51	(51)	100%
Total Expenditures	-	34,866	(34,866)	100%
Excess of Revenues Over (Under) Expenditures	2,300	8,550	6,250	372%
Fund Balance at Beginning of Year	497,440	497,440	-	100%
Fund Balance at End of Year	$ 499,740	$ 505,990	$ 6,250	101%

UNAUDITED AND PRELIMINARY
Beaufort County
Library Impact Fees
For the Period Ending September 30, 2014

	HH/Daufuskie	Bluffton	Port Royal Island	Ladys Island/ St. Helena	Sheldon	Total
Beginning Fund Balance	145,715	666,685	623,549	-	35,139	1,471,088
Revenues						
Licenses and Permits	11,804	20,460	8,848	15,011	553	3,753
Interest	-	-	-	-	-	-
	11,804	20,460	8,848	15,011	553	8,756
Expenditures						
Purchased Services						
Library Materials						
Apple	(529)	-	-	-	-	(529)
Compucom	(4,229)	-	-	-	-	(4,229)
Capital Outlay						
Hewlett Packard	(20,458)	-	-	-	(11,667)	(32,125)
	(25,216)	-	-	-	(11,667)	-
Total Revenues	11,804	20,460	8,848	15,011	553	56,676
Total Expenditures	(25,216)	-	-	-	(11,667)	(36,883)
Net Revenues (Expenditures)	(13,412)	20,460	8,848	15,011	(11,114)	19,793
Encumbered Fund Balance	171,052	19,504	-	-	-	-
Unencumbered Fund Balance	(38,749)	667,641	632,397	15,011	24,025	3,753
						-
Ending Fund Balance	132,303	687,145	632,397	15,011	24,025	1,490,881

FY2015	BFT	Credit Card Beaufort Branch	HH	Credit Card H. Head Branch	BLU	Credit Card Bluffton Branch	LOB	Credit Card Lobeco Branch	STH	Credit Card St. Helena Branch	TOTAL
FINES & FEES											
July	$ 1,846.70	$ 642.40	$ 2,301.95	$ 438.25	$ 1,964.11	$ 354.25	$ 289.33	$ 44.20	$ 941.18	$ 136.19	$ 8,958.56
August	$ 1,409.32	$ 493.28	$ 1,801.85	$ 207.70	$ 2,108.39	$ 432.13	$ 550.82	$ 20.01	$ 584.41	$ 20.00	$ 7,627.91
September	$ 1,215.96	$ 479.53	$ 1,779.80	$ 204.54	$ 2,187.08	$ 762.21	$ 327.14	$ 43.81	$ 462.99	$ 89.80	$ 7,552.86
October	$ 1,870.82	$ 802.88	$ 1,584.50	$ 338.42	$ 1,786.30	$ 577.20	$ 383.53	$ 71.50	$ 725.31	$ 103.01	$ 8,243.47
November											$ -
December											$ -
January											$ -
February											$ -
March											$ -
April											$ -
May											$ -
June											$ -
TOTAL	**$ 6,342.80**	**$ 2,418.09**	**$ 7,468.10**	**$ 1,188.91**	**$ 8,045.88**	**$ 2,125.79**	**$ 1,550.82**	**$ 179.52**	**$ 2,713.89**	**$ 349.00**	**$ 26,121.49**
COPIERS											
July	$ 165.47	$ -	$ 78.50	$ -	$ -	$ -	$ 26.40	$ -	$ 51.90	$ -	$ 322.27
August	$ 193.25		$ 99.55		$ 181.85		$ 27.70		$ 37.10		$ 539.45
September	$ 152.95		$ 48.10		$ 94.00		$ 21.80		$ -		$ 316.85
October	$ 179.41		$ 137.75		$ 76.40		$ 30.60		$ 60.80		$ 484.96
November											$ -
December											$ -
January											$ -
February											$ -
March											$ -
April											$ -
May											$ -
June											$ -
TOTAL	**$ 691.08**	**$ -**	**$ 363.90**		**$ 352.25**		**$ 106.50**		**$ 149.80**		**$ 1,663.53**
INTEREST REVENUE											
July	$ -	$ -	$ -		$ -		$ -		$ -		$ 1.88
August	$ -	$ -	$ -		$ -		$ -		$ -		$ 1.95
September	$ -	$ -	$ -		$ -		$ -		$ -		$ 1.95
October	$ -	$ -	$ -		$ -		$ -		$ -		$ 2.07
November	$ -	$ -	$ -		$ -		$ -		$ -		
December	$ -	$ -	$ -		$ -		$ -		$ -		
January	$ -	$ -	$ -		$ -		$ -		$ -		
February	$ -	$ -	$ -		$ -		$ -		$ -		
March	$ -	$ -	$ -		$ -		$ -		$ -		
April	$ -	$ -	$ -		$ -		$ -		$ -		
May	$ -	$ -	$ -		$ -		$ -		$ -		
June	$ -	$ -	$ -		$ -		$ -		$ -		
TOTAL	**$ -**				**$ -**		**$ -**		**$ -**		**$ 7.85**
Convenience Fee											

FY2015	BFT	Credit Card Beaufort Branch	HH	Credit Card H. Head Branch	BLU	Credit Card Bluffton Branch	LOB	Credit Card Lobeco Branch	STH	Credit Card St. Helena Branch	TOTAL
July	$ -	$ 17.67	$ -	$ 12.05	$ -	$ 9.74	$ -	$ 1.22	$ -	$ 3.75	$ 44.43
August	$ -	$ 13.57	$ -	$ 5.71	$ -	$ 11.88	$ -	$ 0.55	$ -	$ 0.55	$ 32.26
September	$ -	$ 13.19	$ -	$ 5.62	$ -	$ 20.96	$ -	$ 1.20	$ -	$ 2.47	$ 43.44
October	$ -	$ 22.08	$ -	$ 9.31	$ -	$ 15.87	$ -	$ 1.97	$ -	$ 2.83	$ 52.06
November	$ -		$ -		$ -		$ -		$ -		$ -
December	$ -		$ -		$ -		$ -		$ -		$ -
January	$ -		$ -		$ -		$ -		$ -		$ -
February	$ -		$ -		$ -		$ -		$ -		$ -
March	$ -		$ -		$ -		$ -		$ -		$ -
April	$ -		$ -		$ -		$ -		$ -		$ -
May	$ -		$ -		$ -		$ -		$ -		$ -
June	$ -		$ -		$ -		$ -		$ -		$ -
TOTAL	**$ -**	**$ 66.51**	**$ -**	**$ 32.69**	**$ -**	**$ 58.45**	**$ -**	**$ 4.94**	**$ -**	**$ 9.60**	**$ 172.19**
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Board of Trustees - Library Board
General Ledger
As of October 31, 2014

	Type	Date	Num	Name	Memo	Split	Amount	Balance
First Citizens Bank (Total)								**19,230.32**
Alexander Dawson Fund								**1,451.97**
Total Alexander Dawson Fund								1,451.97
BDC Collection								**616.67**
Total BDC Collection								616.67
Bluffton Building Fund								**6,227.70**
Total Bluffton Building Fund								6,227.70
Clover Carolina Room Fund								**1,440.81**
Total Clover Carolina Room Fund								1,440.81
Greater Island Committee								**236.68**
Total Greater Island Committee								236.68
H Scheper Book Fund								**4,199.74**
Total H Scheper Book Fund								4,199.74
Hilton Head Rotary Fund								**654.45**
Total Hilton Head Rotary Fund								654.45
Historical Society Fund								**396.61**
Total Historical Society Fund								396.61
JOHN-CAROLINE TRASK								**50.00**
Total JOHN-CAROLINE TRASK								50.00
Kiwanis Club of Beaufort								**119.78**
Total Kiwanis Club of Beaufort								119.78

Board of Trustees - Library Board
General Ledger
As of October 31, 2014

			Type	Date	Num	Name	Memo	Split	Amount	Balance
		Sally & Joseph Harrington								**3,590.91**
		Total Sally & Joseph Harrington								3,590.91
		SHIRLEY DILLON								**100.00**
		Total SHIRLEY DILLON								100.00
		Wendy Allen Memorial								**145.00**
		Total Wendy Allen Memorial								145.00
		First Citizens Bank (Total) - Other								**0.00**
		Total First Citizens Bank (Total) - Other								0.00
	Total First Citizens Bank (Total)									19,230.32

Beaufort County Library
Board of Trustees

2015 MEETING DATES

January 14, 2015	**Bluffton Branch Library** 120 Palmetto Way. Bluffton, SC
March 11, 2015	**St. Helena Branch Library** 6355 Jonathan Francis sr. Road St. Helena, SC
May 13, 2015	**Hilton Head Branch Library** Conference Room 11 Beach City Road
July 8, 2015	**St. Helena Branch Library** 6355 Jonathan Francis sr. Road St. Helena, SC
September 9, 2015	**Bluffton Branch Library** 120 Palmetto Way. Bluffton, SC
(*) November 4, 2015 *or* November 18, 2015	**Beaufort Branch Library** 311 Scott Street. Beaufort, SC

(*) *November 11, 2015 (Veterans Day) is observed as holiday By Beaufort County.*

Meetings begin at 4 p.m. unless otherwise specified

Patron Code of Conduct

Beaufort County Library

The Board of Trustees of the Beaufort County Library has adopted the Code of Conduct to provide a welcoming environment for those using library facilities and resources.

Warnings are at the discretion of library staff. Failure to comply with the Library's established regulations may result in removal from the premises, exclusion form the library system, termination of library privileges, and arrest or prosecution. Library staff will intervene to stop prohibited activities and behaviors. Under SC Code Section 16-11-625 the Library Director or his/her designee may place someone on trespass if he/she refuses to leave.

Regulations

The following are prohibited on Beaufort County Library property:

1) Any loud conversation or noise that disturbs or interrupts library customers.
2) Sitting on tables or putting feet on furniture.
3) Refusal to leave library at specified closing time.
4) Use of library telephones, computers, or other equipment without permission.
5) Mass use of library supplies/technology for personal, program, or meeting use, including staples, paper clips, or copy paper and copy machines without paying the fee.
6) Consuming food outside of designated areas. Closable plastic drinking containers are permitted.
7) Glass containers.
8) Sleeping.
9) Loitering anywhere on library grounds.
10) Bringing non-service pets/animals into a library or leaving them tied up outside.
11) Theft, defacement, or vandalism of library property or materials.
12) Leaving any child under the age of 8 unattended.
13) Leaving any child under the age of 12 in the library building without responsible supervision. (Youth ages 8-12 in the children's area as long a parent / guardian is available another part of the building.)
14) Actions, behaviors, or comments that can be considered harassment, abusive or obscene toward other customers and/or library staff.
15) Use of rest rooms for inappropriate purposes.
16) The possession or use of alcohol or any illegal drug.
17) Possession of weapons of any kind, including camping and/or pocket knives.
18) Engaging in any sexual activity, sexual harassment, or indecent exposure including the public display of material inconsistent with the Internet Use Policy.
19) Failing to provide identification when asked.
20) Not being fully clothed, including not wearing shoes or a shirt.

Approved by the Board of Trustees November 2014

BEAUFORT COUNTY LIBRARY TRESPASS PROCEDURES

IN ACCORDANCE WITH SC CODE OF LAWS 16-11-625

DEFINITIONS

Trespass

A person is legally barred from entering any library facility for a period of time ranging from one (1) month, three (3) months, six (6) months, one (1) year, or up to five (5) years. Under extraordinary circumstances, a person may be trespassed permanently. The person's library card is deactivated for the same length of time as the trespass. The Library Director, or his/her designee, determines the length of the trespass and the Deputy/City Police serve the trespass. The Library Director or the Library staff member in charge may make the decision to trespass immediately or after consultation with other staff. An incident report is created.

Staff Member In Charge Of Incident

The staff member in charge of the incident is either the Library Director (or Library staff member in charge, or in their absence the ranking Department Head), or a Law Enforcement Deputy. If the incident originates in the Children's Library, the Children's Librarian is the Staff member in charge. In their absence, Children's staff will consult a Department Head, and then may elect to take charge of the incident instead of handing it off to the Department Head. At a branch, the Staff member in charge is the staff member with the highest job classification.

PROCEDURES

1. Library Board of Trustees defines acceptable library behavior by creating rules of conduct.

The Library exists to serve the community's information needs. The community expects a safe and appropriate library environment so all visitors may access library resources and services. The Patron Code of Conduct defines acceptable behavior in the library an on library property and provides for personal safety as well as for the protection of materials, property and facilities.

2. Library staff is responsible for controlling disruptive behavior by applying the Patron Code of Conduct.

Library staff will apply all rules of conduct respectfully, fairly and consistently. Failure to comply with a reasonable staff request may result in a loss of library privileges. Willful or persistent violation of the rules will result in a loss of library privileges which may include exclusion or trespass from the use of all facilities of the Beaufort County Library.

3. A trespass may be appealed.

The Library Board of Trustees may approve, modify or reverse any staff actions. The Board reviews all permanent trespasses. Persons trespassed from the Library may appeal or contest their trespass. *See "Notice of Library Trespass Form."*

4. Notice of Trespass.

A copy of the trespass warning will be given to the person in writing, in the presence of a law enforcement officer, and will state:

A) the alleged criminal law violation or the alleged violation of the library's code of conduct promulgated by the Library's Board of Trustees under the authority provided by Section 4-9-37(b) of the SC Code;

B) the duration of the prohibition to return; and

C) the procedure by which the person may appeal the warning to the Library Board of Trustees. The person receiving notice of trespass wishing to appeal the notice may submit a request for a hearing to the Board within five business days of receiving the notice. The Board of Trustees of the Library will then provide a hearing within ten business days of the request for an appeal.

NOTICE OF LIBRARY TRESPASS

IN ACCORDANCE WITH SC CODE OF LAWS 16-11-625

BEAUFORT COUNTY LIBRARY
For Learning • For Leisure • For Life

CUSTOMER NAME _____

DATE OF INCIDENT _____

INCIDENT TYPE _____

This notice is provided to you, in presence of law enforcement, as written notification and warning that your actions have warranted the issuance of a Trespass Notice for a period of _____, based on a Criminal Act or Violation of the Library Code of Conduct cited above. Your presence on **any** Beaufort County Library property is prohibited and will subject you to arrest by authorized law enforcement authorities if deemed appropriate/necessary.

Library staff member _____ **Date** _____

NOTICE GIVEN IN THE PRESENCE OF _____ **OFFICE OF**
(Officer/Deputy)

_____.
(Law Enforcement Agency)

RIGHT TO APPEAL

You may appeal the warning to the Library Board of Trustees. A person receiving notice of trespass, wishing to appeal the notice, must submit a written request for a hearing to the Library Board of Trustees within five business days of receiving the notice.

Submit appeals in writing to:
Beaufort County Library
Attn: Administration
311 Scott Street
Beaufort, SC 29902

Approved Nov 2014

Beaufort County Library
Board of Trustees

2015 LIBRARY CLOSINGS DATES

HOLIDAY	OBSERVANCE
New Year's Day	Thursday, January 1, 2015
Martin Luther King, Jr.'s Birthday	Monday, January 19, 2015
Staff Development Day	Wednesday, April 22, 2015
Memorial Day	Monday, May 25, 2015
Independence Day	Friday, July 3, 2015 (observed)
	Saturday, July 4, 2015 (Tentative)
Labor Day	Monday, September 7, 2015
Staff Development Day	Wednesday, October 7, 2015
Veterans Day	Wednesday, November 11, 2015
Libraries Closed at 5:00 pm	Wednesday, November 25, 2015
Thanksgiving Day	Thursday, November 26, 2015
Heritage Day	Friday, November 27, 2015
Christmas Eve	Thursday, December 24, 2015
Christmas Day	Friday, December 25, 2015
Libraries Closed at 5:00 pm	Thursday, December 31, 2015

"Libraries Closed" Dates & hours do not qualify for Holiday pay.

November 12, 2014

HILTON HEAD BRANCH LIBRARY

Bimonthly Report

SEPTEMBER & OCTOBER 2014

BEAUFORT COUNTY LIBRARY
For Learning • For Leisure • For Life

OUTREACH PROGRAMMING	SEPTEMBER #Programs / #Attendees	OCTOBER #Programs / #Attendees
Early Learners (Ages 0-4)	31/606- 102 adults	37/651
Children (Ages 5-11)	10/201-79 adults	16/419
Teen (Ages 12-17)	0	0
Adults (Ages 18+)	1/30	1/142

IN-HOUSE LIBRARY PROGRAMMING	SEPTEMBER #Programs / #Attendees	OCTOBER #Programs / #Attendees
Early Learners (Ages 0-4)	12/241	13/237
Children (Ages 5-11)	7/116	12/158
Teen (Ages 12-17)	1/91	2/19
Adults (Ages 18+)	9/104	17/152

MEETING ROOM USE	SEPTEMBER #Groups / #Attendees	OCTOBER #Groups / #Attendees
	11/89	8/115

STATISTICS	SEPTEMBER	OCTOBER
New Library Cards	176	175
Door Count	11,348	12,254
Circulation	18,442	16,354
Reference	1898	1468
Internet Use	1660	1513

Staff Continuing Education Sessions Attended	SEPTEMBER	OCTOBER
	1	2

FACILITIES NOTES	Peeling wallpaper removed from walls behind circ.area. Has been painted green. Looks wonderful! Meeting room renovation set for mid November.

Report submitted by:				
Mary Jo Berkes	Branch Manager	843-255-6517	maryjob@bcgov.net	
Hilton Head Branch	11 Beach City Rd	Hilton Head	SC	29926

ST. HELENA BRANCH LIBRARY

Bimonthly Report

SEPTEMBER & OCTOBER 2014

BEAUFORT COUNTY LIBRARY
For Learning • For Leisure • For Life

OUTREACH PROGRAMMING	SEPTEMBER #Programs / #Attendees	OCTOBER #Programs / #Attendees
Early Learners (Ages 0-4)	0/0	0/0
Children (Ages 5-11)	0/0	1/35
Teen (Ages 12-17)	0/0	0/0
Adults (Ages 18+)	0/0	0/0

IN-HOUSE LIBRARY PROGRAMMING	SEPTEMBER #Programs / #Attendees	OCTOBER #Programs / #Attendees
Early Learners (Ages 0-4)	4/16	4/48
Children (Ages 5-11)	10/76	14/136
Teen (Ages 12-17)	8/63	11/68
Adults (Ages 18+)	2/38	3/26

MEETING ROOM USE	SEPTEMBER #Groups / #Attendees	OCTOBER #Groups / #Attendees
	23/267	35/297

STATISTICS	SEPTEMBER	OCTOBER
New Library Cards	68	48
Door Count	2974	2807
Circulation	4643	4625
Reference	257	233
Internet Use	615	662

Staff Continuing Education Sessions Attended	SEPTEMBER	OCTOBER
	1	1

FACILITIES NOTES	Moving the shelving units in the adult non-fiction area--the move will provide the customers with a better line of sight to see staff who are available to help them.

Report submitted by:				
Maria Benac	Branch Manager	(843)255-6548	mbenac@bcgov.net	
St Helena Branch Library	6355 Jonathan Francis Sr Rd	St Helena Island	SC	29920

LOBECO BRANCH LIBRARY

Bimonthly Report

SEPTEMBER & OCTOBER 2014

BEAUFORT COUNTY LIBRARY
For Learning • For Leisure • For Life

OUTREACH PROGRAMMING	SEPTEMBER #Programs / #Attendees	OCTOBER #Programs / #Attendees
Early Learners (Ages 0-4)	0/0	Shanklin Elem Kids Club/20 kids&parent
Children (Ages 5-11)	1 event at Whale Branch Elem/50 kids	0
Teen (Ages 12-17)	0/0	0
Adults (Ages 18+)	0/0	0

IN-HOUSE LIBRARY PROGRAMMING	SEPTEMBER #Programs / #Attendees	OCTOBER #Programs / #Attendees
Early Learners (Ages 0-4)	3 programs/ 3 attendees	2 programs/1 attendee
Children (Ages 5-11)	2 programs/ 27 attendees	2 programs/ 22 attendees
Teen (Ages 12-17)	0/0	1 program/ 1 attendee
Adults (Ages 18+)	3 programs with DSN/ 10 attendees	2 programs/ 5 attendees

MEETING ROOM USE	SEPTEMBER #Groups / #Attendees	OCTOBER #Groups / #Attendees
	12 groups/ 40 attendees	3 groups/ 6 attendees

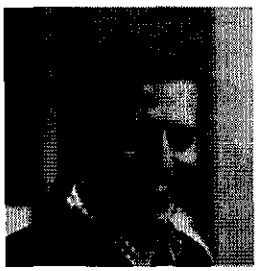
STATISTICS	SEPTEMBER	OCTOBER
New Library Cards	34	17
Door Count	*3290 estimate (door counter stopped 9/13)	1904
Circulation	2514	2175
Reference	222	196
Internet Use	470	413

Staff Continuing Education Sessions Attended	SEPTEMBER	OCTOBER
	2	2

FACILITIES NOTES	
	Facilities maintenance updated all emergency backup lights, stabilized the shelving, replaced bulbs, fixed plumbing issues and continues to maintain the grounds. However, parking is still an issue because of the lack of directional signs. The Lobeco Library shares space with Head Start bus drivers. The traffic flow on the property is unorganized and chaotic. Also, there is no sign on the library building identifying the name or the address of the building. Several requests have been made; however, the Lobeco Library is the only branch without a sign or address in which the library can be properly identified. *Figure derived from 470 (internet users) multiplied by 6. We had to waitlist patrons at least 4 times a week.

Report submitted by:				
Belinda Blue	Branch Manager	(843)255-6483	bblue@bcgov.net	
Lobeco Branch Library	1862 Trask Parkway	Lobeco	SC	29931

Credit Clinic



With Richard Reeve of the Consumer Credit Counseling Service of Savannah

Learn how to pull, read and correct errors on your credit report for FREE.

Thursday, October 16, 2014
4:00pm
Lobeco Library, 1862 Trask Parkway

This program is free and open to the public.
Call 255-6479 for more information.

CONSUMER CREDIT COUNSELING SERVICE

BEAUFORT COUNTY LIBRARY
For Learning • For Leisure • For Life