



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, March 11, 2015
4:00 p.m.
Beaufort Branch Library
311 Scott Street,
Beaufort, SC 29902
843.255.6456

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:
 - A. February 11, 2015 Minutes (**backup**)
- V. Corresponding/Membership – Jean Morgan
- VI. Interim Library Director's Report
- VII. Financial Reports:
 - FY 2015 Status Report
 - A. County Funds – Alan Eisenman (**backup**)
 - B. 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 –Linda McDonald
 - D. Friends of the Library (FOL):
 - Beaufort: Peggy Martin
 - Bluffton: Laura Sturkie
 - Hilton Head: Lynne Miller and Eileen Fitzgerald

- E. Library Director Recruitment Committee - Eileen Fitzgerald, Peggy Martin, Joseph Bogacz, and Barbara Murphy (Bluffton FOL President)
- F. School Liaison – Eileen Fitzgerald, Chair; and Jean Morgan
- G. Policies & Procedures – Jean Morgan, Chair; Anna Maria Tabernik, Joseph Bogacz and Eileen Fitzgerald.

IX. Old Business:

- A. Debt Collection Program **(backup)**
- B. Bluffton IT Upgrade

New Business:

- A. Approval of FY2016 Budget Proposal
- B. Review of the Library Board Charter and the Ordinance (Chapter 50, Library, Article II) to bring these documents in line with the Attorney General's decision. **(backup)**
- C. Wall hangings/displays at the Hilton Head library.
- D. Partnering Agreements.
- E. Legality of February LBOT Meeting (J. Bogacz).

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

XII. Executive Session:

Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body or the appointment of a person to a public body.

XIII. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – February 11, 2015 – 4:00 pm

A Special Library Board meeting was held at the St. Helena Branch Library.

Trustees: Bernard Kole, *Chair*; Eileen Fitzgerald, *Vice-Chair*; Joseph Bogacz, Linda MacDonald, Lynne Miller, and Anna Maria Tabernick.

- Absentees: Jean Morgan, Laura Sturkie, Peggy Martin.

Library Staff: Jan O'Rourke, Interim Library Director; Kathy Mitchell, Collection/Development Coordinator; Maria Benac, St. Helena Branch Manager; and Ileana Herrick, Administrative Assistant.

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

Guests: Ms. Marilyn Harcharik, President of Beaufort Branch Library Friends; Earl Dietz, President of the Public Library Foundation.

County Council Member: Councilman William McBride, District 3.

Call to Order: The meeting was called to order at 4:02 p.m.

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

Public Comment: 25 members of the public representing the NAACP, the Democratic Party and other community organizations, were present to speak of their concern about 1) the future of the libraries 2) library hours of operations 3) library materials budget 4) Signage for the Lobeco Branch Library.

Mr. Kole stated that the Board is working on providing adequate library services for our community within the budget. *Ms. Fitzgerald encouraged the members of the public to attend the County Council public hearings to support the libraries.* Mr. McBride stated that the Library will continue to serve the community. The library system provides services to its patrons within the allocated budget. Library operating funding is based on the proceeds received from taxpayers.

Minutes of January 14, 2015: Mr. Kole made a motion to accept the minutes. Ms. Miller seconded the motion. There was a unanimous vote.

Mr. Kole stated that the agenda was prepared but not published on the County website.

Financial Reports: PowerPoint presentation is attached. Mr. Eisenman presented the Beaufort County Library Fund accounts for the period ending December 31, 2014.

Mr. Bogacz pointed out the different format for the *finer and fees revenues* reported in the *Financial* and the *Detailed Ledger Report*. Mr. Eisenman will consolidate the format in both reports.

Library Director Evaluation Policy: The policy has been reviewed and completed by all members. It does not require a vote from the Board.

Finance subcommittee:

Staffing Model & 2016 Budget proposal (attachment):

Mr. Bogacz explained in details the *Staffing Model Report/Budget Proposal*. For more details, please review the attachment.

Mr. Bogacz prepared the *Comparison Analysis Report* based on the *Annual Statistical Reports* (available in the SC State Library website). The Beaufort County Library is compared to other counties libraries in South Carolina (Charleston, Richland, etc) in terms of hours of operations, budget, cardholders counts, circulation counts, programs (juvenile and adult), among others. Mr. Bogacz mentioned that the budget cuts had created a downsizing of library services.

Scenario for 2016 Budget: (attachment) Ms. Tabernik gave a detailed explanation of the *If Then 2016 Budget Report*. Ms. Tabernik emphasizes that the goal is to provide *adequate* services. They projected that the budget would be increased by 3% giving \$3.9M. (See attachment for details)

Charter of the Library Board and Ordinance: Ms. Tabernik reported that the board will submit a formal request to the County Legal department to review and revise the Charter of the Library Board and the Ordinance (Chapter 50, Library, Article II) to bring these documents in line with the attorney General's decision. This will be discussed at the March Board Meeting.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 5:20 p.m. on a motion from Ms. Miller and a second from Mr. Bogacz.

Respectfully submitted,

Jan O'Rourke
Interim Library Director



COUNTY COUNCIL OF BEAUFORT COUNTY
FINANCE DEPARTMENT
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March 5, 2015

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January 2015 Library Financials Narrative and Analysis

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The Library's General Fund is on track with the fiscal year 2015 budget. Expenditures are currently at 58% of budget, which is exactly at the expected 58% level of the seventh 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.

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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 restriction or purpose. The most important number is the fund balance amount for each of these funds.

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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 transferred their annual portion of \$193,811 to the Bluffton County Tax Increment Financing Fund to pay for the construction of the Bluffton Library.

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Respectively submitted by,

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"Professionally we serve; Personally we care!"

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY LIBRARIES- GENERAL FUND
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET (GAAP BASIS) AND ACTUAL
For the Period Ended January 31, 2015

	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)	(1,867)	(2,634)	566	82%	(767)
Fines	(95,000)	(55,417)	(53,680)	41,320	57%	1,737
Total Revenues	<u>(98,200)</u>	<u>(57,283)</u>	<u>(56,314)</u>	<u>41,886</u>	<u>57%</u>	<u>969</u>
Expenditures						
Library Administration						
Personnel	485,460	283,185	249,125	236,335	51%	34,060
Purchased Services	93,275	54,410	59,357	33,918	64%	(4,947)
Supplies	18,946	11,052	11,145	7,801	59%	(93)
Total Library Administration Expenditures	<u>597,681</u>	<u>348,647</u>	<u>319,627</u>	<u>278,054</u>	<u>53%</u>	<u>29,020</u>
Beaufort Branch						
Personnel	450,127	262,574	276,769	173,358	61%	(14,195)
Purchased Services	94,671	55,225	60,573	34,098	64%	(5,348)
Supplies	8,273	4,826	5,326	2,947	64%	(500)
Total Beaufort Branch Expenditures	<u>553,071</u>	<u>322,625</u>	<u>342,668</u>	<u>210,403</u>	<u>62%</u>	<u>(20,043)</u>
Bluffton Branch						
Personnel	415,966	242,647	236,767	179,199	57%	5,880
Purchased Services	98,154	57,257	57,244	40,910	58%	13
Supplies	11,950	6,971	7,604	4,346	64%	(633)
Total Bluffton Branch Expenditures	<u>526,070</u>	<u>306,874</u>	<u>301,615</u>	<u>224,455</u>	<u>57%</u>	<u>5,259</u>
Hilton Head Branch						
Personnel	570,709	332,914	337,402	233,307	59%	(4,488)
Purchased Services	104,440	60,923	61,572	42,868	59%	(649)
Supplies	12,750	7,438	9,880	2,870	77%	(2,443)
Total Hilton Head Branch Expenditures	<u>687,899</u>	<u>401,274</u>	<u>408,854</u>	<u>279,045</u>	<u>59%</u>	<u>(7,580)</u>
Lobeco Branch						
Personnel	116,229	67,800	53,647	62,582	46%	14,153
Purchased Services	18,793	10,963	12,380	6,413	66%	(1,417)
Supplies	4,751	2,771	3,568	1,183	75%	(797)
Total Loceco Branch Expenditures	<u>139,773</u>	<u>81,534</u>	<u>69,595</u>	<u>70,178</u>	<u>50%</u>	<u>11,939</u>
St. Helena Branch						
Personnel	352,222	205,463	206,771	145,451	59%	(1,308)
Purchased Services	98,184	57,274	62,951	35,233	64%	(5,677)
Supplies	9,457	5,517	5,819	3,638	62%	(302)
Total St. Helena Branch Expenditures	<u>459,863</u>	<u>268,253</u>	<u>275,541</u>	<u>184,322</u>	<u>60%</u>	<u>(7,288)</u>
Library Technical Services						
Personnel	228,119	133,069	133,757	94,362	59%	(688)
Purchased Services	22,310	13,014	18,895	3,415	85%	(5,881)
Supplies	40,500	23,625	41,243	(743)	102%	(17,618)
Total Library Technical Services Expenditures	<u>290,929</u>	<u>169,709</u>	<u>193,895</u>	<u>97,034</u>	<u>67%</u>	<u>(24,186)</u>
Library SC Room						
Personnel	91,096	53,139	53,978	37,118	59%	(839)
Purchased Services	5,450	3,179	2,071	3,379	38%	1,108
Supplies	4,575	2,669	1,255	3,320	27%	1,414
Total Library SC Room Expenditures	<u>101,121</u>	<u>58,987</u>	<u>57,304</u>	<u>43,817</u>	<u>57%</u>	<u>1,683</u>
Library Personnel Benefits						
Personnel	496,405	289,570	282,124	214,281	57%	7,445
Total Library Personnel Benefits	<u>496,405</u>	<u>289,570</u>	<u>282,124</u>	<u>214,281</u>	<u>57%</u>	<u>7,445</u>
Total Expenditures	<u>3,852,812</u>	<u>2,247,474</u>	<u>2,251,223</u>	<u>1,601,589</u>	<u>58%</u>	<u>(3,750)</u>

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SOUTH CAROLINA
COMBINING BALANCE SHEET
LIBRARY SPECIAL REVENUE FUNDS
January 31, 2015

	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	Public Library Foundation	Total
ASSETS											
Equity in Pooled Cash and Investments	\$ -	\$ 201,112	\$ 447	\$ 19,035	\$ 29,490	\$ 19,348	\$ 206,889	\$ -	\$ 135,475	\$ -	611,796
Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-
Total Assets	-	201,112	447	19,035	29,490	19,348	206,889	-	135,475	-	611,796
LIABILITIES AND FUND EQUITY											
Liabilities											
Accounts Payable	-	-	-	-	-	-	-	-	24,146	178	24,324
Total Liabilities	-	-	-	-	-	-	-	-	24,146	178	24,324
FUND BALANCE											
Reserved for Encumbrances	-	-	-	-	-	-	-	-	-	-	-
Reserved for Special Revenue Funds	-	201,112	447	19,035	29,490	19,348	206,889	-	111,329	(178)	587,472
	-	201,112	447	19,035	29,490	19,348	206,889	-	111,329	(178)	587,472
Total Liabilities and Fund Balance	\$ -	\$ 201,112	\$ 447	\$ 19,035	\$ 29,490	\$ 19,348	\$ 206,889	\$ -	\$ 135,475	\$ -	\$ 611,796

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SC
COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
LIBRARY SPECIAL REVENUE FUNDS
For the Period Ending January 31, 2015

	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	\$ -	\$ 2,025	\$ 2,025	100%
Total Revenues	-	2,025	2,025	100%
Expenditures				
Capital	-	-	-	0%
Total Expenditures	-	-	-	0%
Excess of Revenues Over (Under) Expenditures	-	2,025	2,025	100%
Fund Balance at Beginning of Year	199,087	199,087	-	0%
Fund Balance at End of Year	\$ 199,087	\$ 201,112	\$ 2,025	101%

	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 January 31, 2015

	Library Trust			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ 500	\$ 500	0%
Total Revenues	<u>-</u>	<u>500</u>	<u>500</u>	<u>0%</u>
Expenditures				
Other	-	732	(732)	100%
Total Expenditures	<u>-</u>	<u>732</u>	<u>(732)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	(232)	(232)	100%
Fund Balance at Beginning of Year	<u>19,267</u>	<u>19,267</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 19,267</u>	<u>\$ 19,035</u>	<u>\$ (232)</u>	<u>99%</u>
	Beaufort Library Special Trust			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Interest	\$ 1,150	\$ -	\$ (1,150)	0%
Total Revenues	<u>1,150</u>	<u>-</u>	<u>(1,150)</u>	<u>0%</u>
Expenditures				
Supplies	-	-	-	0%
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Excess of Revenues Over (Under) Expenditures	1,150	-	(1,150)	-100%
Fund Balance at Beginning of Year	<u>29,490</u>	<u>29,490</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 30,640</u>	<u>\$ 29,490</u>	<u>\$ (1,150)</u>	<u>96%</u>
	Hilton Head Library Special Trust			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Interest	\$ 1,150	\$ -	\$ (1,150)	0%
Total Revenues	<u>1,150</u>	<u>-</u>	<u>(1,150)</u>	<u>0%</u>
Expenditures				
Supplies	-	3,242	(3,242)	100%
Total Expenditures	<u>-</u>	<u>3,242</u>	<u>(3,242)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	1,150	(3,242)	(4,392)	-100%
Fund Balance at Beginning of Year	<u>22,590</u>	<u>22,590</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 23,740</u>	<u>\$ 19,348</u>	<u>\$ (4,392)</u>	<u>81%</u>

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SC
COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
LIBRARY SPECIAL REVENUE FUNDS
For the Period Ending January 31, 2015

	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%

	Public Library Foundation			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ 9,622	\$ 9,622	100%
Total Revenues	-	9,622	9,622	100%
Expenditures				
Supplies	-	9,800	(9,800)	100%
Total Expenditures	-	9,800	(9,800)	100%
Excess of Revenues Over (Under) Expenditures	-	(178)	(178)	0%
Fund Balance at Beginning of Year	-	-	-	0%
Fund Balance at End of Year	\$ -	\$ (178)	\$ (178)	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 January 31, 2015

	Library State Aid			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	165,744	\$ 165,744	100%
Total Revenues	-	165,744	165,744	100%
Expenditures				
Supplies	-	54,415	(54,415)	100%
Total Expenditures	-	54,415	(54,415)	100%
Excess of Revenues Over (Under) Expenditures	-	111,329	111,329	100%
Fund Balance at Beginning of Year	-	-	-	0%
Fund Balance at End of Year	\$ -	\$ 111,329	\$ 111,329	100%
	Total			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	\$ -	\$ -	0%
Interest	2,300	-	(2,300)	0%
Miscellaneous	-	8,150	8,150	100%
Intergovernmental	-	165,744	165,744	100%
Total Revenues	2,300	173,894	171,594	7561%
Expenditures				
Supplies	-	78,296	(78,296)	100%
Purchased Services	-	4,656	(4,656)	100%
Other	-	732	(732)	100%
Total Expenditures	-	83,684	(83,684)	100%
Excess of Revenues Over (Under) Expenditures	2,300	90,210	87,910	3922%
Fund Balance at Beginning of Year	497,440	497,440	-	100%
Fund Balance at End of Year	\$ 499,740	\$ 587,650	\$ 87,910	118%

UNAUDITED AND PRELIMINARY
Beaufort County
Library Impact Fees
For the Period Ending January 31, 2015

	HH/Daufuskie	Bluffton	Port Royal Island	Ladys Island/ St. Helena	Sheldon	Total
Beginning Fund Balance	145,715	509,797	623,549	-	35,139	1,314,200
Revenues						
Licenses and Permits	37,462	42,580	19,355	28,283	3,318	130,998
Interest	-	-	-	-	-	-
	37,462	42,580	19,355	28,283	3,318	130,998
Expenditures						
Purchased Services						
Library Materials						
Apple	(529)	-	-	-	-	(529)
Compucom	(4,229)	-	-	-	-	(4,229)
Capital Outlay						
Court Atkins Architects Inc.	-	(14,900)	-	-	-	(14,900)
Beaufort Construction Inc.	(42,999)	-	-	-	-	(42,999)
Hewlett Packard	(20,458)	-	-	-	(11,667)	(32,125)
Transfer to Bluffton County TIF Fund	-	(193,811)	-	-	-	(193,811)
	(68,215)	(208,711)	-	-	(11,667)	(288,593)
Total Revenues	37,462	42,580	19,355	28,283	3,318	130,998
Total Expenditures	(68,215)	(208,711)	-	-	(11,667)	(288,593)
Net Revenues (Expenditures)	(30,753)	(166,131)	19,355	28,283	(8,349)	(157,595)
Encumbered Fund Balance	128,053	4,604	-	-	-	132,657
Unencumbered Fund Balance	(13,091)	339,062	642,904	28,283	26,790	1,023,948
Ending Fund Balance	114,962	343,666	642,904	28,283	26,790	1,156,605

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	\$ 1,896.82	\$ 802.88	\$ 1,584.50	\$ 338.42	\$ 1,786.30	\$ 577.20	\$ 383.53	\$ 71.50	\$ 725.31	\$ 103.01	\$ 8,269.47
November	\$ 821.33	\$ 368.48	\$ 1,526.70	\$ 170.21	\$ 1,272.65	\$ 492.69	\$ 242.38	\$ 53.65	\$ 334.36	\$ 27.00	\$ 5,309.45
December	\$ 1,304.91	\$ 456.93	\$ 1,561.80	\$ 353.56	\$ 1,545.93	\$ 293.27	\$ 227.30	\$ 90.75	\$ 542.10	\$ 225.38	\$ 6,601.93
January	\$ 1,653.99	\$ 966.63	\$ 2,663.02	\$ 721.40	\$ 1,840.85	\$ 478.77	\$ 446.80	\$ 90.31	\$ 487.85	\$ 138.23	\$ 9,487.85
February	\$ 1,365.98	\$ 653.96	\$ 2,219.50	\$ 502.54	\$ 1,547.44	\$ 516.26	\$ 334.10	\$ 120.49	\$ 344.80	\$ 49.99	\$ 7,655.06
March											\$ -
April											\$ -
May											\$ -
June											\$ -
TOTAL	\$ 11,515.01	\$ 4,864.09	\$ 15,439.12	\$ 2,936.62	\$ 14,252.75	\$ 3,906.78	\$ 2,801.40	\$ 534.72	\$ 4,423.00	\$ 789.60	\$ 48,431.28
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	\$ 153.41		\$ 137.75		\$ 76.40		\$ 30.60		\$ 60.80		\$ 458.96
November	\$ 80.15		\$ 76.30		\$ 52.30		\$ 14.90		\$ 27.85		\$ 251.50
December	\$ 144.60		\$ 129.00		\$ 76.70		\$ 12.90		\$ 56.00		\$ 419.20
January	\$ 80.28		\$ 117.05		\$ 78.25		\$ 24.00		\$ 25.80		\$ 325.38
February	\$ 78.10		\$ 127.60		\$ 103.15		\$ 43.95		\$ -		\$ 352.80
March											\$ -
April											\$ -
May											\$ -
June											\$ -
TOTAL	\$ 1,048.21	\$ -	\$ 813.85		\$ 662.65		\$ 202.25		\$ 259.45		\$ 2,986.41
INTEREST REVENUE											
July	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 1.88
August	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 1.95
September	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 1.95
October	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 2.07
November	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 2.06
December	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 2.17
January	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 2.23
February	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 2.08
March	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		
April	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		
May	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		
June	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		
TOTAL	\$ -				\$ -		\$ -		\$ -		\$ 16.39

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
Convenience Fee											
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	\$ -	\$ 10.13	\$ -	\$ 4.68	\$ -	\$ 13.55	\$ -	\$ 1.48	\$ -	\$ 0.74	\$ 30.58
December	\$ -	\$ 12.57	\$ -	\$ 9.72	\$ -	\$ 8.06	\$ -	\$ 2.50	\$ -	\$ 6.20	\$ 39.05
January	\$ -	\$ 26.58	\$ -	\$ 19.84	\$ -	\$ 13.17	\$ -	\$ 2.48	\$ -	\$ 3.80	\$ 65.87
February	\$ -	\$ 17.98	\$ -	\$ 13.82	\$ -	\$ 14.20	\$ -	\$ 3.31	\$ -	\$ 1.37	\$ 50.68
March	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
April	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
May	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
June	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
TOTAL	\$ -	\$ 133.77	\$ -	\$ 80.75	\$ -	\$ 107.43	\$ -	\$ 14.71	\$ -	\$ 21.71	\$ 358.37
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Board of Trustees - Library Board
General Ledger
 As of February 28, 2015

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
First Citizens Bank (Total)							19,049.61
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							210.42
Total Greater Island Committee							210.42
H Scheper Book Fund							4,199.74
Total H Scheper Book Fund							4,199.74
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
Sally & Joseph Harrington							3,590.91
Total Sally & Joseph Harrington							3,590.91

12:22 PM
03/02/15
Accrual Basis

Board of Trustees - Library Board
General Ledger
As of February 28, 2015

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
SHIRLEY DILLON						100.00
Total SHIRLEY DILLON						100.00
WEBSTER FAMILY FOUNDATION						500.00
Total WEBSTER FAMILY FOUNDATION						500.00
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)						\$19,049.61

RESOLUTION 2015 / 1

TO APPROVE THE MEMORANDUM OF UNDERSTANDING AND AGREEMENT BETWEEN THE COUNTY AND THE SOUTH CAROLINA ASSOCIATION OF COUNTIES RELATING TO THE SOUTH CAROLINA ASSOCIATION OF COUNTIES BEING AUTHORIZED AND DESIGNATED AS THE CLAIMANT AGENT FOR THE COUNTY PURSUANT TO THE SETOFF DEBT COLLECTION ACT OF 2003, AS AMENDED, AND TO AUTHORIZE THE BEAUFORT COUNTY LIBRARY TO USE THE PROCEDURES PROVIDED IN CHAPTER 56, TITLE 12 AS THE INITIAL STEP IN THE COLLECTION OF DELINQUENT FEES.

WHEREAS, the Setoff Debt Collection Act of 2003, as amended, (South Carolina Code Section 12-54-10), allows the South Carolina Department of Revenue to render assistance in the collection of delinquent accounts or debts owing to the County; and

WHEREAS, S.C. Code Ann. § 12-51-40(e) authorizes, in the alternative and subject to the prior approval of the county governing body, the Beaufort County Library to use the procedures provided in Chapter 56, Title 12 (Setoff Debt Collection Act), as the initial step in the collection of delinquent fees; and

WHEREAS, the County Council wishes to increase the collection rate of debts that are due and owing to the County by availing itself of the Setoff Debt Collection Act of 2003, as amended; and

WHEREAS, County Council has reviewed and approved the memorandum of Understanding and Agreement designating the South Carolina Association of Counties to serve as the claimant agent.

NOW, THEREFORE, BE IT RESOLVED, the County Council of Beaufort County hereby adopts a resolution approving a Memorandum of Understanding and Agreement between the County and the South Carolina Association of Counties relating to the Association serving as the claimant agent pursuant to the Setoff Debt Collection Act of 2003, as amended. A copy of the Memorandum of Understanding and Agreement is incorporated herein by reference.

Adopted this 26th day of January, 2015.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: _____
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

Joshua A. Gruber, Deputy County Administrator
Special Counsel

ATTEST:

Suzanne M. Rainey, Clerk to Council

STATE OF SOUTH CAROLINA)	
COUNTY OF RICHLAND)	
)	MEMORANDUM OF UNDERSTANDING
)	AND AGREEMENT
SOUTH CAROLINA)	PARTICIPATION IN THE
ASSOCIATION OF COUNTIES)	SETOFF DEBT COLLECTION PROGRAM
AND)	
BEAUFORT COUNTY LIBRARIES)	
)	

This AGREEMENT is made and entered into this ___ day of ___ 2015, by and between the above referenced Claimant Agency and the South Carolina Association of Counties (“SCAC”) in furtherance of Act No 114, 1999 S.C. acts codifying the 1999 amendments to the Setoff Debt Collection Act, S.C. Code § 12-56-10 *et seq.*

WHEREAS, the Setoff Debt Collection Act, S.C. Code §12-56-10 *et seq.* (2003), authorizes the South Carolina Department of Revenue herein after Department to render assistance to collect any delinquent account or debt owing to any Claimant Agency by the Department’s setting off any income tax refunds due to a debtor by the sum certified by the Claimant Agency as a delinquent debt; and

WHEREAS, the Claimant Agency desires to enter into this Agreement with SCAC in order to participate in the Setoff Debt Collection Act to increase the collection rate of delinquent debts owed to Claimant Agency; and

WHEREAS, SCAC is a political subdivision or purposes of the Setoff Debt Collection Act and is authorized to submit claims on behalf of its members, other political subdivisions and Claimant Agencies as defined in S.C. Code §12-56-10 *et seq.* (1999);

NOW THEREFORE, in consideration of the mutual covenants and agreements, terms and conditions contained herein, it is hereby understood and agreed by and between the Claimant Agency and SCAC that:

1. The Claimant Agency is a state agency, board, committee, commission, public institution of higher learning, political subdivision of the State of South Carolina, South Carolina Student Loan Corporation, a housing authority established pursuant to Articles 5, 6, and 9 of Chapter 3 of Title 31 of the South Carolina Code or a member of SCAC and is authorized to participate in the Setoff Debt Collection Act.

2. The Claimant Agency hereby designates, appoints, and authorizes SCAC to process for submission to the Department of the Claimant Agency’s delinquent debts.

Delinquent debt means any sum due and owing Claimant Agency, including collections costs, administrative fees, court costs, fines, penalties and interest which have accrued through contract, subrogation, tort, operation of law or any other legal theory regardless of whether there is an outstanding judgment for that sum which is legally collectible and for which a collection effort has been or is being made. Delinquent debt does not include sums owed to a county hospital when the hospital and the debtor have entered into a written payment agreement and the debtor is current in meeting the obligations of the agreement.

3. SCAC agrees to submit delinquent debts to the Department. The Claimant Agency is responsible for complying with the notice and appeal provisions and other requirements of the Setoff Debt Collection Act.

4. Upon execution of this Agreement, Claimant Agency shall file a "Participation Form" with SCAC designating a Setoff Debt Coordinator with SCAC. The Setoff Debt Coordinator shall be the designated contact between SCAC and Claimant Agency for all communications and is authorized by Claimant Agency to carry out the requirements of the Setoff Debt Collection act, S.C. Code §12-56-10 *et seq.* (2003). The Setoff Debt Coordinator shall supply SCAC with any and all information which in the opinion of SCAC is necessary for the proper implementation of this Agreement.

5. The Claimant Agency shall use SCAC's "entity User Setoff Debt Software Program" or an ASCII file or Excel file layout specified by SCAC to prepare diskettes or electronic transfer files referred to herein as "debt files" and "adjustment to debt files." If, in the opinion of SCAC, change to the "entity User Setoff Debt Software program" or specifications of an ASCII file or Excel file are necessary to carry out this program, SCAC shall timely notify the Claimant Agency. The Claimant Agency covenants and agrees that it shall immediately implement any changes required by SCAC.

SCAC shall not accept a debt file or adjustment to debt file that is not prepared as specified by SCAC. SCAC will accept debt files that are electronically transferred through SCAC's File Transfer Protocol FTP software. Paper hard copies shall not be accepted.

Each "debt file" submitted to SCAC is deemed to bear a certification that the debts are owed and due to the Claimant Agency, for which prior efforts to collect have been made, and which Claimant Agency instructs SCAC to submit to the Department for collection from a debtor's tax refund. Each "adjustment to debt file" is deemed as authorization to SCAC to notify Department to reduce a previously submitted debt to the amount stated. A "debt file" and an "adjustment to debt file" shall have the certification provided in paragraph 6 affixed to it.

6. SCAC is not, and shall not be liable for a wrongful or improper setoff. Each "debt file" supplemental "debt file" or "adjustment to debt file" shall have affixed to it a "Certification Form" provided by SCAC which states:

"I hereby certify that the Claimant Agency for who the attached data diskette was prepared has complied with all the requirements of the Setoff Debt Collection act; that the Claimant Agency has properly given each individual debtor whose name appears in the data diskette the notice of intention to set off and the Claimant Agency's appeal procedures pursuant to S.C. Code §12-56-62; that the information contained in the attached data diskette has been reviewed by me and is, to the best of my knowledge and belief, true, correct, and complete."

7. Not less than thirty (30) days before a debt file with SCAC, Claimant Agency shall provide the debtor with the statutory notice advising the debtor of the Claimant Agency's intention to cause the debtor's tax refund to be set off.

8. Only after the required statutory thirty (30) days notice is provided to debtor by Claimant Agency may Claimant Agency transmit a "debt filed" to SCAC. Debt files shall be received in the SCAC offices on or before November 1 of the preceding calendar year in which the refund would be paid.

9. Upon receipt of Claimant Agency's "debt file," SCAC shall compile the information and submit the data to the Department on or before the close of business on December 15.

10. Debts totaling less than fifty (\$50.00) dollars per individual at the time the debt is first submitted to SCAC for setoff may not be submitted. This provision does not prohibit submitting in subsequent years under paragraph 12 of this Memorandum, those debts which were fifty (\$50.00) or more when first submitted to SCAC even though, in subsequent years, that debt is less than fifty (\$50.00) because of successful interception(s) resulting in partial payment of the delinquent debt.

If a debtor is due a refund of more than twenty-five dollars (\$25.00), the Department sets the tax refund off in the amount of the delinquent debt plus twenty-five dollars (\$25.00).

Pursuant to the S.C. Code §12-56-63 of the Setoff Debt Collection Act, as amended the South Carolina Department of Revenue shall add to each debt setoff the sum of \$25 to defray its administrative cost, and SCAC as claimant agent for the Entity, shall add \$25 to each "successful interception" as provided below, which shall be retained by SCAC to defray its administrative costs

"Successful interception" means the Department matched a debt submitted by SCAC against a tax refund for interception and payment towards a delinquent debt owed to Claimant Agency. Payment shall be made as provided in paragraph 11

11. Payment to SCAC by Claimant Agency for each successful interception is made as follows: SCAC will add the amount of the debt due Claimant Agency in the amount of twenty – five (dollars (\$25.00) and retain said twenty-five dollars (\$25.00); provided, however, SCAC will not collect more than twenty-five dollars (\$25.00) from any one individual in a calendar year.

12. In the event of partial payment of a delinquent debt, the balance of the debt may be submitted in a following year and twenty-five dollars (\$25.00) shall be paid to SCAC for successful interception of a tax return in a subsequent year notwithstanding the previous year's interception and payment.

13. Claimant Agency acknowledges that Claimant Agency is responsible for the notice and hearing requirements of the Setoff Debt Collection Act and that SCAC is exempt from these provisions of the Setoff Debt Collection Act. The Claimant Agency affirms to SCAC that it will comply with the notice and hearing procedures required by S.C. Code §12-56-10 *et seq.*

14. The Claimant Agency shall file an "Appointment of Hearing Officer" form with SCAC certifying the appointment of a hearing officer. If the appointed hearing officer is unable to serve at any time, the Claimant Agency shall appoint another officer and file a new "Appointment of Hearing Officer" form with SCAC.

15. Within seven (7) calendar days of Claimant Agency's receipt of a debtor's Notice of Protest the Claimant agency shall send Notice of Protest to the Department and send a copy to SCAC. At the same time the Claimant Agency shall notify SCAC with an Adjustment to debt file" diskette marking the protested delinquent debt a protest account

The Claimant Agency shall conduct a protest hearing in conformity with S.C. Code §12-56-65 and shall provide the Department and SCAC with a copy of the "verification of Hearing and "Decision of Hearing Officer" no later than seven (7) calendar days from the date these forms are executed by the hearing officer. If further appeal is taken, Claimant Agency shall immediately file copies of all pleadings and papers with the Department and SCAC.

Upon resolution of protest, Claimant Agency shall notify SCAC of the resolution of the protest by sending and "adjustment to debt file" diskette either reducing the balance or taking the debt out of protest status.

16. If the Claimant Agency is found to be entitled to no part of the amount of a setoff, it shall make a refund to the debtor in an amount equal to the amount of the debt plus the fee to the Department and the fee paid to SCAC along with interest, if any, as required by the Setoff Debt Collection Act.

17. SCAC shall remit to the Claimant Agency through a check or an electronic bank deposit funds received from the Department within a reasonable time from the date of receipt from the department. Thereafter, SCAC shall provide the Claimant Agency an accounting of the funds collected which will include the name of the debtor, the debtor's social security number, and the amount of the setoff. The Claimant Agency shall provide debtors with proper notice of payment and balance, if any, as required by the Setoff Debt Collection Act.

18. The Claimant Agency shall hold SCAC free and harmless and shall indemnify SCAC against any and all damages, claims, causes of action, injuries, actions, liabilities or proceedings arising from the performance of SCAC.

19. This Memorandum of Understanding and Agreement shall remain and continue in full force and effect from year to year unless modified or terminated in writing by either party upon ninety (90) days written notice to the other party; provided, however, that any debts submitted by the Claimant Agency to SCAC shall continue to be covered under the terms and conditions of the agreement until SCAC is notified by the Department that it has completed the collection cycle for that setoff year.

20. This Memorandum of Understanding is solely between SCAC and the Claimant Agency and is not intended to benefit any other person or entity. No debtor and/or taxpayer or their spouse, family member, successor or assign is intended to be a third party beneficiary of this Memorandum of Understanding.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding and Agreement to be properly executed on the day and year first above written.

ATTEST:

On Behalf of Claimant Agency:

By:

Signature: _____

Printed Name: _____

Title: _____

Address: _____

Phone: _____

ATTEST:

On Behalf of the S.C. Association of Counties:

By:

Signature: _____

Printed Name: _____

Title: _____

Address: _____

Phone: _____

Sec. 2-198. - Charters.

- (a) Charter. The Charter, as approved by council, shall be the controlling document of the board's, agency's or commission's activities, and its scope of responsibility; and establishes the relationship that both Beaufort County and board, agency or commission will nurture. This document will set the parameters of the board, agency or commission charged with full thrust.
- (b) Alterations to charters.
 - (1) Boards or agency initiated change. Use standard reporting form; and
 - (2) Council initiated change shall occur after consultation with the board, agency or commission. Neither council nor agency, board or commission can alter a charter to be in direct conflict with state law.

[\(Ord. No. 2005/5, § VIII, 2-28-2005\)](#)

Chapter 50 - LIBRARY

FOOTNOTE(S):

--- (1) ---

Cross reference— Administration, ch. 2; government-owned property and facilities, § 2-646 et seq.; library facilities impact fee, § 82-111 et seq.

ARTICLE I. - IN GENERAL

Sec. 50-1. - Applicability of state law.

All state laws and regulations relating to the county public library systems shall apply to the county library department.

(Code 1982, § 2-14)

Sec. 50-2. - Library department.

Pursuant to the provisions of Act 564 of 1978, there is established the county library department. The department shall consist of the chief librarian and other employees, as provided for in the library department budget as annually adopted by the county council, who shall be in the Beaufort Headquarters Library, the Hilton Head Branch Library and other facilities as determined by the library board.

(Code 1982, § 2-9)

Cross reference— Departments, § 2-136 et seq.

Sec. 50-3. - Employees.

All employees of a county public library shall be subject to the provisions of S.C. Code 1976, § 4-9-30(7).

(Code 1982, § 2-15)

Sec. 50-4. - Transfer of Beaufort County Library assets.

All assets and property, both real and personal, owned by the Beaufort County Library prior to the creation of the library department under this article shall be transferred to the county by the persons or entities owning title thereto; provided, however, that all such assets and property shall be used exclusively for library purposes.

(Code 1982, § 2-16)

Secs. 50-5—50-30. - Reserved.

ARTICLE II. - LIBRARY BOARD

FOOTNOTE(S):

--- (2) ---

Cross reference— Boards and commissions, § 2-191 et seq.

Sec. 50-31. - Purpose.

The purpose of the library board is to guide and keep the county council informed in matters concerning the development of library services in the county.

(Code 1982, § 2-10)

Sec. 50-32. - Membership.

Membership for the library board shall be as provided in section 2-193 of this Code.

(Code 1982, § 2-11)

Sec. 50-33. - Powers and duties.

The library board shall:

- (1) Hire the chief librarian, upon advice and consent of the county administrator.
- (2) Recommend to the council the acquisition and disposal of property and facilities.
- (3) Establish written policies for the acquisition of books and other library materials for use throughout the county.
- (4) Accept from the public, on behalf of the council, donations of funds, services, books and other items suitable for use in the library's delivery of service.
- (5) Designate or mark equipment, rooms, buildings and other library facilities commemorating and identifying gifts and donations.
- (6) Develop and coordinate library services in the county through participation in the county library federation and other affiliates as may be appropriate.

- (7) Review and recommend the library budget, as prepared by the chief librarian, for submission to the county administrator. This includes any and all other revenue sources consistent within the requirement of the funding source.
- (8) Adopt regulations necessary to ensure effective operations, maintenance and security of the property of the library system; provided, however, such regulations shall not be in conflict with policy or regulations established by the council.

(Code 1982, § 2-12)

ARTICLE II. - LIBRARY BOARD

FOOTNOTE(S):

--- (2) ---

Cross reference— Boards and commissions, § 2-191 et seq.

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- (8) Adopt regulations necessary to ensure effective operations, maintenance and security of the property of the library system; provided, however, such regulations shall not be in conflict with policy or regulations established by the council.

(Code 1982, § 2-12)

BEAUFORT BRANCH LIBRARY



Bimonthly Report

JANUARY & FEBRUARY 2015

OUTREACH PROGRAMMING	JANUARY	FEBRUARY
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	0	2/na
Children (Ages 5-11)	0	0
Teen (Ages 12-17)	0	0
Adults (Ages 18+)	3/na	4/na

IN-HOUSE LIBRARY PROGRAMMING	JANUARY	FEBRUARY
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	8/166	13/273
Children (Ages 5-11)	15/143	16/129
Teen (Ages 12-17)	4/27	1/0
Adults (Ages 18+)	5/106	5/50

MEETING ROOM USE	JANUARY	FEBRUARY
	#Groups / #Attendees	#Groups / #Attendees
	6/75	11/317

STATISTICS	JANUARY	FEBRUARY
New Library Cards	211	197
Door Count	4,273(counter may have been malfunctioning)	30,640 (counter was malfunctioning)
Circulation	15,926	16,535
Reference	1826	1742
Internet Use	1344	1347

Staff Continuing Education Sessions Attended	JANUARY	FEBRUARY
	2	3

FACILITIES NOTES	The carpeting, tables, and chairs in the public areas of the branch are in disgraceful condition from years of wear, stains, and soil. The Friends of the Library have provided funds to replace some of the chairs, but much more needs to be done.
-------------------------	--

Report submitted by:			
Annette Greenway	Branch Manager	(843)255-6443	agreenway@bcgov.net
Beaufort Branch Library	311 Scott Street	Beaufort	SC 29907

BLUFFTON BRANCH LIBRARY

Bimonthly Report

JANUARY & FEBRUARY 2015



BEAUFORT COUNTY LIBRARY
For Learning • For Leisure • For Life

OUTREACH PROGRAMMING	JANUARY	FEBRUARY
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	0	0
Children (Ages 5-11)	1/6	2/164
Teen (Ages 12-17)	0	0
Adults (Ages 18+)	0	0

IN-HOUSE LIBRARY PROGRAMMING	JANUARY	FEBRUARY
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	13/348	12/385
Children (Ages 5-11)	4/75	6/95
Teen (Ages 12-17)	1/5	0/0
Adults (Ages 18+)	14/435	11/367

MEETING ROOM USE	JANUARY	FEBRUARY
	#Groups / #Attendees	#Groups / #Attendees
	13/157	9/252

STATISTICS	JANUARY	FEBRUARY
	New Library Cards	216
Door Count	28030	31926
Circulation	20452	20235
Reference	1726	2168
Internet Use	1878	1788

Staff Continuing Education Sessions Attended	JANUARY	FEBRUARY
		19

Type here. Text will adjust accordingly.

FACILITIES NOTES:

Report submitted by:				
Patrick Goodman	Branch Manager	(843)255-6506	pgoodman@bcgov.net	
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HILTON HEAD BRANCH LIBRARY



Bimonthly Report

FEBRUARY & FEBRUARY 2015

OUTREACH PROGRAMMING	FEBRUARY	FEBRUARY
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	30/713	
Children (Ages 5-11)	7/41	
Teen (Ages 12-17)	0	
Adults (Ages 18+)	1/25+(203 Adults in Kids outreach)	

IN-HOUSE LIBRARY PROGRAMMING	FEBRUARY	FEBRUARY
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	15/224	
Children (Ages 5-11)	8/98	
Teen (Ages 12-17)	1/9	
Adults (Ages 18+)	16/101+(166 Adults in Kids Programs)267	

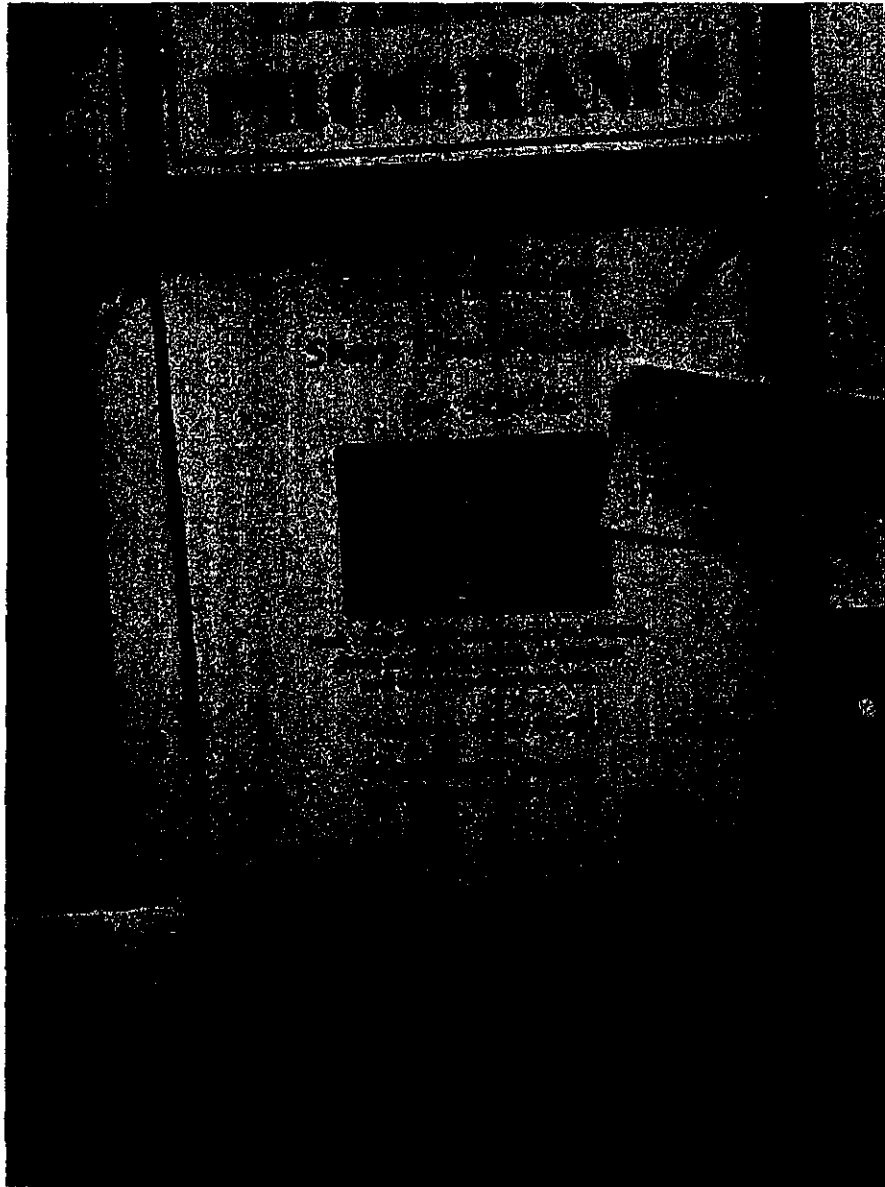
MEETING ROOM USE	FEBRUARY	FEBRUARY
	#Groups / #Attendees	#Groups / #Attendees
	13/390	

STATISTICS	FEBRUARY	FEBRUARY
New Library Cards	174	
Door Count	13,512	
Circulation	20,189	
Reference	2262	
Internet Use	1162	

Staff Continuing Education Sessions Attended	FEBRUARY	FEBRUARY
	38	

FACILITIES NOTES	<p>Meeting Room should be ready for use by the end of March. County Council has a meeting in the room on March 23rd. Funding for the Art Hall hanging system has not been secured. (as of 3/3/15)</p> <p>*See attached article in Island Packet about HH Library Program, Speed Friending.</p>
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Report submitted by:				
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STAFF PHOTO

Liz Farrell
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More

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This year's American freshman is spending less time hanging out with friends than his forebearers did, according to an annual survey on student behavior by UCLA's Higher Education Research Institute.

It's a confusing thought for anyone who remembers college -- at least college in the days before social media, back when we had to use a paperbound book with thumbprint photos of our classmates to figure out what was what. Hanging out was what college was all about. It was what some of us were best at.

Those first few weeks of freshman year were a frenzy of new friendships. Everyone was nice. Everyone was trying to suss out who was meant for whom. Every conversation started with "I'm the type of person who ...," an effort to define and sort ourselves against the people we were about to live with for the next four years.

So many of us built meaningful and lasting friendships during that time, ones that are unlike any other we will have again.

The study goes on to show that the paradigm has shifted. Instead of hanging out in person, freshmen are connecting over social media networks. They are building their friendships the way they know how, in the way that is perhaps going to be the norm for the rest of us one day. They still want to be social; they still want to be connected; they're just not as limited as we were with our mostly static geolocation. They don't seem to have the same need for physical presence in their friendships.

I was thinking about this study on Tuesday night at the Speed-Friending: Share Your Passion ... for Stories event at the Hilton Head Island library.

Librarian Lauren Read -- no really, her last name is Read -- organized the night. Using a list of fun prompts, attendees used the speed-dating method to get to know each other. Every two minutes we switched it up. And by "we," I mean Lauren, me, a mom who was new to the area and a 70-year-old woman who agreed to take part at the last minute, maybe for the cupcakes. Sidenote about the cupcakes: They were vegan and gluten-free, chocolate with raspberry frosting ... I can't stop thinking about them.

For an hour we considered questions like: "If you won the lottery, how would you spend your millions?"

The mom said she'd give away most of it.

I said I'd give away none.

I'm not sure what the 70 year old said, but it was probably something nice.

"What is the first record you ever bought?"

Lauren? Ace of Base.

Me? Madonna's "La Isla Bonita." It was a 45.

The 70-year-old? "..... I'll remember their name as soon as I get home. Let's just say the Stylistics."

We joked about how South Carolina handles divorce. We talked about "American Sniper." We learned a little about veganism.

Making friends as an adult is not as easy as it was when we were in school, of course, which is interesting because we have so much more to talk about now than we did then, so much more to offer. We have actual life experience to draw from.

While the low turnout on Tuesday night might not be indicative of a need to connect and make friends in the Lowcountry, I know it's there. I hear about it from women my age. I hear about it from men, too. Making friends is tricky business.

For anyone curious about speed-friending, Read is planning to do it again in the future. "It's an easy-for-me and fun-for-all program that fosters social capital in the community," she said.

Social capital in the community. Let's hope the American Freshman has a remote option for that, too.

Related content:

- Column: Kanye West is that kid we all hated in high school
- Column: Just ate some bunny? Of course, you know, this means war
- Column: Miss Hilton Head Island is not from here, and it's all going to be OK

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ST. HELENA BRANCH LIBRARY

Bimonthly Report

JANUARY & FEBRUARY 2015



OUTREACH PROGRAMMING	JANUARY	FEBRUARY
	#Programs / #Attendees	#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	JANUARY	FEBRUARY
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	0/0	1/6
Children (Ages 5-11)	0/0	5/91
Teen (Ages 12-17)	3/39	4/34
Adults (Ages 18+)	2/42	8/66

MEETING ROOM USE	JANUARY	FEBRUARY
	#Groups / #Attendees	#Groups / #Attendees
	16/179	24/338

STATISTICS	JANUARY	FEBRUARY
New Library Cards	62	54
Door Count	1798	3114
Circulation	4754	4327
Reference	290	158
Internet Use	758	688

Staff Continuing Education Sessions Attended	JANUARY	FEBRUARY
	1	0

FACILITIES NOTES	
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Report submitted by:				
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LOBECO BRANCH LIBRARY



Bimonthly Report

JANUARY & FEBRUARY 2015

OUTREACH PROGRAMMING	JANUARY	FEBRUARY
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	0	0
Children (Ages 5-11)	Bolden School Career Day/ 100 kids	0
Teen (Ages 12-17)	Bolden School Career Day/ 50 teens	0
Adults (Ages 18+)	Whale Branch HS rally/ 60 walkers	Beaufort Cnty. Sr Leadership/ 39 seniors

IN-HOUSE LIBRARY PROGRAMMING	JANUARY	FEBRUARY
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	Head Start/ 20 children	Head Start/ 73 children
Children (Ages 5-11)	Agape School & Movie/ 34 children	Agape, Tea Party/ 23 children
Teen (Ages 12-17)	Dept. Special Needs/ 25 teens	Dept. Special Needs/ 25 teens
Adults (Ages 18+)	ID theft, Writers Group/ 7 adults	Black Cinema/ 6 adults

MEETING ROOM USE	JANUARY	FEBRUARY
	#Groups / #Attendees	#Groups / #Attendees
	1 group/ 6 people	VITA, Support Grp, Homeschoolers/93

STATISTICS	JANUARY	FEBRUARY
New Library Cards	40	24
Door Count	2,226	2118
Circulation	2335	2070
Reference	352	291
Internet Use	376	375

Staff Continuing Education Sessions Attended	JANUARY	FEBRUARY
	Jr. League Webinar (1)	Defensive Driving (1)

FACILITIES NOTES
<p>Directional signs have been placed throughout the Lobeco site. Traffic engineering said that they would notify the Beaufort County police that the signs were in place so that they can monitor parking violations. Hopefully this will encourage patrons to use the parking lot and refrain from parking in front of the bookdrop. Meanwhile, the Lobeco site is plagued by potholes. The occupancy load for the building is set as 106 people.</p> <p>However, the Lobeco Branch is the only library without a sign properly identifying the building. Also, the carpets have yet to be cleaned.</p>

Report submitted by:				
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Lobeco Branch Library	1862 Trask Parkway	Lobeco	SC	29931

Memorandum of Agreement

Between

Whale Branch Middle School

And

Lobeco Library

This Memorandum of Agreement sets for the terms and understanding between Whale Branch Middle School and Lobeco Branch Library to unite in support of student achievement.

Goals:

- Develop productive work habits in the classroom that apply to the workplace.
- Connect middle school academics to high school expectations for secondary success.
- Develop a personal career path.
- Promote personal development socially to achieve personal goals within school, community and in adulthood.
- Help students identify their personal strengths and weaknesses for self-awareness for their professional goals.
- Introduce and integrate diversity within a global economy.
- Develop leadership skills

Purpose:

The Lobeco Library partnership is important in establishing a community involvement in this particular school and create awareness of students' achievements and the progress to fulfilling the goals of the school counseling program.

With the partnership of your business, the above goals will be accomplished by undertaking the following activities from your business:

1. Ensuring every student has a library card.
2. Increasing literacy through donations of used/outdated books.
3. Increasing technology skills.
4. Creating volunteer opportunities for students.
5. Assisting in the school's publications of announcements/events at your business.
6. Providing display space for student artwork.

How the school can benefit your business:

Whale Branch Middle School serves students as the bridge from elementary to high school and students will learn the value of belonging to a community enriched in community involvement.