



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, May 13, 2015
4:00 p.m.
Hilton Head Branch Library
11 Beach City Road,
Hilton Head Island, SC 29926
843.255.6500

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. Welcome: Mr. Ray McBride _ Library Director.
- IV. Public Comment
- V. Approval of Minutes:
 - A. March 11, 2015 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Interim / Library Director's Report
- VIII. Financial Reports:
 - FY 2015 Status Report
 - A. County Funds – Alan Eisenman (**backup**)
 - B. Library Revenues & Trustee Funds (**backup**)
- IX. 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 MacDonald
 - D. Friends of the Library (FOL):
Beaufort: Peggy Martin

Bluffton: Laura Sturkie

Hilton Head: Lynne Miller and Eileen Fitzgerald

E. School Liaison – Eileen Fitzgerald, Chair

F. Policies & Procedures – Anna Maria Tabernik, Joseph Bogacz and Eileen Fitzgerald.

X. Old Business:

A. Reduced hours of services

B. Strategic Plan Update: Health and Wellness Toolkit Package **(backup)**

C. Bluffton Production Lab Project **(backup)**

XI. New Business:

A. Photo Release Policy **(backup)**

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

XIII. Adjournment

XIV. 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; however, if an adversary hearing involving the employee or client is held, the employee or client has the right to demand that the hearing be conducted publicly. Nothing contained in this item shall prevent the public body, in its discretion, from deleting the names of the other employees or clients whose records are submitted for use at the hearing.

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

The second scheduled meeting for 2015 was held at the Beaufort Branch Library.

Trustees: Bernard Kole, *Chair*; Eileen Fitzgerald, *Vice-Chair*; Joseph Bogacz, Linda MacDonald, Lynne Miller, Jean Morgan, Laura Sturkie, Peggy Martin, Brenda Ladson Powell, and Anna Maria Tabernick. Mr. Kole introduced the new board member, Brenda Ladson Powell (District 1).

Library Staff: Jan O'Rourke, Interim Library Director; Kathy Mitchell, Collection/Development Coordinator; Stuart Forrest, IT Library System Administrator, Annette Greenway, Beaufort Branch Manager; and Ileana Herrick, Administrative Assistant.

County Staff: Morris Campbell, Director of Community Services; Monica Spells, Assistant County Administrator-*Civic Engagement and Outreach*; Alan Eisenman, Financial Analyst and Scott Grooms, Broadcast Services.

Guests: Ms. Marilyn Harcharik, President of Beaufort Branch Library Friends, Mr. Earl Dietz, President of Public Library Foundation and Ron Roth, Public Library Foundation, Ms. Darlene Simmons, member of the St. Helena Community.

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

Pledge of Allegiance: Mr. Kole led those present in the Pledge of Allegiance to the Flag.

Public Comment: None.

Minutes of February 11, 2015: The minutes were unanimously approved as corrected on a motion from Mr. Kole and a second from Mr. Bogacz. Upon discussion as to the legality of the February meeting, the board agreed that the meeting was legal.

Correspondences/Memberships: Mrs. Morgan read a letter from the Bluffton Friends of the Library asking the Board to consider using Bluffton area impact fees for library materials for the Bluffton Library. A motion was brought forth by Mrs. Morgan and seconded by Mrs. Fitzgerald to expend \$40,000 in impact fees for library materials for the Bluffton Library. The motion passed 9-1. Mr. Bogacz then proposed to table this motion until the board discusses the financial status of the libraries. Members revisited the motion at the end of the meeting where Ms. Morgan withdrew her motion from the table.

Membership: Trustee seats for District ^{2nd} and District ^{7th} are vacant. Mr. Kole will contact the Councilmen of both districts ask for their help in recruiting Trustees. Ms. Morgan has contacted a few retired librarians about filling these vacancies, but they are not interested at this time.

Recruitment letters for members of both districts will be publicized in each Friends Group newsletters.

Interim Library Report: The report is attached. Ms. O'Rourke added that the Hilton Head Meeting Room will be ready for the March 23 County Council Meeting. Ms. O'Rourke explained in detailed the different library partnerships.

Mr. Eisenman added that awarded grant funds are kept in different accounts from the Library General Funds for accounting purposes and that the Library receives either a grant in which the Library is reimbursed for expenditures or a grant in which the Library receives the funds up front.

Financial Reports: The PowerPoint presentation is attached. Mr. Eisenman presented the Beaufort County Library Fund accounts for the period ending January 31, 2015. Bluffton Impact fees were revisited and Mr. Eisenman explained that there is an annual transfer from Bluffton Impact Fees Bluffton of \$193K to pay out the bond used for the construction of Bluffton Library. Mr. Eisenman will research the requirements and due dates for the bond payment for the library.

Ms. Tabernick stated her concerns about the approval of impact fees for the IT Upgrade project at Bluffton Library. Ms. O'Rourke reported that according to Mr. Gruber, the impact fee budget is inclusive and part of the County Council budget approval for the library. Ms. O'Rourke will get some clarification from County Attorney Gruber to find out who approves requests for impact fees expenditures.

The 87K additional funding (slippage salaries) for library materials will be expended by the end of the fiscal year. Mr. Eisenman will prepare a document including a description of the special funds from the library.

Committee Reports:

Advocacy: The committee is preparing a video clip including portions of the PowerPoint presentation prepared by Traci Cox, Information Services Coordinator. The final video clip will be presented in the County Channel. Ms. Miller said that the Charleston County Library system is a good model for the Beaufort County Library system and that its Board of Trustees is upgrading fourteen branches after passing a Referendum with the total support of their County Council. Ms. Miller and Ms. Harcharik met with Ms. Janet Segal, Chairman of the Charleston Board of Trustees. Ms. Segal is invited to be the speaker for the next Beaufort Friends of the Library meeting April 25th.

Councilwoman Alice Howard had a Library Tour of the Beaufort District Collection and the Technical Services Department. Ms. Howard had the opportunity to see the "behind the scenes" aspect of the library.

Finance:

Reported later in the meeting.

Foundation: Mr. Dietz reported that the Fashion show was a success. The Foundation is has received a contribution of \$500 for Library Materials for the Bluffton Branch. The Foundation has designed \$15,000 for the Library and Ms. O'Rourke is preparing a proposal for the expenditure of money.

Friends of the Library (FOL):

- Beaufort Branch: Ms. Harcharik reported the success of the *Books Sandwiched In* event at USCB Center. Members will be attending the April 13 County Council Meeting which occurs during National Library Week Celebration. Members are preparing a press release about libraries for the upcoming national library week event. The Friends are co-sponsoring James McTeer's Book Signing event at the Arsenal.
- Bluffton Branch: The next meeting is scheduled for March 23.
- Hilton Head Branch: Ms. Miller reported that they have two new board members (including a new treasurer). The board is concerned about the bookstore's sales revenues if the hours of the library are reduced.

Library Director Recruitment Committee: Job ads has been posted in the County, at the State Library and on the American Library Association (ALA) website. The committee chose four applicants out of seventeen to be interviewed. Three of the four were interviewed (one declined). The recommended hired was invited to visit the area, but declined the job offer. The committee is re-starting the recruitment process. The committee has receiving six more applications from Suzanne Gregory, Director of Employee Services Department. Members of the committee and Ms. Gregory agreed on considering a private firm for the recruitment process with Mr. Kubic's support.

School Liaison: Ms. Fitzgerald reported that Mr. Benac has been working with the schools on the *Summer Reading Program*.

Policies and Procedures: Ms. Morgan reported there are no policies to review.

Debt Collection Program: Ms. O'Rourke stated that the implementation of the *Debt Program* is not feasible at this time because of the staff shortage. The Library will need a minimum of two staff to run the program. Ms. Martin offered to help at the beginning of the process as the first 6 months are the most labor intensive. Ms. Fitzgerald believes the Library should not be expected to assign library staff to this project considering the staff limitations and that funds collected do not go into the library funds. Mr. Bogacz moved and Ms. Fitzgerald seconded a motion to table the resolution until the board receives a written notification that the funds collected will be designed as Library funds. There was a unanimous vote. Ms. O'Rourke is having a meeting with Mr. Kubic on the 27th of this month to discuss the resolution of the *Debt Program*.

Bluffton IT Upgrade: (attached) Mr. Forrest presented in detail the costs of the Bluffton IT Upgrade which consist of two areas: 1) Public/staff general IT computers and 2) construction of a Media Lab equipment. The bid for the Media Lab construction has been posted. Architectural firms are sending their bids by the March 21, 2015.

Approval of FY 2016 Budget Proposal:

Mr. Kole made a motion to approve the Budget appropriation of \$ 3.8 M. Ms. Tabernick made an amendment to the motion that the Library Board reluctantly accepts the FY16 appropriation of \$ 3.8M. There was a unanimous vote.

Ms. Tabernick made a presentation of the FY 2016 Library Budget as follows:

- 1) \$ 300 K for Books and Periodicals
- 2) \$ 672 K for fixed costs
- 3) \$ 2.8 M personnel costs

The Finance Subcommittee recommends a reduction in hours (attachment).

Ms. O'Rourke recommended that the Library Materials Budget be set at 150 K which would enable the Library to have the necessary personnel to provide library services. Ms. O'Rourke stated that the allocation of the library budget is the decision of the Library Director according to the Attorney General's opinion.

Ms. Tabernick made a motion to accept the finance subcommittee's proposal. Ms. Fitzgerald seconded. The vote was 7-3 with Ms. Morgan, Ms. Miller and Ms. Ladson Powell voting against the motion.

Charter and Library Ordinances: The current ordinances are in contradiction to state ordinances. The County Council needs to make the changes to these statutes.

Mr. Kole made a motion that the board rewrite the charter and the ordinance according to the attorney general's opinion. The vote was unanimous.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 6:14 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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May 1, 2015

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March 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 73% of budget, which is below the expected 75% level of the ninth month of the fiscal year, while revenues are at the expected 75% level.

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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.

Frances Collins
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The Bluffton library impact fees increased significantly in March 2015 due to the Town of Bluffton remitting several months of library impact fees at one time.

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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 March 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)	(2,400)	(3,415)	(215)	107%	(1,015)
Fines	(95,000)	(71,250)	(70,061)	24,939	74%	1,189
Total Revenues	<u>(98,200)</u>	<u>(73,650)</u>	<u>(73,476)</u>	<u>24,724</u>	<u>75%</u>	<u>174</u>
<hr/>						
Expenditures						
Library Administration						
Personnel	463,960	347,970	314,010	149,950	68%	33,960
Purchased Services	96,475	72,356	93,388	3,087	97%	(21,032)
Supplies	23,246	17,435	14,135	9,111	61%	3,300
Total Library Administration Expenditures	<u>583,681</u>	<u>437,761</u>	<u>421,533</u>	<u>162,148</u>	<u>72%</u>	<u>16,228</u>
Beaufort Branch						
Personnel	450,127	337,595	344,854	105,273	77%	(7,259)
Purchased Services	93,921	70,441	71,627	22,294	76%	(1,186)
Supplies	7,523	5,642	6,340	1,183	84%	(698)
Total Beaufort Branch Expenditures	<u>551,571</u>	<u>413,678</u>	<u>422,821</u>	<u>128,750</u>	<u>77%</u>	<u>(9,143)</u>
Bluffton Branch						
Personnel	383,966	287,975	301,313	82,653	78%	(13,338)
Purchased Services	96,154	72,116	69,559	26,595	72%	2,557
Supplies	11,450	8,588	9,236	2,214	81%	(648)
Total Bluffton Branch Expenditures	<u>491,570</u>	<u>368,679</u>	<u>380,108</u>	<u>111,462</u>	<u>77%</u>	<u>(11,429)</u>
Hilton Head Branch						
Personnel	570,709	428,032	430,220	140,489	75%	(2,188)
Purchased Services	103,375	77,531	76,703	26,672	74%	828
Supplies	12,815	9,611	10,783	2,032	84%	(1,172)
Total Hilton Head Branch Expenditures	<u>686,899</u>	<u>515,174</u>	<u>517,706</u>	<u>169,193</u>	<u>75%</u>	<u>(2,532)</u>
Lobeco Branch						
Personnel	104,729	78,547	72,983	31,746	70%	5,564
Purchased Services	17,568	13,176	14,176	3,392	81%	(1,000)
Supplies	4,476	3,357	3,972	504	89%	(615)
Total Loceco Branch Expenditures	<u>126,773</u>	<u>95,080</u>	<u>91,131</u>	<u>35,642</u>	<u>72%</u>	<u>3,949</u>
St. Helena Branch						
Personnel	312,222	234,167	244,366	67,856	78%	(10,199)
Purchased Services	97,184	72,888	72,236	24,948	74%	652
Supplies	9,457	7,093	6,135	3,322	65%	958
Total St. Helena Branch Expenditures	<u>418,863</u>	<u>314,148</u>	<u>322,737</u>	<u>96,126</u>	<u>77%</u>	<u>(8,589)</u>
Library Technical Services						
Personnel	228,119	171,089	174,522	53,597	77%	(3,433)
Purchased Services	22,310	16,733	19,393	2,917	87%	(2,661)
Supplies	157,800	118,350	43,071	114,729	27%	75,279
Total Library Technical Services Expenditures	<u>408,229</u>	<u>306,172</u>	<u>236,986</u>	<u>171,243</u>	<u>58%</u>	<u>69,186</u>
Library SC Room						
Personnel	78,796	59,097	64,909	13,887	82%	(5,812)
Purchased Services	5,450	4,088	2,142	3,308	39%	1,946
Supplies	4,575	3,431	1,822	2,753	40%	1,609
Total Library SC Room Expenditures	<u>88,821</u>	<u>66,616</u>	<u>68,873</u>	<u>19,948</u>	<u>78%</u>	<u>(2,257)</u>
Library Personnel Benefits						
Personnel	496,405	372,304	365,053	131,352	74%	7,251
Total Library Personnel Benefits	<u>496,405</u>	<u>372,304</u>	<u>365,053</u>	<u>131,352</u>	<u>74%</u>	<u>7,251</u>
Total Expenditures	<u>3,852,812</u>	<u>2,889,611</u>	<u>2,826,948</u>	<u>1,025,864</u>	<u>73%</u>	<u>62,663</u>

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SOUTH CAROLINA
COMBINING BALANCE SHEET
For the Period Ended March 31, 2015
March 31, 2015

	Children's LEGO Grant & 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	\$ 89	\$ 201,450	\$ 447	\$ 19,385	\$ 29,490	\$ 19,349	\$ 206,889	\$ -	\$ 84,784	\$ -	561,883
Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-
Total Assets	89	201,450	447	19,385	29,490	19,349	206,889	-	84,784	-	561,883
LIABILITIES AND FUND EQUITY											
Liabilities											
Accounts Payable	31	46,149	-	-	-	1,415	-	-	53,255	-	100,850
Total Liabilities	31	46,149	-	-	-	1,415	-	-	53,255	-	100,850
FUND BALANCE											
Reserved for Encumbrances	-	97,836	-	-	-	-	-	-	-	-	97,836
Reserved for Special Revenue Funds	58	57,465	447	19,385	29,490	17,934	206,889	-	31,530	-	363,198
	58	155,301	447	19,385	29,490	17,934	206,889	-	31,530	-	461,034
Total Liabilities and Fund Balance	\$ 89	\$ 201,450	\$ 447	\$ 19,385	\$ 29,490	\$ 19,349	\$ 206,889	\$ -	\$ 84,785	\$ -	\$ 561,884

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

<u>Children's LEGO Grant & Library Grants</u>				
	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>	<u>Percent of Budget</u>
Revenues				
Intergovernmental	\$ -	\$ 150	\$ 150	0%
Total Revenues	<u>-</u>	<u>150</u>	<u>150</u>	<u>0%</u>
Expenditures				
Supplies	-	19,762	(19,762)	100%
Total Expenditures	<u>-</u>	<u>19,762</u>	<u>(19,762)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	(19,612)	(19,612)	100%
Fund Balance at Beginning of Year	<u>19,670</u>	<u>19,670</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 19,670</u>	<u>\$ 58</u>	<u>\$ (19,612)</u>	<u>0%</u>

<u>Del Webb Library Agreement</u>				
	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>	<u>Percent of Budget</u>
Revenues				
Miscellaneous	\$ -	\$ 2,363	\$ 2,363	100%
Total Revenues	<u>-</u>	<u>2,363</u>	<u>2,363</u>	<u>100%</u>
Expenditures				
Supplies	-	46,149	(46,149)	0%
Total Expenditures	<u>-</u>	<u>46,149</u>	<u>(46,149)</u>	<u>0%</u>
Excess of Revenues Over (Under) Expenditures	-	(43,786)	(43,786)	100%
Fund Balance at Beginning of Year	<u>199,087</u>	<u>199,087</u>	<u>-</u>	<u>0%</u>
Fund Balance at End of Year	<u>\$ 199,087</u>	<u>\$ 155,301</u>	<u>\$ (43,786)</u>	<u>78%</u>

<u>Friends of HHI Library Grant</u>				
	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>	<u>Percent of Budget</u>
Revenues				
Miscellaneous	\$ -	\$ -	\$ -	0%
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Expenditures				
Supplies	-	-	-	0%
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Excess of Revenues Over (Under) Expenditures	-	-	-	0%
Fund Balance at Beginning of Year	<u>447</u>	<u>447</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 447</u>	<u>\$ 447</u>	<u>\$ -</u>	<u>100%</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 March 31, 2015

	Library Trust			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ 850	\$ 850	0%
Total Revenues	<u>-</u>	<u>850</u>	<u>850</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	-	118	118	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>\$ 19,385</u>	<u>\$ 118</u>	<u>101%</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	-	4,656	(4,656)	100%
Total Expenditures	<u>-</u>	<u>4,656</u>	<u>(4,656)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	1,150	(4,656)	(5,806)	-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>\$ 17,934</u>	<u>\$ (5,806)</u>	<u>76%</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 March 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	-	9,622	(9,622)	100%
Total Expenditures	-	9,622	(9,622)	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 March 31, 2015

	Library State Aid			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ 202,791	165,744	\$ (37,047)	100%
Total Revenues	202,791	165,744	(37,047)	100%
Expenditures				
Supplies	202,791	134,214	68,577	100%
Total Expenditures	202,791	134,214	68,577	100%
Excess of Revenues Over (Under) Expenditures	-	31,530	31,530	100%
Fund Balance at Beginning of Year	-	-	-	0%
Fund Balance at End of Year	\$ -	\$ 31,530	\$ 31,530	100%
	Total			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	\$ 150	\$ 150	0%
Interest	2,300	-	(2,300)	0%
Miscellaneous	-	8,838	8,838	100%
Intergovernmental	202,791	165,744	(37,047)	100%
Total Revenues	205,091	174,732	(30,359)	85%
Expenditures				
Supplies	202,791	205,750	(2,959)	100%
Purchased Services	-	4,656	(4,656)	100%
Other	-	732	(732)	100%
Total Expenditures	202,791	211,138	(8,347)	100%
Excess of Revenues Over (Under) Expenditures	2,300	(36,406)	(38,706)	-1583%
Fund Balance at Beginning of Year	497,440	497,440	-	100%
Fund Balance at End of Year	\$ 499,740	\$ 461,034	\$ (38,706)	92%

UNAUDITED AND PRELIMINARY
Beaufort County
Library Impact Fees
For the Period Ended March 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	45,981	271,556	25,438	41,555	4,424	388,954
Interest	-	-	-	-	-	-
	45,981	271,556	25,438	41,555	4,424	388,954
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.	(69,750)	-	-	-	-	(69,750)
Hewlett Packard	(20,458)	-	-	-	(11,667)	(32,125)
Transfer to Bluffton County TIF Fund	-	(193,811)	-	-	-	(193,811)
	(94,966)	(208,711)	-	-	(11,667)	(315,344)
Total Revenues	45,981	271,556	25,438	41,555	4,424	388,954
Total Expenditures	(94,966)	(208,711)	-	-	(11,667)	(315,344)
Net Revenues (Expenditures)	(48,985)	62,845	25,438	41,555	(7,243)	73,610
Encumbered Fund Balance	102,009	4,604	-	-	-	106,613
Unencumbered Fund Balance	(5,279)	568,038	648,987	41,555	27,896	1,281,197
Ending Fund Balance	96,730	572,642	648,987	41,555	27,896	1,387,810

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	\$ 1,933.85	\$ 527.73	\$ 2,609.40	\$ 241.54	\$ 1,763.64	\$ 382.72	\$ 287.85	\$ 28.40	\$ 937.95	\$ 13.40	\$ 8,726.48
April	\$ 1,773.59	\$ 574.03	\$ 1,749.50	\$ 292.56	\$ 1,554.30	\$ 465.61	\$ -	\$ 130.80	\$ 478.26	\$ 145.80	\$ 7,164.45
May											\$ -
June											\$ -
TOTAL	\$ 15,222.45	\$ 5,965.85	\$ 19,798.02	\$ 3,470.72	\$ 17,570.69	\$ 4,755.11	\$ 3,089.25	\$ 693.92	\$ 5,839.21	\$ 948.80	\$ 61,519.62
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	\$ 49.20		\$ 146.85		\$ 120.20		\$ 31.50		\$ 80.55		\$ 428.30
April	\$ 97.40		\$ 110.35		\$ 99.70		\$ -		\$ 43.05		\$ 350.50
May											\$ -
June											\$ -
TOTAL	\$ 1,194.81	\$ -	\$ 1,071.05		\$ 882.55		\$ 233.75		\$ 383.05		\$ 3,765.21
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	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 2.37
April	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ 2.36
May	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		
June	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		
TOTAL	\$ -				\$ -		\$ -		\$ -		\$ 21.12

FY2015		Credit Card		Credit Card H.		Credit Card		Credit Card		Credit Card St.	
	BFT	Beaufort Branch	HH	Head Branch	BLU	Bluffton Branch	LOB	Lobeco Branch	STH	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	\$ -	\$ 14.51	\$ -	\$ 6.64	\$ -	\$ 10.52	\$ -	\$ 0.78	\$ -	\$ 0.37	\$ 32.82
April	\$ -	\$ 15.79	\$ -	\$ 8.05	\$ -	\$ 12.80	\$ -	\$ 3.60	\$ -	\$ 4.01	\$ 44.25
May	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
June	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
TOTAL	\$ -	\$ 164.07	\$ -	\$ 95.44	\$ -	\$ 130.75	\$ -	\$ 19.09	\$ -	\$ 26.09	\$ 435.44
	\$ 1,983.05	\$ -	\$ 2,756.25	\$ -	\$ 1,883.84	\$ -	\$ 319.35	\$ -	\$ 1,018.50	\$ -	\$ 7,960.99

Board of Trustees - Library Board
General Ledger
 As of April 30, 2015

	Type	Date	Num	Name	Memo	Amount	Balance
First Citizens Bank (Total)							19,399.61
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
Bluffton Miscellaneous Fund							100.00
Total Bluffton Miscellaneous Fund							100.00
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							369.78
	Bill Pmt -Check	04/10/2015	1229	Ingram Library Services	Accounts Payable	-238.32	131.46
Total Kiwanis Club of Beaufort						-238.32	131.46

Board of Trustees - Library Board
General Ledger
 As of April 30, 2015

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Sally & Joseph Harrington						3,590.91
Bill Pmt -Check	04/03/2015	1228	Ingram Library Services	SALLY&JOSEPH HARRINGTON	Accounts Payable	-10.92
Total Sally & Joseph Harrington						-10.92 3,579.99
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)						-249.24 19,150.37

HEALTH AND WELLNESS TOOLKIT

DEFINITION:

According to the Partnership for 21st Century Skills, Health Literacy promotes the achievement of the following skill/knowledge sets:

- ❖ Obtain, interpret, and understand basic health information and services and use such information and services in ways that enhance health.
- ❖ Understand preventive physical and mental health measures, including proper diet, nutrition, exercise, risk avoidance, and stress reduction.
- ❖ Use available information to make appropriate health-related decisions.
- ❖ Establish and monitor personal and family health goals.
- ❖ Understand national and international public health and safety issues.

LITERACY RESOURCES:

HEAP Health Literacy

<http://heaphealthliteracy.com/>

HEAP Health Literacy.com, formerly the Health Education Assessment Project (HEAP), has developed a variety of health literacy materials that are appropriate for use by teachers at the classroom level, and for use in district and large-scale assessments of health education. The site has the following banks of resources: 1) Item bank of health education assessments (approximately 1900 items), 2) cognitive complexity groupings of assessment items based on Bloom's Revised Taxonomy to help educators teach health literacy skills more deeply, 3) HEAP of Books (145 health book resources to improve both health and reading literacy and aligned to the common core state standards in ELA, 4) easy-to-use development tools (wizards) to create more assessment items and health and reading resources.

Health Triangle

<http://www.healthtriangle.org/>

Imagine an equilateral triangle with three sides. One stands for physical, one for mental, and one for social. These make up the health triangle. In order to have a balanced health triangle, you must be not only physically fit, but mentally and socially healthy as well. If you are not physically fit, for example, that affects the mental side as well, because you may not be happy about your weight. If you are not socially well, that side of the health triangle gets smaller.



NC State University Cooperative Extension

<http://www.ces.ncsu.edu/categories/health-nutrition/>

Making healthy choices isn't always easy. North Carolina Cooperative Extension's educators help people sort fact from fad, providing research-based programs that promote a lifetime of good health. Programs cover a broad spectrum, from pesticide safety to indoor air quality, from childhood nutrition and physical activity to heart-healthy eating and food safety.

Teen Health & Wellness: Real Life, Real Answers

<http://www.teenhealthandwellness.com/>

The NEW **Teen Health & Wellness: Real Life, Real Answers**—the award-winning, critically acclaimed online resource—provides middle school and high school students with nonjudgmental, straightforward, standards-aligned, curricular and self-help support. Topics include diseases, drugs, alcohol, nutrition, mental health, suicide, bullying, green living, financial literacy, digital literacy, and more. Articles are correlated to state, national, and provincial standards, including Common Core English Language Arts.

Wellness Proposals

<http://wellnessproposals.com/wellness-library/>

Here you'll find more than 15,000 free health and wellness related resources of all types including handouts, posters, presentations, wellness newsletters, guides, tool kits and more.

TRAINING RESOURCES:

Webjunction: Health Happens in Libraries

<http://webjunction.org/explore-topics/ehealth.html>

Health Happens in Libraries is a program that magnifies the role of public libraries as key contributors to community health. By supporting public library staff with resources to respond confidently to patron requests for health information, and tools to form intentional partnerships with local community health experts, Health Happens in Libraries enhances public library capacity to advance health and wellness priorities in the communities they serve.

American Red Cross of Lowcountry South Carolina

<http://www.redcross.org/sc/north-charleston/programs>

Each day, the Red Cross empowers ordinary people to perform extraordinary acts in emergency situations. We train. We mobilize. We connect donors and volunteers to those in urgent need of a helping hand. Whether it is a hurricane or a heart attack; a call for blood or a call for help, the American Red Cross is there.

PROGRAMMING IDEAS AND RESOURCES:

Brief Introduction to Homeopathic Remedies, Primarily Acupressure

Learn about various pressure points on your body that may help relieve pain, prevent sickness, and/or help with anxiety.

<http://www.acupressure.com/>

<http://altmedicine.about.com/od/acupressure/a/acupressure.htm>

<http://www.eclecticenergies.com/acupressure/howto.php>

Grocery Label Reading Workshop

Don't know how to find the "good food" at the grocery store? Learn how to make better choices through understanding the nutrition labels on packaged foods. Dispel creative marketing aimed at dieters and search for new ways to reach optimal health. (I'm often surprised by how many people don't know how to find the important information on the labels, paying attention to calorie and fat content & nothing else).

<http://www.fda.gov/Food/IngredientsPackagingLabeling/LabelingNutrition/ucm20026097.htm>

http://www.heart.org/HEARTORG/GettingHealthy/NutritionCenter/HeartSmartShopping/Understanding-Food-Nutrition-Labels_UCM_300132_Article.jsp

<http://www.choosemyplate.gov/downloads/NutritionFactsLabel.pdf>

Painting to Music

Take an hour to channel your feelings and interact with music in a way you likely haven't tried before. We play one piece of music (often classical/ instrumental 5-10 minutes) repetitively for an hour- try to paint an abstract piece of art that reflects the themes of the music as you see them. Tempera or acrylic paints are best as they dry quickly. Can be very relaxing. This can also be used as an example as to how emotions play a role in art making.

http://www.paulcarneyarts.com/music_art_project.html

<http://www.kinderart.com/painting/emotion.shtml>

<http://www.brighthubeducation.com/middle-school-lesson-plans-the-arts/127908-art-lesson-exploring-color-mood-and-music/>

Bullying Prevention Program

Program designed to preventing attempted suicide and those who considered suicide.

<http://nccd.cdc.gov/youthonline/App/Results.aspx?TT=C&OUT=0&SID=HS&QID=H25&LID=SC&YID=2013&LID2=&YID2=&COL=S&ROW1=N&ROW2=N&HT=C1&LCT=LL&FS=S1&FR=R1&FG=G1&F>

[SL=S1&FRL=R1&FGL=G1&PV=&TST=False&C1=&C2=&QP=G&DP=1&VA=CI&CS=Y&SYID=&EYID=&SC=DEFAULT&SO=ASC](#)

[http://nccd.cdc.gov/youthonline/App/Results.aspx?TT=C&OUT=0&SID=HS&QID=H24&LID=SC&YID=2013&LID2=&YID2=&COL=S&ROW1=N&ROW2=N&HT=C1&LCT=LL&FS=S1&FR=R1&FG=G1&FSL=S1&FRL=R1&FGL=G1&PV=&TST=False&C1=&C2=&QP=G&DP=1&VA=CI&CS=Y&SYID=&EYID=&SC=DEFAULT&SO=ASC](#)

[http://nccd.cdc.gov/youthonline/App/Results.aspx?TT=A&OUT=0&SID=HS&QID=QQ&LID=SC&YID=2013&LID2=&YID2=&COL=S&ROW1=N&ROW2=N&HT=C1&LCT=LL&FS=S1&FR=R1&FG=G1&FSL=S1&FRL=R1&FGL=G1&PV=&TST=False&C1=&C2=&QP=G&DP=1&VA=CI&CS=Y&SYID=&EYID=&SC=DEFAULT&SO=ASC](#)

[Whole Foods Market Hilton Head Island](#)

Healthy Eating Educator, [Karina Hinch](#)

WFM's educational initiative focuses on the [Health Starts Here](#) concept, teaching consumers to favor the most nutritious options. Karina is available to present programs at the library.

Marketing Team Leader & Community Liaison, [Abby Wirth](#)

Through Abby, libraries can request program incentives including gift cards, gift baskets, and WFM swag.

More substantial donations require an [application](#) sent at least six weeks in advance.

[National Nutrition Month](#)

Each March, led by the Academy of Nutrition and Dietetics

[Toolkit](#) has great ideas

Local volunteer for leading presentations: [Betty Amer](#), RDN, LD

[National Bike Month](#)

Each May, promoted by the League of American Bicyclists

"Stoked about Spokes" (name "™" for our library) program to generate enthusiasm, educate on safety, and equip public for bicycling more – for recreation, commuting, and/or fitness

Local expert: [Linda Warnock](#), League Cycling Instructor (certified)

Planned coordination with the Town of Hilton Head for 2015

Town contact: [Marcy Benson](#)

Partners for demos, prizes: [Hilton Head Bicycle Company](#), [Bike Doctor](#)

[Fit to a T](#) – A public educational event packaged by the U.S. Bone and Joint Initiative

Bone & Joint Health National Awareness Week – mid-October each year

Recruit a local health professional to give the pre-made presentation

Receive free promotional materials, including custom bookmarks and posters

Local practitioner: [Abby Tracy](#), PA-C

[National Alcohol and Drug Addiction Recovery Month](#)

Each September – opportunity for materials display and/or program

[Vegetarian Awareness Month](#)

Each October – opportunity for educational display and/or program

[Movember](#)

Each November, Movember brings awareness to men's health, especially prostate and testicular cancers and mental health.

Hosting a Friends and Family CPR class

While it is not a certified class, individuals learn how to recognize and treat cardiac arrest and choking victims. The link below directs you to the HHIF&R website. The Bureau of Fire Prevention organizes the classes and can be contacted at 843-682-5141.

<http://www.hiltonheadislandsc.gov/departments/fire/CPRtrain.cfm>

Create a Community Resource Guide

This would include agencies in the local area that are truly accessible to individuals. We could have a single page flyer at our service desks for anonymous help that encompasses many areas instead of only having the literature from specialized groups.

http://www.saginawpublichealth.org/Pictures/file/Publications/Brochures%20and%20Pamphlets/2014_Community_Resource_Guide.pdf

Autism Spectrum Program

Find a speaker to talk about the environmental and spatial needs of kids with this, as well as tips for helping them succeed academically.

Healthy Eating for Kids

Many of our preschoolers have vegan families, so I am sure that organic or whole food snack ideas for kids and families would be well received. I really enjoy Eva Faulkner who is a retired teacher and *Island Packet* columnist – she is a food writer, not necessarily vegan, but she does do healthy eating for kids – she is based in St. Helena so if we are too far away for her, we could perhaps contact one of the shop owners who participates in Lauren's vegan group.

Art Therapy

Have "Artmobile" creators and directors, Olga Stamatiou and husband Rocco Zappia come talk about their Art Therapy program. They have large RVs that have been retro fitted into rolling art centers that are taken across the US to kids in crisis (after hurricanes, earthquakes, school shootings, etc). They encourage kids to deal with their feelings through art. They also install art and supplies in children's hospitals. I believe they live at least part time on Hilton Head.

<http://www.islandpacket.com/2014/09/04/3294324/coosaw-island-couple-help-bring.html>

Altered Book Workshop

What is an altered book? It can be as simple as painting or drawing on single book pages, or as complex as constructing furniture out of books.

Here are some examples of what an altered book can be:

- travel journal
- photo album
- memory book
- scrapbook
- gift

The workshop was constructed as such:

- tables set up into work stations for each activity (book choosing, painting, gluing, cutting, material gathering)
- snacks and drinks provided by the library (snacks made by volunteers, if possible)
- Welcome and introduction to significance of altered books, show examples: using MS PowerPoint
- Have at least one volunteer or library employee at each station (we had a 1.5 hour training session to introduce techniques prior to workshop date)
- coordinator serves as troubleshooter, answers questions, oversees and supervises
- safety precautions were emphasized heavily because sharp blades were used, and hot glue. A first-aid kit was nearby.

The emphasis of this workshop was on learning the techniques, not creating a final project. That way, participants did not feel pressured to turn out products of certain artistic quality. Prior to the workshop, my fellow librarians and I gathered lots of scrap materials from library employees, personal resources, and the "library vault of things," and organized them for display for the workshop participants to take home. We provided the bags and encouraged people to take as much as they wanted, so they could work on their altered book at a later date.

Resources used for content: *Italic The Altered Book Scrapbook* by Susan Ure, *Italic Altered Art : Techniques for Creating Altered Books, Boxes, Cards & More* by Terry Taylor, and *Italic Altered Books Workshop : 18 Creative Techniques for Self-expression* by Bev Brazelton. The images I used for examples were taken from www.alteredbookartists.com, the website for the International Society of Altered Book Artists.

Ways to Boost Your Immune System - Best Foods, Herbs and Supplements

Table discussion by representatives from chiropractic, Whole Foods Store, and hospital or doctor's office.

<http://deliciousliving.com/supplements/build-immunity-herbs-and-homeopathy>,

<http://www.livestrong.com/article/106578-top-immune-system-supplements/>,

<http://www.webmd.com/food-recipes/antioxidants-your-immune-system-super-foods-optimal-health>

Written materials: Super Immunity by Dr. Joel Fuhrman (2011) – 616.079 FUH

Using Emotional Intelligence to Improve Working Relationships

Get local business, PR leaders who have knowledge of EQ to speak on the topic.

Cancer Awareness

Relay for Life specialist reviews cancer and the programs available

www.RelayforLife.org

Presentation on Weight Training for Women

Have physical therapists and personal trainers Robert and Tracy Dayton do a presentation on the importance of weight training for women's health.

www.bodyworkshhi.com

Tracydayton59@hotmail.com, 843-686-3000

Resources:

www.caloriesecrets.net/10-benefits-of-strength-training-for-women

www.womenshealthmag.com/fitness/weight-exercises-women

[www/healthline.com/health/importance-strength-training-women](http://www.healthline.com/health/importance-strength-training-women)

Teen Stress Relief

Get a speaker to give tips on what you can do when you feel stressed.

<http://healthlibrary.memorialhealth.com/yourfamily/children/newsletters/88,p10767>

Kid's Nutrition

Have a speaker give tips for healthy eating with a cooking demonstration with yummy recipes which are surprisingly healthy. Have the participants bring a snack to share.

Create "Tough Times" toolkits

Create an easily accessible list of services offered in Beaufort County that can be put together in a flyer or on the website for patrons to see.

Example: <http://www.uwpickens.org/community-impact/tough-times-tool-kit/>

Alzheimer's Workshops

The Alzheimer's Association offers several educational programs for families and individuals facing Alzheimer's, as well as for community members. In addition to our current education calendar and the program titles below, we can work in partnership with you to tailor a presentation for your church, business, or other community group. Please contact us at 800-272-3900 to request a presentation in your community.

To view upcoming education opportunities, please check out our [Education Calendar](#).

Safety Programs

Hilton Head Island Fire & Rescue offers a wide variety of topics to accommodate a wide variety of audiences. We can provide programs for your preschool, civic club, retirement center, employees, etc. on a range of topics. We can cover fire safety, bike safety, water safety, fire safe holidays, smoke alarms, safe driving for the elderly, poison prevention, heat related injuries,

threatening weather, car fires, calling 9-1-1 and more. We can also provide brochures on most of these topics. Call to inquire what we have to offer for your group (843)682-5141.

8 First Steps to a HAPPY™ Kitchen

Local massage therapist and wellness blogger, Carla Golden, gives a Health and Wellness-themed program on nutrition.

www.CarlaGoldenWellness.com

Lyme Disease Program

Present a program to explore the topic of Lyme Disease, the controversy surrounding it, and the devastating effects it has on the lives of its victims and their families, either or both of the following films could be shown as stand-alone programs. They were produced by Open Eye Pictures and Under Our Skin has been the recipient of multiple awards as well as being a finalist for an Academy Award for Best Documentary Film. The following synopses of the films came from <http://www.openeyepictures.com>.

- UNDER OUR SKIN - A chilling tale of microbes, medicine and money, UNDER OUR SKIN exposes the hidden story of Lyme disease, one of the most serious and controversial epidemics of our time. Following the stories of patients and physicians fighting for their lives and livelihoods, this acclaimed film uncovers a corrupt establishment all too willing to put profits before patients.
- UNDER OUR SKIN 2: EMERGENCE - In this dramatic follow-up to the widely acclaimed UNDER OUR SKIN, EMERGENCE takes the viewer on a journey from horror to hope. We witness the emerging epidemic of Lyme disease as infection and education spread globally. We watch as the truth emerges about the disease's persistence and reach, about promising new research, and about medical collusion and conflicts of interest that continue to impede progress. We revisit the characters from UNDER OUR SKIN as they emerge into better health, reclaiming their lives and dignity, and offering hope to the legions now suffering. As Lyme disease explodes, EMERGENCE shines a probing light on the issue and becomes a beacon in the dark.

Resources:

www.ilads.org

www.lymedisease.org

www.lymediseaseassociation.org

www.lymepa.org

POTENTIAL PARTNERSHIPS

[Beaufort County Parks and Leisure Services](#)

Area Hospitals

[YMCA of Beaufort County](#)

[Palmetto Cycling Coalition](#)

[Beaufort-Jasper Comprehensive Health Services](#)

[SC State Parks](#)

[Poison Control Centers for SC – Palmetto Poison Center – USC College of Pharmacy](#)

[Coastal Discovery Museum](#)

Local Churches

[Beaufort County Human Service Alliance](#)

Anti-Bullying Task Force

[Boys and Girls Club of the Lowcountry](#)

[Beaufort County School District](#)

[Beaufort County Youth Leadership Conference](#)

[SC Diversity Leaders Initiative – Riley Institute at Furman](#)



COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT
106 Industrial Village Road
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

TO: Councilman Gerald Dawson, Chairman, Public Facilities Committee

FROM: Dave Thomas, CPPPO, Purchasing Director

SUBJ: Recommendation of Contract Award for IFB#032515 for the Bluffton Library Porch Renovation Project

DATE: May 18, 2015

BACKGROUND: On March 25, 2015, Beaufort County received bids from two construction companies for renovation services at the Bluffton Library. The project involves the renovation of and improvement to the covered porch for the purpose of a new computer lab. The renovation will include, but is not limited to the following; minor demolition, exterior wall and window improvements, mechanical, electrical, plumbing, HVAC, painting, carpentry, flooring and finish work. This will include the installation of a new acoustical tile ceiling system and new lighting. The contractor will provide new HVAC mechanical equipment with DDC management system, as well as new doors and windows.

BIDDERS INFORMATION:

COST:

- | | |
|---|-----------|
| 1. Neal's Construction, Beaufort, SC | \$100,777 |
| 2. Patterson Construction, Beaufort, SC | \$156,496 |

An analysis of Neal's Construction bid prices revealed no apparent cause for rejecting the bid. Therefore, Neal's Construction is the certified lowest responsible/responsive bidder and is in compliance with the County's SMB Participation Ordinance.

FUNDING: The Del Webb Library Fund will be used first with account number 26160011-54420 Renovations to Existing Building with a current available fund balance of \$70,624. The remaining funding will come from the Bluffton Library Impact Fees Fund with account number 26020011-54420-Renovations to Existing Building with a current available fund balance of \$612,426

FOR ACTION: Public Facilities Committee meeting occurring May 18, 2015.

RECOMMENDATION: The Public Facilities Committee approve and recommend to County Council a contract award to Neal's Construction in the amount of \$100,777 for the Bluffton Library Porch Renovations Project from the funding source listed above.

CC: Gary Kubic, County Administrator
Joshua Gruber, Deputy County Administrator/Special Counsel
Alicia Holland, Asst. Co. Administrator, Finance
Monica Spells, Asst. Co. Administrator, Civic Engagement
Morris Campbell, Community Services Director
Mark Roseneau, Facilities Management Director
Milton Ray McBride, Libraries Director
Jan O'Rourke, Assistant Libraries Director

Att: Bid Tab

Photo Release Policy

Beaufort County Library

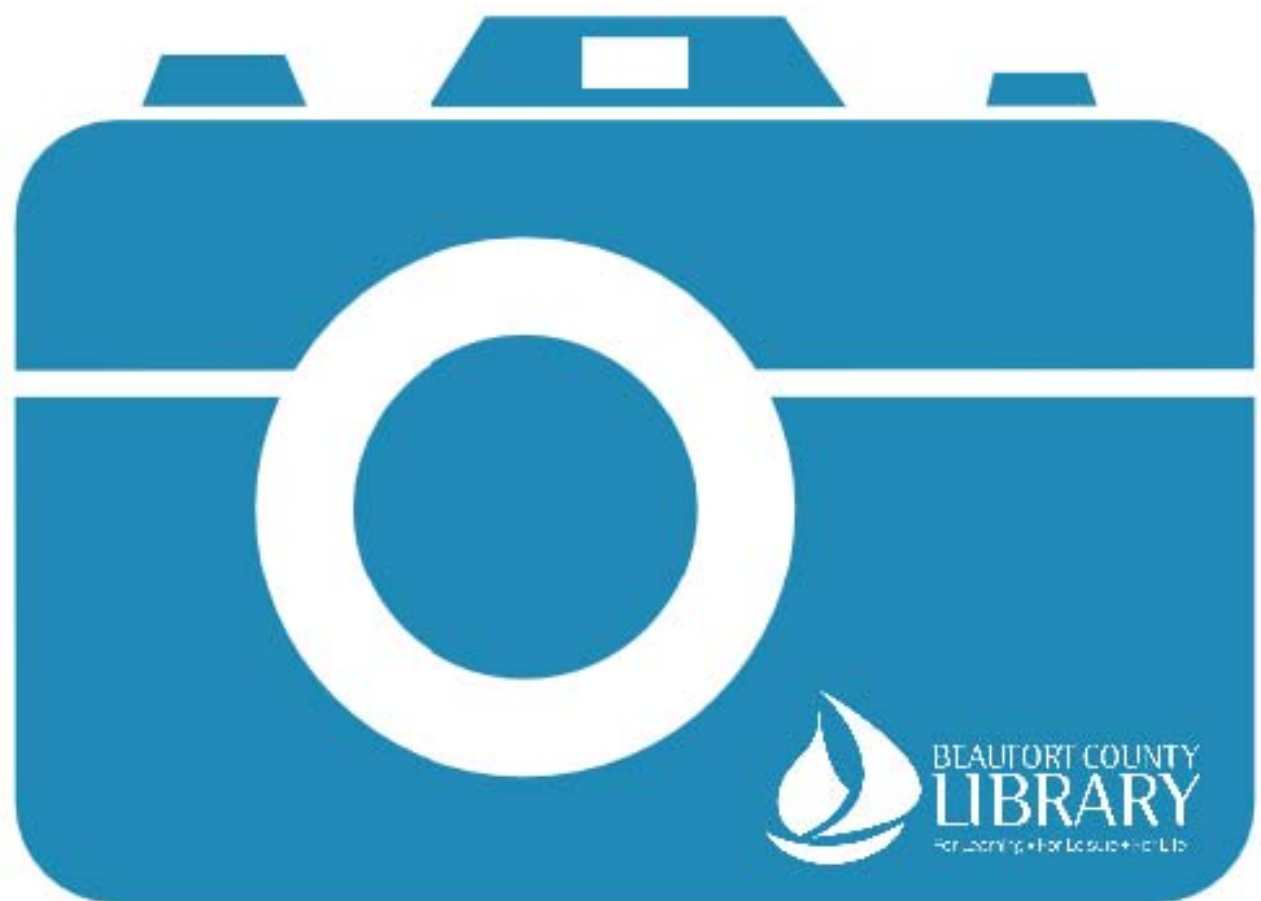


The Beaufort County Library staff may take photographs or videos of participants, individually or in groups, attending or taking part in Library programs and activities. These photographs or videos may appear in future Beaufort County Library publications or other Library publicity either in print or online.

By entering a Beaufort County Library building a patron consents without further consideration or compensation to the use (full or in part) of all photographs and video recordings taken of him/her and/or recordings made of his/her voice and/or written extraction, in whole or in part, of such recordings or musical performance for the purposes of illustration, broadcast, or distribution in any manner.

If a Library patron does not wish himself/herself or his/her child to be photographed or video recorded, the patron must notify the Library staff to that effect.

Library patrons and visitors to the Library may not take photographs or videos of other patrons or staff without the permission of the person(s) being photographed.



Photos/videos may be taken at our events for library use in promotion and publicity.

Anyone not wanting to have their photo taken should notify library staff at the time of the event.

beaufortcountylibrary.org/content/library-policies

BEAUFORT BRANCH LIBRARY

Bimonthly Report

MARCH & APRIL 2015



OUTREACH PROGRAMMING	MARCH	APRIL
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	0/0	0/0
Children (Ages 5-11)	5/270 includes all ages	0/0
Teen (Ages 12-17)	0/0	0/0
Adults (Ages 18+)	1	1

IN-HOUSE LIBRARY PROGRAMMING	MARCH	APRIL
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	14/456	11/321
Children (Ages 5-11)	14/239	13/148
Teen (Ages 12-17)	1/0	0
Adults (Ages 18+)	4/61	3/22

MEETING ROOM USE	MARCH	APRIL
	#Groups / #Attendees	#Groups / #Attendees
	5/172	7/55-does not include VITA count

STATISTICS	MARCH	APRIL
New Library Cards	176	186
Door Count	14,343	14,903
Circulation	17,339	16,404
Reference	1,809	1,502
Internet Use	1,323	1,215

Staff Continuing Education Sessions Attended	MARCH	APRIL
	39	18

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.
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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

MARCH & APRIL 2015



OUTREACH PROGRAMMING	MARCH	APRIL
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	0/0	0/0
Children (Ages 5-11)	1/42	2/30
Teen (Ages 12-17)	0/0	0/0
Adults (Ages 18+)	0/0	0/0

IN-HOUSE LIBRARY PROGRAMMING	MARCH	APRIL
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	14/462	10/231
Children (Ages 5-11)	3/40	2/21
Teen (Ages 12-17)	1/7	0/0
Adults (Ages 18+)	23/367	15/449

MEETING ROOM USE	MARCH	APRIL
	#Groups / #Attendees	#Groups / #Attendees
	31/508	39/585

STATISTICS	MARCH	APRIL
New Library Cards	170	126
Door Count	28,622	26,369
Circulation	18,925	18962
Reference	2423	1845
Internet Use	1869	894

Staff Continuing Education Sessions Attended	MARCH	APRIL
	6	5

FACILITIES NOTES	Roof leaks; Large meeting room air conditioner; Large meeting room sound system; New staff entrance keys; Children's room domed lights; Domed lights above Fiction, Non-fiction, and Main room (still waiting)
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Report submitted by:				
Patrick Goodman	Branch Manager	843.255.6503	pgoodman@bcgov.net	
Bluffton Branch Library	120 Palmetto Way	Bluffton	SC	29910

Bimonthly Report	
	&



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

IN-HOUSE LIBRARY PROGRAMMING		
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)		
Children (Ages 5-11)		
Teen (Ages 12-17)		
Adults (Ages 18+)		

MEETING ROOM USE		
	#Groups / #Attendees	#Groups / #Attendees

STATISTICS		
New Library Cards		
Door Count		
Circulation		
Reference		
Internet Use		

Staff Continuing Education Sessions Attended		

FACILITIES NOTES	
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Report submitted by:			

ST. HELENA BRANCH LIBRARY

Bimonthly Report

MARCH & APRIL 2015



OUTREACH PROGRAMMING	MARCH	APRIL
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	0/0	0/0
Children (Ages 5-11)	0/0	1/32
Teen (Ages 12-17)	0/0	0/0
Adults (Ages 18+)	0/0	0/0

IN-HOUSE LIBRARY PROGRAMMING	MARCH	APRIL
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	0/0	2/2
Children (Ages 5-11)	6/90	4/52
Teen (Ages 12-17)	7/122	1/12
Adults (Ages 18+)	10/151	8/84

MEETING ROOM USE	MARCH	APRIL
	#Groups / #Attendees	#Groups / #Attendees
	26/523	16/159

STATISTICS	MARCH	APRIL
New Library Cards	61	39
Door Count	1682	1570
Circulation	4355	4263
Reference	148	489
Internet Use	585	310

Staff Continuing Education Sessions Attended	MARCH	APRIL
	0	0

FACILITIES NOTES	
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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		
MARCH	& APRIL	2015



OUTREACH PROGRAMMING	MARCH	APRIL
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	Grays Hill Cntr (4x month)/ 10 children	Grays Hill Cntr (4x month)/9 kids
Children (Ages 5-11)	Whale Branch Elem Literacy Night/ 77	STEM event at Bolden Middle/75 students
Teen (Ages 12-17)	0	0
Adults (Ages 18+)	Whale Branch HS Town Hall Mtg/ 16 teachers	Sheldon Township Forum/143

IN-HOUSE LIBRARY PROGRAMMING	MARCH	APRIL
	#Programs / #Attendees	#Programs / #Attendees
Early Learners (Ages 0-4)	Head Start (4x month)& Storytime/ 36 kids	Head Start (4x month)/34children
Children (Ages 5-11)	Agape (2x month), Minecraft, Math Club/ 52	Agape(2x month) Owl Banks/36 kids
Teen (Ages 12-17)	Tween Nail Art, Pop-up prgrm/ 8 kids	Tye Dye for Teens/0
Adults (Ages 18+)	Writer's Group/ 4 adults	Credit clinic,Beaufort Housing/9 adults

MEETING ROOM USE	MARCH	APRIL
	#Groups / #Attendees	#Groups / #Attendees
	Jr. Lego League (4x month), VITA/42	Jr.Lego League (4x month), VITA/31

STATISTICS	MARCH	APRIL
New Library Cards	32	24
Door Count	2111	door counter malfunctioning
Circulation	2305	3799
Reference	313	254
Internet Use	366	354

Staff Continuing Education Sessions Attended	MARCH	APRIL
	Bft Cnty Mandatory Training /12 sessions	Staff Development Day/1

FACILITIES NOTES	<p>The Lobeco Library is the only library without a sign properly identifying the building (there are two other buildings at the Lobeco site and new patrons cannot easily locate us). The library does not own the building; however, perhaps another there is a different way to distinguish the library from the other two empty buildings?</p> <p>Also, the carpets have yet to be cleaned and potholes plague the parking lot.</p>
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Report submitted by:			
Belinda Blue	Branch Manager	(843)255-6483	bblue@bcgov.net
Lobeco Branch Library	1862 Trask Parkway	Lobeco	SC 29931