

Beaufort County Library  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
Held May 9, 2012 3:00 p.m.

The third scheduled meeting for 2012 was held at the Beaufort Branch Library; 311 Scott's St, Beaufort, SC.

**Attendants:**

**Trustees:**

Ms. Patsy Hand-Chair; Ms. Susan Carter Barnwell; Mr. Douglas Brown; Mr. Bernie Kole and Ms. Peggy Martin.

**Library Staff:**

Mr. Wlodek Zaryczny, Library Director; Ms. Jan O'Rourke, Assistant Library Director; Ms. Maria Benac, Ms. Fran Hays; Ms. Ann Rosen; Ms. Traci Cox; Ms. Gina Molter; and Ms. Cathy Parsons, Administrative Assistant.

**County Staff:**

Mr. Alan Eisenman, County Finance.

**Guests:**

Ms. Lynne Miller, President of Hilton Head Friends of the Library.

**Call to Order:** The Beaufort County Library Board of Trustees meeting of Wednesday, May 9, 2012 was called to order at 3:07 p.m. There was not a quorum present.

Ms. Hand asked the Trustees and officials to take a moment of silence to remember Ms. Wendy Allen, the former Youth Services Coordinator, who passed away on Monday, May 7<sup>th</sup>. Wendy's funeral service will be held on Thursday, May 10<sup>th</sup> at 11:00 am at Anderson Funeral Home.

**Public Comment:** None.

Mr. Zaryczny introduced to the Trustee's Ms. Traci Cox who is the new Information Services Coordinator.

**Minutes of March 14, 2012:**

**MOTION:** Ms. Barnwell made a motion to accept the minutes as written. Mr. Kole seconded the motion. There was a unanimous vote by the Trustees present.

**Correspondence and Communications:** Ms. Hand stated that there was a letter received that they would be discussing under the New Business portion of the agenda. Ms. Hand

also reported that she did receive a letter from County Administrator Gary Kubic in response to her letter regarding the refilling of the Marketing and Development position. Mr. Kubic stated that he would be making a decision on that position in June 2012.

**Librarian's Report:** Attached to these minutes.

**Personnel:**

Mr. Zaryczny said that the Marketing and Development position remains uncertain; the Bluffton Branch has a FT reference librarian position and a PT page position open and neither one has been posted by the County. Mr. Zaryczny stated that they are waiting for Administrative approval.

**Automation:**

Mr. Zaryczny announced that 4 (four) additional libraries (Clarendon, Chester, Lancaster and Lee) have been approved for membership to SC Lends (SC Library Electronic Network Delivery System). Chester County is scheduled to be on the system by the end of May. The remaining libraries will be added in October. The installation of the acquisitions module that is to be used in Technical Services has been postponed until the fall. SC Lends has been extremely successful having circulated over 10 million items since the end of 2009.

Mr. Zaryczny explained that Beaufort Branch is the sole sorting area for the SC Lends materials. Mr. Zaryczny stated that he submitted a request with State Transportation to add the Bluffton Branch as a second pickup/drop-off point but the request was denied.

Mr. Zaryczny stated that the Automated Materials Handling System has been problematic at the Beaufort Branch. He said that an extended runway has been added to Beaufort's equipment and that corrected one problem. Now there is an issue with the timing of the reader and a technician will be coming to correct that problem.

Mr. Zaryczny said that cash payment machines at the self-checkout stations will be tested at the Beaufort Branch for credit and/or debit card payments.

Mr. Zaryczny also stated that a new PC Reservation and print management system will be brought in to replace what they are currently using at the Beaufort Branch.

Mr. Zaryczny announced that the 3M Cloud Library E-books is in the process of being set up at BCL. Staff training for e-books is being scheduled and it should be available to the public in July. A presentation will be made to the Trustees and Community Services Committee in July. He reminded the Trustees that e-books are a part of the Library's regular book budget, so there will be fewer hard books purchased so they can purchase e-book titles. Ms. Cox is on the publicity team to get information out to the public about e-books when they become available. Mr. Zaryczny also reminded the Trustees that just like hard books, if there is a new title that everyone wants to read there could be a waiting list.

**State Aid & Lottery Funds:**

Mr. Zaryczny said that the SC House has approved the current State Aid of 73¢ per capita to be increased to \$1.00 with a minimum of \$60,000 per County. The Senate Finance Committee is now discussing this item as well as restoring to libraries the Election Day lottery ticket sales revenue.

### **County Budget:**

Mr. Zaryczny stated that the Library is on track. The first public hearing for the County appropriation for the Library's FY2013 operating budget will be held on Monday, May 21, 2012 at 6:00 p.m. at the Hilton Head Library. The 2<sup>nd</sup> public hearing will be held on Monday, June 11, 2012 in Beaufort.

### **Capital Improvements:**

St Helena Branch – Library staff visited the site on Tuesday, May 8. The construction completion schedule has been moved forward from October to August. Liollo Architects and Library staff has been interviewing vendors for furniture, fixtures and equipment. A St. Helena project briefing will be presented to the Penn Center Board on Thursday, May 10<sup>th</sup>. The construction will be completed early August and the furniture can then be moved in. Opening day could be October 1<sup>st</sup>, and the grand opening ceremony could be held on Heritage Day which is in November. With both the Library's Marketing position and the County's PIO (Public Information Officer) position being empty, County Administrator Gary Kubic will decide who will handle the grand opening for the Library. The hours of the new St. Helena Branch will be the same as Beaufort and Hilton Head just reversed. Bluffton's hours will then change to allow them to open earlier.

### **Miscellaneous Items:**

Mr. Zaryczny said that David Goble the SC State Librarian has accepted a new position and will be leaving the State Library at the end of June. Mr. Goble was a great advocate of the SC Lends program.

Mr. Zaryczny announced that the acoustical renovations in the Bluffton meeting room are in process and should be completed in time for the June elections.

Mr. Zaryczny said that the Library is looking into purchasing down view desks for the unfiltered PC's that are to be installed at each Branch. These computers will not be on the County network. Patrons will need to go to the Reference desk to use this particular computer.

Mr. Zaryczny reported that 1,714 items were returned during the April 2012 Amnesty period. Ms. Hand asked what the Library's recommendation is now. Mr. Zaryczny stated that they could move forward with Unique Management, the collection agency. He reminded the Trustees that patrons with less than \$25 in fees or fines would not be pursued, but anyone who owed more than \$25 would be. Unique Management would automatically attach a \$10 fee to the patron's record. Then Unique Management will send out 3 (three) letters to the

delinquent patron. If the patron's record is not cleared within 120 days then their information would be sent to credit agencies. The Trustees need to decide if they wish to use Unique Management, if so their recommendation would have to go to Council's Community Services Committee for them to either approve or disapprove engaging a collection agency. Ms. Hand stated that because they do not a quorum present, the Trustees will entertain the recommendation at the next meeting.

**Assistant Librarian's Report:**

Ms. O'Rourke stated that "One County Reads One Country" program is progressing very well and they have many events planned. A calendar of the events will be available by the end of May.

Ms. O'Rourke said that she and Ms. Benac have submitted a grant for an exhibit at the St. Helena Library that's called Discover Tech. This funding would be used to get kids interested in science and mathematics.

Ms. O'Rourke also reported that they received a grant for the Homework Help Center of \$2,500. This will help the Library to get a consultant in to assist in designing a model Homework Help Center. Mr. O'Rourke said that they are expanding their partnerships to COSY (Collaborative Organization for Services of Youth) and another initiative being supported by the United Way.

**Financial Report:** Attached to these minutes.

FY 2012 Status Report

1. County Funds:

Mr. Eisenman said that the Library is at 88% of their budget. He went through the report with the Trustee's explaining to them what each section referred to, and answered their questions.

2. Trustee Funds:

Mr. Zaryczny stated that there was nothing new to report.

**Committee Reports:**

Advocacy: Mr. Kole stated this would be reported later in the agenda.

Corresponding Secretary: There was a letter forwarded to the Trustees from Wlodek regarding the Meeting Room Amendment sent to him by County Attorney Josh Gruber.

Foundation: Ms. Hand reported that the Foundation had an excellent meeting. They addressed some housekeeping tasks and the new responsibilities they will be assuming. Ms. Hand said that the Foundation discussed the best place to invest their funds. She said

that they have also sent a letter out to all of their current donors regarding the changes in the Foundation and Marketing offices.

Friends of the Library (FOL):

Mr. Kole reported for the Beaufort Friends. He told the Trustees that the Beaufort Friends have had a successful year. He stated that the Friends are entertaining some very important funding requests from the Library system and Ms. O'Rourke is their front person for those requests. Mr. Kole said that their lineup for the 2013 Books Sandwiched In program has been planned well in advance and is complete. He said that the fall book sale will be held on the last weekend in September at the Waterfront Park. Mr. Kole also stated that the Friends now have a Face Book page.

Ms. Rosen reported for the Bluffton Friends. She said that the Friends discussed ways to promote the ongoing book sale that occurs on the last Saturday of the month. Ms. Rosen said that the Friends hosted their first "Saturday Serenade" in which a small group played music at the Library to try to encourage membership in the Friends. Ms. Rosen said that the Friends want to be more proactive in adult programming by helping the reference department and sponsoring programs.

Ms. Miller reported for the Hilton Head Friends. She said that they presented a program on the President's speeches and she said that it was very well attended. Ms. Barnwell added that the presenter was "amazing". Ms. Miller said that 5 new Board members assumed their duties. Ms. Miller said that they have gotten a \$32,000 grant from the Low-Country Foundation to be used for PC's and laptops and some other equipment as well.

Ms. Molter reported for Lobeco saying that they are gearing up for the summer reading program.

Ms. Benac reported that one of the programmers that had been scheduled for the summer program passed away. A substitute is stepping in and will fulfill the original programmer's presentation with just a small change.

Library Services: Nothing to report.

Membership: Ms. Hand announced that they had a positive orientation for their new members. She said that District 4 is still open and will be for a while. The County is looking at 3 (three) possible candidates.

School Liaison: Nothing reported. Ms. Hand asked if each Library branch has a school liaison, and if so could the Trustees be of any help. Ms. O'Rourke confirmed that each Branch has a liaison, but the Trustee School Liaison committee should contact Mr. Strawn, Youth Services Coordinator to see how the Trustees could help.

Old Business:

Mr. Zaryczny stated that he is still waiting to hear from the County Attorney regarding the Social Policy.

**New Business:**

A. Meeting Room Policy revision. Mr. Kole read the proposed revision on page 2 (two) of the policy.

**MOTION:** Mr. Kole recommended that the Trustee's officially pass a resolution adopting the revision as it is written on page 2 (two) and as it's written in the letter from Josh Gruber on April 13, 2012. The motion was seconded by Ms. Martin. There was no discussion and the motion was unanimously approved by the Board members present.

Mr. Zaryczny stated that he would inform Mr. Gruber and County Administrator Mr. Kubic that the Board has passed the revision.

**ACTION ITEM:** Mr. Kole asked if Mr. Zaryczny would give him a written copy of the communication so he'll have it for his records.

**Other Business:**

A. Amnesty – this was discussed earlier in the meeting in the Librarian's Report.

B. Flag Pole at the new St. Helena Library. Mr. Zaryczny said that it is a part of the construction contract to have a flag pole; but the foundation for the pole and the flag are unfunded. The funds for the foundation and flag would come from the "contingency" portion of the project funding. The question is, does the Board want to proceed with the installation of a flag pole. The flag pole is already at the construction site. Mr. Zaryczny said that if the Trustees decided not to proceed with the installation there would be a credit of \$5700 to spend in other areas of the construction. Mr. Zaryczny stated that there would be an associated staff requirement to raise and lower the flag each day. Mr. Kole said that he thought the flag pole should go in as planned.

**MOTION:** Mr. Kole made a motion to keep the flag pole as planned. Mr. Brown seconded the motion.

A discussion followed as to the staff taking the flag in and out during the day. Mr. Kole stated that if the flag has a light of 12 lumens near it all the time that the flag could stay up all the time. Mr. Zaryczny stated that he did not know if the architectural drawings show a light for the flag pole or not and that he would check on that possibility. Mr. Zaryczny stated that if there is not a light nearby then there would be an additional cost for the light.

Ms. Hand reminded the Trustee's that there is a motion on that table, but she didn't feel that they could actually vote on that motion at the present time.

**ADMENDED MOTION:** Mr. Kole amended his motion to state: The Board of Trustees of the Beaufort County Public Library does hereby approve a Motion to have a flagpole, pole

base and an American flag installed near the entrance of the newly constructed Beaufort County Public Library on St. Helena Island at the historic Penn Center, per the construction plans, specifications and capital improvement budget, provided that the capital improvements include the installation of legally sufficient illumination to allow the American flag to be displayed twenty four (24) hours per day on said flag pole.

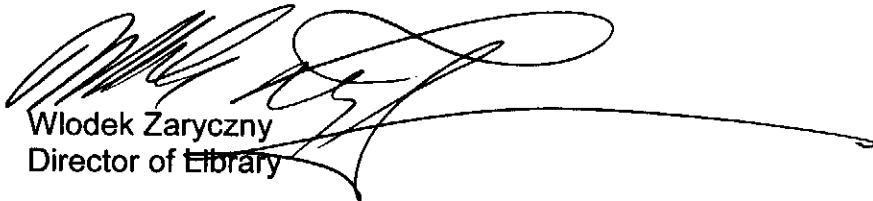
Ms. Hand stated that she would poll the Trustees regarding this issue because the decision cannot wait until the next meeting. She stated that she would poll all the Board members.

Ms. Hand asked if there was any other business to come before the Board.

**MOTION:** Mr. Kole made a motion to adjourn. The motion was seconded by Mr. Brown. There was a unanimous vote by the members.

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,



Wlodek Zaryczny  
Director of Library

\*An audio recording is available upon request if you would like to hear the meeting in its entirety.

## **LIBRARIAN'S REPORT**

July 11, 2012

### **Staff/Staffing -**

**Bluffton:** FT Reference Librarian, 1 PT Page. We are currently reviewing the allocation of staffing system-wide which will take into account vacancies, Branch community population and SC State Library staffing standards.

### **Automation –**

SC LENDS (SC Library Electronic Network Delivery System) –Implementation of the Acquisitions Module has been delayed until next year. A Materials Inventory Module is 2<sup>nd</sup> on the list of SC LENDS priorities. As of July 1 I have taken on the position of Executive Director of SC LENDS. Rosa Cummings, Stuart Forrest and Tally Essman are active on the Cataloging/Acquisitions, System Administration, and Circulation Committees, respectively.

RFID Project – Cash payment machines at self-checkout stations will now accept credit/debit card payment. They are being tested at the Beaufort Branch before implementation at our other Branches. The upgraded PC Reservation/print management system has been installed at the Beaufort Branch for testing. We are currently waiting for an upgrade for currency functionality.

E-books – The 3M Cloud Library e-book collection will go live July 16. Traci Cox will give Trustees a presentation at this meeting.

We are currently reviewing system-wide IT needs. Impact Fee funds are available for all but the Beaufort Branch which I will recommend the use of CIP funding.

### **State Aid & Lottery Funds –**

Gov. Haley's vetoes did not touch public libraries. Therefore, all of the items that library supporters worked for this year are in the budget: \$1 per capita in State Aid with a \$60,000 minimum per county, \$2 million in excess unclaimed prize money from the lottery, and funds exceeding the Board of Economic Advisors estimate for FY11-12 for the lottery (\$733,000; election day sales of lottery tickets).

### **County Budget -**

The Library's budget is on track.

The County appropriation for the library's operating FY2013 budget is \$3,932,960, which includes benefits. County employees will receive a 2% cola.



Capital Improvement Projects 2007-2017 (CIP) Plan –

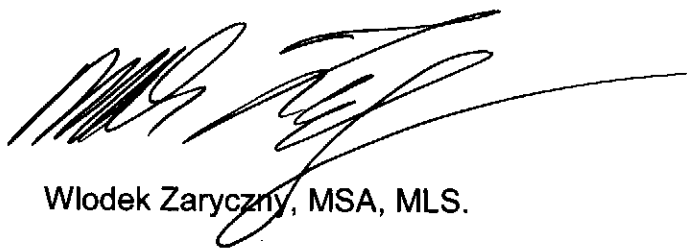
St. Helena Branch – construction of the facility is moving forward with completion anticipated the 2<sup>nd</sup> half of August. Delivery of furniture, equipment, fixtures and library materials are planned before September. Four staff were selected for St. Helena: Branch Mgr., Ref. Mgr., Children's Services Mgr. and YA Librarian. Postings for Circulation Mgr., Ref. Librarian and Lab Technician will be forthcoming Friday, July 13. Remaining positions will be posting shortly thereafter.

Miscellaneous –

David Goble - SC State Librarian will stay on until the 4<sup>th</sup> week of July. There are two final candidates for the State Librarian's position.

Library Computer and Internet Use Policy – Down view desks, which maximize computer screen privacy and will hold unfiltered PCs were delivered to Branches yesterday.

Sincerely,

A handwritten signature in black ink, appearing to read 'Wlodek Zaryczny', with a long horizontal flourish extending to the right.

Wlodek Zaryczny, MSA, MLS.

FY2012	BFT	HHI	BLU	LOB	STH	TOTAL
<b>FINES &amp; FEES</b>	<b>10001-45200</b>					
July	\$ 2,435.15	\$ 3,141.85	\$ 3,375.21	\$ 449.05	\$ 18.30	\$ 9,419.56
August	\$ 2,619.93	\$ 2,417.14	\$ 3,381.27	\$ 293.00	\$ -	\$ 8,711.34
September	\$ 2,225.34	\$ 2,151.03	\$ 2,856.56	\$ 563.02	\$ 61.20	\$ 7,857.15
October	\$ 2,110.29	\$ 1,641.40	\$ 2,454.89	\$ 294.75	\$ 50.80	\$ 6,552.13
November	\$ 1,839.98	\$ 2,432.65	\$ 3,582.80	\$ -	\$ 42.11	\$ 7,897.54
December	\$ 1,663.25	\$ 1,897.19	\$ 3,002.10	\$ 493.55	\$ 53.50	\$ 7,109.59
January	\$ 2,370.86	\$ 3,236.45	\$ 2,435.05	\$ 386.00	\$ 107.15	\$ 8,535.51
February	\$ 2,240.51	\$ 3,081.50	\$ 3,078.00	\$ 258.10	\$ 70.16	\$ 8,728.27
March	\$ 2,084.22	\$ 2,585.95	\$ 3,641.60	\$ 476.53	\$ 112.94	\$ 8,901.24
April	\$ 1,892.63	\$ 1,704.50	\$ 1,884.18	\$ 252.85	\$ 27.25	\$ 5,761.41
May	\$ 2,097.40	\$ 1,877.10	\$ 2,823.90	\$ 427.67	\$ 75.97	\$ 7,302.04
June	\$ 2,275.53	\$ 2,553.25	\$ 3,600.10	\$ 285.90	\$ 109.81	\$ 8,824.59
<b>TOTAL</b>	<b>\$ 25,855.09</b>	<b>\$ 28,720.01</b>	<b>\$ 36,115.66</b>	<b>\$ 4,180.42</b>	<b>\$ 729.19</b>	<b>\$ 95,600.37</b>
<b>COPIERS</b>	<b>10001-44300</b>					
July	\$ 90.45	\$ 94.75	\$ 121.50	\$ 29.80	\$ -	\$ 336.50
August	\$ 124.55	\$ 140.60	\$ 260.25	\$ -	\$ -	\$ 525.40
September	\$ 162.10	\$ 102.00	\$ 56.00	\$ 28.50	\$ 5.10	\$ 353.70
October	\$ 102.40	\$ 97.00	\$ 0	\$ 17.90	\$ 5.55	\$ 222.85
November	\$ 96.25	\$ 90.75	\$ 109.65	\$ -	\$ 2.80	\$ 299.45
December	\$ 67.60	\$ 88.00	\$ 151.50	\$ -	\$ 4.30	\$ 311.40
January	\$ 142.95	\$ 83.95	\$ 102.75	\$ 28.40	\$ 0.45	\$ 358.50
February	\$ 124.95	\$ 196.00	\$ 129.30	\$ 12.20	\$ -	\$ 462.45
March	\$ 129.60	\$ 140.50	\$ 104.00	\$ 31.50	\$ 4.40	\$ 410.00
April	\$ 113.35	\$ 138.20	\$ 147.20	\$ 12.50	\$ 12.80	\$ 424.05
May	\$ 163.65	\$ 104.30	\$ 53.55	\$ 7.60	\$ 3.10	\$ 332.20
June	\$ 117.45	\$ 86.30	\$ 77.00	\$ 19.70	\$ 1.00	\$ 301.45
<b>TOTAL</b>	<b>\$ 1,435.30</b>	<b>\$ 1,362.35</b>	<b>\$ 1,312.70</b>	<b>\$ 188.10</b>	<b>\$ 39.50</b>	<b>\$ 4,337.95</b>
<b>PICTURE SALES</b>	<b>10001-44340</b>					
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ 10.00
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 10.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10.00</b>
<b>INTEREST REVENUE</b>	<b>10001-46010</b>					
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.06
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.18
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.14
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.10
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.22
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.33
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.44
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.54
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2.01</b>

Board of Trustees - Library Board  
General Ledger  
As of July 3, 2012

Type	Date	Num	Name	Memo	Amount	Balance	Description
<b>First Citizens Bank (Total)</b>						21,840.30	
<b>Alexander Dawson Fund</b>						1,451.97	
<b>Total Alexander Dawson Fund</b>							FF&E for Children Programming Room - 1,451.97 Beaufort Branch.
<b>Alpha Delta Kappa</b>						25.00	
<b>Total Alpha Delta Kappa</b>						25.00	Children Library Materials.
<b>BDC Collection</b>						586.67	
<b>Total BDC Collection</b>							Library Materials and Preservation 586.67 supplies for BDC.
<b>Bluffton Building Fund</b>						6,227.70	
<b>Total Bluffton Building Fund</b>						6,227.70	For FF&E Bluffton Branch Library.
<b>Bluffton Miscellaneous Fund</b>						801.64	
	Bill Pmt - Check	07/02/2012	1195 The Music Lady- Beth Green	Summer Reading Program	Accounts Payable	-302.50	499.14
<b>Total Bluffton Miscellaneous Fund</b>						-302.50	499.14 Library Materials for Bluffton Branch.
<b>Clover Carolina Room Fund</b>						1,852.72	
<b>Total Clover Carolina Room Fund</b>						1,852.72	Library materials for BDC.
<b>Greater Island Committee</b>						565.21	
<b>Total Greater Island Committee</b>							Greater Island Chamber of Commerce 565.21 Honorariums for Library Materials.
<b>H Scheper Book Fund</b>						4,290.65	
<b>Total H Scheper Book Fund</b>							This fund is an endowment. The balance is assigned to be spent for 4,290.65 library materials in the BDC.

Board of Trustees - Library Board  
General Ledger  
As of July 3, 2012

Type	Date	Num	Name	Memo	Amount	Balance	Description	
<b>Hilton Head Rotary Fund</b>						929.16		
Bill Pmt - Check	07/02/2012	1200	The Music Lady- Beth Green	Summer Reading Program	Accounts Payable -302.50	626.66		
<b>Total Hilton Head Rotary Fund</b>						-302.50	626.66	Library materials--Hilton Head Branch--in honor of Rotary speakers.
<b>Historical Society Fund</b>						969.63		
<b>Total Historical Society Fund</b>						969.63	For BDC.	
<b>James @ Shannon Duffy</b>						100.00		
<b>Total James @ Shannon Duffy</b>						100.00	Christmas Library Materials - Beaufort County Library.	
<b>Nancy Pearson Memorial</b>						220.00		
Bill Pmt - Check	07/02/2012	1198	The Music Lady- Beth Green	Summer Reading Program	Accounts Payable -220.00	0.00		
<b>Total Nancy Pearson Memorial</b>						-220.00	0.00	Children Library materials for Library System.
<b>Sally &amp; Joseph Harrington</b>						3,674.95		
<b>Total Sally &amp; Joseph Harrington</b>						3,674.95	Library Materials dealing with international relations and diplomacy for Hilton Head Branch Library.	
<b>Wendy Allen Memorial</b>						145.00		
<b>Total Wendy Allen Memorial</b>						145.00	Children Library Materials.	
<b>First Citizens Bank (Total) - Other</b>						0.00		
<b>Total First Citizens Bank (Total) - Other</b>						0.00		
<b>Total First Citizens Bank (Total)</b>						-825.00	21,015.30	Beaufort County Library