



Northeast Georgia Regional Library System (NEGRLS) Board of Trustees Meeting

Tuesday, July 26, 2022, 10:AM -Clarkesville-Habersham County Library

Present: Habersham County: Wanda Dunn; Rabun County: Pat Stueck, Jan Timms-Chair; Stephens County: Billy Chism, Tim Martin; White County: Olav Buchel; Northeast Georgia Regional Library System: Delana Knight-Director.

Absent: Habersham County: Margie Williamson; Rabun County: Helen Gillespie; White County: Linda Erbele-Vice Chair.

Chair Timms opened the meeting at 10:04 AM.

- Director Knight gave the System Services Report for public service activity year-to-date (July 1, 2021 – June 30, 2022) from FY2021 to FY2022. Comparing last fiscal year's activity to the end of FY2021, there are several areas of increased usage in the categories of Circulation of print and eBooks, wireless internet use, patron registration, and total measured usage. Program attendance is down over last year due to the difference in the number of virtual programs held last year over this year.

The Technical Services Report shows a positive net change of 1,776 items to the FY2022 collections with a total of 9,017 additions and 6,563 discards. Additionally, NEGRLS processed 132 Interlibrary loans (loans to and from Non-PINES libraries).

- Director Knight outlined FY2023 Benefits added by NEGRLS for Affiliate Libraries. In an effort to support continuing education of library staff, NEGRLS will offer a \$500 grant to each of our six affiliated libraries for staff training and/or travel in FY23. The grant may be used by library managers or staff for travel reimbursement to library or community training events, including mileage, meals, accommodations, and registration fees, etc.

The Regional offices have added an Employee Assistance Program (EAP) through Kepro for FY2023 that is available for free to all eligible library employees. Services provided include counseling and support, legal and financial services, and eldercare and childcare support and resources.





NEGRLS is planning a fun day with swag, prizes, and a packed agenda for our region-wide staff day on September 30 with professional speakers on topics including safeguarding mental health in the workplace, first amendment audits and other 1A issues, and crisis management. Regional staff will also present programs on PINES policy, cyber security, and weeding library collections.

- Director Knight reports that NEGRLS will be using Rob Mundy of Cleveland again this year to perform the Agreed Upon Procedures (AUP) for the FY22 financials. The AUP will be presented at the October 2022 Regional Library Board meeting.
- Director Knight gave an update on the building projects in Stephens County and White County. The balance of Toccoa-Stephens County Library's Building Fund at South State Bank is \$186,809.11 as of June 30, 2022. The building committee will meet on Thursday, July 28, 2022. The balance of the White County Building Fund is \$138,911.42 as of June 30, 2022. The fundraising committee will reconvene in the Fall.

No Unfinished Business.

New Business:

- A. Minutes for the April 26, 2022 meeting were approved. (Chism, Stueck).
- B. Director Knight gave the Cumulative FY2022 Report for April 1 – June 30, 2022. (Buchel, Stueck).
  - Miscellaneous income includes telecom reimbursement (VoIP, DeepFreeze, LibData), Toccoa partnership, Toccoa employee health insurance premium, materials reimbursement, and Georgia Public Library Service (GPLS) broadband reimbursement.
  - Cost of Living (COLA) salary increases from Georgia approved for April, May, and June 2022 resulted in receiving more salary income than expected, and spending more than originally budgeted for. NEGRLS received more income than budgeted, and spent less than budgeted for, overall.





- NEGRLS's Cash Balance as of June 30, 2022 is \$143,128.33 and the balance of the CD at Pinnacle Bank is \$209,378.15. CDs at Peach State Federal Credit Union have balances of \$200,655.69 and 50,163.93 as of June 30, 2022.

- C. Director Knight gave the Affiliate Library Cash Fund Balance Report for the quarter April 1 – June 30, 2022. The report also included any CDs, investments and building funds the affiliate libraries had. (Stueck, Chism).
- D. Director Knight presented the Revised FY2023 Budget. The total of the revised budget is \$1000 more than the previously approved budget. Due to the increase in salaries for state-reimbursed employees at Toccoa-Stephens County Library, the amount received by the region through the partnership agreement has increased by just under \$1000. Additionally, the amount of the System Services (SSG) waiver has been adjusted to reflect the amount approved by the Board at the previous meeting. Minor changes were made in expenses to achieve a balanced budget. (Chism, Dunn)

Chism made a motion, and all approved, for the Regional Library Board to send a letter of Thanks to John Roche for his service on the Board. Additionally, the White County Libraries will purchase a book in Mr. Roche's honor for the library collection. (Chism, Stueck).

- E. Chism made a motion, and all approved, to elect Pat Stueck as Regional Library Board Secretary for a two-year term. (Chism, Buchel).

The meeting adjourned at 10:50 AM.

The next Board meeting will be on October 25, 2022 at 10: 00 AM at White County Library – Cleveland.

Respectfully submitted,

Delana Knight

A vote to approve the minutes will be held at the October 25, 2022 Regional Library Board meeting.

