



Regional Library Board meeting April 23, 2024 – White County Library – Helen – 10:00 AM

Meeting was called to order at 10:00 AM by Chairperson Jan Timms who invited everyone to attend the Art in the Park at the Rabun County Pavilion on Lake Rabun this Saturday and Sunday.

Present: Habersham County: Wanda Dunn; Margaret Williamson; Rabun County: Jan Timms, Chair, Pat Stueck, Secretary; Stephens County: Lynn Cox, Russell Wash; White County: Olav Buchel, Linda Erbele, Vice-Chair, Cindy Williams; Northeast Georgia Regional System: Delana Knight, Director.

Absent: Rabun County: Helen Gillespie; Stephens County: Tim Martin.

Welcome to new members and visitors: none

3. General reports and discussions:

- Public Service Activity and Technical Services Report: The chart shows the change in public service activity year-to-date, January 1 – March 31, 2024. The Wi-Fi statistics are not correct, also affecting the Total Measured Usage. North Georgia Networks (NGN) has finally conceded that we are not getting the same stats that we were getting before and they are going to provide the necessary equipment to get the statistics that we need. The Technical Services Report shows a positive net change of 1,535 items to our FY2024 third-quarter collections with a total of 3,325 additions and 1,790 deletions. Our system processed 35 Interlibrary loans in the third quarter (loans to and from Non-PINES libraries).
- State Budget – The FY25 State budget includes funds to cover the SHBP employer's share of the increase for the state-reimbursed positions. Additionally, the state-reimbursed positions in our funding formula are included in a 4% COLA increase for state employees for FY25. Three million dollars for Major Repair and Renovation (MRR) and \$2 million for Technology was included in the budget for libraries but an increase to materials funds was not. The state materials grant will remain at \$.70 per capita.
- The budget does include \$3 million for the construction of a new library building in Cleveland, as well as building and renovation funds for six additional library projects.
 - \$1,114,000 for Morgan County Library
 - \$900,000 for Appleby Branch, Augusta-Richmond County Library





- \$900,000 for Douglas-Coffee County Library
 - \$900,000 for Cedartown branch, Sara Hightower Regional Library System
 - \$900,000 for Westtown branch, Albany-Dougherty County Library
 - \$3 million for Oglethorpe Mall branch, Live Oak Public Libraries (FY24 amended budget)
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- Georgia Senate Bill 390, which would have severed the relationship between Georgia’s public libraries and the American Library Association, did not get a vote in the House this session.
 - Building fund updates –
White: The library building fundraising committee’s account balance was \$191,470.61 as of March 31, 2024.
Stephens: Balance of Stephens County Building Fund at South State Bank: \$71,834.12 as of March 31, 2024. Toccoa Library Board voted to close this account and transfer the funds to the Toccoa-Stephens County Library. Because the account is in the Region’s name, this Board should also vote on this action. This action is not included on the agenda but a vote will be taken under New Business.
4. Unfinished Business - none
- 5.. New Business
- A. Minutes for the January 23, 2024 regular meeting were approved (Wash, Erbele)
 - B. Cumulative FY2024 Report, January 1 – March 31, 2023 was accepted (Williamson, Dunn)
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- 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.
 - In Expenses, Expendable Equipment is over budget due to LibTech. The Regional office purchased approximately \$17,000 in computer equipment on behalf of our libraries, and we will be reimbursed from the LibTech grant.
 - Donations to the Bookmobile account were added this quarter. Russ Wash sought and received a \$5000 donation from Fieldale Farms, and we also received a \$1000 donation from Habersham EMC. We received a refund of \$550 from American Custom Design



- Vehicles because they were unable to provide locking bookends for the bookmobile shelves, as promised.
- NEGRLS's Cash Balance as of March 31, 2024, is \$243,424.73 and the balance of the CD at Pinnacle Bank is \$210,164.13. The new checking account at Traditions Bank for the Bookmobile had a balance of \$136,106.04 on March 31, 2024.

C. Affiliate Library Quarter3 Cash Fund Balance Report was accepted (Erbele, Cox).

D. Closed Session: Personnel Committee Report of Director's Annual Performance Evaluation. (10:38-10:43)

Motion to accept the evaluation as presented (Stueck, Williamson)

It was voiced by all present what an outstanding job Delana is doing as Regional Director. The performance evaluation spoke to this in more detail. There was a consensus that we "have a real gem" in Delana.

E. FY2025 Budget and Salary Proposals

NEGRLS's budget for FY2025 is \$925,214. Sources for the budget include State Grants for salaries, system services, and materials of \$704,606, and revenue from our partnership with the Toccoa-Stephens County Library Board of approximately \$124,500. Miscellaneous income represents payments from affiliate libraries to NEGRLS for reimbursement for materials and telecom purchases. The FY2025 budget also includes a "Carryover to Balance Budget" of \$67,308.09 which will come from funds in the library system's checking balance and is necessary due to the addition of a new full-time employee.

The majority of expenses, \$642,276.62, are personnel-related and include an increase to the employer cost of health insurance and retirement benefits, and state-approved COLA salary increases for employees. All salaries and benefits are paid with state funds except for one full-time salary and two local supplements totaling \$79,123.49 which is funded from NEGRLS's local operations budget.

A State Materials Grant of \$86,438 (\$.70 per capita) is allocated to NEGRLS and will be distributed to libraries in each county of the regional library system based on population.

Operating costs total approximately \$196,450 and include expenditures for lease and maintenance of Regional office space, utilities, courier service to affiliate libraries, professional travel, telecommunications, and technology.





Motion to approve the Budget for 2025 (Buchel, Williamson)

Motion to approve the Book Mobile Budget for 2025 (Cox, Stueck).

Motion to approve Salaries for 2025 (Wash, Dunn).

F. FY2025 Signature Authority

The Board will vote to reaffirm signature authority for all contracts and other documents to Delana Knight who holds the position of Director of System Services (Dunn, Timms).

Additionally, the Board approved adding the Technical Services Librarian as an additional check signer for the operational checking account at the NEG Regional Library System's chosen bank. John McConnell currently holds the position of Technical Services Librarian.

(Cox, Erbele).

G. Vote to Elect a Slate of Officers with terms beginning July 1, 2024 (Williamson, Williams).

Chair, Linda Erbele (White)

Vice Chair, Lynn Cox (Stephens)

Secretary, Wanda Dunn (Habersham)

H. Committee Report and Recommendations for Regional Vacation Leave Policy
GENERAL PERSONNEL POLICY

Approved change:

While every employee will begin accruing leave immediately upon employment, no earned vacation leave may be taken prior to serving 90 days of employment.

VACATION LEAVE

Approved Vacation Leave changes:

Full-time Certified Regional employees earn vacation leave of 15 working days per year. All other full-time Regional staff members earn vacation leave of 10 working days per year. After three (3) years of employment, one additional day will be granted each year up to a maximum of five (5) additional days with no more than 20 days per year for Certified personnel and no more than 15 days for all other full-time personnel. Part-time staff will earn no vacation leave.





Certified Regional employees will accrue 10 hours per month for the first year for a total of 15 days vacation leave. All other full-time employees will accrue 6.67 hours per month for the first year for a total of 10 days vacation leave.

Vacation leave after three (3) years of employment will be awarded immediately on the 3rd anniversary date of employment. This will occur annually up to the maximum of five (5) additional vacation leave days.

Motion to approve all changes as submitted was approved (Erbele, Stueck).

- I. Close TSCPL Building Fund account at South State Bank and transfer funds back to Toccoa-Stephens County Library Motion approved (Williamson, Cox).

This is a NEG Regional Library System bank account that holds Toccoa-Stephens County Public Library (TSCPL) building funds. The account was established when TSCPL was considering applying for state funds to expand the library building. Now that the library has renovated the library without applying for a state grant, it is no longer necessary for NEGRLS to hold the funds. TSCPL Board has already approved closing the account and transferring the funds back to them.

Jan Timms was recognized for her two-term service as Chair of the NEG Regional Library Board and a book in her honor will be placed in the Rabun County Public Library collection. Margie Williamson was also recognized for her service to the Board, as her term ends on June 30, 2024.

The meeting was adjourned at 11:26 AM.

The next Regional Library Board meeting will be Tuesday, July 23, 2024 at 10:00 AM Rabun County Library.

A vote to approve the minutes will be taken at the July 23, 2024 Regional Library Board meeting.

