

**Northeast Georgia Regional Library System (NEGRLS) Board of Trustees Meeting Tuesday,  
July 23, 2024, 10:00 AM – Rabun County Library-Clayton, GA**

The meeting was called to order at 10:00 AM by Chairperson Linda Erbele.

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

Cindy Williams has resigned from the White County and Regional Library Boards to spend more time with her family in Raleigh, North Carolina. White County will remain her permanent residence, but she will no longer be able to fulfill her responsibilities to the Board.

Absent: Stephens County: Tim Martin.

Visitors from the Rabun County Library Board, Kristi Early and Jennifer Wood were recognized.

- **Region-Wide Public Service Activity and Technical Services Report:** The chart shows the change in public service activity year-to-date, January 1 – June 30, 2024. The Wi-Fi statistics are not correct, also affecting the Total Measured Usage. NGN Fiber has said they are going to provide the necessary equipment to get the statistics that we need, however it has not yet been implemented.
- The Technical Services Report shows a positive net change of 49 items to our FY2024 collections with a total of 10,999 additions and 10,950 deletions. Our system processed 181 Interlibrary loans in FY2024 (loans to and from Non-PINES libraries).
- Bookmobile: Circulation, patron registrations and programming from the bookmobile are included in the Public Activity Report and account for 1,426 circulations, 149 new patrons, and 4,588 patrons attending programs since beginning routes in January. Additionally, 1,537 books have been added to the bookmobile collection. In the fourth quarter of FY2024, the bookmobile traveled 2,225 miles for an average of 741 miles per month. Regular maintenance was performed in June which included an oil change, tire rotation, brake check and a general service inspection. We have had a couple of maintenance issues: a nail in one tire that required a tire patch and a fallen bookshelf in the interior. Since the last regional library board meeting in April, the bookmobile awning was repaired by Cleveland RV and we have asked their advice on repairing the fallen shelf. They have recommended replacing the current shelving with shelving specially designed for Promaster transit vans for \$449 per shelving unit plus installation. The Board discussed various alternatives to repairing the shelves before replacing them.



- The Regional Library System and Habersham County Libraries are co-hosting an author and book-signing event with former Georgia Governor Nathan Deal on October 19 at the Habersham County Fairgrounds to promote his new book, Veto, the Governor's Cat. Please save the date and watch for more information about this event.
- Building fund updates – White: The library building fundraising committee's account balance was \$194,679.78 as of June 30, 2024. The White County Board of Commissioners will consider the Memorandum of Understanding (MOU) from the Georgia Board of Regents for the capital outlay grant of \$3M for the new Cleveland Library at its meeting on July 29, 2024.
- Director Knight will be taking vacation September 16 – 23.

#### **Unfinished Business – None**

#### **New Business**

- Minutes from April 23, 2024 regular meeting were approved (Timms, Stueck).
- Cumulative FY2024 Report, April 1 – June 30, 2024 Miscellaneous income includes telecom reimbursement (VoIP, DeepFreeze, LibData), Toccoa partnership, Toccoa employee health insurance premium, materials and technology reimbursement, and Georgia Public Library Service (GPLS) broadband reimbursement.
- In Expenses, third quarter Expendable Equipment was far over budget due to LibTech purchases for the affiliate libraries, but we have since received reimbursement for those expenses from the LibTech grant. We are over budget in Other Expenses (56300) due to purchases made for computers and software for affiliate libraries. The libraries reimburse us and those funds are accounted for under Miscellaneous Income.
- The bookmobile expenses are over budget in Motor Vehicle Costs (54500) which includes fuel, repair, and maintenance. These expenses were not accounted for under Repair and Maintenance (54300) as was budgeted for.
- NEGRLS's Cash Balance as of June 28, 2024, is \$269,003.30 and the balance of the CD at Pinnacle Bank is \$211,194.58. The checking account at Traditions Bank for the Bookmobile had a balance of \$115,219.89 on June 30, 2024. Cumulative report FY2024 April – June 2024 were approved (Timms, Stueck).
- Affiliate Library Quarter 4 Cash Fund Balance Report was accepted (Timms, Stueck).



- Approval of Revised Director Salary to include increased health insurance premiums. Libraries across the state were informed in late June that the increase to the employer rate for State Health Benefit Plan would be accelerated. Originally, libraries were told to expect the rate to increase from \$1,093 to \$1,343 on January 1st, but now the rate will increase to \$1,580 on January 1st. The State requires that the Director's salary be approved by vote of the Board as a separate action item. The director salary approved at the April board meeting has been revised to include the accelerated increase to state health employer premiums and needs an updated vote. The revised Director Salary to include increase health premiums was approved (Timms, Stueck).
- FY2025 Revised Budget proposal  
Budget Notes:  
Approved budget on April 23, 2024 = \$925,214.09  
Revised budget proposal = \$935,168.09 Increase of \$9,954.00  
FY2025 Budget revisions reflect the accelerated increase to state health employer premiums and needs an updated vote.  
FY2025 Revised Budget Proposal was approved (Timms, Buchel).
- Permissions for Business Manager to speak with banks about our accounts  
To ensure seamless operations, the Regional Office Business Manager occasionally needs to contact local banking institutions for information about Regional Library System accounts when the Director is not available. Please note: This is not a request for signature authority.  
Permission for Business Manager (Stacey Naddor) to speak with banks about Regional Library accounts was approved (Timms, Stueck).

The next Regional Library Board meeting will be Tuesday, October 22, 2024 at 10:00 AM at Toccoa-Stephens County Public Library.

The meeting was adjourned at 11:00.

A vote to approve the minutes will be taken at the October 22, 2024 Regional Library Board meeting.

