



**Regional Library Board meeting July 22, 2025
Clarkesville-Habersham County Library**

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

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

Absent: Rabun County: Pat Stueck; Stephens County, Tim Martin.

4. General reports and discussions:

Public Service Activity and Technical Services Report: The chart shows the change in public service activity year-to-date, July 1, 2024 to June 30, 2025. With the exception of Public Computer usage, all statistics showed increased usage. The Technical Services Report shows a positive net change of 2,356 items to our FY2025 collections with a total of 8,867 additions and 6,511 deletions. Our system has processed 141 Interlibrary loans in FY2025 (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 4,330 circulations, 168 new patrons, and 9,742 patrons attending programs in FY2025. Additionally, 364 books have been added to the bookmobile collection this quarter. This quarter the Bookmobile traveled an average of 860 miles per month. The bookmobile was last serviced in April before the start of the summer reading program, and it will be serviced and the tires replaced at the end of the summer. Russ Wash donated new steps for the bookmobile and helped secure another \$5000 donation from Fieldale Farms.

Michael Metzger, IT Librarian, has posted a request for proposals for a regional website rebuild that will incorporate all six library locations into one website. Additionally, the rebuild will include updating to the federally required ADA standards that take effect in April 2026. The proposal deadline was Friday, July 18 and we received six proposals that Michael is currently reviewing. Strategic Planning update – The Strategic Planning Community event will be held on Saturday, August 23, 2025 in the Habersham EMC meeting room. Committee members will send invitations out later this month.

6. New Business:

A. Minutes – April 22, 2025

A motion to approve the minutes was made. (Timms, Wash)

B. Cumulative FY2025 Report, July 1, 2024 – June 30, 2025

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. Included was the Sandra Deal grant and LibTech grants under income, although typically it does not appear here because the regional office serves as a pass-through to the libraries. However, this year, many of the Deal and LibTech purchases were made by the regional offices on behalf of the libraries, and those expenditures are reflected below. Additionally, our system received \$12,348 from the state in the FY2025 Amended budget which we used to reimburse libraries for some of their FY2025 expenditures. These funds paid for supplies, SHBP employee portions, materials, and monthly fees for copier leases. Line items that reflect these expenditures are 55900 Other Purchased Services, 56021 Materials, 56100 Supplies, 56150 Expendable Equipment, 56300 Other Expenses, and 58100 Dues and Fees. This year the bookmobile received a \$2000 grant for materials and a \$5000 donation from Fieldale Farms. The overage in materials expenses reflects the \$2000 in grant materials.

NEGRLS's Cash Balance as of June 30, 2025, is \$232,274.84 and the balance of the CD at Pinnacle Bank is \$213,102.26. The checking account at Traditions Bank for the Bookmobile had a balance of \$102,428.55.

A motion to approve the Cumulative FY2025 Report, July 1, 2024 – June 30, 2025 was made. (Timms, Dixon)

C. Affiliate Library Quarter 4 Cash Fund Balance Report

A motion to accept the Affiliate Library Quarter 4 Cash Fund Balance Report was made and approved. (Timms, Vaillant)

D. FY2026 Revised Budget and Salary Proposals

Revisions to the Bookmobile budget do not change the Budget total approved in April but reallocate the funds to allow more money for Repair and Maintenance, and Motor Vehicle Costs (fuel). The Director prepared two revisions to the FY2026 budget approved in April that reflects State Grant allocations received from Georgia Public Library Service and 2.5 % merit or 5% merit & COLA salary increases.

A motion was made and approved to revise the Budget and increase salaries by 5%. (Buchel, Dixon)

E. Approval of Director Salary

GPLS requires a Director's Salary Approval form that the Board approves and the Chair signs. A revision to the Director's salary approved in April reflects a 2.5 % merit or 5% merit & COLA salary increase.

A motion was made and passed to approve a 5% increase in salary for the Director. (Cox, Vaillant)

F. Annual documents: Application for State Aid and the FY2025 Actual Budget with certifications The Application for State Aid is agreement by the Library Board and Director with GPLS to follow state

requirements regarding the library board, meetings, minutes and financial reports, required policies, library staff evaluations and certifications, grant funds, library budgets, and annual agreed upon procedures. The FY2025 actual budget with certifications affirms that we spent all state grant funds as they were intended. These figures must tie directly to our General Ledger.

A motion was made and approved for the signing of Annual Documents. (Timms, Wash)

G. Pinnacle Bank (Southern Bank & Trust) CD

A Pinnacle Bank (Southern Bank & Trust) CD for \$200,000 was opened in 2018. The current interest rate is 1% and the CD matured on July 18, 2025 at \$213,102.26. Pinnacle Bank is offering new rates of 3.35% for 12 months or 3.85% for 6 months. Bank OZK offers a special 7 month rate of 4.4% and a 13 month rate of 4.00%.

A motion was made and approved for the Director to move money to an FDIC-insured bank with authority to reinvest at the highest rate available at the end of the term. (Timms, Cox) [Revised by Executive Committee (Dunn, Cox, Erbele) – October 8, 2025]

H. Library Financial Policy

Georgia Public Library Service added a requirement to the Annual Documents for system Financial Policies which are due in August. Our system has existing financial policies but they do not meet the new requirement.

A motion was made to approve the Library Financial Policy. (Cox, Vaillant).

I. Social Media policy for library staff

A Social Media policy for staff has been requested by a library board member to set guidelines for the professional and personal use of social media by library staff as representatives of the library.

A motion was made and approved to table the policy matter until the next meeting, and to appoint a committee to revise the policy proposal. (Timms, Vaillant)

The next Regional Library Board meeting will be Tuesday, October 28, 2025 at 10:00 at the Rabun County Library.

The meeting was adjourned at 11:15 am.

A vote to approve the minutes will be taken at the October 28, 2025 Regional Library Board meeting.