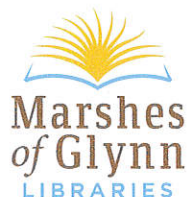


Board of Trustees Meeting Agenda

February 8, 2017

- I. Call to order
- II. Chairman's Comments
- III. Approval of Minutes
 - a) Board of Trustees Meeting – January 11, 2017
- IV. Library Reports
 - a) Financial
 - b) MOGL Report
 - c) Library Statistics
 - d) Committee Reports
 - 1. Personnel Committee
 - 2. Finance Committee
 - 3. Constitution, By-laws, and Policy Committee
 - 4. Strategic Planning Committee
- V. Old Business
- VI. New Business
 - a) Proposal to close the libraries to the public on April 25, 2017 for the annual Staff Development Day
 - b) Update on the Brunswick Library Renovation Project
- VII. Executive Session
- VIII. Announcements
 - a) The next meeting of the Marshes of Glynn Libraries will be held on Wednesday, March 8, 2017 in Room 112 at the Casino Building on St. Simons Island.
- IX. Adjourn



Unapproved Minutes January 11, 2017

Meeting:

Marshes of Glynn Libraries Board of Trustees
January 11, 2017 at 5:30 PM
Meeting held in the Board Room at the Brunswick-Glynn County Library located at
208 Gloucester Street, Brunswick, GA 31520

Trustees Present:

Jane Lafferty, Chair
Mike Martin, Vice-Chair
Tashania Garner, Treasurer
Matthew Permar
Ann McGlaughlin
Gloria Burns
Joan Campbell
Whitney Bailey

Excused Absence:

Sandy Turbidy

Staff Present:

Geri Lynn Mullis
Ben Bryson
Maureen Hersey

Call to Order:

The meeting was called to order by Chairwoman Lafferty.

Chairman's Comments:

Chairwoman Lafferty discussed that the Patron Behavior and Library Use Policy had been reworked by the County Attorney.

Mr. Martin made the motion to approve the Patron Behavior and Library Use Policy, pending any changes made by the Library Board. Mr. Permar seconded. The motion passed unanimously.

Approval of Minutes:

Mr. Martin made a motion to accept the Board of Trustee Meeting Minutes from December 14, 2016. Mr. Permar seconded. The motion passed unanimously.

Library Reports:

Financial

The Expenditure and Revenue report for November 2016 and the "Due to Others" reports for December 2016 were presented and discussed.

MOGL Report

The MOGL Library report was discussed.

Library Statistics

There was a discussion on the December 2016 Library Statistics.

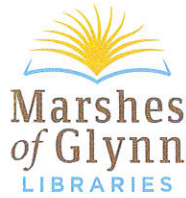
Committee Reports:

Personnel Committee

No report.

Finance Committee

No report.



Constitution, By-laws and Policy Committee

Committee discussed during the Chair Comments.

Strategic Planning Committee

No report.

Old Business:

There was no old business.

New Business:

Proposal to amend the approved FY18 Operational Budget Request

Mr. Permar made the motion to amend the approved FY18 Operational Budget Request for the Marshes of Glynn Libraries to include \$15,125.41 for the purchase of a new microfilm reader and supporting equipment at the Brunswick Library. Ms. Bailey seconded. The motion passed unanimously.

Executive Session:

No executive session was needed for the meeting.

Announcements:

The next meeting of the Marshes of Glynn Libraries Board of Trustees will be on Wednesday, February 8, 2017 at 5:30 PM in Board Room at the Brunswick-Glynn County Library.

Adjourn:

The meeting was adjourned.

Minutes respectfully submitted by Geri Lynn Mullis

GLYNN COUNTY, GEORGIA
BUDGET, EXPENDITURE, AND ENCUMBRANCE STATEMENT

100 General Fund

Glynn County Libraries

As of 12/31/2016

PGM		Approved	Revised	PTD	YTD	PO'S	Available
OBJ PROJ DESCRIPTION		Budget	Budget as of	Expenditure	Expenditure as 12/31/2016	Outstanding	Balance
6515 Marshes of Glynn Libraries							
<i>Object Group: Personal Services</i>							
51065	Salaries - Holiday	0	0.00	2,073.66	5,175.94	0.00	-5,175.94
51070	Salaries - Other	0	0.00	0.00	511.20	0.00	-511.20
51075	Salaries - Regular Employees	317,375	320,361.00	31,716.39	140,746.21	0.00	179,614.79
51085	Salaries - Sick	0	0.00	828.85	4,110.29	0.00	-4,110.29
51100	Salaries - Vacation	0	0.00	1,020.00	8,143.26	0.00	-8,143.26
51205	Employee Insurance	62,843	62,843.00	5,236.92	31,421.52	0.00	31,421.48
51221	FICA	22,921	23,150.00	2,575.72	11,441.96	0.00	11,708.04
51236	Pension Contribution	27,155	27,448.00	3,031.76	13,523.34	0.00	13,924.66
51259	Worker's Compensation	1,784	1,784.00	148.67	892.02	0.00	891.98
Object Group Total		432,078	435,586.00	46,631.97	215,965.74	0.00	219,620.26
Group percent of revised Budget used Year to date							49.58%
<i>Object Group: Purchased and Contractual Services</i>							
52033	Contractual Services	7,950	7,950.00	300.00	3,695.00	0.00	4,255.00
52260	Computer Software Maint. Agre	1,600	1,600.00	0.00	1,031.22	0.00	568.78
52325	Mach. & Equip. Repairs	500	500.00	0.00	0.00	0.00	500.00
52560	Computer On-Line Services	13,297	14,922.00	746.25	6,258.24	0.00	8,663.76
52578	Postage	200	400.00	42.13	233.88	0.00	166.12
52584	Telephone - Local Service	1,000	1,000.00	0.00	0.00	0.00	1,000.00
52608	Copying Costs	2,902	2,902.00	16.40	2,744.46	0.00	157.54
52618	Printing	1,355	1,355.00	41.85	284.30	0.00	1,070.70
52634	Travel Expense	4,500	4,500.00	786.93	2,687.78	0.00	1,812.22
52736	Professional Organization Dues	4,463	4,463.00	71.60	840.80	0.00	3,622.20
52774	Training	100	100.00	0.00	0.00	0.00	100.00
Object Group Total		37,867	39,692.00	2,005.16	17,775.68	0.00	21,916.32
Group percent of revised Budget used Year to date							44.78%
<i>Object Group: Supplies</i>							
53250	Janitorial Supplies	150	750.00	0.00	387.26	0.00	362.74
53295	Office Supplies	3,850	3,250.00	284.59	761.32	0.00	2,488.68
53325	Program Supplies	4,620	6,872.00	198.41	1,216.58	0.00	5,655.42
53325	ELPI Program Supplies	0	4,992.00	1,859.83	2,809.83	0.00	2,182.17
53325	STEA Program Supplies	0	2,617.00	0.00	2,617.00	0.00	0.00
53594	Memorial - Book Purchases	500	500.00	0.00	0.00	0.00	500.00

GLYNN COUNTY, GEORGIA
BUDGET, EXPENDITURE, AND ENCUMBRANCE STATEMENT

100 General Fund

Glynn County Libraries

As of 12/31/2016

<i>PGM</i>		<i>Approved</i>	<i>Revised</i>	<i>PTD</i>	<i>YTD</i>	<i>PO'S</i>	<i>Available</i>
<i>OBJ</i>	<i>PROJ DESCRIPTION</i>	<i>Budget</i>	<i>Budget as of</i>	<i>Expenditure</i>	<i>Expenditure as</i>	<i>Outstanding</i>	<i>Balance</i>
			<i>1/11/2017</i>		<i>12/31/2016</i>		
53598	Books and Periodicals	1,500	15,074.00	1,947.31	14,967.96	0.00	106.04
53598	STE A Books and Periodicals	0	4,350.00	0.00	4,350.00	0.00	0.00
53636	Food & Concession	300	300.00	0.00	13.98	0.00	286.02
53654	Resale Merchandise	200	200.00	0.00	0.00	0.00	200.00
53775	Small Office Machines/Furnitur	1,100	5,673.00	0.00	4,597.50	0.00	1,075.50
53775	MRRG Small Office Machines/Furnitur	0	14,306.00	0.00	14,306.00	0.00	0.00
53775	STE A Small Office Machines/Furnitur	0	6,188.00	0.00	6,188.00	0.00	0.00
Object Group Total		12,220	65,072.00	4,290.14	52,215.43	0.00	12,856.57
Group percent of revised Budget used Year to date							80.24%
Object Group: Interfund/Departmental Charges							
55130	Facilities Management Charges	96,549	96,549.00	8,045.75	48,274.50	0.00	48,274.50
55524	Liability/Property Insurance	8,524	8,524.00	710.33	4,261.98	0.00	4,262.02
Object Group Total		105,073	105,073.00	8,756.08	52,536.48	0.00	52,536.52
Group percent of revised Budget used Year to date							50.00%
Program Total		587,238	645,423.00	61,683.35	338,493.33	0.00	306,929.67
Program percent of revised Budget used Year to date							52.45%

GLYNN COUNTY, GEORGIA
BUDGET, EXPENDITURE, AND ENCUMBRANCE STATEMENT

100 General Fund

Glynn County Libraries

As of 12/31/2016

<i>PGM</i>		<i>Approved</i>	<i>Revised</i>	<i>PTD</i>	<i>YTD</i>	<i>PO'S</i>	<i>Available</i>
<i>OBJ PROJ DESCRIPTION</i>		<i>Budget</i>	<i>Budget as of</i>	<i>Expenditure</i>	<i>Expenditure as 12/31/2016</i>	<i>Outstanding</i>	<i>Balance</i>
6516	Marshes of Glynn Libraries						
<i>Object Group:</i>	<i>Personal Services</i>						
51065	Salaries - Holiday	0	0.00	810.56	2,025.08	0.00	-2,025.08
51075	Salaries - Regular Employees	167,190	170,176.00	15,169.34	76,274.83	0.00	93,901.17
51085	Salaries - Sick	0	0.00	298.43	2,194.72	0.00	-2,194.72
51100	Salaries - Vacation	0	0.00	1,422.17	3,374.25	0.00	-3,374.25
51205	Employee Insurance	35,910	35,910.00	2,992.50	17,955.00	0.00	17,955.00
51221	FICA	12,089	12,317.00	1,284.60	6,079.45	0.00	6,237.55
51236	Pension Contribution	15,453	15,746.00	1,621.53	7,735.67	0.00	8,010.33
51259	Worker's Compensation	708	708.00	59.00	354.00	0.00	354.00
<i>Object Group Total</i>		<i>231,350</i>	<i>234,857.00</i>	<i>23,658.13</i>	<i>115,993.00</i>	<i>0.00</i>	<i>118,864.00</i>
Group percent of revised Budget used Year to date							49.39%
<i>Object Group:</i>	<i>Purchased and Contractual Services</i>						
52033	Contractual Services	2,000	2,000.00	0.00	1,410.00	0.00	590.00
52325	Mach. & Equip. Repairs	500	500.00	0.00	0.00	0.00	500.00
52560	Computer On-Line Services	4,473	4,798.00	248.75	2,080.99	0.00	2,717.01
52578	Postage	50	25.00	0.00	0.00	0.00	25.00
52584	Telephone - Local Service	2,330	2,330.00	0.00	0.00	0.00	2,330.00
52608	Copying Costs	1,158	1,158.00	23.60	1,074.43	0.00	83.57
52618	Printing	600	600.00	0.00	36.12	0.00	563.88
52634	Travel Expense	1,912	1,912.00	0.00	0.00	0.00	1,912.00
52736	Professional Organization Dues	1,487	1,487.00	26.85	415.28	0.00	1,071.72
52774	Training	100	100.00	0.00	0.00	0.00	100.00
<i>Object Group Total</i>		<i>14,610</i>	<i>14,910.00</i>	<i>299.20</i>	<i>5,016.82</i>	<i>0.00</i>	<i>9,893.18</i>
Group percent of revised Budget used Year to date							33.65%
<i>Object Group:</i>	<i>Supplies</i>						
53250	Janitorial Supplies	50	50.00	0.00	12.39	0.00	37.61
53295	Office Supplies	1,000	1,000.00	0.00	423.61	0.00	576.39
53325	Program Supplies	1,080	1,080.00	0.00	0.00	0.00	1,080.00
53594	Memorial - Book Purchases	500	500.00	0.00	0.00	0.00	500.00
53598	Books and Periodicals	500	6,317.00	872.96	5,438.71	0.00	878.29
53598	STEAL Books and Periodicals	0	1,845.00	0.00	1,845.00	0.00	0.00
53636	Food & Concession	100	100.00	0.00	0.00	0.00	100.00
53654	Resale Merchandise	200	200.00	0.00	0.00	0.00	200.00

GLYNN COUNTY, GEORGIA
BUDGET, EXPENDITURE, AND ENCUMBRANCE STATEMENT

100 General Fund

Glynn County Libraries

As of 12/31/2016

<i>PGM</i>		<i>Approved</i>	<i>Revised</i>	<i>PTD</i>	<i>YTD</i>	<i>PO'S</i>	<i>Available</i>
<i>OBJ PROJ DESCRIPTION</i>		<i>Budget</i>	<i>Budget as of</i>	<i>Expenditure</i>	<i>Expenditure as 12/31/2016</i>	<i>Outstanding</i>	<i>Balance</i>
53775	Small Office Machines/Furnitur	400	5,600.00	115.00	115.00	5,116.30	368.70
Object Group Total		3,830	16,692.00	987.96	7,834.71	5,116.30	3,740.99
Group percent of revised Budget used Year to date							46.94%
Object Group: Interfund/Departmental Charges							
55130	Facilities Management Charges	21,137	21,137.00	1,761.41	10,568.46	0.00	10,568.54
55524	Liability/Property Insurance	4,341	4,341.00	361.75	2,170.50	0.00	2,170.50
Object Group Total		25,478	25,478.00	2,123.16	12,738.96	0.00	12,739.04
Group percent of revised Budget used Year to date							50.00%
Program Total		275,268	291,937.00	27,068.45	141,583.49	5,116.30	145,237.21
Program percent of revised Budget used Year to date							48.50%

**GLYNN COUNTY, GEORGIA
REVENUE STATEMENT**

100 General Fund

Glynn County Libraries

As of 12/31/2016

PGM OBJ PROJ DESCRIPTION	Approved Budget	Revised Budget as of 1/11/2017	Period To Date Revenue	Year To Date Revenue	Remaining Balance
6515 Marshes of Glynn Libraries					
Object Group: Intergovernmental					
33015 ELPI Comm of Coastal GA Found Gran	0	4,992	0.00	4,992.00	0.00
33142 GA Humanities Grant	0	0	200.00	200.00	-200.00
33254 GA Public Library Service	192,569	213,234	32,769.50	121,616.92	91,617.08
33254 MRRG GA Public Library Service	0	14,306	0.00	0.00	14,306.00
33254 STEA GA Public Library Service	0	15,000	0.00	0.00	15,000.00
Object Group Total	192,569	247,532	32,969.50	126,808.92	120,723.08
Object Group: Charges for Services					
34085 Copy Fees	10,000	10,000	296.23	4,031.74	5,968.26
34967 Merchandise Resale	200	200	16.54	143.87	56.13
Object Group Total	10,200	10,200	312.77	4,175.61	6,024.39
Object Group: Fines & Forfeitures					
35440 Fines	17,000	17,000	1,187.73	7,004.30	9,995.70
Object Group Total	17,000	17,000	1,187.73	7,004.30	9,995.70
Object Group: Contributions & Donations					
37010 Contributions	150	150	2.83	22.81	127.19
37045 Contributions - Memorial Books	500	500	0.00	0.00	500.00
Object Group Total	650	650	2.83	22.81	627.19
Object Group: Miscellaneous					
38072 Rent	700	700	0.00	681.00	19.00
38440 Miscellaneous Revenue	100	100	430.00	506.49	-406.49
Object Group Total	800	800	430.00	1,187.49	-387.49
Program Total	221,219	276,182	34,902.83	139,199.13	136,982.87

**GLYNN COUNTY, GEORGIA
REVENUE STATEMENT**

100 General Fund

Glynn County Libraries

As of 12/31/2016

PGM OBJ PROJ DESCRIPTION	Approved Budget	Revised Budget as of 1/11/2017	Period To Date Revenue	Year To Date Revenue	Remaining Balance
6516 Marshes of Glynn Libraries					
Object Group: Charges for Services					
34085 Copy Fees	2,000	2,000	166.90	662.74	1,337.26
34967 Merchandise Resale	50	50	0.00	3.78	46.22
Object Group Total	2,050	2,050	166.90	666.52	1,383.48
Object Group: Fines & Forfeitures					
35440 Fines	8,000	8,000	497.67	2,645.13	5,354.87
Object Group Total	8,000	8,000	497.67	2,645.13	5,354.87
Object Group: Contributions & Donations					
37010 Contributions	300	300	20.19	72.47	227.53
37045 Contributions - Memorial Books	300	300	0.00	100.00	200.00
Object Group Total	600	600	20.19	172.47	427.53
Object Group: Miscellaneous					
38440 Miscellaneous Revenue	900	900	46.00	270.75	629.25
Object Group Total	900	900	46.00	270.75	629.25
Program Total	11,550	11,550	730.76	3,754.87	7,795.13

**Marshes of Glynn Libraries
Due to Others Accounts**

January 2017

Due to Others - FOL-BWK (100.12032)

MONTHLY REVENUE	
FOL/Junior League of Savannah	\$ 806.25
Total Revenue: \$ 806.25	

MONTHLY EXPENDITURE	
Baker & Taylor (collection materials)	\$ 2,122.42
Recorded Books (audiobooks)	\$ 344.82
Scholastic (Big Read Books)	\$ 2,232.00
Total Expenditure: \$ 4,699.24	

YTD REVENUE:	\$ 122,782.72
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YTD EXPENDITURE:	\$ 119,626.72
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YTD ACCOUNT BALANCE:	\$ 87,396.93
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**Marshes of Glynn Libraries
Due to Others Accounts**

January 2017

Due to Others - FOL-SSI (100.12033)

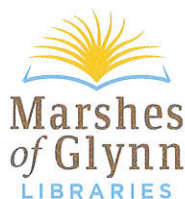
MONTHLY REVENUE	
Literary Guild of SSI	\$ 10,100.00
Total Revenue:	
	\$ 10,100.00

MONTHLY EXPENDITURE	
Baker & Taylor (collection materials)	\$ 347.53
Amazon (collection materials)	\$ 166.28
Centerpoint (large print books)	\$ 135.42
Total Expenditure:	
	\$ 649.23

YTD REVENUE:	\$ 97,937.17
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YTD EXPENDITURE:	\$ 81,610.65
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YTD ACCOUNT BALANCE:	\$ 21,491.35
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Library Board Report – February 2017

Projects & News

- Big Read 2017 kicks off on February 3. The book is Wizard of Earthsea, and there are tons of great programs and book discussions throughout the month. Get a free copy of the book at either of the libraries, and check out the program list on the libraries' website.
- The first ever Marshes of Glynn Libraries annual report coloring book has been created! It is filled with the highlights of FY16.

Personnel & Staff Development

- Maureen Hersey gave a presentation on the "History of the SSI Library" at the Literary Guild's annual meeting on January 19, 2017.

Financial Information

- The SSI Library received a donation of \$10,100 from the St. Simons Island Literary Guild for new books.
- The Brunswick Library received \$806.25 from the Junior League for the Halloween Fun program in October 2016.

Facilities Matters

- There have been some issues with the SSI Library circulation desk since it was installed in December 2015. Facilities should have this fixed before the end of January. Also, the library is having a cover built to hide cords running from the back wall to the desk.
- The Brunswick Library had the carpet in the Children's Room, Teen Room, Heritage Room, Auditorium, and two offices cleaned.
- The issues with the furniture order from Agati have been fixed. New pieces and replacement parts will arrive in 6 weeks.

Technology Topics

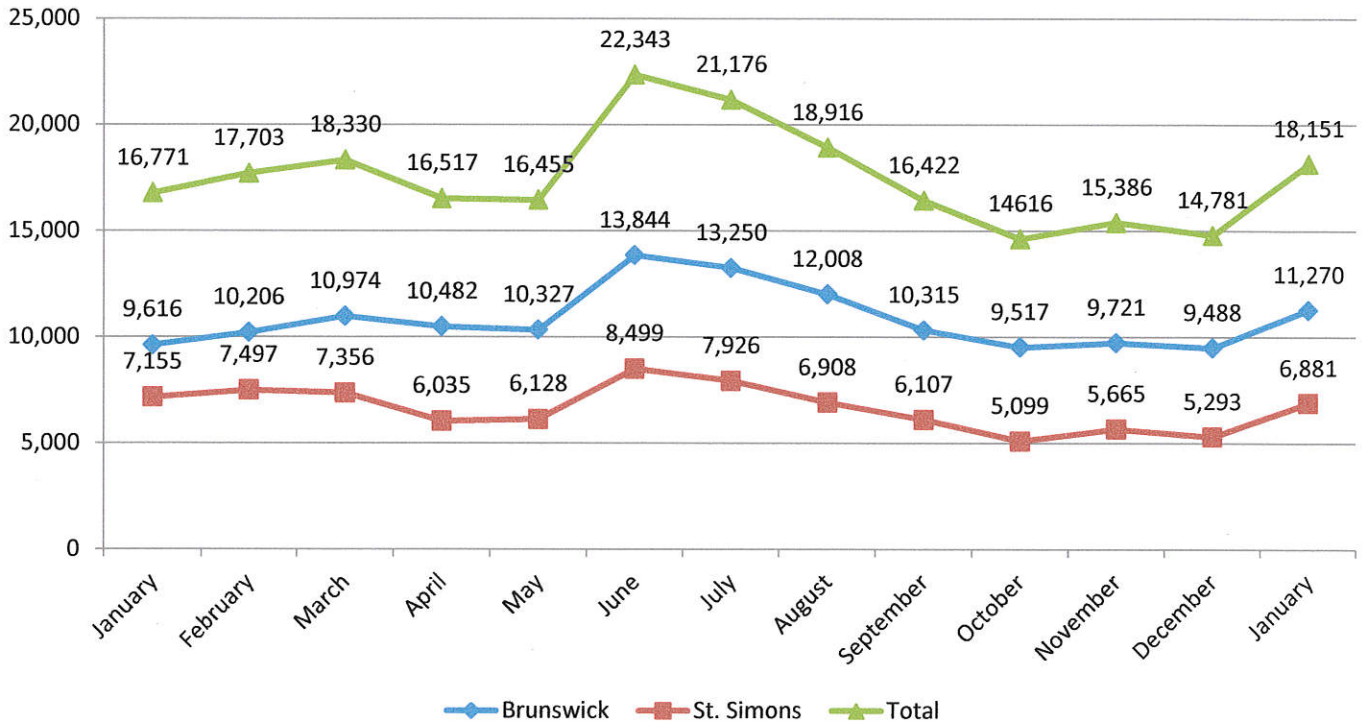
- Public computers at both libraries are fully functioning! Libdata, the new print and reservation software system, was installed at the Brunswick Library. The new deepfreeze software has been installed at both libraries, and now the public computers are getting updated once a week when the libraries are closed. Also, public wi-fi issues at the Brunswick Library have been fixed.

Anecdotes & Talking Points

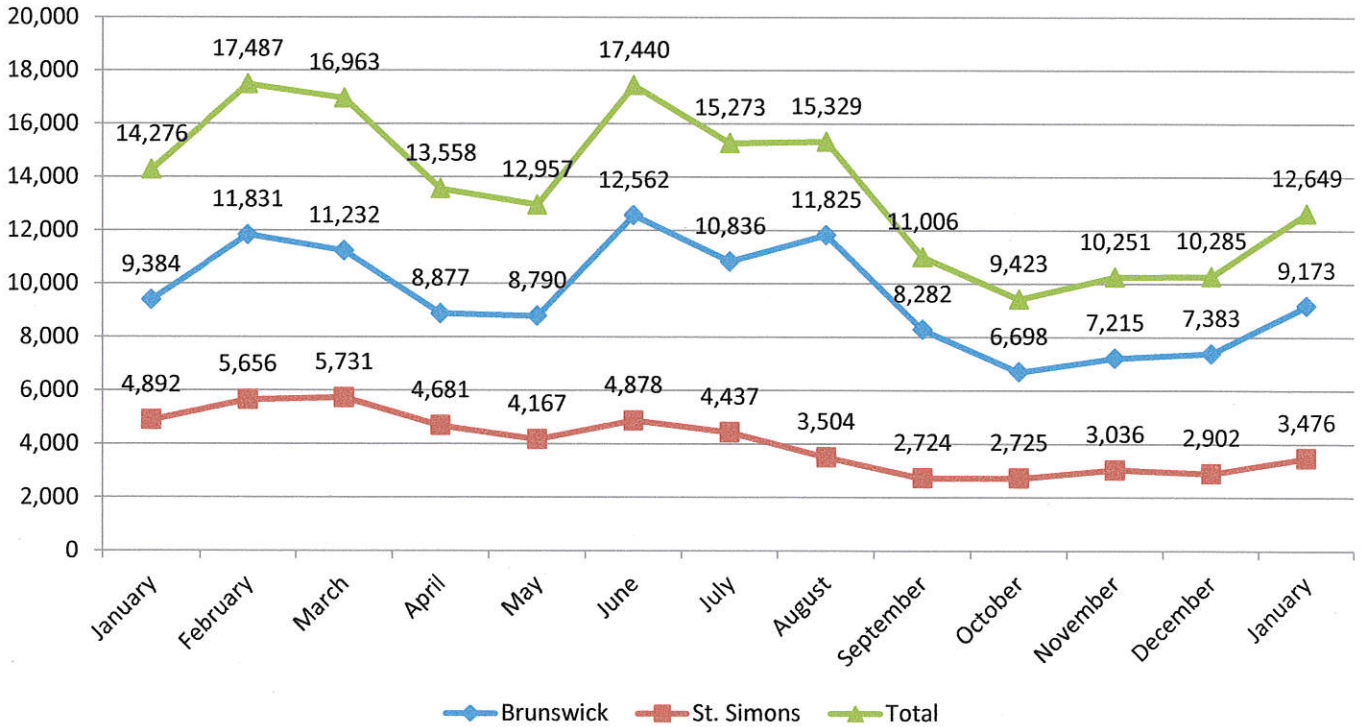
- A patron who regularly uses the Brunswick Library's public computers complimented on how quickly the web pages were loading, and asked what had been done. This is the first complement a patron has given on the speed of the public computers.
- Richard Irwin, a beloved SSI Library patron, recently passed away. The library staff sent a card to his daughter. She was moved by the note, and showed her nephew who is a recent Masters of Library Science graduate. The nephew showed his new boss at the Sacramento library, and asked if they did the same thing for patrons in Sacramento that the SSI Library did for its patrons.
- Kids Choice, a local daycare, resumed coming into the Brunswick Library on Tuesday and Thursday evenings when school got back into session after winter break. When they visit, the extremely well behaved children use every bit of the Children's Room. Some do homework, while others take rotations on the computers, playing with the permanent STEAM pieces, and reading books.
- Gene Threats, a local artist and art instructor at the college, has been coming into the Brunswick Library to work on his art. He raved about the natural light and wonderful view of Downtown Brunswick in the adult seating area at the front of the library. Since stumbling on the spot one day, he has decided to come more often to make use of the space. His work has been enjoyed by patrons and staff.
- A McIntosh County library patron told a staff member at the Brunswick Library that the library staff in Darien recommended bringing her child to the Brunswick Library because the services were so much better. While visiting the patron checked out a ton of books, and signed her child up for the "1,000 Books B4 Kindergarten" program using Beanstack.

MOGL Statistical Overview for Previous 13 Months

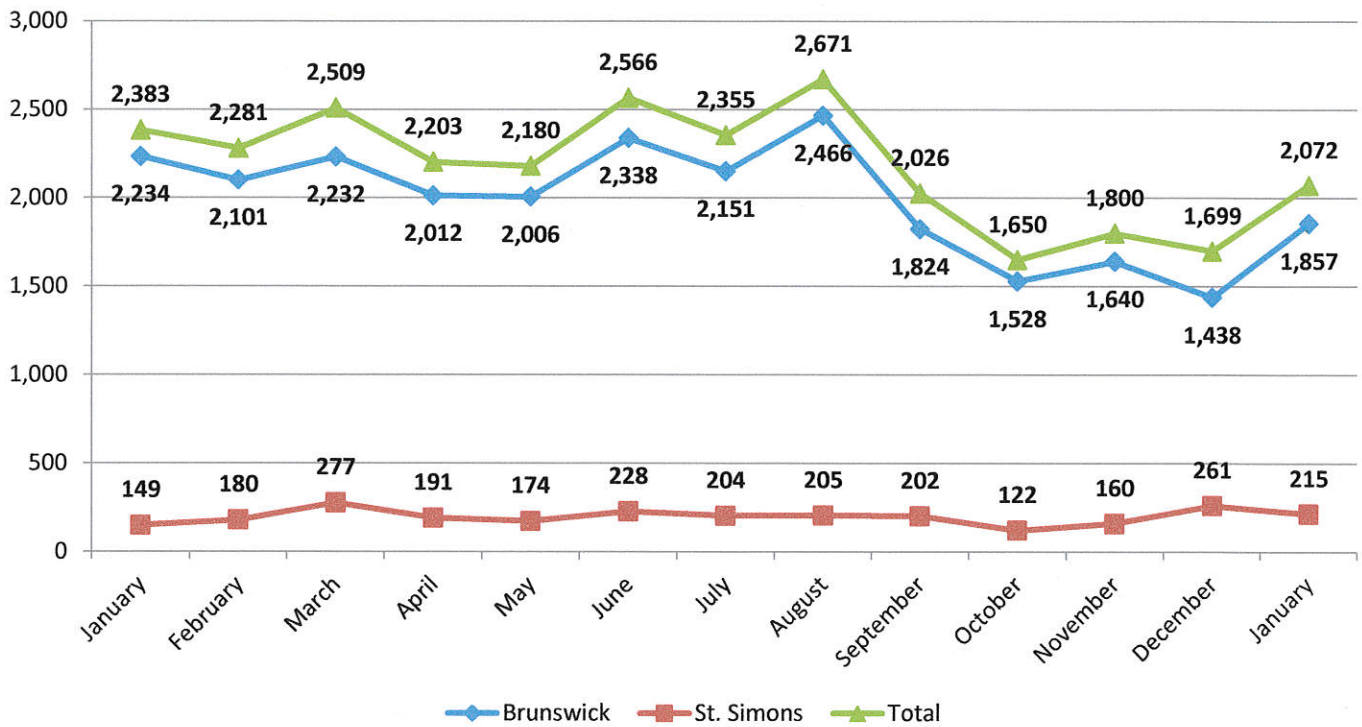
Circulation



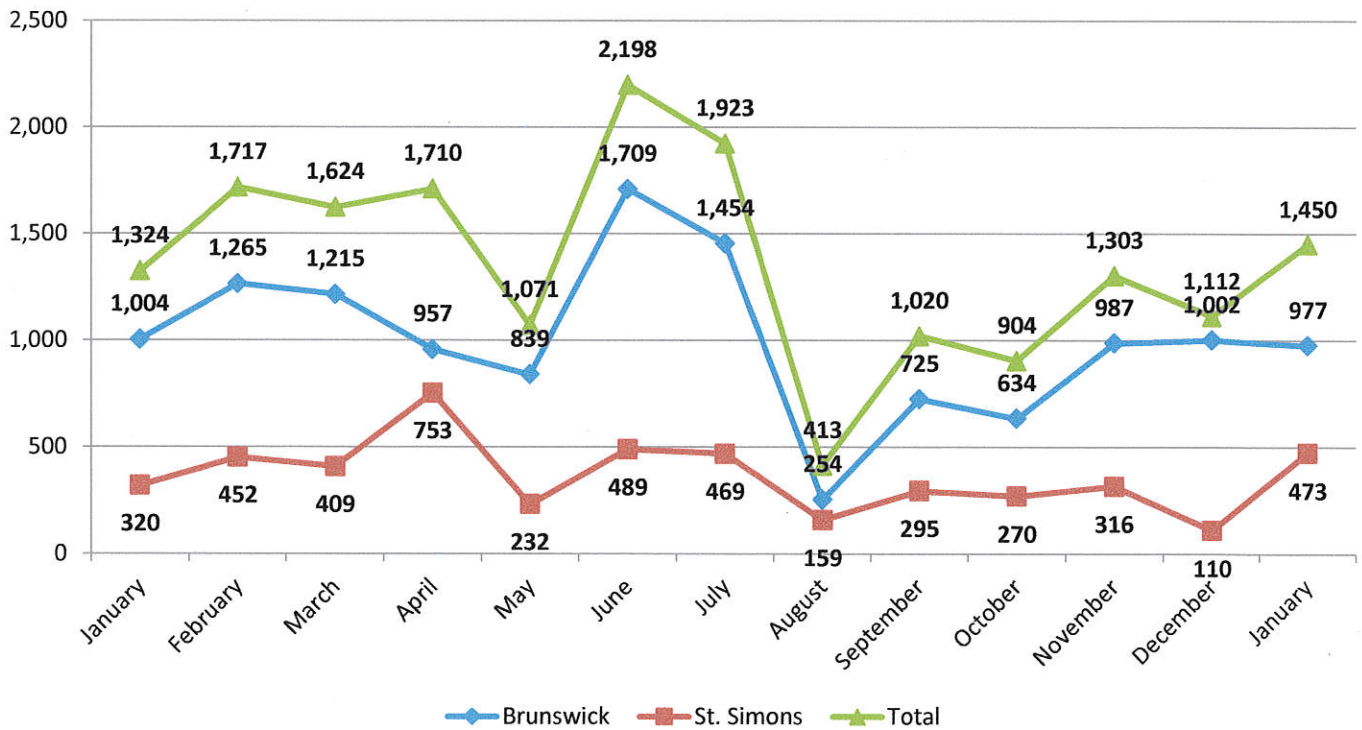
Library Visitors

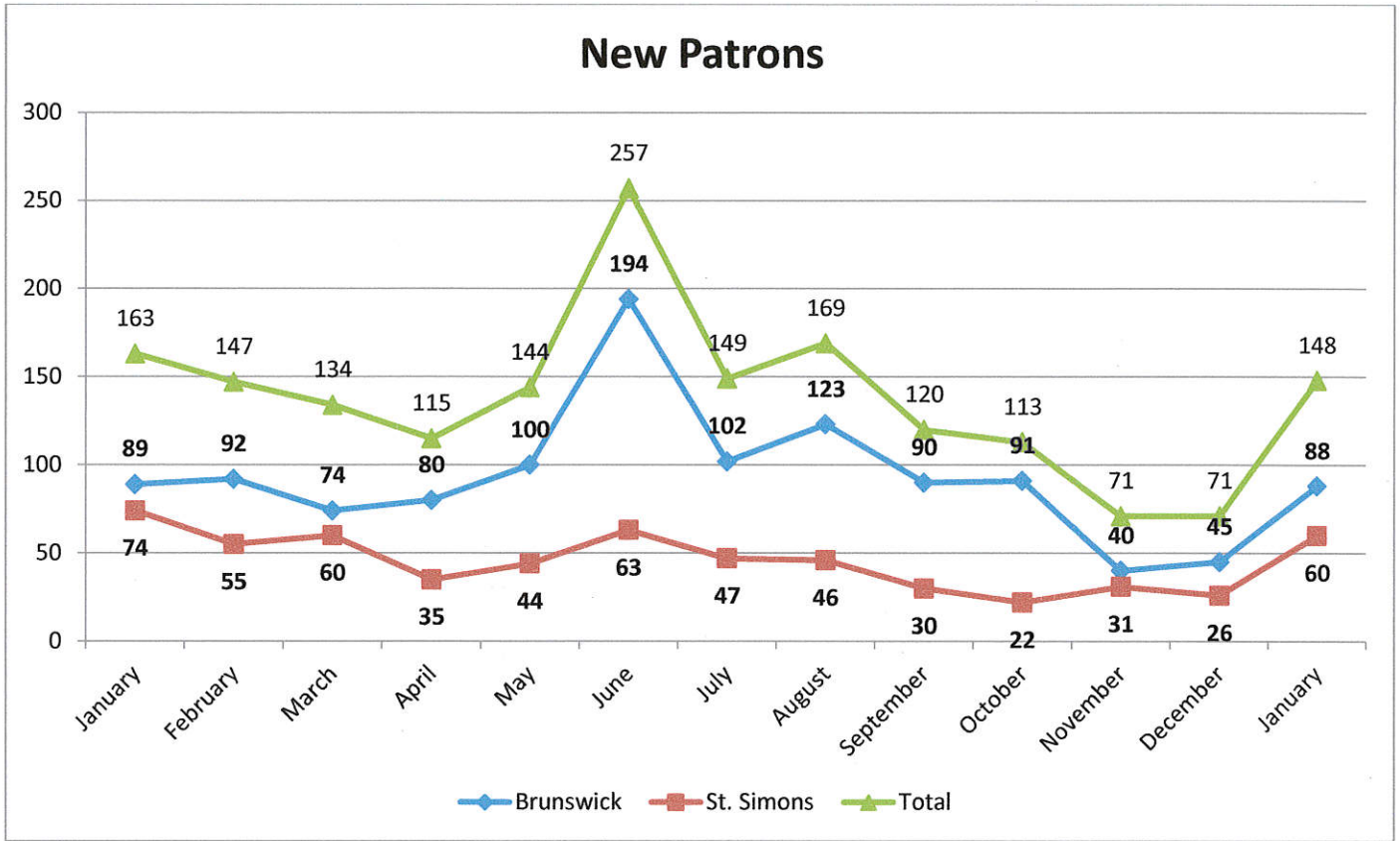


Computer Use



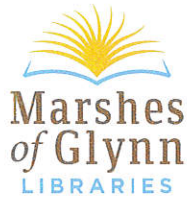
Program Attendance





MOGL January 2017 Statistics

Categories	BWK	SSI	January 2017 Total	FY17 YTD	FY16 Total
Physical Circulation	11,270	6,881	18,151	119,448	206,675
Digital Circulation	NA	NA	591	2,882	3,312
Children's Programs	18	6	24	122	223
Children's Program Attendance	533	226	759	5,326	8,925
Young Adult Programs	6	-	6	21	29
Young Adult Program Attendance	33	-	33	136	498
Adult Programs	26	7	33	149	221
Adult Program Attendance	411	247	658	2,663	5,069
Outreach Programs	-	-	-	8	8
Outreach Program Attendance	-	-	-	876	209
ESL Programs	3	-	3	16	29
ESL Program Attendance	15	-	15	65	-
Youth Volunteers	-	-	-	3	20
Youth Volunteer Hours	-	-	-	14	277
Adult Volunteers	6	7	13	87	170
Adult Volunteer Hours	142	18	160	942	1,825
Computer Use	1,857	215	2,072	14,273	26,224
Door Count	9,173	3,476	12,649	74,793	177,377
Reference Questions	661	48	709	3,462	6,767
Directional Questions	1,880	31	1,911	10,518	17,807
Computer Questions	656	65	721	2,804	3,912
Tourist Questions	56	35	91	682	1,359
Parks & Rec Questions	-	29	29	218	495
Law Questions	64	-	64	332	695
Meeting Rooms Rental	3		3	66	97
Meeting Rooms Rental Attendance	36		36	1,724	2,347
New Patrons Added	88	60	148	841	1,743



MEMORANDUM

TO: MOGL Board of Trustees

FROM: Geri Lynn Mullis, Marshes of Glynn Libraries Director

RE: Proposal to close the libraries to the public on April 25, 2017 for the annual Staff Development Day

DATE: February 1, 2017

STATEMENT OF THE ISSUE:

The libraries would like to hold the annual Staff Development Day on April 25, 2017. To accomplish an all-staff service learning day, the libraries must be closed to the public. This year Staff Development Day will be held at the Brunswick Library. The agenda is still in progress.

ALTERNATIVES

- 1) Approve closing the libraries on April 25, 2017 to the public for the annual Staff Development Day.
- 2) Suggest other alternatives.

RECOMMENDED

Alternative #1.

RECOMMENDED MOTION FOR MOGL BOARD

I move to approve closing the libraries on April 25, 2017 to the public for the annual Staff Development Day.

ATTACHMENTS

- 1) None.