

Muscogee County Library Board meeting
Thursday, March 16, 2017 – 1:00 p.m.
Columbus Public Library

Agenda

- I. Call to Order
- II. **Approval of Minutes: December 1, 2016**
- III. Public Comment
- IV. Friends of Libraries
- V. Library Foundation
- VI. Treasurer's Report
- VII. Director's Report
- VIII. Branch Report
- IX. Unfinished Business
- X. **New Business**
 - A. **Board Nomination Committee Recommendations**
 - B. **Finance Committee Recommendation**
 1. **Final Budget 2017 – 2018**
 2. Wine Women & Shoes, Muscogee County Library Foundation Fundraising Event
 - a. **Columbus Public Library Early Closing.
September 28, 2017 – 1:00 p.m.**

C. Muscogee County Library Board By-Laws

XI. Board Education – Children’s Outreach Presentation

Greta Browder – Children’s Outreach Coordinator

XII. Chairman’s Report

XIII. Next Meeting Date –

XIV. Adjourn

❖ **Bold type denotes action item**

Muscogee County Library Board Meeting

Thursday, October 27, 2016 – 1:00 p.m.

Mildred L. Terry Public Library

Minutes

MEMBERS ATTENDING

James Dudley Marion Scott
Lori Auten Dr. Frank Star
Helene Watson David Fox
Donovan Granville Edie Evans
Mary Bode

Ex-officios:

Kia Chambers

MEMBERS EXCUSED

Len Williams
Kent Illges
John Boyd
Meridith Jarrell

Ex-officios:

Sharon Lyon – Friends of Libraries
Trip Tomlinson – Library Foundation
Shannon Smallman – MCSD
David Lewis – MCSD Superintendent

OTHERS ATTENDING

Alan Harkness - CVL Director
Sherry Goodrow - Administrative Assistant to the Director
Tammy Battley – CVL Operations Coordinator
Tracie Price - CVL Finance Manager
Van Montesclaros – CVL IT Coordinator
Henry McCoy – CVL Marketing & Program Coordinator

MINUTES

Mr. David Fox – Chair asked if there were any additions or corrections to the minutes of the October 27, 2016 meeting. Dr. Frank Star motioned to approve the minutes as distributed. Mr. James Dudley seconded the motion. **The motion passed unanimously.**

TREASURER'S REPORT

Tracie Price – CVL Finance Manager addressed the period financials.

DIRECTOR'S REPORT

Henry McCoy – Marketing & Program Coordinator reported on the Big Read. Carson at 100 is the Carson McCullers' centennial and "The Heart is a Lonely Hunter" is the choice for the Big Read this year. There are many events planned to run January 25, 2017 – February. Mr. McCoy addressed these events in detail with the Library Board.

Guys Read runs January – March one or two sessions per week for five weeks. Targeted at reading to 4th Grade boys. The number of schools that we reach will be based on the number of Volunteers we have participate.

The Strategic Planning Process is moving along. We the invitations letters were sent out just before Thanksgiving. Of the one hundred and thirty people that have been invited, we have already heard from over twenty five. More RSVP's are coming in every day.

The Wine, Women and Shoes fund raiser sponsored by the Muscogee County Library Foundation was a wonderful night and an amazing event. They netted just north of \$70,000. This is a 13% increase. Before expenses they grossed around \$110,000. The Sole Men, who raise individual contributions, alone raised about \$60,000.

NEW BUSINESS

**Operations Committee recommendation – Law Changes: Fair Labor Standard Act.
All approved.**

New Board Members - Nomination Committee Recommendations – Tabled until the January Board meeting.

BOARD EDUCATION - Van Montesclaros – IT Coordinator

Regular Meeting of the Muscogee County Library Board Adjourned at 1:40 p.m.

Next Meeting Date: Thursday, April 27, 2017 – 1:00 p.m. Columbus Public Library.

Chattahoochee Valley Regional Library System
 Budget to Actual Comparisons
 Period 3 and Year-To-Date Ending September 30, 2016

	2016-2017 Budget	Actual Results		% of Budget Received
		Pd 3	Year to Date	
Revenues				
Local Income*	200,000	8,180	56,454	28.2%
State Funding from BOR**	680,267	56,689	170,067	25.0%
County Participation				
Chattahoochee	10,138	3,278	10,137	100.0%
Marion	16,600	0	15,100	91.0%
Stewart	3,885	0	0	0.0%
Internet Reimbursement	75,000	0	0	0.0%
Muscogee County Property Taxes	6,490,282	540,856	1,622,570	25.0%
Subtotal****	7,476,172	609,003	1,874,328	25.1%
Foundation Donations	520,000	0	0	0.0%
Beginning Balance	246,630	0	0	0.0%
Total	8,242,802	609,003	1,874,328	22.7%
Expenses	8,242,802	632,442	1,828,892	22.2%

*Local Income includes Copies, library fines, lost and damaged materials and Misc. other income.

**Board of Regents of the State of Georgia

Other Revenue	Revenue	Expenses
AFLAC Summer Reading Program Grant	0	7,024
Children's Book Festival	7,500	24,673
Prime Time Family Reading	10,159	3,545
Stem Grant	0	0
MR&R State Grant	0	0
Total	17,659	35,242

Chattahoochee Valley Libraries
 Budget to Actual Comparisons
 Period 3 and Year-To-Date Ending September 30, 2016

Expenditures	2016-2017	Actual Results		% of Budget Expended
	Budget	Period 3	Year to Date	
Library Operations				
Salaries	3,416,600	281,650	848,568	24.8%
Employee Benefits	1,449,754	100,144	299,701	20.7%
Purchased Professional Services	510,779	101,504	140,874	27.6%
Communication	170,000	308	6,530	3.8%
Board and Library Travel	42,500	768	2,179	5.1%
Supplies	102,100	2,743	7,538	7.4%
System Repairs & Maint	15,000	1,263	5,243	35.0%
Other Purch Svc	142,580	15,435	38,246	26.8%
Computer Supplies and Software	63,917	5,597	8,273	12.9%
Books and Periodicals	465,500	29,325	83,766	18.0%
Audio Visual Materials	469,500	18,979	184,921	39.4%
Dues & Fees & Other Expenditures	105,475	3,171	10,238	9.7%
Capital Projects & Equipment	335,200	1,540	5,262	1.6%
Subtotal -Operations	7,288,905	562,428	1,641,340	22.5%
Maintenance & Operation of Building				
Salaries	179,028	16,132	37,371	20.9%
Employee Benefits	76,315	4,604	12,967	17.0%
Water, Sewer, & Cleaning	118,000	5,700	18,251	15.5%
Repairs & Maintenance	162,750	15,890	27,117	16.7%
Energy	341,224	24,026	80,096	23.5%
Subtotal -M&O of Building	877,317	66,351	175,801	20.0%
Maintenance of Equipment				
Purchased Property Services	36,580	1,477	8,243	22.5%
Maintenance of Vehicles				
Purchased Property Services	40,000	2,189	3,509	8.8%
Subtotal - Maint. Equipment & Veh	76,580	3,665	11,751	15.3%
Total - All Expenditures	8,242,802	632,444	1,828,892	22.2%

Chattahoochee Valley Regional Library System
 Budget to Actual Comparisons
 Period 4 and Year-To-Date Ending October 31, 2016

	2016-2017 Budget	Actual Results		% of Budget Received
		Pd 4	Year to Date	
Revenues				
Local Income*	200,000	15,454	71,908	36.0%
State Funding from BOR**	680,267	56,689	226,756	33.3%
County Participation				
Chattahoochee	10,138	0	10,137	100.0%
Marion	16,600	0	15,100	91.0%
Stewart	3,885	0	0	0.0%
Internet Reimbursement	75,000	0	0	0.0%
Muscogee County Property Taxes	6,490,282	540,857	2,163,427	33.3%
Subtotal****	7,476,172	613,000	2,487,328	33.3%
Foundation Donations	520,000	0	0	0.0%
Beginning Balance	246,630	0	0	0.0%
Total	8,242,802	613,000	2,487,328	30.2%
Expenses	8,242,802	560,785	2,389,677	29.0%

*Local Income includes Copies, library fines, lost and damaged materials and Misc. other income.

**Board of Regents of the State of Georgia

Other Revenue	Revenue	Expenses
AFLAC Summer Reading Program Grant	0	7,024
Children's Book Festival	7,500	24,673
Prime Time Family Reading	10,159	3,545
Stem Grant	0	0
MR&R State Grant	0	0
Total	17,659	35,242

Chattahoochee Valley Libraries
 Budget to Actual Comparisons
 Period 4 and Year-To-Date Ending October 31, 2016

Expenditures	2016-2017	Actual Results		% of Budget Expended
	Budget	Period 4	Year to Date	
Library Operations				
Salaries	3,416,600	277,353	1,125,921	33.0%
Employee Benefits	1,449,754	98,064	397,765	27.4%
Purchased Professional Services	510,779	24,484	165,358	32.4%
Communication	170,000	931	7,461	4.4%
Board and Library Travel	42,500	1,438	3,617	8.5%
Supplies	102,100	9,378	16,916	16.6%
System Repairs & Maint	15,000	285	5,528	36.9%
Other Purch Svc	142,580	1,514	39,760	27.9%
Computer Supplies and Software	63,917	2,224	10,497	16.4%
Books and Periodicals	465,500	39,926	123,692	26.6%
Audio Visual Materials	469,500	43,686	228,607	48.7%
Dues & Fees & Other Expenditures	105,475	3,640	13,878	13.2%
Capital Projects & Equipment	335,200	5,122	10,384	3.1%
Subtotal -Operations	7,288,905	508,045	2,149,384	29.5%
Maintenance & Operation of Building				
Salaries	179,028	10,284	47,655	26.6%
Employee Benefits	76,315	4,156	17,123	22.4%
Water, Sewer, & Cleaning	118,000	4,976	23,227	19.7%
Repairs & Maintenance	162,750	12,811	39,928	24.5%
Energy	341,224	17,994	98,090	28.7%
Subtotal -M&O of Building	877,317	50,221	226,023	25.8%
Maintenance of Equipment				
Purchased Property Services	36,580	1,267	9,510	26.0%
Maintenance of Vehicles				
Purchased Property Services	40,000	1,251	4,760	11.9%
Subtotal - Maint. Equipment & Veh	76,580	2,518	14,270	18.6%
Total - All Expenditures	8,242,802	560,784	2,389,677	29.0%

Chattahoochee Valley Regional Library System
 Budget to Actual Comparisons
 Period 5 and Year-To-Date Ending November 30, 2016

	2016-2017 Budget	Actual Results		% of Budget Received
		Pd 5	Year to Date	
Revenues				
Local Income*	200,000	13,681	85,589	42.8%
State Funding from BOR**	680,267	56,688	283,444	41.7%
County Participation				
Chattahoochee	10,138	0	10,137	100.0%
Marion	16,600	1,500	16,600	100.0%
Stewart	3,885	3,885	3,885	100.0%
Internet Reimbursement	75,000	5,767	5,767	7.7%
Muscogee County Property Taxes	6,490,282	540,857	2,704,284	41.7%
Subtotal****	7,476,172	622,379	3,109,707	41.6%
Foundation Donations	520,000	0	0	0.0%
Beginning Balance	246,630	0	0	0.0%
Total	8,242,802	622,379	3,109,707	37.7%
Expenses	8,242,802	702,514	3,092,191	37.5%

*Local Income includes Copies, library fines, lost and damaged materials and Misc. other income.

**Board of Regents of the State of Georgia

	<u>Revenue</u>	<u>Expenses</u>
Other Revenue		
AFLAC Summer Reading Program Grant	0	7,709
Children's Book Festival	7,500	48,075
Prime Time Family Reading	10,159	3,545
Stem Grant	0	0
MR&R State Grant	0	0
Total	17,659	59,330

Chattahoochee Valley Libraries
 Budget to Actual Comparisons
 Period 5 and Year-To-Date Ending November 30, 2016

Expenditures	2016-2017	Actual Results		% of Budget Expended
	Budget	Period 5	Year to Date	
Library Operations				
Salaries	3,416,600	269,066	1,394,987	40.8%
Employee Benefits	1,449,754	97,438	495,203	34.2%
Purchased Professional Services	510,779	50,153	215,511	42.2%
Communication	170,000	10,045	17,506	10.3%
Board and Library Travel	42,500	1,079	4,696	11.0%
Supplies	102,100	9,059	25,975	25.4%
System Repairs & Maint	15,000	(1)	5,528	36.9%
Other Purch Svc	142,580	(1,075)	38,685	27.1%
Computer Supplies and Software	63,917	5,643	16,140	25.3%
Books and Periodicals	465,500	38,124	161,816	34.8%
Audio Visual Materials	469,500	8,211	236,818	50.4%
Dues & Fees & Other Expenditures	105,475	2,702	16,580	15.7%
Capital Projects & Equipment	335,200	179,693	190,077	56.7%
Subtotal -Operations	7,288,905	670,139	2,819,523	38.7%
Maintenance & Operation of Building				
Salaries	179,028	9,776	57,431	32.1%
Employee Benefits	76,315	4,117	21,240	27.8%
Water, Sewer, & Cleaning	118,000	3,074	26,301	22.3%
Repairs & Maintenance	162,750	7,947	47,875	29.4%
Energy	341,224	6,252	104,342	30.6%
Subtotal -M&O of Building	877,317	31,165	257,188	29.3%
Maintenance of Equipment				
Purchased Property Services	36,580	564	10,074	27.5%
Maintenance of Vehicles				
Purchased Property Services	40,000	646	5,406	13.5%
Subtotal - Maint. Equipment & Veh	76,580	1,210	15,480	20.2%
Total - All Expenditures	8,242,802	702,514	3,092,191	37.5%

Chattahoochee Valley Regional Library System
 Budget to Actual Comparisons
 Period 6 and Year-To-Date Ending December 31, 2016

	2016-2017 Budget	Actual Results		% of Budget Received
		Pd 6	Year to Date	
Revenues				
Local Income*	200,000	11,374	96,963	48.5%
State Funding from BOR**	680,267	56,707	340,151	50.0%
County Participation				
Chattahoochee	10,138	0	10,137	100.0%
Marion	16,600	0	16,600	100.0%
Stewart	3,885	0	3,885	100.0%
Internet Reimbursement	75,000	0	5,767	7.7%
Muscogee County Property Taxes	6,490,282	540,857	3,245,141	50.0%
Subtotal****	7,476,172	608,939	3,718,645	49.7%
Foundation Donations	520,000	272,289	272,289	52.4%
Beginning Balance	246,630	0	0	0.0%
Total	8,242,802	881,228	3,990,934	48.4%
Expenses	8,242,802	500,142	3,592,333	43.6%

*Local Income includes Copies, library fines, lost and damaged materials and Misc. other income.

**Board of Regents of the State of Georgia

Other Revenue	Revenue	Expenses
AFLAC Summer Reading Program Grant	0	7,709
Children's Book Festival	7,500	48,075
Prime Time Family Reading	10,159	3,545
Stem Grant	0	0
MR&R State Grant	0	0
Total	17,659	59,330

Chattahoochee Valley Libraries
 Budget to Actual Comparisons
 Period 6 and Year-To-Date Ending December 31, 2016

Expenditures	2016-2017	Actual Results		% of Budget Expended
	Budget	Period 6	Year to Date	
Library Operations				
Salaries	3,416,600	268,274	1,663,261	48.7%
Employee Benefits	1,449,754	96,097	591,300	40.8%
Purchased Professional Services	510,779	15,459	230,970	45.2%
Communication	170,000	(23,561)	(6,055)	-3.6%
Board and Library Travel	42,500	1,370	6,066	14.3%
Supplies	102,100	3,590	29,565	29.0%
System Repairs & Maint	15,000	(1)	5,528	36.9%
Other Purch Svc	142,580	4,257	42,942	30.1%
Computer Supplies and Software	63,917	4,479	20,619	32.3%
Books and Periodicals	465,500	29,347	191,163	41.1%
Audio Visual Materials	469,500	44,776	281,594	60.0%
Dues & Fees & Other Expenditures	105,475	5,561	22,141	21.0%
Capital Projects & Equipment	335,200	1,817	191,894	57.2%
Subtotal -Operations	7,288,905	451,464	3,270,986	44.9%
Maintenance & Operation of Building				
Salaries	179,028	10,381	67,812	37.9%
Employee Benefits	76,315	3,734	24,974	32.7%
Water, Sewer, & Cleaning	118,000	10,332	36,633	31.0%
Repairs & Maintenance	162,750	8,192	56,067	34.4%
Energy	341,224	14,561	118,903	34.8%
Subtotal -M&O of Building	877,317	47,201	304,390	34.7%
Maintenance of Equipment				
Purchased Property Services	36,580	1,477	11,551	31.6%
Maintenance of Vehicles				
Purchased Property Services	40,000	0	5,406	13.5%
Subtotal - Maint. Equipment & Veh	76,580	1,477	16,957	22.1%
Total - All Expenditures	8,242,802	500,142	3,592,333	43.6%

Chattahoochee Valley Regional Library System
 Budget to Actual Comparisons
 Period 7 and Year-To-Date Ending January 31, 2017

	2016-2017 Budget	Actual Results		% of Budget Received
		Pd 7	Year to Date	
Revenues				
Local Income*	200,000	15,010	111,973	56.0%
State Funding from BOR**	680,267	56,671	396,822	58.3%
County Participation				
Chattahoochee	10,138	0	10,137	100.0%
Marion	16,600	0	16,600	100.0%
Stewart	3,885	0	3,885	100.0%
Internet Reimbursement	75,000	0	5,767	7.7%
Muscogee County Property Taxes	6,490,282	540,857	3,785,998	58.3%
Subtotal****	7,476,172	612,538	4,331,182	57.9%
Foundation Donations	520,000	0	272,289	52.4%
Beginning Balance	246,630	0	0	0.0%
Total	8,242,802	612,538	4,603,471	55.8%
Expenses	8,242,802	580,817	4,173,150	50.6%

*Local Income includes Copies, library fines, lost and damaged materials and Misc. other income.

**Board of Regents of the State of Georgia

	Revenue	Expenses
Other Revenue		
AFLAC Summer Reading Program Grant	0	7,709
Children's Book Festival	7,500	48,075
Prime Time Family Reading	10,159	3,545
Stem Grant	0	0
MR&R State Grant	0	0
Total	17,659	59,330

Chattahoochee Valley Libraries
 Budget to Actual Comparisons
 Period 7 and Year-To-Date Ending January 31, 2017

Expenditures	2016-2017	Actual Results		% of Budget Expended
	Budget	Period 7	Year to Date	
Library Operations				
Salaries	3,416,600	296,627	1,959,888	57.4%
Employee Benefits	1,449,754	101,352	692,652	47.8%
Purchased Professional Services	510,779	10,649	241,619	47.3%
Communication	170,000	21,353	15,298	9.0%
Board and Library Travel	42,500	1,318	7,384	17.4%
Supplies	102,100	3,432	32,997	32.3%
System Repairs & Maint	15,000	(1)	5,528	36.9%
Other Purch Svc	142,580	2,346	45,288	31.8%
Computer Supplies and Software	63,917	3,645	24,264	38.0%
Books and Periodicals	465,500	53,265	244,428	52.5%
Audio Visual Materials	469,500	19,504	301,098	64.1%
Dues & Fees & Other Expenditures	105,475	14,377	36,518	34.6%
Capital Projects & Equipment	335,200	778	192,672	57.5%
Subtotal -Operations	7,288,905	528,646	3,799,634	52.1%
Maintenance & Operation of Building				
Salaries	179,028	10,376	78,188	43.7%
Employee Benefits	76,315	3,312	28,286	37.1%
Water, Sewer, & Cleaning	118,000	8,950	45,583	38.6%
Repairs & Maintenance	162,750	6,540	62,607	38.5%
Energy	341,224	19,166	138,069	40.5%
Subtotal -M&O of Building	877,317	48,344	352,733	40.2%
Maintenance of Equipment				
Purchased Property Services	36,580	2,127	13,678	37.4%
Maintenance of Vehicles				
Purchased Property Services	40,000	1,698	7,104	17.8%
Subtotal - Maint. Equipment & Veh	76,580	3,826	20,783	27.1%
Total - All Expenditures	8,242,802	580,816	4,173,150	50.6%

Dwight Walton
5649 Buxton Drive
Columbus, Georgia 31907

March 9, 2017

Columbus Public Library
3000 Macon Road
Columbus, Georgia 31906

Dear Columbus Public Library:

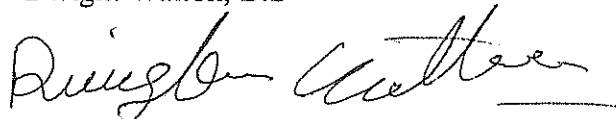
I personally would like to submit a lofty declaration of appreciation and gratefulness to the Columbus Public Library, for operating and maintaining such a lovely and comfortable learning facility. Through your efforts and hard work, I have successfully complete my Bachelor's Degree in Human Services from Troy University. My fruition would not have been possible, without the support and assistance from every staff member and administrative leader.

I am most proud to say without any hesitation, that Columbus Public Library wholeheartedly supports higher learning, personal growth and development, and the accessibility to informative materials and software's. The hospitality that I received was fantastic. I never experienced dissatisfaction from any team member or administrative staff. This allowed me to complete my academic work, finish my degree, and become a state-wide employee for Georgia. If I can be of any assistance or recommendation for excellent service, please feel free to call me at 229-256-1915 or email at waltondwight60@yahoo.com

Again, I personally want to say thank you for assisting me in my educational endeavor.

Sincerely,

Dwight Walton, B.S

A handwritten signature in cursive script that reads "Dwight Walton". The signature is written in black ink and is positioned below the typed name.

Chattahoochee Valley Libraries
Monthly Report
December 2016

Deliver Services and Programs to Improve Education and the 21st Century Literacy.

- Santa Claus (aka CVL Marketing & Programming Coordinator Henry McCoy) spread holiday cheer for hundreds of children at all of our branches, and gave out books to all participants. The CPL Teen department held a variety of December programs, including Minecraft Mania, video and tabletop gaming tournaments and clubs, crafts, movies, and anime club.
- Natalie Couch visited all the 4th and 5th grade classes at South Columbus Elementary School to inform students about CLUE and online library resources. She also spoke briefly on the reliability of information online.
- After attending a storytime session at MLTPL, a Headstart teacher created a personal version of the book “The Gingerbread Man”. The activity was used to extend the library experience for the children, at their Center. The teacher said that she so liked the response in the library, that she wanted to build on the children’s positive reactions to the story (such as chiming in on certain portions.) This demonstrates that providers also learn skills during library programs.
- One-on-one technology assistance sessions continue to be popular with our customers at all branches. Popular topics include job applications and searching, downloading library materials, and Microsoft Office. As customers gain comfort with technology and email, they are increasingly setting up appointments and giving feedback electronically.
- The American Sign Language students at MLTPL signed three to five sentence stories that they had written. Melanie Bartlett and Elisha Nestor commented on the confidence and knowledge that the attendees are gaining. Several attended every class since August.
- A request from the CPL reference desk on behalf of a French-speaking woman, resulted in a match being made between the French speaker who wanted to practice English, and an English speaker who was learning French via assorted online resources and the CVL print collection. The duo met for over 8 hours in December. In one of the Language Café sessions, they got to know a second French speaker from the Ivory Coast in a fun session that focused on some of the idioms used in English conversation. The English speaker reported that she and her language partner exchanged holiday cards in their native languages and that was fun.

Partner with Other Organization

- YA author Chelsea Sedoti volunteered her time to Skype with the Lunch Time Book Club members at Northside High School. She shared the inspiration for her new book “The Hundred Lies of Lizzie Lovett.”
- Hand-crafted scarves and hats from the “Get Hooked!” crochet club were picked up for Hope Harbor. Reports are that the mothers and children really liked and appreciated the donation. It is a goal is to teach some residents how to crochet by Christmas 2017.
- Jordan High School Book Club met for the final time in 2016. Lauren Duke reports serving about 31 teens who show interest in discussing material that they are reading for

school and for pleasure. Teen book clubs at all of the high schools CVL visits have been well-attended, and are an excellent vehicle to get teens excited about reading.

- Amie was invited to St. Thomas Episcopal Church for a luncheon and book club discussion. There were 40 people in attendance for the luncheon and 15 for the book club. Amie provided a schedule of library programs, card registration forms, and copies of the Book Page. The book club participants were excited about the upcoming library programs and have chosen *The Heart is a Lonely Hunter* by Carson McCullers for the February book selection to correspond with CVL's Big Read event.
- Robin Powers (NCPL Library Assistant) visited Columbus Hospice House to visit with patients and families. Robin ran into a former CVL staff member and was able to help comfort and distract the family while they were visiting a sick loved one.
- Charmette Perry visited South Columbus Elementary and conducted storytimes for eight pre-K classes each week on Mondays and Fridays during December. She also provided weekly outreach to local daycares and special education classes, and led STEAM activities and performed a puppet show at Dorothy Heights Elementary School. Because parents do not regularly bring their young children to storytimes and programs held at SCPL, SCPL makes an extra effort to bring the programming where the kids are.

RECRUIT, DEVELOP AND RETAIN HIGHLY QUALIFIED INDIVIDUALS FOR ALL LIBRARY POSITIONS.

- CVL staff participated in a variety of continuing education opportunities online, including: "Liven up Baby and Toddler Storytime with Sign Language," "Measure your impact: Getting started with Outcome-Based Evaluation," "Critical Thinking," and "Engaging Reluctant and Struggling Readers."
- Katie Burnett (NCPL Branch Manager) and Amber Brookins (CVL ILS Administrator) held a New Hire Polaris Orientation class for incoming and existing staff. Seven staff members attended.
- Natalie Couch attended the second session of the PINNACLE Leadership Institute in Savannah, Georgia. The class spent time investigating systems, developing brainstorming skills, and talking about strategic planning and accessibility.

Anecdotes

- One individual's comment (overheard as the person opted to walk in the drizzle rather than accept a ride), illustrates one unique way in which trips to the library has changed a life. "I gotta walk" the person said. "I lost 50 pounds by walking to this library!" When Silvia Bunn (MLTPL) heard and questioned, the person shared that the first walk from Waverly Terrace to MLTPL happened in June 2016, when the adult brought five or six grandchildren to the AFLAC Summer Reading reptile show. Motivation to walk to the library increased as weight was shed. The person continued, "This is important to me – I am in my mid-fifties – I really need to do this and stay healthy. This is now 'me' time!" In addition to achieving weight loss, the person is now also more computer literate.
- After an outreach program at Johnson Elementary for the kindergarten classes, one kindergarten girl told Charley: "I live right down the street from school. You're welcome

to come over to my house after school if you bring books and read to me and my little brother!”

- During a visit to the Fatherhood Dorm in the Muscogee County Jail, one of the guards said that he had watched Erin and Sarah read a story with the fathers. He said he liked how they had interactive elements in the story and that he was going to try and interact with his grandchildren when he read them stories!
- PMPL got a visit from a regular CPL and MLTPL customer. The gentleman expressed the fact that he was driving through the area and remembered that CVL had a branch library in Richland, so he decided to check us out. The gentleman was so excited to visit another branch and to check out items from here, that he could not stop talking about it. He expressed his gratitude for all of the CVL and how much he enjoys using the library.
- A program’s success is not measured by the number of attendees. This rang true for the *NASA Tuesday* event. One middle school student showed up. Pamela McCreless and the teen had a great time discussing how to spot the International Space Station in the evening sky.
- At MLTPL, Grandma shared that as she was reading a book to her 3-year old, the little girl corrected Grandma’s style. Grandma laughingly showed staff how the child took the book and held it as Mrs. Clark does when she reads to the child’s pre-school class – complete with turning the book outward to show the audience the illustrations.
- A young man brought his two-year old son to MLTPL, to introduce the boy to staff. Dad told Silvia Bunn, “that little old library was the place that kept me from having a record. I used to come to the library to shake friends who wasn’t doing right... now I have been on my job for 13 years and doing just fine ... I want my son to get to know this place.”
- One group who attended the Santa program at MLTPL, called ahead to ask for alternate activities for a child in the group who did not celebrate Christmas. Elisha Nestor provided a fun activity to make this child feel special.
- NCPL Comment cards read: “Staff members are always nice!”, “Great service! Above & Beyond!”, “Friendly and helpful staff! We recently moved to Columbus and I love to read. I love this library!” “The Spanish class at North is the best program the library has ever offered! We love coming this place!”
- A senior said that he was referred to the library by a car dealer. He claimed to have saved himself \$59.80 by using computers in the library, to access information for which he said he would have been charged \$60.00. Instead he was out just .20c for 2 copies.

Chattahoochee Valley Libraries
Monthly Report
January 2017

Deliver Services and Programs to Improve Education and the 21st Century Literacy.

- With the launch of the eCard, the public can now register for a library card without coming into the library. An eCard offers instant access to all of our online resources, including ebooks, audiobooks, magazines, and more. CVL currently has 32 eCard users in its first month, and staff has received emails from customers expressing their gratitude for the service.
- The CPL Teen department hosted a variety of tech and STEAM programs, including Media Lab Mondays, Teen Tech Lab, Minecraft Mania, Trivia Night, and a NASA event.
- In this month's Picture Books Book Club, Deborah Clark introduced 9 children to the Caldecott Award winning book 'The Snowy Day' by Ezra Keats. The weather outside matched the book - but the children enthusiastically explored two STEAM projects: making ice cream in a bag, and creating snow with baking soda and hair conditioner.
- NCPL Teen programs, run by Meghan Portillo (NCPL Library Assistant) continue to grow in attendance. In January, Meghan had 22 teens for her art program. She also held a resume building program for Teens. Each teen walked away with their own personalized resume, resume paper for future printing, tips for better resumes and cover letters, and a flash drive with a copy of their resume for future editing.
- NCPL has had extremely high attendance in their Tiny Tales story time program in the month of January. The Large Conference Room has gone over capacity a few times, so programs will be moved down to the children's area to allow more room for children and their caregivers.
- In order to create a space at SCPL that further supported early childhood literacy, Charmette Perry brought toys—such as a toy grill, food, and puppets—out in bins and left them in the children's department. She also posted a few simple signs for parents about talking, singing, reading, writing, and playing with their infants and toddlers. SCPL staff have also begun creating craft/activity kits so the afterschool kids have more activities to do when there are no scheduled library programs. The kits have been so successful in a matter of days that when the blue activity bin was not out, they would specifically ask for it by color.

Partner with Other Organization

- Greta Browder and Lani Kimbrough launched the first Books2Go outreach kit at Boxwood, where it will stay for a month before being rotated to another child care center. Books2Go is a children's outreach kit consisting of a collection of books for the childcare center, bags of books for families to take home, and a check-out board for families to sign bags in and out (no library card required). Books2Go aims to help young children spend more time reading with their families and caregivers by providing a wide variety of easily accessible materials for them.

- CVL staff facilitated book clubs at numerous high schools in January, including Kendrick, Hardaway, Shaw, Spencer, Columbus, Jordan Northside, and St. Anne Pacelli. These book clubs continue to be an excellent way to reach teen users. Some book clubs focused on *The Heart is Lonely Hunter* by Carson McCullers, in conjunction with the Big Read.
- 163 attendees enjoyed the Animal Tales Program at MLTPL. Audience members from Parks & Rec, Boys & Girls Club, The Little Angels Daycare as well as library users were intrigued with seeing and learning about the various exotic animals. The Animal Tales programs were well-attended at all branches.
- Robin Powers visited Columbus Hospice House weekly in January. Robin spent some time with a teenage patient who was at the Hospice House for respite. She read to the teen and talked to her about books and movies.
- Charmette Perry provided outreach storytimes to Advanced Kids Academy II, St. Mary's Montessori Preschool, and Carver HS's special education class. She also visited South Columbus Elementary and conducted storytimes for eight pre-K classes each week on Mondays and Fridays during January.

RECRUIT, DEVELOP AND RETAIN HIGHLY QUALIFIED INDIVIDUALS FOR ALL LIBRARY POSITIONS.

- CVL staff participated in a wide variety of continuing education opportunities, including Lynda.com: Excel Essential Training; Conflict Resolution Fundamentals; Taking Care of Us: Ergonomic Advice for Library Staff; ALA webinar: Early Literacy Library Spaces; and Mandated Reporters: Critical Links in Protecting Children in Georgia.
- Natalie Couch, Charley Whalen, and Erin Tan attended the South Metro Performer's Showcase to identify new performer talent for the Columbus Children's Book Festival, FanFest, and Summer Reading.
- Megan Aarant presented as part of the Young Adult Library Services Association Symposium Report Outs webinar series produced by GPLS. The purpose behind the webinars is to share ideas conference attendees gleaned from the YALSA Symposium with youth services staff across the state. Megan also served as a YALSA Great Stories Club grant judge.

ANECDOTES

- After Rhythm & Rhyme storytime, a 7-year-old boy approached Charley and said that he came to the library after a doctor's appointment and had to go to the doctor often because he was "in a lot of pain" and "hurt all the time." He said he was glad he was able to go to the library after his appointment because "the library makes me happy and the music makes me forget I'm hurting all over."
- Cassandra Rodgers praised the CPL Circulation department for helping her create hold requests and purchase requests. (She requests about 6 DVDs with EVERY visit, which is almost every day.)
- Lauren Duke saw someone admiring the Dr. M. L. King Jr. display at MLTPL. When the woman asked if she could check out one of the books, Ms. Duke joked that she could

check them all out – and the customer took all 12 books. She reads to the residents at a nursing home, and felt that the attractive books would be a hit.

- The community spirit that is a hallmark of MLTPL, was seen in the encounter described by Lauren Duke. “While helping someone at the Information Station, I greeted a mother with a newborn as they walked in the door. When the mother approached the desk I asked how old the baby was and the mother said ‘2 months’. When the woman I was assisting heard this, she asked the mother if they would be interested in baby clothes and a basinet. The young mother said she was and the other woman shared that she had lots of clothes at home already in bags to be given away and that she had been searching for someone with a newborn baby to give them to. She thanked me for asking how old the child was because she had completely forgotten about the clothes until she heard the child’s age.”
- Laine Presley (NCPL Library Assistant) created a “What You’re Leaving Behind” book display at NCPL for January. Part of the display is a drop box for customers to leave notes about what they are happy to leave behind in 2016. There were many great responses, such as “alcoholism” and “negativity.” One that stood out most to NCPL staff was from a customer who wrote that in February 2017 she would be finished with her chemotherapy and radiation treatment for Breast Cancer. She wrote that she was grateful for the library’s free resources and entertainment during this difficult time in her life.
- A mother returned an “ABCs” English Language Launchpad to NCPL and asked to check it out again because her five-year-old son “really liked this one.” The customer commented that they’ve checked out three different ones in the past, but this has been his favorite so far, and that “it has really been helping him.”
- A regular NCPL storytime mom shared with Lauren Wertz that her two daughters love to “play” story time at home. The older daughter pretends to be Miss Lauren, and the younger daughter is Miss Laine. They practice their songs and finger plays, just like they do in Tiny Tales each week.
- A father was checking out some graphic novels for him and his young son at NCPL, and he said that the two of them have a special spot by the fire where they read together every evening and that his son goes to sleep every night with a comic book on his pillow. He got so excited telling the staff about the Cosplay that they do together that he shared pictures of the two of them in Star Trek and Batman costumes together.
- A customer at NCPL checking out several books from the children's "A to Z" mystery series explained that they are for her nightly reading with her two children. She says that she has maintained the ritual of reading with her 8-year-old and 12-year-old just about every night for the last 5 years. She & NCPL staff talked about how valuable it is to read with your children, both academically and in parents' relationships with their kids.
- A family attended NCPL’s Fitness Friday program attended, and the mother commented to Robin how nice it was for the library to have so many different types of programs for families.

Notice of Proposed Amendment:

To amend Article II – Section 4 of Muscogee County Library Board By – Laws to match Article 4 – Section d, Sentence one of the Muscogee County School District / Muscogee County Library Board Memorandum of Understanding.

Article VII – Amendments

Section 1: these By-Laws may be amended at any meeting of the Library Board by a two-thirds vote of the voting Library Board trustees present at such meeting, provided notice of such proposed amendment is given thirty [30] days in advance of the meeting.

By – Laws of the Muscogee County Library Board of Trustees

Article II – Board Membership

Section 4: The Library Board will consist of no fewer than ~~12~~ voting trustees and no more than ~~20~~ voting trustees.

Library Board of Muscogee County, Georgia Memorandum of Understanding

Article 4 – Section d: The library Board shall consist of **no less than seven and no more than fourteen members** who, In turn, shall select a Chairperson.

Recommendation: Change By-Laws Article II, Section 4 to reflect **no less than seven and no more than fourteen members.**

DATABASE USAGE JULY 2016- JUNE 2017

DATABASE	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Overdrive	2,447	2,444	2173	1927	1986	1929	2115	1,915				
Gutenberg	0	0	0	0	0	0	0	-				
Freegal	1,186	1,217	1162	1195	1096	1169	1290	960				
Freegal Streaming	3,595	3,953	2998	3179	3441	3826	3685	2,917				
Mango	399	305	223	358	283	173	339	341				
Tumblebooks	16	2402	29843	13295	11673	6921	9030	11,948				
Credo	1439	1355	4814	4145	5030	3008	3676	6,559				
Newsbank	1326	1229	1245	796	389	409	410	433				
National Geographic	32	53	156	158	205	68	94	24				
Gale Virtual Ref	1	3	36	2	0	2	0	4				
One Click Digital	1169	1260	1309	1316	1229	1100	1233	1,275				
Zinio	689	568	764	739	601	574	819	470				
ComicsPlus	88	118	133	394	220	233	152					
Galileo Sessions	571	543	1024	1150	881	639	71	1,183				
3M Cloud ebooks	835	892	904	1109	1003	1520	637	488				
BrainFuse Help Now	453	1305	1711	1512	933	798	1125	1,942				
BrainFuse Job Now	394	93	175	166	146	80	78	93				
Literary Ref Center	43	3	0	7	33	37		110				
Totals	14683	17743	48670	31448	29149	22486	24754	30662	0	0	0	0
Audio (Overdrive)	353	325	280	220	289	265	230	232				
Ebooks (Overdrive)	2,094	2,119	1893	1707	1697	1664	1785	1,683				
Freegal Download Users	124	125	110	117	103	121	110	106				
Freegal Streaming	105	114	98	103	95	104	98	95				
Zinio Total Users	849	863	882	903	952	987	919	919				
ComicsPlus Total Users	34	16	21	78	72	94	112					
One Click Total Users	1423	1461	1503	1527	1568	1599		1,612				

20
 Tumblebooks in Private Schools 11758
 Tumblebooks in Elementary Schools 0
 Tumblebooks in Middle Schools

Chattahoochee Valley Library Comparative Circulation Statistics/February 2017

	CPL	NCPL	SCPL	MLTPL	BKMB	DBKMB	CCCPL	PMPL	MCPL	TOTAL/CHANGE
Circ Stats this month	28,763	20,874	2,204	3,760	391	92	1,094	1,425	1,399	60,002
Circ Stats 1 year ago	30,649	23,765	2,392	4,219	52	159	985	1,037	1,776	65,034
% change	-6%	-12%	-8%	-11%	652%	-42%	11%	37%	-21%	-8%
This Fiscal Y-T-D	247,022	194,905	21,919	33,622	1,596	912	10,875	9,711	13,571	534,133
Last Fiscal Y-T-D	267,287	195,325	18,006	31,367	1,590	1,308	6,723	8,612	14,561	544,779
% change	-8%	0%	22%	7%	0%	-30%	62%	13%	-7%	-2%
Door Count this month	27,895	9,049	11,951				736	1,208	1,269	52,108
Door count 1 year ago	36,357	9,084	9,672	0	0	0	0	910	1,055	57,078
% change	-23%	0%	24%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		20%	-9%
This Fiscal Y-T-D										0
Last Fiscal Y-T-D	299,371	70,364	66,197	0	0	0	5,055	8,492	9,270	458,749
% change	-100%	-100%	-100%	#DIV/0!	#DIV/0!	#DIV/0!	-100%		-100%	-100%
In House Stats this month	3790	1184	150	604	0	84	0	34	112	5,958
In House Stats 1 year ago	3588	1713	182	983	0	0	253	73	120	6,912
% change	6%	-31%	-18%	-39%	#DIV/0!	#DIV/0!	-100%	-53%	-7%	-14%
This Fiscal Y-T-D	30328	11882	1144	5312	0	359	28	1029	693	50,775
Last Fiscal Y-T-D	30447	13214	902	6283	0	99	648	861	769	53,223
% change	0%	-10%	27%	-15%	#DIV/0!	263%	-96%	20%	-10%	-5%
DataBase Usage this month										30,663
DataBase Usage 1 year ago										20,155
% change										52%
This Fiscal Y-T-D										219,595
Last Fiscal Y-T-D										136,716
% change										61%

MLTPL door
counter broken
SCPL door
counter broken

Door Count 2016-17													YTD
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	Jun	
CPL	36988	37129	36665	33488	29840	24544	28281	27895					254,830
NCPL	11515	11210	10309	10907	9322	7977	10334	9049					80,623
MLT													0
SCPL	11772	13665	12938	12258	10779	11389	10685	11951					95,437
CCPL	806	723	815	907	552	612	677	736					5,828
MCPL	1276	1338	1007	1264	1097	900	1222	1269					9,373
PMPL	1145	1366	1146	1300	1232	1165	1412	1208					9,974
Door Count 2015-16													
CPL	41637	38447	43491	39302	36364	33254	30543	36357	38494	29837	33054	37252	438,032
NCPL	10010	9194	8505	9022	7480	7558	9511	9084	9941	10325	10079	13231	113,940
MLT													36,000
SCPL	9246	9266	9894	10992	8192	8989	9212	9672	9867	10215	10139	12553	118,237
CCPL	831	724	702	817	668	580	633	717	720	1044	623	937	7,952
MCPL	1435	1207	1087	1177	1257	1114	938	1055	1046	1044	1070	1275	13,705
PMPL	1285	1334	1144	984	952	956	927	910	1062	1011	981	1224	12,770

MLPT malfunctioning door count

MLPT malfunctioning door count
SCPL malfunctioning door counter

CCPL closed for renovations
All April and first week of May

BORROWER STATS – February 2017

New borrowers by location

BKMB	24
DBKMB	2
CCCPL	3
CPL	318
MCPL	10
MLTPL	33
NCPL	66
PMPL	4
SCPL	29
CLUE	73
MUSE	0

TOTAL 562

New borrowers by Patron Code

ADULT	325
YOUTH1	74
YOUTH2	63
YOUTH3	0
YOUTH4	0
NON RES	11
Y NON RES	0
ONLINE	14
STAFF	3
HRN	2
CLUE	73

TOTAL 562

Total borrowers as of 2-28-2017

BKMB	1,451
DBKMB	260
CCCPL	2,414
CPL	92,322
MCPL	3,515
MLTPL	12,249
NCPL	22,614
PMPL	2,300
SCPL	10,158
MUSE	1
VIR	56,134

TOTAL 203,418

Total ACTIVE Borrowers

BKMB	161
DBKMB	172
CCCPL	539
CPL	22,427
MCPL	1,051
MLTPL	2,458
NCPL	7,079
PMPL	551
SCPL	2,303
MUSE	1
VIR	40,109

TOTAL 76,851

Borrowers with expired cards between 03-01-16 and 02-28-2017: 26022

BKMB	56
DBKMB	68
CCCPL	287
MUSE	0
CPL	9,661
MCPL	443

MLTPL	1,201
NCPL	2,413
PMPL	227
SCPL	1,161
VIR	10,505