

**Rabun County Public Library of Trustee Meeting  
October 20, 2022- Regular Meeting**

Thursday, October 20<sup>th</sup>, 2022 at 5:30pm

**Present:** Kristi Early, Helen Gillespie, Kim Lovell, Pat Stueck, Jan Timms, Delana Knight, and Dyana Costello Banks

**Absent:** Scott Crane, Justin Shook, and Juanita Shope

The meeting was called to order by Pat Stueck at 5:35 pm.

**Approval of Minutes:**

The minutes from the July 14, 2022 meeting were presented and reviewed.  
Approved. (Early, Timms)

**Treasure's Report:**

**RCPL Activity Report  
Quarter 1- FY 2023  
Report Date: September 30, 2022**

Cumulative FY 2023 Year to Date Report: July 1, 2022- September 30, 2022

Balance at end of previous quarter	121,246.86
Net Changes to Cash Fund Balance- YTD	14,2770.84
Balance at the end of this quarter	93,39.91
Money Market	25,298.86
CD	16,685.93
Total	135,524.70

A motion was made to approve the Treasurer's report. (Timms, Early)

**Recognition of Visitors:**

No visitors were present.

**Report from the Library Manager:**

**Public Service Activity  
Quarter 1- FY 2023  
Report Date: September 30, 2022**

	<b>FY 22- Q4</b>	<b>FY 23- Q1</b>	<b>Compared quarters</b>
Circulations	15,012	15,525	3.42%
Overdrive	2,528	2,885	14.12%
eBooks	1,380	1,836	33.04%
Program Attendance	782*	345	-55.88%
Computer Usage	1,033	1,018	-1.45%
Wireless computer usage	13,270	12,856	-3.12%
Total measured usage	32,625	32,269	-1.09%

\*The majority of Summer Reading Programs took place in June and the library conducts limited programming in the month of August.

**Additional Notes:**

- eMagazines are being discontinued.
- Programming Attendance
  - 20 programs in the month of September
  - A many were conducted with non-staff people leading the program.

Patron Registration	163	116	-28.83%
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**Notes:**

- Staffing updates:
  - Taylor Guilloud- full-time, replacing the 40 hours for Jennifer Buchanan
  - Jacob Jenkins- part-time closer
  - Still accepting resumes for part-time morning position, bilingual candidate preferable.
- Chief Andy Strait has presented twice and will be presenting again in November.
- Monthly events include:

- The Foxfire lecture series will continue on the fourth Thursday of every month at 10:30. Due to dropping numbers lectures are going to become a quarterly event.
- The Foxfire Fiber Friends group continues to meet in the Community Room with a consistent group of participants.
- Crafternoon has also seen a consistent group of participants.
- Preschool Storytime started up again in September. Several special events have taken place including a partnership with the City of Clayton Police Department providing id booklets for kids. Chief Strait and two officers came to the library as part of Library Card Sign-up month.
- Summer Reading Program (SRP)
  - Numbers increased from last year.
  - Drawings for prizes have happened every Thursday, and will continue next year.
- Beanstack will be used throughout the year starting with Winter Reading the Beanstack Challenge in December.
  - This will hopefully increase usage and understanding among staff and patrons.
- The most successful program from SRP was the chess club. There was enough interest in Chess Club that we will offer a monthly weekday and Saturday club event.
- Annual Audit was completed we are waiting for the report.

**Additional Notes:**

- Working on creating a calendar of events for patrons for the start of the month.
- Beanstack funding from GPLS has been extended for another two years.
- New hotspot policy is going well at this time.

## **Reports from Committees:**

### Building and Grounds

- No meeting
- Landscaping has been completed.

### By-laws

- The by-laws are being edited by the Committee will meet to continue to review and update the library handbook.
  - Job descriptions
  - Dress code
  - Pages will be sent out before the next Board Meeting

### Financial

- No meeting

## **Report from the Director:**

- Annual report was completed and submitted.
- Attended State Library Directors' meeting.
- Expect more Federal grants → State grants
  - Technology will ne sent in waves.
- Public comments at Library Board meeting and how to deal with controversial subjects brought up.
- Staff from all the libraries will participate in the event.

## **Communications:**

- No communications

## **Unfinished Business**

- No unfinished business

## **New Business**

- Staff Day- Friday, November 11, 2022- All Day
  - Will be open the Saturday following Staff Day

A motion was made to approve Staff Day. (Early, Timms)

- Closing for staff holiday celebration for up to two hours in the week before Christmas.

A motion was made to approve closing the library for two hours. (Timms, Early)

- Appointments to Regional Board
  - Pat and Helen were reappointed to the Regional Board.
  - Regional Board meetings are the fourth Monday of the month of each local board meeting.
  - There is still one available seat for Rabun County on the Regional Board.
- Closing dates for the Christmas holiday will be Friday, December 23 through Monday, December 26.

**Other Discussions- Comments**

**Next scheduled meeting-** Thursday, January, 12<sup>th</sup> at 5:30 pm

**Adjournment Time:** 6:15 pm