

## HARRISON COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES (Minutes of the Regular Meeting)

Date: January 30, 2017  
Place: Orange Grove Library Board Room  
Members present: Dave Vincent, Joan Kostmayer

A quorum was not present.

Others in attendance: Robert Lipscomb, Library Director  
Tim Murr, Board Attorney  
Mr. John Heath, Board Accountant  
Melissa Bratton, Administrative Assistant (Minutes Taker)

FINANCIAL REPORT – The November 2016 Financial Statements were reviewed by Mr. Heath.

- Cash position is \$188,000
- Very little has been spent on Library Materials, due to change of vendor.
- Refunds are being issued and received for the cancelled Brodart/McNaughton Lease Plans purchased during the prior Fiscal Year. These monies will be added to the reserve.
- Library materials and Utilities are down for all locations.
- Insurance and Automation show over budget; this is a timing issue.

The December 2016 Financial Statements were reviewed by Mr. Heath.

- Cash position is \$300,000
- All payments are current from entities
- Additional refunds have been received for cancelled Lease plans
- Salaries show over budget for HQ; leave payments were made for exiting employees
- Data Telecommunications payment was late, but current as of January

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The November Statistics were reviewed. Circulation was down 0.3%. Programs Sponsored by the Libraries was up 33.5%. Programs with Other Sponsors was up 10.5%. Attendance at Programming was up 3.7%. New Cards Issued was down 9.3%. Library Visitors was down 0.1% and Computer Use was down 8.6%. Interlibrary Loan Filled 35 requests. WIFI Users was up 24.9%. Learn A Test was up 48.1%. Tumblebooks was up 33%.

The December Statistics were reviewed. Circulation was down 6.3%. Programs Sponsored by the Libraries was up 8.6%. Programs with Other Sponsors was up 4.4%. Attendance at Programming was down 18.7%. New Cards Issued was down 10.1%. Library Visitors was down 6.2% and Computer Use was down 10.2%. Interlibrary Loan Filled 32 requests. WIFI Users was up 9.1%. Tumblebooks was up 57.5%. Tumblebooks Junior was down 89.1%.

- B. Nell Newman Account – Prior to the meeting, a representative from BanCorpSouth reviewed the status of the Nell Newman Endowment Fund. There has been an increase of \$18,000 since the

library system moved the account. Mr. Lipscomb recommended maintaining the current investment strategies.

- C. Annual Report – The Annual Report has been completed and submitted to the Mississippi Library Commission. This past year the library system circulated 627,823 items. The system had 510,242 patron visits. The current count of registered borrowers is 86,741.
- D. Universal Service Telecommunications Grant – The final \$55,425 has been received from the Universal Service Telecommunications Grant for the prior fiscal year.
- E. New Computer Technician – A new employee, Joseph Schmermund, has been hired for the vacancy in the IT department.

#### NEW BUSINESS

- A. The November 2016 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
  - a. Check #20295 to State/School Insurance Fund, \$20,029.00, for staff medical/life insurance.
  - b. Check #20302 to Envisionware, \$5,679.52, for computer software.
  - c. Check #20156 to BanCorpSouth Insurance, \$11,169.02, for professional liability insurance.
  - d. Check #20341 to AT&T, \$12,473.91 for telecommunications.

The December 2016 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:

- a. Check #20348 to State/School Insurance Fund \$19,440.80, for staff medical/life insurance.
  - b. Check #20364 to Wright National Flood Insurance, \$2,308.00, for DI flood insurance.
  - c. Check #20368 to Philadelphia Insurance, \$853.50, for insurance installment.
  - d. Check #20373 to BanCorpSouth Insurance, \$7,248.67, for content insurance.
  - e. Check #20382 to Tumbleweed Press, Inc, \$3,835.20, for children's ebooks.
  - f. Check #20389 to Mississippi Power, \$10,597.46, for electricity.
  - g. Check #20394 to Library Ideas, \$6,000.00 for ebooks.
- B. Approve Nell Newman Investment Strategy – postponed until next meeting.

The next meeting was set for 12:00 p.m., February 27, 2017, at the Orange Grove Public Library.

---

Donald Moore, Board Chair