

Minutes of the Spring Hill Library Board of Trustees
July 11, 2023

Meeting called to order by: Chairman Brandon McCulloch

Members: Brandon McCulloch, Gail Adkins, Tara Ebert, Alicia Fitts, Bill Luttmann, John Canepari

Others in attendance: Dana Juriew, Amber halter, Anne Osborne, Naomi Derryberry, Tony Tolstedt, and Ann Lovell, a visitor interested in possibly running for LBOT.

Agenda

Call to Order at 6:02 p.m. by Brandon McCulloch

Stipulation of LBOT Members Present: Dee Neuman absent

General Announcement

The procedural rules for public comment will be as follows: Items are taken in order of the agenda. Audience members wishing to speak must be recognized by the Chairman and will have five minutes to address the Library Board of Trustees. No rebuttal remarks are permitted.

Public Comments: None

Consent Agenda

Approval of Agenda: Alicia Fitts moves to approve, Seconded by Bill Luttmann

Approval of Minutes: Alicia Fitts moves to approve, Seconded by Brandon McCulloch

Reports

Director's Report: Dana Juriew

Budget - Proposed FY23-24 budget passed final reading, and Maintenance of Effort is met with Williamson County giving an additional \$2,500 over last year. Staff received a 5% raise. Library spent 98.31% of last budget. BOMA has approved new budgeting software purchase for early next year.

Staffing - Janet Mezzatesta joined the staff in Library Technician I part-time position.

Programming and Outreach: Summer Reading wrapped up July 8 with a record total of 1489 registered and 776 completing the program. MTSU Library Science intern, Payton Wilson was a great help. Library/FOL/Historic Commission Speaker Series going great. Sixty people attended the UT "Experiment Station" lecture and tour.

Jessica and Dana represented the library at Experience Spring Hill along with FOL members Linda Fields, Lynn Krisinger and Char Robertson.

Marsha Gallardo is featured on the cover and is the main story in July's Spring Hill Focus magazine.

Special Thanks - Dana said a fond farewell and thank you to Brandon McCulloch and Gail Adkins. State law now limits LBOT members to two consecutive 3 year terms.

Buffalo River Report: Tri-Regional Trustee Workshop set for Sept. 12. Funds from state will be delayed until September or later due to some revisions I the Library Service Agreement.

FOL Report: Will have 2 book sales in July, pop-up books and regular sale. Thanked community for support by way of donations and buying. Pavers – may add a military section. Thank you to Riverbend and Home Depot for the live flowers around pavers. Will hold a Flea Market in the spring. Updating the by-laws.

New Business: None

Citizen Surveys Update by Amber Halter: 175 responded and contacted BOMA members. Big Likes: Staff, programs, services, ILL service, and FOL Booksales.. Improvements suggested: More space, new facility!

FY 23-24 Budget: City gave library \$100,000 for maintenance in lieu of new library. Library gave back \$16,000. Painted building, but could find no one to stripe the parking lot.

Other Business: None

Public Comments: None

Next Meeting: September 12, 2023 @ 6:00 p.m. These is a conflict with the TN Trustee Workshop, so a new date was suggested, but after discussion Alicia moved to keep the regular date and Bill seconded. Passed unanimously.

Last words from Brandon McCulloch -- “Take care of your director. You selected him/her be a cheerleader. Be an advocate for the Library. We do more per capita/per staff than Brentwood”!!!

Motion to adjourn made by Bill Luttmann and seconded by Alicia Fitts. Adjourned at -----



DEPARTMENT: LIBRARY

RE: Library Monthly Staff Report for August 2023

LIBRARY STATISTICS FOR August 2023			
New Accounts		July	August
	Spring Hill - Maury County	134	109
	Spring Hill - Williamson County	108	103
	Maury County (outside city limits)	47	38
	Williamson County (outside city limits)	11	19
	Other counties	3	3
	Total New Patrons	303	272
Patrons visiting the library		6,278	5,935
Library Sponsored Programs			
	Adult Programs (Ages 19+)	16	32
	General Interest (All Ages)	5	0
	Preschool (Ages 0-5)	0	17
	Juvenile (Ages 6-11)	3	9
	Teen (Ages 12-18)	4	7
	Total Library-sponsored Programs	28	65
Attendance of Programs			
	Adult	207	419
	General Interest	640	0
	Preschool	0	1,114
	Juvenile	47	570
	Teen	38	120
	Total Attendance of programs	932	2,223
TN Reads		10,745	10,409
Ancestry.com/ProQuest		315	39
Audio Book Cloud & Tumblebooks		53	38
Hoopla		855	917
NewsBank		6	0
Public Computer Usage		424	418

BUDGET (FY2023-2024)

Account	110-44800-		Budget Amount	Amount Used	Balance Remaining	Used	Remaining
801/	51111	Salaries	\$151,715.20	\$30,968.00	\$120,747.20	20.41%	79.59%
802/	51122	Wages	\$405,164.60	\$76,512.03	\$328,652.57	18.88%	81.12%
803/	51133	Part Time Wages	\$76,224.67	\$23,383.70	\$52,840.97	30.68%	69.32%
114/	51144	Intern Wages	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
	51151	Other Salaries	\$0.00	\$0.00	\$0.00		
112/	51221	Overtime	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
118/	51311	Insurance Opt Out	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
134/	51341	Christmas Bonus	\$2,100.00	\$0.00	\$2,100.00	0.00%	100.00%
141/	51411	FICA/ Payroll Tax/Oasis	\$46,401.95	\$9,758.49	\$36,643.46	21.03%	78.97%
142/	51421	Health Insurance	\$117,544.56	\$29,515.99	\$88,028.57	25.11%	74.89%
143/	51431	Employee Retirement Plan	\$53,195.44	\$9,426.00	\$43,769.44	17.72%	82.28%
	51461	Workers Comp	\$267.00	\$0.00	\$267.00	0.00%	100.00%
147/	51471	Unemployment Insurance	\$315.00	\$11.26	\$303.74	3.57%	96.43%
	51482	Tuition Reimbursement	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
200/	52000	Contractual Services	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
211/	52111	Postage	\$100.00	\$0.00	\$100.00	0.00%	100.00%
233/	52331	Subscriptions	\$3,000.00	\$1,299.00	\$1,701.00	43.30%	56.70%
235/282/	52351	Memberships	\$1,000.00	\$0.00	\$1,000.00	0.00%	100.00%
241/	52411	Electric	\$30,000.00	\$5,139.09	\$24,860.91	\$0.17	82.87%
242/	52421	Water	\$1,300.00	\$89.17	\$1,210.83	\$0.07	93.14%
244/	52441	Gas	\$3,000.00	\$45.37	\$2,954.63	1.51%	98.49%
245/	52451	Telephone	\$6,500.00	\$977.66	\$5,522.34	15.04%	84.96%
246/	52452	Cellular	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
248/	52481	MS4 Stormwater Fees	\$1,155.00	\$119.60	\$1,035.40	10.35%	89.65%
252/	52521	Legal Services	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!

261/	Public Works Mechanic Shop	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
52548	Grant Writing	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
262/	52621 Repair & Maintenance Building	\$7,500.00	\$325.66	\$7,174.34	\$7,174.34	4.34%	95.66%
265/	52651 Repair & Maintenance Grounds	\$1,000.00	\$1,313.94	-\$313.94	-\$313.94	131.39%	-31.39%
266/	52662 HVAC/Plumbing Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
833/	52721 Office Equipment Contracts	\$8,000.00	\$1,152.46	\$6,847.54	\$6,847.54	14.41%	85.59%
825/	52723 Subscription Services	\$800.00	\$9.99	\$790.01	\$790.01	1.25%	98.75%
821/	52725 Software Support Contract	\$20,500.00	\$1,752.91	\$18,747.09	\$18,747.09	8.55%	91.45%
834/	52728 Security Equipment	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
52800	Travel	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
280/	52831 Travel - Out of Town Expenses	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
284/	52832 Meals and Entertainment	\$250.00	\$25.00	\$225.00	\$225.00	10.00%	90.00%
843/	52833 Training	\$500.00	\$187.20	\$312.80	\$312.80	37.44%	62.56%
839/	52844 Mileage Reimbursement	\$500.00	\$16.38	\$483.62	\$483.62	3.28%	96.72%
831/	52845 Registration	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
841/	52846 Food Per Diem	\$325.00	\$0.00	\$325.00	\$325.00	0.00%	100.00%
842/	52891 Other Travel Expenses	\$1,350.00	\$0.00	\$1,350.00	\$1,350.00	0.00%	100.00%
829/	52991 Other Contract Services	\$1,000.00	\$118.00	\$882.00	\$882.00	11.80%	88.20%
310/	53112 Office Supplies - General	\$15,000.00	\$3,846.49	\$11,153.51	\$11,153.51	25.64%	74.36%
314/	53141 Portable Electronic Devices	\$1,200.00	\$49.99	\$1,150.01	\$1,150.01	4.17%	95.83%
53142	Desktop Monitor and Hardware	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
953/	53149 Misc Computer Hardware	\$1,000.00	\$359.99	\$640.01	\$640.01	36.00%	64.00%
320/	53291 Other Operating Supplies	\$1,200.00	\$0.00	\$1,200.00	\$1,200.00	0.00%	100.00%
863/	53611 Audio	\$4,000.00	\$421.90	\$3,578.10	\$3,578.10	10.55%	89.45%
362/	53612 DVD's	\$5,000.00	\$269.68	\$4,730.32	\$4,730.32	5.39%	94.61%
363/	53613 Electronic Media	\$27,000.00	\$1,746.08	\$25,253.92	\$25,253.92	6.47%	93.53%
366/	53614 ILS Charges	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	0.00%	100.00%
361/	53623 Adult Books	\$24,000.00	\$3,410.08	\$20,589.92	\$20,589.92	14.21%	85.79%

844/	53633	Teen Book	\$4,000.00	\$618.46	\$3,381.54	15.46%	84.54%
365/	53643	Children's Books	\$12,000.00	\$2,996.58	\$9,003.42	24.97%	75.03%
364/	53644	Children's Supplies	\$1,500.00	\$0.00	\$1,500.00	0.00%	100.00%
	55111	General Liability Insurance	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
510/	55112	PEP Insurance Coverage	\$8,173.00	\$835.59	\$7,337.41	10.22%	89.78%
	56815	Merchant Service Fee	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
	57209	Special Events Support	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
	57501	Transfer out to IT	\$105,235.72	\$0.00	\$105,235.72	0.00%	100.00%
768/	57502	Transfer out to GIS	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
	57503	Transfer out to Fleet	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
	57504	Transfer out to Engineering	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
	57505	Transfer out to GF Admin	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
	57506	Transfer to CEP	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
	57507	Transfer to Reserves	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
	57602	Operating - Transfer out to Sanitation	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
	57604	Operating - Transfer out to Water/Sewer Fund	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
	57606	Operating - Transfer out to Capital Projects Fund	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
	57607	Operating - Transfer out to 18-75	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
	57651	Operating Transfers in from General Funds	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
	57654	Operating in from Enterprise Funds	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
790/	57909	Other Grants, Contributions and Indemnities	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
	59421	Machinery and Equipment	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
	59702	Security Cameras	\$400.00	\$101.36	\$298.64	25.34%	74.66%
	59706	Security Equipment	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
900/	59859	Capital Outlay	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
TOTALS			\$1,165,417.14	\$206,803.10	\$958,614.04	17.74%	82.26%

\$958,614.04
double-check

82.26%
double-check

Checking Account	Balance as of: 8/10/2023	\$5,737.82
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Library Income 7/5/2023 – 9/5/2023

Fines & Fees \$2,547.00

Patron Printer \$ 319.00

Coin Copier \$ 139.00

Copies \$ 11.00

Printouts \$ 207.00

Donations \$1,106.00

Online Payments \$2,614.00

\$6,943.00