



LAMAR COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES

BOARD MEETING MINUTES

Date: September 16, 2025
Time: 1:30 PM
Location: Lamar County Board of Supervisors Meeting Room

Presiding:

Mrs. Peggy Moore

Members Present:

Mrs. Jenny Thames
Mrs. Deborah Gallagher
Mr. Kent Hudson

Members Absent:

Mrs. Barbara Hahn

Others Present:

Brianna Williams, Director
Chris Townsend, Legal Advisor
Staff: Bridgette, Kayle, Chris, Emilee

CALL TO ORDER:

Chair Moore called the meeting to order at 1:35 P.M.

AGENDA:

Motion to approve agenda: Jenny Thames **Second:** Kent Hudson All approved.

PUBLIC FORUM:

None. The meeting was open to the public, we had no public visitors and no one on the agenda to speak.

CONSENT AGENDA: Items (A through G)**A. Approval of the January 2025 Board Minutes****B. Personnel Matters**

- a. Resignation – Alexis Casarez, Oak Grove Library Associate
- b. New Hire – Lauren “Katt” Stringer, Oak Grove Library Associate

C. Financial Reports

- a. Bank Reconciliation
- b. Budget vs. Actual

D. Inventory Matters

- a. None

E. Policy Matters

- The following have been updated or added to our Personnel Policy (All updates attached)
 - Pregnancy Fairness Act
 - Immigration Reform & Control Act (IRCA)
 - Harassment
 - Chain of Command
 - Request for Accommodation
 - Ask for recommended accommodations from Dr.
 - Show good faith
 - DRUG FREE Workplace Act
 - Medication in the workplace/ Drug & Alcohol Policy
 - There is not statute that requires us to offer rehabilitation with a positive result.
 - When warranted termination is granted, however progressive discipline is desired
 - Probationary Periods
 - Job and employee are closely monitored however we still need cause for termination
 - Performance Improvement Plan
 - Supply employee with notice of need for improvement
 - Social Media Policy
 - Exempt vs. Non-Exempt
 - Bereavement
 - Admin leave for immediate family

F. Technology

- a. Continue using Comprise Tech’s SAM software, as it is more cost-effective than switching to Cybrarian. Additionally, we’ll need to migrate the software to

our new server, and Comprise has generously agreed to assist with that process.

Motion to approve consent agenda items (A through F): Kent Hudson ***Second:*** Deborah Gallagher All approved.

BUSINESS MATTERS/ DISCUSSION AGENDA ITEMS

A. Budget Matters

- a. Final Budget Edits FY25
 - i. Attached see Appendix A

Motion to approve budget edits: Jenny Thames ***Second:*** Kent Hudson All approved.

- b. Final Budget FY26
 - i. Appendix B

Motion to approve FY 26 Budget: Jenny Thames ***Second:*** Deborah Gallagher All approved.

B. Additional Matters

- a. Director Raise

Motion to approve Director's raise: Deborah Gallagher ***Second:*** Jenny Thames All approved.

C. Under Advisement

- a. None

D. Director's Report

- a. Future Board Meetings
 - i. November 18, 2025
 - ii. January 20, 2026
 - iii. March 17, 2026
 - iv. May 19, 2026
 - v. July 21, 2026
 - vi. September 15, 2026

E. Branch Reports

- a. Incident Report - Lumberton

EXECUTIVE SESSION:

Motion to move into executive session: Deborah Gallagher ***Second:*** Jenny Thames All approved

Motion to leave executive session: Kent Hudson ***Second:*** Deborah Gallagher All approved

After discussion returned to Open Session

ADJOURN:

Motion to adjourn the meeting: Jenny Thames ***Second:*** Deborah Gallagher All approved

Minutes recorded and respectfully submitted by: Brianna Williams, Director

Accepted and Approved by Board of Trustees : Peggy Moore, Chair of the Board of Trustees

Appendix A: Budget Edits

\$100 from 5100 Board Expenses to 5450 Professional Services

\$400 from 5430 Staff Training to 5450 Professional Services

\$2000 from 5520 Computers and Hardware < \$500 to 5460 Dues and Subscriptions

\$1500 from 5520 Computers and Hardware < \$500 to 5470 Furniture and Fixtures

\$1000 from 5521 Computers and Hardware > \$500 to 5450 Professional Services

\$3000 from 5550 Support to 5530 Software and Licensing

5450 Professional Services budget of (\$16,200) was separated into subcategory accounts

- 5451 Audit and Accounting received \$13,000
- 5456 Audit Confirmation Expense \$40
- 5452 Legal Counsel \$2660
- 5453 Background Checks \$500

5100 Board Expenses budget of (\$610) was also separated into subcategories

- 5110 Board Travel \$510
- 5120 Membership Fees \$100

\$500 from 5360 Processing to 5210 Library Programming

\$250 from 5370 Lost ILL to 5220 Summer Reading

\$200 from 5370 Lost ILL to 5210 Library Programming

\$300 from 5330 Videos to 5210 Library Programming

\$200 from 5330 Videos to 5410 Branch and Office Supplies

\$7440 from Lamar County to add to our 5340 E-Books

\$250 from 5420 Public Relations to 5410 Branch and Office Supplies

\$600 from 5210 Library Programming to 5472 Furniture & Fixtures SUM

\$400 from 5452 Legal Counsel to 5410 Branch and Office Supplies

\$600 from 5410 Branch & Office Supplies to 5472 Furniture & Fixtures SUM

\$4000 from 5540 Databases to 5530 Software & Licensing

\$250 from 5470 Furniture & Fixtures to 5410 Branch and Office Supplies

\$500 from 5470 Furniture & Fixtures to 5210 Programming

\$440 from 5470 Furniture & Fixtures to 5452 Legal Counsel and Fees

\$55 from 5470 Furniture & Fixtures to 5000 Depreciation

\$200 from 5470 Furniture & Fixtures to 5410 Branch & Office Supplies

\$14.41 from 5470 Furniture & Fixtures to 5360 Processing

\$200 from 5420 Public Relations to 5410 Branch and Office Supplies

5430 Staff Training split out into subcategory accounts (\$475 stayed in main account)

- 5431 Registration received \$125
- 5432 Mileage received \$365
- 5433 Meals received \$135

5510 Telecommunications was separated into subcategory accounts (\$61621 stayed in main account)

- 5511 Internet and Data received \$7400
- 5512 Telephone received \$4000
- 5513 Security Firewall received \$1050

\$15 from 5520 Computers & Hardware to 5485 Headquarters Equipment

\$150 from 5520 Computers & Hardware to 5490 Vendor Shipping

\$300 from 5520 Computers & Hardware to 5400 Administrative Expenses

\$15,000 from Gross Salary and Wages to Health Insurance

- (QuickBooks creates its own budget lines for salaries, taxes, health ins. Etc., I moved our budget lines to theirs)

Appendix B: FY26 Budget

**LAMAR COUNTY LIBRARY SYSTEM
FY2026 BUDGET PROPOSAL**

INCOME

4100 - Lamar County		\$	909,506.00
4200 - Grants		\$	209,668.00
4210 - Telecommunications Assistance E-Rate	\$	32,208.00	
4220 - MLC Health Insurance Grant	\$	97,106.00	
4230 - MLC Life Insurance Grant	\$	1,318.00	
4240 - MLC LSTA Grants	\$	7,500.00	
4250 - MLC PIG-P Grant	\$	68,536.00	
4260 - Misc. (ILL Transportation) Grants	\$	3,000.00	
4300 - Fines & Fees		\$	19,695.00
4400 - Donations		\$	4,360.00
4500 - Misc. Income (cities)		\$	16,000.00
4600 - Bank Interest		\$	75.00
TOTAL INCOME			\$ 1,159,304.00

EXPENSES

5100 - Board Expenses		\$	722.00
5110 - Board mileage	\$	600.00	
5120 - Board memberships	\$	122.00	
5200 - Programming Expenses		\$	11,000.00
5210 - Library Programming (including outreach)	\$	5,000.00	
5220 - Summer Reading Programming	\$	6,000.00	
5230 - Book Club Programming			
5300 - Collection Expenses		\$	63,650.00
5310 - Audiobooks	\$	-	
5320 - Books	\$	44,000.00	
5330 - Videos	\$	4,000.00	
5340 - Digital Materials	\$	12,000.00	
5350 - Serials			
5360 - Processing	\$	3,500.00	
5370 - Lost ILL Charges	\$	150.00	
5400 - Administrative Expenses		\$	37,100.00
5410 - Branch & Office Supplies	\$	9,350.00	
5420 - Public Relations	\$	500.00	
5430 - Staff Training	\$	750.00	
5440 - Postage	\$	6,000.00	
5450 - Professional Services	\$	13,500.00	
5460 - Dues & Subscriptions	\$	1,500.00	
5470 - Furniture & Fixtures	\$	500.00	
5480 - Janitorial Expense	\$	5,000.00	
5500 - Technology Expenses		\$	100,707.00
5510 - Telecommunications	\$	40,931.00	
5520 - Computers & Hardware	\$	16,000.00	
5530 - Software & Licensing	\$	21,376.00	
5540 - Databases	\$	2,400.00	
5550 - Support	\$	8,000.00	
5520 - Copiers	\$	12,000.00	
5600 - Personnel Expenses		\$	944,125.00
5610 - Gross Salary and Wages	\$	655,500.00	
5620 - PERS	\$	123,890.00	
5630 - Payroll Tax	\$	50,146.00	
5640 - Health & Life Insurance	\$	107,471.00	
5650 - Worker's Compensation	\$	4,458.00	
5660 - Unemployment Insurance	\$	2,660.00	
5700 - Penalty & Interest		\$	2,000.00
TOTAL EXPENSES			\$ 1,159,304.00

**LAMAR COUNTY LIBRARY SYSTEM
FY2026 BUDGET PROPOSAL**

Requested Lamar County Funding	\$	909,506.00
Previous Lamar County Funding	\$	891,305.06
Change from previous year	\$	18,200.94
Percentage change from previous year		2.04%
Percent of budget spent on staffing:		81.44%
Percent of budget spent on materials:		5.49%
Percent of budget spent on telecommunications:		3.53%
Percent of budget spent on programming:		0.95%
Percent of budget spent on training:		0.06%
Percent of budget spent on other line items:		8.53%
Percent funded by Lamar County:		78.45%
Percent funded by Mississippi:		14.40%
Percent funded by Federal Programs:		3.43%
Percent donation and fee funded:		2.07%
Lamar County Contribution Per Resident (65k):	\$	13.99
Mississippi Contribution Per County Resident:	\$	2.57
Federal Contribution Per County Resident	\$	0.61
Total contribution per County Resident:	\$	17.17