

**RAPIDES PARISH LIBRARY
BOARD OF CONTROL
MINUTES**

June 19, 2012

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Glenn Rechs at 3:30 p.m. in the meeting room of the Huie-Dellmon House, 430 St. James Street, Alexandria, Louisiana.

Board members present were Dr. Pat Barber, Mr. Eddy Boddie, Mrs. Linda McMahan, Mr. Glenn Rechs, Mrs. Susie Smith, and Mr. Gregory Walker. Mrs. Ann Heath and Mrs. Diane Lawton were absent.

President Rechs led the Pledge of Allegiance and then asked for a moment of silence. Mrs. Smith moved to approve the agenda. Mrs. McMahan seconded, and the motion passed. Mrs. Smith moved to approve the May minutes. Mrs. McMahan seconded, and the motion passed.

ANNUAL AUDIT

Mr. Lee Willis of Rozier, Harrington, and McKay reported that RPL had a good audit for the year 2011; he said he always enjoys conducting our audit because we make it easy on him. He said the Library operated in accordance with legal practices both in its financial records and in its policies and procedures. He left copies of the formal audit report. President Rechs thanked Business Manager Jimmy Holsomback for the work he put in to make the audit report easy on Mr. Willis.

FINANCIAL REPORT

Mr. Holsomback reviewed revenue and expenses for May 2012. He said we received \$36,274 in ad valorem taxes, \$65,172 in State revenue sharing, and a \$5,000 grant from Louisiana Charities Trust. We also received \$44,212 in E-Rate income, which covered expenses accrued in 2011 because AT&T processing is slow. Income for May 2012 totaled \$162,194, and was \$4,475,940 year-to-date. The expenses for May were \$352,482. He pointed out \$11,225 paid for new Hewlett-Packard computers to replace old ones. We paid \$15,000 to Innovative Interfaces for Encore, part of the Sierra software upgrade. We also paid \$8,072 in summer reading program expenses. Year-to-date expenses for 2012 were \$2,351,268. Mr. Holsomback said all income and expenses were normal for January through May 2012. Mrs. McMahan moved to approve the May 2012 financial report. Dr. Barber seconded, and the motion passed. Mr. Holsomback also mentioned he had spoken with Mr. Rick Ducote at the parish assessor's office. Mr. Ducote

informed him we would lose about \$75,000 in ad valorem revenue next year because the International Paper facility has closed. He said Mr. Rogge had already mentioned we wouldn't be receiving a large portion of the Huie-Dellmon grant to cover normal operating expenses at the Huie-Dellmon House. Lastly, he mentioned we review positions whenever someone leaves RPL, and we often redistribute the work to other staff members instead of hiring new staff members. He said the savings we get through this attrition would help us be in a good position as we make plans to budget for 2013.

DIRECTOR'S REPORT

Mr. Steve Rogge reported that circulation moving averages had improved somewhat at a decrease of 3.1% when compared to May 2011. He also reported that the moving averages for transactions moved from a 1.28% decrease last month to a 0.79% increase this month; we've finally made it to the positive numbers. He reported that the tax election preparations continue forward. He said we spent \$838 on 3,000 clings for our customers' vehicles. We have \$1,200 in general contributions and \$10,000 from Friends and the Staff Association combined. Dr. Barber asked if the new Coliseum tax would be on the ballot with our tax renewal. Mr. Rogge said it would, and it would reduce by half the amount the Library would pay in Election Day expenses.

He reminded the Board the Main Library had to be closed on May 23 for air conditioner repairs. It only took a few hours to fix, but the building was without cool air for so long that it took almost a whole day to get it to an acceptable temperature again. Mr. Rogge said there would be a reduction in the amount we could expect from State Aid for the 2013 budget. This year we received about \$11,000 and used it to continue our subscription to OverDrive for downloadable eBooks and audio books, etc. He explained this is more funding we won't receive in 2012-2013, but it's a much smaller amount. He said the State had recently passed a new law about sex offenders in public places. The old law included places such as schools, and the new law will include libraries as well. The State Library will be sending us information to help us implement this new law. Mr. Rogge said new Board member Le'Anza Jordan would take Mrs. Alice Story's place on the Board. Mrs. Jordan has already been appointed by Police Juror Scott Perry and approved by the Police Jury, but she won't join us until the August meeting since the Board doesn't typically meet in July.

DIRECT SERVICES

Assistant Director Laura-Ellen Ayres said the new Robertson Branch circulation desk has been installed. This was done with no disruption of branch open hours or service, thanks to Bob Orris and the Facilities Department, as well as the IT Department working to smoothly move the computers away from the desk and then back again.

At the Main Reference Department, she said we had recently purchased a new microfilm machine which would be installed this Friday. This replaces a machine that is on its last gasp. The new one has all sorts of features including one which lets you search a page for a word, another which lets you enhance the quality of the image so that you can read it, enlarge the image, etc. This new machine will help us access microfilm versions of the *Town Talk* and the US Census. Ms. Ayres also said the Gunter Branch Library has used a spare desk to expand its circulation desk to three checkout computers. The high volume during the summer reading program has led to this necessity.

INFORMATION TECHNOLOGY

Systems Manager Janie Primeaux wasn't able to attend, so Ms. Ayres reported in her behalf. She said the problems with the Bookmobile satellite were solved by purchasing an AT&T air card; this card allows Bookmobile Manager Tammy Valenzuela to connect to the Library's system at almost all her stops. She said we'd discontinue using the satellite in favor of the air card in the future.

She said members of the IT staff had attended a workshop on Microsoft, the LA North IT Tech meeting, and a Microsoft Windows 8 workshop. Webmaster Chester Mealer has added several new features to the website including a Tax Renewal Election button which links users to an FAQ page as well as one which shows which branches are currently open just by looking at the RPL website.

She concluded the report by saying that part of the Sierra upgrade included the installation and implementation of the Encore discovery system, which will make it easier for patrons to locate the items and information they need. Pictures of the website's new features and the Encore search box were on the handout Mrs. Primeaux had created.

FRIENDS OF THE LIBRARY

Administrative and Public Relations Specialist Jana Fryday said the annual Friends membership drive was in progress. She also mentioned the annual Friends book sale would be August second through the fourth. She said she had appeared on KALB's Midday show the previous week to highlight the Forest C. Martin Book Talk at Westside Regional. At this appearance, she also mentioned the Friends membership drive and booksale.

NEW BUSINESS

Mr. Rogge presented the Customer Service Award to Mr. Holsomback. He said Mr. Holsomback's customers were all Library staff members, the Board who relies on his financial expertise, and the vendors and contractors we work with. He is great at helping with

construction projects because of his previous work experience in that industry. Mr. Holsomback also fights the bureaucratic battle to make sure we receive E-Rate reimbursements. This is a program where the government makes it possible for the phone company to give back about 80% of what we pay in telecommunication expenses. The paperwork and the filing system makes it very difficult, but he does a great job battling it out. Mr. Rogge showed the Board the plaque with Mr. Holsomback's name on it and said he initially made the presentation at the Full Staff meeting held in May. The Board applauded Mr. Holsomback and thanked him for his excellent work.

The next meeting is scheduled for August 21, 2012, at the Huie-Dellmon House.

The meeting was adjourned at 4:10 p.m.

Respectfully submitted by

Steve Rogge
Secretary

Glenn Rechs
President