

**RAPIDES PARISH LIBRARY  
BOARD OF CONTROL  
MINUTES**

**January 15, 2013**

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. Ann Heath, Mrs. Le' Anza Jordan, Mrs. Diane Lawton, Mrs. Linda McMahon, Mr. Glenn Rechs, and Mrs. Susie Smith. Mr. Gregory Walker was absent.

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

**FINANCIAL REPORT**

Mr. Holsomback reviewed revenue and expenses for all of 2012. He said we came in \$331,786 under budget this year, the best he's seen since he began to work at RPL. He said there were several factors, one of which was that we have several excellent managers, like Assistant Director for Support Services Wesley Saunders, Systems Manager Janie Primeaux, Outreach Services Coordinator Tammy DiBartolo, and Assistant Director for Direct Services Laura-Ellen Ayres, who stay within the budget. He said we received more ad valorem taxes than we had anticipated. He also mentioned that \$36,822 was collected in prior year taxes during December, which was more than we had budgeted. Income totaled \$579,084 for the month of December. This brought year-to-date income to a total of \$5,206,022, which means we exceeded the budgeted revenue for 2012 by \$162,505.

Mr. Holsomback began discussing operating expenses for 2012 by saying the salary expense for the year was \$2,115,466, which was \$74,814 less than the budgeted amount. He explained that this was due to the resignation and/or retirement of three full-time employees in 2012. These positions were then either filled by someone lower down on the salary scale, or their duties were divided and assigned to existing staff members. He also said related employee expenses including Social Security, Medicare, retirement, and health care were reduced by about \$55,000 due to the previously mentioned staffing changes. He said we received two telephone rate reductions which amounted to over \$40,000 in savings year-to-date for telephone expenses. He said we had expected the election costs to be \$20,000-\$30,000 and that the bill would come in

2013. However, the election only cost \$5,415, and the bill came in 2012. The low expense and early billing allowed Mr. Holsomback to pay it on the 2012 budget. Maintenance and supplies expenses also came in under budget for the year. He ended by saying the extra income and fewer expenses resulted in the Library being \$331,786 under the 2012 budget with a carryover amount of \$494,291 going into 2013. Mrs. Lawton moved to approve the December 2012 financial report. Mrs. Jordan seconded, and the motion passed.

Mr. Holsomback then presented the amended 2012 budget for review. Several items had more than a 5% overage, but the cost for those items was taken out of the contingency account. He said we had received additional income from the Martin Foundation Grant, the Louisiana Charities Trust, and the cookbook sales. Those three items brought the revised budget operating cost to \$5,066,261. He asked the Board to approve the amended budget for 2012. Mrs. Lawton moved to approve the amended 2012 budget. Mrs. Smith seconded, and the motion passed unanimously.

## **DIRECTOR'S REPORT**

Mr. Steve Rogge began by adding to Mr. Holsomback's report. He said he planned to meet with Library leadership to discuss some extra projects for 2013 since we have an increased amount of revenue. He said he would present those projects to the Board after that meeting. He reported that transactions moving averages showed a 3.13% increase since 2011, which was holding fairly steady when compared to the 3.39% increase in November. He said the Library decreased in circulation in December more than in previous months, but we still have an overall increase in transactions because usage of online resources continues to increase by quite a bit.

Mr. Rogge said our new sex offender policy contains a clause about our vendors not sending any employees who are known sex offenders against minors to prohibited library locations. As a result, we sent out a letter, a copy of the policy, and a compliance form to our current vendors who send employees to our locations for service calls, deliveries, etc. We will keep copies of signed compliance forms for future audits. He also said we will send the same letters, policy, and compliance form to future vendors who send employees to Library locations. He asked the Board to revise, sign, and date the Conflict of Interest forms in their packets. He asked that they give the signed forms to Administrative and Public Relations Specialist Jana Fryday after the Board meeting.

He also said that one of the laptops we check out to the public was lost in 2012. It has since resurfaced after the thief tried to sell it. He said the Library asked the District Attorney to prosecute the thief to set an example to others who might think of stealing Library laptops in the future.

## **DIRECT SERVICES**

Assistant Director Laura-Ellen Ayres reported that the Johnson Branch was closed on Friday, January 11, 2013, for a half hour so that Circulation/Reference Clerk Dixie O'Quinn could have a lunch break. She was the only worker that day because of the flooding in the southern end of the parish. Ms. Ayres referred to the 2012 Collection Agency Report in the Board's meeting materials. She explained that she presented this report to the Board every January. The report showed that almost \$32,000 was recovered in fines and materials due to Unique Management Corporation's efforts to collect missing Library items. She also explained that the fines waived on the report were usually due to a death, items lost in a flood or other disaster, or for late items that had been checked out by those who were homebound or in a nursing home.

## **OUTREACH SERVICES**

Outreach Services Coordinator Tammy DiBartolo said the last month had been busy for her department. The Bookmobile was in the shop for repairs in December but is back on the road again. Outreach Manager Londa Price is scheduling programs for nursing homes and senior centers for February. Mrs. DiBartolo said her department had requested donations from local home health agencies and hospice care centers to cover the extra costs of these programs in order to enhance the programs that Londa is doing.

She said the Youth Services Staff would once again host the "Wee Zone" on February 10<sup>th</sup> at the Alexandria Mardi Gras Krewe Parade's Free Zone, an area where families can come and watch the parade in a location that is smoke- and alcohol-free. Her department will also be working with the Louisiana Teen-Age Librarians during their annual convention at the end of January. The convention is held each year for students who belong to library clubs or help in their libraries at school. Students from all over Louisiana will attend.

She said there were also many great programs in the works for 2013. Dr. Bill Robinson, a Lecompte native and current head of the History Department at Southeastern Louisiana University in Hammond, will be at Westside on March 3<sup>rd</sup> for a program that he is calling "Anne Boleyn: One Hundred Years of Film and Television." Outreach and Youth Services are off to a great start in 2013.

## **HUMAN RESOURCES**

Human Resources Administrator Carolyn Colwell presented Johnson Circulation/Reference Clerk Dixie O'Quinn for ratification since she had successfully completed her introductory period at the Library. Mrs. Smith moved to ratify Mrs. O'Quinn, and Mrs. McMahon seconded. The motion passed.

**NEW BUSINESS**

President Rechs said the Nominating Committee had met, and he moved to nominate Susie Smith as President, Eddy Boddie as Vice President, and Diane Lawton as Treasurer for 2013. Mrs. Heath seconded. There being no other nominations, the motion passed unanimously.

Mr. Rogge explained that the Records Retention Policy needed to be revised so that it reflected policy rather than procedure. He also recommended a word be inserted to correct a grammatical oversight. He asked the Board to approve the revised policy. Dr. Barber moved to approve the revised Records Retention Policy, and Mr. Boddie seconded. The motion passed.

**The next meeting is scheduled for February 19, 2012, at the Huie-Dellmon House.**

The meeting was adjourned at 4:15 p.m.

Respectfully submitted by

Steve Rogge  
Secretary

Glenn Rechs  
President