

**RAPIDES PARISH LIBRARY
BOARD OF CONTROL
MINUTES**

January 17, 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, 420 St. James Street, Alexandria, Louisiana.

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

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

FINANCIAL REPORT

Business Manager Jimmy Holsomback reviewed income and operating expenses for the 2011 Fiscal Year. He said we had received \$5,168,687 in 2011 total revenue that was made up of ad valorem taxes, state revenue sharing, grants, State Aid, interest earned on investments, branch income, programs, Sierra Funding Certificate of Deposit, and the fund balance. He named all the major operating expenses for 2011, among which salaries and wages, retirement contributions, and employee health insurance accounted for 60% of the budget. The total operating expenses for 2011 were \$4,737,665.

Mr. Holsomback then reviewed revenue and expenses for December 2011. He said we received more in ad valorem taxes in December than he had budgeted; income for December 2011 totaled \$691,654. The expenses for December were \$357,458. He referred to a spreadsheet which compared 2011 to 2010 income and expenditures and pointed out that net income from 2011 decreased slightly by \$1,926. He also compared 2010 to 2011 transactions by branch, which showed an overall decrease of 6.5%. The branch salary expense versus hours open showed Main to be the most expensive branch at \$104.86 per hour. However, the transactions per man hour chart showed Main with the most transactions per hour at 107.09.

Mrs. Smith moved to approve the December 2011 financial report. Mrs. Lawton seconded, and the motion passed.

Mr. Holsomback next reported that several budget items needed to be amended because unexpected revenues, mostly in the form of grants, occurred after the 2011 budget had been prepared. The proposed adjustments totaled \$84,850 and increased the revised budget operating cost from \$4,969,056 to \$5,053,906. The report also amended all expenditure lines that exceeded the original budget by 5% or more. \$26,920 was moved from the contingency line. He asked the Board to approve the amended budget. Dr. Barber moved to approve the 2011 budget with the amendments Mr. Holsomback described. Mrs. Smith seconded, and the motion passed unanimously.

DIRECTOR'S REPORT

Mr. Steve Rogge reported that circulation and transaction statistics continue to decrease from 2010, but they still don't represent much decline in usage when compared to years prior to 2010. He said the Library continues to work on resolving the signage issue with three of our branches. He has received permission from the parish school board to post a sign for Robertson on the Tioga Jr. High property. He also has permission from the City of Pineville to post a sign for Martin at the Senior Citizen's Center on the corner of Main and Shamrock. Janohns Restaurant in Boyce will also allow the Library to post a sign for that branch on the restaurant's property. Mr. Rogge is still trying to contact Paradise Catfish Restaurant on the Monroe Highway to receive permission to post a sign on their land. He has attempted contact with the restaurant's management, but has received no response to date.

Mr. Rogge directed the Board to the Conflict of Interest Forms and Committee Preference Checklists in their packets. He asked them to take a few minutes to complete each of those documents, sign them, and turn them in at the end of the meeting. He also mentioned the Library was compiling its 2011 Annual Report, which would be available at the February Board meeting.

ASSISTANT DIRECTOR FOR DIRECT SERVICES

Ms. Laura-Ellen Ayres said that as head of the ILS (Integrated Library Systems) Department, she presented the Board with a Collection Agency Report each year. Her report showed the Library had recovered a net profit of \$30,956.37 in 2011. She next mentioned the New Fiction Book List, prepared by Heather White at the Gunter Branch. She explained this list would allow customers to request books by bestselling authors even before we had ordered them. She said the Board could use the sheets in their packet to request any of the titles on the list.

HUMAN RESOURCES

Mrs. Beverlee Lueder reported that she had accepted a position in Baton Rouge, and she would be leaving two weeks from Thursday. Mr. Holsomback commended her for the experience and professionalism she brought to RPL and said he appreciated her service. The Board expressed their commendations and thanks for her four years of service. She then deferred to Mr. Rogge for an awards presentation.

Mr. Rogge said Assistant Director Laura-Ellen Ayres had been at the Library for a while when he started working here. He complimented her for being very hands-on. He said she greatly reduced problems that landed on his desk, and she worked closely with Mrs. Lueder to resolve staff issues at the branches. He presented her with her 30 Year Service Award. She thanked the Board for allowing her to serve all these years.

Assistant Director for Support Services Wesley Saunders thanked Loans Manager Angela Lee for her service and presented her with a 25 Year Service Award. She said she had enjoyed her 25 years and thanked the Board for the opportunity to serve.

FRIENDS OF THE LIBRARY

Administrative Assistant Jana Fryday reminded the Board that Friends will be hosting Dr. Julie Kane, Louisiana's current Poet Laureate, on February 7, 2012, at 6 p.m. at Westside Regional Library.

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

The meeting was adjourned at 4:00 p.m.

Respectfully submitted by

Steve Rogge
Secretary

Glenn Rechs
President