

RAPIDES PARISH LIBRARY

2014 ANNUAL REPORT

DIRECTOR'S OVERVIEW

Our theme this year, "Education Information Recreation", reflects our commitment to the mission of the library, where we seek, in all we, do to encourage literacy in these three areas. The Library encourages READING – in whatever form that takes, whether a printed page, a storytime, a book club or an e-book on whatever device you use!

People

Eddie Boddie retired from the Board of Control after five years of service. His replacement is Ralph Roach from District C. We appreciate the help that Police Juror Craig Smith gave us in approving Mr. Roach. Longtime Director, Steve Rogge, retired after 30 years of service at the beginning of July. The Board selected me to move from my position as Assistant Director for Direct Services to become the Director. Robertson Assistant Manager Lenná Mouton became the new Direct Services Coordinator. Lenná has a long career in bookstores and bookselling. We hired a new position, Public Relations Officer. Suzanne James was the successful candidate, and comes to us from many other public relations and marketing positions. In 2014, we recognized JoEllen Barton, of the Robertson Branch, Charlotte Morris, of the Acquisitions Department and Daniela Thompson, of the Technical Services Department for their 20 years of service; Shirley Hawkins, of the King Branch for 25 years; Steve Rogge, Director, Donna LeBlanc, of the Martin Branch and Cynthia McGinnis, of the Main Circulation Department, for 30 years; and Vickie Carter, of the Main Circulation Department, for 40 years.

Milestones

The transition from one Director to the next is always a time for reflection. As I told the Board when I was hired, my emphasis is not to change the Library's services, but to get the word out about all that we do in a much more assertive way. We have hired a Public Relations Officer, and she is working hard to make that happen. One way that we are accomplishing that is by offering library cards to students through the schools. After a slow start, the Cards 4 Kids program is now going strong. This year, we received our new Bookmobile, which was ordered in 2013. And finally, we opened our new Martin Luther King Branch, replacing the old one that was closed in 2013.

Statistics

We closed the year with a flat 0% increase in transactions, our count of all the different ways in which we serve our public. Our total of 1,671,084 transactions was in spite of the fact that one of our branches was closed for 7 ½ months. Our Online E-Branch excelled with a 17.5% increase. This year, we added Zinio, which is an online magazine source. Our customers can now check out their favorite magazines from there.



Grants and Gifts

The Arts Council of Central Louisiana continued its support of Library programming with a grant for \$2,625. The Huie-Dellmon Trust donated \$18,000 for grounds maintenance and various repairs and improvements on the property that bears its name. We received \$1,000 from Amerigroup for programming at the Main Library and \$4,000 from Target for Family Storytimes.

Friends of the Rapides Library

The Friends of the Library continue to support the Library's efforts with donations for books and programs. This year, they helped us by purchasing decorations and throws for Christmas and Mardi Gras parades, prizes for the Summer Reading Program, senior and teen programming, large print books and much more with a total of \$8,700. They are our good-will ambassadors around the parish, and we appreciate them so much.

Volunteers

In 2014, 158 citizens donated 1,737 hours at the Library. We so appreciate our volunteers, who do storytimes, shelve books, call patrons to notify them of items that are ready to pick up, and so much more. They are our friends and co-workers, and we cannot thank them enough.

Looking Forward and Back

It has been a rollercoaster ride for me personally as I have transitioned into the Director's chair. Thanks to the many excellent staff members, as well as the Board, things have gone smoothly. I am very appreciative of the opportunity given me. Given the wonderful staff, Board and volunteers that we have, I have every confidence that the Library will continue to evolve into an ever-better service agency to serve the citizens of our parish.

Laura-Ellen Ayres

ADMINISTRATIVE STAFF

Laura-Ellen Ayres, MLS	Director
Wesley Saunders, MLS	Assistant Director, Support Services
Lenna' Mouton	Direct Services Coordinator
Tammy DiBartolo, AA	Outreach Services Coordinator
Jimmy Holsomback, BS	Business Manager
Carolyn Colwell	Human Resources Administrator
Janie Primeaux, BS	Systems Librarian
Stacy Dubrock, Assoc. Applied Technology	Payroll and Insurance Specialist
Suzanne James	Public Relations Officer
Shelia Fontenot	Administrative Assistant

HUMAN RESOURCES

The administrative staff and the Library Board continue to take steps to control the cost of doing business in 2014. This year our Standard Plan for health insurance had a 15% increase, while the Managed Care Option had a 5% increase. Each department looked at their budget and made cuts where possible. Salary increases for calendar year 2014 were 3% for all staff.

We hired 10 new employees and transferred 23 employees to new positions. We continue to take advantage of attrition to control the library's headcount. We have combined positions where possible and have left some positions unfilled when we could.

Carolyn Colwell

BUSINESS OFFICE

In 2014, our library's financial stability and growth continued to set new records. Total revenue grew from \$5,516,000 in 2013 to \$5,808,000 or 5.2%. Ad Valorem revenue increased by 6.2% to \$5,153,000 which is \$132,000 more than the 2014 budget.

Total operating expenses grew from \$5,008,000 in 2013 to \$5,116,000 or 2.2%. As a result of the revenue increase and lower than anticipated operating expenses, the fund balance increased by \$692,000, resulting in an overall cash position of \$2,192,000. The reserve funds that are set aside for major expenditures for automation, vehicles and HVAC items ended the year with a balance of \$618,000.

Capital expenditures included \$143,000 for a new Bookmobile, \$12,000 for branch copy machines, \$62,000 for I.T. routers, computer and monitors, and \$12,000 to replace a large air conditioning unit at Main. We spent \$13,000 for replacement of branch furniture. Overall capital expenditure cost was \$244,000.

The new Martin Luther King branch was completed in 2014. This is a 5,000 square foot building located on Broadway Avenue in Alexandria. Overall cost of the project was \$978,000 that included \$705,000 for the building and land cost of \$52,000. \$113,000 was spent for landscaping, shelving and computers.

Your library continued to experience a solid revenue growth and a strong cash position. A huge challenge that lies ahead is overcoming the cost of health insurance that has seen increases of 17% and 25% over the past two years. 60% of our operating budget is for salaries and related benefits. A sharp focus should be on ways to manage and control this cost.

Jimmy Holsomback

**RAPIDES PARISH LIBRARY
FINANCIAL STATEMENT - Year Ending December 31, 2014**

Acct.		Budget	December 2,014	Y/T/D 2,014	Budget Vs. Actual
	REVENUE				
3000	Ad Valorem Taxes	5,022,000	162,248	5,153,715	131,715
3005	Prior Year Taxes	18,000	4,798	23,962	5,962
3010	State Revenue Sharing	192,000	62,448	191,548	-452
3015	State Aid	0	-21,875	0	0
3020	Interest Earned - Bank	18,000	3,134	9,140	-8,860
3025	Copy Machine	23,750	0	9,846	-13,904
3030	Fines & Forfeitures	41,800	0	15,662	-26,138
3035	Refunds & Reimbursemts.	4,500	0	1,436	-3,064
3036	Faxes	7,675	0	2,617	-5,058
3038	Branch Income	0	10,198	67,590	67,590
3040	Discounts Earned	300	48	861	561
3045	Trusts & Memorials	1,000	0	1,625	625
3048	Donations	250	0	0	-250
3050	Endowments - Interest	500	386	494	-6
3053	Endowment - Income	0	0	250	250
3055	Friends	1,000	0	3,400	2,400
3060	Huie Dellmon House	200	0	0	-200
3060	Huie Dellmon Grant	12,709	0	12,710	1
3061	La. Endowment Humanities	0	750	961	961
3065	Programs	13,850	2,817	11,010	-2,840
3070	Miscellaneous	2,000	4,022	6,386	4,386
3074	Martin Foundation Grant	12,385	0	8,053	-4,332
3075	E-Rate Income	124,400	4,213	131,698	7,298
3078	Big Read	2,500	0	0	-2,500

3080	La. Charities Trust	0	0	0	0
3081	Target Grant	0	0	0	0
3083	Cookbook Sales	0	20	95	95
3084	Amerigroup	0	0	4,000	4,000
3090	Entergy Grant	0	0	0	0
3092	King Reserve	13,288	-13,288	0	-13,288
3094	As Young As You Feel	0	0	750	750
xxx	Fund Balance	150,000	150,000	150,000	0
	Total Revenue	5,662,107	369,919	5,807,809	145,702
	<u>OPERATING EXP.</u>				
4000	Salaries	2,317,339	271,507	2,237,011	80,328
4005	Employer SS & Medicare	50,000	5,214	41,610	8,390
4010	Employer Retirement	335,000	38,316	321,132	13,868
4015	Employer Health Ins.	590,000	45,405	535,618	54,382
4020	Worker's Comp/Unempl.	23,173	0	12,600	10,573
4025	Ad Valorem Refund	5,500	0	5,453	47
4100	Advertising	1,500	24	3,858	-2,358
4105	Utilities	140,000	9,503	118,516	21,484
4120	Telephone	165,000	9,107	136,456	28,544
4110	Cable	2,000	88	1,011	989
4121	Cellular Phone	5,400	312	4,149	1,251
4125	Building Rent	15,000	1,250	15,000	0
4130	Postage	21,000	139	20,241	759
4135	Copier Lease Expense	12,000	351	4,265	7,735
4150	Bank Charges	100	0	94	6
4155	Professional Fees	22,000	0	17,980	4,020
4156	Election Expense	0	0	0	0
4157	Principal on Loan	407,000	0	407,000	0
4158	Interest Expense	29,861	0	26,581	3,280
4160	Insurance	30,000	0	25,546	4,454
4164	Regional Association Fee	1,000	0	871	129
4165	Miscellaneous	8,700	1,189	5,299	3,401
4170	Grounds Maintenance	18,000	975	15,105	2,895
4180	Vehicle Maintenance	12,000	123	8,109	3,891
4183	Vehicle Reserve	20,000	20,000	20,000	0
4185	HVAC Maintenance	22,500	304	19,873	2,627
4187	HVAC Reserve	0	0	0	0
4190	Office Equip. Maint.	2,000	0	695	1,305
4195	Pest Control	4,000	228	2,616	1,384
4196	Janitorial	32,670	2,420	31,850	820
4197	Security Monitoring	6,050	266	4,358	1,692
4198	Security Equipment	4,500	0	985	3,515
4200	Office Supplies	35,000	2,500	35,578	-578
4205	Education Supplies	30,000	981	20,597	9,403

4210	Bldg. Supplies	25,000	1,961	18,787	6,213
4211	Bldg. Maintenance	35,000	1,548	20,716	14,284
4215	Vehicle - Gas & Oil	20,000	1,765	16,423	3,577
4221	Computer Software	8,000	0	7,230	770
4225	One & Done	17,181	0	15,626	1,555
4230	Toner - I. T. Department	13,000	420	19,616	-6,616
4240	Automation - Maint.	112,580	2,670	118,816	-6,236
4241	Automation Repair	10,000	1,253	7,762	2,238
4245	USB Drives	1,900	0	260	1,640
xxx	Automation Reserve	20,000	20,000	20,000	0
4246	One & Done Supplies	0	0	1,210	-1,210
4255	Automation Equipment	60,000	0	62,563	-2,563
4242	Collection Agency Fees	7,200	430	5,952	1,248
4257	Office Equipment	1,500	0	0	1,500
4259	Sierra - Innovative	19,250	0	26,682	-7,432
4260	Travel	5,000	641	2,867	2,133
4261	Employment Screening	750	0	237	513
4262	E.A.P. Expense	500	300	300	200
4263	E-Commerce	5,600	1,500	4,302	1,298
4265	Continuing Education	10,000	270	5,564	4,436
4266	Contin. Educ. - Travel	5,000	78	1,898	3,102
4267	Dues & Subscriptions	3,000	0	1,368	1,632
4269	Staff Day	0	735	2,460	-2,460
4272	King Moving Expense	2,000	0	2,288	-288
4273	As Young as You Feel	0	143	988	
4275	Big Read Program	2,500	0	0	2,500
4276	Programs - Teens/TABS	3,860	162	2,686	1,174
4277	Programs - Teen SRP	5,000	0	2,689	2,311
4278	Programs - Tales/Bayou	5,075	0	3,511	1,564
4279	Programs - Academic Progr.	675	0	225	450
4280	Retirement Sys. Stat. Fee	169,500	0	163,213	6,287
4281	Programs - Spring Progr.	4,700	0	2,911	1,789
4282	Programs - Fall Programs	1,475	1,085	1,246	229
4283	Programs - Adult Programs	5,800	150	4,231	1,569
4284	Programs - Misc. Programs	4,150	851	3,174	976
4285	Programs - SRP	29,775	0	28,897	878
4286	Prime Time	0	0	0	0
4288	Target	0	0	752	-752
4289	Main - Soiree	0	0	0	0
4293	Cook Book	0	0	0	0
4294	Movie Licensing	2,000	0	1,973	27
4296	Automatic Doors - Main	0	0	0	0
4297	Automatic Doors - Regional	0	0	0	0
4298	Rapides Parish Carnival	0	0	950	
4300	Amerigroup	0	0	1,862	-1,862
4310	HDH - Grounds Maint.	6,780	560	6,720	60
4320	HDH - Telephone, Utilities	19,000	1,267	17,112	1,888

4330	HDH - Projects	6,000	754	11,994	-5,994
5010	Library Materials- Local	395,000	53,267	363,387	31,613
5011	Children's Books	6,750	164	6,807	-57
5012	Entergy Grant	0	0	0	0
5013	Zinio - State Aid	0	8,581	8,581	-8,581
5017	E-Books - Others	5,000	0	0	5,000
5018	Secret Shoppers	0	0	250	-250
5028	State Aid	0	0	0	0
5045	Martin Foundation Grant	12,385	0	0	12,385
5046	Asbestos Abatement - Martin	0	0	0	0
5210	Trusts & Memorials	1,500	384	5,186	-3,686
5212	Donation Purchases	0	0	0	0
xxx	Endowments	1,300	0	0	1,300
5560	Friends	1,000	0	0	1,000
5570	La. Charities Trust	0	0	0	0
5750	Martin Automatic Door	0	0	3,308	-3,308
5760	King Computers	0	-12,571	0	0
5765	King - Other	0	-8,307	0	0
5770	King - Furniture	0	-24,256	0	0
5810	Branch Furniture	10,000	529	10,552	-552
xxx	Contingency - balance	198,808	0	0	198,808
xxx	King Roofing Reserve	13,320	0	0	13,320
	TOTAL OPER. EXP	5,662,107	466,536	5,116,189	547,856
	NET INCOME	0	-96,617	691,620	0

BALANCE SHEET

December 31, 2014

Assets

Current Assets

Checking Account - Sabine	2,192,007
Evangeline CD #30001495	20,231
Evangeline CD #30001291	31,537
Evangeline CD #30001347	108,934
Evangeline CD #30001276	170,649
Evangeline CD #30001277	98,044
Evangeline CD #30001549	20,000
Sabine CD#630096147	108,180
Sabine CD#616000004	40,220
Sabine CD#616000008	20,000
Ad Valorem Taxes	4,819,128
State Revenue Sharing	129,100
Endowments	69,103
Equipment	86,965
Prepaid Web Filter	2,250
Petty Cash	<u>610</u>

Total Assets

7,916,957

Current Liabilities

Accounts Payable	17,498
State Aid	21,875
King Reserve	13,288
Huie Dellmon Grant	18,000
Accrued Wages	<u>14,797</u>

85,459

Fund Balances

Fund Balance	6,409,782
Endowments	67,569
Fund Balance - Special Revenue	16,535
Retained Earnings - Prior Yr.	745,993
Retained Earnings - Current Yr.	<u>591,619</u>

7,831,498

Total Liabilities and Fund Balance

7,916,957

BUDGET SUMMARY - 2014

Revenue - budgeted	5,662,107	
Actual Revenue	<u>5,807,809</u>	
		145,702
Operating Expenses - budgeted	5,662,107	
Operating Expenses - actual	<u>5,116,189</u>	
		<u>545,918</u>
Fund balance carryover - 2014		691,620

Major Items Affecting Fund Balance

Ad Valorem tax revenue	137,677
Salary expense	80,328
Benefits associated with salaries	87,213
Utilities, Telephone, E-Rate Income	57,326
Building supplies and maintenance	33,477
Contingency	<u>198,000</u>
	594,021

CAPITAL EXPENDITURES

Bookmobile	142,940
Copy Machines	
Gunter	3,000
Boyce	3,000
McDonald	2,500
Robertson	4,227
Air Conditioning unit - Main	12,185
Automation	
Routers, Computers, Monitors, Kid PC's	62,562
Automatic door - Martin	3,306
Branch furniture	10,552
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	244,272

INVESTED RESERVE FUNDS

Automation	447,892
Vehicles	123,316
HVAC Replacement	46,587
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	617,795

Statistical Summary

	2013	2014	% OF CHANGE
Total Circulation	686,550	605,988	-13.29%
Items Added	26,396	23,055	-14.49%
Items Withdrawn	23,051	27,882	17.33%
Total Holdings	345,146	313,296	-10.17%
Turnover rate	2.18	1.94	-12.37%
Reference questions	173,028	239,388	27.72%
Registration	49,929	49,595	-0.67%

Turnover Rate

	2014 Holdings	2014 Circulation	2013 Turnover	2014 Turnover
Boyce	17,134	21,396	1.39	1.25
Gunter	30,339	83,088	2.73	2.74
Hineston	17,669	28,308	1.79	1.60
Johnson	12,512	16,896	1.36	1.35
King	13,012	7,644	0.74	0.59
Main	88,575	84,816	1.12	0.96
Martin	26,403	45,048	1.69	1.71
McDonald	22,106	33,144	1.5	1.50
Outreach (Bookmobile	9,368	14,436	1.94	1.54
Preschool Outreach		41,244	n/a	n/a
Robertson	35,918	68,340	2.17	1.90
Westside Regional	38,855	105,840	2.87	2.72
Online E-Branch		55,788	n/a	n/a
TOTALS	311,891	605,988	2.18	1.94

Annual Circulation 2005- 2014

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Bookmobile****	12,262	13,072	15,715	15,833	17,572	17,306	31,883	23,697	18,432	14,436
Boyce**	38,246	37,613	41,237	32,163	27,196	24,831	23,644	24,223	23,676	21,396
Gunter	114,428	114,219	111,706	111,815	108,327	112,043	106,471	98,870	88,656	83,088
Hineston	39,842	39,370	39,425	45,725	44,178	38,239	37,800	33,876	34,128	28,308
Johnson*****	19,661	19,841	21,522	22,561	24,052	25,667	25,088	20,322	21,084	16,896
King	14,978	16,631	17,028	17,805	18,972	18,758	17,505	16,715	8,652	7,644
Main	156,616	146,998	145,786	143,751	137,127	126,142	113,973	103,022	96,060	84,816
McDonald	30,308	30,885	32,600	35,654	39,048	33,288	33,958	17,505	31,512	33,144
Martin	60,835	62,890	65,462	63,282	62,108	59,069	60,863	53,600	47,640	45,048
Preschool Outreach	65,786	73,225	78,104	82,998	86,714	93,807	89,355	139,005	70,752	41,244
Red Carpet****	15,609	13,146	12,612	12,757	13,941	12,634			n/a	n/a
Robertson	98,606	99,683	98,979	97,681	106,833	94,770	83,271	84,159	79,644	68,340
Westside Regional***	124,692	126,077	130,063	127,638	145,013	141,331	139,005	130,452	124,236	105,840
Online E-Branch				1,434	5,116	12,422	17,993	33,087		55,788
TOTALS	791,869	793,650	810,239	811,097	836,197	810,307	780,809	778,533		605,988

* E-book circulation added July 2008; category evolved to include audio book, music, and video downloads in 2011.

** Boyce Branch increased its hours of operation in October 2010.

*** Fuhrer Branch was replaced by Westside Regional, April 2009.

**** Bookmobile and Red Carpet services were combined to form a new category, outreach.

***** Johnson Branch increased its hours of operation in April 2012

Transactions By Branch

	2013		2014		% Change
Boyce	64,740		57,900		-11.81%
Gunter	156,600		150,468		-4.08%
Hineston	58,644		49,476		-18.53%
Johnson	60,864		50,268		-21.08%
King	45,720		59,604		23.29%
Main	382,560		398,772		4.07%
McDonald	96,684		111,432		13.23%
Martin	112,524		95,700		-17.58%
Outreach	40,524		31,044		-30.54%
Preschool Outreach	70,752		41,244		-71.54%
Robertson	177,612		139,728		-27.11%
Westside Regional	283,212		278,244		-1.79%
Online Resources	136,680		207,204		34.04%
TOTALS	1,687,116		1,671,084		-0.96%

MAIN LIBRARY

Linda LaFever, Circulation Manager
Linda Green, Reference Manager
Faith Johnson, Assist. Ref. Manager
411 Washington Street
Alexandria, LA 71301
Phone: 445-2411
Monday – Saturday 9:00 – 6:00
Sunday 1:00 – 4:00

WESTSIDE REGIONAL LIBRARY

Donna Mangham, Manager
Shaundra Coggins, Asst. Manager
5416 Provine Place
Alexandria, LA 71303
Phone: 442-2483
Fax: 442-7678
Monday – Saturday 9:00 – 6:00

ROBERTSON BRANCH

Mariann Strange, Manager
Sonya Jeter, Asst. Mgr.
809 Tioga High School Road
Ball, LA 71405
Phone: 640-3098
Fax: 640-8713
Monday-Saturday 9:00-6:00

GUNTER BRANCH

Pam Martin, Manager
Pam Bennett, Asst. Manager
5630 Holloway Road (Hwy 28 East)
Pineville, LA 71360
Phone: 443-7259
Fax: 443-1293
Monday-Saturday 9:00-6:00

MARTIN BRANCH

Donna LeBlanc, Manager
801 Shamrock Street
Pineville, LA 71360
Phone: 442-7575
Fax: 449-4946
Monday-Saturday 9:00-6:00

MCDONALD BRANCH

Gail Goldberg, Manager
1075 Highway 497
Glenmora, LA 71433
Phone: 748-4848
Fax: 318-748-4851
Monday & Friday 1:00-6:00
Tuesday 10:00-6:00; Wednesday 1:00-5:00
Thursday 9:00-6:00; Saturday 9:00-1:00

JOHNSON BRANCH

Elizabeth Parish, Manager
PO Box 1207
1610 Veterans Drive
Lecompte, LA 71346
Phone: 776-5153
Fax: 776-6743
Tuesday, Thursday 9:00-5:00
Wednesday, Friday 1:00-5:00
Saturday 9:00-1:00

BOYCE BRANCH

Margie Mealer, Manager
PO Box 792
500A Ulster
Boyce, LA 71409
Phone: 793-2182
Fax: 793-2736
Tuesday 9:00 – 12 noon; 1:00 – 6:00
Wednesday, Friday 1:00 – 6:00
Thursday, Saturday 9:00 – 1:00

HINESTON BRANCH

Donna Crawford, Manager
PO Box 63
1810 Hwy 121
Hineston, LA 1438
Phone: 793-8461
Fax: 793-0691
Monday, Saturday 9:00-1:00
Tuesday 1:30-5:00
Wednesday, Friday 9-1, 2:00-6:00

KING BRANCH

Starla Jones, Manager
LaKeisha Henton, Asst. Manager
Old Location (Moved out July 2013)
3311 Third St.
Alexandria, LA 71302
New Location (Spring 2014)
1115 Broadway Ave.
Alexandria, LA 71302
Fax: 748-4851
Monday, Friday 1:00-6:00
Tuesday 10:00-6:00, Wednesday 1:00-5:00
Thursday 9:00-6:00

DIRECT SERVICES COORDINATOR

Direct Services are all the brick-and-mortar libraries and branches that our customers think of when they think of the Rapides Parish Library. My role as Direct Services Coordinator (beginning July 1, 2014) has been eventful and exciting as I became accustomed to it. My many years of management in the retail book arena (Waldenbooks, Borders and Books-A-Million) gave me the opportunity to use my skills to support the Library through leadership and customer service.

In this short period of time, we hired four managers: Esther Blood (Johnson Branch –July to August), Elizabeth Parish (Johnson Branch), Linda LaFever (Main Circulation Department) and Donna Mangham (Westside Regional Library). We promoted four Circulation /Reference Clerks to Assistant Managers: Pam Bennett (promoted from Martin Branch to Gunter Branch), Shaundra Coggins (promoted from King Branch to Westside Regional) and Sonya Jeter (promoted at Robertson Branch). I am excited with the talent our new managers bring to our Library family.

Once again, we held our Annual Staff Development Day in November. Our theme for the meeting was “RETROS”: Reaching Everyone Through Reading & Other Stuff. It was a day of workshops, such as *Library Security* and *Cultural Diversity* as well as the IT Petting Zoo and fun and food for all.

As I read about all the programs and events the branches provided last year, it causes me to appreciate the uniqueness of every manager and the loyalty to their community.

One of my favorite quotes sums up what I look forward to providing for the people of Rapides Parish:

“Service is the lifeblood of any organization.
Everything flows from it and is nourished by it.
Customer Service is not a department, it’s an attitude.”

Mac Anderson

Lenná Mouton, Direct Services Coordinator

MAIN CIRCULATION

In November, Ms. Brenda Harvey, Main Circulation Manager, retired after twenty-seven years of service. The entire staff at Main Circulation gave her a heartfelt send off with a pot-luck luncheon.

I joined the library family on November 17th. I have a diverse management background coupled, with many years in the retail book arena. Additionally, I have held various operation management positions with BellSouth, Christus Health, and StarTek. With this change in management, the staff has been open to many procedural and cosmetic changes. Several pieces of furniture for the branch are in the process of being replaced, cement planters at entrance have been replanted, carpets have been cleaned and lighting is being repaired. With these exciting improvements, we will most definitely be able to serve our patrons with the best possible customer service.

The Book Club at Main Circulation continued through December and Monique Richardson is hard at work to ensure membership. We anticipate that participation will continue to grow during 2015. We are planning to implement Sunday afternoon movie matinees in February and are working on the logistics for several other programs to increase our footprint in downtown Alexandria.

At the December Board of Control Meeting, two longtime staff members from Main Circulation were recognized for their many years of dedicated service: Vickie Carter, with 40 years of service and Cynthia McGinnis, with 30 years of service.

The Main Library was the proud winner of the first annual Christmas Decorating contest in the large branch category. The theme was “The Cajun Night Before Christmas”. This event served as a great team builder and was a boost to library pride. The contest created quite the competitive vibe between the branches, and the staff at Main Circulation is working to ensure they keep the title in 2015.



Cynthia McGinnis and Vickie Carter

Linda LaFever, Manager

MAIN REFERENCE

The Reference Department always works to help our customers grow their skills and knowledge of accessing print and online resources available to them. We are able to achieve this goal by being a reliable source our customers can come to when they need an answer and do not know how to find the information on their own. Reference Management and Staff continually strive to educate ourselves through workshops or webinars available to us in order to stay up to date on current trends that will be beneficial to our customers.

In addition to serving customers who approach our desk, text, call or email the Reference Department, we also serve all branches of the Library when needed. In addition to traditional reference services, our department handles much of the programming at Main Library. Planning programs to contribute to lifelong learning is appreciated by our customers. Legal Clinics were held at Main Library this year with wonderful attendance. We also organized our first Community Health Fair, which was sponsored by Amerigroup Louisiana. Customers enjoy our monthly programs, As Young As You Feel Day and the Lego Club. Weekly Storytime continues to be successful in creating smiles and laughter along with great learning experiences.

Our Teen Advisory Board (TAB) and Tween Advisory Group (TAG) hosted a Rapides Library Carnival in July. Proceeds from the carnival were donated to the Rapides Parish Homeless Education Program to buy school uniforms and supplies for homeless children in Rapides Parish.

Reference Statistics

Category	Annual Count 2013	Annual Count 2014
Reference Questions	55,926	47,432
E-Reference	323	444
Directional Questions	9,491	7,781
Books	9,272	7,675
Adult Seminars/Programs	674	806
Tours	52	85
Storytime	1,658	1,801
Children Workshops/Programs	1,315	1,562
TAG & TAB Activities	341	457
*Reference Information Sessions	247	N/A
TOTAL	79,299	68,043

Note: Reference Information Sessions were excluded due to the Youth Programming Manager informing teachers at their in service about databases available for students.

Linda Green, Manager

WESTSIDE REGIONAL LIBRARY

There were numerous staff changes that occurred throughout the year. We started the year with Brandon Beckham as Manager and his departure in May left an opening that I filled in August.

Carolyn Anderson was hired as a circulation/reference clerk in January. Shaundra Coggins, was hired to fill the Assistant Manager position. Saconda Baty, Joy Luttrell and Samantha Dusza are still part of the Westside team.

Our meeting rooms were very busy in 2014. We had a total of 860 meetings/programs and 10,923 people attended those meetings/programs. These numbers have almost doubled in the last 2 years.

We held several crafting demonstrations on how to make everything from slime and homemade hand lotion to Christmas tree ornaments. We came up with the idea of enlisting our patrons' help in building a huge ball of string. Many patrons brought scrap yarn or string to add to our ball with the goal of making it as large as possible. Eventually, patrons began bringing in entire skeins of yarn. Patrons young and old enjoyed taking a few moments during their visit to add to the ball of string.

Westside was very festive during the holiday season. We put up a huge Christmas tree and got our patrons involved by providing them with crafting materials to make holiday bookmarks to hang on the tree. We had 19 adults, 4 teens, and 35 children participate.

We gave a few stockings away as prizes during our holiday read-to-win program. Patrons could fill out an entry form each time they completed a book. We drew names and three lucky winners received a stocking stuffed with candy and RPL goodies. We had 7 adults, 5 teens and 22 children compete in our Christmas reading contest.



Donna Mangham, Manager

ROBERTSON BRANCH

The Robertson Branch had an eventful year filled with memorable programs, staff changes, and great news for the New Year.

Deborah Boerboom continues to outdo herself in with her weekly Storytime and craft programs. It seems that the children are using the skills they learn in the craft segment to receive rewards of their own. One of Deborah's Storytime kids took a craft that she made at Storytime entered it into the parish fair and won 1st place.

Lenná Mouton and Deborah worked diligently to find our branch very special guest speakers for our summer reading program this year, and they did not disappoint. Our summer reading program was kicked off by a visit from the Chick-Fil-A Cow who came with free coupons and games to entertain our patrons. We had a representative from Sci-Port in Shreveport. A science teacher from Oakhill School demonstrated how much fun science could be. They showed how to make fog with dry ice, how to pop the top off of a camera roll case with Alka-Seltzer and the children even made lava lamps out of oil, water, and Alka-Seltzer (I had no idea you could do so much with Alka-Seltzer!). Two detectives from the Rapides Parish Sheriff's Office conducted a teen workshop on how a CSI unit goes about collecting the evidence in an investigation highlighting how fingerprints and DNA are taken and what is done to insure the integrity of the sample.

We also experienced some staff changes this year. Jo Ellen Barton celebrated her 20th year with the Rapides Parish Library in February. Lenná, our Assistant Manager, was promoted to Direct Services Coordinator. Sonya Jeter, one of our Circulation/Reference clerks, was promoted to Assistant Manager, and Wendy Dixon was promoted fill her post.

We are excited to learn that the plans for our expansion is about to get underway.

Mariann Strange, Manager

GUNTER BRANCH

Gunter Branch Library trained and promoted out two employees in 2014. Donna Mangham, the Assistant Manager, went to the Westside Regional Library in May as the Acting Manager; she was promoted to Manager in August. In January, Shaundra Coggins replaced full-time clerk Heather White, who had left in 2013. In August, Shaundra moved to the King Branch and was then promoted to Assistant Manager of Westside Regional. Linzay Sylvia left

her 24-hour position in January to continue her education. Her position was split between two subs, Debbie White and Kathy Queen, who started in February. Employees and customers were happy to see Shannon Gibson return home to Gunter as a 30 hour employee in August. Pam Bennett, long-time employee from the Martin Library, was promoted to Assistant Manager in October and started her rotation at Gunter. Manager Pam Martin and Darlene Paul continue to be part of the team.

Programing continued to be a focus for the Gunter Branch staff. Pam Martin participated in four off-site storytimes, two at the Alexandria Mall, one at Chick-Fil-A and one for The Twelve Days of Christmas. The use of the meeting room continues to grow; it was much needed and is appreciated in this expanding community. With the help of a homeschool mom, Gunter now has a Kids Book Club. Gunter's original two storytimes and book clubs continue to be a favorite of old and new customers.

Gunter's employees continue to serve the community in many ways, whether it is collecting slightly used school clothes for the McKinney-Vento Homeless Department of the Rapides Parish School Board, sending faxes, or helping customers on the public computers.

There was talk of enlarging Gunter in 2014, but unfortunately, due to a lack of land, it did not happen

Pam Martin, Manager

MARTIN BRANCH

Martin Library began 2014 by welcoming Pam Bennett as our 3rd full-time staff member!

Lessie Moore Elementary School visited us in February for library instruction and Storytime. I continue visits with First Baptist Day School. Santa's December visit was probably the highlight of Storytime this year!

I had to be out from April until mid-May. Many heartfelt thanks go to Pam Bennett and Joanne Guild, along with the large number of subs who helped keep Martin Library running smoothly. Summer Reading Program kicked off with great entertainers who helped us to complete a total of 50 excited readers, 12 of whom were our medal winners!

Our Book Club began in earnest in June and continues each month on the second Tuesday from 2:00 – 3:00 p.m. The attendees really enjoy the interaction with each other and discussing the book chosen for that month. We

learned how to navigate “One and Done”, a new way of printing hold slips. Our first public computer class was held in September. Trina Kirk did a great job!

We said good-bye to Pam Bennett in October. She joined the Gunter Branch Library as their new Assistant Manager and will continue the rotation to the next branch in a year. We welcomed Leah Rodney as our new staff member on October 6th.

The Library’s Staff Development Day in November was interesting and informative. This program gives us an opportunity to visit and exchange ideas. Martin hosted a “going away celebration” for JoAnne Guild on December 16th. She completed 10 years with the RPL system. We welcomed Ginger Reeves to Martin on December 29th.

We look forward to a great year in 2015 and continue to take pride in our efforts to serve the public well! Thanks also go to our substitutes and my staff for their ongoing efforts.

Donna LeBlanc, Manager

KING BRANCH

As bittersweet as the closing of King Library in June of 2013 was, the reopening in August 2014 was exuberant. All of King’s staff returned. Lakeisha Henton, Shirley Hawkins and I were full of excitement and expectations. We opened our branch knowing that the community would accept and support us and they did. Our new building, much bigger than the old one, offered new services: a meeting room that could hold up to 40 people comfortably, two study rooms that small or larger groups could use for quiet private study, sixteen public computers, an iPad loaded with learning games for the children, a self-checkout and a drive thru window where customers can pick up holds and return books. We had a soft opening to work out any kinks and there were some, but our grand opening saw over 200 people show up to welcome us back and help us celebrate.

Although we were in operation only four months of 2014, we saw quite a few wonderful developments. First, we opened with an additional employee (Circulation/Reference Clerk, Jennifer Moore) bringing the number of our staff up to four. Our new meeting rooms are used regularly by community organizations, book clubs and businesses. The extra computers are a great draw for the teenage customers, the iPad is popular with the younger children and the Wi-Fi continued to be a hit with everyone.

New programming, like Movie Night, Royal Readers Club, Crafts for Kids and the Insiders Club have taken off. We look forward to adding more programming in 2015.

Our Volunteers, Cherry Collins and Harold Banks returned, so things feel more like home to our old customers.

We welcome all comers to visit and enjoy the new Martin Luther King, Jr. Branch.

Starla Jones, Manager

MCDONALD BRANCH

2014 was a year of transitions and new beginnings. Staff member Mary Jane Guidry resigned, but this brought us a young, but reliable new circulation/reference clerk, TaSheena Coker. Our “Library Babies” program has been steady and “Storytime” regularly draws a crowd with Cathy Hendrixson always adding a craft for the little ones to tackle.

The McDonald staff was busy with community activities such as participating in the Trick or Treat program through the Town of Glenmora and working with the Southern Forestry Heritage Museum during the Thanksgiving season. This was a wonderful opportunity to promote the Rapides Parish Library. My staff and I continue to promote our Easter Reading Program for the public, along with our Easter Egg Hunts. We also partner with Dr. Glascock and the Highway Department for the safety of our public (car seat program) twice a year.

As manager of McDonald Branch, I feel I have grown personally and professionally. I was chosen by the President of LLA to chair the 2015 Program Committee for the conference to be held in Shreveport, March 25-27. This has been a challenge that I have enjoyed. I was able to represent Rapides Parish Library throughout the state. I met and worked with many academic, public and special library employees.

My staff and I attended Staff Day in Baton Rouge and gathered many new and interesting programs and tidbits that we brought back to our branch and used. I continue to cross train McDonald staff, so that our branch runs smoothly in case of anyone’s absence.

This has been a very full year for our community, the branch and my staff. It is such a wonderful feeling to know how much we are appreciated, not only McDonald Branch, but the system as a whole.

Gail Goldberg, Manager

JOHNSON BRANCH

I was hired to be the branch manager in September, 2014. When I began, I was the fourth branch manager to work there, this year. Mary Murray resigned May 26, 2014. Lenna Mouton was an interim manager for the month of June. Esther Blood was hired June 24, and resigned August 9, 2014. Margie Mealer worked as an interim manager starting August 11, 2014. Linzay Sylvia was the circulation/reference clerk from January 28 - July 26, 2014. Mary Hathorn was hired as her replacement on August 18, 2014. Understandably, the customers were a little leery about my being there to stay a while.

My time has been spent learning the names of the customers, especially the children who come in to use the computers after school. I have been playing with different programming ideas, trying to find the combination of attraction and information that will get the attention of the patrons so that they will attend.

We have been straightening, shelf reading, and weeding out materials that have not been touched in years. I have been using displays to try and circulate some of these books that would ordinarily be weeded from lack of use.

We also went all out in decorating for Christmas this year. We tried to find fresh ways of utilizing the decorations. This included building a book tree to be the centerpiece. It was a blast to decorate and enabled us to challenge the other branches to do the same. It was grand fun to participate in the decorating competition and I hope it was so for the other branches as well. Many of our customers also came in with ideas for how to best the other competitors. Johnson Branch is truly a community library that everyone in Lecompte feels belongs to them.

Elizabeth Parish, Manager

BOYCE BRANCH

Our whole year at Boyce Branch was fun, but I think spring might have been the most fun!! Instead of just the children and teens hunting Easter eggs, we had moms, dads, grandmas, and grandpas too. It was a true family celebration.

Then again, maybe summer was our best time. With the Science theme for the Summer Reading Program, we did a lot of exploring and experimenting. I was

able to borrow the LSU “Scope on a Rope” that is housed at Grant Parish Library and share it with several other branches. This apparatus is basically a handheld microscope that shows what you are scanning on a screen. We got to see things magnified 10 times, 30 times, and 400 times. We looked at skin, leaves, glitter, rocks, candy, and even some slides with bug wing cells!! We also made ice cream in baggies by shaking them, and were able to drop an egg from eight feet high and have it not break! We learned a lot, and had a lot of fun doing it.

Now that I think about it, our fall was pretty awesome, too. We made our own Halloween costumes, enjoyed Saturday movie time, and then celebrated Veteran’s Day. We had all four branches of Service represented. Another veteran who could not attend loaned us a display of military artifacts from the War of 1812, the Civil War, World War I, World War II, and Korea.

Winter was busy and full of fun, too. We made our Thanksgiving placemats, learned to play the Dreidel game, made Christmas presents, and learned about Kwanzaa, and talked about what we want to do in the upcoming year.

I guess our favorite time was the whole year!

Margie Mealer, Manager

HINESTON BRANCH

Each month this year has been a wonderful adventure, as we’ve served our returning customers and welcomed new ones. Over and over, we’ve received compliments on our facility and our collection. Our mission to blend technology with our conventional offerings continues to meet the needs of our community.

Once again, we partnered with AARP during tax season. We held weekly, free Tax-Aide Sessions, with 95 clients taking advantage of this service. We continued our off-site storytimes. This outreach touched the lives of 252 young listeners. In-house, we offered two Puzzle Zones for our adults. Our 60 participants thoroughly enjoyed this passive style of programming. The 64 children who participated in our Easter Basket Read-Off shared they felt they were getting geared up for summer reading, and gear up they did! On May 23, we held a fun filled Kick-Off Event, which showcased our reading and entertainment offerings for the summer. Of our 72 registered children, 68 readers completed the program by receiving their certificates and 25 received medals for reading 100 books or more. 138 thoroughly enjoyed our free

entertainers, with 90 participating in our two children's art projects. Our teen and adult reading divisions were also strong. 54 of our adults read a total of 792 books. Our 8 teens thoroughly enjoyed their reading and 17 participated in our two fiction writing contests.

Participation in our free computer classes remained strong, with 27 attending. Our staff enhanced their technical skills by taking advantage of these classes, several webinars, and two workshops.

Our desire is to continue on our journey of being a vital part of the lives of the people in this area. The highest of all compliments is when we are told we are truly "a community library."

Donna Rhame Crawford, Manager

INFORMATION TECHNOLOGY

Janie Primeaux	Department head, planning, budgeting, staff training public training
Bill Huffman	Network systems administrator
Chester Mealer	Web master and trainer
Roland Rodrigue	Hardware and software installation, troubleshooting
Trina Kirk	Trainer

Education:

Chester and Janie attended the State Library Tech Day. Trina and Janie attended the Louisiana Library Association conference. Bill, Chester, and Roland attended and participated in most of the North Louisiana Library IT Consortium meetings. We also hosted one of the meetings.

Problems and Installations:

We replaced the Kid's PCs at Main, Hineston, Westside and Gunter. We installed a self-checkout station at King, a digital sign and a wall mounted iPad. Bill and Roland set up all of King's computer hardware. Trina and Roland worked together installing One & Done, a new way of printing hold slips, at all the branches.

Web Enhancements:

Chester spent a big part of the year working on moving our staff site to SharePoint. He also worked on the graphics for the Bookmobile and had the RPL logo updated.

Telecommunications:

Bill installed new routers at Main and all the branches.

Projects completed:

Bill and Roland replaced all of Westside’s laptops. Chester set up an E-Commerce solution, called Square Reader, at all locations.

Training:

Janie and Trina created a handout and helped with training the staff on how to use the square reader. Chester and Trina presented mobile device knowledge for library staff sessions at LaSSAL, a conference for library para-professionals. Chester offered a three-day beginning Word class and an all-day beginning Excel class for the public.

Below is a breakdown of computer classes we taught throughout the year.

	Number of	Number of								
Staff Training	Sessions	Attendees								
Introduction to RPL	2	9								
RPL Basic Computer	2	9								
Circulation Training	2	9								
Sub Totals	6	27								

		MN	MC	HN	WR	BC	KG	JN	RB	MR
Public Training										
Beginning Microsoft Windows	12	61				2			7	
Beginning Microsoft Excel	18	54	11	7	19	4		7	9	6
Beginning Microsoft Excel (ALL DAY)	2	8			3					
Beginning Internet Searching	10	41	5		5	5				
Beginning Microsoft Word	11	47	7	4	6					
Beginning Microsoft Word part 1,2,3	3	22								
Intermediate Microsoft Word	1	6								
Beginning Microsoft Publisher	5		8	5	5	3			6	
Intermediate Microsoft Excel	1	5								
Beginning Microsoft PowerPoint	4		8	7	10				7	
Files and Folders	3		8			5			5	
Using the Online Databases	7			6	10	5	5	6	5	6
Resume	1					5				
Sub-Totals	78	244	47	29	58	29	5	13	39	12
Total number of sessions	84									
Total number attending	503									

Janie Primeaux, Systems Manager

Integrated Library System (ILS) Department

ILS worked on implementing new software to substantially speed up the holds process in 2014. Called “One and Done”, it allow staff members to print only one paging slip, which becomes the in-transit and the hold slips, because it is a label which goes on the book. ILS Clerk Trina Kirk spearheaded this project, and she spent many hours with the vendor, and then training the circulations staff at all locations. At years end, the project is done, and everyone is loving how much time is saved.

Data Entry Manager Jeanne Prestridge retired at the end of the year. She will be replaced by Trina Clerk. Candace Hamilton, from the Reference Department is moving over to become the ILS Clerk.

Respectfully submitted,

Laura-Ellen Ayres, Manager

SUPPORT SERVICES

The signature acquisition this year was Zinio, a digital magazine subscription service. The Library began this service in July, 2014. After a modest, initial order, we added more titles during the rest of the year, so that now we can boast of 58 titles. These digital magazines roughly correspond to our print collection. Zinio titles include: *Everyday with Rachael Ray*, *Mother Earth News*, *Newsweek*, *Prevention*, AND *Town and Country*.

Overdrive continues to be a powerful force in providing our patrons with eBooks and downloadable audio. 448 titles were added this year through Overdrive and another 243 were added through 3M, a second library eBook service. During most of 2014, 3M was only providing eBooks but, toward the end of the year, downloadable audio titles were added.

Notable traditional acquisitions this year were: Ashley Weaver’s *Murder at the Brightwell* (Ashley is former employee of RPL. This is her first book.), *Red River Dance Theatre’s Nutcracker* (DVD), *Central Louisiana: 100 years of photographs and illustrations* (DVD), and the numerous large print titles added through the generous donations from the Lions Club and the Friends of the Library.

Staff served as judges for the social studies and science fairs at Tioga Elementary. Staff at Main also proctored 53+ exams this year. Tests ranged from the introductory or survey to the graduate level.

Wes Saunders, Assistant Director Support Services

LOANS

Our department had a very busy year this year. We still have Amanda Huffman as our Loans clerk and Richard Moriarty as our mail clerk. In March, Amanda and her family welcomed a baby girl to their family.

In June, Amanda and I attended a Loanshark webinar that was given by the State Library of Louisiana. It was titled *Loanshark Agent to SHAREit: Same Functionality, Different Look*. This webinar showed us the new layout and look of our borrowing program, Loanshark. Shortly after that, we trained the entire staff on how to use the new Loanshark program.

We continue to create our own requests in OCLC using Loanshark. This year State Library has increased the amount of out-of-state libraries from which we are allowed to borrow.

Finally, in November, Amanda and I attended and completed the Rapides Parish Library Staff Development Day. We both attended the Excel and Word workshops given by Mr. Tobin Deville with LA Convergence. I continue to train new employees on how to use Loanshark. We did not have Statewide Delivery Service the last two weeks of the year. The State Library decided not to have pick up or delivery from December 22nd thru January 2nd. The Statewide Delivery Service resumed on January 5th. We are looking forward to another busy and exciting year in 2015.

Angela Lee, Loans Manager

LOANS DEPARTMENT ANNUAL REPORT

	2013	2014	difference	% change
Totals Requests Received				
Requests Received	19,976	17,642	-2334	-12%
Successful	18,397	16,254	-2143	-12%
Unsuccessful	1,578	1,394	-184	-12%
Types of Materials Requested From RPL				
Books	14,217	12,366	-1851	-13%
Subject	2	1	-1	0%
	236	125	-111	-47%
Periodicals	3	6	3	0%
Audio	67	41	-26	-39%
Microfilms	5	8	3	0%
DVD's	3,788	3,678	-110	-3%
CD's	1,591	1,333	-258	-16%
Kits, Playaway,E-books	67	84	17	0%
Totals	19,976	17,642	-2334	-12%
Requests From Rapides To Other Libraries				
(Out of Parish and other States)				
Requests	12,820	11,352	-1468	-11%
Materials Received	11,551	10,180	-1371	-12%
Requests From Outside of RPL				
(To be filled from the RPL collection)				
Requests	5,609	3,910	-1699	-30%
Materials Sent	3,835	2,895	-940	-25%

OUTREACH SERVICES

Acquisitions/Collection Development

In 2014, more family-friendly DVDs, including older Disney films, were ordered for all library locations. We also purchased more children's non-fiction that aligned with the Common Core Standards. Playaway MP3 players, loaded with an entire book, continue to be popular. We purchased several popular titles as well as some of the classics that are required reading in local high schools. New children's materials were ordered for the opening of the new Martin Luther King Branch.

Bookmobile

The new bookmobile arrived in May, and we started a new three-week delivery rotation that has worked very well. Chloe Daniels left her clerk position on the Bookmobile and was replaced by Tiffani Moore. Outreach Manager, Londa Price, continued her visits to area senior centers and nursing homes to host programs. She and Jane Thurmond, bookmobile clerk, also took the Bookmobile to several events in the community to promote the service.



Youth Services

Annual programs such as Candied Yams and Cornbread, which is our Black History event, the annual summer reading program, the concert for our friends with special needs and Tales Along the Bayou continue to be successful. The attendance at the 2014 Tales Along the Bayou was over 900 people! A new event in 2014 was the Creative Con held at Westside. Over 100 fans of sci-fi attended this event. Adult programs have grown in popularity. The library sponsored an adult book discussion on folklore led by Dr. Ginger Jones in October. A showing of the film "World War II in Louisiana" by Dr. Jerry Sanson of Louisiana State University at Alexandria and Dr. Bill Robison of Southeastern Louisiana University was well attended.

Overall, at all locations and off-site, the Rapides Parish Library held 1,009 programs with 25,713 in attendance!

Tammy DiBartolo, Youth Services Director

BUILDINGS, GROUNDS AND VEHICLES REPORT

Our biggest projects of the year were moving in to the newly constructed Martin Luther King Branch in July, at a cost of \$981,000, along with the purchase and delivery of the new Bookmobile from a company out of Wisconsin called LDV, Inc. on May 19 at a cost of \$143,000.

We had a new compressor installed in the backup chiller unit at the Main Library at a cost of \$12,776, as a precaution of a breakdown of the primary unit. The primary chiller unit is approximately 19 years old and has had several problems in the past.

The Martin Library had an automatic door opener installed by Glass Specialties on the back entrance door at a cost of \$2,408.

After opening the King Branch, we added automatic door openers, installed by Glass Specialties, on the 2 front entrance doors at a cost of \$4,528.

We hired Louisiana Foundation to do leveling and shoring up areas of the Huie Dellmon House that were leaning and needed better support at a cost of \$4,950.00. This cost was included in a grant from the Huie Dellmon Foundation. The Facilities Department then repaired damages to walls due to shoring up of floors and walls.

Les Guidry, Facilities Director