

**RAPIDES PARISH LIBRARY
BOARD OF CONTROL
MINUTES**

January 18, 2011

The regular meeting of the Rapides Parish Library (RPL) Board of Control was called to order by President Susie Smith 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. Diane Lawton, Mr. Glenn Rechs, and Mrs. Susie Smith. Mrs. Ann Heath, Ms. Lee Moore, and Mrs. Alice Story were not present. Mrs. Linda McMahon arrived late.

President Smith asked for a moment of silence. Mrs. Lawton moved to approve the agenda. Mr. Rechs seconded. The motion was passed. Mr. Rechs moved to approve the minutes from December 14, 2010, meeting. Mrs. Lawton seconded, and the motion passed.

FINANCIAL REPORT

Business Manager Jimmy Holsomback reviewed income and operating expenses for all of 2010. He pointed out the 2.9% increase in ad valorem revenue since 2009 because that percentage is low compared to the 5 to 6% we have received in previous years. He also mentioned the E-Rate grant which refunded \$116,527 of our telephone and Internet charges; he said this refund program has increased from about \$25,000 to the current amount. The 2010 revenue was \$5,323,049, a 4.8% increase from 2009. He said this increase is largely due to the Fuhrer Building sale of \$200,000.

Under the category of major capital expenditures, Mr. Holsomback listed the Main re-roofing project, the Westside Regional parking lot expansion, Boyce's new carpet and air conditioning and security systems, King's new roof and safety barricades as well as miscellaneous automation, and software purchases. These capital expenditures totaled \$406,200. He next listed the major operating expenses for 2010. These included salaries and wages, health insurance for employees, debt retirement and interest, books and materials, employee retirement, telephone, utilities and rent, programs, maintenance, and supplies. These operating expenses for 2010 totaled \$4,287,953. Mr. Holsomback highlighted the 7.2% increase in salaries and wages due to the minimum wage increase and resulting salary schedule restructuring. He also said we have about \$1.5 million left to pay on our debt retirement; we should be out of debt by 2014.

Mr. Holsomback moved on to discuss the financial statement for 2011. He said he's already discussed most of the items on the statement, but he reminded the Board that the -\$410,208 is a positive thing because it indicates the amount we were over budget for 2011. He also pointed out that we now have \$429,096 to carry over into 2011; this is \$200,000 more than anticipated but will also reduce the 2011 revenue amount. On the balance sheet, Mr. Holsomback said the CDs at Evangeline and Sabine banks have been updated with accrued interest. He explained this will show on the handout that details the cash and investment accounts. He said our assets totaled \$5,578,033.36 while our current liabilities totaled \$310,949.25 as of December 31, 2010. He said those liabilities included all the Main roofing expenses because that project was paid entirely on the 2010 books. He also said our fund balances totaled \$5,267,084.11. The cash and investment accounts sheet showed various cash reserves with interest rates which varied between 1.25% and 1.75%.

The branch financial statement showed budgeted revenue versus actual income for 2010. Mr. Holsomback pointed out that Main, Westside Regional, Robertson, and Gunter lead the way when ranked by revenue, operating cost, or transactions. He also mentioned that usually the larger the building, the smaller the transaction cost. He explained various other calculations such as branch operating cost per square foot, salary expense versus hours open, transactions per man hour, and a transactions comparison between 2009 and 2010. Each of these calculations was divided by location to show how each location contributes to the whole as well as how locations compare to one another. Mrs. Barber moved to approve the financial report. Mr. Boddie seconded, and the motion passed.

Mr. Holsomback concluded by presenting the necessary year-end budget amendments to the Board. He explained that RPL is legally required to amend the budget for any line item that differs by 5% or more from the initially budgeted amount. The Louisiana Charities Trust, Tweens Program, Wal-Mart Grant, Lower Third Street sale, Regional parking lot addition, and Fuhrer Building sale were amended to reflect \$5,221,743 in revenue instead of the previously budgeted \$4,912,841. In expenditures, insurance, janitorial, security monitoring, security equipment, computer software, USB drives, automation equipment, collection fees, travel, employee screening, Capital One supplies, Wal-Mart Grant, Martin Grant, Tweens Program, Friends, Main reroofing, parking lot rental, Regional parking lot addition, and contingency were amended to show a total of \$5,221,743 in the total operating expense budget versus the original budget amount of \$4,912,841. Mr. Rechs moved to approve the 2010 Budget Amendments, and Mrs. Lawton seconded. The motion passed unanimously.

PENDING PROJECTS: Main Roofing

Mr. Holsomback reported that the Main re-roofing project has been completed. The roofing contractor removed his equipment from the staging area on Monday, January 17, and all that now remains is that he take down the fence around the staging area.

DIRECTOR'S REPORT

Mr. Rogge reported to the Board that although circulation is down by 2.7% from December 2009, overall transactions are up by 11%. He said the Parish Highway Department would replace signs for Westside Regional on Highway 28 West. The new signs will have larger print and will come at no cost to the Library. Mr. Rogge said the State Statistical Reports for 2010 were available for Board members who would like one. He also pointed out the pictures of the remodeled Fuhrer building that were included in the packets. Mr. Rogge asked the Board to update and complete the Conflict of Interest Forms and the committee Preference Checklists that were in their packets as well.

Mr. Rogge said that the King Branch was broken into three times in the last month, and about \$20 was stolen each time. He explained one of the break-ins occurred after a security system had been installed. He further said we had contemplated getting a surveillance camera, metal bars for the windows, or metal mesh for the windows as additional measures. Because RPL already has metal mesh in storage from use in a previous situation a few years ago, Mr. Rogge said he had chosen the metal mesh option. Mr. Rechts suggested a digital camera might also be a worthwhile solution. Mr. Rechts agreed to research this option and share his findings with Mr. Holsomback.

ASSISTANT DIRECTOR OF DIRECT SERVICES

Laura-Ellen Ayres said an additional security system was installed at the Boyce Branch. She added that only Gunter and Robertson are currently without security systems, but that we plan to install security systems at those branches in 2012. She said the January 8th retirement reception for Geneva Roper went well. Mrs. Ayres directed the Board's attention to the Collections Report contained in their packets. She pointed out the \$31,538 the Library collected in materials and cash in 2010 due to the collection agency. All agreed the investment was well worth the expense. Mrs. Ayres then requested the Board make the Boyce hours extension permanent. The Board temporarily approved the extension of Boyce's open hours to 6 p.m. on Tuesdays, Wednesdays, and Fridays at the October 19th meeting. Mrs. Lawton moved to make the change permanent, and Mr. Rechts seconded. The motion passed.

Next Mrs. Ayres presented McDonald Branch Manager Gail Goldberg with her twenty-year service award, and Mrs. Goldberg graciously accepted.

HUMAN RESOURCES

Human Resources Manager Beverlee Lueder presented Integrated Library Systems Clerk Tina Verrier for ratification. Mr. Rechts moved the ratification be approved, and Mrs. Barber seconded. The motion passed.

ASSISTANT DIRECTOR OF OUTREACH SERVICES

Kelly Kingrey-Edwards reported that RPL won the Playaway *Picture This!* contest. Youth Services Manager Tammy DiBartolo said she was presented with a large cardboard check, but the real check should come in the near future. She also said the Playaway company would be sending a press release.

NEW BUSINESS

Mrs. Barber reported that the Nominating Committee had met and recommended the following for 2011 officers: Glen Rechts as President, Susie Smith as Vice-President, and Dianne Lawton as Treasurer. Mrs. Barber moved the nominees be accepted. Since no second was required, a vote was taken. The motion passed unanimously.

The next meeting is scheduled for February 15, 2011, at the Huie-Dellmon House.

The meeting was adjourned at 4:35 p.m.

Respectfully submitted by

Steve Rogge
Secretary

Susie Smith
President