

Minutes of the Meeting of the  
Lafayette Public Library Board of Control

June 17, 2019

The regular meeting of the Lafayette Public Library Board of Control was held in the meeting room on the 3<sup>rd</sup> floor of the Main Library at 301 West Congress Street on June 17, 2019. Nora Stelly, President of the Board, called the meeting to order at 5:17 PM.

**I. Roll Call**

Board Members Present: Nora Stelly, President; Joan Wingate; Hilda Edmond; Yung-Hsing Wu

Board Members Absent: Andrew Duhon, Vice – President; Adele Blue; Jolan Jolivette; Suzanne Dardeau

Other Staff Present: Teresa Elberson, Director; Terry Roy, Library Administrator; Larry Angelle, Library Operations Manager; Danielle Breaux, Director’s Executive Secretary; Benton St. Romain, Library Budget Analyst

**II. New Business**

**A. Approval of the Minutes**

A motion to approve the minutes of the April 15, 2019 board meeting, the April 25, 2019 special board meeting, the April 30, 2019 finance committee meeting, the May 6, 2019 special board meeting, and the May 20, 2019 board meeting was made by Joan Wingate and seconded by Yung-Hsing Wu.

Yeas: Stelly, Wingate, Edmond, Wu

Nays: None

Abstained: None

Absent: Duhon, Blue, Jolivette, Dardeau

### **III. Comments from the Library Board**

Joan Wingate announced that the Library Foundation has had a busy month. They recently had their membership drive. They have changed their main focus from a fundraising group to an advocacy group. The Foundation website is being updated to make it more interactive and they are looking forward to a wonderful year.

### **IV. Director's Report and Comments**

Departmental reports were included in packets.

Staff changes were announced to the board.

Nine librarians are preparing to attend ALA in Washington D.C. at the end of this month.

Ordinance O-082-2019 was adopted on June 4, 2019. This was an ordinance of the Lafayette City-Parish amending the FY 18/19 capital budget of the Lafayette City-Parish Consolidated Government by transferring \$8,000,000 from the Library Fund Balance to the new Northeast Regional Library Construction Project and transferring \$4,000,000 from Library Fund Balance to the New North Regional Library Expansion & Upgrades Project. The motion to adopt was made by Boudreaux and it was seconded by Castille. The motion to adopt was approved.

The Library App change is now complete.

The program calendar and reservation software was also changed to an easier to use/view product called Springshare.

Spines of all J fiction at the regional libraries have been color coded and labeled. This will make it easier for parents and children to select materials at a specific level. This was an expensive and labor intensive project that was discussed at length and finally approved by the director. Staff started the project and finished collections before school was out. All of the children's fiction at West was done before opening. Positive feedback has been received this summer from parents on how easy it is to find what they need.

The annual Summer Reading Club Kick-Off event on June 1 was a success. The library teamed up again this year with the Bike Safety Festival to make one big event.

The LCG Budget review took place on June 7<sup>th</sup> with LCG Budgeting and Administration. Terry Roy attended in Teresa Elberson's place along with Larry Angelle and Benton St. Romain.

Financials were included in packets. Larry Angelle stated that as of June 6, 2019, the library has collected 14.3M in revenues and has spent 9.2M.

## **V. Construction and Facilities Update**

Teresa Elberson explained to the board that cost estimates have come in for the South Regional expansion project. These will be presented to the board with the library's recommendations on major components on AC systems at a later meeting. This may come in upward of \$1,000,000 over budget.

The Main Library had a leaking window/roof door in the 2<sup>nd</sup> floor lounge during the latest flood event on June 6, 2019. Carpet was wet, but was dried by maintenance staff.

There is a tripping issue at the West Regional Library with the handicap ramp and the edge of the sidewalk. Solutions will include painting more of the curb in yellow, painting the ramp blue, and relocating trash container so patrons must detour around bad edge.

A major project has been started to get the warehouse cleared of items that need to go to LCG auction. Old furniture is being stored from Main, Broussard, YNG, and Scott branches so that needs to be cleared and the space needs to be reorganized. Larry Angelle has submitted the first list of items. This can be quite a long process. The hope is to start moving some of the better items to Milton to replace older furniture and shelving at that branch.

## **VI. Old Business**

### **A. LPL Collection Development Policy**

Discussion about the LPL Collection Development Policy was deferred until a later meeting.

## B. 2019-2020 Proposed Library Budget

Teresa Elberson explained that the proposed budget reflects the full operating costs of the owned facilities of the Main Library, the North Regional Library, the South Regional Library, the East Regional Library, and the West Regional Library. It also includes costs associated with the small leased library branches in Duson and Milton. There are also operating costs for two libraries in LCG buildings (Chenier, Butler) and the least Warehouse facility. No new capital is included in the budget.

Revenues estimated at \$11,105,381 are budgeted according to library projections for FY 19/20. This is based on revenues from two millages that will be assessed at the end of 2019 for the budget year beginning November 1, 2019. The current rate of assessment is 2.68 (2.91) and 1.84 (2.0) for a total of 4.52 mills. With the loss of the unrenewed millage, we will also see an estimated loss of 65,000 of state revenue sharing. The board has a pending request to roll up and collect the remaining two millages at their highest rate to 4.91, an increase of .39 mills. It is estimated that this will bring in an additional revenue of \$872,000 plus the additional portion of state revenue sharing. Ad valorem taxes, state revenue sharing, and interest on those funds make up 98% of the library revenue stream. The other 2% is fines, printing and Xerox revenues. Revenues from library fines were decreased to reflect the impact the automatic renewal service is having on fine collections. Printing and Xerox revenues are expected to increase with the West Regional Library being opened. Friends and Foundation donations reflect regular levels of giving for library programs/printing and endowments.

Expenditures proposed for FY 19/20 include \$12,202,701 in O&M and \$0 in capital, \$0 in election expenses.

Administrative fees, leave payments to retiring employees, adjustments to salaries or benefits are budgeted per the library's projected costs. This is for informational consideration and will likely change once the budget process moves toward council adoption.

Personnel cost is estimated at \$7,430,217. This is 61% of O&M.

Operating and Maintenance (O&M) is estimated at \$4,772,565.

In total, \$688,948 in cuts were made to the budget to align this budget with actuals over the last 1.5 years of expenses. To keep from having to make drastic cuts to maintenance, services and staffing, the library is proposing to dip into fund balance reserves in FY19/20 by \$1,097,401 to operate and staff all of the facilities and balance the budget.

Capital costs are estimated at \$0.

An ordinance (0-082-2019) was adopted at the Lafayette City-Parish Council meeting on May 21, 2019 transferring 12M in fund balance into the 18/19 Capital Budget for expansion of NRL and a new N.E. Branch facility in Lafayette.

Any additional improvements to Chenier Building C are on hold. No capital funds dedicated to this.

Any additional improvements to Downtown Park are on hold. Capital funds in budget subject to internal transfers.

A motion was made by Hilda Edmond to accept as presented the proposed budget for FY 19/20 and seconded by Joan Wingate.

Yeas: Stelly, Wingate, Edmond, Wu

Nays: None

Abstained: None

Absent: Duhon, Blue, Jolivette, Dardeau

## **VII. New Business**

### **A. Programming Policy**

The proposed Library Programming Policy was introduced to the board.

## **VIII. Announcements**

- A. Reminder that the next Library Board meeting will be Monday July 15, 2019.
- B. Reminder that yearly ethics training and sexual harassment training must be completed before December 31, 2019.

## **IX. Comments from the public on any other matter not on this agenda**

There were no comments from the public.

**X. Adjournment**

There being no further business, Joan Wingate made a motion to adjourn the meeting. Yung-Hsing Wu seconded the motion. The motion was unanimously approved. The meeting was adjourned at 6:30 PM.

Respectfully Submitted,  
Teresa Elberson, Secretary