

St. Tammany Parish Library
Board of Control Meeting
February 11, 2020
Madisonville Branch
1123 Main Street
Madisonville, LA 70447
6:30 P.M.

MINUTES

The meeting was called to order by Becky Taylor, President. Kelly LaRocca, Director, called the roll and declared that a quorum was present.

Present: Bill Allin, John Danjean, Dr. Argiro Morgan, Mary Reneau, Ann Shaw, Becky Taylor
Absent: Antoinette McClain

1. Approval of the minutes of the meeting of the Library Board of Control held on December 3, 2019.

Dr. A. Morgan asked for a correction on page 6 in the 4th paragraph. In reference to the West St. Tammany Friends of the Library renewing their non-profit status, Dr. Morgan asked to change the wording of local state senator to U.S. senator.

B. Taylor asked if there were any other corrections. J. Danjean moved to approve the minutes with the stated correction. It was seconded by B. Allin. All were in favor, none opposed. Motion carried.

2. NEW BUSINESS

- A. Financial Reports – Year End 2019

K. LaRocca stated that the auditor will be adjusting the financial report in March when they conduct the audit. Any bills from December 2019 that were paid in January of 2020 will be moved back to the 2019 fiscal year. Those charges will not be reflected on this financial report.

K. LaRocca reported that the library received two more payments of ad valorem taxes in December, which brings the total for the year to \$10,306,849.63. We received less Interest Income than expected, and more Donations than expected. Overall, Revenues will be at 100% for the year after the auditors make their adjustments.

Under Expenditures, K. LaRocca reported that 93% of the 2019 budget was spent because the library did not spend all of the \$500,000 for Covington Furniture, Fixtures, and Equipment in 2019. Approximately \$260,000 was the total amount spent from that line.

The Library Salaries line is at 96% due to the last payroll period of 2019 overlapping into 2020. The auditor will take the amount from 2019 and charge it to 2020.

Some other lines were a little under budget due to not paying for certain costs for the Covington renovation before the end of 2019. For example, the Signage line is at 43% due to not installing the letters on the building until January.

The Maintenance Supplies line was at 103% due to the extra costs of supplies needed at the end of the Covington renovation.

K. LaRocca pointed out that the remainder of the available funds for the Covington Furniture, Fixtures, and Equipment will fall in 2020, and will be paid as those items get delivered. The Cameras line is at 80% due to the lowest quote coming in well under budget.

K. LaRocca asked if the board had any questions about the financial report. B. Allin asked about the Covington Furniture, Fixtures, and Equipment line being at 52%. K. LaRocca explained that there was \$500,000 budgeted for the expense. Furniture was delivered in December and some of it was incorrect and had to be sent back for correction. The library does not pay for the furniture until it is delivered correctly as ordered. The funds will be spent in 2020 when payment is made for the items.

B. Taylor asked for questions from the board and public comment. There being none, J. Danjean moved to approve the Year End 2019 Financial Statement. It was seconded by M. Reneau. All were in favor, none opposed. Motion carried.

B. The Times-Picayune Historical Digital Archive Presentation

K. LaRocca explained that the library has an opportunity to purchase The Times-Picayune Historical Digital Archive through NewsBank. She explained that the library currently has a text-only searchable database covering the years 1989 to present. There is microfilm housed at the Slidell Branch that covers the years 1983 to 2018. The Times-Picayune Historical Digital Archive will cover the years 1837 to 1988. The archive consists of searchable PDF files, which are actual images of the newspaper pages and look similar to microfilm scans. Unlike microfilm, it searches for words within the pages of the archive and delivers them as viewable search results. We would be purchasing perpetual access rights, which means the library would own it. If

we should ever leave NewsBank they would send us hard copies of the archives in the mail. The cost of the archive in total is \$454,495. It will be purchased in batches of years at a time. This year we would purchase the years 1837 to 1920 for \$95,228. The entire archive from 1837 to 1988 will be accessible once the first batch is purchased. The archive will be available to our patrons from home using their library card. There are no limits to the number of patrons who can use it at one time. It would be an invaluable resource to students and researchers all across the parish.

Leidy Cook, Genealogy Librarian, gave a slideshow presentation demonstrating how to use the digital archive. She explained that many patrons like to use it to find obituaries for genealogy research. She gave three other examples of research questions and different searching methods. She showed how to perform the searches step-by-step to locate the correct newspaper issue from the search results.

Dr. A. Morgan noted that dates later than 1920 were shown in the examples. She asked if those years would be accessible since the purchase of the first batch is for 1837 to 1920. K. LaRocca explained that even though the library is purchasing batches of years at a time, NewsBank allows online digital access to the entire archive. Should we leave NewsBank, the only archives that we would receive as hard copies are the ones we have purchased.

A. Shaw asked if The Times-Picayune sold their rights to NewsBank. K. LaRocca answered yes and explained that the microfilm was also coming from NewsBank until the microfilm stopped being manufactured.

T. DiMaggio explained that if NewsBank's digital platform ever gets replaced by a new platform, we would still own the tapes of the PDF files. The files could be reproduced and adapted to the changing technology.

C. Spring Budget Amendment 2020

K. LaRocca explained that the 2020 Budget was created over 6 months ago in July 2019. Most of the adjustments that are made in this amendment are updates from the July numbers reflecting where we actually ended the year and costs from Covington's renovation being spent in 2020. K. LaRocca reported that \$10,794,239 in revenue is expected for 2020. We are expecting an additional \$20,000 in Ad Valorem taxes than was previously predicted by the Parish Finance Office. Fines and Fees have been adjusted upward to more closely match the money received in 2019. The Summer Reading T-shirt sales line is added back in due to the new way of accounting for purchasing. Overall, there is an increase of \$30,300 in revenue.

The Health Trust line was adjusted to match what our health consultant has predicted for the year. This is less than what was spent last year. The Electricity line is reduced to get closer to the amount spent in 2019. The Equipment line under Lease Expense is reduced as we now own a lift and will not need to rent one. The Custodial and Janitorial line is reduced to more closely match what was spent in 2019. The Financial line was reduced to match the costs in 2019. The cost of the movers has been added to the Movers line due to the move back to Covington happening in 2020. The Programming Supplies line is increased to cover the costs of Covington's Grand Opening and Ribbon Cutting supplies.

The Improvement to Physical Plant line is reduced as most of our capital improvements this year will come from our capital money held by the Parish. The Library Vehicle line is reduced to zero due to purchasing this year's vehicle at the end of 2019.

Under Library Resource Acquisitions, the library has the opportunity to purchase The Times-Picayune Historical Digital Archive. If approved, this will be shown on the budget as a Digital Microfilm purchase of \$95,300. Adult, reference, children's, and digital download selectors have agreed that this resource is needed and contributed money from each of their budgets. The plan is to replace their funds at mid-year. Also shown on this year's budget is the cost of Covington's furniture that was not paid in 2019, adult end panels, and children's furniture funded by the Library Foundation. If approved, \$10,100 will be included to order extra shelving and nook furniture for Covington. The total costs for 2020 will be \$285,000.

K. LaRocca reported on the library's savings. The cash on hand or savings as of December 31, 2019 was \$5,080,740.51. These savings are dedicated to very specific purposes, such as the operational reserves, the disaster and emergency funds, Covington furniture, fixtures, and equipment, one-time health insurance usage, and the Covington movers. Covington furniture, fixtures and equipment was previously dedicated at \$500,000. Added to that is the additional \$39,900 given by the Library Foundation, and the \$10,100 in newly dedicated funds to cover the cost of extra shelving and nook furniture. The total dedicated would be \$550,000. The total unassigned savings is \$334,547. This puts the library in a good position to fund strategic planning and Slidell furniture, fixtures, and equipment updates.

The overall increase in revenue is expected to be \$30,300. The Spring Budget Amendment shows an increase of \$358,800 in expenditures and a use of savings in the amount of \$328,500. The excess expenses are mostly related to Covington's moving costs and furniture purchases falling into the 2020 fiscal year. These are one-time expenditures and will be confined to the 2020 budget year.

B. Allin referred to the savings spreadsheet provided to the Board and asked where the \$328,500 is reflected in the spreadsheet. K. LaRocca explained that \$285,000 of it is within the \$550,000 dedicated for Covington furniture, fixtures, and equipment, and \$45,000 is dedicated for the movers. The remaining \$1,500 was saved in other areas of the budget.

Dr. A. Morgan asked about the land next to the Slidell Branch that was purchased for paving a parking lot. K. LaRocca explained that the money for that comes out of the capital funds from the Parish. The library is in the process of getting estimates for the project. Dr. A. Morgan asked how much money the library has in the capital fund. K. LaRocca stated that the library had a little over \$1,000,000 at the end of 2019, and we receive approximately \$1,300,000 each year. There should be over \$2,000,000 available in capital funds.

B. Taylor asked for questions or public comment. There being none, B. Allin moved to approve the Spring Budget Amendment. It was seconded by Dr. A. Morgan. All were in favor, none opposed. Motion carried.

D. Director's Report

The Procurify Committee has onboarded I.T. and Maintenance. Onboarding is now complete. Since January the entire system is using Procurify for purchasing approvals. Paylocity has been fully implemented as of January. The Technology Committee met with Carson Block to discuss and get estimates for the remaining technology projects in our capital projects plan. The first meeting of the Neurodiversity Task Force was held in January. The committee will explore how the library can better serve our patrons of all ages who are not neurotypical, including but not limited to those who have autism, ADHD, and sensory processing disorders.

The Maintenance Department coordinated with multiple contractors to complete the Covington Branch's final touchups. They were involved with the coordination of the Covington Branch move and reopening. Library Administration met with Denelle Wrightsen to review the current capital projects plan to prioritize upcoming projects and get cost estimates.

Kelly LaRocca attended meetings of the Library Foundation. Kelly LaRocca and Sue Ryan attended the meetings of the Friends of the Slidell Library. Kelly thanked the Friends of the Slidell Library for agreeing to purchase a bench and bike rack for the South Slidell Branch. She also thanked the Library Foundation for donating money for the children's furniture enhancements and the adult end panels at the Covington Branch.

Facebook advertising was purchased to promote multiple library programs. Commercial spots were purchased on The Lake 94.7 to promote the Covington Branch opening events, and the

station broadcasted live from the grand opening celebration. Crissie Molina spoke about library resources to the English as a Second Language class at Northshore Technical College. Alex Butterworth presented story time to Mandeville Junior High special needs students. Jennifer Rifino distributed library information at the Mistletoe Market at Clearwood Junior High and Pontchartrain Elementary's Holiday Learning Night. Charlene Barrett gave a tour and offered a craft to Clearwood Junior High special needs students.

Library staff offered a children's activity at the Old Mandeville Christmas Past Festival. Sonnet Ireland spoke to the East St. Tammany Business Alliance about the census. Jillian Boudreaux and JoAnna Reeves appeared on The Lake 94.7 morning show to promote Library Con. Shellie Lister and JoAnna Reeves promoted the Covington Branch Grand Opening Celebration on the show. Adele Salzer presented story time at Regina Coeli Headstart's Literacy Night.

Shellie Lister filmed a segment about library offerings for the Parish Government's television channel. Jennifer Rifino promoted library services at "What To Do After High School" at Salmen High. JoAnna Reeves and Jennifer Rifino promoted library services at the Junior League of Covington's Girls Health Day at Lakeview Regional Medical Center. Library staff delivered library materials to Azalea Estates Senior Living, Beau Provence Memory Care Assisted Living Facility, Forest Manor Nursing and Rehabilitation Center, Greenbriar Community Care Center, the Lacombe Nursing Centre, and the Windsor Senior Living Community. Book Club boxes were distributed to COAST and St. Anthony's Gardens. The Children's Services Department made 39 school and daycare visits in December and January.

Leidy Cook is our new Genealogy Librarian. Ellen John resigned her position as the Covington Branch Reference Librarian. Germaine Butler has taken that position. Kelly LaRocca and Tanya DiMaggio attended the inauguration ceremony for Parish officials. Alexis Davis attended a storytelling workshop at the Bluebonnet Regional Library. Jenny Mayer attended the Louisiana Library Association's Board meeting. Kelly LaRocca, Brent Geiger, Sonnet Ireland, and Jenny Mayer attended the American Library Association's Midwinter Meeting in Philadelphia. Tanya DiMaggio attended a Regional Assistant Director's meeting. Teen Services staff attended the State Library's Summer Reading Workshop in Baton Rouge. Jillian Boudreaux, Tanya DiMaggio, and Jennifer Rifino attended the St. Tammany Parish Commission on Families meeting.

Library Con was attended by 350 people. Author Erica Spindler and library staff led a Murder Mystery Night at the Mandeville Branch. Over 600 people attended the Ribbon Cutting at the Covington Branch. Almost 700 people attended the branch's Grand Opening Celebration. The Children's Services Department offered 88 programs with 957 children and 753 adult attendees. The Teen Services Department offered 76 programs with 343 teen and 60 adult attendees. The

Adult Programming Department offered 107 programs with 917 attendees. The Reference Department trained 199 patrons and staff during 28 computer, database, and app classes. The library updated to the newest website version. Nearly 76,000 users visited the library's website during 126,689 sessions in December and January.

K. LaRocca referenced the end-of-the-year statistics handout. Circulation for the year was 1,041,145 items. The top circulation type was Virtual materials. Physical materials represented 74% of all circulating items. The individual branch statistics were listed and Kelly pointed out the highlights. B. Allin asked about how we calculate the door count statistics. K. LaRocca explained that there are electronic people counters on each of the entrance doors that count the people entering and leaving the library.

E. Staff Presentation

JoAnna Reeves, Children's Services Coordinator, gave a slideshow presentation showcasing the Children's Services Department. There were Children's Librarians present and she introduced them to the Board. JoAnna discussed the importance of early literacy, caregiver-to-child engagement, children's activities, interest-driven programming, and outreach to daycares and elementary schools.

3. OLD BUSINESS

A. LBOC Rules Committee Update

K. LaRocca reported that the committee completed the Ethics Policy, Sexual Harassment Policy, and the I.T. Disaster/Recovery Policy last year. The committee will now move forward with looking over the by-laws of the Board. Some parts of the by-laws are mandated by law, but other parts are according to the needs of the Board and the library. Copies of the by-laws were sent to the District Attorney's office for review. The next committee meeting is Tuesday, February 18th at 10:00 a.m. at the Causeway Branch. The current plan is to come up with options and a recommendation based on what other libraries' by-laws look like, the library's needs, and the Assistant District Attorney's comments. These recommendations would be discussed at a regular Board meeting.

B. St. Tammany Parish Library Foundation Update

Dr. A. Morgan reported that the Foundation did not have its Latte Love Our Libraries promotion this year. She said that they are planning the Distinguished Speaker Series event, which has

become their biggest promotion of the year. This year there will be 4 speakers who will be speaking about historical preservation in New Orleans. A. Shaw said that the speakers are authors of the book *Building on the Past: Saving Historic New Orleans*. The event will be on Sunday, April 19th, at the Tchefuncta Country Club in Covington. She reported that Foundation board members attended the Ribbon Cutting and the Grand Opening of the Covington Branch. There will be a membership event to showcase the Covington Branch on March 10th. Dr. A. Morgan encouraged everyone to join the Foundation and help promote the Distinguished Speaker event. She explained that the Foundation relies on the generosity of its members to continue providing the library with much-needed funds. She said that members of the Foundation receive a discount on the ticket cost for the Distinguished Speaker event.

C. Friends of the Library Report

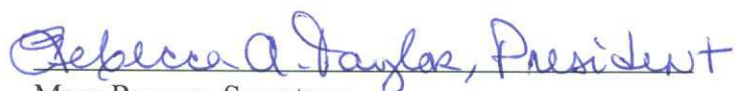
Jenny Mayer spoke on behalf of Debbie Reed with the West St. Tammany Friends of the Library. She said that Ms. Reed wanted to let everyone know that they are close to securing a location and that they will still be offering a scholarship. The deadline for the scholarship is April 1st. The information will be sent to library administration. B. Allin asked when they would be accepting donations. J. Mayer said that they are not sure yet, but there will be flyers sent out with contact information for the Friends.

4. Public Comment

There was no public comment.

5. Adjournment

There being no further business, a motion to adjourn was made by J. Danjean and seconded by M. Reneau. The motion carried.


Mary Reneau, Secretary