

MINUTES FOR SPECIAL MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY
FIRST FLOOR CONFERENCE ROOM 102
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
JUNE 30, 2022
4:30 P.M.

CALL TO ORDER – Board President Jason Jacob (4:35 p.m.)

PLEDGE OF ALLEGIANCE – Candace Temple

I. ROLL CALL – Assistant to the Deputy Library Director Rosana Sotile

Jason Jacob, Board President – *Present*

Candace Temple, Board Vice President – *Present*

Martha Guarisco, Board Treasurer – *Absent*

Delores Watts – *Absent*

Donald Luther, Jr. – *Present*

Kathy Wascom – *Present*

Nicole Allmon-Learson – *Present (4:40 p.m.)*

A quorum was present

STAFF PRESENT – Spencer Watts, Library Director; Kristen Edson, Deputy Library Director; Mary Stein, Assistant Library Director; Patricia Husband, Assistant Library Director; Rhonda Pinsonat, Library Business Manager; Ronnie Pierce, Library Assistant Business Manager; Rosana Sotile, Assistant to the Deputy Library Director.

II. REVIEW AND DISCUSSION OF THE PROPOSED 2023 LIBRARY BUDGET

A. OVERVIEW OF BUDGET

- The 2023 budget is balanced; there are more anticipated revenues than there are operating expenditures; the Library is awaiting a response from the City Parish regarding their projected revenue reflecting a slight decline.
- Discussion on the City Parish’s message regarding the decision to not implement general raises for the employee pay scales; the East Baton Rouge Parish Library system is one of the lowest paid in the state of Louisiana, especially when comparing entry level Librarian I positions; the Library had incorporated an increase in the 2023 budget for a potential compensation plan adjustment; Library administration has advocated with the City-Parish for such an adjustment.

B. CAPITAL IMPROVEMENTS

- The requested 2023 capital improvements budget contains added funding for four projects: construction of the new South Branch Library, and the renovations of Baker, Scotlandville and Central Branch Libraries.
- Architectural Services recommended adding up to 25% of the original projected cost for South Branch, which reflects an 8% increase request for 2023; most construction projects have increased projected and actual costs due to supply chain shortages.
- Spencer Watts requested an additional \$160,000 to be added to the Scotlandville Branch Library renovation project; this should allow fencing the entire property and parking lot improvements; the Board agreed to add the requested amount.
- The Central Branch Library renovation project will begin next year.

C. ALLOTMENTS AND SALARIES

- For the 2024 budget, the Business Office is requesting to add one full-time senior stock clerk, and deleting the part-time senior stock clerk; this will assist with the Library’s growing programming needs.
- Branch Services is requesting the addition of ten Library Technician II positions and five Library Technician III positions throughout the branches; will be offset by the deletion of fourteen vacant Library Technician I positions; will also help alleviate supervision gaps and staffing needs throughout the system; will provide an improved career path for Library Technicians and be instrumental in addressing some of the scheduling issues caused by the City-Parish’s distended work week adjustment.

- Children’s Services and Teen Services at the Main Library are requesting the addition of a Librarian II in each department to more accurately reflect the responsibilities of positions in those areas.
- Outreach Services is requesting the addition of the Community Outreach Specialist position; other departments of the City have similar positions to help build community collaboration; the new position would more accurately define the additional responsibility and work being performed by the current Library Technician III.
- Facilities Services is requesting the addition of a Mechanical Operations Manager; will help alleviate the workload of the current Facilities Manager and provide additional expertise within the division.

D. ADVERTISING

- Advertising has changed significantly over the past several years and more recently since the pandemic; it now includes more bundles and social media components, as well as specialized digital marketing.
- The requested budget is slightly higher than last year’s budget due to rising costs.
- Discussion regarding advertising statistics and media exposure.

E. BOOKS

- While this category is not a tab in the Library’s budget binder, it is still included in trackable supplies as a line item.
- An additional \$200,000 was requested to be added to the 2023 budget; will allow for additional new books for South Branch, as well as covering the increase in children’s book prices.

F. CAPITAL OUTLAY (>\$5,000)

- The requested budget includes the Library’s plans to increase its broadband speed, which will be a one-time investment and should last between five to seven years; the Communications budget also contains amounts for the monthly fees.
- Also included are items for updating the makerspace at Bluebonnet Regional Branch Library; an additional cooling unit for Main’s server unit; and a small bookmobile sprinter van to replace an outdated unit that will be reassigned to Computer Services.

G. COMMUNICATIONS

- The requested budget has increased from last year due to the fiber services projected for 2023; around 90% of the costs should be reimbursed through the E-Rate program.
- Additional requested funds include costs for the new Wi-Fi hot spots and tablets for patrons.

H. COMPUTER SOFTWARE & RELATED SUPPLIES

- This budget category includes new purchases of equipment and software; the requested amount is less than last year’s budget.

I. CONTRACTUAL SERVICES

- Professional flooring care has been added to this category for the 2023 budget, due to issues with securing the service through a janitorial contract.
- A new company has been selected for private security services; the budgeted amount is the same as last year’s.
- The splash pad in the plaza of the Main Library is still under repair; the contracted service provider is awaiting a replacement part.

J. DUES AND MEMBERSHIPS

- There was no significant change in this category.

K. GROUNDS MAINTENANCE

- This category includes an itemized list of services for each branch; the total amount is listed in the contractual services tab.

L. INSURANCE

- The Library was instructed by City Parish Finance to request the same amount as last year.

M. JANITORIAL AND EXTERMINATION

- Discussion on current vendor contract for pest control; there is a different vendor for the termite contract.

N. OTHER OPERATING & MAINTENANCE SUPPLIES

- This budget category primarily includes programming supplies; additional funds are requested for regular operating supplies.

O. PRINTING AND BINDING

- The requested budget includes both increases and decreases; some increases include printing new literary program booklets and Outreach Services calendars; the total requested budget is almost the same as last year.
- Discussion on the printing and mailing of The Source; the budget and statistics are about the same as last year's; it is mailed to less than 2,000 patrons who requested to receive it.

P. PROFESSIONAL SERVICES

- The requested budget amount increased slightly from last year; includes a new technology consultant for capital projects and a company to conduct employee background checks.

Q. RENTAL/LEASE AGREEMENTS

- This category includes rent payment for storage leases at the Baton Rouge Public Safety facility and the Renaissance Park warehouse; also includes rentals for multi-functional printing devices.

R. REPAIR/MAINTENANCE – BUILDINGS

- The requested budget is around \$500,000 less than last year's budget; these repairs are covered exclusively with the Library's budgeted funds, not the City-Parish's funds.
- Includes budgeted costs for the replacement of four chillers, three boilers, and upgrading the LED lighting system at Bluebonnet Regional Branch.

S. REPAIR/MAINTENANCE – OFFICE EQUIPMENT

- This category includes all renewals of current software and copier costs.
- There is an increase from last year due to acquiring the managed network service this year; the annual renewal fee is over \$100,000.

T. SPECIAL EVENT EXPENSES

- This category includes supplies for three major events that the Library produces.

U. TRACKABLE SUPPLIES < \$1,000

- The requested budget increased just over \$136,000 due to the upcoming replacement cycle of monitors for staff computers.

V. TRACKABLE SUPPLIES \$1,000 - \$4,999

- The line item of lounge seating should be changed to furniture; there was not a significant change in this year's requested budget.

W. TRAVEL AND TRAINING

- The requested budget has not significantly changed from last year; some conferences occur every other year.
- The ALA Midwinter conference will be held in New Orleans in January 2023; will need around \$2,000 added to the requested budget.

X. UTILITIES

- This budget is for the costs for basic utilities at each Library location, which has increased from last year.
- Includes a budgeted 18% increase for electricity for next year.

Y. VEHICLES

- This category includes a list of vehicles owned by the Library and their mileage.
- Also includes fleet maintenance, detailing the large bookmobile, vehicle wraps, service contract for the Sprinter bookmobile, and backup cameras.
- Discussion on longevity and replacement of older vehicles.

Z. WASTE DISPOSAL AND RECYCLING SERVICES

- This budget is for payments of waste collection/disposal and recycling at each Library location.

III. COMMENTS BY THE LIBRARY BOARD OF CONTROL

Board President Jason Jacob thanked everyone for their hard work and asked for final comments by the Library Board of Control. No comments were made.

IV. ADJORNMENT – Board President Jason Jacob requested a motion to adjourn. A motion was made by Donald Luther, Jr. and seconded by Candace Temple. **The meeting was adjourned at 7:38 p.m. by unanimous vote.**

Mr. Jason Jacob, President

Mr. Spencer Watts, Library Director