

TENTATIVE AGENDA  
FOR REGULAR MEETING OF THE  
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL  
**BREC ADMINISTRATION BUILDING**  
**BOARD ROOM**  
**6201 FLORIDA BOULEVARD**  
**BATON ROUGE, LA 70806**  
FEBRUARY 17, 2011  
4:00 P.M.

- I. ROLL CALL
- II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 20, 2011
- III. REPORTS BY THE DIRECTOR
  - A. FINANCIAL REPORT
  - B. SYSTEM REPORTS
  - C. OTHER REPORTS
- IV. OLD BUSINESS
  - A. TO VOTE TO ACCEPT THE CONSTRUCTION DOCUMENT PACKAGE FOR THE FAIRWOOD BRANCH LIBRARY – MR. RICHARD BROWN – BANI, CARVILLE & BROWN
  - B. PRESENTATION ABOUT PATRONS OF THE PUBLIC LIBRARY (POPL) – MS. MARY STEIN; MS. MOLLY MCKENZIE, PRESIDENT, POPL; MS. PHYLLIS HEROY, BOARD MEMBER, POPL
- V. COMMENTS BY THE LIBRARY BOARD OF CONTROL

**ALL MEETINGS ARE OPEN TO THE PUBLIC**

**THE PUBLIC IS ALLOWED TO MAKE COMMENTS RELATIVE TO AN AGENDA ITEM AT THE DISCRETION OF THE LIBRARY BOARD PRESIDENT. ANY COMMENTS NOT RELATED TO AN AGENDA ITEM MAY BE RECEIVED AND DISCUSSED OR DEFERRED TO A FUTURE MEETING UNDER PROCEDURES DIRECTED BY THE LIBRARY BOARD PRESIDENT.**

Revised Minutes of the Meeting of the  
East Baton Rouge Parish Library Board of Control

February 17, 2011

The regular meeting of the East Baton Rouge Parish Library Board of Control was held in the Board Room of the BREC Administration Building at 6201 Florida Boulevard on February 17, 2011. Ms. Kizzy Payton, President of the Board, called the meeting to order at 4:10 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Mr. Donald Browning, Mr. Derek Gordon, Mr. Lawrence Lambert, and Ms. Beth Tomlinson. Also in attendance were Mr. David Farrar, Library Director; Mr. Brian Fielder, Deputy Library Director; Ms. Mary Stein, Assistant Library Director of Administration; Ms. Patricia Husband, Assistant Library Director of Branch Services; Ms. Rhonda Pinsonat, Library Business Manager; and Ms. Liz Zozulin, Executive Assistant to the Library Director. Mr. Rip Manint, with the Parish Attorney's Office; Ms. Phyllis Heroy, Ms. Jane Beyer, and Ms. Louise Prosser, all members of the Board of the Patrons of the Public Library were also present. Mr. Richard Brown, architect with Bani, Carville & Brown Architects, Inc.; Mr. Ken Tipton, and Ms. Lisa Hargrave architects with The Library Design Collaborative; and Mr. Dyke Nelson, architect with Chenevert Architects also attended. Ms. Sandy Davis, reporter and Mr. Adam Lau, photographer both with *The Advocate*; Mr. Dennis McCann, Director of the City-Parish Department of Public Information and Mr. Frank Hillyard, videographer with Metro 21 along with about fifty people from the community were also at the meeting. Absent from the meeting was Board member, Ms. Tanya Freeman.

Ms. Payton opened the meeting by asking for the approval of the minutes of the regular meeting of the Library Board on January 20, 2011. Mr. Bardwell made two corrections to the minutes.

Then Ms. Gayle Smith, a member of the community, asked to address the Library Board regarding the minutes of the December 16, 2010 Library Board meeting. Ms. Smith said that there is an error in the minutes on page 9 with the following text:

“Ms. Payton said that Mrs. Gayle Smith had asked if she could show the Board some materials. Mrs. Smith came forward with samples of children's paperbacks that were worn and falling apart. Mrs. Smith said that these materials should be replaced with new copies. Mr. Farrar replied that these worn books illustrate that the book is not dead. He said weeding is done regularly and it is hard to discard popular items that are out of print. He said they would do a better job of weeding unusable books in the future. Ms. Pabby Arnold, Head of Children's Services and Ms. Stein looked over the books. Ms. Stein said that some paperbacks show wear and tear on the outside, but are still in good shape inside. Also if the book is part of a series and the only one in our collection it is necessary to keep it. Ms. Freeman thanked Mrs. Smith for bringing these materials to their attention.”

Ms. Smith asked that the minutes be corrected. She noted that what she said as she displayed the books from the Scotlandville Branch and the Delmont Gardens Branch Libraries was, “Would

you allow your children to check out these books? Our children deserve better.” Ms. Smith added that she picked up the books and put them in her bag and that Ms. Stein and Ms. Arnold did not see the books.

Ms. Payton thanked Ms. Smith for her comments, but she noted that the minutes or corrections to the minutes are made only by Board members. Ms. Smith then asked if the change she requested would be made to which Ms. Payton reiterated that only Board members can make changes to the minutes. Ms. Smith then said that what was written in the minutes was not true. Ms. Payton replied that a Board member did not request this change and therefore, the minutes of the December 16, 2010 meeting will remain as approved.

Ms. Payton then asked the Board members if there were any other changes on the January minutes. There being none, the minutes were unanimously approved on a motion by Mr. Lambert seconded by Mr. Bardwell with the two corrections noted.

## **Reports by the Director**

### **A. Financial Reports**

Ms. Payton asked Mr. Farrar to present his financial and system reports. Mr. Farrar gave his reports noting that the Statement of Revenues, Expenditures, and Encumbrances as of December 31, 2011 show operating expenditures of \$28,115,118.20 or 90.50% of the operating budget spent. For 2011, operating expenditures through January 31, 2011 are \$1,402,066.94 or 4.04% of the operating budget. Cash collections from property taxes for 2011 rebounded faster than expected with revenue up \$1,860,000 or almost 6% higher than the same period last year. The shortfall last month and the unexpected surplus this month are due to timing differences between the Sheriff's Office old and new software systems.

### **B. System Reports**

Mr. Farrar noted that circulation numbers are not available this month because the digital statistics database is being rebuilt. The gate count is down 5.5% in comparison to this time last year; the reason being that U.S. Census training and informational meetings were taking place at library branches around the parish last spring boosting the gate count to a much higher level than normal. East Baton Rouge Parish Library database usage statistics continue to be very high throughout the system.

### **C. Other Reports**

Mr. Farrar then said he is happy to report about the Library's bookmobile activities in the last few weeks. He said that despite not having a full staff, a dedicated location or even space to house materials, Library employees, Mr. Dell Holley, Ms. Tameka Roby and Ms. Chaundra Carroccio who are present today, have been driving around the parish visiting 2 to 3 facilities in all 12 Metropolitan Council districts of East Baton Rouge Parish. They have seen a variety of institutions ranging from those who target special needs children, to church organizations, to

Head Starts, to early learning centers and to grassroots (Mom and Pop) organizations. He noted that the staff spoke to 1,125 children from ages 2 to 4 years old from diverse backgrounds in 32 centers. Every center that was visited is now eager to have the bookmobile travel to their location. Mr. Farrar said he will continue to report to the Board in the coming months about the progress and status of the bookmobile program.

Mr. Bardwell said that the Library Board voted to purchase three outreach vehicles. A van and the large bookmobile are now in service to children in the parish. Mr. Farrar noted that the van is used daily by Ms. Pabby Arnold, Head of Children's Services and her staff. Mr. Bardwell questioned when the third vehicle would be in operation. Mr. Farrar replied that the paperwork for the purchase order is still in the City-Parish Purchasing Department awaiting action by that department. Mr. Gordon asked that Mr. Farrar contact the Purchasing Department to ask them to complete their actions so that the outreach vehicle can be ordered. Mr. Gordon added that if Mr. Farrar did not receive a favorable response, then the Library Board should speak to the Mayor's Office. Mr. Gordon noted that this delay is not acceptable and that this Department needs to complete its work in a timely manner. Mr. Gordon said that probably other Departments of the City are experiencing the same type of delay as the Library. Mr. Farrar said he will contact the Purchasing Department and report back to the Board.

Mr. Farrar then said that he and the Library staff met with members representing the Knock Knock Children's Museum to discuss possible collaboration as the Library Board had instructed them. He said that they will report to the Library Board in April about possible collaboration.

Mr. Farrar displayed the February issue of the Library's newsletter, *The Source*. He suggested that patrons read it because it contains much information about current activities at the Library. He said that Valentine's Day, Black History Month and the Readings in Literature and Culture (RELIC) series are mentioned this month. He added that Mr. Browning has particularly enjoyed other RELIC series that the Library has hosted. Mr. Farrar said that a new oral history project titled, "Where Were You during the Great Depression and World War II?" will document the experiences of those who lived during these events for future generations.

Mr. Farrar then gave a summary of the activities for the Library construction projects. He said that the construction documents for the Goodwood Main Library are being finalized in order to begin the bidding process for a contractor. He hopes that the groundbreaking can take place in March or April.

In regard to the Fairwood Branch Library project, Mr. Richard Brown of Bani, Carville and Brown Architects will speak to the Board shortly. The Library Board will be asked to vote today to accept the construction documents.

Mr. Mike Sullivan of LRK Architects is working with Mr. Jim Frey of the Department of Public Works (DPW), Architectural Services to complete the final design development documents for the Rouzan Branch Library. After this phase is completed, construction documents will be produced.

Mr. Farrar said that Mr. Frey is continuing to draft the Request for Qualifications (RFQ) for architectural services for the downtown branch library. When the RFQ is completed, it will be made available for the Library Board members to review and make comments and suggestions.

Mr. Farrar then asked Mr. Fielder, Library Deputy Director, to report on his activities. Mr. Fielder said that this past month he has been working with the City-Parish Department of Human Resources on the implementation of the reorganization of the Library. He added that he is working on a new strategic plan for the Library and hopes to have it completed by April when the Library Board meets to discuss strategic planning. Mr. Fielder noted that he is also involved in producing a succession plan for the Library.

Mr. Farrar asked Ms. Husband to give her update on branch maintenance projects. Ms. Husband said that bids for the lighting design for the Jones Creek Regional Branch Library have been submitted. This package will include re-lamping the building, replacing ballasts and installing some new fixtures. Once the lighting design is completed, the actual project will be bid. The contract for the Bluebonnet Regional Branch Library lighting project has been submitted to the Mayor's Office for his signature.

Ms. Husband noted that they are now in the design phase of replacing the flooring in the Bluebonnet Branch. For the Delmont Gardens Branch Library they are in the design phase for replacement of the carpet.

At the Bluebonnet Branch they have painted the entire interior except for the meeting room area. At the Delmont Gardens Branch they have also painted the entire interior and will install a chair railing in the meeting rooms. Interior painting will be completed tomorrow at the Zachary Branch Library. They have begun painting today at the Greenwell Springs Road Regional Branch.

At the Scotlandville Branch, bids for a new sliding glass front door were due on January 21<sup>st</sup>. The bids have now been submitted to the Purchasing Department for their action.

Bids are now being submitted for the replacement of the meeting room partition walls at the Bluebonnet and Jones Creek Regional Branch Libraries. The replacement partitions should also provide some additional acoustical benefits for these areas.

Ms. Stein then gave a summary of some of the special programs at the Library. After Mardi Gras, the "One Book/One Community" selection for the spring will be *The Maltese Falcon* by Dashiell Hammett. Ms. Stein said that Julie Smith, a New Orleans mystery author and editor of *New Orleans Noir* will speak about the detective novel at the Jones Creek Regional Branch. Dr. Carl Freedman of LSU will lead a discussion about the detective novel. Valerie Holiday of Baton Rouge Community College will conduct a mini-film noir for the Library.

Ms. Stein noted that local author Annabelle Armstrong will speak about her book, *Historic Neighborhoods of Baton Rouge*. Ms. Armstrong has offered her collection of photographs to the digital archive in the Baton Rouge Room. Ms. Stein took this opportunity to ask those who have historical photos to also consider donating them to the Library for the archive collection.

Ms. Stein said that in April the Library will host Author Row featuring local authors and their books. She added that for students with LEAP testing coming up, the Library continues to offer free homework help at the Library and on-line. Mr. Farrar concluded the remarks by saying that he and his staff will continue to keep the Board and the public informed about all the wonderful things going on at the Library. Ms. Payton thanked Mr. Farrar for these updates of activities.

## **Old Business**

### **A. To Vote to Accept the Construction Document Package for the Fairwood Branch Library - Mr. Richard Brown – Bani, Carville & Brown**

Ms. Payton opened the discussion of this agenda item by asking for any public comments. There were none, and so Ms. Payton asked Mr. Richard Brown to make his presentation on the construction document package for the Fairwood Branch Library. Mr. Brown said that he submitted his construction document package to the Department of Public Works about a month ago and has not yet heard from Mr. Jim Frey regarding Mr. Frey's architectural comments. He noted that he has had several review meetings with Ms. Husband, Ms. Stein and Mr. Tim Bankston, Library Facilities Manager. He said Ms. Husband told him they would have the staff comments for him in the next few days. Mr. Brown said that he would need about two weeks to finish up the documents pending DPW's comments. He added that once they get those comments, they'd be ready to submit it to them for release.

Mr. Bardwell then replied that if they are not ready and they do not have the comments, then the Library Board cannot vote today. But Mr. Bardwell asked Mr. Farrar what he recommends to which Mr. Farrar said the comment period has lasted a little longer than expected. He said the Library Board could accept the package tonight because 99% of the document will remain the same. The changes that will occur will be very minimal. But Mr. Farrar said he recommends that they wait to vote until next month when all the comments are incorporated. Ms. Payton asked is this their standard practice. She agreed that they should wait to vote.

Mr. Browning asked if the Library Board accepted the construction documents for the Goodwood Main Library prior to receiving all of the comments from DPW. Mr. Farrar said they did, but that there were very few items to change. Mr. Browning added that he wants a level playing field. Mr. Brown asked if the Board could approve the documents subject to the changes by the Library staff. Mr. Brown said he does not anticipate many changes by DPW. He added that they have gotten comments from DPW's mechanical division and he does not expect to get any consequential comments from Mr. Frey.

Mr. Gordon then asked if the Board does not approve the package today, are there any time-sensitive actions. Mr. Brown replied that if they do not vote today, it will be three to four weeks before the project can go out for bids for a contractor. He said that once he submits the construction document package, the City-Parish will need to incorporate the package into the standard bid document used by the City. Then they are required to advertise the project allowing 30 days for the submission of bids. Once the bids are accepted and a contractor is chosen, the

acceptance of the contractor will need to be placed on the agenda for the Metropolitan Council to approve. Mr. Brown said this process could take three to four months.

Mr. Bardwell then asked Mr. Brown if the creation of the bid package would be delayed until Mr. Frey approves the construction documents. Mr. Brown replied affirmatively stating that the bid package cannot be completed until Mr. Frey approves the construction documents. Mr. Bardwell then noted that he spoke to Mayor Pro-Temp Mike Walker in whose district the Fairwood Branch will be located. Councilman Walker wants the project to move quickly without delays. Mr. Gordon said he feels they should wait to vote until the construction documents are approved. Ms. Payton agreed with Mr. Gordon and asked that this item be placed again on the March Library Board meeting agenda.

**B. Presentation about Patrons of the Public Library (POPL) – Ms. Mary Stein; Ms. Phyllis Heroy, Board Member, POPL**

Ms. Payton opened the discussion of this agenda item by asking for any public comments. Mr. John Berry, a member of the public, asked to address the Library Board. He said that he submitted a list of questions about the Patrons of the Public Library (POPL), and has not received an answer to his questions. He added the only response about POPL that he has received thus far is in the article that appears in *The Advocate* today. He also said that due to the Library Board's new restrictive public comment policy, he cannot talk to the Board and ask questions during the Board's discussion of a topic. He cannot know in advance what might be brought up by the Board. He noted that he appreciates that three members of the POPL Board are present today; their being, Ms. Phyllis Heroy, Ms. Jane Beyer and Ms. Louise Prosser.

Mr. Berry suggested that POPL make the lines of communication more open and provide updates to the public since they receive monetary contributions from the public. He said that since the Library Board has some interactions with POPL an update could be made in the context of a Library Board meeting. He said POPL maintains a checking account in the amount of \$45,000 with the Baton Rouge City-Parish Employees Federal Credit Union, and \$50,000 with the Baton Rouge Area Foundation (BRAAF). He wondered what BRAAF is doing with this money and is it being invested.

Mr. Berry said that POPL is not incorporated, and that Mr. Farrar had said that generally Friends' groups are not incorporated. Mr. Berry said that some other Friends groups around the state are incorporated. Mr. Berry added that Mr. Farrar had said that to incorporate is expensive, and involves paperwork and attorneys. Mr. Berry said it is not a difficult process. It involves completing a form obtained from the Office of the Secretary of State for a fee of \$60.00. The incorporation application is then submitted to the Clerk of Court for a total cost of \$190.00.

Ms. Payton told Mr. Berry that his time for comments was up. But she allowed him to finish his last remark which was that he did not think that \$190.00 was a large sum of money for an organization that has about \$95,000 invested. Ms. Payton thanked Mr. Berry for his comments.

Ms. Payton asked if there were any other comments on this agenda item. Mr. Zaitoon, another member of the public, began to speak. Ms. Payton asked him to come to the microphone to speak and to give his name. Mr. Zaitoon complied and said it does not cost a great deal of money to become incorporated and to file an annual report. He added transparency is the name of the game, and that they are fighting now from where he has come for transparency and democracy. He noted that now they are going to demolish the Centroplex Library, and it is not owned by the Library, but by the City. Ms. Payton asked him to restrict his comments to the POPL agenda item. Mr. Zaitoon said it is all related because it is all about money. Ms. Payton thanked Mr. Zaitoon and asked if there were any other comments about POPL.

Mr. Farrar then asked Ms. Payton if Mr. Rip Manint, with the Parish Attorney's Office, could address the parameters of a 501(c)3 versus the Library Board of Control. Mr. Manint replied that the primary difference from a financial standpoint is that the Library Board of Control deals with public funds while the 501(c)3 designation for a non-profit organization is important because any contributions made to it are tax-deductable. The 501(c)3 must file certain returns in order to retain that designation with the IRS. Since a public body is dealing with public funds and not with taxable issues a designation like 501(c)3 would not apply to a public body.

Ms. Payton then asked Mr. Farrar to introduce the POPL presentation. Mr. Farrar said the Library staff is excited to do this presentation for several reasons. He said for many years Ms. Stein has been a liaison between the POPL Board, the POPL organization and the Library Board of Control dispensing a great deal of information. POPL has been transparent and is a Friends of the Library group. It is not about building a library downtown, at Rouzan or Fairwood or a \$43,000,000 main library. He added that they are basically composed of, and he apologized for the description, of "some very sweet, kind ladies in the community who simply want to see their library system be not only the best in Louisiana, but the best in the country". He noted that this begins with transparency. He said the money that comes from POPL pays for magicians, children's performers and refreshments. These members are very aware of this and have been for a long time. Mr. Farrar noted that they don't meet very often because they do not feel that they need to, and they have that right under the charter. But since there has been a question raised by a member of the public, and since the transparency of the Friends group is being questioned after twenty-seven years, we are happy to answer all inquiries. Mr. Farrar concluded his remarks by saying he looks forward to hearing from these ladies and that Ms. Stein will present many facts and figures about POPL. He said he feels that questions that the public has asked will be answered in this presentation. He noted that in the slides they might see their friends and neighbors who go to these events made possible by POPL. He then asked Ms. Stein to introduce the POPL Board members present and to begin the PowerPoint presentation.

Ms. Stein introduced Ms. Phyllis Heroy, Ms. Jane Beyer and Ms. Louise Prosser who are some of the POPL Board members. Ms. Stein noted that Ms. Molly McKenzie, the POPL Board President was unable to attend tonight because of a prior commitment she could not change.

Ms. Heroy then made some introductory remarks. Ms. Heroy said she has been a POPL member for many years and was one of the first to join. She added that in her professional life she was the Supervisor of Library Services for the East Baton Rouge Parish School System for over twenty years. She noted that in that capacity she had many opportunities to collaborate with the



public library system. One of her goals was to establish strong ties with the public library system because they serve the community and families and support literacy and education in every way possible. She said she experienced first-hand many of the benefits that were available because of POPL.

Ms. Heroy gave the example of the Library's Summer Reading Program. She said they supported the program and produced reading lists for their students encouraging them to participate in the Library's program because it promoted reading. She added that another Library program that benefited them was the *Author-Illustrator* Program. It provided professional development for her staff and was important to the students who realized that their school librarian had met a real author. Ms. Heroy said she was also privileged to be involved in the first committee which started the *Prime Time Reading Program*. When this program started twenty years ago, she said they had no idea that it would become a national program and one of the best in the nation in promoting family literacy.

Ms. Heroy said she personally knows how much POPL is an asset to the Library system and to this community. She noted that now that she is retired, she participates in many programs and especially enjoys the Library's *One Book/One Community* program. She concluded her remarks by saying she loves the Library. In her professional life she has visited many libraries across the country and few compare with what we have here. She said that the East Baton Rouge Parish Library is one of the best Library systems in the country. She then said Ms. Stein will give more details about POPL.

Mr. Farrar noted that Ms. Heroy is not only involved in the programs she mentioned, but is also a leader for libraries in this parish. She is involved with other libraries such as the academic libraries on the LSU campus and she still has time to help us with POPL. He thanked her for her service.

Ms. Stein began her PowerPoint presentation by saying she values Ms. Heroy's assistance with POPL and wants her to continue to work with the Library through POPL. Ms. Stein said that POPL was created in 1984 as the Friends organization for the East Baton Rouge Parish Library. At a time of huge budget cuts and fiscal uncertainty the POPL founders were able to help the Library secure its own funding through a 10-year dedicated tax.

Ms. Stein noted that POPL is not a Foundation, or an active social club or a secret society, but rather it supports the Public Library financially. It provides funds that enrich Library programs, services and resources. Some of the programs and activities that it supports are movies at the Library, the Summer Reading Program, the African-American Read-In, Mrs. Claus and various parades.

Ms. Stein said that POPL also serves as a vehicle for advocacy in support of Library issues by making calls to legislators. This year Ms. Heroy is the Chair of the Louisiana Library Legislation Day which will be held on May 5<sup>th</sup>. POPL is also involved in very low key fund raising and in getting the 10-year dedicated property tax campaign underway for the Library.

Ms. Stein added that many of the grant programs that the Library participates in require that a 501(c)3 organization be involved and take the lead. POPL assists in these areas. The Library applies for grants through organizations such as the Louisiana Endowment for the Humanities, the RELIC program and the Louisiana Division of the Arts. The Library acknowledges POPL in all programs with which it assists.

Ms. Stein spoke about the mission of POPL which is to support the work of the East Baton Rouge Parish Library both financially and through volunteer efforts. She added that the Constitution for POPL was updated in 1988. There are from seven to fifteen members on the POPL Board with 378 members currently. Ms. Stein named the members of the Board as follows: Ms. Molly McKenzie, President; Mr. David Farrar, Treasurer/Secretary; Ms. Kizzy Payton, Library Board of Control Representative; Mr. Dan Reed, Emeritus Library Board of Control Member; and Ms. Jane Beyer, Ms. Kathleen Callaghan, Ms. Phyllis Heroy, Ms. Kay James, Ms. Louise Prosser and Mr. Thomas Woods, all Board members. Ms. Stein then said that these members are not posted on the Library's website because the Library does not publish the names of members of the community. Mr. Farrar added that when requested, the Library does supply the names of the POPL Board members. He said that the Library Director and the President of the Library Board serve on the POPL Board to ensure that POPL serves the East Baton Rouge Parish Library.

Ms. Stein said there are certain procedures that POPL follows. People can make donations and memorials. The process for this is posted on the Library's website. POPL holds meetings very occasionally. They did mail an annual letter to members, but ceased this practice when postage costs increased. All members of POPL do receive *The Source* by mail. They are considering returning to the yearly letter and sending a membership acknowledgement postcard. POPL pays for special events like new building ribbon cutting, the retirement party for former Library Director, Mr. John Richard, welcome receptions for new library directors and assistance with relocation expenses for new library directors.

Ms. Stein discussed POPL's funding saying that dues are not the principal source of revenue for POPL. Most of POPL's money comes from gifts and proceeds from the monthly gift book sale at Recycled Reads. These books are not library books, but rather books that patrons donate. The staff sorts through these donated materials and adds items to the Library collection as needed. Those not placed in the Library collection are then sold at the gift book sale.

Other fundraising events feature books and authors. Among these is the sale of the book *Sugar Petite* by Mildred McVea. Ms. McVea gave the rights to her book to POPL. The comedienne and author, Paula Poundstone is the national spokesperson for library friends groups, and when she came to Louisiana, she contacted the East Baton Rouge Parish Library about doing a fundraiser for POPL's benefit. Mr. Farrar said she chose our Library because we have an active Friends group.

Ms. Stein said that POPL funds support many programs. POPL purchases gift certificates, prizes and parties for the Summer Reading Program. Children enjoy Farmer Minor and Daisy, the Reading Pig and Harvey the Rabbit. All of these are necessary to attract children to participate and read. The *Author-Illustrator* program is assisted by POPL which pays for the author's travel

expenses since the City-Parish cannot. Nationally known authors and illustrators call us asking us for the chance to participate. POPL also pays the musicians who perform at *Live at Chelsea's*. POPL does not pay Chelsea's for hosting the event nor does it pay for the rental of the stage at Chelsea's. Another popular event is *Attic Treasures* which is modeled after the PBS show *Antiques Road Show*. This year's event will be held at the Bluebonnet Regional Branch Library on September 24<sup>th</sup>. POPL has assisted the Library with Jazz and Blues concerts and programs such as the Duke Ellington series, the Dunham High School Jazz Ensemble and the year-long program, *All that Jazz*.

Ms. Stein noted that POPL supports other expenses. When the Library is present at outreach events such as Earth Day, Literacy Day and Life after 50, POPL purchases materials that the Library can give away. The Library also needs to have a presence with the Baton Rouge Area Chamber (BRAC), and POPL pays the dues. POPL covers the expenses for special Library Board meetings and occasional staff training days. Ms. Stein discussed the volunteer hours that support the Library in areas ranging from library card sign-up days to gift wrapping stations at a local book store to assisting with the scanning of documents and photos for the Library's digitization collection.

Continuing with her presentation, Ms. Stein said as the ten-year library tax renewal election drew near, the Library consulted with the State Attorney General's Office, and the Office of the Legislative Auditor for their legal opinions regarding the role of POPL in the election campaign. Based on their instructions, POPL made a donation to the East Baton Rouge Parish Library Political Action Committee (PAC). However, POPL remained separate from the Library PAC and did not run the campaign.

Ms. Stein then discussed how the Library keeps abreast of the latest trends and legal guidelines surrounding library friends' group from across the United States in order to ensure that POPL is compliant with these guidelines. The East Baton Rouge Parish Library participates in listservs of the American Library Association (ALA), the Public Library Association (PLA), the Louisiana Library Association (LLA), the State Library of Louisiana and the Urban Library Council (ULC). She noted that the Library also seeks advice and input from WebJunction, an on-line clearinghouse for libraries and friends' groups; from ALTAFF, the Association for Library Trustees, Advocates, Friends and Foundations; and from the Louisiana Association of Non-profit Organizations (LANO).

Ms. Stein ended her talk by thanking the members of POPL. She said the Library system would not be what it is today if it weren't for the support of POPL. Ms. Stein applauded for them and those attending the meeting joined the applause. Mr. Farrar said that he has copies of the presentation for anyone that would like one. Ms. Payton also thanked Ms. Stein for her informative presentation and asked if the members of the Board had any comments.

Mr. Browning then said that he does not understand the objection to incorporating POPL. Mr. Farrar replied that if the POPL Board wanted to incorporate they certainly could. Mr. Browning said that his homeowner association does not have the financial resources of POPL and yet it is incorporated. Ms. Payton said that in Ms. Stein's presentation she noted several things the POPL was considering and that possibly this would be one area they consider. Mr. Browning said he

expressed this at last month's meeting, but he would say again that the Library Board of Control needs to be one organization and POPL another separate organization. He added that there is too much involvement by Ms. Payton and Mr. Farrar in the POPL Board.

Mr. Gordon then asked if the POPL fund at BRAF is a donor-advised fund. Ms. Stein replied that she did not think so. Mr. Farrar said they get a monthly statement from BRAF, but the Library does not get involved in the investment of the money. Mr. Gordon asked that they contact BRAF to find out for certain.

The PowerPoint presentation is appended to the minutes of this meeting.

### **Comments by the Library Board of Control**

Ms. Payton asked if there were any additional comments that the Library Board members wished to make. There were none, and so with no further business, the meeting was adjourned on a motion by Mr. Gordon, seconded by Mr. Browning at 5:20 p.m.

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Kizzy Payton, President

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David Farrar, Library Director

**POPL:**  
**Patrons of the Public Library**



**East Baton Rouge  
Parish Library**



## **POPL Background**

- Friends of Library organization for the East Baton Rouge Parish Library since 1984
- In a time of huge budget cuts and fiscal uncertainty, POPL founders originally marshaled forces and organized to help Library secure its own funding via the 10-year, dedicated property tax
- Name was chosen to avoid confusion with The Friends of the LSU Library, which enjoys a huge presence in the community

# What is POPL

- It's not just Volunteers
- It's not just Friends
  - *though a number of friends are volunteers, and a number of volunteers are friends*
  - *it's not about the dues... and at \$5.00, you can see why*
- It's not a Foundation



## **POPL Provides the Funds for “Lagniappe” to Enrich:**



**Library Programming**



**Library Services**



**Library Resources**



## POPL Supports Library Activities and Programming Throughout the Year

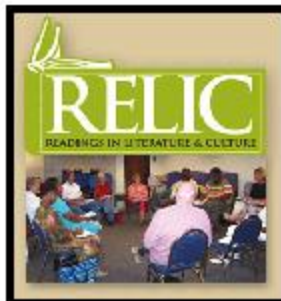


## **POPL also Serves as a Vehicle for:**



- **Advocacy in Support of Library Issues**
- **Grants**
- **Donations, Gifts, & Memorials**
- **Fund-Raising**
- **Ten-Year, Dedicated Property Tax Campaign**

# Grant Programs are Built on External Relationships



## **POPL Organization**

**Mission is to support the work of the East Baton Rouge Parish Library both financially and through volunteer efforts**

- 1988 Constitution updated the original 1984 organization
- From seven to fifteen Board Members
- Board Nomination process is low-key
- Consistent with other Friends of Libraries groups throughout the USA
- POPL Membership totals 378



# Internal Relationships

## Working together:

- POPL
  - Board
  - Volunteers
  - Donors
- Library Administration
- Library Staff
- Library Board of Control



## POPL Procedures

- Donation and Memorial process
- Occasional meetings
- Annual or Bi-annual letter ceased when postage began inflating cost of mail-outs; members all receive SOURCE
- Considering returning to yearly letter
- Considering a membership acknowledgment postcard

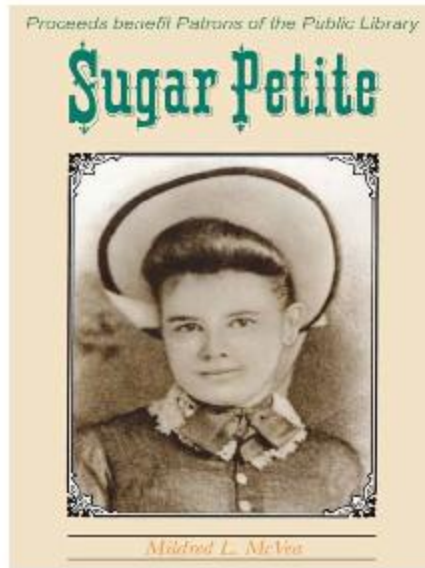


## POPL Funding and Fiscal Controls

- Private, non-profit organization with 501 (c) 3 status on a low 990 filing tier
- Dues are consistent with other Library Friends groups
- CPA files annual tax return
- Look at Best Practices for small 501 (c) 3 organization
- Two signers are required for each check
- Consult with POPL Board for any non-routine expense
- POPL's credit union account approximates \$45,000
- Most of POPL's funding comes from gifts and proceeds from the monthly Gift Book Sale
- Also has a small endowment fund with BRAF



# Fundraisers Feature Books & Authors





## **POPL Funds Support:**

- Summer Reading Program Expenses
  - Programming
  - Prizes
  - Parties
- Author-Illustrator, now approaching its 34<sup>th</sup> year
  - Reception
  - Author expenses
  - Book sales
- One Book One Community and Big Read series
- Attic Treasures, now approaching its 11<sup>th</sup> year
  - refreshments
- Live at Chelsea's, now in its 4<sup>th</sup> year
- RELIC and Prime Time grant programs...
  - gift books for children
  - treats
  - refreshments



# Support Authors & Summer Reading



*Programs!  
Parties!  
Prizes!*



# Author Illustrator Series

- Annual program
- Now in its 34<sup>th</sup> year
- Nationally known authors and illustrators
- Workshop for teachers, librarians and writers or illustrators



# The Big Read and One Book One Community



*Speakers  
Receptions  
Program Expenses*

**One Book**  
ONE COMMUNITY

Meet  
**Neil White**  
July 29 • 7p.m.

LSU Cox Communications  
Academic Center for Student Athletes  
[www.ReadOneBook.org](http://www.ReadOneBook.org)



# Attic Treasures



# Jazz and Blues Concerts, Informances, Programs



## Support for Other Expenses

- Author receptions and events such as Literary Marketplace / Authors Row
- Outreach Events such as Earth Day, Literacy Day, Life After 50, etc
- Expenses for exhibits
- Expenses for special meetings of the LBOC
- Recruiting expenses for hiring Library Director
- ***Sugar Petite*** copyright and printing, which in turn generates revenue for POPL
- BRAC dues
- Occasional Staff Training Day



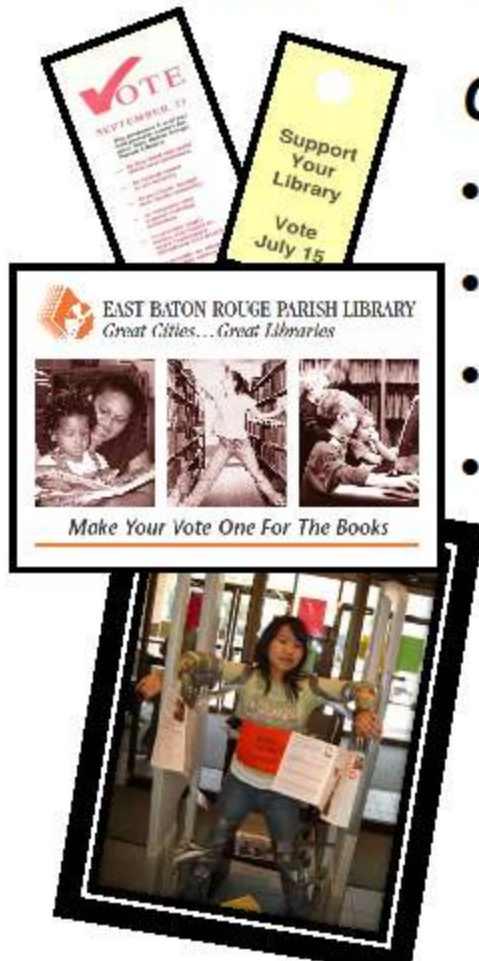
## Library Volunteers Help:



- Library Programs
- Library Card sign-up days and outreach events
- Library Fundraisers such as monthly Recycled Reads Book Sale, Book Fairs, and Gift Wrap/Information Tables
- Library Digitization projects



## Tax Election Every 10 Years



### *Consult with:*

- Attorney General's Office
- Office of the Legislative Auditor
- Separate from any Library PAC
- Based on their instructions, POPL made a donation to the *East Baton Rouge Parish Library Political Action Committee*, but did not itself run the campaign

## Advice and Input

- ALTAFF (Association for Library Trustees, Advocates, Friends and Foundations)
- LANO and other local non-profits such as BRAF
- Non-profit experts such as *The Metropolitan Group*, *Library Strategies Consulting Group*, and other clearinghouses of information for Friends' groups
- ALA (American Library Association)
- PLA (Public Library Association)
- LLA (Louisiana Library Association)
- State Library of Louisiana
- ULC (Urban Library Council)
- WebJunction
- and other library publications, websites, listservs, webinars, etc.



*On behalf of all those who have benefitted  
from POPL's constant yet quiet assistance  
to the Library over the past 27 years...*



***Thanks For All You Do!***