

# MINUTES

## Bossier Parish Libraries Board of Control

### Regular Meeting

### Plain Dealing Branch Library

September 22, 2022 – 1 pm

**Board Members Present:** Jacqueline “Jack” Gore, Charles Gray, Doug Rimmer.

**Staff Present:** Heather McEntee, Leslie Ivy, Amy Robertson, Clara Anne Madison, Mandi Johnson, Teresa Rice, William Purdy, Charmetra Ardoin, Audra Bartholomew, Tanika Johnson, Marisa Richardson, Mary Sanders, Karen Hinson, Connie Dickerson.

**Board Members Absent:** President Bob Brotherton, Elmore Morris.

**Public Present:** 1

**Guests:** None

#### I. Call to Order

Mr. Rimmer called the meeting to order at 1:07 pm.

#### II. Public Comment: None

#### III. Invocation

Mr. Gray led the invocation.

#### IV. Minutes

Mr. Rimmer asked if there were additions or corrections to the minutes from the August 25, 2022, regular meeting. There were none.

Motion made by Mrs. Gore, seconded by Mr. Gray, to approve minutes from the August 25, 2022, regular meeting. Motion carried unanimously.

#### V. Reports

##### A. Facilities – presented by William Purdy

##### 1. Branches

##### Safety Report

Locks were installed in outlets outside the building at Central and the History Center to prevent unauthorized use after hours and the possibility of fires.

### **Plain Dealing**

Board members were provided with photos of the completed inside work of the new teen area, the manager's office, and the study room. The new roof is being installed.

## **2. Capital Projects**

### **Central Complex Update**

Contractors Boggs and Poole submitted a change order request for 160 additional days due to delays. The Parish Engineer's office tentatively approved 50 additional days. Boggs and Poole, Prevot Design will meet with Jury officials on October 19<sup>th</sup> to make a final decision. Completion of construction is currently May 2023.

### **B. Month in Review – presented by Clara Anne Madison**

Clara Anne compared August 2022 stats with August 2021. Patron visits increased 10%, circulation increased almost 5%, computer use by patrons increased 3%, and reference questions increased 6%.

<b>STATISTICS</b>	<b>August 2021</b>	<b>August 2022</b>
<b>PATRON COUNT</b>	10,759	15,937
<b>CIRCULATION</b>	56,599	65,106
<b>CURBSIDE SERVICE</b>	41	26
<b>REFERENCE QUESTIONS</b>	2,017	800
<b>COMPUTER USAGE</b>	2,581	2,630
<b>PROGRAMS</b>	100	117
<b>PROGRAM ATTENDANCE</b>	5,430	1,809
<b>DATABASE USAGE</b>	9,462	6,295

### **C. Impacting Our Community – presented by Clara Anne Madison**

The library received a note from a Green Gold patron who lives in Shreveport but frequents Bossier Central Library. The individual expressed gratitude to employee Stephanie Cannon for her patient and professional assistance as she navigated the process of applying for Medicare. She also commended the great team at Central for their help in the past.

Clara Anne shared that she was appointed by the Louisiana Library Association to the Committee on Communities and Social Media for the next three years. The committee's role is to promote and publicize events and happenings at parish libraries and to support those that are being pressured to censor library materials.

### **D. Information Technology (IT) Update presented by Heather McEntee**

Jaketha Farmer was unable to attend, so Board members were presented with a report on IT statistics.

**E. Technical Services (TS) – presented by Teresa Rice**

Technical Services reported that 2,667 new items were added to the collection in August– averaging 116 new items each day. The collection budget is 75% expended.

NewsBank was showcased to the Board. It offers a wide variety of digital news sources spanning the U.S., including the *Bossier-Press Tribune*, *Baton Rouge Advocate* and *New Orleans Times-Picayune*. NewsBank offers resources like *Heritage Hub*, *Black Life in America*, and *Hispanic Life in America*.

**F. Community Engagement (CE) – presented by Mandi Johnson**

In August, Community Engagement reached 1,541 people at 6 events and issued 12 new library cards at these events. There were 8 Library 2-Go checkouts, 15 BPL delivers homebound visits with 110 checkouts. 16,151 people were reached via social media, 1,711 with direct engagements on social media, and 46 new followers on social media.

Mandi and Heather spoke to the local Rotary Club on August 4 about the New Central Complex and gave information on library services and materials.

Kristin and Annie spoke on ways the library can help the librarians and students at the Librarian-In-Service Day for Bossier Schools on August 9<sup>th</sup>

**G. Financial – presented by Amy Robertson**

**August 2022 Operating and Construction Funds**

As of August 31, 2022, Operating Fund revenues were \$7,935,145 and expenditures were \$6,820,713. The ending fund balance was \$5,463,979.

Amy provided charts showing percentages of what has been expended in each category against actual revenues. The \$2,000,000 transfer to the construction fund is 25% of actual revenues taken in so far. Facilities expenses are 6%, general expenses, 4%, library materials, 10%, personnel, 40%, and salaries, 28% of actual revenues expended as of August 31, 2022.

Motion made by Mr. Gray, seconded by Mrs. Gore, to accept the August 2022 Operating Fund report. Motion carried unanimously.

As of August 31, 2022, Construction Fund revenue was \$45,838 from interest and expenditures were \$2,525,625. The ending fund balance was \$9,309,578.

Motion made by Mrs. Gore, seconded by Mr. Gray, to accept the August 2022 Construction Fund report. Motion carried unanimously.

**Proposed 2023 Operating and Construction Budgets**

The Board was presented with the 2023 Proposed Operating and Construction Budgets for review.

Motion made by Mrs. Gore, seconded by Mr. Gray, to approve the 2023 Operating and Construction Budgets as presented. Motion carried unanimously.

Motion was made by Mrs. Gore, seconded by Mr. Gray, to pursue the option of hiring part-time library employees to work as janitorial staff during library operating hours when managers and other employees are present. Motion carried unanimously.

**H. Director's Report – presented by Heather McEntee**

**Donation consideration of surplus computers to Bossier Correctional Facilities**

Heather reported that Chief Evans at the Bossier Maximum and Medium Security Facilities would like to do a pilot program with the library using outdated library computers that soon will be brought before the Board to declare surplus. Library staff would teach inmates classes on computer use and how to access the library's website and databases to help prepare them for successfully re-entering society after incarceration. Chief Evans also needs a computer in the library to track the inventory of books and checkouts.

Motion made by Mr. Gray, seconded by Mrs. Gore, to move forward with the pilot program with Bossier Maximum and Medium Security Facilities once the computers are declared surplus.

**Next Board Meeting**

The next Board meeting will be scheduled for October 27, 2022, at 1 pm, at East 80 Branch.

**VI. Adjourn**

There being no further business, Mrs. Gore motioned to adjourn, seconded by Mr. Gray. Motion carried unanimously. The meeting adjourned at 2:17 pm.

November 16, 2022  
Date Approved

BOB BROTHERTON, PRESIDENT  
BOSSIER PARISH LIBRARY  
BOARD OF CONTROL