

**TENTATIVE AGENDA
FOR SPECIAL MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
MAIN LIBRARY
THIRD FLOOR BOARD ROOM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806
JULY 13, 2016
4:00 P.M.**

- I. ROLL CALL
- II. REVIEW AND DISCUSSION OF THE PROPOSED 2017 LIBRARY BUDGET
- III. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

IN ACCORDANCE WITH THE BOARD'S PUBLIC COMMENT POLICY, ALL ITEMS ON WHICH ACTION IS TO BE TAKEN ARE OPEN FOR PUBLIC COMMENT, AND COMMENTS AND QUESTIONS MAY BE RECEIVED ON OTHER TOPICS REPORTED AT SUCH TIME AS THE OPPORTUNITY IS ANNOUNCED BY THE PRESIDENT OF THE BOARD OR THE PERSON CONDUCTING THE MEETING.

Minutes of the Special Budget Meeting of the
East Baton Rouge Parish Library Board of Control

July 13, 2016

The special budget meeting of the East Baton Rouge Parish Library Board of Control was held in the third floor Board Room of the Main Library at Goodwood on Monday, July 13, 2016. Ms. Kizzy Payton President of the Board, called the meeting to order at 4:07 p.m. Members of the Board present were Mr. Jason Jacob, Ms. Terrie Johnson, Mr. Logan Leger, and Mr. Donald Luther, Jr. Absent from the meeting were Board members, Ms. Martha Guarisco and Ms. Kathy Wascom. Also in attendance were Mr. Spencer Watts, Library Director, Ms. Patricia Husband, Assistant Library Director of Branch Services, Ms. Mary Stein, Assistant Library Director of Administration, Ms. Rhonda Pinsonat, Library Business Manager, Mr. Ronnie Pierce, Assistant Library Business Manager; Ms. Liz Zozulin, Executive Assistant to the Library Director, and Ms. Sonya Gordon, Library Public Relations Coordinator.

Ms. Payton then asked Ms. Zozulin to take the roll which she did.

Review and Discussion of Proposed 2017 Library Budget

Ms. Payton asked Mr. Watts to discuss the budget. Mr. Watts made some introductory comments. He said he and the staff can answer any questions the Board members have as they discuss the various components of the proposed Library budget for 2017. The purpose of this work session is to explain what the staff is proposing and the rationale for these requests, and for the Board members to help the staff know what the Board would like included in the proposed budget. After this work session Ms. Pinsonat will make any changes that the Board has requested in preparation for the vote by the Board to approve the proposed 2017 Library budget at the regular July 21, 2016 Board meeting.

Mr. Watts added that the total budget requested for 2017 is less than the projected revenues for 2017. This proposed budget represents a 2.07% operating increase. He said the staff is prudent with the Library's revenue and therefore, it is carefully thought out, and will provide good services to our patrons.

Mr. Watts explained that a helpful development has occurred since the projected budget was printed. Mr. Jim Frey, Architect with DPW Architectural Services, initially had requested an additional \$1.6 million in the Capital Improvements budget for the renovations of the Greenwell Springs Road Regional Branch and the Jones Creek Regional Branch Libraries. Upon further investigation, Architectural Services estimates that we will only need an extra \$323,000 for the two projects, and not \$1.6 million. Mr. Watts said we can adjust that budget accordingly, and then consider where to budget the remainder of that money; possibly for the next project, the Baker Branch Library.

Mr. Watts noted that for 2017 we are requesting three new positions, including one new position and five reclassifications in Computer Services to reflect the changing work responsibilities and job complexities in this area of operation.

Mr. Watts said he is requesting an increase in the budget in 2017 for the purchase of content, which includes popular titles in print and digital formats.

He concluded his general remarks by stating that we would like to discuss the proposed Training and Travel budget in light of questions from the public last year. He said that training is an important component of our staff development efforts.

Mr. Watts then asked Ms. Pinsonat to highlight and explain the various sections that comprise the proposed budget. Ms. Pinsonat asked if there were any questions about the Budget Message and the Budget Summary. There were none. She discussed the section on Personal Services found in the Budget Message. She explained that a new position, Senior Trade Specialist I, is requested for Branch Services in the Facilities Management Department to assist in maintaining the fifteen buildings in our Library system.

In addition a half-time Library Technician I is requested for Children's Services at the Main Library. The justification includes an increase in programming and traffic in that division. Mr. Jacob asked how we judge that there is increased traffic. Mr. Watts said we have statistics on the number of programs and the number attending each, and we also have statistics for the number of patrons coming into Children's Services. Mr. Watts did explain, however, that additional review and analysis of demand and work flow is needed in this particular division. It is possible that advanced study could indicate an eventual need for additional staff hours. He noted that when the Baton Rouge Mounted Police visited here the attendance was high.

Mr. Watts agreed that the Facilities Management Department does need the additional position in order to perform preventive maintenance and to address necessary issues requiring repairs. Mr. Jacob asked if the Metropolitan Council will question adding these positions to our staff. Mr. Watts replied that the response by the Council varies. He also said that these additional positions may not be included in the proposed 2017 budget because the Mayor's Office has already informed all departments that no new positions will be approved. However, this may only apply to departments dependent on the general fund. The Library's revenue is from a dedicated tax and our short-term and long-term funding would indicate that we can sustain the personnel changes.

Mr. Luther noted that some Council members will commence their terms at the end of this year, so that may affect personnel requests. Mr. Pierce said all large departments of the City-Parish have vacancies. Mr. Leger asked if service to our patrons will suffer if the Library does not get approval for these additional positions to which Mr. Watts replied affirmatively. He explained that the new Main Library has many systems that require a high degree of technological knowledge to maintain. Another factor is that the older buildings also require more effort to maintain their systems as they continue to age. He noted that our Facilities Manager is pressed to address these maintenance concerns without additional staff. His staff works a considerable amount of overtime to meet the demands.

Mr. Jacob then asked what the threshold for overtime is that determines a new position is warranted. Mr. Watts said his estimate is that when overtime consistently equals 30% of the salary, it is an indication that an additional position is needed. Mr. Luther said the federal government has now changed the rules regarding paying overtime and accruing comp hours. Mr. Pierce noted that all new City-Parish employees will be required to sign a form stating that they will accept comp hours in lieu of overtime pay. Mr. Watts noted that problems can occur when employees accrue many hours of comp. Mr. Jacob asked what the maximum number of comp hours that can be accrued was. Ms. Husband replied 240 hours, and the difficulty is that the work demands often preclude the employee from using their comp hours.

Ms. Johnson arrived at 4:26 p.m.

Mr. Luther and Mr. Jacob asked about flex time for employees. Ms. Pinsonat explained that many departments in the City do not allow flex time.

Mr. Leger asked what the net dollar amount increase will be for the reclassifications in Computer Services. Mr. Watts said the increased salaries would be \$31,980 and the increased benefits would be \$15,000 for a total of \$47,430. He noted that we are asking lower level employees to perform work above their classification. In government there are always personnel retention concerns especially in IT departments. He said that the reclassifications in Computer Services will assist that department with digitized systems. Open source software that can be modified and shared is going to be even more important in the future, and will result in large changes that the Library will need to address.

Ms. Pinsonat said that the addition of the Computer Programmer/Systems Analyst II will assist the PC/LAN Administrator with supervision and technical direction of the staff.

Mr. Watts then noted that there were many requests for reclassification in other divisions. However, the justification based on the work performed, did not warrant the proposed changes. He added that these requests are generated because the current salaries are probably 8 – 10% below what the market pays.

Ms. Stein said the Reference Division is requesting a reclassification of a Librarian II position to a Librarian III. This reclassification is supported by the required supervision of both the Baton Rouge Room and the Genealogy Department along with the increased services and patron traffic. These departments have grown in their scopes since moving to the Main Library. Ms. Stein noted that this is not a passive reference position, but rather the staff produces resource guides, conducts classes, and preserves collections using a variety of methods such as digitization.

Ms. Pinsonat then noted that the Career Center has seen rapid growth and increased programming since relocating to the Main Library. Therefore, the Library Technician I position warrants an upgrade to Library Technician II.

Mr. Watts said that a net increase of three personnel in the allotment is conservative. Ms. Pinsonat noted that revenues estimate a growth of 2%.

Ms. Payton then asked about the amount of increased revenue the Library can expect as a result of the investigation by the firm contracted by the City to locate homestead exemption fraud. Mr. Watts replied that the Library has not received any new information on anticipated additional revenue. However, he said he believes that it will only be a modest amount.

Ms. Pinsonat then attention to the proposed budget for capital improvements. Mr. Watts noted that in our original estimates for these projects, approximately \$300,000 had been saved from the consultant's estimates by carefully analyzing the furniture budget. For example, some shelving and furniture and shelving can be refurbished rather than being replaced. He also reference the \$1.3 million discussed earlier. This is funding that Architectural Services now agrees is probably not necessary for the project budgets for Greenwell Springs and Jones Creek. He outlined several different ways in which this funding could be handled. It could be taken out of the budget, or we could increase both project budgets by \$200,000 or so to give them some additional cushion. He also stated that we could take some of the savings and place them in capital accounts for the renovations of the Baker and Scotlandville Branches. He also discussed, that at some point a decision will need to be made regarding transforming either Baker or Zachary into a regional branch, which is a need for the northern portion of the parish.

Mr. Watts also discussed the possible location for a south branch library at 2525 Quail Drive. The cost of renovating the building may be more expensive than was originally estimated. He said the staff will meet with Bradley-Blewster Architects about their estimate of \$2,739,000 million for a renovation. Ms. Payton reminded the Board and the staff that we had discussed the need for increasing the south branch budget to reflect the inflation of construction costs since the original budget was created. Mr. Jacob then said he felt the budget for the south branch should be increased

Ms. Pinsonat reminded the Board that within the Capital Improvements budget, the Library has the authority to do a transfer of revenue between the various projects. Ms. Stein added that these transfers can be routinely made and do not require a great deal of extra work or special approval. The Board decided to retain the additional capital funding of \$1.6 million for the branch projects as was initially presented in the proposed budget, subject to internal adjustment as they complete the review process.

Ms. Pinsonat then directed the Board to the advertising budget. Mr. Luther said that he receives calls from the public asking why the Library is advertising through Lamar electronic billboards. He said he tells people that we need to tell the public what resources we have for them. These signs reach many who would not otherwise know about our services.

Mr. Leger asked why the budget for social media advertising is so low at only \$5,000. He said we should decrease the billboard advertisements by one unit to increase our social media advertising to \$15,000. Mr. Watts said we can budget additional funds for social media if the Board wishes by adjusting the Capital Improvements budget. Upon further discussion, Mr. Leger, Ms. Payton, Mr. Jacob, and Mr. Luther agreed that social media should be increased to a total of \$25,000. As directed by the Board, Ms. Pinsonat said she will revise the renovation

budgets for the Greenwell Springs Road Regional Branch and the Jones Creek Regional Branch Libraries by \$10,000 each to accommodate the requested increased social media budget.

Ms. Stein then noted that the Library does continue to advertise through the print media because patrons still want it. *The Source*, the Library's monthly newsletter in print continues to be in demand. Flyers advertising Library events and programs are also important communication methods.

Ms. Payton asked about the budget for advertising in *The Business Report* and in 225. Ms. Stein replied that these publications are read by those in business, and so the Library's advertising in these magazines promotes the resources we have for business people. She added we have seen an increase in the number of patrons engaged in commerce using Library resources.

Mr. Luther then asked about the budget for advertising on WAFB-TV verses WBRZ-TV and BR Proud TV 33-44. Ms. Stein said WAFB-TV has the largest local viewership, and therefore, the budget is larger for that station. She also noted that we advertise on public radio, WRKF because statistics show that frequent voters in the parish listen to this station.

The Board then discussed the proposed book/library materials budget. Mr. Watts noted that we need all kinds of content ranging from hard cover books, to DVD's, to CD's and digital materials. It is important that the Library provide patrons with access to popular titles in a timely manner and in sufficient quantity to meet the demand. Mr. Watts added that we have worked toward increasing the budget for materials since 2013. He said our Library book budget places us in the top 5% per capita for libraries in the U.S.

Mr. Luther asked about weeding our existing collection in order to have sufficient space for new items. Ms. Stein noted that the guideline is to remove (weed) outdated, worn or low circulating items to be replaced by newer materials.

Mr. Watts mentioned that we are successfully using McNaughton to provide high demand popular hard cover books for our patrons. This service ensures that we have titles that patrons want when the books are published. Providing these to our patrons in a timely manner ensures that they continue to come to the Library for their content needs. These titles are shipped to us catalogued and pre-processed; ready for shelving. Also under the terms of the agreement with McNaughton we can return excess items that are not circulating.

The Board then reviewed the Capital Outlay requests which includes items with a unit cost of \$5,000 or more. Ms. Stein spoke about the request for a kiosk at the Baton Rouge Metropolitan Airport. The LibDispenser manufactured by MK Solutions provides an expandable three module style. The kiosk is approximately the size of a Coke or candy vending machine. The shelves are adaptable for all sizes and shapes of items such as e-content, and physical books. The kiosk is similar to Redbox found at retail establishments. The cost of the kiosk is under \$200,000, and it can store up to 15,000 items.

Ms. Johnson asked if there were maintenance costs to which Ms. Stein said yes. There would be a contract in place to cover any maintenance of the equipment. However, Ms. Stein noted that this particular brand is far superior to any others they have seen.

Ms. Stein also said that the Library could use this device in areas of the parish where we wish to market our collection, or where we have a pressing need for library service.

Mr. Jacob asked if the Library has talked to the staff at the Airport about installing this device to which Ms. Stein said yes. Ms. Payton asked what the Airport will charge the Library for placing this kiosk in their terminal. Mr. Watts noted that the Airport officials would like to offer this self-serve library to customers. Ms. Payton recalled that the Airport was advertising through Clear Channel. Ms. Husband added that it did not appear that we would need to rent space for the kiosk. She added that the Library helped the Airport last year by allowing them to build a wind shear monitoring device on the grounds of the Scotlandville Branch Library.

The Board members then agreed with the staff that the purchase of the LibDispenser has good marketing possibilities for the Library.

Next, the capital outlay for Branch Services was discussed. Ms. Husband said an Envoy Electric Projection Screen 72½" x 116" is requested for the meeting room at the Bluebonnet Regional Branch Library to replace a worn screen which is original equipment. She also said that the staff is requesting the replacement of worn shelving end panels at the Jones Creek Regional Branch Library.

Several items listed under computer hardware were reviewed next. These included a shopbot 3D router, a power tower, and four 55" Padzilla Light + Mount devices which are large iPads. These are budgeted for the Main Library and the three regional branches. A FRED digital forensics tower is requested for the Baton Rouge Room to enable the staff to restore old media.

Mr. Luther asked where the laser router would be placed. Ms. Stein replied in the Maker Room behind plexiglass. A badge system will be established to ensure that patrons using this equipment are qualified to do so for their safety and those around them.

Ms. Pinsonat then discussed the request for a replacement of the 2004 Ford Taurus for the Business Office staff. This vehicle is used to travel downtown to the City-Parish governmental building, and also to purchase needed supplies at local retail stores. Mr. Pierce said that the staff needs a larger vehicle such as a Ford Explorer, a Chevrolet Traverse or a Dodge Durango because of the size and number of items that are needed for programs. Also a factor in requesting this replacement vehicle is the age and mileage of the Taurus.

Ms. Pinsonat proceeded to the proposed communications budget. This budget includes Cox Communications services for POTS (Plain Old Telephone Service), Internet service, and digital phone service. She noted that the Library's conversion to digital phone service has saved us a considerable amount of money over the POTS lines. Verizon cell phones, and air cards are also budgeted under communications. E-rate reimbursements enable the Library to be reimbursed for many charges in this category.

The Board then reviewed the computer software and related supplies budget. The contractual services budget includes many items such as the burglar and fire alarm security monitoring and maintenance, and grounds maintenance. Ms. Pinsonat said that the proposed grounds maintenance budget is similar to prior years. She pointed out that mowing and bush hogging at the Pride-Chaneyville Branch Library is needed in this rural location. Ms. Stein added that the grounds maintenance is provided by Employee Development Services (EDS). This vendor employs the handicapped, and as such, no bidding is required. Mr. Watts said that EDS is also less expensive than other grounds maintenance vendors. Glass cleaning will be a new service for the Library system in 2017. Mr. Watts explained that the new Main Library's glass curtain walls require special window cleaning beyond what is contracted under the janitorial services contract. The Bluebonnet Regional Branch Library also will benefit from this type of glass cleaning. Included will be the cleaning of the stained glass windows at Main and at Bluebonnet.

The budget for dues and memberships was reviewed. Mr. Leger asked about the rationale for the membership in the Baton Rouge Genealogical Society. Mr. Watts noted that this local group does much to support our genealogy department and to promote scholarship within this area.

Ms. Pinsonat pointed out the proposed budget for insurance. An audit by the City-Parish Department of Risk Management concluded that the Library was over-insured. Another factor is that the River Center Branch was removed since it will be demolished. Once the new River Center Branch is built, the cost of insurance will increase.

Inventoried assets between \$1,000 and \$4,999 were discussed next. Ms. Husband talked about the soft seating (lounge chairs) request for various branches. Mr. Watts noted that replacing worn furniture is a modest cost item that helps the branch maintain its physical appeal, and thus attract patrons to make return visits.

Mr. Leger asked about the computer hardware costs. It was noted that the Iguana upgrades are needed to support the new responsive catalog. This software will also make it possible for us to do things such as offer online card registrations and renewals. We also discussed the use of Cascade for the library's content management system on the web, and the virtual desktop transition.

The proposed budgets for inventoried supplies under \$1,000 and janitorial and extermination were reviewed. There were no questions.

The proposed printing and binding budget was discussed. This budget includes printing bookmarks and the Library's newsletter, *The Source*. Ms. Stein noted that even though the newsletter is available online, patrons still want a paper edition that can be mailed to them or that they can pick up at a branch. Library cards are also included in this budget item. Mr. Luther asked if one gets a new library card, does one have to get a new library card number. Ms. Stein replied affirmatively; the reason being the old bar code on the old card used to authenticate the patron account cannot be duplicated on the newly issued card. The new card has a different bar code.

Ms. Pinsonat discussed the proposed professional services budget. She noted that moving services for renovations of facilities has been added for 2017.

Ms. Payton then asked if the Library has determined our impact on the local economy. She said when we analyze for example, our budgets for local advertising of all types, the charges for grounds maintenance, grass mowing, and printing, the East Baton Rouge Parish Library contributes to and impacts the local economy. Ms. Payton said she would like to know what the dollar amount impact is.

Mr. Watts then talked about the pilot program for the services of a social worker. He said a social worker has started offering assistance at the Carver Branch Library. That has been well received and the feedback from patrons and staff has been very positive. These services will be extended to other branches over time.

Ms. Pinsonat then discussed the budget for rental and leasing of office equipment. The rental of black and white, and color multifunctional devices (MFDs) from Toshiba was reviewed.

Ms. Husband reviewed the proposed budget for repair and maintenance of Library buildings. She pointed out that the skylights at the Bluebonnet Regional Branch Library will either be replaced or reworked. These skylights were installed when the facility was built, and so routine work is necessary due to their age. She added that four public and two staff bathrooms will also be remodeled.

Ms. Husband then discussed the plans for the Scotlandville Branch Library. The surveillance system will either be upgraded or replaced as warranted. Also the partition walls for the meeting rooms will be reworked or replaced because these partition walls get heavy use.

The Central Branch Library surveillance system will also either be upgraded or replaced as warranted, along with carpet replacement. The Delmont Gardens Branch Library needs a surveillance system upgrade or replacement.

Ms. Husband also said that the staff is requesting that two metal park benches and a metal trash can at the Pride-Chaneyville Branch Library be scheduled for sandblasting and powder-coating in 2017. Also six adult lounge chairs are worn and need reupholstering.

General maintenance is included in this budget. Some of the categories covered are maintenance contracts for chillers, energy management systems contracts, and ADA door maintenance. Furniture cleaning and treatment are included and are important for extending the life of the furniture.

Mr. Luther then asked if the Library has had issues this year with broken windows to which Mr. Watts said no. Mr. Luther also asked about the big screen outside of the Main Library. Mr. Watts answered that currently the screen is functioning properly. In the future some of the panels may need to be replaced. Mr. Luther also asked about the status of the paver replacement at the Main Library. Mr. Watts said that the third RFQ was issued yesterday for this work.

The proposed budget for agreements for the repair, and maintenance of office equipment was reviewed. There were no questions.

Mr. Watts then talked to the Board about the special events budget request. He noted that the staff would like to provide a sponsorship of \$2,500 to the Louisiana Book Festival downtown. This annual festival to promote reading, books and Louisiana authors was created and spearheaded by the State Library of Louisiana several years ago. The East Baton Rouge Parish Library has participated each year by assisting the State Library and by promoting our Library system. Over the years this festival has grown in attendance and economic impact for the parish and the state. Mr. Watts noted that this sponsorship will help to keep the Book Festival alive, and will support the State Library's mission to all public libraries in Louisiana. The Library Board members were in agreement.

The proposed travel and training budget was discussed. Ms. Payton noted that there had been a request last year regarding the training and travel budget for the Library. The public wants to be assured that training and travel are necessary and that tax dollars are spent wisely for the development of staff knowledge and service to the public. Mr. Watts said that the Library's approach to travel and training has not changed, and has always been beneficial to staff growth, retention and public service. He emphasized that training is important and critical in order for our Library to continue to provide the best resources and assistance to our patrons. He added that at the association and conference sessions many exhibitors are present which enables our staff to learn about and see new products, materials and services. The Board members agreed.

Ms. Pinsonat then discussed the proposed utilities budget which includes electricity, gas and water and sewer user fees. Mr. Luther asked about the gas bill for the Main Library. He was relieved that the cost is in the \$4,000 to \$5,000 range per month.

The list of Library assigned vehicles was reviewed. Even though the Ford ELF bookmobile is a 2002, Ms. Stein pointed out that it is still used and functioning by the Outreach Services staff. It continues to function, but a new vehicle in this classification will be added soon.

The last budget discussed was for waste disposal and recycling. Ms. Pinsonat noted that we have recycling services at all of our branches. Mr. Jacob said he is pleased that the Library recycles.

Ms. Pinsonat asked if there were any questions. There were none, so she said she will make corrections as noted, and provide those pages to the Board for their binders. The Board will approve the proposed 2017 budget at the regular July 21st Board meeting.

Mr. Watts said that the Business Office staff produced an excellent proposed budget for 2017 based on input from staff throughout the Library system.

Mr. Watts also mentioned that he believes one of our big challenges in the next few years will be how the Library can deliver materials to home-bound patrons. There is an increasing need for this service as the population ages and becomes less mobile. The home delivery also provides social interaction for these citizens.

Comments by the Library Board of Control

There were no additional comments by the Board.

There being no further discussion, Ms. Payton asked for a motion to adjourn. Mr. Jacob made a motion to adjourn. The motion was seconded by Mr. Luther. The meeting adjourned at 7:15 p.m.

Kizzy Payton, President

Spencer Watts, Library Director