West Baton Rouge Parish Library
Library Board of Control Meeting
Tuesday, March 19, 2019
Minutes

The West Baton Rouge Parish Library Board of Control held its meeting Tuesday, March 19, 2019, in the Library meeting room. President, Joanne Bourgeois, called the meeting to order at 4:00 p.m. Those present were Joanne Bourgeois, President, Scarlet Callicoatte, Vice-President, Brenda Morgan, Treasurer, Ola Harden, Gina Lemoine, Chris Kershaw, ex officio, Ruth Bond, Secretary; Kelson Swancy (Absent at Roll Call—arrived at meeting at 4:15 p.m.), and In attendance were staff members Sarah Colombo and Jim Bridges.

Joanne Bourgeois declared a quorum present.

Motion to dispense with the reading of the minutes was made by Chris Kershaw, 2nd by Ola Harden. The motion passed unanimously.

The Financial Report was presented covering January through February 2019.

Revenue
The Library’s expected budgeted Ad Valorem is $1,683,053.00. Year-to-Date the Library has received $1,565,194.89 (includes $226,206.48, February 6, 2019) which is 95.55% of the total expected Ad Valorem. Investments have come in at $8,622.47 of the total $62,000.00 which is 13.86%. Other income is budgeted at $29,600.00 which the library has received $11,647.32 which is 39.35%. The Library’s total actual budget Year-to-date (February) is $1,585,464.68 which is 89.33% of the Budget.

Expenses
Personnel services expended $105,650.93 of $1,121,650.00 budgeted with $1,015,999.07 remaining 9.42% of the budget is consumed. Budget Question by Chris Kershaw—Amount spent on Personnel in January and February does not match budget—Explaination (Spectrum did not pay personnel until March 1st. Therefore, expenditures will be higher and accounted for in next financial report)

Operating Services is expended at $66,709.53 of $430,490.00 budgeted with $363,780.87 remaining. 15.5% of the budget is consumed.

Materials and Supplies expended $2,425.09 of $53,000.00 budgeted with $50,574.91 remaining. 4.58% of the budget is consumed.

Library Material were $26,466.07 of $131,750.00 budgeted with $105,283.93 remaining. 20.09% of the budget is consumed.

Grants are expended at $61.05; this is interest off the Landry money that was used to purchase books. The Library has not budgeted for Landry funds.
Travel/Educational Training expended $4,141.46 of the adjusted $20,000.00 with $15,858.54 remaining. 20.71% of the budget is consumed. This line item is under Old Business on the Agenda.

Capital Outlay expended $1,922.99 of $222,000.00 budgeted with $220,077.01 remaining. 0.9% of the budget is consumed.

Intergovernmental Expenditure expended $58,401.06 of $65,000.00 budgeted with $6,598.94 remaining. 89.95% of the budget is consumed.

January through February 2019 the Library expended $265,848.18 of $2,043,890.00 budgeted with $1,778,041.82 remaining. 13.01% of the total budget is consumed.

Bank Statement
Account Summary
Beginning balance as of February 1, 2019, was $47,477.83. Deposits and credits total amount was $280,080.14. Checks and payments total amount were $140,903.83. There were no charges or fees. The average daily balance was $243,148.69. Ending Balance as of February 28, 2019, was $186,654.14.

Reconciliation Summary to General Ledger (after page 9 of the account summary)
Beginning Balance was $47,477.83. There were 79 checks and payments transactions for a total of $140,903.83. There were 27 deposits and credits for a total of $280,080.14. The total cleared transactions were $139,176.31. The cleared balance is $186,654.14. The uncleared transactions included 24 checks and payments in the amount of $35,981.52. The deposits and credits included three items for a total of $2.50. Total uncleared transactions are in the amount of $35,979.02. The Register Balance as of February 28, 2019, is $150,675.12 and matches General Ledger.

Public Funds Money Market
Account Summary (after page 5 of the reconciliation summary)
The beginning balance as of February 1, 2019, was $11,601.34. Deposits and other credits include interest credit of $12.02. There were no charges, fees, debits or checks. The average balance was $11,601.34. Ending balance as of February 28, 2019, is $11,613.36.

Louisiana Asset Management Pool (LAMP) February 2019 Statement (orange tab)
General Fund Account
The Library’s Louisiana Asset Management Pool (LAMP) General Fund Account has a beginning balance of $4,027,078.31. A withdrawal of $50,000.00 transferred to the Library’s checking account to cover payroll and payables. Income earned in February was $7,587.09 income earned YTD is $15,395.79 and the average daily balance* was $3,981,152.07. February general fund month-end balance is $3,984,665.40.

The Judge Paul B. Landry Memorial Account
The Judge Paul B. Landry Memorial Account also invested with LAMP has a beginning balance of $183,244.01. Income earned on the account was $349.57, income earned YTD is $730.46, average daily balance* was $183,431.70 for a total month-end balance $183,593.58
LAMP Fund Accounts Total

The total for the LAMP account (general fund and Judge P. Landry) beginning balance is $4,210,322.32, there was a withdrawal of $50,000.00 for payroll and payables, total earned income in February was $7,936.66, income earned YTD $16,126.25 the total average daily balance was 4,164,583.77, the month end balance was $4,168,258.98.

Certificates of Deposit (orange tab) held by Business First Bank and issued through Certificate of Deposit Account Registry Service (CDARS) by one or more FDIC insured depository institutions have a total ending balance of $1,042,152.37.

The following is a Summary of Accounts Reflecting Placements (banks where Certificates of Deposits are placed) through the Certificate of Deposit Registry Service (CDARS).

<table>
<thead>
<tr>
<th>Account ID</th>
<th>Effective Date</th>
<th>Maturity Date</th>
<th>Interest Rate</th>
<th>Opening Balance</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1021299533</td>
<td>04/26/18</td>
<td>04/23/20</td>
<td>2.25%</td>
<td>$260,187.84</td>
<td>$260,187.84</td>
</tr>
<tr>
<td>1019012146</td>
<td>04/28/16</td>
<td>04/25/19</td>
<td>1.38%</td>
<td>$259,416.90</td>
<td>$259,416.90</td>
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<tr>
<td>1020188908</td>
<td>05/11/17</td>
<td>05/07/20</td>
<td>1.6%</td>
<td>$259,665.04</td>
<td>$259,983.95</td>
</tr>
<tr>
<td>1019013746</td>
<td>04/28/16</td>
<td>04/22/21</td>
<td>1.83%</td>
<td>$262,563.68</td>
<td>$262,563.68</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>$1,041,833.46</td>
<td>$1,042,152.37</td>
</tr>
</tbody>
</table>

MOTION to authorize the Library Director re-invest CD at 3.05% was made by Chris Kershaw, 2nd by Scarlet Callicoatte—Motion passed unanimously

MOTION to accept the Financial Report—Motion by Gina Lemoine, 2nd by Ola Harden

The statistical report was presented highlighting the Flipster/Scan to email system statistics. Good statistics with positive feedback from the public.

The Director’s Report was presented. The library plans to utilize eNotices and Auto-Renewal feature in the library’s circulation system. The eNotice feature allows patrons who opt-in to receive notifications from the library via email or text instead of mail or phone call. The Auto-renewal feature— If the library chooses to turn on Auto-Renewal, then notices will be sent to patrons along with the Reminder Notices when their item is automatically renewed, also by email or text. Their item is only automatically renewed if they have not met the maximum renewals and if the item is not on hold for anyone else.

Old Business. Discussion ensued regarding the $12,000.00 approved by the Library Board in October for Travel/Training Line item in the 2019 Proposed Budget. A January 16, 2019, memo from Director Ruth Bond notified Board Members that the Parish Council had changed the Travel/Training amount to $20,000.00. Some members felt that the amount approved in October should be recorded as the correct allotment. There was a discussion on approval by West Baton Rouge Council to increase the travel/training budget to $20,000. Consensus was that the Library Board could later amend that budget item if necessary. Motion was made by Brenda Morgan, 2nd by Ola Harden to abide by the $12,000.00 allocation as approved by the Library Board at the October 16, 2018 Board Meeting.

Board President Joanne Bourgeois asked for a Roll Call Vote on the motion.
Roll Call Vote
Joanne Bourgeois, President – Yes
Scarlet Callicoatte, Vice President – Yes
Brenda Morgan, Treasurer – Yes
Ola Harden – Yes
Chris “Fish” Kershaw, Ex Officio – No
Gina Lemoine – Yes
Kelson Swancy – Yes

The roll call vote showed that there were six “yes” votes and one “no” vote. The motion to keep the travel and training budget at the Library Board of Control approved amount of $12,000.00 passed.

The Library Director will make the necessary reductions/adjustments to the Travel and Training Budget from the parish council approved amount of $20,000.00 to the original $12,000.00 recommendation made and approved by the Library Board of Control on October 16, 2018. The Library will use the budgeted amount reflected in the Library Board of Control approved Travel and Training budget as approved on October 16, 2018.

New Business. MOTION to approve Preferred phone system annual maintenance contract. Motion to approve–Scarlet Callicoatte, 2nd Gina Lemoine. The motion passed unanimously

As there is no further business before the board, there was a motion to adjourn the meeting by Gina Lemoine, 2nd Ola Harden. Motion passed. The meeting ended at 5:01 p.m.

/s/ Joanne Bourgeois
Library Board of Control, President

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Date

/s/ Ruth A. Bond
Library Board of Control, Secretary

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Date