The West Baton Rouge Parish Library Board of Control held its meeting Tuesday, May 21, 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, Kelson Swancy, and Ruth Bond, Secretary.

In attendance were staff members Sarah Colombo, Cadie Russo, Jim Bridges, and Lauren Jung.

Ms. Bourgeois declared a quorum present.

Ms. Lemoine moved to adopt the March 18, 2019 minutes. Ms. Harden seconded, and the motion passed unanimously.

The Financial Report was presented covering March through April 2019.

**Revenue**
The Year-to-Date 2019 Financial Report was presented and showed that overall year-to-date 2019 Library revenue at $1,595,913.60 (97.4%), and year-to-date expenses 2019 were $590,232.96. **Investments** have come in at $26,577.95 of the total $62,000.00, which is 42.7% of the expected amount. **Other income** is budgeted at $29,600.00, which the library has received $45,080.32, which is 152.3% of the budgeted amount. The Library’s **total actual budget** Year-to-date (April) is $1,684,399.52 which is 94.9% of the **Budget**.

The Library received $11,053.47 and in Ad Valorem May 6, 2019, and $16,827.65 in Ad Valorem May 16, 2019. This amount will be included in the financials reported in next month’s financial report.

**Expenses**
January through April 2019, the Library expended $590,232.96 of $2,043,890.00 budgeted with $1,445,651.04 remaining. As of the end of April 33% of the year is done and 29% of the total budget consumed. The Library expenditures are under budget by 4%.

Personnel services expended $362,150.43 of $1,121,650.00 budgeted with $759,499.57 remaining 32.39% of the budget is consumed.

Operating Services expended at $113,441.48 of $430,490.00 budgeted with $317,048.52 remaining. 26.4% of the budget is consumed.

Materials and Supplies expended $4,931.99 of $53,000.00 budgeted with $48,068.01 remaining. 9.3% of the budget is consumed.

Library Material Expenditures expended $41,900.83 of $131,750.00 budgeted with $89,849.17 remaining. 31.8% of the budget is consumed.

Grants 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 $5,139.40 of $12,000.00 budgeted with $6,860.60 remaining. 42.8% of the budget is consumed. The Library anticipates additional expenditures for staff attending IUG for meals and transportation (taxi and Uber), May 2019.

Capital Outlay expended $4,206.72 of $222,000.00 budgeted with $217,793.28 remaining. 1.9% 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.

Bank Statement
Account Summary
Beginning balance as of April 1, 2019, was $109,308.26. Deposits and credits total amount were $120,158.82. Checks and payments total amount were $158,080.68. There were no charges or fees. The average daily balance was $84,321.49. Ending Balance as of April 30, 2019, was $71,386.40.

Reconciliation Summary to General Ledger
Beginning Balance was $109,308.26. There were 80 checks and payments transactions for a total of $158,080.68. There were 31 deposits and credits for a total of $120,158.82. The total cleared transactions were $37,921.86. The cleared balance is $71,386.40.

The uncleared transactions included 13 checks and payments in the amount of $16,240.02. The deposits and credits included one item for a total of $2.50. Total uncleared transactions are in the amount of $16,237.52.

The Register Balance as of April 30, 2019, is $55,148.88 and matches General Ledger.

Public Funds Money Market
Account Summary
The beginning balance as of April 1, 2019, was $11,626.67. Deposits and other credits include interest credit of $12.90. There were no charges, fees, debits, or checks. The average balance was $11,626.67. Ending balance as of April 30, 2019, is $11,639.57.

Louisiana Asset Management Pool (LAMP) Fund Accounts Total
General Fund Account
- The Library’s Louisiana Asset Management Pool (LAMP) General Fund Account has an April 2019 beginning balance of $3,993,073.16. A withdrawal of $80,000.00 transferred to the Library’s checking account for payroll and payables. Income earned in February was $8,135.47 income earned YTD is $31,939.02, and the average daily balance* was $3,984,091.52. April 2019 general fund month-end balance is $3,921,208.63.
- Judge Paul B. Landry Memorial Account
- The Judge Paul B. Landry Memorial Account also invested with LAMP has an April 2019 beginning balance of $183,890.97. Income earned on the account was $376.08, income earned YTD is $1,493.93, average daily balance* was $184,181.62 for a total April 2019 month-end balance of $184,357.05
LAMP TOTAL: The total for the LAMP account (general fund and Judge P. Landry) beginning balance is $4,177,054.13 there was a withdrawal/transfer of $80,000 for payroll and payables, total earned income in April was $8,115.55, income earned YTD $33,432.95 the total average daily balance* was $4,168,273.14, the month end balance was $4,105,565.68.

Certificates of Deposit 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 $1,044,119.39

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>1022557935*</td>
<td>05/02/19</td>
<td>04/28/22</td>
<td>3.06%</td>
<td>$259,416.90</td>
<td>$260,687.80</td>
</tr>
<tr>
<td>1020188908</td>
<td>05/11/17</td>
<td>05/07/20</td>
<td>1.6%</td>
<td>$262,337.48</td>
<td>$260,680.07</td>
</tr>
<tr>
<td>1019013746</td>
<td>04/28/16</td>
<td>04/22/21</td>
<td>1.83%</td>
<td>$260,337.48</td>
<td>$262,563.68</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>$1,042505.90</td>
<td>$1,044,119.39</td>
</tr>
</tbody>
</table>

*Account 1022557935 is a new account and new interest rate that is not included in the April Certificates of Deposit Statement. The Library received May 6, 2019, a new account notice from Business First Bank notifying the Library of the reinvestment of the 1019012146 accounts (1022557935) at the new percentage rate. The total amount reflects the new CD percentage rate.

West Baton Rouge Library Total Funds (Unrestricted and Restricted)

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business First Bank Checking Account</td>
<td>$71,386.40</td>
<td>Unrestricted</td>
</tr>
<tr>
<td>Business First Bank Money Market Account</td>
<td>$11,639.57</td>
<td></td>
</tr>
<tr>
<td>LAMP General Fund</td>
<td>$3,921,208.63</td>
<td>Unrestricted</td>
</tr>
<tr>
<td>LAMP Judge Paul B. Landry Memorial Account</td>
<td>$184,357.05</td>
<td>Restricted. Except for interest on the principle to be used for the purchase of Louisiana related books.</td>
</tr>
<tr>
<td>Business First Bank Certificates of Deposit (Landry monies)</td>
<td>$1,044,119.39</td>
<td>Restricted</td>
</tr>
<tr>
<td>Total</td>
<td>$5,232,711.04</td>
<td>Restricted/Unrestricted</td>
</tr>
</tbody>
</table>

Visa Credit Card
For billing cycle of April 11, 2019, there are 28 days in the billing cycle. There was a previous balance of $2,983.95 paid on April 29, 2019. Total purchases for this billing cycle was $5,450.71.

For the billing cycle of May 12, 2019, there are 28 days in the billing cycle. There was a previous balance of $5,450.71 paid on May 2, 2019. Total purchases for this billing cycle was $3,601.90.
According to Margaret Pritchard, the Library’s auditor, “the audit is still under review and will be ready in a couple of weeks. The report is due to the Legislative auditor’s office by June 30, so it will certainly be available before then”.

The Library plans to move the security officers tracking of time worked from the past practice of utilizing paper slips to track hours worked to the online payroll system, which will allow officers to enter time via an app, it will also include the ability to direct deposit. It’s good business practice. This will reduce the number of checks written by 20 per month or 240 per year, which also lessens the risk of check washing, keeps payees in one location, and eliminate the need to manually calculate hours which can lead to errors and eliminates the potentiality of losing slips of paper. The system will calculate hours entered, Cadie will continue to process the officer’s payroll every week. Reports of hours worked can be printed out for each officer.


The Statistical Report was presented with a discussion of the increase in circulation. In addition, the board was notified that the library has changed the way we count items in our collection to make it more accurate, by including all formats of library materials in the overall count. The number of library programs and attendance is up. Library technology use has also increased.

Director’s Report. Ms. Bond reported that the library will purge inactive patrons from the last three years with no more than $5.00 in fines. She attended the State Library’s New Director Bootcamp in April. Recent library programming included Eggstravaganza, STEAM night, Writer’s Group, and Storytime. Upcoming service renewals include FiberSeal, Directors and Officers Insurance, Port City Enterprises, Assurant Flood, and Overdrive. Current contracts, service agreements, and subscriptions were given to the board in a spreadsheet format. A list of maintenance vendors was given to the board. A list of software was given to the board. The board were pleased with receiving the information in an easy-to-read format.

Ms. Bourgeois presented the Executive Board Report. She discussed appointing board members to serve on the West Baton Rouge Parish Library Staff Handbook revision committee. She asked that the library director clear revisions of the handbook with the board officers before sending to an attorney for review.

Ms. Bourgeois brought up the issue of the purchase of self-checkout equipment in October 2017, which was not addressed in the Director’s Report.

Questions regarding the Self-Checkout Equipment were raised during the Officers Meeting on April 8, 2019. The following statement was provided by the Director and included in the meeting packet:

1. When was the self-check/Library Document Station purchased? – October 5, 2017, for $7,375.00 utilizing funds from the 13E Capital Outlay Acquisitions budget line (automation/hardware) and separately the 07G Operating Services Automation software budget line $2,093.00; September/October 2017 monthly report. Did I overstep in this area, if I did, I am so sorry? I believe in 2019 it’s been established that any checks written for over $5,000.00 require two signatures. Perhaps a threshold for approval of equipment purchases could be equal to that, and anything over $5,000.00 requires board approval; please let me know so that I can avoid
making the same mistake in the future. The goal was to create efficiencies to provide additional support to the circulation staff; to be able to have more time to assist patrons with technology, reference, and research questions; and create additional internal controls to reduce the number of collection of cash transactions by staff from patrons by providing the public the opportunity to pay for fines at the self-check station via a coin-op machine. The self-check/library document station provides all the services of the current LDS plus self-checkout and fine payment utilizing minimal floor space. The Library can provide 2017 transaction detail of the Capital Outlay Acquisitions budget line and the Operating Services Automation software budget line.

Regarding the equipment purchase, Ms. Bourgeois stated that Officers became aware of the purchase in late March 2019, following a phone call from Beth Vandersteen, previous Director, who said that she had not purchased the equipment during her tenure. Ms. Bourgeois reminded the Director that when she mentioned the equipment in July 2017, Board Members asked her not to purchase said equipment until they received more information and were referred to someplace where it was being used to see it in operation. It was further revealed to Board Officers that the equipment, paid for on October 17, 2017, was not installed/in use.

Ms. Bourgeois made the motion, seconded by Mrs. Morgan, to declare the equipment as surplus and provided the Director a handout with instructions on the process. Discussion ensued, including a question from Mrs. Swancy as to why the equipment was still in the box. No response was provided.

A roll call vote was held with the following results:

Roll Call Vote
Joanne Bourgeois, President - Yes
Scarlet Callicoatte, Vice-President - Yes
Brenda Morgan, Treasurer - Yes
Ola Harden - Yes
Gina Lemoine - Yes
Kelson Swancy - Yes
Absent/Not Voting: Chris Kershaw

The roll call vote showed that there were six “yes” votes and zero “no” votes. The motion to surplus the self check-out machine passed.

Ms. Bourgeois suggested that any purchase of equipment in the amount of $1000.01 or more be brought before the board officers before purchase. No motion was made or vote taken.

New Business. Ms. Bond asked the board to adopt the LA Compliance Questionnaire. The motion to send the questionnaire was made by Ms. Callicoatte and seconded by Ms. Swancy. The motion carried.

Other Business. Ms. Bond reminded board members of the need to take the 2019 Ethics Training and the Prevention of Sexual Harassment Training. Ms. Swancy has already done the training for her work and needs to turn in a copy of the certificates to the library.

Ms. Harden made a motion to Adjourn and Ms. Morgan seconded the motion. The motion passed. The meeting adjourned at 5:00 p.m.
/s/ Joanne Bourgeois
Joanne Bourgeois
President, Library Board of Control

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