

The meeting of the *Finance Committee* of the Library Board of Control was held at the Lockport Branch on Friday, March 21, 2025 at 1:10pm with the following:

PRESENT: Courtney Hubbell, Committee Chair
Bennie Smith
Francine Middleton

ABSENT: N/A

Also present in the meeting room: Laura Sanders; Library Director, Sherry Lucas; Finance/HR/Operations Manager, Shannon Porche; Assistant Director, and Dana Clement, Administrative Assistant for the Library.

The Pledge of Allegiance was recited together.

Mrs. Hubbell stated after roll call, “we have a quorum and can move forward with our committee meeting.”

A motion to accept the LBC Finance Committee agenda was made by Ms. Smith, seconded by Mrs. Middleton, and carried unanimously.

Business:

Item 1-Discussion and recommendation to the full Board for approval of amending the 2025 Budget: Mrs. Sanders stated, “we have to budget so early in the year that the ad valorem collection amount estimated for the Library ended up being higher than actual collections. We now expect total revenues from all sources to be about \$6.1million for 2025. Between our spending history and some expected late collections, we don’t expect a shortfall.” Per Mrs. Lucas, “To be on the safe side, we went through our entire budget and trimmed down various categories. There was no health premium increase for this year, so we were able to reduce that line item. Retirement plan participation is down, so we reduced there. We centralized program purchasing through Headquarters, so we were able to reduce Library Supplies. We trimmed down Miscellaneous Expenses, Advertising, Bindery Memberships, Education & Conferences, Electricity, Postage, Publication of Legal Notices, Services Charges & Fees, Travel & Meals, and Room & Board based on 2024 actual expenditures. Erate no longer has language indicating that we must budget in the event of no Internet discounts, so we were able to reduce the Communications line item. We increased the Insurance Liability line item due to a 7% in 2025 premiums. As we discussed at our last regular meeting, we reduced various acquisition categories to free up funds for Vehicle Leases. We reduced multiple line items in the Repairs & Maintenance Section based on 2024 actual spending. We still have \$60,000 budgeted for technology upgrades.” Overall, the difference between the current approved 2025 and the proposed amended 2025 Budget is a decrease of \$325,500.

Upon a motion made by Ms. Smith, seconded by Mrs. Middleton, the Finance Committee recommends to the full Board the approval of the Amended 2025 Budget as presented. The motion passed unanimously.

Item 2-Discussion and recommendation to the full board for approval of the proposed 2026 Budget; Mrs. Sanders explained, “We anticipate slight growth in the ad valorem category as the economy continues a slow recovery. The proposed 2026 Budget is almost exactly the same as the amended 2025 Budget, except for a few differences: We added back in Bindery, increased Liability Insurance to account for possible premium increases, increased Vehicles to give us the option of two additional leases and two older vehicles out to surplus, and we increased Periodicals to restart South Lafourche and Golden Meadow newspapers and magazines for 2026 as those buildings come back online.” Mrs. Lucas noted that \$60,000 was allocated to the annual computer lab upgrades for 2026. Overall, the difference between the amended 2025 and the proposed 2026 Budgets is an increase of \$92,000.

Upon a motion made by Ms. Smith, seconded by Mrs. Middleton, the Finance Committee recommends to the full Board the approval of the proposed 2026 Budget as presented. The motion passed unanimously.

Item 3-Discussion and recommendation to the full Board for approval of LPPL salaries; Mrs. Sanders explained, “Our employees have continued to work very hard to meet the needs of the community and are very deserving of an increase in salary. The 2025 salary budget already had a projected salary increase included, so there was no need to amend that line item. We’ve provided the committee with a few options for review at various cost levels.” After a brief discussion, Ms. Smith made a motion, seconded by Mrs. Middleton, to recommend to the full Board that all employees be given a 3% structural rate increase for 2025, beginning at the current pay period. The motion passed unanimously.

With no further business to discuss, a motion for adjournment was made by Ms. Smith, seconded by Mrs. Middleton, and the motion carried. The Finance Committee adjourned at approximately 1:40pm.

Recommendations:

The *Finance Committee* recommends to the Full Board for review and consideration:

1. The amended 2025 Budget be approved as presented.
2. The proposed 2026 Budget be approved as presented.
3. All LPPL employees receive a 3% structural rate increase, beginning at the current pay period.