

The meeting of the Library Board of Control *Finance Committee* was called to order on Monday, January 11, 2021 at 5:36pm with the following:

PRESENT: Courtney Hubbell, Chairman
Bennie Smith
Robert Rome present via video/teleconference

ABSENT: N/A

Also present were Laura Sanders, Library Director and Dana Clement, Administrative Assistant for Lafourche Parish Public Library.

The Pledge of Allegiance was said in unison.

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

Business:

Item 1- Discussion of budget cuts due to funding loss.

Mrs. Sanders stated, if you remember, at the October 27, 2021 council meeting one of our millages was voted down and is not being collected. This caused a \$2.1M funding loss. Although we currently have approximately \$8.5M in fund balance to carry over we still owe \$500,000 on Thibodaux, \$700,000 for the Lockport Project (if approved) and at least another \$40,000 in 2020 invoices. Best practices from the State Library used to be to keep one (1) year in reserve, now it is recommended to have at least \$3M in reserve for emergencies. With that in mind, I have made proposed cuts to our budget of \$1M and will take the other \$1.1M out of our existing fund balance.

Our Personnel Services category is our biggest and most expensive category but it's our greatest asset - it's our employees! LPPL employees are what make us an award winning library. But unfortunately, this is the specific area that some members of the Council have some concerns. Therefore, this is where I feel we need to do some cutting. I'm proposing we cut our branch hours. This will put our employees work hours from a 40 hour work week to 36 hours work week while still reattaining their full time benefits. There will be an exception of six (6) administrators who must continue to work 40 hours. We currently have 57 Full-Time employees and 10 Part-time employees with the library. The only way to cut branch hours is to cut employee hours. This will also cut costs with utilities. Since we have been compared with the Terrebonne Library system I checked with them regarding their employees. They have the same number of employees we have but 20 of theirs are part-time and do not earn benefits. Additionally, their full-time employees only work 35-36 hours and their satellite branches are only open 4 days a week. After some discussion on the different options presented, the committee agreed on Option 3. See attachment

Some other cuts that were shown on the proposed budget worksheet are: books and materials, databases, software, travel (although to maintain Mrs. Sanders' directors certificate she needs to attend some conferences each year), library supplies, professional services, building improvements and equipment. We will look at canceling our higher priced databases including Hoopla, 1 of the 2 foreign language databases, (Pronunicator Language is provided through the state, and the other one is Mango Language that we will not renewing), ProQuest, and Kanapy. We will look at others as their renewal dates get closer.

Mrs. Sanders stated, I understand that I oversee the daily operations of the library, and that library hours and staffing are my responsibility, but I feel this is such an important decision that I am asking the board for their input and agreement so can present a united front on these changes.

After further discussion, the committee has suggested the proposed changes to the full board for approval.

1. A motion was made by Ms. Smith, seconded by Mr. Rome, to recommend to the full board reducing the 2021 Budget worksheet as presented.
2. Branch Hour cuts as listed.

With no further business to discuss, a motion for adjournment was made by Ms. Smith, seconded by Mr. Rome, and the motion carried unanimously. The Finance Committee adjourned at approximately 6:30 pm.