



New Orleans Public Library
Executive/Finance Committee Meeting
3rd Floor Conference Room; Main Library
Monday, July 8, 2024
4:30 p.m.

MINUTES

IV. Call to Order — (4:40 p.m.)

- A. Committee Chair, Dana Henry, called the July 8, 2024 Executive/Finance Committee meeting to order at 4:40 p.m.

V. Roll Call — (4:40 p.m.)

Members Present: Dana Henry, Andrea Neighbours, Alexis Parent-Ferrouillet (Kathleen Coverick joined the meeting via ZOOM)

Staff Present: Emily Painton, Tamyka Miles, Michel Thompson, Tammy Hanson
Four members of the public were in attendance

VI. Executive Director Update – (4:41 p.m.)

- B. We had a system-wide interruption in internet and telephone services due to a severed line. The I/T director has devised a plan to prevent closures should a similar incidence occur.
- C. Nora Navra is closed due to vandalism of the HVAC system. A fence has been built to prevent this and exterior damage has been repaired. The Head of Facilities reported that the HVAC unit could not be accessed and the ceiling needed to be redesigned to accommodate repairs. This work has been completed. The HVAC vendor is scheduled to have the blower motors delivered this Wednesday
- D. The plumbing at Main needs to be replaced. The 3rd floor staff restrooms are non-functioning.
- E. Ms. Painton met with the Chamber of Commerce to find ways to cross-promote programs, specifically for small businesses such as LinkedIn Learning.
- F. Ms. Painton attended the GNOF Board training which is geared toward non-profit boards. The Louisiana State Library also offers a full day of training as well.
- G. A number of staff attended the American Library Association Conference at the beginning July. There was a demonstration of the book lockers we will be using at the Smith branch.
- H. Ms. Painton met with Ride Nola to discuss an Opportunity Pass which is a free bus pass for youth ages 16-24. This will begin in September after staff training.

- I. We have been invited to promote our Summer Fun Program and discuss the law that restricts youth library cards.
- J. Ms. Painton will be attending the Mayor's 2025 budget town halls. Staff Development Day will be held on October 21st this year pending board approval. Ms. Neighbours asked how much will be allocated toward the plumbing repairs. Ms. Thompson responded that \$600k is budgeted.
- K. Ms. Ferrouillet asked if the Staff Development Day will meet off-site. Ms. Painton responded that it will so all staff can participate. The REACH Center has adequate space, but chairs will need to be brought in. Ms. Neighbours asked who pays for the Staff Day and Ms. Painton replied that we have budgeted monies for this.

VII. **Financial Update – (4:50 p.m.)**

- I. Budget vs Actual as of June 30, 2024
 - A. Out of \$22 million in millage revenues that was budgeted, \$19 million has been received (89% of budget). Last year by this time, we had received 96%. All the trust and reserve fund monies are available. We have received more in fees than projected.
 - B. We budgeted \$16.5 million for personnel costs and we are at \$7.5 million (55% of budget). The personnel budget needed to be updated with additional costs of the 2.5% pay increase that were realized after the budget was submitted to the City.
 - C. In Other Operating we budgeted \$20 million with \$7.4 in purchase orders, year-to-date payments are \$3.7 million.
 - D. The \$3.7 million budgeted for Strategic Planning expenditures are broken down categorically.
- II. 2023 Year End Financials
 - A. Millage revenue budgeted \$21 million and received \$22 million. We used \$3 million from reserves to cover Strategic Planning initiatives and operating expenses. Fees revenue budgeted \$130 and receipts were \$139k.
 - B. \$16 million was budgeted for personnel and actual was \$14 million (88% of the budget). Monies received in excess go into reserves.
 - C. \$9 million was budgeted for other operating and \$8 million was spent.
 - D. Total funding for 2023 was \$25.6 million with \$3 million going into reserves.
 - E. Year end 2023 reserves was \$19.2 million and \$13m was made available for 2024 budget.
 - F. We spent \$515k on Strategic Planning Initiatives. Ms. Neighbours asked why we budgeted \$4 million for Strategic planning initiatives and spent so little. Ms. Thompson responded that the \$4 million also covers operating costs. Ms. Painton added that we are discovering how much we spend on programming. Ms. Neighbours would like to see a more defined strategic planning chart that identifies specific expenditures.
- III. 2025 Proposed Budget
 - A. In 2024, we budgeted \$22 million in millage revenue and are budgeting \$20 million for 2025. This is based on millage revenue received as of 06/30/24 which is 7% less than millage revenue received in 06/30/23. \$100k is budgeted for fees revenue to offset supply expenses. Fund reserves will be pulled to support strategic planning, some operating expenses and building equipment replacement. Ms. Coverick requested that strategic planning and operating expenses be separated.

- B. \$9.5 million was used from the 2024 fund balance for facilities expenses. We anticipate these costs to be more in 2025 because projects won't begin until 2025. Thompson confirmed and stated unused fund reserves budgeted in 2024 will be available and budgeted in 2025.
- C. Ms. Parent-Ferrouillet asked what facilities expenses can be paid from millage dollars. Ms. Thompson responded that it depends on the project and the cost. Ms. Neighbours added that we need to begin to think about the library beyond the life of the Main building. Mr. Henry suggested to form a Facilities Committee to address these issues. Ms. Neighbours asked if the income from land/lease dollars could be used to offset personnel costs. Ms. Thompson responded that this income is not guaranteed every year.

Ms. Coverick left the meeting at 5:34 p.m.

IV. Members of the public asked questions about the facilities repairs.

- A. Due to the millage decrease, every line item budget has been reduced for 2025, except for facilities. Mr. Henry asked if there is anywhere in the budget that can be reduced to cover other costs.
- B. A question was asked by a member of the public if we are not doing repairs due to lack of funds.

V. Executive Director Evaluation Update – (6:23 p.m.)

- L. The consultant has nearly completed the evaluation directives.

VI. New Members Update – (6:25 p.m.)

- M. Ms. Coverick's second term has been approved. The Mayor is recommending Dr. Clarisse Kirkland as a board member to replace the vacancy left by Ms. Kimbrough-Mire.

VII. Adjournment

- N. Committee Chair, Dana Henry, adjourned the July 8, 2024 Executive/Finance Committee meeting at 6:40 p.m.