

New Orleans Public Library  
Board of Trustees  
July 8, 2025

Board Meeting Packet

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**New Orleans Public Library**  
 Regular Board Meeting  
 Algiers Regional Library Conference Room  
 Tuesday, July 8, 2025  
 4:30 p.m.

**NOTE REGARDING PUBLIC COMMENT:**

The legal purpose of open meetings is to allow individuals to observe and participate in the deliberations of public bodies. Meetings of public bodies must be open to the public unless closed pursuant to a statutory exception, such as set forth in R.S. 42:16 – 42:18, which authorizes closed executive sessions. Public bodies must provide an opportunity for public comment prior to action on the agenda item upon which a vote is to be taken. The governing body may adopt reasonable rules and restrictions regarding the comment period. R.S. 42:14, requires each public body, except school boards, conducting a meeting that is subject to the notice requirement of R.S. 42:19(A), to allow a public comment period prior to action on an agenda item upon which a vote is to be taken.

**NOTE: DUE TO THE TRANSFER OF THE MEETING TO A NEW LOCATION, THE ZOOM OPTION MAY NOT BE AVAILABLE**

**\*PUBLIC COMMENT IS LIMITED TO TWO MINUTES PER INDIVIDUAL\***

**AGENDA**

- I. **Call to Order** — (Board Chair, Dana Henry, 1 minute)
- II. **Roll Call** — (Executive Assistant Tammy Hanson, 1 minute)
- III. **Action Item: Approval of Consent Agendas** — (Dana Henry, 2 minutes)
  - A. Approve May 13, 2025 board meeting minutes
    1. Public Comment
- IV. **Information Items**
  - A. Friends of NOPL Update – (President, Shannan Cvitanovic, 5 minutes)
  - B. Director’s Update - (Executive Director, Emily Painton, 5 minutes)
  - C. Financials Update – (Budget Director, Michel Thompson, 5 minutes)
- V. **Discussion Items**
  - A. Board Committees – (Dana Henry, 4 minutes)
- VI. **Attachments**
  - A. Board Packet

VII. **Adjournment**

Join Zoom Meeting

<https://zoom.us/j/93979291027?pwd=qMTCaOrWC8BKcaID2W3FloX73flaGt.1>

Meeting ID: 939 7929 1027

Passcode: 221075

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  - +1 507 473 4847 US
  - +1 564 217 2000 US
  - +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
  - +1 689 278 1000 US
  - +1 719 359 4580 US
  - +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
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  - +1 360 209 5623 US
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Meeting ID: 939 7929 1027

Passcode: 221075

Find your local number: <https://zoom.us/u/aegFL87f8b>



**New Orleans Public Library**  
 Regular Board Meeting  
 Nora Navra Conference Room  
 Tuesday, May 13, 2025  
 4:30 p.m.

**MINUTES**

- I. **Call to Order**
- II. The May 13, 2025 Board of Directors meeting was called to order at 4:40 p.m.
- III. **Roll Call** (4:40 p.m.)  
 Members Present: Dana Henry, Joel Ross, Andrea Neighbours, Kathleen Coverick, Monique Robinson  
 Members Absent: Alexis Parent-Ferrouillet, Clarice Kirkland  
 Staff Present: Emily Painton, Tamyka Miles, Heather Riley, Michel Thompson, Tammy Hanson, Shukrani Gray, Katy Hepner, April Martin, Mary Ann Marx, Shannan Cvitanovic  
 Public: Andrea
- IV. **Action Item: Approval of Consent Agendas** — (4:42 p.m.)  
 A. Approve March 12, 2025 board meeting minutes  
 B. Approve May 6, 2025 Special Executive Meeting Minutes
  - 1. Ms. Neighbours inquired about missing portion of the March 12 minutes where the emergency fund was discussed. Ms. Thompson helped her locate them.
  - 2. Ms. Neighbours moved to approve the previous meetings' minutes and Ms. Ross seconded. Motion passed unanimously.
- V. **Action Item: Approval of Executive Director Performance Review** — (4:44 p.m.)
  - 1. Mr. Henry explained that another vote was required due to changes to the previous document. This will be a review for all future directors.
  - 2. Ms. Neighbours moved to approve the previous meetings' minutes and Ms. Ross seconded. Motion passed unanimously.
- VI. **Information Items** (4:50 p.m.)  
 A. Friends of NOPL Update
  - 1. The Crescent City Classic was a success with 21 runners anticipated and 60 participating. This garnered \$21k in sponsorships. Following participation will take place in two years.

2. The Big Book Sale was rained out and will be held this weekend (May 17<sup>th</sup>).
3. Due to the denial of the federal grant Friends requested, GenFest will be funded by alternate donors. It will be held at Delgado.

\*Ms. Coverick left the meeting.

#### B. Director's Update

1. The Children's Resource Center will be closed for the next year for remodeling and repairs. Norman Mayer remains closed with an anticipated re-opening next week.
2. The branch-wide HVAC projects have entered the bidding phase. The affected branches are Norman Mayer, Main, Algiers, ENO, and Keller.
3. The Facilities Director position has been posted. HR is meeting with the City recruiter to help promote this position. The position is posted on the library website or Ms. Painton can be contacted directly.
4. The Black History Month Art Contest was held at the REACH Center. There were 75 families in attendance. The event next year will be at a larger venue.
5. The Archives hosted GenFest at Dillard on April 6. There were over 600 attendees and 60 genealogical organizations. Five presentations demonstrated how to use our Archival services.
6. Mr. Ross asked how many applicants we have for the Facilities position. Ms. Painton responded that we have one. Mr. Ross will promote this position on his professional forums.
7. Summer Fun Reading has begun and off to a great start.
8. Mr. Henry asked where advertising for Black History Month events were promoted. Ms. Painton responded that we advertise on several platforms including social media and the City website.

#### C. Financials Update

1. \$14.5m of Fund Balance has been committed to building projects and operating expenses.
2. Actual millage tax and other revenue received/posted was \$19.8m, of that, \$19.7 is millage revenue and \$82k in other revenue. 11% of total budgeted revenue has yet to be realized.
3. Total Fund Balance and Revenue received/posted was \$34m; \$2.9m or 8% of budgeted has yet to be realized.
4. Personnel cost expended was \$3.8m or 22% of budget and Operating cost expended was \$3.9m or 27% of budget.
5. The overage on book and pamphlets is due to encumbrances that have not been realized. Ms. Neighbours inquired why we are not budgeting for this amount of overage. Ms. Thompson responded that the budget was based on prior year's activity and either all encumbered will not be realized or absorbed by other unspent expense line items. Line items are adjusted within operating expense line items as needed.
6. Ms. Neighbours asked if a calendar was or could be developed that shows events the board should be aware of (i.e. budget due dates, operational plan

due dates). Ms. Riley replied that a draft should be available soon. Mr. Henry also requested a bi-monthly, budgeted vs. actual chart of the operational plan.

7. Ms. Neighbours asked if we have spent any monies for the new security updates. Ms. Painton responded that the library security company is hired through the City.
8. Ms. Neighbours inquired about the budget personnel spending. The current numbers suggest a potential \$2 million surplus at year's end. Ms. Thompson agreed and stated that \$2 million reflects amount budgeted for unfilled positions and will decrease as positions are fulfilled.
9. Mr. Henry suggested a monthly metric that shows how we are accomplishing our strategic goals.

#### D. Q1 Performance Update

1. Ms. Riley reported that usage remains high.
2. Ms. Neighbours commented that we have used most of our marketing budget. Ms. Riley responded that due to the contracts we have with several partners and networks, the POs are paid for the entire year up front.
3. Ms. Neighbours asked if a chart could be developed that explains where the specific dollars are targeted. Ms. Riley responded that at this time we are not able to provide this.
4. Mr. Henry stated that we are very diverse in our marketing strategies but asked if we are using the correct tools to target a particular audience. Ms. Riley responded that we are definitely noticing a correlation and initial numbers are positive.
5. Mr. Henry inquired if library visits increase in the summer months. It does. Mr. Henry suggested partnering with area schools to develop more summer activities. Ms. Robinson suggested visiting with local organizations (Job One, etc.) to bolster our summer programs. Ms. Riley responded that we are constantly expanding our partnerships and we are always open to more suggestions.
6. Ms. Neighbours initiated a conversation regarding branch usage and opening on Sundays.

#### VII. Discussion Items

##### A. Summer Fun

1. Ms. Riley presented a PowerPoint that provides information on our Summer Fun Reading Program and had a sample of this year's art work as well as a showing of our marketing commercial. Readers of all ages will receive prizes for completing reading and activity goals over the summer.

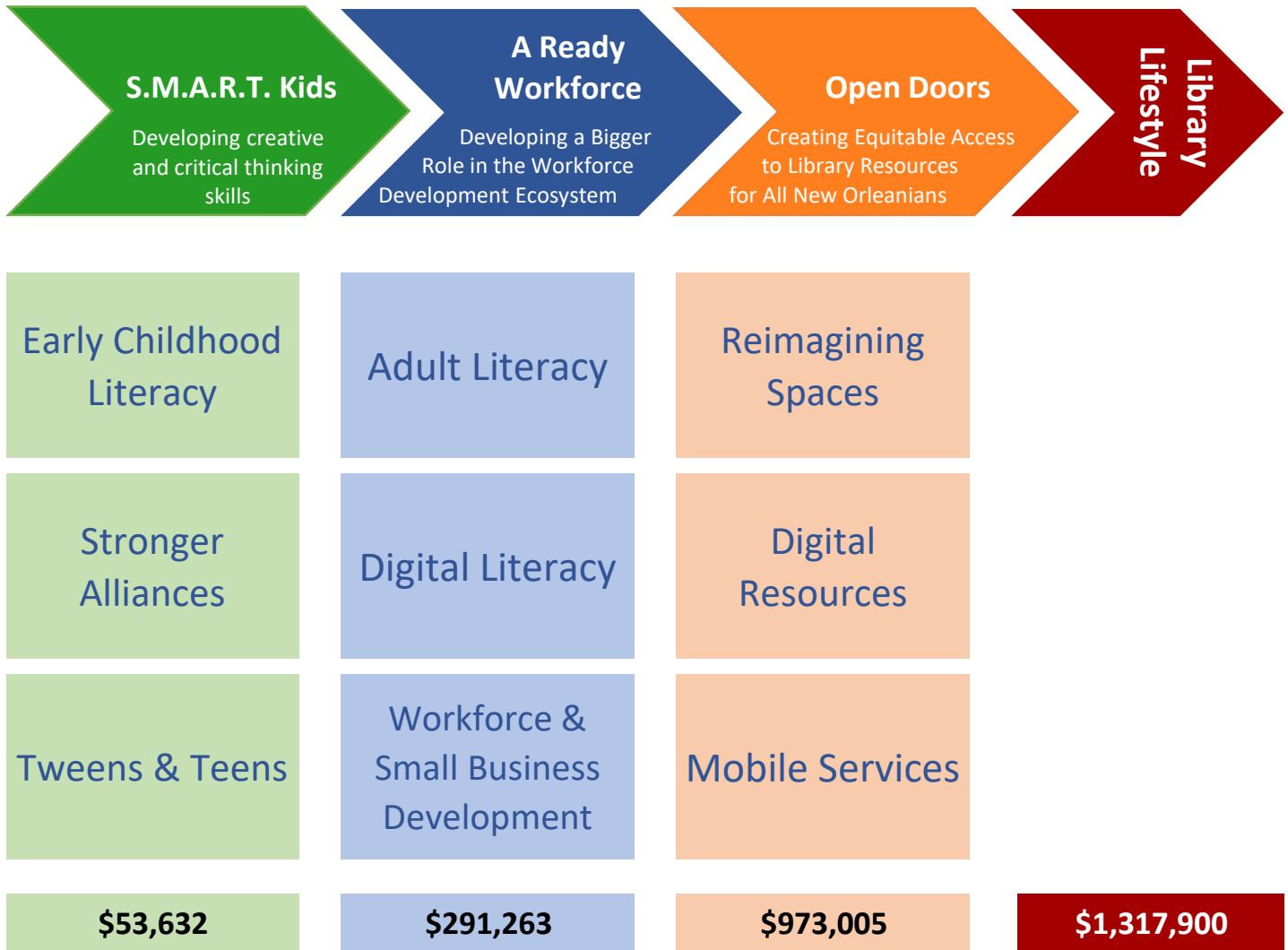
#### VIII. Attachments

##### A. Board Packet

#### IX. Adjournment

- A. The May 13, 2025 Board of Trustees meeting was adjourned at 6:00 p.m.

**Creating a Library Lifestyle - 4th Year Investment  
as of June 30, 2025**



New Orleans Public Library  
Budget vs Actual  
as of June 30, 2025

Line#	A	B	C	D	E	F	G
Line#	Description	Budget	Actual	Encumbrance	Commitment	Variance Amount	Remaining Percent
1							
2	<b>FUND BALANCE</b>						
3	Fund Balance - Assigned	15,319,400	9,981,444			5,337,956	35%
4	<b>Total Fund Balance</b>	<b>15,319,400</b>	<b>9,981,444</b>			<b>5,337,956</b>	<b>35%</b>
5							
6	<b>REVENUE</b>						
7	<b>Tax and Other Revenue Total</b>	<b>22,315,000</b>	<b>20,974,416</b>			<b>1,340,584</b>	<b>6%</b>
8							
9	<b>Taxes (Millage)</b>	<b>22,000,000</b>	<b>20,836,601</b>			1,163,399	5%
10	Dedicated Library Real - Current Real	17,130,247	17,701,280	(excess over budget)		571,033	
11	Dedicated Library Personal - Current Personal	4,483,747	3,125,332			1,358,415	30%
12	Dedicated Library Personal - Prior	45,317	1,538			43,779	97%
13	Dedicated Library Real - Prior	340,689	8,451			332,238	98%
14							
15	<b>Other Revenue</b>	<b>315,000</b>	<b>137,815</b>			145,315	46%
16	Fines and Forfeits (Fees)						
17	Library Fines (Fees)	100,000	30,315			37,815	38%
18							
19	Miscellaneous						
20	Building and Grounds Rents (Land Lease)	215,000	107,500			107,500	50%
21							
22	<b>TOTAL FUND BALANCE AND REVENUE</b>	<b>37,634,400</b>	<b>30,955,860</b>			<b>6,678,540</b>	<b>18%</b>
23							
24	<b>EXPENSES</b>						
25	<b>Salaries and Wages</b>	<b>17,725,000</b>	<b>7,706,866</b>			<b>10,018,134</b>	<b>57%</b>
26	Salary	12,928,703	5,359,619			7,569,084	59%
27	Overtime	50,000	26,597			23,403	47%
28	Municipal Employees Pension	1,848,888	944,744			904,144	49%
29	Social Security Taxes	669,781	319,652			350,129	52%
30	Medicare	156,628	74,758			81,870	52%
31	Group Hospital Insurance	1,909,500	900,296			1,009,204	53%
32	Workers' Comp Insurance	124,200	60,363			63,837	51%

New Orleans Public Library  
Budget vs Actual  
as of June 30, 2025

Line#	A	B	C	D	E	F	G
Line#	Description	Budget	Actual	Encumbrance	Commitment	Variance Amount	Remaining Percent
33	Life Insurance	19,800	8,747			11,053	56%
34	Unemployment Compensation	11,200	5,564			5,636	50%
35	Uniform Allowance	6,300	6,525			(225)	-4%
36						-	
37	<b>Operating Total</b>	<b>19,909,400</b>	<b>3,412,998</b>	<b>4,188,353</b>	<b>2,496,839</b>	<b>9,811,210</b>	<b>49%</b>
38	Advertising	400,000	180,616	172,239	-	47,145	12%
39	Convention and Travel Expense	50,000	15,422	5,715	-	28,863	58%
40	Local Travel	7,000	1,564	-	-	5,436	78%
41	Dues and Subscriptions	2,036,354	849,386	448,618	-	738,350	36%
42	Education	16,000	6,804	-	-	9,196	57%
43	Postage & Freight & Shipping Costs	4,300	3,796	493	-	11	0%
44	Printing And Binding	25,000	3,891	1,200	-	19,909	80%
45	Professional Services	1,128,306	310,463	237,339	54,000	526,504	47%
46	Security Professional Services	900,000	263,022	636,978	-	-	0%
47	Rents and Leases - Land and Building	300,000	132,168	147,644	-	20,188	7%
48	Rents and Leases - Other Property	3,079	1,322	1,728	-	29	1%
49	Rents and Leases - Copiers	81,121	55,926	25,113	-	82	0%
50	Rents and Leases-Cell Phones	40,000	19,821	20,179	-	-	0%
51	Repairs and Maintenance	350,000	191,311	132,936	-	25,753	7%
52	Local Telephone	67,400	32,858	33,882	-	660	1%
53	Miscellaneous	2,000	210	-	-	1,790	90%
54	Grounds Maintenance and Repairs	186,240	79,865	106,375	-	-	0%
55	Books and Pamphlets	1,466,000	903,111	1,427,359	-	(864,470)	-59%
56	Building Supplies	35,000	8,386	2,525	-	24,089	69%
57	Education Supplies	-	-	-	-	-	
58	Engineering and Electrical Supply	7,500	-	-	-	7,500	100%
59	Clothing and Food Supplies	4,240	1,384	2,792	-	64	2%
60	Janitorial and Cleaning Supplies	73,000	41,855	26,645	-	4,500	6%
61	Office Supplies	100,000	38,274	32,620	-	29,106	29%
62	Computer Software & Applications	310,000	89,346	213,770	-	6,884	2%
63	Buildings and Improvements	16,200	-	-	-	16,200	100%
64	Building and Power Plant Equipment	11,700,000	146,317	-	2,442,689	9,110,994	78%

New Orleans Public Library  
 Budget vs Actual  
 as of June 30, 2025

Line#	A	B	C	D	E	F	G
	Description	Budget	Actual	Encumbrance	Commitment	Variance Amount	Remaining Percent
65	Communications Equipment	800	-	-	-	800	100%
66	Education and Recreation Equipment	39,860	16,431	18,424	150	4,856	12%
67	General Equipment	40,000	-	-	-	40,000	100%
68	Office Furniture and Equipment	205,000	9,003	193,781	-	2,216	1%
69	Computers and Technology Equipment	315,000	10,446	300,000	-	4,554	1%
70							
71	<b>TOTAL EXPENSES</b>	<b>37,634,400</b>	<b>11,119,863</b>	<b>4,188,353</b>	<b>2,496,839</b>	<b>19,829,345</b>	<b>53%</b>

	2022_YTD	2023_YTD	2024_YTD	
	Audited	Audited	Unaudited	
	Actuals	Actuals	Actuals	
77	<b>Beginning Balance, January 1</b>	17,145,695	18,476,875	19,208,708
78	Net Change in Fund Balance (Activity)	1,331,180	731,833	(816,350)
79	<b>Ending Fund Balance</b>	<b>18,476,875</b>	<b>19,208,708</b>	<b>18,392,359</b>
80	less 2022 Open Encumbrances/Commitments			(360)
81	less 2023 Open Encumbrances/Commitments			(6,600)
82	less 2024 Open Encumbrances/Commitments			(1,292,575)
83	<b>2024 Year Ending Fund Balance less Encumbrances &amp; Commitments</b>			<b>17,092,823</b>