



**Cameron Parish Library Board of Control  
Regular Meeting  
Monday, December 20, 2010  
Cameron Library  
3:00 P.M.  
AGENDA**

- 1) Call to Order- Cyndi Sellers
- 2) Prayer - Wanita Harrison
- 3) Pledge of Allegiance - John Calzada
- 4) Minutes
- 5) Financial Report
- 6) FEMA changes - GOHSEP
- 7) Bookmobiles
- 8) Acceptance of completed Johnson Bayou project pending police jury acceptance and architectural clearance of punch list
- 9) Capital Projects/Budget
- 10) Server purchase
- 11) Librarian Certification
- 12) Holidays
- 13) Strategic Plan – Roles of the library
- 14) Web Site
- 15) Technology Plan
- 16) Deletions
- 17) Proposed Board Dates 2011
- 18) 2010 Accomplishments
- 19) Adjourn



## PROCEEDINGS

Cameron Parish Library  
Board of Control  
Regular Meeting  
Cameron Library  
December 20, 2010

Board President, Cyndi Sellers called the meeting to order at 3:12 p.m. at the Cameron Library. Board Members present were Cyndi Sellers, Wanita Harrison, Geralyn Myers, Lisa Hunt and Board Secretary Bobbie Morgan. Absent were John Calzada, Gail Delcambre, and Stephanie Rodrigue. Visitors were Lee Harrison and Marlys Sanders.

The prayer was led by Wanita Harrison and Lisa Hunt led the Pledge of Allegiance.

On the motion of Lisa Hunt, seconded by Geralyn Myers, and carried, the board unanimously voted to accept the minutes as written.

No financial report was given or received as there was no representative from the police jury.

On the motion of Lisa Hunt, seconded by Wanita Harrison and carried, the board unanimously voted not to resume bookmobile service. Further discussion will be needed to determine whether to keep the Gates bookmobile and whether to reinstitute use of the MEL.

Marlys Sanders from the Governor's Office of Homeland Security and Emergency Preparedness presented information on a consolidated contents plan proposed by FEMA wherein the PWs the library currently has on library contents would be combined into one PW as an improved project with enhanced dollar amounts.

On the motion of Wanita Harrison, seconded by Lisa Hunt and carried, the board unanimously voted to request from FEMA a consolidated improved project for resources lost from Rita.

On the motion of Lisa Hunt, seconded by Geralyn Myers, and carried, the board unanimously voted to accept as complete the Johnson Bayou Library pending approval by the Cameron Parish Police Jury and the architect's release of funds after the last walk through following completion of the punch list.

The board briefly discussed the capital projects portion of the budget to ensure everyone is aware of what has been budgeted and approved.

On the motion of Wanita Harrison, seconded by Lisa Hunt, and carried, the board unanimously voted to approve the purchase of a new server.

On the motion of Lisa Hunt, seconded by Geralyn Myers, and carried, the board unanimously voted to amend the contract with the director to allow certification to be postponed until December 31, 2011.

On the motion of Lisa Hunt, seconded by Wanita Harrison, and carried, the board unanimously voted to accept the 2011 Holiday Schedule as amended.

A discussion on the future roles of the library was held.

The board agreed that the following roles, in order of importance, should be considered:

1. The library shall maintain a relevant, current and useful collection of materials with resources and information available for in-house research as well as for lending.
2. The library shall provide current technological resources for use by the public.
3. The library shall provide age appropriate educational, cultural and recreational programs that promote lifelong learning.
4. The library will have a welcoming, relaxing environment in which patrons can pursue their interests.

These roles are to be discussed at the next board meeting in January, 2011.

On the motion of Geralyn Myers, seconded by Lisa Hunt, the board unanimously voted to adopt the 2011-2014 Technology plan.

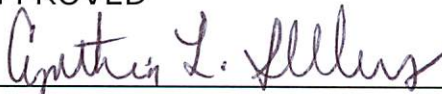
On the motion of Geralyn Myers, seconded by Lisa Hunt, and carried, the board unanimously voted to accept the deletions.

The dates for 2011 Library Board of Control meetings was set. The dates are: January 24, February 21, March 21, April 18, May 16, June 20, July 18, August 15, September 19, October 17, November 21, December 19, 2011.

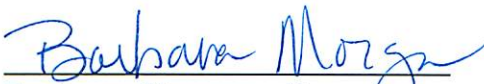
The Grand Chenier approval for requests for bids will be placed on the January 3 police jury agenda and regular meeting.

There being no further business and upon the motion of Wanita Harrison, seconded by Geralyn Myers, the meeting was adjourned.

APPROVED

  
\_\_\_\_\_  
Cynthia Sellers, Board President

ATTEST

  
\_\_\_\_\_  
Barbara Morgan, Secretary



- 1. The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.**

**Goal 1:** Provide patrons with electronic information services from a range of internal and external resources.

*Objective 1:* Provide an easy-to-use, easy-to-maintain and secure computing environment for library users and staff that support:

- access to resources,
- stability and reliability,
- currency of technology, and
- efficiency and increased usage of resources.

**Desired Result:** Increased member use of and satisfaction with electronic resources including access to the Internet, software applications, internal and external informational databases, computer functionality and computer/network management.

**Action Required:**

1. Purchase additional hardware with newer technology to upgrade access to computer terminals by the end of 2011.
2. Provide a restricted account in the budget to ensure future funding of replacement hardware, software and network infrastructure.
3. Purchase upgraded hardware with newer technology on a regular three year replacement schedule. Insure hardware and necessary peripherals are configured for commonly used data storage device support, easy access to necessary ports and jacks, quick and easy maintenance and that will provide support services such as printing.
4. Monitor, maintain and upgrade network infrastructure to insure the necessary capacity to support current and new hardware, software applications and access to provided resources.
5. Provide access to the Internet

**Budget Required:**

1. Three year replacement schedule requires approximately \$30,000.00 per year to purchase laptops and software.
2. Three year replacement schedule requires approximately \$6,000.00 per year to purchase network server hardware and software.
3. Annual maintenance of software licenses and support and maintenance of critical hardware requires approximately \$14,000.00 per year.

**Evaluation:**

1. Purchase and install new hardware for public workstations so that at the end of each 3 year period, public and staff computers have been updated according to replacement schedules, budgetary allocations and available funding.
2. Firewall is upgraded; policies and services are revised to provide greater LAN security.

**Goal 2:** Provide patrons and staff with training on software programs through a variety of providers.

*Objective 1:* Provide training in common software applications that supports:

- job readiness skills,
- common office and personal skills, and
- efficient work flow in-house.

**Desired Result:** Increased ability to utilize common or job related software programs in business and personal applications for patrons and staff.

**Action Required:**

1. Have adequate numbers of computers and software applications to teach small classes in Microsoft Office products.
2. Utilize the classes offered by the Louisiana State Library and the Literacy Council of Southwest Louisiana to offer workshops and classes teaching basics and advanced courses in a variety of software applications.
3. Ensure time is available for staff to take courses to become proficient in software applications so they will be able to offer assistance to patrons and have an increase in skills needed to accomplish library work.

**Budget Required:**

1. Funding to upgrade 2003 operating system to 2007 and 2003 Microsoft Office to 2010 Microsoft Office \$2000. Funding to provide 17 computers for classes to rotate throughout system. \$0.00. The library will use older computers that have been replaced with newer versions.
2. There is no cost to the library for the classes offered the Louisiana State Library or the Literacy Council of Southwest Louisiana.
3. Costs for staff coverage comes from the personnel budget and has been budgeted into the 2011 budget for each branch at substitute level pay except for Lowry which is budgeted at the branch manager's pay rate.

**Evaluation:**

1. Computers and software packages are purchased and available for class use. Specialty software is provided by agencies offering the training.
2. Classes are scheduled multiple times for each library location in multiple courses.
3. Staffs are skilled in various software packages.

**Goal 3:** At least one staff at each library location will be trained on simple computer and printer trouble shooting techniques.

*Objective 1:* Reduce the time a computer or printer is not working by having staff on hand to solve the simple problems that routinely occur with technology.

**Desired Result:** Computer and printer malfunctions will be quickly diagnosed and fixed at the individual library level to decrease time without service to a minimum.

**Action Required:**

1. At least one hands on training course from an IT professional demonstrating common computer and printer malfunctions and the steps needed to troubleshoot and fix the issue.
2. Situations set up for staff to solve as part of the final training.

**Budget Required:**

1. Training course from an IT professional: \$600
2. Staff time for training: Replacement cost for each staff member at a substitute clerk cost. This has been included in the 2011 budget under training.

**Evaluation:**

1. At least one staff from each location has taken one hands on course from an IT professional.
2. Staffs have successfully completed training exercises solving IT issues.

**Goal 4:** Staff will learn databases provided by the Louisiana State Library and the Cameron Parish Library system.

*Objective 1:* Better reference service to patrons will be provided through the use of databases.

**Action Required:**

1. Staff members will have training in database and reference training.
2. Each staff member will learn one database per quarter and be able to demonstrate the database and teach it to another staff member.
3. Staff members will use databases to accomplish work and help patrons answer informational needs.

**Budget Required:**

1. Training provided by the Louisiana State Library is at the cost of \$25/person/training. A lump sum amount has been added for overall staff development in the 2011 budget.
2. Staff time to practice database navigation and thoroughly learn a database. This is a routine part of a staff member's daily duties.

**Evaluation:**

1. Training will have been taken by each staff member.
2. Each staff member will have learning a database on their work plan each quarter and demonstrate that plan to administration during evaluation visits to the branch.
3. Patrons will have questions answered by the use of databases.

**Goal 5:** Expand and enhance the public website.

*Objective 1:* Design a web site that is interactive, provides current information, is easy for staff to update and has relevant links to websites, information and databases.

**Action Required:**

1. Develop a committee made up of library staff and McNeese students.
2. Develop specifications.
3. Design content of individual pages.
4. Put pages together into the website and test.

5. Train staffs how to update the pages.

**Budget Required:**

1. The cost to the library consists of staff time needed to meet in the committee and time to train on updating web pages in the web site. A maximum of 36 hours of staff time is needed for committee work and a maximum of 60 hours of staff time is needed to learn how to update pages and practice to ensure the lessons are learned. The website design will be provided by McNeese students as a part of their coursework.

**Evaluation:**

1. Patrons will be able to locate information and easily navigate through the site.
2. A website that is easy to update will be developed.
3. Staff will be able to update the web site pages.

***What accompanying strategies have already been identified to reach those goals?***

1. Older computers are being discarded and replaced with laptops. Laptops with enough memory to add 2007 and 2010 operating systems and Microsoft Office products are in the process of being updated.
  2. Staff members have begun to complete work plans upon which they will be evaluated and upon which future pay raises will be based. Each plan must include a thorough knowledge of at least one database per quarter which can be taught to another staff member and demonstrated to administration.
  3. The 2011 budget process is complete with training added for each library and staff replacement costs to provide time off calculated into the budget.
  4. McNeese students have been located to work on the website as part of their coursework.
  5. A survey of staff and patrons has been completed which shows that internet access and computer training are priorities.
  6. A technology inventory is complete and obsolete equipment is being prepared for discarding by bid.
  7. Staff with an interest in computers and technology are being identified for future training in troubleshooting equipment at each location.
  8. Class schedules for each library location are being developed with the Louisiana State Library and the Literacy Council of Southwest Louisiana.
  9. Specialized software and databases of interest to residents of Cameron Parish have been identified for purchase.
2. **The plan must have a professional development strategy to ensure that staff understands how to use these new technologies to improve education or library services.**

**Professional Development Strategies:**

1. Utilize the classes offered by the Louisiana State Library and the Literacy Council of Southwest Louisiana to offer workshops and classes teaching basics and advanced courses in a variety of software applications. There is no cost to the library for the classes offered the Louisiana State Library or the Literacy Council of Southwest Louisiana.

2. Structure time so training opportunities are available for staff to take courses to become proficient in software applications. Costs for staff coverage comes from the personnel budget and has been budgeted into the 2011 budget for each branch at substitute level pay except for Lowry which is budgeted at the branch manager's pay rate.
  3. At least one hands on training course from an IT professional demonstrating will be provided.
  4. Situations will be set up for staff to solve as part of the final troubleshooting training.
  5. Library staff will be trained on how to update web pages on the new website by the McNeese students who create the website.
3. **The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.**

Assessment Strategies:

1. A survey was recently completed to determine the services the patrons consider most important to them as individual users as well as to the community as a whole. This survey is part of the Library Board of Control's strategic planning process and incorporates questions to the community as well as individual police jurors and police jury administrators.
  2. An inventory of hardware was recently completed. As part of the reopening of libraries as they are being rebuilt from the last storms, the number of computers needed to service the public is being determined and provisions made for the drops for each computer needed.
4. **The plan must provide a sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development and other services that will be needed to implement the strategy.**

Budget Assessment:

The 2011 budget has been developed with the number of computers needed to be added to the system, the amount of time needed and the dollar cost needed to accomplish the goals set forth.

<b>BUDGET ASSIGNED TO TECHNOLOGY</b>	<b>2011</b>
Computer maintenance including the IT contract, purchase of a new server and miscellaneous maintenance.	\$25000
Software and supplies	\$10,900
Computer equipment for inventory. This does not include new computers for two libraries with FEMA funding in 2011.	\$20,000
Staff training for workshops and staff time at: 1104 hours and \$9703.	\$6,300
Staff time: 1104 hours	\$9,703
<b>Total time and dollars committed in the 2011 budget to technology.</b>	<b>\$65,603</b>



- 5. The plan must include an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities and they arise.**

Evaluation Strategies:

1. Hardware and software will have been purchased as needed each year to ensure that every three years there are new computers and updated software installed on public and staff computers.
2. Classes continue to be scheduled at each library location that are of interest to patrons and staff as demonstrated by continued enrollment.
3. Staff continues to take classes. The training completed chart continues to be up to date with training taken.
4. Computer and printer problems are quickly resolved with very little down time at each library location.
5. Staff will meet the work plan goals of learning a new database every quarter.
6. A new website that is easy to navigate will be completed.