



**Cameron Parish Library Board of Control
Regular Meeting
Monday, May 16, 2011
Cameron Library
3:00 P.M.
AGENDA**

- 1) Call to Order
- 2) Prayer
- 3) Pledge of Allegiance
- 4) Minutes
- 5) Financial Report – Darrell Williams
- 6) Budget Amendments
- 7) Expenses for April - Library
- 8) Statistical report – Library
- 9) Grand Lake and Grand Chenier Shelving and Furniture purchase
- 10) Laptop policy for state donated computers
- 11) Adjourn



PROCEEDINGS

Cameron Parish Library
Board of Control
Regular Meeting
Cameron Library
May 16, 2011

Board President, Cyndi Sellers called the meeting to order at 3:07 p.m. at the Cameron Library. Board Members present were Cyndi Sellers, Stephanie Rodrigue, Geralyn Myers, Wanita Harrison and Lisa Hunt and Board Secretary Bobbie Morgan. Absent was John Calzada.

The prayer was led by Wanita Harrison and Geralyn Myers led the Pledge of Allegiance.

On the motion of Lisa Hunt, seconded by Wanita Harrison, and carried, the board unanimously voted to accept the minutes.

No budget was presented by the police jury at the meeting. It was later found it had been emailed just before the meeting was to begin.

On the motion of Lisa Hunt, seconded by Wanita Harrison, and carried, the board unanimously voted to approve the revised budget amendments.

On the motion of Geralyn Myers, seconded by Lisa Hunt, and carried, the board unanimously voted to receive the library expenditures for April.

The board discussed the quarterly statistics and made suggestions for programming to help raise programming numbers.

On the motion of Lisa Hunt, seconded by Stephanie Rodrigue, and carried, the board unanimously voted to grant authority to director Bobbie Morgan to begin purchasing shelving for the Grand Lake and Grand Chenier libraries. On the motion of Wanita Harrison, seconded by Lisa Hunt, and carried, the board unanimously voted to amend the motion to include the purchase of furniture.

On the motion of Stephanie Rodrigue, seconded by Lisa Hunt, and carried, the board unanimously voted to adopt the State Library's laptop checkout policy and contract with stated revisions.

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

APPROVED

Cynthia Sellers, Board President

ATTEST

Barbara Morgan, Secretary

LAPTOP CHECKOUT POLICY

LAPTOP BORROWERS

- Laptop borrowers must be over the age of 18.
- Laptop borrowers must be cardholders of the Library.
- Laptop borrowers must have a cardholder record in good standing (i.e., no overdue books, no outstanding fines).
- Laptop borrowers must agree to the terms of checkout by signing a *Library Laptop Checkout Agreement*.
- Laptop borrowers must present a valid Library card and a valid driver's license or other valid identification card at the time of checkout.

CHECKOUT POLICY

- Laptop borrowers bear the responsibility for damage to the laptop due to neglect, abuse, loss, or physical damage.
- Laptop borrowers wishing to save files that they have created must save them to a disk, USB drive, etc. Any documents saved on the laptop will be lost when the laptop is shutdown.
- Laptops shall not be put in the book drop or overnight drop box. They must be returned to a staff member who will check to make sure all items are returned intact.
- **_____ If laptops are lost, damaged, or stolen, borrowers are responsible for the replacement cost (\$1,000) of the laptop plus any accrued overdue fines.**
- **_____ If a laptop bag is lost, a charge of \$45 will occur. If an AC Adapter/Power Cord is lost, a charge of \$75 will occur.**
- Laptops may not be used for any illegal purposes.
- **_____ If laptops are not returned on time, a fine of \$10 per day will be assessed.**
- Laptops must be returned to the library on the due date at least 30 minutes before closing.
- Laptops are available on a first-come, first-served basis. They cannot be reserved ahead of time.
- Each borrower may only checkout one (1) laptop at a time.
- Laptops will be checked out for a period of three (3) days. A period of 24 hours must pass before another laptop may be checked out to the same patron.
- Laptops are not renewable.
- Laptop borrowers must provide their own accessories (e.g., mouse, headphones, disk, and/or USB drive.) The use of the accessories must not require the installation of any software on the laptop.
- Laptops can connect to the internet utilizing wireless access points at home or anywhere free or paid wireless access is available.
- Laptop borrowers may not install any software on the laptops.
- Laptop borrowers may not alter, delete, or copy any software loaded on the laptop, or otherwise change its existing software or hardware configuration.

Staff Use Only:

Patron Name: _____ Date: ___/___/___

Library: _____ Dell Service Tag# _____

Laptop Inventory

(Note: If there is damage to the laptop or accessories, refer to the *Repairs or Maintenance Sheet*.)

	Checkout	Check-in
• Laptop	<input type="checkbox"/>	<input type="checkbox"/>
• AC Adapter & Power Cord	<input type="checkbox"/>	<input type="checkbox"/>
• Laptop Bag	<input type="checkbox"/>	<input type="checkbox"/>
• No Physical Damage	<input type="checkbox"/>	<input type="checkbox"/>
• Laptop will power on	<input type="checkbox"/>	<input type="checkbox"/>
• Laptop boots into Windows	<input type="checkbox"/>	<input type="checkbox"/>

Laptop Satisfaction Survey

INSTRUCTIONS: Your feedback is important. Help us continue to improve by completing this laptop evaluation form. Turn in this form when the laptop is to be checked in.

Please rate the following with "5" being the highest rating and "1" being the lowest.

	<u>Very Favorable</u>	<u>Favorable</u>	<u>Neutral</u>	<u>Unfavorable</u>	<u>Very Unfavorable</u>
1. Was the laptop user friendly?	5	4	3	2	1
2. Was the software installed adequate?	5	4	3	2	1
3. Laptop Features (Example: Web Camera etc.)	5	4	3	2	1
4. Overall experience with laptop.	5	4	3	2	1
5. Did you use the Laptop to assist with Job Search or Resume Preparation? (Check one) Yes <input type="checkbox"/> No <input type="checkbox"/>					

6. Other comments:

Repair Form

1. Did you have any problems using this laptop? If so please list below:

2. Is there any physical damage you need to report? If so please list below:

**Note: Please complete upon laptop check-in and mail directly to:
State Library of Louisiana
Attention: IT Department
P.O. Box 131
Baton Rouge, LA 70821-0131**

State Library of Louisiana EQUIPMENT ASSIGNMENT FORM

This form is to acknowledge that I have been assigned state equipment for use outside of the State Library of Louisiana office premises.

I understand that the equipment listed below is to be used **only** for State Library of Louisiana official business. I agree to do everything within my power to protect and conserve all State-owned property, including equipment and supplies entrusted or issued to me.

Upon completion of the program/project for which this equipment was issued for my use, or a change in duties which eliminates the need for the equipment, or when requested by the State Library, all equipment will be returned to the State Library of Louisiana from which it was removed. I _____ take full responsibility for listed equipment starting on the _____ day of _____ of 2011.

ASSIGNMENT INFORMATION

Equipment Assigned to:

Library: _____ ILL Code: _____

Contact
Person: _____

Address: _____

Telephone: _____

e-mail: _____

Person assigning laptops:

Name: _____

Date: _____

Enter into protégé: ___ Yes or ___ No – Date: _____

Library	Code #	Current	Budget Amendment	New Total
Administration				
Salaries	5005	191,638	8,000	199,638
Convent./Conference	5131	2000	3,000	5,000
Maintenance-Struct	5310	300	3,700	4,000
Rent-Other	5400	1200	-	1,200
Insurance-Gen. Liability	5415	2000	2,000	4,000
Ins. Workers Comp	5435	0	6,000	6,000
Erate Non Dis. & Comm	5461	33780	6,220	40,000
Janitorial	5725	50	250	300
Cultural, Ed & Tourism	5815	1000	2,000	3,000
Computer - Inventory	6843	20000	5,000	25,000
		251,968	36,170	288,138
Cameron				
Electricity	5215	4200	1,300	5500
Water	5225	925	875	1800
Maintenance-Ground	5311	500	1,000	1500
Insurance	5410	3000	2,000	5000
Postage	5700	200	300	500
Consumables	5705	200	200	400
TOTALS		9025	5,675	14,700
Grand Chenier				
Electricity	5215	1600	900	2500
Water	5225	600	700	1300
Maintenance-Struct	5310	400	800	1200
E-rate	5461	700	800	1500
Lodging	5540	200	-	200
Office Furniture - Inv	6844	1200	2,800	4000
TOTALS		4700	6,000	10,700

Approved by Board 5-16-11

Library	Code #	Current	Budget Amendment	New Total
Grand Lake				
Salaries	5005	70979	5,000	75979
Electricity	5215	4600	5,400	10000
Maintenance- Struct	5310	500	2,000	2500
Maintenance - Ground	5311	500	2,618	3118
Insurance	5410	8400	6,600	15000
E-rate	5461	1600	2,000	3600
Janitorial	5725	150	150	300
TOTALS		86729	23,768	110,497
Hackberry				
Electricity	5215	1400	1100	2500
Water	5225	550	450	1000
Maintenance-Copier	5340	2000	1000	3000
E-rate	5461	500	800	1300
Travel	5525	300	700	1000
Office Supplies	5695	1000	500	1500
TOTALS		5750	4550	10,300
Johnson Bayou				
Electricity	5215	3000	2000	5000
Water	5225	500	1500	2000
Office Furniture	5345	500	0	500
Insurance	5410	58000	-40000	18000
Travel	5525	300	900	1200
Cultural, Edu., Tour	5815	300	700	1000
TOTALS		62600	-34900	27700

Library	Code #	Current	Budget Amendment	New Total
<i>CAPITAL IMPROVEMENT PROJECTS</i>				
Grand Lake				
PROFESSIONAL FEES	5100	35000	0	35000
COMPUTER SOFTWARE & S	6820	3000	0	3000
BUILDINGS	6821	300000	0	300000
IMPROVE OTHER THAN BU	6831	3000	3000	6000
MACHINERY & EQUIP - INV	6841	1000	0	1000
COMPUTER EQUIPMENT -	6843	15000	2000	17000
OFFICE FURNITURE - INVEN	6844	20000	20000	40000
OFFICE FURNITURE	6845	15000	0	15000
BOOKS	6871	20000	0	20000
DVDS	6873	20000	0	20000
AUDIOS	6874	4000	0	4000
SURVEYING FEES	6900		0	0
ENGINEERING FEES	6901	10000	0	10000
CONSTRUCTION IN PROGR	6902		0	0
ARCHITECTURAL FEES	6904	60000	-25000	35000
OTHER CONSTRUCT COSTS	6905	3000	0	3000
TOTAL		63000	0	509000
TOTAL RETURNED	-25000			
TOTAL REASSIGNED	25000			
DIFFERENCE	0			