

Calcasieu Parish Public Library

Board of Control Finance Committee Meeting Minutes

The Finance Committee of the Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, September 17, 2026, at 10:00 AM. The meeting was held at Central Library located at 301 W. Claude Street, Lake Charles, LA 70605. Mr. Brent Cating, Chair, presided.

1. Attendance

- a. Present members: Brent Cating, Chair; Michelle McInnis; Laura Richardson; Anthony Zaunbrecher.
- b. Absent members: none
- c. Guests and Staff: Gay Cain, Executive Director; Mark Broussard, Facilities Management Director; Sheryl Chaisson, Collection and Computing Services Director; Peggy Dupuis, Business Office Associate; Angela Kramer, Human Resources Director; Katelin LeBleu, Community Enrichment Director; Katie Pennington, Branch Services Director; and Karen Daigle, Recorder.

2. Call to Order – Mr. Cating called the meeting to order at 10:00 AM.

3. Adoption of Agenda

A MOTION WAS MADE BY MRS. RICHARDSON, SECONDED BY MR. ZAUNBRECHER, TO ADOPT THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

4. Employee Compensation

- a. Consider pay scale and pay increase recommendations from the Personnel Committee. (see attached *2027 Proposed Personnel*)
 - i. Mr. Cating identified the Personnel Committee's recommendation for a pay increase of four percent, plus a pay scale increase of three percent. He deferred to Ms. Cain.
 - ii. Ms. Cain stated that the cost-of-living increase is based on the Consumer Price Index (CPI). The three percent (3%) pay scale shift allows the Library to reach its goal of a minimum starting hourly salary of fifteen dollars (\$15.00).
 - iii. Mr. Cating commented, and Mrs. Kramer confirmed, that the Social Security increase for 2027 is projected at three point five percent (3.5%) or three point six percent (3.6%) which puts the 4% cost of living increase on target.

A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MRS. RICHARDSON, TO ACCEPT THE RECOMMENDATION FROM THE PERSONNEL COMMITTEE AND RECOMMEND ACCEPTANCE TO THE FULL BOARD OF THE PROPOSED PAY INCREASE OF FOUR PERCENT (4%) FOR COST OF LIVING AND THE PROPOSED PAY SCALE INCREASE OF THREE PERCENT (3%) FOR ALL CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEES EFFECTIVE AS OF THE PAY PERIOD BEGINNING DECEMBER 20, 2026. THE MOTION CARRIED UNANIMOUSLY.

5. 2027 Library Budget

- a. Review of the draft 2027 Library Budget. (see attached *REVENUE | 2026 – 2026 Revised PJ – 2027*, and *Spending Request Summary 2027*)
 - i. Mr. Cating pointed out the comparison of the revised 2026 budget to the projected 2027 budget on the Revenue page.
 - ii. Mrs. McInnis inquired about the line for Fines and Fees to which Ms. Cain replied that some circulating items, such as laptops and other equipment, do still have fees and fines, as well as items that are not returned.
 - iii. Mr. Cating asked if the projected budget for 2027 includes the recommended pay increases of four percent and three percent to which Ms. Cain replied that it does.

A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. RICHARDSON, TO RECOMMEND TO THE FULL BOARD ACCEPTANCE OF THE PROPOSED BUDGET OF TWENTY-ONE MILLION TWO HUNDRED THIRTY-EIGHT THOUSAND FIVE HUNDRED TWENTY-FOUR DOLLARS (\$21,238,524.00), WHICH INCLUDES A PAY INCREASE OF FOUR PERCENT (4%) FOR COST OF LIVING AND A PAY SCALE INCREASE OF THREE PERCENT (3%) FOR ALL CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEES, EFFECTIVE AS OF THE PAY PERIOD BEGINNING DECEMBER 20, 2026. THE MOTION CARRIED UNANIMOUSLY.

6. Fund Balance Designations

- a. Review of the 2026 Fund Balance (see attached *Ending Fund Balance 2025*)
 - i. Ms. Cain pointed out the 2026 fund balance allocations. She suggested that no changes be made to fund balance allocations until the Buildings and Properties Committee meets to discuss future building projects.

A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MRS. RICHARDSON, TO TABLE THE PRESENTATION OF THE FUND BALANCE UNTIL IT CAN BE RESTRUCTURED AND SUBSEQUENTLY REVIEWED BY THE BUILDINGS AND PROPERTIES COMMITTEE PRIOR TO PRESENTATION TO THE FINANCE COMMITTEE. THE MOTION CARRIED UNANIMOUSLY.

7. Anything else to come before the Board – There was nothing at this time.

8. Adjournment

A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MRS. RICHARDSON, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 10:26 AM.

APPROVED



Gay Cain, Secretary