

St. Tammany Parish Library
Board of Control Meeting
March 23rd, 2021
1112 W. 21st Avenue
Covington, LA 70433
Zoom meeting streaming on Facebook Live
6:30 P.M.

Consistent with State of Louisiana Executive Department Proclamation Numbers 29 JBE 2021 and 30 JBE 2021, the St. Tammany Parish Library will hold its March 23rd, 2021, 6:30 p.m. meeting via video conference and certifies that it will otherwise be unable to operate due to an inability to meet in-person quorum requirements as a result of the ongoing COVID-19 pandemic. The meeting will be streamed on Facebook Live on the St. Tammany Parish Library's official Facebook page. The public is encouraged to participate through that medium, which will also allow for submission of questions or comments to the Board on agenda items. Questions or comments from the public on any agenda item for this meeting may be submitted via e-mail by 5:00 p.m. on March 23rd, 2021, to meeting@stpl.us. Any such questions or comments will be presented at the meeting when the agenda item is brought up. Anyone without Internet access will be able to watch and participate using a computer at one of the following library locations: Causeway, Covington, Madisonville, Mandeville, Slidell, or South Slidell. The Library Board of Control is also making available a meeting call-in number of 985-871-1219 ext. 2007.

AGENDA

Call to order by President and Roll Call by Director

1. Approval of the minutes of the meeting of the Library Board of Control that was held on February 9th, 2021, and the special meeting held on February 23rd, 2021.
 - Discussion
 - Public Comment
 - Vote
2. NEW BUSINESS
 - A. Financial Reports – February 2021
 - Discussion
 - Public Comment
 - Vote
 - B. 2021 Spring Budget Amendment
 - Discussion
 - Public Comment
 - Vote

C. Surplus Property Declaration

- Discussion
- Public Comment
- Vote

D. Director's Report

- Discussion
- Public Hearing

3. OLD BUSINESS

A. Strategic Planning RFP Committee

B. Rules and Regulations Committee

C. St. Tammany Parish Library Foundation

D. Friends of the Library Report

4. Executive Session for the Annual Evaluation of the Director

- Discussion
- Public Comment
- Vote (required to go into and come out of executive session)

5. Public Comment

6. Adjournment

St. Tammany Parish Library
Board of Control Meeting
February 9, 2021
1112 W. 21st Avenue
Covington, LA 70433
Zoom meeting streaming on Facebook Live
6:30 P.M.

MINUTES

The meeting was called to order by Becky Taylor, President. Kelly LaRocca, Director, called the roll and declared that a quorum was present.

Present: Bill Allin, Dr. Argiro Morgan, Mary Reneau, Ann Shaw, Becky Taylor
Absent: Carmen Butler

1. Approval of the minutes of the meeting of the Library Board of Control which was held on December 1, 2020.

There were no corrections suggested by the Board. B. Taylor called for a two-minute public comment period. K. LaRocca stated that public comments can be made by calling 985-871-1219 extension 2007 or by commenting on the Facebook Live stream. There was no public comment.

M. Reneau moved to approve the minutes from the December 1, 2020 meeting. It was seconded by A. Shaw. Five were in favor, none were opposed, and one was absent. Motion carried.

2. NEW BUSINESS

- A. Financial Reports – Year End 2020

K. LaRocca reported that we received all of the expected Ad Valorem Taxes and State Revenue Sharing for the year. Kelly noted that the Statement of Revenues and Expenditures does not reflect the Ad Valorem amount as 100% due to the way that it is credited to us. The Donations Received line was higher than expected due to a large donation from the Library Foundation. The second reimbursement of CARES Act (Coronavirus Aid, Relief, and Economic Security) funds was received. The expenditures were at 95.94% for the year. That number will be closer to what was budgeted once the auditor moves most of the 1st payroll of 2021 back into 2020. That pay period ended in 2021, but most of the dates in that pay period were from 2020. The Library Salaries and Employee Benefits lines will be closer to their budgeted amounts once that happens.

The Printing, Promotional Production, and Utilities lines were below budget due to less usage during the COVID-19 pandemic. The Voice line is 2% over budget due to taking longer than expected to switch all locations over to voice over IP. The changeover was complete in January 2021. The Library Property Insurance line is over budget and the Flood Insurance line is under budget due to receiving the bills after the fall budget amendment. Both bills fluctuate each year.

K. LaRocca stated that overall, we accomplished our goal of staying on target and within budget for the year. Kelly stated that the audit is in March and the auditor will make any necessary adjustments.

M. Reneau asked what happens to budgeted money that is not spent. Kelly explained that those funds become Prior Years Operating Revenue, which is considered Savings.

B. Taylor asked for questions or comments from the Board and a two-minute public comment period. K. LaRocca stated that public comments can be made by calling 985-871-1219 extension 2007 or by commenting on the Facebook Live stream. There was no public comment.

Dr. A. Morgan moved to approve the Year End 2020 Financial Reports. It was seconded by M. Reneau. Five were in favor, none were opposed, one was absent. Motion carried.

B. LBOC Rules and Regulations Bylaws Update

K. LaRocca introduced Ron Hagan from the District Attorney's office who was on hand to answer any legal questions from the Board and Crissie Molina, Covington Branch Manager, who is on the LBOC Rules and Regulations Committee. Kelly acknowledged that the other committee members were Becky Taylor, Brent Geiger, Tanya DiMaggio, and Hilari Melerine. Kelly stated that the committee worked hard to update the bylaws, which had not been revised for several years. Kelly explained that the committee completed their revisions based on the Parish's Boards and Commissions Guide and the bylaws of the following library boards: East Baton Rouge Parish Library, New Orleans Public Library, Rapides Parish Library, and Shreve Memorial Library. The District Attorney's office reviewed the draft and the committee incorporated their suggestions. The committee also incorporated the suggested changes to Section 104 made by the library board members. Kelly explained that the committee expanded and clarified details but did not remove or change very much of the existing bylaws.

Kelly stated that the Board can discuss the bylaws and potentially adopt them today, or they can take more time to discuss and make changes, if necessary. B. Allin stated that the bylaws look good, but pointed out a grammatical error on page 3, Section 104. Kelly confirmed that there is a missing semi-colon and it will be corrected. B. Allin asked about the statement on page 4 that

states that “each board member will be required to review and sign the Manual for St. Tammany Parish Boards and Commissions”. Kelly confirmed that the statement is a new addition and board members will have to do so going forward. A. Shaw confirmed that she had to read and sign when she joined the Board. B. Allin commented that it is helpful to see the applicable parts of the St. Tammany Parish Code included in the sections of the document. A. Shaw thanked the committee for their hard work and diligence while working on the bylaws.

There were no further questions or comments from the Board. B. Taylor called for a two-minute public comment period. K. LaRocca stated that public comments can be made by calling 985-871-1219 extension 2007 or by commenting on the Facebook Live stream. There was no public comment.

B. Allin moved to adopt the Bylaws of the Board, Chapter 1, Sections 101-123 of the Rules and Regulations of the St. Tammany Parish Library Board of Control. It was seconded by M. Reneau. Five were in favor, none were opposed, and one was absent. Motion carried.

C. 2021 Holiday Schedule – Brent Geiger

B. Geiger stated that a system-wide closed day was inadvertently left off of the original Holiday Schedule that was approved by the Board at the previous meeting. Christmas Day falls on a Saturday this year and the small branches and Technical Services are already closed on Saturdays. Thursday, December 23, 2021 was added as a system-wide closed day to ensure that all employees receive the same number of paid holidays. M. Reneau asked if the library was going to be closed for 4 days in a row. Brent confirmed that it would be. He explained that if there was no system-wide closed day we would still have to give the staff another day off during the week to account for the holiday. B. Taylor noted the same closures for Thanksgiving. Becky commented that doing it this way makes scheduling staff easier. She also said that traditionally there is lower library usage around the holidays.

B. Taylor asked for a two-minute public comment period. K. LaRocca stated that public comments can be made by calling 985-871-1219 extension 2007 or by commenting on the Facebook Live stream. There was no public comment.

M. Reneau moved to approve the change to the 2021 Holiday Schedule. It was seconded by A. Shaw. Five were in favor, none were opposed, one was absent. Motion carried.

D. Fines

K. LaRocca recommended that the library board extend the suspension of fines until June 30, 2021 due to the continued COVID-19 pandemic conditions. Patrons will still be charged replacement costs for items beyond 90 days overdue. Kelly also recommends continuing to waive fax costs. Fees for prints and copies would continue to be collected via coin machines by staff wearing gloves. A. Shaw asked if patrons have been adhering to the due dates. Kelly said that not everything is returned exactly on time, but for the most part patrons are returning items closer to their due dates. B. Taylor asked at what point can a patron not check out due to the status of items they have overdue. Kelly explained that once a patron has \$5 in fines on their account they can no longer check out. The library tries to be as accommodating as possible and encourages patrons to return their items to avoid replacement costs. A. Shaw asked what is the cost per day for overdue fines. Kelly stated \$.10 per day for books and \$.25 per day for DVDs. Overdue fines for each item max out at \$5.

B. Taylor asked for a two-minute public comment period. K. LaRocca stated that public comments can be made by calling 985-871-1219 extension 2007 or by commenting on the Facebook Live stream. There was no public comment.

Dr. A. Morgan and A. Shaw moved to approve the request to continue waiving fines through June 30, 2021. It was seconded by B. Allin. Five were in favor, none were opposed, and one was absent. Motion carried.

E. Director's Report

K. LaRocca reported that RB Digital Magazines was bought out by Overdrive. We previously had subscriptions to 109 digital magazines with RB Digital. We now offer access to 3,274 digital magazines through Overdrive. It works using the Libby app on a digital device. B. Allin asked how to find the magazines on the website. Shellie Lister explained how to access the magazines via the Libby app using a desktop or mobile device.

Kelly reported that we have received gifts from the Friends of the Library and Foundation groups. The Friends of the Slidell Library donated a bench to the South Slidell Branch. They have also funded a book drop for the Pearl River Branch. The Library Foundation donated the funds to purchase the remaining 6 wi-fi hotspots. A. Shaw stated that the Foundation received a grant from Home Bank to fund that purchase. The Foundation also donated a TAPit to the library. T. DiMaggio explained that the TAPit is an interactive monitor for a laptop that is easily accessible to individuals with a variety of challenges, special needs, or disabilities. The monitor can be moved, raised, lowered, and tilted to accommodate patrons sitting or standing. It has

multi-touch technology that allows simultaneous touch points on the screen. The screen can also be tilted into a flat position, which can provide many programming opportunities. It will serve a wide variety of patrons and their needs. Our I.T. department has configured and installed a laptop to the TAPit and will be testing it out soon. Tanya said that she will invite some community leaders in the disability community and the Foundation to try it out and to help spread the word that we have the TAPit available for use. A. Shaw asked Tanya if she could have pictures or video of the TAPit taken so that the Foundation can share it on their website. Tanya agreed to do so.

Kelly reported that the governor extended Phase 2 for 21 days. We will be continuing with our hours and cleaning procedures that we have had in place during the modified Phase 2. The Program Statistics Committee met to discuss changes to the State Library statistical report. The Parish assigned Meyers Engineers Ltd. to complete the Slidell Branch parking lot design. Roofing Solutions began working on the Mandeville Branch roof. Additional parking spaces were added at the Pearl River Branch. Touch-up painting was completed at the Slidell and South Slidell Branches.

The library is preparing for the upcoming audit in March. The audit is set to begin on March 15th. Administration is working on the budget amendment which will be presented at the March 2021 board meeting. Advertising was purchased to announce Phase 2 hours. We have resumed loaning monthly book club boxes to St. Anthony's Gardens.

Tanya DiMaggio presented a "Staff and Program Scheduling" webinar for the Association for Library Service to Children's (ALSC) Managing Children's Services Committee. Kelly LaRocca, Tanya DiMaggio, and Brent Geiger attended the Library Foundation's Membership Meeting. Jillian Boudreaux attended the 2021 Adult Summer Reading Workshop. Several library staff attended the American Library Association's virtual Midwinter Meeting. Tanya DiMaggio attended the State Library of Louisiana's "State Annual Report Data Entry Training and Update" and ALSC Managing Children's Services Committee meetings. Several library staff attended virtual training webinars.

JoAnna Reeves has resigned her position as Children's Services Coordinator. Interviews will be held at the end of February. Shellie Lister has decided to return to Children's Services. The Public Relations and Community Coordinator position has been advertised. Applications are due by March 1st.

The library received a grant from the Louisiana Endowment for the Humanities for an adult book discussion program. Children's Services offered 22 Zoom programs with 427 attendees since the last board meeting. Teen Services offered 10 Zoom events with 62 attendees. Adult

Programming offered 35 Zoom programs with 658 attendees. The Reference Department offered 4 Zoom classes with 127 attendees. More than 29,000 users visited the library's website during 54,000 sessions in January. Our outdoor wi-fi access points were used more than 6,000 times in January. Kelly referenced and discussed the statistics spreadsheets for December 2020, January 2021, January to December 2020, and the 2020 Service Statistics. Circulation was down approximately 25% due to the COVID-19 pandemic. The computer usage and door count statistics were also much lower due to the pandemic. 60% of our circulation is still physical materials. Kelly reviewed the January 2021 statistics spreadsheet and noted that columns were added for the inside and outside wireless statistics.

B. Allin commented on Madisonville Branch's low statistics. Kelly explained that the Madisonville Branch gets heavily used for its meeting space and we were not able to offer that for most of 2020 due to the COVID-19 pandemic. Patrons who are there to use the meeting rooms often browse the shelves, check out materials, and use other library services while there. Kelly feels that the meeting rooms being closed had an effect on the number of people visiting the branch.

A. Shaw asked where curbside pickup was represented on the statistics. Kelly explained that curbside is included in the general circulation and the door count. We did not keep separate statistics for curbside pickup. B. Taylor asked if curbside pickup has decreased. Kelly explained that it has decreased, but it is not a difficult service to continue offering. Some patrons still prefer to use curbside pickup.

B. Taylor called for a two-minute public comment period. K. LaRocca stated that public comments can be made by calling 985-871-1219 extension 2007 or by commenting on the Facebook Live stream. There was no public comment.

3. OLD BUSINESS

A. Strategic Planning RFP Committee

K. LaRocca reported that the committee has been working diligently over the last few months. The committee reviewed strategic plans and RFPs for strategic plans from 7 library systems both in and out-of-state. The committee modeled the RFP after previous RFPs the library has posted. They sent the RFP to the District Attorney's office for review and incorporated their suggestions. The Board will not vote and approve the RFP today. The committee was concerned that the discussion would take up a large part of a regular board meeting, so Kelly is proposing that the Board holds a special meeting for the discussion and approval. The Board agreed to meet February 23rd at 6:30 p.m. Kelly asked if the Board had any questions for Mr. Hagan from the

District Attorney's office. She asked the Board to review the RFP and contact her with questions or concerns by Friday, February 19th.

B. St. Tammany Parish Library Foundation Update

A. Shaw reported that the Foundation received a grant from Home Bank for \$1,000, which paid for the wi-fi in 6 library branch parking lots. Over \$4,100 was received so far during the membership drive. She thanked Kelly and Tanya for their help with the membership meeting in January that took place via Zoom. The Foundation is working on the consideration of authors for the 2021 Distinguished Speaker Event, which will likely be in the fall.

C. Friends of the Library Report

There were no reports from the Friends of the Library groups.

4. Public Comment

K. LaRocca stated that public comments can be made by calling 985-871-1219 extension 2007 or by commenting on the Facebook Live stream. There was no public comment.

5. Adjournment

There being no further business, a motion to adjourn was made by M. Reneau and seconded by A. Shaw. The motion carried.

Mary Reneau, Secretary

St. Tammany Parish Library
Board of Control Special Meeting
February 23, 2021
1112 W. 21st Avenue
Covington, LA 70433
6:30 p.m.

MINUTES

The meeting was called to order by Becky Taylor, President. Kelly LaRocca, Director, called the roll and declared that a quorum was present.

Present: Bill Allin, Carmen Butler, Mary Reneau, Ann Shaw, Becky Taylor

Absent: Dr. Argiro Morgan

1. NEW BUSINESS

A. Strategic Planning Request for Proposal (RFP)

B. Taylor welcomed Assistant District Attorney Emily Couvillon to the meeting.

K. LaRocca welcomed and introduced the following members of the committee who, along with herself, worked on the RFP: Becky Taylor, Ann Shaw, Sally Gill, Jennifer Rifino, Brent Geiger, and Tanya DiMaggio. Kelly explained that the committee reviewed 7 different libraries' RFPs and their strategic plans to get ideas of how to best write an RFP that reflects what the library hopes to accomplish. Kelly thanked Emily Couvillon for her help and for the time she dedicated to reviewing the document. A copy of the document was sent to each board member for review before the previous board meeting on February 9, 2021. The document was posted on the library's website in the board packet for this meeting.

Kelly explained that the purpose of this meeting is to discuss the structure of the document, the reasons for each section, and the overall purpose of the RFP. Changes were made previously based on feedback received from board members. Kelly stated that they would address questions about scoring, advertising, and a potential timeline. The RFP document was visible during the live feed of the board meeting, allowing the public and board members to follow along during the discussion.

Kelly stated that the purpose of developing a strategic plan is to ensure that the library's mission, vision, and goals line up with what patrons and the community want from the library. Input from

the community, staff, library board, library administration, users and non-users of the library is a key component to helping us meet our communities' needs.

T. DiMaggio reviewed sections of the document and noted the areas where changes were made following previous suggestions from board members. Additional changes to the phrasing of statements were suggested by board members during the meeting. Library administration and the Board worked together by discussing and analyzing the sections of the document in detail. They edited, rephrased, and clarified sentences after exchanging views on how to best describe the content in the RFP. Edits and changes were completed in real-time while the meeting was streaming live.

Kelly stated that the strategic plan will be a 5-year plan covering January 1, 2022 through December 31, 2026. Tanya emphasized that this will be a collaborative process between the consultant, the Library Board of Control, and St. Tammany Parish Library staff.

Emily Couvillon answered questions from board members that were previously forwarded to her by K. LaRocca. The first question was "Can any member of the public see how the Proposers are graded?" E. Couvillon confirmed that the scoring is subject to public records law and can be viewed if requested.

The second question was "How much of the scoring is open to interpretation?" E. Couvillon stated that the interpretation is up to the creators of the RFP. She explained that the RFP process is not based on a state statute and the library is creating the process. B. Allin asked if Proposers would have any grounds to sue or object to the results. E. Couvillon stated that generally, anyone can sue at any time for any reason.

The third question was "Would the committee score individually or as a team?" E. Couvillon explained that there are no specific criteria that the library has to follow, as they are creating the process themselves. There could be open discussion as a team during scoring, but generally each member of the committee uses a score sheet based on the scoring specifics referenced in the RFP. The individuals would go through the proposals, score each section, then submit it to the Board.

The fourth question was regarding the points awarded to each category of the evaluation. Kelly asked if the numbers could be changed any further or if there is a set standard for each category. E. Couvillon said that it can be rated however the committee chooses. It just needs to be specified in the RFP how it will be weighted.

B. Allin expressed concern about how much weight will be given towards the overall approach. After discussion, the Board agreed that there should be more emphasis on the quality of the work plan. Five points were added to the “Quality of work plan, methodology, and overall approach to complete the Scope of Work” category, raising the weight of that category to 25 points. Five points were removed from the “Proposal Quality” category, lowering the weight of that category to 10 points.

Kelly asked if anyone had any other concerns about the content and structure. B. Allin commented that the RFP is very well done. E. Couvillon pointed out conflicting language on pages 17 and 20 regarding protests to the RFP. After discussion, it was decided that the word “Protests” on page 20 should be changed to “Notice of such alleged defects or restrictions”.

There was discussion regarding the potential timeline of the RFP process. Kelly explained that if the board were to approve the RFP document today, the RFP could be advertised by the week of March 1st. Submissions would be due the week of April 12th. Depending on how many submissions are received, the committee could potentially grade and submit them to the board by the April 27th library board meeting. The Board and library administration further discussed the evaluation and presentation portion of the RFP process. Kelly stated that library board members Becky Taylor and Ann Shaw are already part of the committee and other board members are welcome to be part of the scoring process. She noted that any meeting that includes more than 3 board members is considered a Library Board of Control (LBOC) meeting and would need to be streamed live for public viewing. After receiving input from E. Couvillon, it was decided that the evaluation committee will recommend up to 3 of the top scoring Proposals for LBOC consideration. These Proposers will be interviewed by the LBOC and will be invited to present a short presentation of their Proposal. The Board will rank the Proposers based on these interviews and the Proposals. The library will begin negotiation of a contract with the highest-ranked Proposer.

Kelly reviewed the advertising process. The RFP document will be posted on the library’s website and the notice will be published in *The St. Tammany Farmer*, *The Baton Rouge Advocate*, and *The Times-Picayune / The New Orleans Advocate*. The advertisement will be sent to the following: A list of consultants supplied by the State Library of Louisiana, a listserv for the Library Consultant Interest Group, the American Planning Association, Library Consultants.org, the Chamber of Commerce, all of the consultants that were reviewed by the committee during the writing process, and any consultant who requests the RFP document. E. Couvillon stated that Revised Statute 39:1595 requires that the advertisement appear at least 30 days before the last date that the proposals will be accepted. The potential timeline adequately fulfills that requirement.

B. Taylor asked for a two-minute public comment period. K. LaRocca stated that public comments can be made by calling 985-871-1219 extension 2007 or by commenting on the Facebook Live stream. B. Taylor asked for clarification on whether or not the Board will make their selection at the same meeting as the presentations are given. E. Couvillon clarified that discussion would have to occur during an open meeting, but does not have to be during the same meeting as the presentations. It could be during a regular or separate special meeting.

B. Allin moved to approve the RFP for a Strategic Planning Consultant. It was seconded by A. Shaw. Five were in favor, none were opposed, and one was absent.

2. Public Comment

B. Taylor asked for a two-minute public comment period. There was no public comment.

3. Adjournment

There being no further business, a motion to adjourn was made by M. Reneau and seconded by A. Shaw. Five were in favor, none were opposed, and one was absent. The motion carried.

Mary Reneau, Secretary

**St. Tammany Parish Library - General Fund
Balance Sheet
February 28, 2021**

2

ASSETS

Current Assets

Cash	\$	11,892,087.86
Cash - Health Claims		(24,674.82)
Due from Paylocity		1,746.33
Due from Employee		0.00
Returned Checks		0.00
Ad Valorem Receivable - 2021		1,758,653.84
Ad Valorem Receivable - 2019		0.00
Ad Valorem Receivable - 2020		2,028,718.17
Due from State of Louisiana		210,069.89
Prepaid Expenses		0.00

Total Current Assets **15,866,601.27**

Other Assets

Deposits		1,981.00
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Total Other Assets **1,981.00**

Total Assets **\$ 15,868,582.27**

LIABILITIES AND FUND BALANCE

Current Liabilities

Accrued Salaries	\$	118,399.09
Deferred Inflows - Ad Valorem		361,244.00
Elective Benefits Payable		(2,482.34)
Retirement Payable		132,859.59
United Way Payable		23.00
Due to IRS - Covid 19		211.25
Health Claims Payable		68,935.55

Total Current Liabilities **679,190.14**

Fund Balance

Fund Balance		15,189,392.13
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Total Fund Balance **15,189,392.13**

Total Liabilities & Fund Balance **\$ 15,868,582.27**

**St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Two Months Ending February 28, 2021**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD Act</u> <u>to YTD</u> <u>Budget</u>
Revenues					
Ad Valorem Taxes	\$ 879,326.92	\$ 1,758,653.84	10,551,923.00	8,793,269.16	16.67
State Revenue Sharing	20,960.25	41,920.50	251,523.00	209,602.50	16.67
Fines/Fees	3,213.72	6,136.17	100,000.00	93,863.83	6.14
Grants and Other	0.00	2,700.00	0.00	(2,700.00)	0.00
Interest Income	214.20	347.39	15,000.00	14,652.61	2.32
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	0.00	0.00	21,000.00	21,000.00	0.00
Summer Reading Shirt Sales	40.50	1,066.26	1,500.00	433.74	71.08
Total Revenues	903,755.59	1,810,824.16	10,940,946.00	9,130,121.84	16.55
Expenditures					
Library Administration	373,934.64	746,516.06	5,405,000.00	4,658,483.94	13.81
Employee Benefits	162,531.61	307,114.00	2,021,500.00	1,714,386.00	15.19
Advertising,Dues & Subscriptio	274.00	994.00	14,000.00	13,006.00	7.10
Signage	0.00	0.00	5,000.00	5,000.00	0.00
Printing, Duplicating & Bindin	0.00	0.00	19,000.00	19,000.00	0.00
Promotional Production	0.00	0.00	7,000.00	7,000.00	0.00
Utilities	15,356.88	37,073.79	270,950.00	233,876.21	13.68
Communications	10,672.03	21,755.79	129,000.00	107,244.21	16.86
Leases	24,925.63	49,851.26	336,500.00	286,648.74	14.81
Maintenance of Property & Equi	3,970.75	91,329.53	458,000.00	366,670.47	19.94
Maintenance Services (Building	25,555.95	33,810.61	190,100.00	156,289.39	17.79
Professional Services	8,290.07	76,615.75	209,700.00	133,084.25	36.54
Insurance and Claims	24,923.00	24,923.00	198,500.00	173,577.00	12.56
Operating Supplies	13,311.82	20,495.96	161,000.00	140,504.04	12.73
Travel & Continuing Education	320.32	570.32	57,000.00	56,429.68	1.00
Public Relations/Programming	7,320.35	11,718.40	79,300.00	67,581.60	14.78
Capital Outlay-Non-Book Acq.	2,519.93	4,243.66	118,000.00	113,756.34	3.60
Capital Outlay-library Res. Ac	70,592.93	236,209.87	1,261,000.00	1,024,790.13	18.73
Total Expenditures	744,499.91	1,663,222.00	10,940,550.00	9,277,328.00	15.20
Excess of Revenues/(Expenditur	\$ 159,255.68	\$ 147,602.16	396.00	(147,206.16)	37,273.27

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**St. Tammany Parish Library
Statement of Changes in Fund Balance
For the Two Months Ending February 28, 2021**

Beginning Fund Balance	\$	15,041,789.97
Net Income		147,602.16
		<hr/>
Ending Fund Balance	\$	<u>15,189,392.13</u>

St. Tammany Parish Library - General Fixed Asset Account Group
Balance Sheet
February 28, 2021

5

ASSETS

Fixed Assets		
Fixed Assets	\$ <u>13,958,944.25</u>	
Total Assets		\$ <u><u>13,958,944.25</u></u>

FUND BALANCE

Fund Balance		
Investment in Gen. Fixed Asset	\$ <u>13,958,944.25</u>	
Total Fund Balance		\$ <u><u>13,958,944.25</u></u>

SUPPLEMENTAL INFORMATION

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Two Months Ending February 28, 2021

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	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Library Administration					
Library Salaries	\$ 373,934.64	\$ 746,516.06	\$ 5,405,000.00	4,658,483.94	13.81
Total	\$ 373,934.64	\$ 746,516.06	\$ 5,405,000.00	4,658,483.94	13.81
Employee Benefits					
FICA/ Supplemental Retirement	\$ 8,084.06	\$ 16,040.89	\$ 105,500.00	89,459.11	15.20
Retirement Contributions	37,392.69	82,316.94	585,000.00	502,683.06	14.07
Health Insurance Expense	38,371.40	75,710.67	450,000.00	374,289.33	16.82
Health Trust	65,593.46	119,955.50	830,000.00	710,044.50	14.45
Worker's Compensation Expense	13,090.00	13,090.00	50,000.00	36,910.00	26.18
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
Total	\$ 162,531.61	\$ 307,114.00	\$ 2,021,500.00	1,714,386.00	15.19
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 0.00	\$ 0.00	\$ 3,000.00	3,000.00	0.00
Membership Dues	25.00	25.00	1,000.00	975.00	2.50
Advertising	249.00	969.00	10,000.00	9,031.00	9.69
Total	\$ 274.00	\$ 994.00	\$ 14,000.00	13,006.00	7.10
Signage					
Signage	\$ 0.00	\$ 0.00	\$ 5,000.00	5,000.00	0.00
Total	\$ 0.00	\$ 0.00	\$ 5,000.00	5,000.00	0.00
Printing, Duplicating & Binding					
Printing	\$ 0.00	\$ 0.00	\$ 9,000.00	9,000.00	0.00
Book Binding	0.00	0.00	5,000.00	5,000.00	0.00
Patron Cards	0.00	0.00	5,000.00	5,000.00	0.00
Total	\$ 0.00	\$ 0.00	\$ 19,000.00	19,000.00	0.00
Promotional Production					
Promotional Production	\$ 0.00	\$ 0.00	\$ 7,000.00	7,000.00	0.00
Total	\$ 0.00	\$ 0.00	\$ 7,000.00	7,000.00	0.00

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Two Months Ending February 28, 2021

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	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Utilities					
Electricity	\$ 13,941.59	\$ 33,225.17	\$ 234,500.00	201,274.83	14.17
Gas	575.93	1,010.99	3,450.00	2,439.01	29.30
Water	839.36	2,837.63	33,000.00	30,162.37	8.60
Total	\$ 15,356.88	\$ 37,073.79	\$ 270,950.00	233,876.21	13.68
Communications					
Postage	\$ 46.50	\$ 210.60	\$ 12,000.00	11,789.40	1.76
Voice Line	6,850.53	13,957.02	65,000.00	51,042.98	21.47
Data Lines (Internet)	3,775.00	7,550.00	51,000.00	43,450.00	14.80
Courier/Shipping	0.00	38.17	1,000.00	961.83	3.82
Total	\$ 10,672.03	\$ 21,755.79	\$ 129,000.00	107,244.21	16.86
Leases					
Building Lease Expense	\$ 24,925.63	\$ 49,851.26	\$ 331,000.00	281,148.74	15.06
Equipment Lease Expense	0.00	0.00	3,000.00	3,000.00	0.00
Vehicle Lease Expense	0.00	0.00	2,500.00	2,500.00	0.00
Total	\$ 24,925.63	\$ 49,851.26	\$ 336,500.00	286,648.74	14.81
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 1,733.35	\$ 18,547.90	\$ 181,000.00	162,452.10	10.25
Grounds/Lawn Maintenance	150.00	6,586.00	90,000.00	83,414.00	7.32
Maintenance Supplies	495.77	495.77	10,000.00	9,504.23	4.96
Fuel & Lube	1,199.84	2,927.44	18,000.00	15,072.56	16.26
Vehicle Repairs	166.23	166.23	6,000.00	5,833.77	2.77
Small Tools	0.00	381.97	3,000.00	2,618.03	12.73
Office Machine & Equip Repair	225.56	593.31	2,000.00	1,406.69	29.67
Network Utility Software	0.00	9,736.25	47,000.00	37,263.75	20.72
Automation System Maintenance	0.00	555.00	30,000.00	29,445.00	1.85
Polaris Maintenance	0.00	51,339.66	52,000.00	660.34	98.73
PC Network Maintenance & Repai	0.00	0.00	19,000.00	19,000.00	0.00
Total	\$ 3,970.75	\$ 91,329.53	\$ 458,000.00	366,670.47	19.94
Maintenance of Services (Buildings)					
Physical Plant	\$ 3,315.59	\$ 11,143.85	\$ 94,000.00	82,856.15	11.86
Plumbing, Heating and AC	21,450.67	21,450.67	58,000.00	36,549.33	36.98
Electrical	182.30	182.30	12,000.00	11,817.70	1.52
Sanitation	607.39	755.79	11,500.00	10,744.21	6.57
Pest Control	0.00	0.00	6,600.00	6,600.00	0.00

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Two Months Ending February 28, 2021

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	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Termite Contract	0.00	278.00	3,000.00	2,722.00	9.27
Carpet Cleaning	0.00	0.00	5,000.00	5,000.00	0.00
Total	\$ 25,555.95	\$ 33,810.61	\$ 190,100.00	156,289.39	17.79
Professional Services					
Payroll Service Fees	\$ 2,723.25	\$ 4,386.50	\$ 22,500.00	18,113.50	19.50
Legal	0.00	0.00	1,000.00	1,000.00	0.00
Financial	1,600.00	1,600.00	48,000.00	46,400.00	3.33
Architectural	0.00	0.00	1,000.00	1,000.00	0.00
Consultants	0.00	175.99	20,000.00	19,824.01	0.88
Security	3,941.82	3,941.82	45,000.00	41,058.18	8.76
Web Design Consultant	25.00	66,511.44	72,200.00	5,688.56	92.12
Total	\$ 8,290.07	\$ 76,615.75	\$ 209,700.00	133,084.25	36.54
Insurance and Claims					
Library Property Insurance	\$ 0.00	\$ 0.00	\$ 115,000.00	115,000.00	0.00
Flood Insurance	0.00	0.00	23,000.00	23,000.00	0.00
Vehicle Insurance	18,225.00	18,225.00	35,000.00	16,775.00	52.07
LBOC Liability	0.00	0.00	4,500.00	4,500.00	0.00
General Liability	6,698.00	6,698.00	21,000.00	14,302.00	31.90
Total	\$ 24,923.00	\$ 24,923.00	\$ 198,500.00	173,577.00	12.56
Operating Supplies					
Office Supplies	\$ 1,713.87	\$ 2,591.39	\$ 36,000.00	33,408.61	7.20
Bank Service Charges	1,115.75	2,256.31	16,000.00	13,743.69	14.10
Book Preparation Supplies	1,270.58	4,194.92	38,000.00	33,805.08	11.04
Computer/Printer Supplies	8,608.40	10,623.02	65,000.00	54,376.98	16.34
Programming Supplies	603.22	830.32	6,000.00	5,169.68	13.84
Total	\$ 13,311.82	\$ 20,495.96	\$ 161,000.00	140,504.04	12.73
Travel and Continuing Education					
Staff Travel - Local	\$ 320.32	\$ 320.32	\$ 20,000.00	19,679.68	1.60
Library In-service Training	0.00	0.00	7,000.00	7,000.00	0.00
Conventions & Seminars	0.00	250.00	30,000.00	29,750.00	0.83
Total	\$ 320.32	\$ 570.32	\$ 57,000.00	56,429.68	1.00

Public Relations/Programming

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Two Months Ending February 28, 2021

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	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Summer Reading Program	\$ 841.18	\$ 841.18	\$ 27,500.00	26,658.82	3.06
Summer Reading T-shirts	4,169.67	4,169.67	5,800.00	1,630.33	71.89
Adult Programming	1,853.75	3,853.76	26,000.00	22,146.24	14.82
Young Adult Programming	95.00	117.31	12,000.00	11,882.69	0.98
Juvenile Programming	360.75	2,736.48	8,000.00	5,263.52	34.21
Total	\$ 7,320.35	\$ 11,718.40	\$ 79,300.00	67,581.60	14.78
Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 0.00	\$ 0.00	\$ 5,000.00	5,000.00	0.00
Imp Phys Plant	0.00	0.00	0.00	0.00	0.00
Office Equip, Furn & Shelving	1,439.76	2,951.51	23,000.00	20,048.49	12.83
PC Network	1,080.17	1,292.15	70,000.00	68,707.85	1.85
Interegated Lib Automation Sys	0.00	0.00	15,000.00	15,000.00	0.00
Audio/Visual Equipment	0.00	0.00	5,000.00	5,000.00	0.00
Total	\$ 2,519.93	\$ 4,243.66	\$ 118,000.00	113,756.34	3.60
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 9,893.28	\$ 15,600.65	\$ 170,000.00	154,399.35	9.18
Lease/Purchase Books	0.00	18,363.24	20,000.00	1,636.76	91.82
Juvenile Books	2,718.66	5,472.25	105,000.00	99,527.75	5.21
Young Adults	323.76	361.67	15,000.00	14,638.33	2.41
Music Recordings	62.90	172.03	9,000.00	8,827.97	1.91
Adult Reference	2,158.06	8,165.60	89,000.00	80,834.40	9.17
Juvenile Reference	8,505.00	8,505.00	38,000.00	29,495.00	22.38
Periodicals	10,306.50	10,306.50	65,000.00	54,693.50	15.86
Audio Recordings	224.95	466.82	30,000.00	29,533.18	1.56
Video Recordings	1,812.67	4,372.08	50,000.00	45,627.92	8.74
Genealogy	45.00	45.00	5,000.00	4,955.00	0.90
Microfilm	0.00	0.00	90,000.00	90,000.00	0.00
Downloadable Media	13,017.88	31,689.07	240,000.00	208,310.93	13.20
CD/Software	5,795.92	24,634.78	96,000.00	71,365.22	25.66
Internet Database Subscription	15,728.35	108,055.18	239,000.00	130,944.82	45.21
Total	\$ 70,592.93	\$ 236,209.87	\$ 1,261,000.00	1,024,790.13	18.73
Capital Expenditures					
Total	\$ 0.00	\$ 0.00	\$ 0.00	0.00	0.00

Reminder of the Change to the Process for Adopting /Amending the Budget

After checking with the Louisiana Legislative Auditor's Office last year, we determined that going forward; we will need to adopt the fiscal year budget and all budget amendments by resolution.

The budget resolution is not required to be read out loud. A board member can move "to adopt the Spring Budget Amendment resolution for the FY 2021 budget". The Board votes and the budget amendment is then adopted. The resolution we will need to adopt the Spring Budget Amendment is included for your review after the budget message and budget spreadsheets.

St. Tammany Parish Library 2021 Spring Budget Amendment

Introduction

This is a brief explanation of the differences in revenue and expenditure forecasts between the 2021 Original Budget and the 2021 Spring Amendment. It is best read alongside the budget spreadsheet.

2021 Revenue

In 2021, the St. Tammany Parish Library will operate on revenue of \$11,012,831. We expect an additional \$136,608 in Ad Valorem taxes over what we budgeted last year. State revenue sharing was adjusted to match the first of three payments we received for this year. The Fines and Fees and Interest lines have been adjusted downwards to match the money we received in 2020 more closely. COVID-19 had a significant effect on interest rates, and we did not collect fines for portions of 2020. We are adding a line for an LEH Grant that requires a separate income and expense line. Overall, there is an increase of \$71,885 in revenue.

2021 Expenditures

We produced the 2021 Budget in July of 2020. This budget amendment adjusts based on how the library ended the 2020 fiscal year and the continued effects of the COVID-19 pandemic. Most of the increases and decreases you will see in the individual budget lines will be due to these activities. Each section in the budget is highlighted below with an explanation.

- **Library Salaries** - There are no changes made to this line.
- **Employee Benefits** – There are no changes to this section.
- **Operating Services** – The advertising line was adjusted upward to reflect our increased usage from last year.
- **Printing, Duplicating, and Binding** – There are no changes.
- **Utilities** – There are no changes.
- **Communications** – The voice line was increased slightly – we have finished our change over to voice over IP; in January, we had overlapping bills.
- **Lease Expense** – There are no changes.
- **Maintenance of Property and Equipment** – Janitorial and grounds/lawn maintenance lines are increased to more closely match expenditures for 2020.
- **Maintenance Services** – Physical Plant Maintenance is increased to more closely match this year's maintenance plans, particularly the Lacombe branch, which will need sanding and painting.
- **Professional Services** – We reduced the Financial line to more closely match last year's costs; our audit was more expensive in 2019, we expect this year's audit to match the costs of 2020. We have reduced the cost of security significantly as we have not

reintroduced security guards this year. We are evaluating our security options and will address this at the summer amendment.

- **Insurance and Claims** –Library property insurance is adjusted upward to reflect the cost of last year’s expenses – we pay the Parish for our property insurance and have to go with whichever company they choose.
- **Operating Supplies** – The line for programming supplies is decreased to better match our usage from the first few months of this year.
- **Travel and Continuing education** –No adjustments were made.
- **Public Relations/Programming** – The LEH requires a separate income and expense line for its grant. This line was added for that purpose.
- **Non-Book Acquisitions** – The Landscaping Additions line was increased to reflect the costs of the last three years. Improvement to Physical Plant was increased to address parking lot repairs. The Vehicles line was increased as we will need to purchase a vehicle this year. The Office Equipment, Furniture, and Shelving line is increased to allow for desk replacement at a few locations.
- **Library Resource Acquisitions** – The Lease/Purchase Books line is reduced to match last year’s costs. The Periodicals line is reduced as another vendor bought our digital magazine company. The new vendor charges less. Audio Recordings and Video Recordings lines are reduced and added to Electronic/Downloadable Media. The amount reduced reflects the funds allocated for teen audio and video – teens vastly prefer to download. We have completed payment on the Times-Picayune Digital Archive through 1988. We are able to return the \$90,000 to the budget. Electronic Downloadable media is increased significantly to reflect increased usage due to the COVID-19 pandemic. We have received discounts from some of our Internet Database Subscription vendors due to the COVID-19 pandemic, so this line is reduced to reflect that change in cost.

Savings

Any unused money at the end of the year becomes Prior Years’ Operating Revenue. The cash on hand (minus checks that were written in December that had not cleared by 12/31/20) or savings as of December 31, 2019, was \$5,143,434. This figure is less than half of one year’s worth of operating revenue. These savings are dedicated to very specific purposes.

- Operational reserves are needed to run the library until we receive our first significant portion of our millage from the Parish.
- Disaster and emergency funds cover our insurance deductibles and any repairs and clean-up that may be needed in the event of a disaster.
- The following reserved amounts are paid shortly after the beginning of the year and give us a better picture of what money is available in savings to be assigned for projects.

- Nine of the ten days of the first pay period of 2021 occurred in 2020; the auditor moves this cost to 2020.
- The auditor moves charges for purchases initiated in 2020 but paid in 2021 to the year in which they were incurred.
- The fourth quarter 2020 payment for retirement is paid at the beginning of January.

This leaves us with a current Unassigned Savings of \$771,441. The unassigned savings puts us in an excellent position to fund strategic planning and fund furniture, fixtures, and equipment updates when we are ready.

Budget Analysis

We are forecasting an increase in revenue of \$71,885 due primarily to more ad valorem funds than was predicted. The 2021 Spring Budget Amendment shows an increase in expenditures of \$72,000 over the 2021 Original Budget. This budget is balanced, leaving \$281 of revenue unbudgeted.

Conclusion

Each library department was allocated the funds to enable their plans at the beginning of the 2021 fiscal year. I am confident that we have adequate funds to meet our goals.

Respectfully Submitted,



Kelly LaRocca
Director

	3/18/2021	2020 Budget Fall	2020 Budget Actual	2021 Budget Original	Amendment	2021 Budget Spring
REVENUE						
405 Ad Valorem Taxes (received)	\$ 10,538,530	\$ 10,538,530	\$10,538,530.93	\$ 10,551,923	\$ 136,608	\$ 10,688,531
410 State Revenue Sharing	\$ 251,523	\$ 251,523	\$251,523.00	\$ 251,523	\$ 77	\$ 251,600
415 Fines/Fees	\$ 43,000	\$ 43,000	\$42,496.59	\$ 100,000	\$ (63,500)	\$ 36,500
417 Grants	\$ 6,775	\$ 6,775	\$6,755.13			\$ -
418 LEH Grant					\$ 2,700	
420 Interest Income	\$ 13,000	\$ 13,000	\$9,224.39	\$ 15,000	\$ (4,000)	\$ 11,000
425 Donations	\$ 10,000	\$ 10,000	\$22,930.22	\$ 21,000	\$ -	\$ 21,000
430 Miscellaneous Income	\$ -	\$ -	\$0.20		\$ -	\$ -
440 CARES Act COVID-19	\$ 8,000	\$ 8,000	\$8,365.35		\$ -	\$ -
450 Summer Reading T-shirt Sales	\$ 1,550	\$ 1,550	\$1,550.70	\$ 1,500	\$ -	\$ 1,500
TOTAL REVENUE	\$ 10,872,378	\$ 10,872,378	\$10,881,376.51	\$ 10,940,946	\$ 71,885	\$ 11,012,831
EXPENDITURES						
LIBRARY ADMINISTRATION						
PERSONNEL SALARIES						
503 Library Salaries	\$ 5,047,000	\$ 5,047,000	\$4,752,639.13	\$ 5,405,000	\$ -	\$ 5,405,000
TOTAL	\$ 5,047,000	\$ 5,047,000	\$4,752,639.13	\$ 5,405,000	\$ -	\$ 5,405,000
EMPLOYEE BENEFITS						
511 FICA/Medicare Tax	\$ 108,000	\$ 108,000	\$105,326.94	\$ 105,500	\$ -	\$ 105,500
512 Retirement Contributions	\$ 535,000	\$ 535,000	\$499,949.53	\$ 585,000	\$ -	\$ 585,000
513 Health Insurance/Insurance	\$ 440,000	\$ 440,000	\$435,993.28	\$ 450,000	\$ -	\$ 450,000
514 Health Trust	\$ 822,700	\$ 822,700	\$795,443.40	\$ 830,000	\$ -	\$ 830,000
515 Workers' Compensation/Unemployment Claims	\$ 27,000	\$ 27,000	\$27,464.71	\$ 50,000	\$ -	\$ 50,000
516 Employee Miscellaneous	\$ 1,000	\$ 1,000	\$310.74	\$ 1,000	\$ -	\$ 1,000
TOTAL	\$ 1,933,700	\$ 1,933,700	\$1,864,488.60	\$ 2,021,500	\$ -	\$ 2,021,500
OPERATING SERVICES						
601 Publication of Legal Notices	\$ 3,000	\$ 3,000	\$2,835.13	\$ 3,000	\$ -	\$ 3,000
603 Membership Dues	\$ 859	\$ 859	\$985.00	\$ 1,000	\$ -	\$ 1,000
604 Advertising	\$ 22,000	\$ 22,000	\$20,924.60	\$ 10,000	\$ 12,000	\$ 22,000
607 Signage	\$ 11,000	\$ 11,000	\$10,361.92	\$ 5,000	\$ -	\$ 5,000
608 Promotional Production	\$ 6,000	\$ 6,000	\$5,185.37	\$ 7,000	\$ -	\$ 7,000
TOTAL	\$ 42,859	\$ 42,859	\$40,292.02	\$ 26,000	\$ 12,000	\$ 38,000

		3/18/2021	2020 Budget Fall	2020 Budget Actual	2021 Budget Original	Amendment	2021 Budget Spring
	PRINTING, DUPLICATING & BINDING						
611	Printing	\$ 7,000	\$6,190.49	\$ 9,000	\$ -	\$ 9,000	
613	Book Binding	\$ -	\$0.00	\$ 5,000	\$ -	\$ 5,000	
615	Patron Cards	\$ -	\$0.00	\$ 5,000	\$ -	\$ 5,000	
	TOTAL	\$ 7,000	\$6,190.49	\$ 19,000	\$ -	\$ 19,000	
	UTILITIES						
621	Electricity	\$ 212,500	\$194,432.60	\$ 234,500	\$ -	\$ 234,500	
622	Gas	\$ 2,550	\$1,868.32	\$ 3,450	\$ -	\$ 3,450	
623	Water	\$ 26,000	\$23,398.60	\$ 33,000	\$ -	\$ 33,000	
	TOTAL	\$ 241,050	\$219,699.52	\$ 270,950	\$ -	\$ 270,950	
	COMMUNICATIONS						
625	Postage	\$ 8,500	\$8,442.70	\$ 12,000	\$ -	\$ 12,000	
626	Voice Line (Regular Phone Service)	\$ 83,500	\$85,695.51	\$ 65,000	\$ 3,500	\$ 68,500	
627	Data Line (Internet-Network)	\$ 47,600	\$47,845.69	\$ 51,000	\$ -	\$ 51,000	
630	Courier/Shipping	\$ 500	\$273.48	\$ 1,000	\$ -	\$ 1,000	
	TOTAL	\$ 140,100	\$142,257.38	\$ 129,000	\$ 3,500	\$ 132,500	
	LEASE EXPENSE						
634	Building	\$ 317,000	\$303,708.00	\$ 331,000	\$ -	\$ 331,000	
636	Equipment	\$ 3,000	\$1,596.24	\$ 3,000	\$ -	\$ 3,000	
638	Vehicle	\$ 2,500	\$453.54	\$ 2,500	\$ -	\$ 2,500	
	TOTAL	\$ 322,500	\$305,757.78	\$ 336,500	\$ -	\$ 336,500	
	MAINTENANCE OF PROPERTY & EQUIP.						
641	Custodial & Janitorial	\$ 190,000	\$191,438.90	\$ 181,000	\$ 11,000	\$ 192,000	
643	Grounds/Lawn Maintenance	\$ 95,000	\$94,837.11	\$ 90,000	\$ 5,000	\$ 95,000	
645	Maintenance supplies	\$ 6,500	\$6,284.41	\$ 10,000	\$ -	\$ 10,000	
652	Fuel and lube	\$ 14,000	\$13,412.21	\$ 18,000	\$ -	\$ 18,000	
654	Vehicle repairs	\$ 7,500	\$6,545.93	\$ 6,000	\$ -	\$ 6,000	
658	Small Tools & Supplies	\$ 2,500	\$2,442.04	\$ 3,000	\$ -	\$ 3,000	
660	Office machine and equip. repair	\$ 2,000	\$1,614.50	\$ 2,000	\$ -	\$ 2,000	
661	Network Utility Software	\$ 51,000	\$48,022.10	\$ 47,000	\$ -	\$ 47,000	
662	Solinet (OCLC) Cost	\$ 27,000	\$26,765.00	\$ 30,000	\$ -	\$ 30,000	
663	Polaris Maintenance	\$ 50,000	\$49,603.98	\$ 52,000	\$ -	\$ 52,000	
664	P C Network maintenance and repair	\$ 8,000	\$6,804.10	\$ 19,000	\$ -	\$ 19,000	
	TOTAL	\$ 453,500	\$447,770.28	\$ 458,000	\$ 16,000	\$ 474,000	

		3/18/2021	2020 Budget		2020 Budget		2021 Budget		Amendment		2021 Budget		
			Fall	Actual	Original								Spring
	MAINTENANCE SERVICES (Buildings)												
671	Physical Plant	\$ 100,000	\$99,512.86	\$ 94,000	\$ 9,000	\$ 94,000	\$ 9,000	\$ 103,000					
672	Plumbing, Heating, & Air Conditioning	\$ 32,000	\$31,946.47	\$ 58,000	\$ -	\$ 58,000	\$ -	\$ 58,000					
673	Electrical	\$ 12,000	\$11,824.37	\$ 12,000	\$ -	\$ 12,000	\$ -	\$ 12,000					
674	Sanitation	\$ 10,500	\$10,756.85	\$ 11,500	\$ -	\$ 11,500	\$ -	\$ 11,500					
675	Pest Control	\$ 6,000	\$6,031.00	\$ 6,600	\$ -	\$ 6,600	\$ -	\$ 6,600					
676	Termite Contracts	\$ 3,000	\$1,313.00	\$ 3,000	\$ (1,000)	\$ 3,000	\$ (1,000)	\$ 2,000					
678	Carpet Cleaning	\$ 5,000	\$5,045.00	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000					
	TOTAL	\$ 168,500	\$166,429.55	\$ 190,100	\$ 8,000	\$ 190,100	\$ 8,000	\$ 198,100					
	Professional Services												
680	Payroll Service Fees	\$ 22,500	\$21,485.71	\$ 22,500	\$ -	\$ 22,500	\$ -	\$ 22,500					
682	Legal	\$ 250	\$131.50	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000					
683	Financial	\$ 48,000	\$39,052.16	\$ 48,000	\$ (5,000)	\$ 48,000	\$ (5,000)	\$ 43,000					
684	Architectural	\$ 600	\$600.00	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000					
685	Consultants	\$ 25,500	\$25,352.02	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000					
686	Security	\$ 25,000	\$25,010.96	\$ 45,000	\$ (35,000)	\$ 45,000	\$ (35,000)	\$ 10,000					
687	Web Design Consultant	\$ 72,200	\$72,171.09	\$ 72,200	\$ -	\$ 72,200	\$ -	\$ 72,200					
688	Movers	\$ 55,500	\$55,360.97	\$ -	\$ -	\$ -	\$ -	\$ -					
	TOTAL	\$ 249,550	\$239,164.41	\$ 209,700	\$ (40,000)	\$ 209,700	\$ (40,000)	\$ 169,700					
	INSURANCE & CLAIMS												
692	Library Property	\$ 117,500	\$127,177.12	\$ 115,000	\$ 15,000	\$ 115,000	\$ 15,000	\$ 130,000					
694	Flood insurance	\$ 23,000	\$20,277.00	\$ 23,000	\$ -	\$ 23,000	\$ -	\$ 23,000					
696	Vehicle Insurance	\$ 40,860	\$40,860.00	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ 35,000					
698	LBOC Liability	\$ 4,500	\$4,176.00	\$ 4,500	\$ -	\$ 4,500	\$ -	\$ 4,500					
699	Gen Liability	\$ 22,500	\$22,251.60	\$ 21,000	\$ -	\$ 21,000	\$ -	\$ 21,000					
	TOTAL	\$ 208,360	\$214,741.72	\$ 198,500	\$ 15,000	\$ 198,500	\$ 15,000	\$ 213,500					
	MATERIALS AND SUPPLIES												
	OPERATING SUPPLIES												
701	Office Supplies	\$ 31,000	\$29,028.19	\$ 36,000	\$ (4,000)	\$ 36,000	\$ (4,000)	\$ 32,000					
702	Bank Service Charges	\$ 15,200	\$15,213.27	\$ 16,000	\$ -	\$ 16,000	\$ -	\$ 16,000					
703	Book Preparation Supplies	\$ 28,000	\$27,704.60	\$ 38,000	\$ -	\$ 38,000	\$ -	\$ 38,000					
704	Computer/Printer Supplies	\$ 65,000	\$58,589.23	\$ 65,000	\$ -	\$ 65,000	\$ -	\$ 65,000					
705	Programming Supplies	\$ 4,500	\$3,197.28	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ 6,000					
	TOTAL	\$ 143,700	\$133,732.57	\$ 161,000	\$ (4,000)	\$ 161,000	\$ (4,000)	\$ 157,000					

	3/18/2021	2020 Budget Fall	2020 Budget Actual	2021 Budget Original	Amendment	2021 Budget Spring
TRAVEL & CONTINUING EDUCATION						
710	Mileage Reimbursement	\$ 17,000	\$10,255.67	\$ 20,000	\$ -	\$ 20,000
712	Library In-service Training	\$ 7,000	\$6,327.36	\$ 7,000	\$ -	\$ 7,000
714	Conventions/Seminars	\$ 30,000	\$29,847.03	\$ 30,000	\$ -	\$ 30,000
	TOTAL	\$ 54,000	\$46,430.06	\$ 57,000	\$ -	\$ 57,000
PUBLIC RELATIONS/PROGRAMMING						
724	Summer Reading Program	\$ 24,500	\$23,980.96	\$ 27,500	\$ -	\$ 27,500
725	Summer Reading T-shirts	\$ 5,418	\$5,418.00	\$ 5,800	\$ -	\$ 5,800
726	Adult Programming	\$ 22,000	\$21,533.84	\$ 26,000	\$ -	\$ 26,000
727	Young Adult Programming	\$ 10,000	\$9,733.62	\$ 12,000	\$ -	\$ 12,000
728	Juvenile Programming	\$ 7,000	\$5,630.08	\$ 8,000	\$ -	\$ 8,000
729	LEH Grant				\$ 3,000	\$ 3,000
	TOTAL	\$ 68,918	\$66,296.50	\$ 79,300	\$ 3,000	\$ 82,300
CAPITAL OUTLAY						
NON-BOOK ACQUISITIONS						
805	Landscaping Additions	\$ 18,000	\$17,348.00	\$ 5,000	\$ 13,000	\$ 18,000
810	Improvements to Physical Plant	\$ 27,000	\$27,566.73	\$ -	\$ 50,000	\$ 50,000
815	Vehicles	\$ -	\$0.00	\$ -	\$ 30,000	\$ 30,000
820	Office Equipment/Furniture & Shelving	\$ 50,000	\$49,955.50	\$ 23,000	\$ 21,000	\$ 44,000
825	Telephones and Telephone System	\$ -	\$0.00	\$ -	\$ -	\$ -
831	Leasehold Improvements	\$ 12,000	\$12,000.00	\$ -	\$ -	\$ -
834	PC Network	\$ 112,500	\$111,448.37	\$ 70,000	\$ -	\$ 70,000
840	Integrated Library Automation Sys.	\$ 15,000	\$14,136.77	\$ 15,000	\$ -	\$ 15,000
842	Audio/Visual Equipment	\$ -	\$0.00	\$ 5,000	\$ -	\$ 5,000
898	Cameras	\$ -	\$0.00	\$ -	\$ -	\$ -
	TOTAL	\$ 234,500	\$232,455.37	\$ 118,000	\$ 114,000	\$ 232,000
LIBRARY RESOURCE ACQUISITIONS						
851	Adult Books	\$ 160,000	\$159,245.57	\$ 170,000	\$ -	\$ 170,000
852	Lease/Purchase Books	\$ 18,364	\$18,363.24	\$ 20,000	\$ (1,000)	\$ 19,000
853	Juvenile Books	\$ 110,000	\$106,822.69	\$ 105,000	\$ -	\$ 105,000
855	Young Adult	\$ 15,000	\$14,269.82	\$ 15,000	\$ -	\$ 15,000
856	Collection Replacement & Enhancement	\$ -	\$0.00	\$ -	\$ -	\$ -
858	Music Recordings	\$ 9,000	\$7,899.96	\$ 9,000	\$ -	\$ 9,000
861	Adult Reference	\$ 82,500	\$77,359.72	\$ 89,000	\$ -	\$ 89,000

	3/18/2021	2020 Budget		2020 Budget		2021 Budget		2021 Budget		2021 Budget	
		Fall	Actual	Original	Amendment	Original	Amendment	Original	Amendment	Original	Spring
863	Juvenile Reference	\$ 32,700	\$32,312.83	\$ 38,000	\$ -	\$ 38,000	\$ -	\$ 38,000	\$ -	\$ 38,000	\$ 38,000
872	Periodicals	\$ 55,050	\$54,617.38	\$ 65,000	\$ (15,000)	\$ 65,000	\$ (15,000)	\$ 50,000	\$ -	\$ 50,000	\$ 50,000
883	Audio Recordings (Books)	\$ 26,000	\$25,791.42	\$ 30,000	\$ (2,000)	\$ 30,000	\$ (2,000)	\$ 28,000	\$ -	\$ 28,000	\$ 28,000
885	Video Recordings	\$ 53,000	\$50,960.47	\$ 50,000	\$ (2,500)	\$ 50,000	\$ (2,500)	\$ 47,500	\$ -	\$ 47,500	\$ 47,500
886	Genealogy	\$ 4,000	\$3,212.16	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
887	Digital Microfilm	\$ 454,498	\$454,498.00	\$ 90,000	\$ (90,000)	\$ 90,000	\$ (90,000)	\$ -	\$ -	\$ -	\$ -
891	Electronic /Downloadable Media	\$ 227,000	\$226,504.71	\$ 240,000	\$ 60,000	\$ 240,000	\$ 60,000	\$ 300,000	\$ -	\$ 300,000	\$ 300,000
892	CDROM/Software	\$ 96,000	\$95,639.46	\$ 96,000	\$ -	\$ 96,000	\$ -	\$ 96,000	\$ -	\$ 96,000	\$ 96,000
893	Internet Database Subscriptions	\$ 214,000	\$213,644.71	\$ 239,000	\$ (5,000)	\$ 239,000	\$ (5,000)	\$ 234,000	\$ -	\$ 234,000	\$ 234,000
	TOTAL	\$ 1,557,112	\$1,541,142.14	\$ 1,261,000	\$ (55,500)	\$ 1,261,000	\$ (55,500)	\$ 1,205,500	\$ -	\$ 1,205,500	\$ 1,205,500
	LONG-TERM CAPITAL EXPENDITURES										
895	Covington FF & E	\$ 285,000	\$284,963.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 285,000	\$284,963.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL EXPENDITURES	\$ 11,157,349	\$10,704,450.52	\$ 10,940,550	\$ 72,000	\$ 10,940,550	\$ 72,000	\$ 11,012,550	\$ -	\$ 11,012,550	\$ 11,012,550
	SAVINGS / (EXCESS EXPENDITURES)	\$ (284,971)	\$ 176,926	\$ 396	\$ (115)	\$ 396	\$ (115)	\$ 281	\$ -	\$ 281	\$ 281

Savings Dedications

	3/18/2020
Savings as of Dec. 31st 2020 - (Cash minus checks written in December that hadn't cleared by 12/31/20)	\$ 5,143,434
Dedicated for Operational Reserves	\$ 2,500,000
Dedicated for Disaster / Emergency Funds	\$ 1,475,000
Reserved for salaries for last pay period of the year	\$ 185,121
Reserved for invoices to be moved from 2021 to 2020	\$ 8,395
Reserved for 4th Quarter 2020 retirement	\$ 203,477
Total Dedicated or Reserved	\$ 4,371,993
Unassigned Savings	\$ 771,441



St. Tammany Parish Library Board of Control
FISCAL YEAR 2021 OPERATIONAL BUDGET SPRING AMENDMENT ADOPTION RESOLUTION
March 23, 2021

A resolution amending the St. Tammany Parish Library Operational Budget for the fiscal year 2021 ending December 31, 2021.

WHEREAS, The St. Tammany Parish Library Board of Control has been presented with the Spring Amended Operational Budget for the 2021 fiscal year; and

WHEREAS, notice of that Spring Budget Amendment was announced by publication of the March 23rd, 2021 Meeting Agenda; and

WHEREAS, the Board of Control has considered the proposed Spring Budget Amendment, and has heard and considered public comment on the proposed budget amendment; and

WHEREAS, the Board of Control has determined that the proposed Spring Budget Amendment accurately represents the amount of money necessary for improving, maintaining, and operating the St. Tammany Parish Library for the 2021 fiscal year.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Control of the St. Tammany Parish Library hereby approves and adopts the Spring Budget Amendment, as proposed, and attached hereto, and hereby declares the total amount of the budget as reported, to be necessary for the operation, support, improvement, and maintenance of the Library for fiscal year 2021.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY THE 23rd DAY OF MARCH 2021 AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

Rebecca Taylor, Board President

ADMINISTRATIVE OFFICE
1112 WEST 21ST AVENUE COVINGTON, LA 70433
PH: (985) 871-1220 FAX: (985) 871-1224

ABITA SPRINGS (985) 893-6285

BUSH (985) 886-3588

CAUSEWAY (985) 626-9779

COVINGTON (985) 893-6280

FOLSOM (985) 796-9728

LACOMBE (985) 882-7858

LEE RD (985) 893-6284

MADISONVILLE (985) 845-4819

MANDENVILLE (985) 626-4293

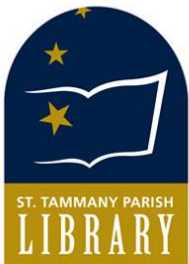
PEARL RIVER (985) 863-5518

SLIDELL (985) 646-6470

SOUTH SLIDELL (985) 781-0099

Surplus property

We purchased and put into service a new maintenance truck at the end of 2019. We need to dispose of the previous maintenance truck as it is no longer viable to maintain. We did not have an opportunity to put that truck into an auction in 2020 due to the pandemic. This resolution is required so that we can send this vehicle to be sold.



St. Tammany Parish Library Board of Control
Resolution to declare certain movable property surplus and authorizing its disposition.
March 23rd, 2021

WHEREAS, the St. Tammany Parish Library is the owner of the following described movable property;
and

WHEREAS, St. Tammany Parish Library declares the following movable property no longer needed for a
public purpose due to its age, mileage, and repair costs and, thus, no longer viable to maintain; and

WHEREAS, St. Tammany Parish Library desires to declare said movable property as surplus and dispose
of the same.

NOW THEREFORE BE IT RESOLVED, that St. Tammany Parish Library Board of Control hereby declares
the following movable property as surplus and authorizes the disposition of the same, all in accordance
with state law:

Id Number/Description:

2008 Ford F350 Truck VIN # 1FDWF30558ED69307

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY, THE 23rd DAY OF MARCH 2021,
AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE
MEMBERSHIP BEING PRESENT.

Rebecca Taylor, Board President

ADMINISTRATIVE OFFICE
310 WEST 21ST AVENUE COVINGTON, LA 70433
PH: (985) 871-1219 FAX: (985) 871-1224

ABITA SPRINGS (985) 893-6285

COVINGTON (985) 893-6280

MADISONVILLE (985) 845-4819

BUSINESS RESOURCE CENTER
(985) 626-5314

FOLSOM (985) 796-9728

MANDEVILLE (985) 626-4293

BUSH (985) 886-3588

LACOMBE (985) 882-7858

PEARL RIVER (985) 863-5518

CAUSEWAY (985) 626-9779

LEE RD (985) 893-6284

SLIDELL (985) 646-6470

Director's Report
3/23/21

COMMITTEES AND MEETINGS

Regular monthly department head and branch head meetings were held on February 9th. Meetings were held again on March 4th to discuss upcoming COVID phase 3 changes.

COVID RESPONSE

With the return to Phase 3, large branches are open their regular business hours again, from 9 a.m. to 8 p.m. Monday through Thursday and 9 a.m. to 5 p.m. on Friday and Saturday. Small branches are open from 10 a.m. to 6 p.m. Monday through Friday for computer use appointments. All branches are offering curbside service.

FACILITIES

The Mandeville Branch roof is close to completion.

The South Slidell Branch roof project will be going out for bids again soon.

The Parish has signed the contract with Meyer Engineers Ltd. for the Slidell Branch parking lot. The engineer has ordered an elevation survey and administration will be meeting with them to discuss parking lot design after the survey is returned.

FINANCE

The auditor has completed their in-house visit as of March 17th. They will be working with administration to finalize the audit over the next few weeks.

Budget meetings were held with each department head to discuss the 2021 spring budget amendment.

MARKETING AND OUTREACH

Advertising was purchased in the St. Tammany Farmer and on Facebook to announce the Phase 3 hours changes.

Facebook advertising was purchased to promote author V. M. Burns' virtual visit to the Getting Cozy Book Club on March 10.

Adele Salzer spoke about the library's offerings at the Regina Coeli Head Start's Virtual Parent's Meeting on March 9th.

PROFESSIONAL INVOLVEMENT

Kelly LaRocca attended the weekly State Library's Virtual Directors' Meetings.

Kelly LaRocca attended the Gulf South Regional Directors' Meeting on February 12th.

Alexandra Butterworth, Alexis Davis, Iriana Lonon, Shellie Lister, Morgan Sherlock attended the State Library's Children's Summer Reading Training on February 23rd or 24th.

Shellie Lister attended BiblioCon '21 on February 24th and 25th.

Leidy Cook attended the RootsTech Conference from February 25th to 27th.

Jillian Boudreaux and Jennifer Rifino attended the St. Tammany Commission on Families virtual meeting on March 9th.

Shellie Lister attended the Middle Grade Magic Conference on March 9th.

Tanya DiMaggio attended the ALSC Managing Children's Services monthly meeting on March 17th.

Louanne Bertrand, Tanya DiMaggio, Andy Glasgow, Audra Kackley and Amanda Soileau attended the Innovative Users Group Virtual Conference from March 21st to 23rd.

Sarah Aucoin, Jillian Boudreaux, Germaine Butler, Alexis Davis, Sally Gill, Jane Johnson, Amanda Kohls, Evan Kramer, Shellie Lister, Taylor LeBlanc, Morgan Sherlock and Noelle Williams attended virtual training webinars.

PERSONNEL

Jenny Mayer is the new Children's Services Coordinator. The Mandeville Branch Manager position is open and we are working on filling it.

Seth Mattei is South Slidell Branch's new ERC Manager and Katie Smith is the new Mandeville Branch ERC Manager.

PROGRAMMING

Children's Services offered 25 Zoom programs with 448 attendees since the last Board meeting.

Teen Services offered 9 Zoom events with 69 attendees.

Adult Programming offered 35 Zoom programs with 726 attendees.

The Reference Department offered 8 Zoom classes with 122 attendees.

WEBSITE

More than 29,000 users visited the library's website during 53,330 sessions in February.

Our outdoor wi-fi access points were used 5,500 times during February.

February 2021 Service Statistics

Branch	Adult Books	CD	DVD	ILL	Juv Bks	Mag	Pbks	YA	Virtual	Total Circulation	Computer Usage	Door Count	Wireless Inside	Wireless Outside
Admin/Annex	304	28	79	47	96			14		568				
Abita	379	47	162	6	318	8		15		935	43	43	32	204
Bush	141	12	363		93			16		625	17	17	19	73
Causeway	1884	290	1097	31	1720	22		186		5,230	468	3,806	323	1,124
Covington	3102	331	1489	29	2738	95	114	167		8,065	1,007	3,924	1,422	773
Folsom	262	20	291	1	140	48		7		769	82	82	36	119
Lacombe	173	49	141	11	81			11		466	79	1,053	54	111
Lee Road	174	23	89	1	211			11		509	18	268	23	182
Madisonville	1115	233	631	11	1224	8		95		3,317	357	2,496	652	361
Mandeville	2148	271	1069	21	2610	45	4	202		6,370	723	4,163	546	529
Pearl River	344	20	266	28	89	7	3	11		768	89	1,275	37	149
Virtual ¹									25575	25,575				
Slidell	3718	397	1436	30	2977	92	316	252		9,218	1,686	6,419	890	1,102
South Slidell	554	95	524	16	516	41	7	50		1,803	1,052	3,460	529	1,119
Total	14,298	1,816	7,637	232	12,813	366	444	1,037	25,575	64,218	5,621	27,006	4,563	5,846

1 - Virtual stats include Overdrive, Tumblebooks, 3M Cloud Library, Rbdigital, Hoopla

CD=CompactDisc; DVD=DigitalVersatileDisc; ILL=InterLibraryLoan; Mag=Magazines
Pbks=Paperbacks; YA=Young Adult

Patrons Registered: 449

Jan - Feb. YTD 2021
Service Statistics

Branch	Adult Books	CD	DVD	ILL	Juv Bks	Mag	Pbks	YA	Virtual	Total Circulation	Computer Usage	Door Count	Wireless Inside	Wireless Outside
Admin/Annex	497	63	197	89	213	1		26		1,086				
Abita	825	65	399	20	522	8		25		1,864	94	94	65	413
Bush	229	20	658		151			20		1,078	33	33	36	145
Causeway	3867	635	1983	82	3649	38		325		10,579	930	7,651	602	2,276
Covington	6454	672	3047	66	5367	221	229	300		16,356	2,196	8,248	2,735	1,547
Folsom	543	34	525	3	224	116		18		1,463	193	193	69	232
Lacombe	380	81	281	17	140			23		922	122	1,807	122	254
Lee Road	385	40	176	3	372			24		1,000	31	281	45	355
Madisonville	2363	449	1177	21	2614	39		238		6,901	683	4,882	1,286	724
Mandeville	4434	550	2136	63	5268	88	6	406		12,951	1,501	7,930	1,125	1,076
Pearl River	588	28	434	51	173	7	3	26		1,310	162	1,969	81	291
Virtual ¹									52213	52,213				
Slidell	7387	765	2758	61	5808	195	558	550		18,082	3,396	12,971	1,754	2,209
South Slidell	1214	170	1123	42	1122	56	34	100		3,861	2,045	6,893	1,081	2,234
Total	29,166	3,572	14,894	518	25,623	769	830	2,081	52,213	129,666	11,386	52,952	9,001	11,756

1 - Virtual stats include Overdrive, Tumblebooks, 3M Cloud Library, Rbdigital, Hoopla

CD=CompactDisc; DVD=DigitalVersatileDisc; ILL=InterLibraryLoan; Mag=Magazines
Pbks=Paperbacks; YA=Young Adult

Patrons Registered: 924

Strategic Planning RFP Committee Update

The Strategic Planning RFP was released to the public on March 3, 2021. Proposals will be received until the deadline of April 14, 2021, at 2:00 pm. Library administration has been answering questions for clarification submitted to RFP@stpl.us. Questions and answers have been posted to our website for all Proposers to see. The following pages are the questions and answers received as of March 18, 2021.

Strategic Planning Consultant RFP Clarification Questions and Answers

Questions were cut and pasted from e-mails to RFP@stpl.us

Question #1 Due to the current pandemic, is there an expectation that the consultant be physically present? Or are you willing to consider a virtual process?

Answer #1 The Library expects a hybrid approach with some activities conducted virtually and others in person. The course of the pandemic and our state and local COVID guidelines over the planning process time period will influence which activities need to be conducted virtually. The Library does not desire to have a fully virtual process.

Question #2 Whether companies from Outside USA can apply for this? (like, from India or Canada)

Answer #2 We are not limiting who can apply for this project by country.

Question #3 Whether we need to come over there for meetings?

Answer #3 The library does not want to have a fully virtual planning process. Some aspects of the planning process will need to be conducted in person.

Question #4 Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Answer #4 The Library does not have constraints placed on where the work related to the RFP is done. Please keep in mind, the Library does not want to have a fully virtual planning process. Some aspects of the planning process will need to be conducted in person.

Question #5 Can we submit the proposals via email?

Answer #5 You cannot submit your proposal solely by e-mail. One executed original proposal, two (2) paper copies and one digital copy in PDF format shall be submitted.

Question #6 Page 4 Section Two – Background - Last Paragraph- Is “... current facilities capital improvement plan...” available at this time?

Answer #6 Yes, it is available here 

Question #7 Page 5 Section Three - Scope of Services 3rd bullet - “the two Friends ...” Why are there two FOLS? How do they differ?

Answer#7 The two Friends groups were founded separately to support each end of the parish. The Friends of the Slidell Library serve Slidell, South Slidell,

Lacombe, and Pearl River. The West St. Tammany Friends of the Library support Covington, Causeway, Mandeville, Madisonville, Abita, Folsom, Bush, and Lee Road. These are non-profit community organizations and not formed or controlled by the library.

Question #8 Page 5 Same Section Last bullet Please clarify “Partner with marketing staff ... notifications”?

Answer #8 We have a full-time public relations officer and a full-time media specialist. The selected consultant will be partnering with them to make sure that all needed press releases and other marketing materials for the planning process are produced and disseminated.

Question #9 Page 6 Same Section 1st bullet - Make up of “Planning Team”?

Answer #9 The Planning Team will be composed of the Library Director, representatives from the Library Board of Control, the two Assistant Directors, appointed library staff, and community members.

Question #10 Page 8 Section Five – Proposal Requirements AND Page 12 Section Six – Submission Requirements. Last two lines of first paragraph on page 8 reads “... limit your Proposal to one unbound in print and one electronic document. Page 12 reads “One executed original Proposal, two (2) paper copies and one digital copy in PDF format shall be submitted. Please clarify the submission requirements?”

Answer #10 Page 8 section 5 relates to the format of the proposal. Page 12 section 6 relates to how that Proposal is submitted. We require that paper Proposals be in one unbound volume. We need three copies of the Proposal. (One executed original Proposal and two (2) paper copies that do not need to be executed.) The electronic submission needs to be one PDF document.

Question #11 Page 10 Part Four – References, 2nd Paragraph - May the “...copies of the strategic plans ... above” be electronic submissions?

Answer #11 The copies of Strategic plans referenced in this section are an addendum to your proposal. They will need to be part of each paper copy and the electronic copy. These samples of strategic plans will not count towards the 30-page proposal limit.

Question #12 Page 12 Part Six – 2nd line top of page - Please clarify “Proposer ... refund policy.”?

Answer #12 Describe your procedures and policies for billing and refunds.

- Question #13 Page 12 Part Six – 3rd Paragraph (first two paragraphs were one line each)
- What are the required “business registrations fees, permits, licenses,
etc.? Also, what are the proposer’s insurance requirements?
- Answer #13 We require that you be a legal business and have all necessary permits,
licenses, and pay taxes for the location that your business is domiciled.
The library will not responsible for these costs.
- Question #14 Page 13 Section Six – Submission Requirements, 4th paragraph – What, if
any, is the distinction between 120 days in the 4th paragraph and the first
bullet on Page 5 re: project completion “... not later than nine months
...signed.”?
- Answer #14 Your Proposal of services and prices must be valid and reliable for no less
than 120 days from the proposal due date. This is not related to the nine
(9) months given to complete the project once a contract is signed.
- Question #15 Thank you for the opportunity to submit questions. As we begin to put
together our Proposal, may we ask additional questions?
- Answer #15 Yes, you may ask questions up until the deadline. The deadline for receipt
of written requests for clarification is March 24, 2021.
- Question #16 The RFP states that you request 1 original, executed document and 2
copies, along with 1 digital copy. However, page 8 of the RFP states "one
unbound volume in print and one electronic document." Please advise
which you require.
- Answer #16 Page 8 section 5 relates to the format of the proposal. Page 12 section 6
relates to how that Proposal is submitted. We require that paper Proposals
be in one unbound volume. We need three copies of the Proposal. (One
executed original Proposal and two (2) paper copies that do not need to be
executed.) The electronic submission needs to be one PDF document.
- Question #17 What is the budget for this project?
- Answer #17 We will be relying on the expertise of our selected consultant to help us
develop an appropriate total budget amount for the project.
- Question # 18 Page 8 of the RFP includes "continuous planning tools" as part of the
project. Is there an office or individual who will be responsible for
implementing and maintaining that knowledge?
- Answer #18 Yes, the administrative team (Director and Assistant Directors) will be
responsible for maintaining that knowledge.

Question #19 What are your thoughts on navigating the final stages of the COVID 19 pandemic? Is there an opportunity for the St. Tammany Parish community to participate virtually in the project?

Answer #19 The Library expects a hybrid approach with some activities conducted virtually and others in person. We wish to be inclusive of participants in our planning process who may not feel comfortable or safe in an in-person environment. The course of the pandemic and our state and local COVID guidelines over the planning process time period will influence which activities need to be conducted virtually. The Library does not desire to have a fully virtual process.

Question #20 What are some characteristics of the population(s) that you serve? Long-time residents vs. newcomers to your communities? Many aging-in-place? Growing or declining number of children? Largely English as a first language or are there many new Americans for whom English is not the first language?

Answer #20 Demographic information can be found at the U.S. Census Bureau's Quick Facts page for St. Tammany Parish, Louisiana, <https://www.census.gov/quickfacts/fact/table/sttammanyparishlouisiana/NC110219>. The "St. Tammany Parish Louisiana Research Support for New Economic Development Strategic Plan" on the St. Tammany Corporation's website also contains a wealth of demographic information. It can be found at <https://sttammanystats.com/wp-content/uploads/2020/09/St-Tammany-Combined-Analysis-Document.pdf>.

Question #21 Share something about the economy of your region and its impact on the population you serve. Growing or declining numbers of jobs and in what fields?

Answer #21 Information about St. Tammany Parish's economic environment can be found at the St. Tammany Corporation's website at <https://sttammanycorp.org/>, including the "St. Tammany Parish Louisiana Research Support for New Economic Development Strategic Plan" found at <https://sttammanystats.com/wp-content/uploads/2020/09/St-Tammany-Combined-Analysis-Document.pdf>. An economic profile of St. Tammany Parish and also of the Greater New Orleans area can also be found at the Greater New Orleans Inc.'s website. The St. Tammany Parish Profile can be found at <https://gnoinc.org/doing-business/parishes/st-tammany/#:~:text=Tammany%20Parish%20is%20one%20of,the%20city%20of%20New%20Orleans>. More information can also be found in Part 3 of the St. Tammany Parish Community Needs Assessment found at

http://www.stpgov.org/files/Departments/DHHS/CDBG/CommunityNeedsAssessment_Part3.pdf.

Question #22 What is the social service infrastructure like in St. Tammany Parish, and in what ways have your libraries begun to serve those functions?

Answer #22 The social services infrastructure of our communities is outlined in the “St. Tammany Parish Community Needs Assessment” found on the Parish’s Community Development webpage at <http://www.stpgov.org/cdbg>. Scroll down to the bottom third of the page and the links to the document are under REPORTS. The document is in four parts. The St. Tammany Parish Library provides referrals to social service agencies. We also host speakers and informational programs on social service issues and resources. We sometimes participate in information fairs hosted by social service agencies.

Question #23 What is the quality of your working relationship with local schools?

Answer #23 STPL has had good working relationships with public, parochial, and private schools in the parish.

Question #24 Page 10 Part Four – References. The three references we would like to provide collectively contain + or - 250 pages if printed single sided. The Executive Summary for one is 11 pages (full report with Executive Summary would be about 110 pages. That is a lot of copying. Would Executive Summaries suffice for some/all of the three references?

Answer #24 The purpose for requesting a copy of final strategic plans from three references is so that the RFP committee can judge each applicant’s final product. These examples should be included as appendices to the Proposal and will not count towards the 30-page Proposal size limit. We expect to receive full strategic plans.

Question #25 Answer to previously asked Question #10. On the third line of the answer, it reads as follows: "in one ... Proposal. (One executed original” It is the word executed. What is the difference between an “executed” original and “two (2) paper copies that do not need to be executed.)”?

Answer #25 An executed original is the original printed document that is signed by the Principal of your firm. The additional two paper copies are unsigned copies of the original.

LBOC Rules Committee Update

The LBOC Rules and Regulations Committee met on February 23rd and March 16th. They continued work on the Library's financial policies by reviewing and incorporating best practices from the Louisiana Legislative auditor, the Parish Procurement Manual, and Parish Finance Office policies. The committee will be refining recommended changes and will present any options or choices that can be made to the Board at upcoming meetings. The next meeting is scheduled for April 15th, 2021 at 10:00 am. Due to the pandemic, the meeting will be held by Zoom.