

St. Tammany Parish Library
Board of Control Meeting
April 27th, 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 66 JBE 2021 and 67 JBE 2021, the St. Tammany Parish Library will hold its April 27th, 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 April 27th, 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 March 23rd, 2021.
 - Discussion
 - Public Comment
 - Vote
2. NEW BUSINESS
 - A. Financial Reports – March 2021
 - Discussion
 - Public Comment
 - Vote
 - B. Amendment to the amount of Capital Funds dedicated to the South Slidell Roof
 - Discussion
 - Public Comment
 - Vote
 - C. Director's Report
 - Discussion
 - Public Comment

3. OLD BUSINESS

A. Strategic Planning RFP Committee

- Discussion
- Public Comment
- Vote

B. Rules and Regulations Committee

C. St. Tammany Parish Library Foundation

D. Friends of the Library Report

4. Public Comment

6. Adjournment

St. Tammany Parish Library
Board of Control Meeting
March 23, 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, Mary Reneau, Ann Shaw, Rebecca Taylor
Absent: Carmen Butler, Dr. Argiro Morgan

B. Taylor noted a typo on the agenda under Director's Report. It should state "Public Comment" instead of "Public Hearing".

1. Approval of the minutes of the meeting of the Library Board of Control that was held on February 9, 2021, and the special meeting that was held on February 23, 2021.

The Board reviewed the minutes of the February 9, 2021 meeting. There were no corrections suggested. 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 minutes of the February 9, 2021 board meeting. It was seconded by A. Shaw. Four were in favor, none were opposed, and two were absent. Motion carried.

The board reviewed the minutes of the February 23, 2021 special board meeting. B. Allin noted that he volunteered to serve on the Strategic Planning RFP Committee during the evaluation and scoring process, and that A. Shaw offered her place on the committee to make room for Mr. Allin if necessary. He asked for that to be added to the minutes. There were no other corrections suggested. 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.

B. Allin moved to approve the minutes of the February 23, 2021 special board meeting with the stated correction. It was seconded by M. Reneau. Four were in favor, none were opposed, and two were absent. Motion carried.

2. NEW BUSINESS

A. Financial Reports – February 2021

K. LaRocca reported that the library received \$8,323,204.83 in ad valorem taxes in February, approximately 79% of what is expected for the year. The library has also received \$83,866.67 in state revenue sharing. That is the first of three equal payments that will be received this year. Kelly reviewed the revenues and expenditures. The budget percentage should be 16% at this point in the year. Revenues are at 16.55% and expenditures are at 15.20%.

The Library Salaries line is at 13%, but will be closer to budget after March, which is a 3-paycheck month. The Workers Compensation line is at 26% because it is paid in chunks throughout the year. The Gas line is at 29% due to the recent cold weather. The Office Machine & Equipment Repair line is at 29% due to several CD cleaning machines needing repairs. Several lines that are over budget are due to paying those expenses at the beginning of the year. The Summer Reading T-shirts line is at 71% because we have paid for most of the t-shirts. The Juvenile Programming line is at 34% due to getting ready for the Summer Reading Program. The Lease/Purchase Books line is at 91% due to paying for the leased books for the year. Kelly stated that overall the library is on target so far this year.

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.

A. Shaw moved to approve the February 2021 Financial Reports. It was seconded by M. Reneau. All were in favor, none were opposed, and two were absent. Motion carried.

B. 2021 Spring Budget Amendment

K. LaRocca reminded the board that the budget amendment would need to be adopted by resolution. Kelly explained that she budgeted very conservatively for the original 2021 Budget due to the COVID-19 pandemic. An additional \$136,608 more in ad valorem taxes is expected this year. State Revenue Sharing was adjusted to match the first payment received this year. The Fines and Fees and Interest lines have been adjusted downward to more closely match what was received in 2020. A line is being added for the Louisiana Endowment for the Humanities (LEH)

Grant, which requires a separate income and expense line. Overall, there is an increase of \$71,885 in revenue.

The Advertising line was adjusted upward to reflect our increased usage from last year. The Voice line was increased slightly. The changeover to voice over IP is complete, and there were overlapping bills in January. The Janitorial and Grounds/Lawn Maintenance lines were increased to match expenditures for 2020. The Physical Plant Maintenance line was increased to match maintenance plans for the year, particularly sanding and painting at the Lacombe Branch. The Financial line was reduced to match last year's costs. The Security line was reduced due to not having security guards since the COVID-19 pandemic. Kelly stated that they are continuing to evaluate the need for security guards and will address any changes at the summer amendment.

The Property Insurance line was adjusted upward due to the cost of insurance increasing. The Parish changed companies and the cost increased. The Landscaping Additions line was increased to reflect the costs of the last three years. The Improvement to Physical Plant was increased to address parking lot repairs. The Vehicles line was increased to purchase a vehicle this year. The Office Equipment, Furniture, and Shelving line was increased to allow for desk replacements at a few locations. The Lease/Purchase Books line was reduced to match last year's costs. The Periodicals line was reduced because a new vendor bought our digital magazine resource and they charge less for their service. The Audio Recordings and Video Recordings lines were reduced and added to Electronic/Downloadable Media. The amount reduced reflects the funds allocated for teen audio and video, as teens prefer to download material. The Times-Picayune Digital Archive through 1988 is paid. The remaining \$90,000 can be returned to the budget. The Electronic Downloadable Media line was increased significantly to reflect increased usage due to the COVID-19 pandemic.

Kelly reviewed the library's savings, explaining that unused money at the end of the year becomes Prior Years' Operating Revenue. Cash on hand as of December 31st 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 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. This year, nine of the 10 days of the first pay period of 2021 occurred in 2020. The auditor will move this cost to 2020. The auditor will also move charges initiated in 2020 but were 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 an Unassigned Savings of \$771,441. This puts us in an excellent position to fund strategic planning and then furniture, fixtures, and equipment updates once we are ready. Kelly explained that they will address the costs for the strategic planning process at the summer budget amendment. Kelly concluded that the budget is

balanced and each department was allocated the funds to enable their plans at the beginning of the 2021 fiscal year. She is confident that there are adequate funds to meet the library's goals.

B. Taylor asked for questions from the Board. A. Shaw commented that the library has done a great job. B. Allin agreed.

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. McHugh asked what LEH stands for and what the grant covers. Kelly answered that it is the Louisiana Endowment for the Humanities. It is a book discussion series and the grant provides money for the books and presenters. A. Shaw asked if there has been much attendance. T. DiMaggio said that it is well-attended with active discussion. There was no further public comment.

B. Allin moved to adopt the Spring Budget Amendment Resolution for the Fiscal Year 2021 Budget. It was seconded by M. Reneau. All were in favor, none were opposed, and two were absent. Motion carried.

C. Surplus Property Declaration

T. DiMaggio stated that the library purchased a new maintenance truck in 2019 and now needs to dispose of the previous maintenance truck, as it is no longer viable to maintain. The library did not have the opportunity to put the truck into an auction in 2020 due to the pandemic. A resolution is required to send the vehicle to be sold.

T. DiMaggio read the resolution aloud. 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 resolution to declare certain moveable property surplus and authorize its disposition. It was seconded by A. Shaw. All were in favor, none were opposed, two were absent. Motion carried.

D. Director's Report

K. LaRocca reported that department head and branch manager meetings were held in February and March. With the return to Phase 3, large branches are open regular business hours again, from 9:00 a.m. to 8:00 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday and

Saturday. Small branches are open from 10:00 a.m. to 6:00 p.m. Monday through Friday for computer use appointments. All branches are offering curbside service.

The Mandeville Branch roof is close to completion. The South Slidell Roof project will be going out for bids again soon. The Parish signed the contract with Meyer Engineers Ltd. for the Slidell Branch parking lot. The auditor has completed their in-house visit. They will work 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.

Advertising was purchased in the St. Tammany Farmer and Facebook. Adele Salzer spoke about the library's offerings at the Regina Coeli Head Start's Virtual Parent's Meeting. Kelly reported that she attended the weekly State Library's Virtual Directors' Meetings and the Gulf South Regional Directors' Meeting. Children's Librarians attended the State Library's Children's Summer Reading Training. Shellie Lister attended BiblioCon '21 and the Middle Grade Magic Conference. Leidy Cook attended the RootsTech Conference. Jillian Boudreaux and Jennifer Rifino attended the St. Tammany Commission on Families virtual meeting. Tanya DiMaggio attended the ALSC Managing Children's Services monthly meeting. Staff from the I.T. Department and Technical Services attended the Innovative Users Group Virtual Conference. Several Library staff attended virtual training webinars.

Jenny Mayer is the new Children's Services Coordinator. Seth Mattei is the new South Slidell Branch ERC Manager and Katie Smith is the new Mandeville Branch ERC Manager.

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. 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.

B. Taylor asked for a two-minute public comment period. B. McHugh asked if ERC stands for Electronic Resource Center. Kelly confirmed that it does. B. McHugh asked about the Slidell Branch parking lot contract. Kelly explained that the Parish signed the contract with Meyer Engineers Ltd. They have ordered an elevation survey and administration will meet with them to discuss the parking lot design after the survey is returned. They will address fixing the slope near the entrance by the meeting rooms to make it ADA (Americans with Disabilities Act) accessible. B. McHugh asked how much the contract was for Meyer Engineers Ltd. and how much the Mandeville and South Slidell roof projects will cost. Kelly said she did not have those figures on hand, but she will email him. There was no further public comment.

3. OLD BUSINESS

A. Strategic Planning RFP Committee

K. LaRocca reported that 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 p.m. Library administration has been answering questions for clarification submitted to RFP@stpl.us. Questions and answers have been posted on the library's website for all Proposers to see. All of the questions and answers were provided to the Board in their meeting packet. Kelly stated that most of the questions were centered around whether or not we are going to have a virtual or face-to-face process. The library does not desire to have a fully virtual process. The library would like a hybrid-approach with some activities conducted virtually and others in person. Other inquiries were general questions about St. Tammany Parish, our relationships with various groups, and how references should be put together. T. DiMaggio noted that tomorrow, March 24th is the deadline for questions to be submitted.

B. LBOC Rules and Regulations Committee

K. LaRocca reported that the committee met in February and March. They continued to 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 that can be made to the Board at upcoming meetings. The next meeting is scheduled for April 15, 2021 at 10:00 a.m. via Zoom.

C. St. Tammany Parish Library Foundation

A. Shaw reported that the Foundation membership drive continues. The Distinguished Speaker Committee will meet to evaluate potential speakers for a September event. She said the Foundation has received some generous gifts and grant money.

D. Friends of the Library Report

There were no reports from the Friends groups.

4. Executive Session for the Annual Evaluation of the Director

B. Taylor stated that it is Kelly LaRocca's anniversary month and time for her annual evaluation. Becky explained that the Board will go into executive session, which will be a private Zoom

meeting. Kelly explained that she will end the Facebook Live stream once the Board votes to enter executive session. T. DiMaggio will take over as host. Kelly will leave the meeting and return after she and the Board come out of executive session.

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.

A. Shaw moved to go into executive session for the Annual Evaluation of the Library Director. It was seconded by M. Reneau. All were in favor, none were opposed, and two were absent. Motion carried. The Board members went into executive session.

M. Reneau moved to come out of executive session. It was seconded by B. Allin. All were in favor, none were opposed, and two were absent. Motion carried.

The Facebook Live stream resumed. B. Taylor stated that the Board is very pleased with Kelly LaRocca's performance as Library Director. Becky stated that Kelly has handled the position with leadership, grace, and knowledge during the pandemic and has done an excellent job. Becky commended library staff as well. The Board looks forward to the Strategic Plan and continuing to provide service to St. Tammany Parish.

5. Public Comment

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.

6. Adjournment

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

Mary Reneau, Secretary

**St. Tammany Parish Library - General Fund
Balance Sheet
March 31, 2021**

ASSETS

Current Assets

Cash	\$	13,122,831.99
Cash - Health Claims		(92,173.17)
Due from Paylocity		1,746.33
Due from Employee		0.00
Returned Checks		0.00
Ad Valorem Receivable - 2021		2,637,980.76
Ad Valorem Receivable - 2019		0.00
Ad Valorem Receivable - 2020		708,373.00
Due from State of Louisiana		231,030.14
Prepaid Expenses		0.00

Total Current Assets **16,609,789.05**

Other Assets

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

Total Assets **\$ 16,611,770.05**

LIABILITIES AND FUND BALANCE

Current Liabilities

Accrued Salaries	\$	118,399.09
Deferred Inflows - Ad Valorem		40,662.00
Elective Benefits Payable		(1,705.97)
Retirement Payable		231,355.46
Due to IRS - Covid 19		211.25
Health Claims Payable		68,935.55

Total Current Liabilities **457,857.38**

Fund Balance

Fund Balance		16,153,912.67
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Total Fund Balance **16,153,912.67**

Total Liabilities & Fund Balance **\$ 16,611,770.05**

St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Three Months Ending March 31, 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 Act</u> <u>to YTD</u> <u>Budget</u>
Revenues					
Ad Valorem Taxes	\$ 879,326.92	\$ 2,637,980.76	10,688,531.00	8,050,550.24	24.68
State Revenue Sharing	20,960.25	62,880.75	251,600.00	188,719.25	24.99
Fines/Fees	3,883.23	10,019.40	36,500.00	26,480.60	27.45
LEH GRANT	0.00	2,700.00	2,700.00	0.00	100.00
Interest Income	103.32	450.71	11,000.00	10,549.29	4.10
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	1,693.75	1,693.75	21,000.00	19,306.25	8.07
Summer Reading Shirt Sales	0.00	1,066.26	1,500.00	433.74	71.08
Total Revenues	905,967.47	2,716,791.63	11,012,831.00	8,296,039.37	24.67
Expenditures					
Library Administration	551,493.33	1,298,009.39	5,405,000.00	4,106,990.61	24.01
Employee Benefits	228,783.75	535,897.75	2,021,500.00	1,485,602.25	26.51
Advertising,Dues & Subscriptio	1,292.73	2,286.73	26,000.00	23,713.27	8.80
Signage	0.00	0.00	5,000.00	5,000.00	0.00
Printing, Duplicating & Bindin	575.24	575.24	19,000.00	18,424.76	3.03
Promotional Production	241.53	241.53	7,000.00	6,758.47	3.45
Utilities	28,660.61	65,734.40	270,950.00	205,215.60	24.26
Communications	12,168.40	33,924.19	132,500.00	98,575.81	25.60
Leases	25,340.22	75,191.48	336,500.00	261,308.52	22.35
Maintenance of Property & Equi	56,823.09	148,152.62	474,000.00	325,847.38	31.26
Maintenance Services (Building	12,450.27	46,260.88	198,100.00	151,839.12	23.35
Professional Services	5,720.69	82,336.44	169,700.00	87,363.56	48.52
Insurance and Claims	19,078.00	44,001.00	213,500.00	169,499.00	20.61
Operating Supplies	13,614.98	34,110.94	157,000.00	122,889.06	21.73
Travel & Continuing Education	1,562.30	2,132.62	57,000.00	54,867.38	3.74
Public Relations/Programming	10,401.96	22,620.31	82,300.00	59,679.69	27.49
Capital Outlay-Non-Book Acq.	7,844.31	12,087.97	232,000.00	219,912.03	5.21
Capital Outlay-library Res. Ac	130,678.52	366,388.44	1,205,500.00	839,111.56	30.39
Total Expenditures	1,106,729.93	2,769,951.93	11,012,550.00	8,242,598.07	25.15
Excess of Revenues/(Expenditur	\$ (200,762.46)	\$ (53,160.30)	281.00	53,441.30	(18,918.26)

St. Tammany Parish Library
Statement of Changes in Fund Balance
For the Three Months Ending March 31, 2021

Beginning Fund Balance	\$ 16,207,072.97
Net Income	(53,160.30)
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Ending Fund Balance	<u>\$ 16,153,912.67</u>

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**St. Tammany Parish Library - General Fixed Asset Account Group
Balance Sheet
March 31, 2021**

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

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**St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Three Months Ending March 31, 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</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Library Administration					
Library Salaries	\$ 551,493.33	\$ 1,298,009.39	\$ 5,405,000.00	4,106,990.61	24.01
Total	\$ 551,493.33	\$ 1,298,009.39	\$ 5,405,000.00	4,106,990.61	24.01
Employee Benefits					
FICA/ Supplemental Retirement	\$ 11,624.25	\$ 27,665.14	\$ 105,500.00	77,834.86	26.22
Retirement Contributions	55,474.67	137,791.61	585,000.00	447,208.39	23.55
Health Insurance Expense	32,664.70	108,375.37	450,000.00	341,624.63	24.08
Health Trust	129,020.13	248,975.63	830,000.00	581,024.37	30.00
Worker's Compensation Expense	0.00	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	\$ 228,783.75	\$ 535,897.75	\$ 2,021,500.00	1,485,602.25	26.51
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 683.73	\$ 683.73	\$ 3,000.00	2,316.27	22.79
Membership Dues	0.00	25.00	1,000.00	975.00	2.50
Advertising	609.00	1,578.00	10,000.00	8,422.00	15.78
Total	\$ 1,292.73	\$ 2,286.73	\$ 14,000.00	11,713.27	16.33
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	\$ 575.24	\$ 575.24	\$ 9,000.00	8,424.76	6.39
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	\$ 575.24	\$ 575.24	\$ 19,000.00	18,424.76	3.03
Promotional Production					
Promotional Production	\$ 241.53	\$ 241.53	\$ 7,000.00	6,758.47	3.45
Total	\$ 241.53	\$ 241.53	\$ 7,000.00	6,758.47	3.45

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Three Months Ending March 31, 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</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Utilities					
Electricity	\$ 25,239.75	\$ 58,464.92	\$ 234,500.00	176,035.08	24.93
Gas	541.51	1,552.50	3,450.00	1,897.50	45.00
Water	2,879.35	5,716.98	33,000.00	27,283.02	17.32
Total	\$ 28,660.61	\$ 65,734.40	\$ 270,950.00	205,215.60	24.26
Communications					
Postage	\$ 123.70	\$ 334.30	\$ 12,000.00	11,665.70	2.79
Voice Line	8,219.27	22,176.29	65,000.00	42,823.71	34.12
Data Lines (Internet)	3,775.00	11,325.00	51,000.00	39,675.00	22.21
Courier/Shipping	50.43	88.60	1,000.00	911.40	8.86
Total	\$ 12,168.40	\$ 33,924.19	\$ 129,000.00	95,075.81	26.30
Leases					
Building Lease Expense	\$ 25,034.91	\$ 74,886.17	\$ 331,000.00	256,113.83	22.62
Equipment Lease Expense	305.31	305.31	3,000.00	2,694.69	10.18
Vehicle Lease Expense	0.00	0.00	2,500.00	2,500.00	0.00
Total	\$ 25,340.22	\$ 75,191.48	\$ 336,500.00	261,308.52	22.35
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 41,521.12	\$ 60,069.02	\$ 181,000.00	120,930.98	33.19
Grounds/Lawn Maintenance	6,636.00	13,222.00	90,000.00	76,778.00	14.69
Maintenance Supplies	567.65	1,063.42	10,000.00	8,936.58	10.63
Fuel & Lube	1,306.25	4,233.69	18,000.00	13,766.31	23.52
Vehicle Repairs	0.00	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	164.57	757.88	2,000.00	1,242.12	37.89
Network Utility Software	6,627.50	16,363.75	47,000.00	30,636.25	34.82
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	\$ 56,823.09	\$ 148,152.62	\$ 458,000.00	309,847.38	32.35
Maintenance of Services (Buildings)					
Physical Plant	\$ 9,134.94	\$ 20,278.79	\$ 94,000.00	73,721.21	21.57
Plumbing, Heating and AC	1,145.86	22,596.53	58,000.00	35,403.47	38.96
Electrical	0.00	182.30	12,000.00	11,817.70	1.52
Sanitation	1,129.47	1,885.26	11,500.00	9,614.74	16.39
Pest Control	1,040.00	1,040.00	6,600.00	5,560.00	15.76

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St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Three Months Ending March 31, 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</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	\$ 12,450.27	\$ 46,260.88	\$ 190,100.00	143,839.12	24.34
Professional Services					
Payroll Service Fees	\$ 1,670.69	\$ 6,057.19	\$ 22,500.00	16,442.81	26.92
Legal	0.00	0.00	1,000.00	1,000.00	0.00
Financial	0.00	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	4,000.00	4,175.99	20,000.00	15,824.01	20.88
Security	50.00	3,991.82	45,000.00	41,008.18	8.87
Web Design Consultant	0.00	66,511.44	72,200.00	5,688.56	92.12
Total	\$ 5,720.69	\$ 82,336.44	\$ 209,700.00	127,363.56	39.26
Insurance and Claims					
Library Property Insurance	\$ 0.00	\$ 0.00	\$ 115,000.00	115,000.00	0.00
Flood Insurance	19,078.00	19,078.00	23,000.00	3,922.00	82.95
Vehicle Insurance	0.00	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	0.00	6,698.00	21,000.00	14,302.00	31.90
Total	\$ 19,078.00	\$ 44,001.00	\$ 198,500.00	154,499.00	22.17
Operating Supplies					
Office Supplies	\$ 1,882.87	\$ 4,474.26	\$ 36,000.00	31,525.74	12.43
Bank Service Charges	1,105.49	3,361.80	16,000.00	12,638.20	21.01
Book Preparation Supplies	3,969.77	8,164.69	38,000.00	29,835.31	21.49
Computer/Printer Supplies	6,399.64	17,022.66	65,000.00	47,977.34	26.19
Programming Supplies	257.21	1,087.53	6,000.00	4,912.47	18.13
Total	\$ 13,614.98	\$ 34,110.94	\$ 161,000.00	126,889.06	21.19
Travel and Continuing Education					
Staff Travel - Local	\$ 215.30	\$ 535.62	\$ 20,000.00	19,464.38	2.68
Library In-service Training	0.00	0.00	7,000.00	7,000.00	0.00
Conventions & Seminars	1,347.00	1,597.00	30,000.00	28,403.00	5.32
Total	\$ 1,562.30	\$ 2,132.62	\$ 57,000.00	54,867.38	3.74
Public Relations/Programming					

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St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Three Months Ending March 31, 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</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Summer Reading Program	\$ 2,792.67	\$ 3,633.85	\$ 27,500.00	23,866.15	13.21
Summer Reading T-shirts	1,021.50	5,191.17	5,800.00	608.83	89.50
Adult Programming	5,063.66	7,603.66	26,000.00	18,396.34	29.24
Young Adult Programming	605.07	722.38	12,000.00	11,277.62	6.02
Juvenile Programming	273.12	3,009.60	8,000.00	4,990.40	37.62
LEH Grant	645.94	2,459.65	0.00	(2,459.65)	0.00
Total	\$ 10,401.96	\$ 22,620.31	\$ 79,300.00	56,679.69	28.52
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	5,667.82	8,619.33	23,000.00	14,380.67	37.48
PC Network	2,176.49	3,468.64	70,000.00	66,531.36	4.96
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	\$ 7,844.31	\$ 12,087.97	\$ 118,000.00	105,912.03	10.24
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 27,212.60	\$ 42,546.30	\$ 170,000.00	127,453.70	25.03
Lease/Purchase Books	0.00	18,363.24	20,000.00	1,636.76	91.82
Juvenile Books	22,395.87	27,868.12	105,000.00	77,131.88	26.54
Young Adults	1,278.70	1,640.37	15,000.00	13,359.63	10.94
Music Recordings	0.00	172.03	9,000.00	8,827.97	1.91
Adult Reference	13,164.93	21,330.53	89,000.00	67,669.47	23.97
Juvenile Reference	0.00	8,505.00	38,000.00	29,495.00	22.38
Periodicals	768.96	11,075.46	65,000.00	53,924.54	17.04
Audio Recordings	(1,096.97)	(630.15)	30,000.00	30,630.15	(2.10)
Video Recordings	1,825.61	6,197.69	50,000.00	43,802.31	12.40
Genealogy	1,339.84	1,384.84	5,000.00	3,615.16	27.70
Microfilm	0.00	0.00	90,000.00	90,000.00	0.00
Downloadable Media	51,708.88	83,164.95	240,000.00	156,835.05	34.65
CD/Software	12,080.10	36,714.88	96,000.00	59,285.12	38.24
Internet Database Subscription	0.00	108,055.18	239,000.00	130,944.82	45.21
Total	\$ 130,678.52	\$ 366,388.44	\$ 1,261,000.00	894,611.56	29.06
Capital Expenditures					
Total	\$ 0.00	\$ 0.00	\$ 0.00	0.00	0.00

Amendment to the amount of capital funds dedicated to the South Slidell Roof

The Board had previously designated \$125,000 of capital funds towards the South Slidell Roof Replacement in the fall of 2019. The cost of torch-down roofing (the type of roof required for the project) has increased significantly with the high demand and low supply for this type of roof in our region and with several named damaging storms last year. The Parish's roofing consultant has determined that we will need to add more funding to the project. The suggested additional amount is \$75,000 for a total of \$200,000.



St. Tammany Parish Library Board of Control
Additional Capital Funds for South Slidell Roof
April, 27th 2021

BE IT RESOLVED that the St. Tammany Parish Library Board of Control designates an additional \$75,000 of capital funds for the South Slidell Roof Replacement for a total of 200,000.

WHEREAS, the St. Tammany Parish Library has the capital funds to complete these projects.

NOW THEREFORE BE IT RESOLVED, The Library Board of Control asks the Parish of St. Tammany to move forward with these projects.

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 27TH DAY OF APRIL 2021, AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

Rebecca Taylor, Board President

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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 4/27/21

COMMITTEES

The Rules and Regulations committee met on April 15th to discuss financial policies. The Strategic Planning RFP Committee met on April 19th – further details of this meeting will be discussed later on the agenda.

COVID RESPONSE

On March 30th, the Governor extended the modified Phase 3 Order, so we continued with our current hours and schedules. However, starting on Monday, April 19th, we made changes to our cleaning and quarantine protocols. The CDC recently published further guidance on the transmission of COVID-19 from surfaces - saying the chances of transmission were considered low (a 1 in 10,000 chance.) Based on this guidance, we ceased quarantining materials starting Monday, April 19th. We reduced cleaning surfaces to a mid-day wipe-down.

The Governor's order and Fire Marshal's instructions still require 6 feet of social distancing of people in the library and staff workspace. The mask mandate is still in place. We will continue to operate the greeting stations and offer sanitizer, masks, and alcohol wipes to patrons.

All small branches were visited by a team of administration, maintenance, and IT to make adjustments after the end of book quarantine. After moving and removing furniture, small branches will be open for inside service with limited capacity on Monday, May 3rd. Large branches will be visited the week of April 26th to see what adjustments can be made to the branches and meeting space to give patrons increased access.

FACILITIES

The Mandeville Branch roof has been completed.

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

FINANCE

Our Auditor has let us know that we have a clean audit for the fiscal year 2020. Laporte will be at a future Board meeting to present the audit and answer questions for the Board.

MARKETING AND OUTREACH

Advertising was purchased on Facebook to promote National Library Week and Food for Fines.

Kelly LaRocca will appear in the Inside Northside's Women in Business edition this May.

Adult Programming is providing Book Club Boxes to St. Anthony's Gardens.

Iriana Lonon facilitated a Library Card Drive at Covington Elementary School for 365 students.

Alexis Davis created two promotional videos about library resources to be used by school librarians.

PROFESSIONAL INVOLVEMENT

Charlene Barrett, Jenny Mayer, Abby Mayfield, and Jennifer Rifino attended the Louisiana Youth Services Meeting on March 24th.

Sonnet Ireland attended the Civic Engagement in Action Virtual Conference on March 25th-26th.

Jillian Boudreaux attended the Penguin Randomhouse/Library Journal/School Library Journal Virtual Summit on April 6th.

Sonnet Ireland and Kelly LaRocca attended the Friends of the Slidell Library meeting on April 6th.

Benny Bruce attended the 2021 Virtual On-Air Fest for Podcasters from April 8-10th.

Kelly LaRocca attended the Gulf South Director's meeting on April 9th.

Charlene Barrett and Jennifer Rifino attended the Louisiana Youth Librarians: MLibrary Quest workshop on April 9th. (Michigan Library Quest)

Crissie Molina attended the LLA Board Meeting, April 9th.

Alexandra Butterworth, Alexis Davis, Tanya DiMaggio, Shellie Lister, Iriana Lonon, Jenny Mayer, Jennifer Rifino, and Morgan Sherlock attended the Children's Book Festival on April 12th-16th.

Jennifer Rifino attended the St. Tammany Commission on Families virtual meeting on April 13th.

Kelly LaRocca attended the St. Tammany Library Foundation meeting on April 13th.

Lynn Bardell, Jillian Boudreaux, Alexandra Butterworth, Leidy Cook, Tanya DiMaggio, Mona Elder, Brent Geiger, Sonnet Ireland, Jane Johnson, Kelly LaRocca, Taylor Leblanc, Seth Mattei, Jenny Mayer, Crissie Molina, Kellie Nelson, Emily Stephan, and Mary Thompson attended the Louisiana Library Association Virtual Conference April 21th-22th, 2021. As library school students, Emily Stephan, Kellie Nelson, and Seth Mattei received scholarships from the LLA Public and Academic Sections to attend LLA. Tanya DiMaggio presented a session on "Team Building in the Virtual World."

Iriana Lonon attended the Northshore STEM Coalition meeting on March 29th.

Jenny Mayer, Crissie Molina, and Morgan Sherlock attended the LLA Social Media Committee Meeting.

Sarah Aucoin, Jillian Boudreaux, Germaine Butler, Alexandra Butterworth, Leidy Cook, Alexis Davis, Sally Gill, Sonnet Ireland, Jane Johnson, Evan Kramer, Sally McKissack, Jennifer Rifino attended virtual training webinars.

PERSONNEL

The Mandeville Branch Manager is now Sally Gill.

We have hired Amy Bouton for the Public Relations and Community Coordinator position. Ms. Bouton is coming from the St. Tammany Parish Department of Public Information. Her first day will be May 10th.

We've had four part-time staff members become full-time - Diana Crowe at the Slidell Branch, Megan Ybos FT at the Slidell Branch, Jennifer Branton at the Abita Springs Branch, and Mason Varnado at the South Slidell Branch.

PROGRAMMING

Children's Services offered 22 Zoom programs with 416 attendees since the last Board meeting.

Teen Services offered 4 Zoom events with 27 attendees.

Adult Programming offered 30 Zoom programs with 641 attendees.

The Reference Department offered 10 Zoom classes with 120 attendees.

Jenny Mayer and Morgan Sherlock set up a StoryWalk at the Northshore Nature Center on April 5th.

Patrons at the Lee Road branch have let us know they appreciate the adult craft bags, Teen Craft Totes, and Teen Book Totes.

WEBSITE

35,234 users visited the library's website during sessions in March.

Our outdoor wi-fi access points were used more than 6,161 times during March.

March 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	258	111	208	59	157			16		809				
Abita	462	46	215	5	290	2		30		1,050	103	994	47	244
Bush	109	5	289	1	117	3		10		534	26	404	25	93
Causeway	2,098	261	1,054	54	1,985	29		267		5,748	630	4,778	280	1,211
Covington	3,497	407	1,740	47	2,963	83	126	214		9,077	1,352	5,647	1,506	895
Folsom	316	18	455	6	204	67		12		1,078	94	94	47	133
Lacombe	232	101	306	16	205			17		877	121	1,844	73	130
Lee Road	194	35	79	4	188			7		507	28	394	29	204
Madisonville	1,271	233	496	21	1,363	16		75		3,475	477	3,057	699	417
Mandeville	2,438	348	916	43	3,243	51	3	205		7,247	1,063	5,195	610	588
Pearl River	299	12	215	21	160		3	9		719	192	1,348	37	160
Virtual ¹									26,400	26,400				
Slidell	3,962	438	1,431	45	3,703	165	253	274		10,271	2,076	8,032	775	1,088
South Slidell	720	71	585	31	574	18	15	62		2,076	1,270	4,701	518	998
Total	15,856	2,086	7,989	353	15,152	434	400	1,198	26,400	69,868	7,432	36,488	4,646	6,161

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: 506

Jan - Mar. 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	755	174	405	148	370	1		42		1,895				
Abita	1288	111	615	25	812	10		55		2,916	197	1,088	112	657
Bush	338	25	949	1	268	3		30		1,614	59	437	61	238
Causeway	5971	896	3038	136	5634	67		592		16,334	1,560	12,429	882	3,487
Covington	9952	1079	4789	113	8332	304	355	514		25,438	3,548	13,895	4,241	2,442
Folsom	862	52	980	9	428	183		30		2,544	287	193	116	365
Lacombe	613	182	587	33	345			40		1,800	243	3,651	195	384
Lee Road	579	75	255	7	560			31		1,507	59	675	74	559
Madisonville	3641	682	1676	42	3977	55		313		10,386	1,160	7,939	1,985	1,141
Mandeville	6876	899	3056	106	8512	139	9	611		20,208	2,564	13,125	1,735	1,664
Pearl River	887	40	649	72	333	7	6	35		2,029	354	3,317	118	451
Virtual ¹									78613	78,613				
Slidell	11353	1203	4191	106	9598	360	811	825		28,447	5,472	21,003	2,529	3,297
South Slidell	1936	241	1708	73	1698	74	49	162		5,941	3,315	11,594	1,599	3,232
Total	45,051	5,659	22,898	871	40,867	1,203	1,230	3,280	78,613	199,672	18,818	89,346	13,647	17,917

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

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

Patrons Registered: 1430

Strategic Planning RFP Committee Update

RFP's were received and opened on April 14th, 2021. The Library received six proposals.

The Proposers (in alphabetical order) are:

- Carson Block Consulting
- Ivy Group
- Library IQ
- Northern Kaleidoscope
- Rethinking Libraries
- Quality Metrics

The Strategic Planning RFP Committee met on Monday, April 19th, to receive instructions on scoring. They are reviewing and scoring submissions and will meet on April 26th to tabulate scores. The committee hopes to recommend a pared-down list of consultants for an interview to be presented at the board meeting.

Should the committee be ready with a recommendation, the Library Board will need to vote to accept the committee's recommendation - A resolution will not be needed.

LBOC Rules Committee Update

The LBOC Rules and Regulations Committee met on April 15th. 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 May 20th, 2021 at 10:00 am. Due to the pandemic, the meeting will be held by Zoom.