

St. Tammany Parish Library  
Board of Control Meeting  
May 28, 2021  
1112 W. 21<sup>st</sup> Avenue  
Covington, LA 70433  
Zoom meeting streaming on Facebook Live  
2:00 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 May 28, 2021, 2:00 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 1:00 p.m. on May 28, 2021, to [meeting@stpl.us](mailto: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 April 27th, 2021.
  - Discussion
  - Public Comment
  - Vote
2. NEW BUSINESS
  - A. 2020 Audit Report – John Murray – LaPorte CPAs and Business Advisors
    - Discussion
    - Public Comment
    - Vote
  - B. Financial Reports – April 2021
    - Discussion
    - Public Comment
    - Vote
  - C. Summer Reading 2021 - Children's Services / Teen Services / Adult Programming
    - Discussion
    - Public Comment

D. Director's Report

- Discussion
- Public Comment

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. Public Comment

5. Adjournment

St. Tammany Parish Library  
Board of Control Meeting  
April 27, 2021  
1112 W. 21<sup>st</sup> 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: Dr. Argiro Morgan, Carmen Butler

1. Approval of the minutes of the meeting of the Library Board of Control that was held on March 23, 2021.

There were no suggested corrections to the minutes. 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 minutes from the March 23, 2021 board meeting. 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 – March 2021

K. LaRocca reported that the library received \$2,165,046.17 in ad valorem revenue in March. The total received so far this year is \$10,488,251.00. Two more state revenue sharing payments are expected this year. The budget percentage should be 25% at this point in the year. The revenue and expenditure percentages are both on target at 25%.

The Health Trust line is at 30% due to the utilization of our health insurance. Kelly stated that administration will speak to our benefit consultant, Leon Golemi, to discuss any necessary adjustments.

Lines such as Signage, Advertising, and Printing are below budget due to less spending during the COVID-19 pandemic. These lines will be spent as the Public Relations and Community Coordinator position is filled next month. The Voice Line is over budget due to double-billing when we converted to voice over IP, but we will receive credits towards those charges. The Gas line is over budget due to the cold weather early this year. The Network Utility Software line is over budget due to paying for software at the beginning of the year. The Office Machine and Equipment Repair line is over budget due to repairs to the postal meters.

The Plumbing, Heating, and AC lines are over budget due to paying for annual contracts on our air conditioning systems at the beginning of the year. The Financial line is below budget due to not yet paying for the annual audit. Web Design Consultant is at 92% due to paying for those services at the beginning of the year. The Juvenile Programming line is at 37% due to spending in preparation for the Summer Reading Program. The Office Equipment, Furniture, and Shelving line is at 37% due to replacing chairs and desks. Lines such as Integrated Library Automation Systems, Audio/Visual Equipment, and Landscape Additions are at zero, but will be spent before the end of the year. Some lines under Capital Outlay-Library Resource Acquisitions are over budget due to paying for collection items early in the year.

B. Taylor asked about the line “Due from Paylocity” on page 2 of the financial report. D. Cuevas explained that the total of \$1,746.33 is a refund due from Paylocity. It is associated with credits that were automatically issued by Paylocity at the beginning of the COVID-19 pandemic, but we later found out that we are not actually eligible for those credits.

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 March 2021 Financial Report. It was seconded by M. Reneau. Four were in favor, none were opposed, and two were absent. Motion carried.

B. Amendment to the Amount of Capital Funds Dedicated to the South Slidell Roof

K. LaRocca explained that the Board had previously designated \$125,000 of capital funds towards the South Slidell roof replacement in the fall of 2019. The price of torch-down roofing has increased significantly with the high demand and low supply following several damaging storms in our region 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 for the project. Kelly stated that we do have the additional funds to dedicate to this. B. Allin asked if we purchased the building from someone else and if it was foreseen that the roof



needed replacing. Kelly confirmed that we did purchase the building and that we knew it would need a new roof in the near future. The funds were originally dedicated to the project in the fall of 2019.

A. Shaw asked if the recent storms have caused leaks in the roof. Kelly explained that there were already leaks that had been patched before the storms and the roof has just reached the end of its lifetime. A. Shaw asked about torch-down roofing and whether or not that type of roof will need to be continuously patched and replaced. Kelly explained that the construction of the building requires that type of flat roof and the design is not flawed. The roof itself is just aged and needs to be replaced. M. Reneau asked what will be the expected lifespan of the new roof. Kelly stated 20 years.

M. Reneau asked if the current roof is a 20-year roof. Kelly explained that the building was built after Hurricane Katrina and may be a 15-year roof. She stated that we would ask for a 20-year roof. A. Shaw asked if the previous owners did any work on the roof. Kelly confirmed that they also maintained it and patched it when needed. Kelly explained that we could continue patching it as needed, but it will continue to deteriorate from wear and tear.

B. Taylor asked for a two-minute public comment period. There was public comment from Christine Kelley, who commented that patching doesn't fix the issue, and you save more money in the end by replacing and fixing the problem.

T. DiMaggio read the resolution aloud. M. Reneau moved to approve the resolution to amend the amount of capital funds dedicated to the South Slidell roof. It was seconded by A. Shaw. Four were in favor, none were opposed, and two were absent. Motion carried.

B. Taylor asked if Kelly anticipates a closure of the library branch during the roof replacement process. Kelly explained that the Parish did not think we would have to close. If they have to block off an area of the library or entrance, the time will be minimal. Kelly said that they will be meeting with Parish facilities tomorrow and will discuss more with them. M. Reneau asked how long it will take to replace the roof. Kelly said that the bid process along with the actual work should take approximately 3 months.

### C. Director's Report

K. LaRocca reported that the Rules and Regulations Committee met to discuss financial policies. The Strategic Planning RFP Committee met and further details of this meeting will be discussed later on the agenda. The library ceased quarantining materials on April 19, 2021 based on guidance from the Centers for Disease Control (CDC). The Governor's order and Fire Marshal's

instructions still require six feet of social distancing of anyone in the library. We have been continuing to operate the greeting stations and offer sanitizer, masks, and alcohol wipes to patrons.

Kelly explained that the mask mandate has been in place, but today the Governor and the St. Tammany Parish President has lifted the mask mandate and will not require masks in public buildings. We will follow the Parish President's guidance and beginning tomorrow masks will not be required. We encourage staff and patrons to wear masks if they feel safer doing so. We will no longer have a staff member stationed at the greeting table at all times, since there is no mask mandate. We will continue to offer masks, sanitizer, and alcohol wipes to patrons. Kelly stated that we will wait for further guidance from the Fire Marshal to see if any other adjustments need to be made. Kelly will provide an updated FAQ Guide to staff after the new guidance is received and evaluated. Small branches will open for inside service with limited capacity on Monday, May 3<sup>rd</sup>. Administration, Maintenance, and I.T. visited small branches to evaluate, move, and rearrange furniture to comply with guidelines to open safely. Large branches are being visited this week to evaluate how to adjust meeting rooms to give patrons increased access.

The Mandeville Branch roof has been completed. The South Slidell Branch roof will be going out for bids again soon. Our auditor has let us know that we have a clean audit for the fiscal year 2020. A representative from Laporte, our CPA, will present the audit at a future board meeting. Kelly thanked the administrative staff and departments for working hard to keep our financial records accurate, organized, and ready for the auditor.

Kelly reported that marketing and outreach for the past month included the following: National Library Week, Food For Fines, book club boxes were delivered to St. Anthony's gardens, a library card drive was held at Covington Elementary, and promotional videos about library resources were made for school librarians. Kelly will appear in the Women in Business edition of *Inside Northside* magazine this May.

Librarians and Department Heads attended various conferences, webinars, and meetings as professional development and involvement opportunities. 17 library staff attended the Louisiana Library Association's Virtual Conference (LLA). 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".

Sally Gill is the new Mandeville Branch Manager. Amy Bouton has been hired as the Public Relations and Community Coordinator. Her first day will be May 10<sup>th</sup>. We have had four part-

time staff members become full-time – Diana Crowe, Megan Ybos, Jennifer Branton, and Mason Varnado.

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. Patrons at Lee Road Branch have let us know that they appreciate the adult craft bags, teen craft totes, and teen book totes. 35,234 users visited the library’s website during sessions in March. Outdoor Wi-Fi access points were used more than 6,161 times in March.

Kelly referenced the service statistics from March 2021 and the January through March 2021 year-to-date statistics. Kelly noted that the outside wireless usage is higher than inside usage at some locations. B. McHugh asked her to explain why those statistics are higher. Kelly explained that some branches have smaller areas to sit inside, so patrons may prefer to sit outside. Branches with very pleasant outside areas to sit have higher outside wireless usage. Branches with lots of space to sit inside have lower outside usage. Kelly said that she confirmed with the I.T. department that the stats do not include people driving by whose cell phones are simply pinging the Wi-Fi. B. Taylor asked if the outside wireless is available 7 days per week. Kelly and Tanya confirmed that it is available 7 days per week from 6 a.m. to 9 p.m.

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. Christine Kelley asked if students needing a practicum site and hours can utilize the library now that the mask mandate is lifted. Kelly explained that it is not just the mask mandate that would prevent or allow a student to utilize the library to complete their hours. It depends on the needs of the library branch or department at that time. B. Geiger suggested that the patron contact her local branch to inquire about practicum hours and the branch manager can get in touch with Brent to further coordinate with the patron.

### 3. OLD BUSINESS

#### A. Strategic Planning RFP Committee

K. LaRocca reported that six proposals were received and opened on April 14, 2021. The proposers were Carson Block Consulting, Ivy Group, Library IQ, Northern Kaleidoscope, ReThinking Libraries, and Quality Metrics. The committee met on April 19, 2021 to receive instructions on scoring. They met on April 26, 2021 to review and discuss the proposals. The committee met today to tabulate scores. The committee is recommending three out of the six consultants to interview. The three recommended consultants are Carson Block Consulting,

ReThinking Libraries, and Quality Metrics. A vote by the Board is needed to accept this recommendation.

Kelly would like to schedule the interviews for early June to give the consultants time to prepare their presentations and to give the committee time to formulate interview questions. Each Board member will be provided with copies of the consultant's proposals prior to the interviews. Becky commented that the committee worked very hard to narrow down the proposals to the three recommended consultants. They spent multiple days reading, comparing, and taking notes. She said it was a decision that the committee took very seriously. This is the library's first strategic plan and the committee wants to choose the right consultant. A. Shaw asked where the three consultants are located. Kelly and Tanya answered that Carson Block Consulting is in Colorado, Rethinking Libraries is based out of Indiana and Wisconsin, and Quality Metrics is in Maryland.

B. Taylor asked for a two-minute public comment period. Board members and Kelly discussed potential dates and times for the interviews. Kelly will check with the consultants to see what dates and times work for them and will coordinate with Board members to finalize interview dates. B. McHugh asked if the interviews will be virtual. Kelly confirmed they will be virtual and open to the public via Facebook Live. There was no further public comment.

B. Allin moved to accept the recommendation of Carson Block Consulting, ReThinking Libraries, and Quality Metrics as the three consultants chosen to interview by the committee. It was seconded by A. Shaw. Four were in favor, none were opposed, and two were absent. Motion carried.

#### B. LBOC Rules and Regulations Committee

K. LaRocca reported that the committee met on April 15, 2021. They continued to work on the library's financial policies. The committee will be refining recommended changes and will present any options or choices to the Board at upcoming meetings. The next meeting is scheduled for May 20, 2021 via Zoom.

#### C. St. Tammany Parish Library Foundation

A. Shaw reported that the membership drive continues. There are now 56 members and over \$4,800 has been raised. The Distinguished Speaker event is scheduled for Thursday, September 23, 2021 at the Tchefuncta Country Club. John Ed Bradley, author of *It Never Rains in Tiger Stadium*, will be the speaker. Ann suggested that the library purchase additional copies of the book for the collection. The event will be in-person this year. The Foundation was awarded a \$4,000 Community Assistant grant from the Junior League of Greater Covington. Ann thanked

Kelly for helping to put together the proposal to receive the grant. The Foundation is participating in Give Nola Day on May 4<sup>th</sup>. It is a way for non-profits to raise funds for their organizations. The website is [www.givenola.org](http://www.givenola.org). All funds raised will benefit the library.

#### D. Friends of the Library Report

B. Taylor gave a report for the Slidell Friends of the Library. She spoke about the current World War II themed silent auction. There will be a Second Saturday Special Sale on May 8<sup>th</sup> and the theme is Popular Culture. There will be a used book sale on Saturday, May 15<sup>th</sup>. The sales take place at the Slidell Branch located at 555 Robert Blvd. in Slidell. A. Shaw asked if the silent auction is online. Becky stated that bidding is done in-person at the Slidell Branch. She said they could provide a list of titles in the auction if interested persons send an email request to [FSL70458@yahoo.com](mailto:FSL70458@yahoo.com).

B. McHugh commented that he went to the West St. Tammany Friends sale recently. He said it was a great sale and they have a lot of inventory.

#### 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.

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Mary Reneau, Secretary

# **ST. TAMMANY PARISH LIBRARY**

Audit of Financial Statements

December 31, 2020



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## Independent Auditor's Report

To the Board of Control  
St. Tammany Parish Library

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of St. Tammany Parish Library (the Library), a component unit of St. Tammany Parish, Louisiana, as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Library as of December 31, 2020, and the respective changes in financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 31 and the supplementary schedules required by GASB Statements No. 68 and No. 75 on pages 32 through 34 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

## **Other Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Library's basic financial statements. The accompanying information listed as other supplementary information in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated April 9, 2021, on our consideration of the Library's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "LaForte".

A Professional Accounting Corporation

Covington, LA  
April 9, 2021

**BASIC FINANCIAL STATEMENTS  
GOVERNMENT-WIDE FINANCIAL STATEMENTS**

**ST. TAMMANY PARISH LIBRARY**  
**Statement of Net Position**  
**December 31, 2020**

	<b>Governmental Activities</b>
<b>Assets</b>	
Cash	\$ 5,176,614
Intergovernmental Receivable - Ad Valorem Taxes, Net	11,196,624
Intergovernmental Receivable - State Revenue Sharing	251,600
Other Receivables	1,946
Deposits	1,981
Capital Assets, Net of Accumulated Depreciation	<u>3,071,607</u>
<b>Total Assets</b>	<u>19,700,372</u>
<b>Deferred Outflows of Resources</b>	
Deferred Outflows Related to Pension Obligation	914,247
Deferred Outflows Related to Other Postemployment Benefit Obligation (OPEB)	<u>138,706</u>
<b>Total Deferred Outflows of Resources</b>	<u>1,052,953</u>
<b>Liabilities</b>	
Accounts Payable	8,395
Accrued Payroll Liabilities	228,045
Claims Payable	57,235
Compensated Absences	532,638
Net Pension Liability	29,062
Net Other Postemployment Benefit Obligation (OPEB)	<u>1,286,350</u>
<b>Total Liabilities</b>	<u>2,141,725</u>
<b>Deferred Inflows of Resources</b>	
Deferred Inflows Related to Pension Obligation	1,375,590
Deferred Inflows Related to Other Postemployment Benefit Obligation (OPEB)	<u>83,561</u>
<b>Total Deferred Inflows of Resources</b>	<u>1,459,151</u>
<b>Net Position</b>	
Net Investment in Capital Assets	3,071,607
Unrestricted	<u>14,080,842</u>
<b>Total Net Position</b>	<u>\$ 17,152,449</u>

The accompanying notes are an integral part of these financial statements.

**ST. TAMMANY PARISH LIBRARY**  
**Statement of Activities**  
**For the Year Ended December 31, 2020**

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	
<b>Governmental Activities</b>				
Library	\$ 10,836,863	\$ 42,497	\$ 88,028	\$ (10,706,338)
<b>General Revenues</b>				
Intergovernmental Revenue - Ad Valorem Taxes, Net				11,268,476
Intergovernmental Revenue - State Revenue Sharing				251,600
Miscellaneous Revenues				1,551
Earnings on Investments				9,224
<b>Total General Revenues</b>				<u>11,530,851</u>
<b>Change in Net Position</b>				824,513
<b>Net Position, Beginning of Year</b>				<u>16,327,936</u>
<b>Net Position, End of Year</b>				<u>\$ 17,152,449</u>

The accompanying notes are an integral part of these financial statements.

**FUND FINANCIAL STATEMENTS  
GOVERNMENTAL FUND**

**ST. TAMMANY PARISH LIBRARY**  
**Balance Sheet**  
**Governmental Fund**  
**December 31, 2020**

	<b>General Fund</b>
<hr/>	
<b>Assets</b>	
Cash	\$ 5,176,614
Intergovernmental Receivable - Ad Valorem Taxes, Net	11,196,624
Intergovernmental Receivable - State Revenue Sharing	251,600
Other Receivables	1,946
Deposits	<u>1,981</u>
<b>Total Assets</b>	<b><u>\$ 16,628,765</u></b>
<b>Liabilities</b>	
Accounts Payable	\$ 8,395
Accrued Payroll Liabilities	228,045
Claims Payable	<u>57,235</u>
<b>Total Liabilities</b>	<b><u>293,675</u></b>
<b>Deferred Inflows of Resources</b>	
Unavailable Ad Valorem Taxes	<u>40,662</u>
<b>Total Deferred Inflows of Resources</b>	<b><u>40,662</u></b>
<b>Fund Balance</b>	
Unassigned	<u>16,294,428</u>
<b>Total Fund Balance</b>	<b><u>16,294,428</u></b>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Balance</b>	<b><u>\$ 16,628,765</u></b>

The accompanying notes are an integral part of these financial statements.

**ST. TAMMANY PARISH LIBRARY**  
**Reconciliation of the Governmental Fund Balance Sheet**  
**to the Statement of Net Position**  
**December 31, 2020**

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**Amounts reported for governmental activities in the statement of net position are different because:**

<b>Total Fund Balance</b>	<b>\$ 16,294,428</b>
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	3,071,607
Deferred inflows of resources - unavailable ad valorem taxes are not reported on government-wide financial statements.	40,662
Compensated absences are not due and payable in the current period and, therefore, are not reported in the funds.	(532,638)
The Library follows the requirements of GASB Statement No. 68, which provides for the recognition of pension obligations. This includes the recognition of related deferred outflows and inflows of resources.	(461,343)
The Library follows the requirements of GASB Statement No. 75, which provides for the recognition of OPEB and related deferred outflows and inflows of resources.	55,145
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds. Those liabilities consist of:	
Net Pension Liability	(29,062)
Net Other Postemployment Benefit Obligation (OPEB)	<u>(1,286,350)</u>
<b>Net Position of Governmental Activities</b>	<b><u>\$ 17,152,449</u></b>

The accompanying notes are an integral part of these financial statements.



**ST. TAMMANY PARISH LIBRARY**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance**  
**Governmental Fund**  
**For the Year Ended December 31, 2020**

	<b>General Fund</b>
<b>Revenues</b>	
Intergovernmental Revenue - Ad Valorem Taxes, Net	\$ 11,589,058
Intergovernmental Revenue - State Revenue Sharing	251,600
Fines and Fees	42,497
Donations	22,930
Grants	15,140
Earnings on Investments	9,224
Miscellaneous Revenues	1,551
	<hr/>
<b>Total Revenues</b>	<b>11,932,000</b>
<b>Expenditures</b>	
Library	
Personnel Services	6,520,962
Operating Services	2,909,731
Capital Outlay	1,185,977
	<hr/>
<b>Total Expenditures</b>	<b>10,616,670</b>
<b>Net Change in Fund Balance</b>	<b>1,315,330</b>
<b>Fund Balance, Beginning of Year</b>	<b>14,979,098</b>
	<hr/>
<b>Fund Balance, End of Year</b>	<b>\$ 16,294,428</b>
	<hr/>

The accompanying notes are an integral part of these financial statements.

**ST. TAMMANY PARISH LIBRARY**  
**Reconciliation of the Statement of Revenues, Expenditures,**  
**and Changes in Fund Balance of the Governmental Fund**  
**to the Statement of Activities**  
**For the Year Ended December 31, 2020**

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<b>Net Change in Fund Balance - Total Governmental Fund</b>	<b>\$ 1,315,330</b>
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.	167,646
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The net effect of various miscellaneous transactions involving capital assets is to decrease net position.	(31,756)
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Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the governmental fund:

Change in Unavailable Ad Valorem Taxes	(320,582)
Contributions Made to Retirement Plan by Other Governments	49,958

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental fund:

Compensated Absences Payable	(181,128)
Change in the Net Pension Liability and Related Deferred Amounts	(78,511)
Change in Other Postemployment Benefit Obligation (OPEB) and Related Deferred Outflows and Inflows of Resources	(96,444)

<b>Change in Net Position of Governmental Activities</b>	<b><u>\$ 824,513</u></b>
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The accompanying notes are an integral part of these financial statements.

## ST. TAMMANY PARISH LIBRARY

### Notes to Financial Statements

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#### Note 1. Summary of Significant Accounting Policies

The accounting and reporting policies of St. Tammany Parish Library (the Library) conform to accounting principles generally accepted in the United States of America (U.S. GAAP) applicable to government entities. The following is a summary of significant accounting policies.

##### **Reporting Entity**

The Library was established by St. Tammany Parish, Louisiana (the Parish) under the provisions of Louisiana Revised Statute (R.S.) 25:211. The Library is governed by a Board of Control (the Board), which is appointed by the Parish. Effective January 1, 1989, the administrative and accounting functions for the Library were transferred to the Board of Control under the provisions of Louisiana Revised Statute 25:215(b)(9); these functions were previously provided by the Parish. During 2020, the Library maintained twelve branches, a business resource center, and an administrative facility, which provide citizens of the Parish access to library materials, books, magazines, compact discs, films, and the internet.

The financial reporting entity consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14, as amended, established criteria for determining which component units should be considered part of the Parish for financial reporting purposes. The basic criterion for including a potential component unit with the reporting entity is financial accountability.

The Library is a component unit of the Parish because the Parish appoints all members of the Library's Board of Control and, as such, is financially accountable for the Library. The accompanying financial statements present information only on the funds maintained by the Library and do not present information on the Parish, the general government services provided by that governmental unit, or the governmental units that comprise the financial reporting entity.

##### **Basis of Presentation**

The accompanying basic financial statements of the Library have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, as amended by GASB Statement No. 63 in June 2011.

## ST. TAMMANY PARISH LIBRARY

### Notes to Financial Statements

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#### Note 1. Summary of Significant Accounting Policies (Continued)

##### **Basis of Presentation (Continued)**

The Library's basic financial statements include both government-wide and fund financial statements. The Library currently has only one fund, the General Fund, which is reported as a governmental activity.

##### **Government-Wide Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on the governmental activities using the full accrual, economic resource basis, which recognizes all long-term assets and receivables, as well as long-term debt and obligations.

The statement of activities demonstrates the degree to which the direct expenses of the Library's primary function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

##### **Fund Financial Statements**

The Library uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain library functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts. The emphasis on fund financial statements is on major funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity, or the total assets, liabilities, revenues, or expenditures of the individual governmental fund is at least 10% of the corresponding total for all governmental funds.

The General Fund is the primary operating and sole fund of the Library. It accounts for all the financial transactions and is classified as a governmental fund type. The focus of the governmental fund's measurement is upon the determination of financial position and changes in financial position rather than upon net income.

##### **Measurement Focus / Basis of Accounting**

The government-wide financial statements are accounted for using the economic resources measurement focus. All assets and liabilities (whether current or non-current) are reported.

The government-wide financial statements are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded when the liability is incurred or economic asset used, regardless of the timing of related cash flows.

## ST. TAMMANY PARISH LIBRARY

### Notes to Financial Statements

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#### Note 1. Summary of Significant Accounting Policies (Continued)

##### **Measurement Focus / Basis of Accounting (Continued)**

The amounts reflected in the governmental fund financial statements are accounted for using the current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to the government-wide financial statements.

The amounts reflected in the governmental fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined, and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Library considers all revenues available if they are collected within 60 days after the fiscal year-end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on any general long-term debt, which would be recognized when payment is due, and certain compensated absences and claims and judgments, which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

Ad valorem taxes are considered to be collected when they are collected by the St. Tammany Parish Sheriff. Ad valorem taxes collected after 60 days are recorded as a deferred inflow on the governmental fund balance sheet. State revenue sharing associated with the current fiscal period is considered susceptible to accrual and so has been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Library.

##### **Budget and Budgetary Accounting**

The Board has adopted a budget for the General Fund. The budgetary practices include public notice of the proposed budget, public inspection of the proposed budget, and public hearings on the budget prior to adoption. Any amendment involving increases in expenditures must be approved by the Board. Budgeted amounts included in the accompanying financial statements include all amendments. All budgeted amounts which are not expended or obligated through contracts lapse at year-end. Unspent budgeted amounts will be reallocated in the following year's budget. The General Fund budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America. The Library amended its budget during 2020. These amendments are reflected in the budgetary comparison schedule of this report.

# ST. TAMMANY PARISH LIBRARY

## Notes to Financial Statements

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### Note 1. Summary of Significant Accounting Policies (Continued)

#### Cash and Cash Equivalents

Cash includes amounts in interest-bearing demand deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Library may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

#### Receivables

Receivables are reported net of estimated uncollectible amounts. The allowance for uncollectible amounts was \$266,597, which represents 2% of the total ad valorem tax receivable at December 31, 2020. This estimate is based on the Library's history of collections within this revenue stream.

#### Capital Assets

Capital assets, which include property, vehicles, furniture and equipment, computers, and building improvements, are reported in the government-wide financial statements. Capital assets are recorded at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. Depreciation of all exhaustible capital assets is charged as an expense against the Library's operations. In the fund financial statements, capital assets are accounted for as capital outlay expenditures upon acquisition.

The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related fixed assets, as applicable. The Library capitalizes equipment in excess of \$2,500 and improvements in excess of \$25,000. The Library capitalizes all books and other items except for periodicals and reference materials.

The following estimated useful lives and methods are used to compute depreciation:

Library Materials	5 Years	Straight-Line
Vehicles	5 Years	Straight-Line
Furniture and Equipment	5 - 10 Years	Straight-Line
Computers	5 Years	Straight-Line
Building Improvements	20 - 30 Years	Straight-Line

Depreciation expense amounted to \$780,927 for the year ended December 31, 2020.

# ST. TAMMANY PARISH LIBRARY

## Notes to Financial Statements

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### Note 1. Summary of Significant Accounting Policies (Continued)

#### Compensated Absences

The Library's policy allows employees to accumulate unused vacation and sick leave on an unlimited basis. Employees earn annual vacation leave and sick leave based on the number of years of service, as follows:

Years of Service	Annual Time Earned	
	Vacation	Sick
1 to 15 Years	15 Days	12.5 Days
Greater than 15 Years	20 Days	12.5 Days

At the end of each year, employees forfeit unused vacation that exceeds 600 hours. Upon termination of service, employees are entitled to be paid for up to 300 hours of unused vacation leave and one-third of the accumulated sick leave. The remainder of the vacation and sick leave is forfeited upon termination, but will be paid only upon illness while in the employ of the Library. The non-current portion (amounts estimated to be used in subsequent fiscal years) for governmental funds is reported only as a general long-term obligation in the government-wide statement of net position, and represents a reconciling item between the fund and government-wide presentations.

#### Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

#### Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Parochial Employees' Retirement System (the System) and additions to/deductions from the System's fiduciary net position have been determined on the same basis as they are reported by the System. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

#### Fund Equity

Government-wide net position is divided into three components:

1. *Net Investment in Capital Assets* - Consists of the historical cost of capital assets including any restricted capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any borrowings that are attributable to the acquisition, construction, or improvement of those assets.

## ST. TAMMANY PARISH LIBRARY

### Notes to Financial Statements

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#### Note 1. Summary of Significant Accounting Policies (Continued)

##### Fund Equity (Continued)

2. *Restricted* - Consists of assets that have constraints that are externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation.
3. *Unrestricted* - All other net position is reported in this category.

In the governmental fund financial statements, fund balances are classified as follows:

1. *Nonspendable* - Amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.
2. *Restricted* - Amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
3. *Committed* - Amounts that can be used only for specific purposes determined by a formal action of the Board. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the Board.
4. *Assigned Fund Balance* - Amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.
5. *Unassigned Fund Balance* - All amounts not included in other spendable classifications.

When an expense is incurred for purposes for which both restricted and unrestricted net position is available, the Library's policy is to apply restricted net position first.

##### Adoption of New Accounting Pronouncement

For fiscal year ended December 31, 2020, the Library adopted GASB Statement No. 84, *Fiduciary Activities*. The objective of GASB 84 is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. The adoption of this Statement had no impact on the Library's financial statements.

##### New Accounting Pronouncements

The GASB issued Statement No. 87, *Leases*. The objective of GASB 87 is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. In May 2020, the GASB issued Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*, postponing the effective date of GASB 87 to reporting periods beginning after June 15, 2021.



# ST. TAMMANY PARISH LIBRARY

## Notes to Financial Statements

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### Note 1. Summary of Significant Accounting Policies (Continued)

The GASB issued Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*. The objectives of GASB 89 are to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and to simplify accounting for interest cost incurred before the end of a construction period. This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. In May 2020, the GASB issued Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*, postponing the effective date of GASB 89 to reporting periods beginning after December 15, 2020.

The GASB issued Statement No. 96, *Subscription-Based Information Technology Arrangements*. The Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements for government end users. The Statement is effective for fiscal years beginning after June 15, 2022.

The GASB issued Statement No. 97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*. The Statement amends Questions 4.3 and 4.5 of Implementation Guide 201-2. The requirements of this Statement related to the accounting and financial reporting for Internal Revenue Code Section 457 plans are effective June 15, 2021.

### Note 2. Cash and Cash Equivalents

The following is a summary of cash and cash equivalents (book balances) at December 31, 2020:

Demand Deposits	<u>\$ 5,176,614</u>
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These deposits are stated at cost, which approximates market.

Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

*Custodial Credit Risk - Deposits.* Custodial credit risk is the risk that, in the event of a bank failure, the Library's deposits may not be recovered. The Library does not have a deposit policy for custodial credit risk. As of December 31, 2020, \$5,113,221 of the Library's bank balance was exposed to custodial credit risk. However, these deposits were secured from risk by the pledge of securities owned by the fiscal agent bank.

## ST. TAMMANY PARISH LIBRARY

### Notes to Financial Statements

#### Note 3. Capital Assets

Capital assets activity for the year ended December 31, 2020 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Capital Assets Not Being Depreciated</b>				
Land	\$ 473,285	\$ -	\$ -	\$ 473,285
<b>Capital Assets Being Depreciated</b>				
Artwork	49,464	-	-	49,464
Library Materials	7,462,739	841,103	(302,520)	8,001,322
Vehicles	244,763	-	(14,867)	229,896
Computers	154,408	21,068	(123,573)	51,903
Building Improvements	1,808,982	27,850	(55,227)	1,781,605
Furniture and Equipment	1,714,341	58,552	(13,098)	1,759,795
<b>Total Capital Assets Being Depreciated</b>	<b>11,434,697</b>	<b>948,573</b>	<b>(509,285)</b>	<b>11,873,985</b>
<b>Less Accumulated Depreciation for:</b>				
Artwork	(17,478)	(7,066)	-	(24,544)
Library Materials	(6,589,480)	(557,263)	302,520	(6,844,223)
Vehicles	(155,424)	(21,399)	14,867	(161,956)
Computers	(153,532)	(3,872)	123,573	(33,831)
Building Improvements	(796,055)	(72,216)	23,471	(844,800)
Furniture and Equipment	(1,260,296)	(119,111)	13,098	(1,366,309)
<b>Total Accumulated Depreciation</b>	<b>(8,972,265)</b>	<b>(780,927)</b>	<b>477,529</b>	<b>(9,275,663)</b>
<b>Total Capital Assets Being Depreciated, Net</b>	<b>2,462,432</b>	<b>167,646</b>	<b>(31,756)</b>	<b>2,598,322</b>
<b>Capital Assets, Net</b>	<b>\$ 2,935,717</b>	<b>\$ 167,646</b>	<b>\$ (31,756)</b>	<b>\$ 3,071,607</b>

#### Note 4. Ad Valorem Taxes

Intergovernmental ad valorem taxes for the operations of the Library are normally levied each November on the assessed value listed as of the prior January 1<sup>st</sup> for all real property, merchandise, and movable property located in the Parish. Assessed values are established by the St. Tammany Parish Assessor's Office and the State Tax Commission at percentages of actual value as specified by Louisiana law. A re-evaluation of all property is required to be completed no less than every four years. The last re-evaluation was completed in 2020. Taxes are due and payable by December 31<sup>st</sup> in the year levied and become delinquent thereafter. Taxes are collected by the St. Tammany Parish Sheriff's Office and remitted to the Parish, which passes the dedicated millage through to the Library.

## ST. TAMMANY PARISH LIBRARY

### Notes to Financial Statements

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#### Note 5. State Revenue Sharing

State revenue sharing is an arrangement whereby local governments are reimbursed by the State for ad valorem taxes not billed due to the homestead exemption. These intergovernmental revenues are received by St. Tammany Parish and passed through to the Library.

The Library recognized revenue from state revenue sharing of \$251,600 for the year ended December 31, 2020. Receivables for state revenue sharing for the year ended December 31, 2020 were \$251,600.

#### Note 6. Risk Management

The Library participates in the self-insurance fund of its primary government, St. Tammany Parish, for coverage of property and contents.

The Library has established a self-insurance medical plan for its employees and their covered dependents. The plan administrator is responsible for the approval, processing, and payment of claims. The plan administrator is also responsible for actuarially determining the needed funding of the plan. The plan provides health benefits up to a \$1,000,000 lifetime maximum per covered person. All full-time employees who are regularly scheduled to work at least 28 hours per week and their eligible dependents are eligible for the plan.

The plan is accounted for in the General Fund of the Library. The cost of claims is recorded as an expense when the claims arise. Claims liabilities are reported when it is probable that a loss has occurred and the amount of that loss can be reasonably estimated, and are recorded in the governmental activities in the statement of net position.

Claims liabilities include an amount for claims that have been incurred but not paid as of December 31, 2020. These liabilities are reported at their present value of \$57,235. Changes in the balances of claims liabilities during the years ended December 31, 2020, 2019, and 2018 were as follows:

	2020	2019	2018
Beginning of Year Liability	\$ 68,936	\$ 64,894	\$ 19,230
Claims and Changes in Estimates	853,618	1,021,295	1,004,712
Claims Payments	(865,319)	(1,017,253)	(959,048)
<b>Balance at Fiscal Year End</b>	<b>\$ 57,235</b>	<b>\$ 68,936</b>	<b>\$ 64,894</b>

A stop-loss insurance contract executed with an insurance carrier covers aggregate claims in excess of \$1,057,401 and claims in excess of \$50,000 per single employee per year. The amount of settlements has not exceeded insurance coverage for each of the past three fiscal years.

## ST. TAMMANY PARISH LIBRARY

### Notes to Financial Statements

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#### Note 7. Pension Plan

The Library contributes to a cost-sharing, multiple-employer defined benefit pension plan administered by the Parochial Employees' Retirement System of Louisiana (PERS or the System). Employees of the Library may elect to be members of PERS Plan A. PERS was established by the Louisiana Legislature as of January 1, 1953, by Act 205 of 1952. PERS is administered by a Board of Trustees consisting of seven members. PERS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to P.O. Box 14619, Baton Rouge, LA 70898-4619, or by calling 225-928-1361.

#### Plan Description

All permanent employees working at least 28 hours per week and who are paid wholly or in part from library funds shall become members on the date of employment. New employees meeting the age and Social Security criteria have up to 90 days from the date of hire to elect to participate.

Any member can retire providing he/she meets one of the following criteria:

For employees hired prior to January 1, 2007:

1. Any age with thirty (30) or more years of creditable service
2. Age 55 with a minimum of twenty-five (25) years of creditable service
3. Age 60 with a minimum of ten (10) years of creditable service
4. Age 65 with a minimum of seven (7) years of creditable service

For employees hired after January 1, 2007:

1. Age 55 with a minimum of thirty (30) years of creditable service
2. Age 62 with a minimum of ten (10) years of creditable service
3. Age 67 with a minimum of seven (7) years of creditable service

The retirement benefit is generally 1% of the member's final compensation plus \$2 per month for each year of service credited prior to January 1, 1980, and 3% of final average compensation for each year of service after that date. Final average salary is the employee's average salary over the 36 consecutive or joined months which produce the highest average.

Employees who terminate with at least the amount of credited service stated previously, and who do not withdraw their employee contributions, may retire at the age specified previously and receive the benefit accrued to their date of termination. PERS also provides death and disability benefits. Benefits are established by state statute.

#### Funding Policy

Contributions to PERS include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish except Orleans and East Baton Rouge Parishes. PERS members are required to contribute 9.5% of their annual covered salary. The Library is required to contribute at an actuarially determined rate. The current rate is 12.25% of annual covered salary for the year ended December 31, 2020.

## ST. TAMMANY PARISH LIBRARY

### Notes to Financial Statements

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#### Note 7. Pension Plan (Continued)

##### Funding Policy (Continued)

As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation of the prior year. The Library's contributions to PERS for the years ended December 31, 2020, 2019, and 2018 were \$507,438, \$453,315, and \$449,698, respectively, which is equal to the required contribution.

##### Net Pension Liability, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2020, the Library reported a liability of \$29,062 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2019, and was determined by actuarial valuation as of that date. The Library's proportion of the net pension liability was based on a projection of the Library's long-term share of contributions to the pension plan relative to the projected contributions of all municipalities, actuarially determined. At December 31, 2019, the Library's proportion was 0.617355%.

For the year ended December 31, 2020, the Library recognized pension expense of \$554,959. At December 31, 2020, the Library reported deferred outflows of resources and deferred inflows of resources related to its pension from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between Expected and Actual Experience	\$ -	\$ 260,165
Changes in Assumptions	405,883	-
Net Difference between Projected and Actual Earnings on Pension Plan Investments	-	1,089,384
Changes in Proportion and Differences between Employer Contributions and Proportionate Share of Contributions	926	26,041
Library Contributions Subsequent to the Measurement Date	507,438	-
<b>Total</b>	<b>\$ 914,247</b>	<b>\$ 1,375,590</b>

In the year ending December 31, 2021, \$507,438 reported as deferred outflows of resources related to pensions resulting from the Library's contributions subsequent to the measurement date will be recognized.

# ST. TAMMANY PARISH LIBRARY

## Notes to Financial Statements

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### Note 7. Pension Plan (Continued)

#### Net Pension Liability, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

Other amounts reported as deferred inflows of resources and deferred outflows of resources will be recognized in pension expense as follows:

Year Ending December 31,	Amount
2021	\$ (217,232)
2022	(281,350)
2023	20,263
2024	<u>(490,462)</u>
<b>Total</b>	<u><u>\$ (968,781)</u></u>

#### Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the net pension liability as of December 31, 2020 is as follows:

Valuation Date	December 31, 2019
Actuarial Cost Method	Entry Age Normal
Investment Return	6.50% (Net of Investment Expense)
Expected Remaining Service Lives	4 Years
Projected Salary Increases	4.75% (2.35% Merit / 2.40% Inflation)
Cost-of-Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost-of-living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.

# ST. TAMMANY PARISH LIBRARY

## Notes to Financial Statements

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### Note 7. Pension Plan (Continued)

#### Actuarial Assumptions (Continued)

Mortality	Pub-2010 Public Retirement Plans Mortality Table for Healthy Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2018 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitants.
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The discount rate used to measure the total net pension liability was 6.50% for Plan A. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement System's Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension asset.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up), and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward-looking basis in equilibrium, in which best estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.00% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.18% for the year ended December 31, 2019.

## ST. TAMMANY PARISH LIBRARY

### Notes to Financial Statements

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#### Note 7. Pension Plan (Continued)

##### Actuarial Assumptions (Continued)

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2019 are summarized in the following table:

<b>Asset Class</b>	<b>Target Asset Allocation</b>	<b>Long-Term Expected Portfolio Real Rate of Return</b>
Fixed Income	35%	1.05%
Equity	52%	3.41%
Alternatives	11%	0.61%
Real Assets	2%	0.11%
	<u>100%</u>	<u>5.18%</u>
Inflation		<u>2.00%</u>
Expected Arithmetic Normal Return		<u>7.18%</u>

##### Sensitivity to Changes in Discount Rate

The following presents the net pension liability of the Library using the discount rate of 6.50% as well as what the liability (asset) would be if it were calculated using a discount rate that is one percentage point lower (5.50%) or one percentage point higher (7.50%) than the current rate:

	<b>1% Decrease 5.50%</b>	<b>Current Discount Rate 6.50%</b>	<b>1% Increase 7.50%</b>
Library's Proportionate Share of the Net Pension Liability (Asset)	<u>\$ 3,141,036</u>	<u>\$ 29,062</u>	<u>\$ (2,578,712)</u>

#### Note 8. Deferred Compensation Plan

Certain employees of the Library participate in the Louisiana Public Employees' Deferred Compensation Plan (the Plan) adopted under the provisions of the Internal Revenue Code, Section 457. Complete disclosures relating to the Plan are included in the separately issued audit report for the Plan, available from the Louisiana Legislative Auditor, P.O. Box 94397, Baton Rouge, Louisiana 70804-9397.



## ST. TAMMANY PARISH LIBRARY

### Notes to Financial Statements

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#### Note 9. Other Postemployment Benefits (OPEB)

In addition to the pension benefits described in Note 7, the Library provides post-employment healthcare benefits to employees under 65 years of age who retire from the Library in accordance with criteria listed in Note 7 and, in addition, have at least five years of employment in the library system, and have participated in the health insurance plan for the three years prior to retirement. The Library will pay a proportionate share of the health insurance cost based on the years of service.

#### Funding Policy

The Library allows qualifying retirees to participate in the employee benefit plan for a specified monthly contribution until Medicare-eligible. Qualifying Medicare-eligible retirees are reimbursed up to 75% of the cost of a Medicare supplement plan, but no more than \$150 per month. The Library finances its plan on a pay-as-you-go basis; therefore, no funds are reserved for payment of future health insurance premiums. For the year ended December 31, 2020, the Library contributed \$44,826 to the plan on behalf of the retirees.

#### Employees Covered by Benefit Terms

At December 31, 2020, the following employees were covered by the benefit terms:

Inactive Plan Members or Beneficiaries	
Currently Receiving Benefits	16
Active Plan Members	<u>108</u>
<b>Total</b>	<u><u>124</u></u>

#### Total OPEB Liability

The Library's total OPEB liability of \$1,286,350 was measured as of December 31, 2020 and was determined by an actuarial valuation as of that date.

#### Actuarial Assumptions and Other Inputs

The total OPEB liability in the December 31, 2020 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.0%
Salary Increases, Average Including Inflation	4.0%, including inflation
Investment Rate of Return	2.74% annually (beginning of year) 2.12% annually (end of year)
Healthcare Cost Trend Rates	
Pre Medic and Medical and Rx	6.5% decreasing to an ultimate rate of 4.5%
Stop Loss Fees	6.5% decreasing to an ultimate rate of 4.5%
Administrative Fees	4.5%
Mortality Rates	Pub-2010 mortality table with generational scale MP-2020

**ST. TAMMANY PARISH LIBRARY**

**Notes to Financial Statements**

**Note 9. Other Postemployment Benefits (OPEB) (Continued)**

**Total OPEB Liability (Continued)**

Actuarial Assumptions and Other Inputs (Continued)

The discount rate was based on the average of the Bond Buyers' 20 Year General Obligation municipal bond index as of December 31, 2020, the end of the applicable measurement period.

The actuarial assumptions used in the December 31, 2020 valuation were based on the results of ongoing evaluations of the assumptions.

**Changes in the Total OPEB Liability**

	<b>Net Liability</b>
Balance at January 1, 2020	\$ 1,191,665
Changes for the Year	
Service Cost	88,959
Interest Cost	34,475
Differences between Expected and Actual Experience	(92,264)
Changes in Assumptions	108,341
Benefit Payments	<u>(44,826)</u>
Net Changes for the Year	<u>94,685</u>
<b>Balance as of December 31, 2020</b>	<b><u><u>\$ 1,286,350</u></u></b>

*Sensitivity of the Total OPEB Liability to Changes in the Discount Rate* - The following presents the total OPEB liability of the Library, as well as what the Library's total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (1.12%) or one percentage point higher (3.12%) than the current discount rate:

	<b>1.0% Decrease</b>	<b>Discount Rate 2.12%</b>	<b>1.0% Increase</b>
Net OPEB Liability	<u>\$ 1,220,000</u>	<u>\$ 1,286,350</u>	<u>\$ 1,364,000</u>

*Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates* - The following presents the total OPEB liability of the Library, as well as what the Library's total OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage point lower or one percentage point higher than the current healthcare trend rates:

	<b>1.0% Decrease</b>	<b>Healthcare Cost Trend Rates</b>	<b>1.0% Increase</b>
Net OPEB Liability	<u>\$ 1,146,000</u>	<u>\$ 1,286,350</u>	<u>\$ 1,451,000</u>

# ST. TAMMANY PARISH LIBRARY

## Notes to Financial Statements

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### Note 9. Other Postemployment Benefits (OPEB) (Continued)

#### OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2020, the Library recognized OPEB expense of \$96,444. At December 31, 2020, the Library reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Changes in Assumptions	\$ -	\$ 68,528
Difference between Projected and Actual Investments	138,706	15,033
<b>Total</b>	<b>\$ 138,706</b>	<b>\$ 83,561</b>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<b>Year Ending December 31,</b>	<b>Amount</b>
2021	\$ 20,968
2022	30,507
2023	3,670
<b>Total</b>	<b>\$ 55,145</b>

### Note 10. Operating Leases

The Library leases the Causeway Branch in Mandeville, the temporary Covington Branch, its reference center, its administration offices, and its technical services building. These leases have been classified as operating leases and, as such, rental payments have been recorded as operating expenditures. Total rent expense under these leases for the year ended December 31, 2020 was \$303,708. Future minimum lease payments are as follows:

<b>Year Ending December 31,</b>	<b>Amount</b>
2021	\$ 266,752
2022	218,127
2023	117,034
<b>Total</b>	<b>\$ 601,913</b>

## ST. TAMMANY PARISH LIBRARY

### Notes to Financial Statements

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#### Note 11. Compensation of Board Members

No compensation was paid to board members for the year ended December 31, 2020.

#### Note 12. Commitments

On May 1, 2008, St. Tammany Parish approved a resolution to issue Limited Tax Revenue Bonds not to exceed \$5,000,000. These bonds were issued on July 1, 2008 for the purpose of constructing, acquiring, and improving public library facilities, furnishings, and equipment, and paying the costs incurred in connection with the issuance. The bonds range from 4% to 4.25%, with final principal maturing on March 1, 2025. Principal is due annually on March 1<sup>st</sup> beginning in 2009, and interest is due semi-annually on March 1<sup>st</sup> and September 1<sup>st</sup> beginning in 2009. All of the bond proceeds were used to construct and furnish the Madisonville Branch which was completed in 2013.

This debt and any acquired assets are part of the Parish and are not reflected within the accompanying financial statements of the Library. The Parish pledged the Library's dedicated millage for the repayment of these bonds.

The debt service payments are withheld from the Library's ad valorem taxes received by the Parish. Debt service to be withheld in future years is as follows:

Year Ending December 31,	Amount
2021	\$ 423,694
2022	424,165
2023	428,456
2024	431,669
2025	<u>434,031</u>
<b>Total</b>	<b><u>\$ 2,142,015</u></b>

#### Note 13 Contingency

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a "Public Health Emergency of International Concern", and on March 10, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus include restrictions on travel, quarantines in certain areas, and forced closures for certain types of public places and businesses. The coronavirus and actions taken to mitigate it have had, and are expected to continue to have, an adverse impact on the economies and financial markets of many countries, including the geographical area in which the Library operates. It is unknown how long these conditions will last and what the complete financial effect will be to the Library.

## **REQUIRED SUPPLEMENTARY INFORMATION**

**ST. TAMMANY LIBRARY**  
**Schedule of Revenues, Expenditures, and**  
**Changes in Fund Balance**  
**Budget and Actual - General Fund**  
**For the Year Ended December 31, 2020**

	Budgetary Amounts		Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
<b>Revenues</b>				
Intergovernmental Revenue -				
Ad Valorem Taxes, Net	\$ 10,331,923	\$ 10,538,530	\$ 11,589,058	\$ 1,050,528
Intergovernmental Revenue -				
State Revenue Sharing	252,016	251,523	251,600	77
Fines and Fees	110,000	43,000	42,497	(503)
Donations	20,000	10,000	22,930	12,930
Grants	-	14,775	15,140	365
Earnings on Investments	50,000	13,000	9,224	(3,776)
Miscellaneous Revenue	-	1,550	1,551	1
<b>Total Revenues</b>	<b>10,763,939</b>	<b>10,872,378</b>	<b>11,932,000</b>	<b>1,059,622</b>
<b>Expenditures</b>				
Library				
Personnel Services	7,079,500	6,980,700	6,520,962	459,738
Operating Services	2,276,600	2,100,037	2,909,731	(809,694)
Capital Outlay	1,407,000	2,076,612	1,185,977	890,635
<b>Total Expenditures</b>	<b>10,763,100</b>	<b>11,157,349</b>	<b>10,616,670</b>	<b>540,679</b>
<b>Net Change in Fund Balance</b>	<b>\$ 839</b>	<b>\$ (284,971)</b>	<b>1,315,330</b>	<b>\$ 1,600,301</b>
<b>Fund Balance, Beginning of Year</b>			<b>14,979,098</b>	
<b>Fund Balance, End of Year</b>			<b>\$ 16,294,428</b>	

See independent auditor's report.

**ST. TAMMANY LIBRARY**  
**Schedule of Library's Proportionate Share of the**  
**Net Pension Liability**  
**For the Year Ended December 31, 2020**

	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Library's Portion of the Net Pension Liability (Asset)	0.617355%	0.638432%	0.649030%	0.640436%	0.632207%	0.647096%
Library's Proportionate Share of the Net Pension Liability (Asset)	\$ 29,062	\$ 2,833,590	\$ (481,741)	\$ 1,318,986	\$ 1,664,151	\$ 176,921
Library's Covered Payroll	\$ 3,941,826	\$ 3,669,200	\$ 3,745,040	\$ 3,613,937	\$ 3,375,696	\$ 3,384,421
Library's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	0.74%	77.23%	-12.86%	36.50%	49.30%	5.23%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability (Asset)	99.88%	88.86%	101.97%	94.15%	92.23%	99.15%

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available. The amounts presented have a measurement date of the previous fiscal year-end.

See independent auditor's report.

**ST. TAMMANY LIBRARY**  
**Schedule of Library's Contributions to**  
**Defined Benefit Pension Plan**  
**For the Year Ended December 31, 2020**

	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Contractually Required Contribution	\$ 507,438	\$ 453,715	\$ 421,958	\$ 468,130	\$ 469,812	\$ 489,477
Contributions in Relation to the Contractually Required Contribution	(507,438)	(453,715)	(421,958)	(468,130)	(469,812)	(489,477)
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library's Covered Payroll	\$ 4,056,004	\$ 3,941,826	\$ 3,669,200	\$ 3,745,040	\$ 3,613,937	\$ 3,375,696
Contributions as a Percentage of Covered Payroll	12.51%	11.51%	11.50%	12.50%	13.00%	14.50%

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See independent auditor's report.



**ST. TAMMANY LIBRARY**  
**Schedule of Changes in Net OPEB Liability and Related Ratios**  
**For the Year Ended December 31, 2020**

	2020	2019	2018
<b>Total OPEB Liability</b>			
Service Cost	\$ 88,959	\$ 80,374	\$ 77,208
Interest Cost	34,475	43,063	36,125
Difference between Expected and Actual Experience	(92,264)		
Changes in Assumptions	108,341	121,968	(69,528)
Benefit Payments	(44,826)	(47,354)	(46,252)
<b>Net Change in OPEB Liability</b>	94,685	198,051	(2,447)
<b>Total OPEB Liability - Beginning</b>	1,191,665	993,614	996,061
<b>Total OPEB Liability - Ending</b>	<u>\$ 1,286,350</u>	<u>\$ 1,191,665</u>	<u>\$ 993,614</u>
Covered Employee Payroll	\$ 4,356,955	\$ 3,980,000	\$3,902,330
Net OPEB Liability as a Percentage of Covered-Employee Payroll	29.52%	29.94%	25.46%

Notes to Schedule:

*Benefit Changes.* There were no changes of benefit terms for the year ended December 31, 2020.

*Changes in Assumptions.* The discount rate as of December 31, 2020 was 2.12% and it decreased from 2.74% at January 1, 2019.

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See independent auditor's report.

## **OTHER SUPPLEMENTARY INFORMATION**

**ST. TAMMANY PARISH LIBRARY**  
**Schedule of General Fund Expenditures**  
**For the Year Ended December 31, 2020**

<b>Personnel Services</b>	
Salaries and Wages	\$ 4,660,686
Employee Benefits	<u>1,860,276</u>
<b>Total Personnel Services</b>	<b><u>\$ 6,520,962</u></b>
 <b>Operating Services</b>	
Library Resource Acquisitions	\$ 701,176
Maintenance of Property and Equipment	467,717
Building and Equipment Leases	305,758
Professional Services	239,245
Utilities	219,711
Insurance	214,742
Maintenance of Services (Buildings)	167,195
Non-Book Acquisitions	156,702
Communications	142,258
Operating Supplies	135,298
Public Relations/Programming	66,297
Travel and Continuing Education	46,430
Advertising, Dues, and Subscriptions	25,465
Signage	10,362
Printing, Duplicating, and Binding	6,190
Promotional Production	<u>5,185</u>
<b>Total Operating Services</b>	<b><u>\$ 2,909,731</u></b>
 <b>Capital Outlay</b>	
Capital Outlay - Library Resource Acquisitions	\$ 841,103
Capital Outlay - Non-Book Acquisitions	<u>344,874</u>
<b>Total Capital Outlay</b>	<b><u>\$ 1,185,977</u></b>

See independent auditor's report.

**ST. TAMMANY PARISH LIBRARY**  
**Schedule of Governing Board**  
**For the Year Ended December 31, 2020**

<b>Board of Control</b>	<b>Term Expiration</b>	<b>Compensation</b>
Rebecca Taylor, President 35621 Garden Drive Slidell, LA 70460	July 12, 2022	\$-0-
Dr. Argiro Morgan 103 Brandon Place Mandeville, LA 70471	July 12, 2022	\$-0-
Ann Shaw, Vice-President 404 Twin River Drive Covington, LA 70433	July 21, 2022	\$-0-
Carmen Butler 39426 Highway 1906 Slidell, LA 70461	June 30, 2024	\$-0-
Mary Reneau, Secretary 102 Augusta Court Slidell, LA 70460	July 12, 2022	\$-0-
Bill Allin 16 Bluebird Road Covington, LA 70433	March 22, 2022	\$-0-
John Danjean 36449 Frank Jackley Road Pearl River, LA 70452	July 12, 2022	\$-0-

See independent auditor's report.

**ST. TAMMANY PARISH LIBRARY**  
**Schedule of Compensation, Benefits, and Other Payments**  
**to Agency Head**  
**For the Year Ended December 31, 2020**

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**Agency Head**  
 Kelly LaRocca, Director

<b>Purpose</b>	<b>Amount</b>
Salary	\$98,369
Benefits - Insurance	\$3,850
Benefits - Retirement	\$12,050
Benefits - Other	\$0
Car Allowance	\$0
Vehicle Provided by Government	\$0
Per Diem	\$218
Reimbursements	\$0
Travel	\$934
Registration Fees	\$0
Conference Travel	\$45
Continuing Professional Education Fees	\$0
Housing	\$0
Unvouchered Expenses	\$0
Special Meals	\$0

See independent auditor's report.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

Independent Auditor's Report

To the Board of Control  
St. Tammany Parish Library

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of St. Tammany Parish Library (the Library), a component unit of St. Tammany Parish, Louisiana, as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements, and have issued our report thereon dated April 9, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered St. Tammany Parish Library's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of St. Tammany Parish Library's internal control. Accordingly, we do not express an opinion on the effectiveness of St. Tammany Parish Library's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether St. Tammany Parish Library's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Library's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.



A Professional Accounting Corporation

Covington, LA  
April 9, 2021

**ST. TAMMANY PARISH LIBRARY**  
**Schedule of Findings and Responses**  
**For the Year Ended December 31, 2020**

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**Part I - Summary of Auditor's Results**

Financial Statements

- |  |            |
|--|------------|
| 1. Type of auditor's report issued:  | Unmodified |
| 2. Internal control over financial reporting and compliance and other matters: |            |
| a. Material weaknesses identified?   | No         |
| b. Significant deficiencies identified?  | No         |
| c. Noncompliance material to the financial statements?                         | No         |
| d. Other matters identified?   | No         |
| 3. Management letter comment provided?   | None       |

Federal Awards

Not applicable.





**St. Tammany Parish Library - General Fund**  
**Balance Sheet**  
**April 30, 2021**

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**ASSETS**

**Current Assets**

Cash	\$	12,521,455.54	
Cash - Health Claims		(13,706.76)	
Due from Paylocity		1,746.33	
Due from Employee		0.00	
Returned Checks		0.00	
Ad Valorem Receivable - 2021		3,517,307.68	
Ad Valorem Receivable - 2019		0.00	
Ad Valorem Receivable - 2020		365,525.99	
Due from State of Louisiana		168,123.72	
Prepaid Expenses		0.00	
<b>Total Current Assets</b>			<b>16,560,452.50</b>

**Other Assets**

Deposits		1,981.00	
<b>Total Other Assets</b>			<b>1,981.00</b>

<b>Total Assets</b>			<b>\$ 16,562,433.50</b>

**LIABILITIES AND FUND BALANCE**

**Current Liabilities**

Accrued Salaries	\$	118,399.09	
Deferred Inflows - Ad Valorem		40,662.00	
Elective Benefits Payable		(1,791.60)	
Retirement Payable		64,567.35	
Due to IRS - Covid 19		211.25	
Health Claims Payable		68,935.55	
<b>Total Current Liabilities</b>			<b>290,983.64</b>

**Fund Balance**

Fund Balance		16,271,449.86	
<b>Total Fund Balance</b>			<b>16,271,449.86</b>

<b>Total Liabilities &amp; Fund Balance</b>			<b>\$ 16,562,433.50</b>

**St. Tammany Parish Library-General Fund  
Statement of Revenues and Expenditures  
For the Four Months Ending April 30, 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>
<b>Revenues</b>					
Ad Valorem Taxes	\$ 879,326.92	\$ 3,517,307.68	10,688,531.00	7,171,223.32	32.91
State Revenue Sharing	20,960.25	83,841.00	251,600.00	167,759.00	33.32
Fines/Fees	4,224.69	14,244.09	36,500.00	22,255.91	39.02
LEH GRANT	0.00	2,700.00	2,700.00	0.00	100.00
Interest Income	106.94	557.65	11,000.00	10,442.35	5.07
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	0.00	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
<b>Total Revenues</b>	<b>904,618.80</b>	<b>3,621,410.43</b>	<b>11,012,831.00</b>	<b>7,391,420.57</b>	<b>32.88</b>
<b>Expenditures</b>					
Library Administration	368,032.10	1,666,041.49	5,405,000.00	3,738,958.51	30.82
Employee Benefits	162,226.63	698,124.38	2,021,500.00	1,323,375.62	34.53
Advertising,Dues & Subscriptio	2,270.50	4,557.23	26,000.00	21,442.77	17.53
Signage	0.00	0.00	5,000.00	5,000.00	0.00
Printing, Duplicating & Bindin	6,396.99	6,972.23	19,000.00	12,027.77	36.70
Promotional Production	2,218.03	2,459.56	7,000.00	4,540.44	35.14
Utilities	20,550.18	86,284.58	270,950.00	184,665.42	31.85
Communications	7,351.29	41,275.48	132,500.00	91,224.52	31.15
Leases	25,108.29	100,299.77	336,500.00	236,200.23	29.81
Maintenance of Property & Equi	29,279.66	177,432.28	474,000.00	296,567.72	37.43
Maintenance Services (Building	15,616.93	61,877.81	198,100.00	136,222.19	31.24
Professional Services	4,746.95	87,083.39	169,700.00	82,616.61	51.32
Insurance and Claims	0.00	44,001.00	213,500.00	169,499.00	20.61
Operating Supplies	12,628.96	46,739.90	157,000.00	110,260.10	29.77
Travel & Continuing Education	2,180.73	4,313.35	57,000.00	52,686.65	7.57
Public Relations/Programming	7,121.83	29,742.14	82,300.00	52,557.86	36.14
Capital Outlay-Non-Book Acq.	28,356.43	40,444.40	232,000.00	191,555.60	17.43
Capital Outlay-library Res. Ac	92,996.11	459,384.55	1,205,500.00	746,115.45	38.11
<b>Total Expenditures</b>	<b>787,081.61</b>	<b>3,557,033.54</b>	<b>11,012,550.00</b>	<b>7,455,516.46</b>	<b>32.30</b>
<b>Excess of Revenues/(Expenditur</b>	<b>\$ 117,537.19</b>	<b>\$ 64,376.89</b>	<b>281.00</b>	<b>(64,095.89)</b>	<b>22,909.93</b>

4

**St. Tammany Parish Library  
Statement of Changes in Fund Balance  
For the Four Months Ending April 30, 2021**

Beginning Fund Balance	\$	16,207,072.97
Net Income		64,376.89
		<hr/>
Ending Fund Balance	\$	<u>16,271,449.86</u>

**St. Tammany Parish Library - General Fixed Asset Account Group**  
**Balance Sheet**  
**April 30, 2021**

5

**ASSETS**

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

**FUND BALANCE**

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

**SUPPLEMENTAL INFORMATION**



**St. Tammany Parish Library-General Fund**  
**Schedule of Expenditures**  
**For the Four Months Ending April 30, 2021**

7

	<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>
<b>Library Administration</b>					
Library Salaries	\$ 368,032.10	\$ 1,666,041.49	\$ 5,405,000.00	3,738,958.51	30.82
<b>Total</b>	<b>\$ 368,032.10</b>	<b>\$ 1,666,041.49</b>	<b>\$ 5,405,000.00</b>	<b>3,738,958.51</b>	<b>30.82</b>
<b>Employee Benefits</b>					
FICA/ Supplemental Retirement	\$ 7,751.04	\$ 35,416.18	\$ 105,500.00	70,083.82	33.57
Retirement Contributions	46,403.27	184,194.88	585,000.00	400,805.12	31.49
Health Insurance Expense	37,323.15	145,698.52	450,000.00	304,301.48	32.38
Health Trust	77,647.92	326,623.55	830,000.00	503,376.45	39.35
Worker's Compensation Expense	(6,898.75)	6,191.25	50,000.00	43,808.75	12.38
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
<b>Total</b>	<b>\$ 162,226.63</b>	<b>\$ 698,124.38</b>	<b>\$ 2,021,500.00</b>	<b>1,323,375.62</b>	<b>34.53</b>
<b>Advertising, Dues &amp; Subscriptions</b>					
Publication of Legal Notices	\$ 555.50	\$ 1,239.23	\$ 3,000.00	1,760.77	41.31
Membership Dues	0.00	25.00	1,000.00	975.00	2.50
Advertising	1,715.00	3,293.00	22,000.00	18,707.00	14.97
<b>Total</b>	<b>\$ 2,270.50</b>	<b>\$ 4,557.23</b>	<b>\$ 26,000.00</b>	<b>21,442.77</b>	<b>17.53</b>
<b>Signage</b>					
Signage	\$ 0.00	\$ 0.00	\$ 5,000.00	5,000.00	0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>
<b>Printing, Duplicating &amp; Binding</b>					
Printing	\$ 2,216.09	\$ 2,791.33	\$ 9,000.00	6,208.67	31.01
Book Binding	0.00	0.00	5,000.00	5,000.00	0.00
Patron Cards	4,180.90	4,180.90	5,000.00	819.10	83.62
<b>Total</b>	<b>\$ 6,396.99</b>	<b>\$ 6,972.23</b>	<b>\$ 19,000.00</b>	<b>12,027.77</b>	<b>36.70</b>
<b>Promotional Production</b>					
Promotional Production	\$ 2,218.03	\$ 2,459.56	\$ 7,000.00	4,540.44	35.14
<b>Total</b>	<b>\$ 2,218.03</b>	<b>\$ 2,459.56</b>	<b>\$ 7,000.00</b>	<b>4,540.44</b>	<b>35.14</b>

**St. Tammany Parish Library-General Fund**  
**Schedule of Expenditures**  
**For the Four Months Ending April 30, 2021**

8

	<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>
<b>Utilities</b>					
Electricity	\$ 17,866.39	\$ 76,331.31	\$ 234,500.00	158,168.69	32.55
Gas	135.13	1,687.63	3,450.00	1,762.37	48.92
Water	2,548.66	8,265.64	33,000.00	24,734.36	25.05
<b>Total</b>	<b>\$ 20,550.18</b>	<b>\$ 86,284.58</b>	<b>\$ 270,950.00</b>	<b>184,665.42</b>	<b>31.85</b>
<b>Communications</b>					
Postage	\$ 167.45	\$ 501.75	\$ 12,000.00	11,498.25	4.18
Voice Line	7,165.34	29,341.63	68,500.00	39,158.37	42.83
Data Lines (Internet)	0.00	11,325.00	51,000.00	39,675.00	22.21
Courier/Shipping	18.50	107.10	1,000.00	892.90	10.71
<b>Total</b>	<b>\$ 7,351.29</b>	<b>\$ 41,275.48</b>	<b>\$ 132,500.00</b>	<b>91,224.52</b>	<b>31.15</b>
<b>Leases</b>					
Building Lease Expense	\$ 25,108.29	\$ 99,994.46	\$ 331,000.00	231,005.54	30.21
Equipment Lease Expense	0.00	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
<b>Total</b>	<b>\$ 25,108.29</b>	<b>\$ 100,299.77</b>	<b>\$ 336,500.00</b>	<b>236,200.23</b>	<b>29.81</b>
<b>Maintenance of Property &amp; Equipment</b>					
Custodial and Janitorial	\$ 3,051.79	\$ 63,120.81	\$ 192,000.00	128,879.19	32.88
Grounds/Lawn Maintenance	350.00	13,572.00	95,000.00	81,428.00	14.29
Maintenance Supplies	725.94	1,789.36	10,000.00	8,210.64	17.89
Fuel & Lube	1,728.98	5,962.67	18,000.00	12,037.33	33.13
Vehicle Repairs	1,376.70	1,542.93	6,000.00	4,457.07	25.72
Small Tools	421.25	803.22	3,000.00	2,196.78	26.77
Office Machine & Equip Repair	0.00	757.88	2,000.00	1,242.12	37.89
Network Utility Software	21,625.00	37,988.75	47,000.00	9,011.25	80.83
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
<b>Total</b>	<b>\$ 29,279.66</b>	<b>\$ 177,432.28</b>	<b>\$ 474,000.00</b>	<b>296,567.72</b>	<b>37.43</b>
<b>Maintenance of Services (Buildings)</b>					
Physical Plant	\$ 12,063.63	\$ 32,342.42	\$ 103,000.00	70,657.58	31.40
Plumbing, Heating and AC	2,740.34	25,336.87	58,000.00	32,663.13	43.68
Electrical	472.39	654.69	12,000.00	11,345.31	5.46
Sanitation	340.57	2,225.83	11,500.00	9,274.17	19.36
Pest Control	0.00	1,040.00	6,600.00	5,560.00	15.76



**St. Tammany Parish Library-General Fund**  
**Schedule of Expenditures**  
**For the Four Months Ending April 30, 2021**

9

	<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	2,000.00	1,722.00	13.90
Carpet Cleaning	0.00	0.00	5,000.00	5,000.00	0.00
<b>Total</b>	<b>\$ 15,616.93</b>	<b>\$ 61,877.81</b>	<b>\$ 198,100.00</b>	<b>136,222.19</b>	<b>31.24</b>
<b>Professional Services</b>					
Payroll Service Fees	\$ 1,632.50	\$ 7,689.69	\$ 22,500.00	14,810.31	34.18
Legal	0.00	0.00	1,000.00	1,000.00	0.00
Financial	585.00	2,185.00	43,000.00	40,815.00	5.08
Architectural	0.00	0.00	1,000.00	1,000.00	0.00
Consultants	0.00	4,175.99	20,000.00	15,824.01	20.88
Security	2,529.45	6,521.27	10,000.00	3,478.73	65.21
Web Design Consultant	0.00	66,511.44	72,200.00	5,688.56	92.12
<b>Total</b>	<b>\$ 4,746.95</b>	<b>\$ 87,083.39</b>	<b>\$ 169,700.00</b>	<b>82,616.61</b>	<b>51.32</b>
<b>Insurance and Claims</b>					
Library Property Insurance	\$ 0.00	\$ 0.00	\$ 130,000.00	130,000.00	0.00
Flood Insurance	0.00	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
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 44,001.00</b>	<b>\$ 213,500.00</b>	<b>169,499.00</b>	<b>20.61</b>
<b>Operating Supplies</b>					
Office Supplies	\$ 1,894.93	\$ 6,369.19	\$ 32,000.00	25,630.81	19.90
Bank Service Charges	1,373.53	4,735.33	16,000.00	11,264.67	29.60
Book Preparation Supplies	3,831.93	11,996.62	38,000.00	26,003.38	31.57
Computer/Printer Supplies	4,970.42	21,993.08	65,000.00	43,006.92	33.84
Programming Supplies	558.15	1,645.68	6,000.00	4,354.32	27.43
<b>Total</b>	<b>\$ 12,628.96</b>	<b>\$ 46,739.90</b>	<b>\$ 157,000.00</b>	<b>110,260.10</b>	<b>29.77</b>
<b>Travel and Continuing Education</b>					
Staff Travel - Local	\$ 1,613.23	\$ 2,148.85	\$ 20,000.00	17,851.15	10.74
Library In-service Training	0.00	0.00	7,000.00	7,000.00	0.00
Conventions & Seminars	567.50	2,164.50	30,000.00	27,835.50	7.22
<b>Total</b>	<b>\$ 2,180.73</b>	<b>\$ 4,313.35</b>	<b>\$ 57,000.00</b>	<b>52,686.65</b>	<b>7.57</b>

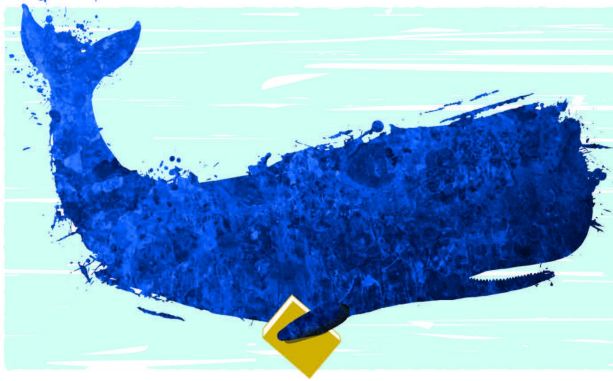
Public Relations/Programming

**St. Tammany Parish Library-General Fund**  
**Schedule of Expenditures**  
**For the Four Months Ending April 30, 2021**

10

	<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	\$ 7,359.97	\$ 10,993.82	\$ 27,500.00	16,506.18	39.98
Summer Reading T-shirts	0.00	5,191.17	5,800.00	608.83	89.50
Adult Programming	(782.60)	6,821.06	26,000.00	19,178.94	26.23
Young Adult Programming	129.84	852.22	12,000.00	11,147.78	7.10
Juvenile Programming	154.62	3,164.22	8,000.00	4,835.78	39.55
LEH Grant	260.00	2,719.65	3,000.00	280.35	90.66
<b>Total</b>	<b>\$ 7,121.83</b>	<b>\$ 29,742.14</b>	<b>\$ 82,300.00</b>	<b>52,557.86</b>	<b>36.14</b>
<b>Capital Outlay-Non-Book Acq</b>					
Landscape Additions	\$ 1,167.80	\$ 1,167.80	\$ 18,000.00	16,832.20	6.49
Imp Phys Plant	0.00	0.00	50,000.00	50,000.00	0.00
Vehicles	0.00	0.00	30,000.00	30,000.00	0.00
Office Equip, Furn & Shelving	1,307.35	9,926.68	44,000.00	34,073.32	22.56
PC Network	24,893.28	28,361.92	70,000.00	41,638.08	40.52
Integrated Lib Automation Sys	988.00	988.00	15,000.00	14,012.00	6.59
Audio/Visual Equipment	0.00	0.00	5,000.00	5,000.00	0.00
<b>Total</b>	<b>\$ 28,356.43</b>	<b>\$ 40,444.40</b>	<b>\$ 232,000.00</b>	<b>191,555.60</b>	<b>17.43</b>
<b>Capital Outlay-Library Res. Acq.</b>					
Adult Books	\$ 9,702.07	\$ 52,248.37	\$ 170,000.00	117,751.63	30.73
Lease/Purchase Books	0.00	18,363.24	19,000.00	636.76	96.65
Juvenile Books	3,517.59	31,385.71	105,000.00	73,614.29	29.89
Young Adults	1,083.73	2,724.10	15,000.00	12,275.90	18.16
Music Recordings	331.50	503.53	9,000.00	8,496.47	5.59
Adult Reference	9,866.64	31,197.17	89,000.00	57,802.83	35.05
Juvenile Reference	0.00	8,505.00	38,000.00	29,495.00	22.38
Periodicals	4,196.80	15,272.26	50,000.00	34,727.74	30.54
Audio Recordings	1,923.47	1,293.32	28,000.00	26,706.68	4.62
Video Recordings	4,610.33	10,808.02	47,500.00	36,691.98	22.75
Genealogy	188.91	1,573.75	5,000.00	3,426.25	31.48
Downloadable Media	30,132.64	113,297.59	300,000.00	186,702.41	37.77
CD/Software	23,292.43	60,007.31	96,000.00	35,992.69	62.51
Internet Database Subscription	4,150.00	112,205.18	234,000.00	121,794.82	47.95
<b>Total</b>	<b>\$ 92,996.11</b>	<b>\$ 459,384.55</b>	<b>\$ 1,205,500.00</b>	<b>746,115.45</b>	<b>38.11</b>
<b>Capital Expenditures</b>					
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00</b>	<b>0.00</b>





# Tails & Tales

#STPLSRC2021 #STPLTAILS&TALES



## 2021 SUMMER READING CHALLENGE

*For Kids, Teens, & Adults*

**MAY 28 - AUGUST 7**

Read, complete activities and attend events to win prizes! For full details and to sign up visit [sttammanylibrary.org](http://sttammanylibrary.org)

The logo for Kabuki Dancers, featuring the text "KABUKI DANCERS" in red, "← PRESENTS →" in white, and "The Breakdown" in a stylized green font. Below it, it says "A LESSON ON HIP-HOP HISTORY".

**VIRTUAL KICKOFF**  
*with the*  
**KABUKI DANCERS**  
**FRIDAY, MAY 28TH**  
**6:30PM**



[www.sttammanylibrary.org](http://www.sttammanylibrary.org)

#STPLSRC2021

#STPLTAILS&TALES



## 2021 Summer Reading Challenge

**For Kids, Teens, & Adults**

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The logo for Kabuki Dancers, featuring the text "KABUKI DANCERS" in red, "← PRESENTS →" in white, and "The Breakdown" in a stylized green font. Below it, it says "A LESSON ON HIP-HOP HISTORY".

**Virtual Kickoff with the Kabuki Dancers**  
**Friday, May 28th**  
**6:30PM**  
*Online Registration Required*

## Director's Report 5/25/2021

### **COVID RESPONSE**

The Governor's order and Fire Marshal's instructions still require 6 feet of social distancing of people in the library and staff workspace. Masks are optional for both staff and patrons. We will continue to offer sanitizer, masks, and alcohol wipes to patrons.

Small branches are open for inside service with limited capacity. Large branches are open.

### **FACILITIES**

Maintenance is preparing the needed items for outdoor storytime for the Summer Reading Challenge. (Ice, drinks, etc.)

The Madisonville Branch was closed temporarily Thursday, May 21, 2021 due to high water on Main Street.

Library Administration met with Parish Facilities and Meyer Engineering on May 11<sup>th</sup> to work on the design of the Slidell parking lot. We discussed our requirements for lighting and adequate landscaping.

Library Administration also met with Parish Facilities and Blich and Knevel Architects on April 28<sup>th</sup> to discuss the Covington outside renovation. We reviewed all of the issues that need to be addressed, including fencing, landscaping, drainage, and backflow preventers.

The Board's resolution for additional funds for the South Slidell Roof project was delivered to the Parish. The project will be going back out to bid soon.

### **MARKETING AND OUTREACH**

Kelly LaRocca, Director St. Tammany Parish Library, represented the Library at the Inside Northside's Women in Business Luncheon Friday, May 14, 2021.

The Summer Reading Challenge (SRC) — Tails and Tales — kicks off Friday, May 28, 2021. The April newsletter highlighted the upcoming event, and a press release was dropped Monday, May 17, 2021.

Jillian Boudreaux, Adult Programming Coordinator and Jennifer Mayer, Children's Programming Coordinator, taped a segment to promote it on STPG-TV. The segment will air through the

month of June on Channel 710 on Spectrum, or Channel 99 on AT&T U-Verse. You can also view it on-demand at [www.stpgov.org](http://www.stpgov.org), or on the St. Tammany Parish YouTube Channel.

Jennifer Rifino, Teen Programming Coordinator, and Amy Bouton, Public Relations and Community Outreach Coordinator, will promote the SRC on the Lake 94.7 on Friday, May 28, 2021.

Amy Strain, St. Tammany Parish Library Folsom Branch Manager, visited Folsom Elementary School twice during the week of May 10-15<sup>th</sup> to deliver information on the SRC, and to speak with the school librarian, Mrs. Waskom. All of the small branch managers dropped off flyers to their local schools.

Morgan Sherlock, Children's Librarian at the Mandeville Branch, gave PRIME TIME Kits to My Little Sprout Too Preschool.

All branches, large and small, are looking forward to outdoor storytime for the SRC.

## **PROFESSIONAL INVOLVEMENT**

### **Webinar Attendance**

Tanya DiMaggio, Assistant Director of Support Services

Sally McKissack, *Collection Development Manager*

Jenny Mayer, Children's Programming Coordinator

Crissie Molina, Covington Branch Manager

Taylor LeBlanc, Reference Librarian

Shellie Lister, Children's Librarian at the Madisonville Branch

Alexis Davis, Children's Librarian, Slidell Branch

Morgan Sherlock, Children's Librarian at the Mandeville Branch

Jillian Boudreaux, Adult Programming Coordinator registered to watch the recording of LLA Annual Conference (Louisiana Library Association).

Morgan Sherlock, Children's Librarian at the Mandeville Branch, and Jenny Mayer, Children's Programming Coordinator, are both on the LLA Social Media Committee and assist with their Social Media Posts.

Tanya DiMaggio, Assistant Director of Support Services, attended the ALA Managing Children's Services Committee meeting on May 19.

Crissie Molina, Covington Branch Manager and Chairwoman of the Public Library Sector as well as Hilari Melerine, Slidell Branch Manager; Jenny Mayer, Children's Programming Coordinator; and Morgan Sherlock, Children's Librarian at the Mandeville Branch, participated in the LLA Public Sector meeting on May 11. Crissie presented on the activities of the public sector during the 2020-2021 year. The Harper Collins Library Love Fest team presented.

## **PERSONNEL**

Jane Johnson is the new manager at Madisonville branch. Germaine Butler will transfer to Madisonville as Reference Librarian.

## **PROGRAMMING**

All programming departments have been preparing for our Summer Reading Challenge. Adult Programming held 19 programs with 363 participants. The Reference department held six programs with 82 participants. Teen services conducted three programs with 17 participants. The Children's department held two programs with 55 participants.

## **WEBSITE**

32,624 users visited the library's website during 52,524 sessions in March.

April 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	301	80	114	37	93			5		630				
Abita	410	25	183	10	208	7		17		860	115	1,390	53	277
Bush	149	2	155		89	6		12		413	32	763	25	97
Causeway	1957	218	789	22	1870	13		211		5,080	517	4,201	303	1,238
Covington	3290	292	1420	43	2690	97	103	213		8,148	1,148	4,781	1,609	951
Folsom	343	24	321	6	180	34		25		933	97	97	43	150
Lacombe	196	31	250	13	165			22		677	154	1,673	85	136
Lee Road	184	19	48	4	180			8		443	17	361	43	218
Madisonville	1196	177	493	17	1086	31		172		3,172	455	2,975	750	463
Mandeville	2118	347	1028	50	2980	64		189		6,776	923	4,593	703	596
Pearl River	361	19	244	33	254	6		9		926	146	1,312	64	154
Virtual <sup>1</sup>									25757	25,757	1,855	7,404	944	1,098
Slidell	3472	383	1298	42	3004	136	220	307		8,862				
South Slidell	566	85	516	18	474		9	44		1,712	1,139	4,082	517	1,046
<b>Total</b>	<b>14,543</b>	<b>1,702</b>	<b>6,859</b>	<b>295</b>	<b>13,273</b>	<b>394</b>	<b>332</b>	<b>1,234</b>	<b>25,757</b>	<b>64,389</b>	<b>6,598</b>	<b>33,632</b>	<b>5,139</b>	<b>6,424</b>

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: 430**

Jan - Apr. 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	1071	256	531	190	474	1		50		2,573				
Abita	1725	139	806	35	1041	18		72		3,836	312	2,478	165	934
Bush	492	27	1107	1	360	9		42		2,038	91	1,200	86	335
Causeway	8005	1123	3867	158	7584	80		810		21,627	2,077	16,630	1,185	4,725
Covington	13409	1389	6279	159	11130	401	459	731		33,957	4,696	18,676	5,850	3,393
Folsom	1222	79	1318	15	611	217		55		3,517	384	290	159	515
Lacombe	817	213	864	46	517			62		2,519	397	5,324	280	520
Lee Road	775	94	326	11	757			39		2,002	76	1,036	117	777
Madisonville	4888	875	2216	59	5214	86		487		13,825	1,615	10,914	2,735	1,604
Mandeville	9067	1258	4146	156	11611	203	9	802		27,252	3,487	17,718	2,438	2,260
Pearl River	1268	62	900	105	599	30	20	44		3,028	500	4,629	182	605
Virtual <sup>1</sup>									104370	104,370				
Slidell	14997	1597	5550	154	12678	548	1062	1137		37,723	7,327	28,407	3,473	4,395
South Slidell	2544	328	2252	92	2184	74	58	211		7,743	4,454	15,676	2,116	4,278
<b>Total</b>	<b>60,280</b>	<b>7,440</b>	<b>30,162</b>	<b>1,181</b>	<b>54,760</b>	<b>1,667</b>	<b>1,608</b>	<b>4,542</b>	<b>104,370</b>	<b>266,010</b>	<b>25,416</b>	<b>122,978</b>	<b>18,786</b>	<b>24,341</b>

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: 1860**



## **Strategic Planning RFP Committee Update**

Strategic planning consultant interviews have been scheduled.

The schedule is as follows:

- June 21st, 2:00 pm Quality Metrics
- June 22nd, 10:00 am Rethinking Libraries
- June 22nd, 2:00 pm Carson Block Consulting

The consultants were told to put together a 20 to 30-minute presentation with time for questions. These interviews will last at least an hour but could potentially last up to two hours, depending on how the interview goes. They were told that the Board expected to see an overview of their strategic planning process, with time devoted to how they will be using data (what types, where from, and why) to help shape and inform our resulting strategic plan. I also told them that if they are part of a consultant team, the Board was also interested in how the work responsibilities are divided among team members, how they will work together, and how each team member will contribute to our strategic planning process.

The meetings will be conducted by Zoom. These meetings will be official meetings of the LBOC, and as such, we will be broadcasting the Zoom meeting on Facebook live to satisfy Louisiana's open meetings law.

## **LBOC Rules Committee Update**

The LBOC Rules and Regulations Committee met on May 20th. They continued work on the Library's financial policies. The current policies under review are Purchasing, Credit Cards, the Budget Process, and Financial Reporting. The committee will be refining changes and will present any options or choices that can be made to the Board at upcoming meetings. The next meeting is scheduled for June 29th, 2021, at 11:00 am. Due to the pandemic, the meeting will be held by Zoom.