

St. Tammany Parish Library
Board of Control Meeting
July 27th, 2021
1112 W. 21st Avenue
Covington, LA 70433
Zoom meeting streaming on Facebook Live
2:00 P.M.

Consistent with State of Louisiana Executive Department Proclamation Numbers 119 JBE 2021 and 120 JBE 2021, the St. Tammany Parish Library will hold its July 27th, 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 July 27th, 2021, to meeting@stpl.us. Any such questions or comments will be presented at the meeting when the agenda item is brought up. Anyone without Internet access will be able to watch and participate using a computer at one of the following library locations: Causeway, Covington, Madisonville, Mandeville, Slidell, or South Slidell. The Library Board of Control is also making available a meeting call-in number of 985-871-1219 ext. 2007.

AGENDA

Call to order by President and Roll Call by Director

1. Approval of the minutes of the meeting of the Library Board of Control that was held on May 28th, 2021, and the special meetings held June 21st, 2021, June 22nd, 2021 at 10 AM and at 2 PM, and June 25th, 2021
 - Discussion
 - Public Comment
 - Vote

2. NEW BUSINESS
 - A. Financial Reports - June 2021
 - Discussion
 - Public Comment
 - Vote

 - B. American Rescue Plan Act (ARPA)
 - Discussion
 - Public Comment

 - C. Times Picayune Digital Archive 1989-2018
 - Discussion
 - Public Comment

D. Summer Budget Amendment 2021

- Discussion
- Public Comment
- Vote

F. 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
May 28, 2021
1112 W. 21st Avenue
Covington, LA 70433
Zoom meeting streaming on Facebook Live
2:00 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, and Rebecca Taylor. Dr. Argiro Morgan joined the Zoom meeting after the roll was called.

Absent: Carmen Butler

1. Approval of the minutes of the meeting of the Library Board of Control that was held on April 27, 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.

M. Reneau moved to approve the minutes. It was seconded by B. Allin. Four were in favor, none were opposed, two were absent. Motion carried.

2. NEW BUSINESS

- A. 2020 Audit Report – John Murray – LaPorte CPAs and Business Advisors

The 2020 Audit Report booklet was previously provided to each board member with their board packet. The report and board packet were also posted on the library's website. John Murray from LaPorte CPAs presented the highlights of the 2020 Audit Report. He stated that the library had a clean audit for fiscal year 2020. The financial statements present fairly, in all material aspects, the respective financial position of the governmental activities and the major fund of the library as of December 31, 2020. J. Murray reviewed the statement of net position, the balance sheet for the general fund, the statement of revenues, expenditures, and changes in fund balance. J. Murray stated that the library met its budgetary compliance for the year. He reported that no deficiencies in internal controls were identified during the audit. No instances of noncompliance

or other matters that are required to be reported under government auditing standards were found.

B. Taylor asked if the board had any questions and 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 2020 Audit Report. It was seconded by M. Reneau. Four were in favor, none were opposed, and two were absent.

B. Financial Reports – April 2021

K. LaRocca reported that on April 23, 2021 the library received \$342,847.01 in Ad Valorem taxes and \$83,866.67 in State Revenue Sharing. We have received \$141,000 more in Ad Valorem taxes than what was budgeted for the year. One more payment in State Revenue Sharing will be received around July. The budget percentage should be around 32% at this point in the year. Revenues and Expenditures are both at 32%.

Kelly reviewed several lines and explained why they are above or below budget. Most are over or under due to the time of the year that the funds are spent. The Health Trust line is over budget, but we expect to receive reimbursement for prescription drugs, which will bring the line where it needs to be at this point in the year. Capital Outlay-Library Resource Acquisitions is at 38% overall due to some items and subscriptions being paid early in the year. Kelly plans to have a summer budget amendment at the July 2021 board meeting. She will meet with the department heads to discuss their needs through the end of the year.

Dr. Morgan joined the Zoom meeting during the Financial Report. She asked about the LEH Grant and what the program consisted of. Kelly explained that it was a reading and literature series on The History of Voting in the United States. The total grant was \$2,700.

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 April 2021 Financial Report. It was seconded by A. Shaw. Five were in favor, none were opposed, and one was absent. Motion carried.

C. Summer Reading 2021 – Children’s Services / Teen Services / Adult Programming

K. LaRocca thanked coordinators Jennifer Rifino, Jillian Boudreaux, and Jenny Mayer for organizing this year’s Summer Reading Challenge (SRC). Kelly also thanked Benny Bruce for creating the promotional video highlighting this year’s theme - *Tails and Tales*. Kelly played the video for the Board to view. All three coordinators spoke about the details of the SRC. Patrons will read for 720 minutes, or 12 hours, throughout the summer. They can register online and log their minutes using a new online platform called Beanstack.

Adult programs will be virtual. Teen programs will be mostly virtual with some socially distant outdoor in-person events. Children’s programs will be virtual along with outdoor in-person storytime. Patrons will win prizes, completion certificates, and will be entered into drawings for gift cards. Small branches will host outdoor storytime outside the branches. Large branches will host outdoor storytime at nearby parks. There will be StoryWalks set up at several branches and at the Northlake Nature Center.

B. Taylor asked for a two-minute public comment period. K. LaRocca stated that public comments can be made by calling 985-871-1219 extension 2007 or by commenting on the Facebook Live stream. B. Taylor compared this year to last year when the pandemic started and commented that the staff has really made the best of it this year while working with the pandemic situation. There was public comment by Christine Kelley via Facebook Live. Christine commented: “Amazing job with money management. Thank you for all the hard work.” She also asked if adults with special needs are able to sign up for the teen program. J. Rifino confirmed that teen events are open to everyone and we do make special arrangements for those that require accommodations. J. Mayer stated that they can also register for children’s programs if they are more comfortable doing so. There was no further public comment.

D. Director’s Report

K. LaRocca reported that since the Director’s Report was sent out to the Board, the Governor has further lifted restrictions on social distancing and the number of people allowed in our spaces. We will be making necessary changes, which includes meeting rooms returning to full capacity use. Small branches will now be open for inside services at regular capacity. Kelly stated that we plan to return to in-person programming in the fall. We will continue to offer sanitizer, masks, and alcohol wipes to patrons. Masks are not required, but are recommended for those who are not vaccinated.

The Maintenance department is preparing the needed items for outdoor storytime for the Summer Reading Challenge. Library Administration met with Parish Facilities and architects for

the Slidell parking lot and Covington outside renovation projects. The South Slidell roof project will be going out to bid again soon.

K. LaRocca represented the library at the Inside Northside's Women in Business Luncheon. Jillian Boudreaux and Jenny Mayer taped a segment for STPG-TV promoting the SRC. Jennifer Rifino and Amy Bouton promoted the SRC on The Lake 94.7 radio station. Small branch managers delivered SRC flyers to local schools. Several staff members attended webinars. Morgan Sherlock and Jenny Mayer are on the Louisiana Library Association's (LLA) Social Media Committee and assist with their social media posts. Several staff members attended the LLA Public Sector meeting. Jane Johnson is the new branch manager of the Madisonville Branch. Germaine Butler will transfer to Madisonville as the reference librarian. T. DiMaggio introduced Amy Bouton as the new Public Relations and Community Coordinator.

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. Kelly referenced the service statistics spreadsheets for April 2021 and the year-to-date.

B. Allin commented on the virtual circulation statistics being nearly half of the total circulation in the year-to-date spreadsheet. Kelly explained that earlier in the year there were less people coming into our branches due to the COVID-19 pandemic. Kelly expects that the circulation statistics for print items will increase as COVID-19 restrictions are lifted. B. Taylor commented that patrons are more familiar with virtual services now, which may be a silver lining of the pandemic.

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. Bill McHugh asked what Jane Johnson's position was prior to becoming branch manager. Kelly answered that Jane was previously the Madisonville reference librarian. There was no further public comment.

3. OLD BUSINESS

A. Strategic Planning RFP Committee

K. LaRocca reported that the Strategic Planning Consultant interviews have been scheduled for June 21st and 22nd. The three consultants are Quality Metrics, ReThinking Libraries, and Carson Block Consulting. Kelly gave the Board a summary of the expected interview process. Kelly stated that she will call the consultant's references that they provided and will share that information with the Board. Kelly proposed that the committee and the Board meet later in the

week after the interviews are completed to make their decision. B. McHugh asked when the cost of the consultant will be negotiated. Kelly explained that an estimated cost was included in the consultant's proposals. Cost was a factor in choosing the final three to interview.

B. LBOC Rules and Regulations Committee

T. DiMaggio reported that the committee continues to work on the library's financial policies. The current policies under review are purchasing, credit cards, the budget process, and financial reporting. The next meeting is scheduled for June 29, 2021 at 11:00 a.m. and will be held via Zoom.

C. St. Tammany Parish Library Foundation

A. Shaw reported that the Foundation's membership continues to grow and they have collected over \$5,000 in membership dues. Sponsorship packages for the Distinguished Speaker event have been mailed. Tickets can be purchased on the Foundation's website. Members get a discounted ticket rate. This year's Art Auction will kick off on the evening of the Distinguished Speaker event on September 23, 2021.

D. Friends of the Library Report

B. Taylor reported that the Slidell Friends have a silent auction running through June 8th. The theme is Popular Culture. There is a Second Saturday Special Sale from 10:00 a.m. to 1:00 p.m. on Saturday, June 12th with books for kids and teens. There is a regular book sale on Saturday, June 19th from 9:00 a.m. to 3:0 p.m. in the Slidell Branch meeting room.

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 Dr. Morgan and seconded by M. Reneau. The motion carried.

Mary Reneau, Secretary

St. Tammany Parish Library
Board of Control Meeting
June 21, 2021
1112 W. 21st Avenue
Covington, LA 70433
Zoom meeting streaming on Facebook Live
2:00 P.M.

MINUTES

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

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

1. NEW BUSINESS

A. Strategic Planning Consultant Interview – Quality Metrics

Martha Kyrillidou and Joseph Matthews, consultant team of Quality Metrics, gave a presentation highlighting the details of their proposed strategic plan. Board members and library administration asked questions and received answers from the consultants during the interview portion of the meeting. Board members, library administration, and the consultants were all active participants in the interview process.

2. 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.

3. Adjournment

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

Mary Reneau, Secretary

St. Tammany Parish Library
Board of Control Special Meeting
June 22, 2021
1112 W. 21st Avenue
Covington, LA 70433
Zoom meeting streaming on Facebook Live
10:00 A.M.

MINUTES

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

Present: Bill Allin, Carmen Butler, Dr. Argiro Morgan, Mary Reneau, Ann Shaw, Becky Taylor
Absent: None

1. NEW BUSINESS

A. Strategic Planning Consultant Interview – ReThinking Libraries

Robert Cullin and Janet Nelson, consultant team with ReThinking Libraries, gave a presentation highlighting the details of their proposed strategic plan. Board members and library administration asked questions and received answers from the consultants during the interview portion of the meeting. Board members, library administration, and the consultants were all active participants in the presentation and interview process.

2. 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 public comment via Facebook Live from Chris Reese who stated: “Count U.S. people only”.

3. Adjournment

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

Mary Reneau, Secretary

St. Tammany Parish Library
Board of Control Special Meeting
June 22, 2021
1112 W. 21st Avenue
Covington, LA 70433
Zoom meeting streaming on Facebook Live
2:00 P.M.

MINUTES

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

Present: Bill Allin, Carmen Butler, Dr. Argiro Morgan, Mary Reneau, Ann Shaw, Becky Taylor
Absent: None

1. NEW BUSINESS

A. Strategic Planning Consultant Interview – Carson Block Consulting

Carson Block and Susan Kent, consultant team with Carson Block Consulting, gave a presentation highlighting the details of their proposed strategic plan. Board members and library administration asked questions and received answers from the consultants during the interview portion of the meeting. Board members, library administration, and the consultants were all active participants in the presentation and interview process.

2. 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.

3. Adjournment

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

Mary Reneau, Secretary

St. Tammany Parish Library
Board of Control Meeting
June 25, 2021
1112 W. 21st Avenue
Covington, LA 70433
Zoom meeting streaming on Facebook Live
11:00 A.M.

MINUTES

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

Present: Bill Allin, Carmen Butler, Dr. Argiro Morgan, Mary Reneau, Ann Shaw, Becky Taylor
Absent: None

1. NEW BUSINESS

A. Strategic Planning Consultant Selection

B. Taylor encouraged the public to comment during the selection process. K. LaRocca stated that public comments can be made by calling 985-871-1219 extension 2007 or by commenting on the Facebook Live stream. Members of the library board, library administration, and the strategic planning committee expressed their thoughts and opinions on each of the potential consultants. They highlighted important key attributes that the consultants demonstrated, and carefully considered the pros and cons of each consultant team. B. Taylor asked for a two-minute public comment period. There was public comment via Facebook Live from Christine Kelley, who voiced positive feedback for Carson Block's presentation and reiterated the need for community input.

After public comment, Board members voted by a show of hands. Carson Block Consulting received 4 votes, Quality Metrics received 2 votes, and ReThinking Libraries received 0 votes. Carson Block Consulting was selected as the Strategic Planning Consultant.

Board members emphasized the necessity for community outreach in order to reach non-users, the underserved, and those with critical needs who currently have limited or no access to library services.

2. Public Comment

There was no further public comment.

3. Adjournment

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

Mary Reneau, Secretary

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

ASSETS

Current Assets

Cash	\$ 11,311,878.86
Cash - Health Claims	(32,208.52)
Due from Paylocity	1,746.33
Due from Employee	0.00
Returned Checks	0.00
Ad Valorem Receivable - 2021	5,275,961.52
Ad Valorem Receivable - 2019	0.00
Ad Valorem Receivable - 2020	130,948.17
Due from State of Louisiana	125,761.56
Prepaid Expenses	0.00

Total Current Assets **16,814,087.92**

Other Assets

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

Total Assets **\$ 16,816,068.92**

LIABILITIES AND FUND BALANCE

Current Liabilities

Accrued Salaries	\$ 26,446.09
Deferred Inflows - Ad Valorem	40,662.00
Elective Benefits Payable	(2,026.99)
Retirement Payable	197,066.50
United Way Payable	11.50
Due to IRS - Covid 19	211.25
Health Claims Payable	57,234.55

Total Current Liabilities **319,604.90**

Fund Balance

Fund Balance	16,496,464.02
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Total Fund Balance **16,496,464.02**

Total Liabilities & Fund Balance **\$ 16,816,068.92**

**St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Six Months Ending June 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>
Revenues					
Ad Valorem Taxes	\$ 879,326.92	\$ 5,275,961.52	10,688,531.00	5,412,569.48	49.36
State Revenue Sharing	20,960.25	125,761.50	251,600.00	125,838.50	49.98
Fines/Fees	4,444.83	22,127.09	36,500.00	14,372.91	60.62
LA Library Grant - ARPA	47,064.84	47,064.84	0.00	(47,064.84)	0.00
LEH GRANT	0.00	2,700.00	2,700.00	0.00	100.00
Interest Income	96.23	757.23	11,000.00	10,242.77	6.88
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	1,060.00	2,753.75	21,000.00	18,246.25	13.11
Summer Reading Shirt Sales	189.64	1,255.90	1,500.00	244.10	83.73
Total Revenues	953,142.71	5,478,381.83	11,012,831.00	5,534,449.17	49.75
Expenditures					
Library Administration	372,570.90	2,408,779.24	5,405,000.00	2,996,220.76	44.57
Employee Benefits	147,934.01	1,031,425.31	2,021,500.00	990,074.69	51.02
Advertising,Dues & Subscriptio	649.49	5,045.72	26,000.00	20,954.28	19.41
Signage	2,272.00	2,272.00	5,000.00	2,728.00	45.44
Printing, Duplicating & Bindin	71.10	7,676.33	19,000.00	11,323.67	40.40
Promotional Production	0.00	2,459.56	7,000.00	4,540.44	35.14
Utilities	21,635.17	128,384.29	270,950.00	142,565.71	47.38
Communications	11,366.97	65,777.47	132,500.00	66,722.53	49.64
Leases	25,360.22	150,714.90	336,500.00	185,785.10	44.79
Maintenance of Property & Equi	32,007.06	235,592.61	474,000.00	238,407.39	49.70
Maintenance Services (Building	10,134.41	84,119.51	198,100.00	113,980.49	42.46
Professional Services	16,430.19	120,280.03	169,700.00	49,419.97	70.88
Insurance and Claims	164,437.08	211,523.08	213,500.00	1,976.92	99.07
Operating Supplies	8,032.83	69,396.33	157,000.00	87,603.67	44.20
Travel & Continuing Education	2,926.55	8,398.10	57,000.00	48,601.90	14.73
Public Relations/Programming	18,675.05	52,252.19	82,300.00	30,047.81	63.49
Capital Outlay-Non-Book Acq.	3,963.54	54,416.32	232,000.00	177,583.68	23.46
Capital Outlay-library Res. Ac	105,556.76	637,832.79	1,205,500.00	567,667.21	52.91
Total Expenditures	944,023.33	5,276,345.78	11,012,550.00	5,736,204.22	47.91
Excess of Revenues/(Expenditur	\$ 9,119.38	\$ 202,036.05	281.00	(201,755.05)	71,898.95

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

Beginning Fund Balance	\$	16,294,427.97
Net Income		202,036.05
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Ending Fund Balance	\$	<u>16,496,464.02</u>

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

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ASSETS

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

FUND BALANCE

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

SUPPLEMENTAL INFORMATION

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Six Months Ending June 30, 2021

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	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Library Administration					
Library Salaries	\$ 372,570.90	\$ 2,408,779.24	\$ 5,405,000.00	2,996,220.76	44.57
Total	\$ 372,570.90	\$ 2,408,779.24	\$ 5,405,000.00	2,996,220.76	44.57
Employee Benefits					
FICA/ Supplemental Retirement	\$ 7,735.75	\$ 51,474.47	\$ 105,500.00	54,025.53	48.79
Retirement Contributions	37,674.46	251,397.83	585,000.00	333,602.17	42.97
Health Insurance Expense	8,368.68	191,915.49	450,000.00	258,084.51	42.65
Health Trust	81,065.12	530,319.41	830,000.00	299,680.59	63.89
Worker's Compensation Expense	13,090.00	6,318.11	50,000.00	43,681.89	12.64
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
Total	\$ 147,934.01	\$ 1,031,425.31	\$ 2,021,500.00	990,074.69	51.02
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 599.50	\$ 1,838.73	\$ 3,000.00	1,161.27	61.29
Membership Dues	0.00	484.00	1,000.00	516.00	48.40
Advertising	49.99	2,722.99	22,000.00	19,277.01	12.38
Total	\$ 649.49	\$ 5,045.72	\$ 26,000.00	20,954.28	19.41
Signage					
Signage	\$ 2,272.00	\$ 2,272.00	\$ 5,000.00	2,728.00	45.44
Total	\$ 2,272.00	\$ 2,272.00	\$ 5,000.00	2,728.00	45.44
Printing, Duplicating & Binding					
Printing	\$ 71.10	\$ 3,495.43	\$ 9,000.00	5,504.57	38.84
Book Binding	0.00	0.00	5,000.00	5,000.00	0.00
Patron Cards	0.00	4,180.90	5,000.00	819.10	83.62
Total	\$ 71.10	\$ 7,676.33	\$ 19,000.00	11,323.67	40.40
Promotional Production					
Promotional Production	\$ 0.00	\$ 2,459.56	\$ 7,000.00	4,540.44	35.14
Total	\$ 0.00	\$ 2,459.56	\$ 7,000.00	4,540.44	35.14

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Six Months Ending June 30, 2021

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	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Utilities					
Electricity	\$ 17,363.90	\$ 111,000.19	\$ 234,500.00	123,499.81	47.33
Gas	81.46	1,849.05	3,450.00	1,600.95	53.60
Water	4,189.81	15,535.05	33,000.00	17,464.95	47.08
Total	\$ 21,635.17	\$ 128,384.29	\$ 270,950.00	142,565.71	47.38
Communications					
Postage	\$ 122.00	\$ 2,671.45	\$ 12,000.00	9,328.55	22.26
Voice Line	7,469.97	44,123.92	68,500.00	24,376.08	64.41
Data Lines (Internet)	3,775.00	18,875.00	51,000.00	32,125.00	37.01
Courier/Shipping	0.00	107.10	1,000.00	892.90	10.71
Total	\$ 11,366.97	\$ 65,777.47	\$ 132,500.00	66,722.53	49.64
Leases					
Building Lease Expense	\$ 25,054.91	\$ 150,104.28	\$ 331,000.00	180,895.72	45.35
Equipment Lease Expense	305.31	610.62	3,000.00	2,389.38	20.35
Vehicle Lease Expense	0.00	0.00	2,500.00	2,500.00	0.00
Total	\$ 25,360.22	\$ 150,714.90	\$ 336,500.00	185,785.10	44.79
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 19,435.65	\$ 98,095.88	\$ 192,000.00	93,904.12	51.09
Grounds/Lawn Maintenance	6,761.00	26,369.00	95,000.00	68,631.00	27.76
Maintenance Supplies	149.38	2,435.09	10,000.00	7,564.91	24.35
Fuel & Lube	2,018.85	8,584.83	18,000.00	9,415.17	47.69
Vehicle Repairs	107.12	1,686.53	6,000.00	4,313.47	28.11
Small Tools	430.06	909.63	3,000.00	2,090.37	30.32
Office Machine & Equip Repair	0.00	757.88	2,000.00	1,242.12	37.89
Network Utility Software	3,105.00	44,259.11	47,000.00	2,740.89	94.17
Automation System Maintenance	0.00	555.00	30,000.00	29,445.00	1.85
Polaris Maintenance	0.00	51,939.66	52,000.00	60.34	99.88
PC Network Maintenance & Repai	0.00	0.00	19,000.00	19,000.00	0.00
Total	\$ 32,007.06	\$ 235,592.61	\$ 474,000.00	238,407.39	49.70
Maintenance of Services (Buildings)					
Physical Plant	\$ 5,364.89	\$ 44,090.58	\$ 103,000.00	58,909.42	42.81
Plumbing, Heating and AC	0.00	28,008.50	58,000.00	29,991.50	48.29
Electrical	0.00	1,079.16	12,000.00	10,920.84	8.99
Sanitation	1,019.52	3,860.27	11,500.00	7,639.73	33.57
Pest Control	1,065.00	4,118.00	6,600.00	2,482.00	62.39

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Six Months Ending June 30, 2021

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	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Termite Contract	2,550.00	2,828.00	2,000.00	(828.00)	141.40
Carpet Cleaning	135.00	135.00	5,000.00	4,865.00	2.70
Total	\$ 10,134.41	\$ 84,119.51	\$ 198,100.00	113,980.49	42.46
Professional Services					
Payroll Service Fees	\$ 1,790.07	\$ 11,236.02	\$ 22,500.00	11,263.98	49.94
Legal	0.00	0.00	1,000.00	1,000.00	0.00
Financial	14,615.12	31,840.31	43,000.00	11,159.69	74.05
Architectural	0.00	0.00	1,000.00	1,000.00	0.00
Consultants	0.00	4,095.99	20,000.00	15,904.01	20.48
Security	25.00	6,596.27	10,000.00	3,403.73	65.96
Web Design Consultant	0.00	66,511.44	72,200.00	5,688.56	92.12
Total	\$ 16,430.19	\$ 120,280.03	\$ 169,700.00	49,419.97	70.88
Insurance and Claims					
Library Property Insurance	\$ 135,438.08	\$ 135,438.08	\$ 130,000.00	(5,438.08)	104.18
Flood Insurance	0.00	22,163.00	23,000.00	837.00	96.36
Vehicle Insurance	18,225.00	36,450.00	35,000.00	(1,450.00)	104.14
LBOC Liability	4,076.00	4,076.00	4,500.00	424.00	90.58
General Liability	6,698.00	13,396.00	21,000.00	7,604.00	63.79
Total	\$ 164,437.08	\$ 211,523.08	\$ 213,500.00	1,976.92	99.07
Operating Supplies					
Office Supplies	\$ 1,503.73	\$ 10,730.94	\$ 32,000.00	21,269.06	33.53
Bank Service Charges	1,146.83	7,167.53	16,000.00	8,832.47	44.80
Book Preparation Supplies	1,048.76	18,913.67	38,000.00	19,086.33	49.77
Computer/Printer Supplies	3,242.80	29,035.56	65,000.00	35,964.44	44.67
Programming Supplies	1,090.71	3,548.63	6,000.00	2,451.37	59.14
Total	\$ 8,032.83	\$ 69,396.33	\$ 157,000.00	87,603.67	44.20
Travel and Continuing Education					
Staff Travel - Local	\$ 594.01	\$ 3,305.96	\$ 20,000.00	16,694.04	16.53
Library In-service Training	0.00	0.00	7,000.00	7,000.00	0.00
Conventions & Seminars	2,332.54	5,092.14	30,000.00	24,907.86	16.97
Total	\$ 2,926.55	\$ 8,398.10	\$ 57,000.00	48,601.90	14.73
Public Relations/Programming					

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St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Six Months Ending June 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</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Summer Reading Program	\$ 9,663.24	\$ 22,916.30	\$ 27,500.00	4,583.70	83.33
Summer Reading T-shirts	0.00	5,191.17	5,800.00	608.83	89.50
Adult Programming	4,814.44	13,153.51	26,000.00	12,846.49	50.59
Young Adult Programming	3,996.61	4,881.83	12,000.00	7,118.17	40.68
Juvenile Programming	200.76	3,389.73	8,000.00	4,610.27	42.37
LEH Grant	0.00	2,719.65	3,000.00	280.35	90.66
Total	\$ 18,675.05	\$ 52,252.19	\$ 82,300.00	30,047.81	63.49
Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 275.00	\$ 1,442.80	\$ 18,000.00	16,557.20	8.02
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	2,467.08	13,368.81	44,000.00	30,631.19	30.38
PC Network	1,221.46	38,616.71	70,000.00	31,383.29	55.17
Integrated Lib Automation Sys	0.00	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
Total	\$ 3,963.54	\$ 54,416.32	\$ 232,000.00	177,583.68	23.46
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 34,826.73	\$ 100,418.63	\$ 170,000.00	69,581.37	59.07
Lease/Purchase Books	0.00	18,363.24	19,000.00	636.76	96.65
Juvenile Books	6,082.55	42,070.70	105,000.00	62,929.30	40.07
Young Adults	1,481.16	5,251.09	15,000.00	9,748.91	35.01
Music Recordings	37.77	1,384.60	9,000.00	7,615.40	15.38
Adult Reference	12,273.23	53,916.09	89,000.00	35,083.91	60.58
Juvenile Reference	0.00	8,505.00	38,000.00	29,495.00	22.38
Periodicals	0.00	15,300.64	50,000.00	34,699.36	30.60
Audio Recordings	379.90	6,153.89	28,000.00	21,846.11	21.98
Video Recordings	1,613.92	23,947.12	47,500.00	23,552.88	50.41
Genealogy	1,743.87	3,995.59	5,000.00	1,004.41	79.91
Downloadable Media	37,928.44	174,593.02	300,000.00	125,406.98	58.20
CD/Software	9,189.19	71,728.00	96,000.00	24,272.00	74.72
Internet Database Subscription	0.00	112,205.18	234,000.00	121,794.82	47.95
Total	\$ 105,556.76	\$ 637,832.79	\$ 1,205,500.00	567,667.21	52.91
Capital Expenditures					
Total	\$ 0.00	\$ 0.00	\$ 0.00	0.00	0.00

May 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	418	294	111	37	56			10		926				
Abita	514	67	320	16	570			58		1,545	120	1,610	61	276
Bush	134	10	248		103	8		8		511	49	693	28	111
Causeway	1936	278	966	47	1895	31		209		5,362	567	4,027	360	1,243
Covington	3398	344	1417	54	2938	136	153	260		8,700	1,101	4,780	1,497	1,003
Folsom	370	24	364	11	230	106		50		1,155	176	176	44	138
Lacombe	203	58	432	4	159	6		10		872	168	1,764	77	143
Lee Road	215	9	67	1	170	19	5	13		499	18	376	40	220
Madisonville	1355	162	497	18	1397	31		142		3,602	368	2,479	680	426
Mandeville	2353	358	1145	36	3058	93	4	231		7,278	1,021	4,931	677	587
Pearl River	435	23	203	7	218	8	8	13		915	156	1,565	47	141
Virtual ¹									28324	28,324				
Slidell	3348	382	1229	65	3110	171	204	328		8,837	1,835	9,081	885	1,023
South Slidell	639	97	506	17	532	8	16	39		1,854	1,225	4,251	497	1,008
Total	15,318	2,106	7,505	313	14,436	617	390	1,371	28,324	70,380	6,804	35,733	4,893	6,319

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

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

Patrons Registered: **625**

June 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	322	52	129	50	133			16		702				
Abita	757	59	264	15	877	16		56		2,044	166	2,214	41	261
Bush	186	26	203		144	6		6		571	61	848	40	116
Causeway	2336	299	967	59	2506	45		275		6,487	599	5,171	395	1,236
Covington	3748	354	1740	55	4296	230	103	332		10,858	1,316	6,259	1,687	1,019
Folsom	390	41	452	14	394	79		25		1,395	372	1,589	51	168
Lacombe	242	54	434	4	440	4		32		1,210	221	2,334	84	124
Lee Road	373	19	148	1	413	8	9	20		991	41	619	36	133
Madisonville	1524	229	677	25	3123	69		172		5,819	378	3,982	780	480
Mandeville	2649	427	1056	40	5390	93	5	291		9,951	1,094	6,401	694	587
Pearl River	440	37	407	29	432	13	47	9		1,414	225	1,915	63	144
Virtual ¹									28330	28,330				
Slidell	4224	457	1669	55	5494	192	211	532		12,834	1,955	11,726	1,092	982
South Slidell	662	133	543	23	960	28	18	93		2,460	1,161	4,659	508	889
Total	17,853	2,187	8,689	370	24,602	783	393	1,859	28,330	85,066	7,589	47,717	5,471	6,139

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

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

Patrons Registered: 1,082

Jan - June 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	1818	608	771	279	663	1		77		4,217				
Abita	3034	269	1404	68	2502	34		190		7,501	598	6,302	267	1,471
Bush	813	64	1587	1	609	23		56		3,153	201	2,741	154	562
Causeway	12361	1702	5820	264	12020	156		1298		33,621	3,243	25,828	1,940	7,204
Covington	20641	2099	9479	269	18410	768	727	1329		53,722	7,113	29,715	9,034	5,415
Folsom	1996	144	2172	41	1243	402		130		6,128	932	2,055	254	821
Lacombe	1266	326	1746	54	1121	10		105		4,628	786	9,422	441	787
Lee Road	1370	123	547	13	1369	27	14	73		3,536	135	2,031	193	1,130
Madisonville	7808	1291	3415	102	9754	186		812		23,368	2,361	17,375	4,195	2,510
Mandeville	14178	2065	6392	232	20170	401	18	1328		44,784	5,602	29,050	3,809	3,434
Pearl River	2149	123	1531	142	1251	51	75	66		5,388	881	8,109	292	890
Virtual ¹									160469	160,469				
Slidell	22692	2449	8504	274	21448	911	1496	2001		59,775	11,117	49,214	5,450	6,400
South Slidell	3878	558	3350	132	3690	110	92	343		12,153	6,840	24,586	3,121	6,175
Total	94,004	11,821	46,718	1,871	94,250	3,080	2,422	7,808	160,469	422,443	39,809	206,428	29,150	36,799

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

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

Patrons Registered: 3,565

American Rescue Plan Act Grant through State Library of Louisiana

St. Tammany Parish Library received \$47,064 in grant funding from the State Library of Louisiana. The Institute of Museum and Library Services (IMLS) received 200 million dollars through the American Rescue Plan Act (ARPA) to provide funding to State Libraries throughout the country. These funds will be used to help communities respond directly and immediately to the pandemic and related economic and community needs through equitable approaches. The State Library of Louisiana received \$3,012,150 for disbursement to public libraries across Louisiana. The awards were not competitive but distributed evenly amongst the library systems.

The priorities of the grant are to enable the library's digital inclusion efforts, particularly in support of education, health, and workforce development needs. Another priority of the grant is to support library services that meet the needs of communities including costs such as technology, materials, and equipment.

STPL will use \$27,000 of the funds to purchase 35 new laptops to be used for computer classes for the public. The laptops will be distributed to Slidell, Causeway, and Covington. These will replace and upgrade the older laptops that have been in use for several years. The older laptops were seconded for staff to use for working remotely during the stay at home orders. Managers and librarians will keep the old laptops at their desks to be used again in the case of another emergency that requires us to work remotely.

The remainder of the funds will be used to purchase e-books. The demand for e-books continues to grow and outpace what we have budgeted for this year.

Times-Picayune Historical Digital Archive Presentation

We have an opportunity to pick up access to the Times-Picayune Historical Archive covering the years from 1989 through 2018. We previously purchased the years 1837 to 1988, and we already own 2018 through the present. NewsBank, which previously provided our microfilm, has digitized the Times-Picayune and made the entire archive available and searchable. This would be an invaluable resource for students and researchers of all ages across the parish. The files are searchable PDF files. Unlike other digital subscriptions, we would be purchasing perpetual access rights. Because we subscribe to Newsbank, there is no additional platform fee. The total cost of the archive is \$675,000. We would be purchasing the remaining years all at one time. Purchasing this way will save us \$75,000. The archive would be available from home with a library card. There are no limits to the number of people who can use it at one time.

During the board meeting, Noelle Williams, our Reference Coordinator, will demonstrate this resource.

St. Tammany Parish Library 2021 Summer Budget Amendment

Introduction

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

2021 Revenue

In 2021, the St. Tammany Parish Library will operate on revenue of \$11,446,784. We have received an additional \$377,144 in Ad Valorem taxes over what we budgeted in the spring due to more properties on the tax roll. The Fines and Fees and Grants lines have been adjusted upwards to match the income we have seen so far in 2021. We have received \$47,065 from the American Rescue Plan Act (ARPA) through the State Library. This money requires that we show the income in a separate budget line. We have increased the Donations line due to anticipated donations from the friends of the Slidell Library and the West St. Tammany Friends of the Library. The Interest Income line is adjusted downwards to reflect continued lower interest rates. The Summer Reading T-Shirt Sales line is adjusted upward to reflect the money received to date. Overall, there is an increase of \$433,953 in revenue.

2021 Expenditures

We produced the 2021 Budget in July of 2020 and amended this budget in March of 2021. The Summer Budget Amendment adjusts based on the comparison of how the year 2020 ended after being reviewed by the auditor, a review of the library's needs, and the continued effects of the COVID-19 pandemic. Each section in the budget is highlighted below with an explanation.

- **Library Salaries** - There are no changes made to this line.
- **Employee Benefits** – We have increased the Health Trust line after speaking with our health insurance consultant about his estimates for costs through the end of the year. The Workers' Compensation line is reduced to reflect the rebate we received and new pricing for this year.
- **Operating Services** – The Publication of Legal Notices line was adjusted upward to reflect the increased usage due to our RFP process.
- **Printing, Duplicating, and Binding** –Patrons cards have been purchased for the year. We will give the remainder back to the budget.
- **Utilities** – There are no changes.
- **Communications** – Postage has decreased as we haven't been mailing as many overdue notices due to COVID-19. The Voice line is increasing as we anticipated moving the fax machines over to voice-over IP, but that wasn't completed until recently. The Data line

is decreasing to more closely match last year's usage. The Courier/Shipping line is also reduced to more closely match last year's usage.

- **Lease Expense** – The Building Lease line is reduced. Each year we pay a maintenance and parking lot fee at the end of the year. We anticipate that this year's fees will be similar to last year and have reduced the line accordingly.
- **Maintenance of Property and Equipment** – The Maintenance Supplies line is decreased to more closely match expenditures for the end of 2020. The PC Network Maintenance and Repair line is being reduced by \$9,000. We are directing more of our PC Network Maintenance and Repair line towards purchasing new computers later in the budget.
- **Maintenance Services** – The Electrical line is reduced as we don't have a LED replacement project this year. The Sanitation line is reduced to more closely match last year's expenditures. The Pest Control line is increased as we have changed the level of service at Covington. The Termite Contracts line has increased as we have switched to a bait system for Covington.
- **Professional Services** – The Payroll Service Fees line is increased to cover the cost of additional modules in Paylocity that address HR compliance and training modules for employees. The Consultant's line is increased by 75,000 to cover the cost of strategic planning. The Security line is increased to reflect the addition of an upgraded security system for Covington.
- **Insurance and Claims** – Library property insurance is adjusted upward to reflect the cost of this year's expenses – we pay the Parish for our property insurance and go with whichever company they choose. Vehicle Insurance is higher because we have not been able to auction our surplus vehicle yet.
- **Operating Supplies** – The Office Supply line is reduced. The demand for office supplies has been lower this year as we now have a streamlined way to order and look at inventory. The Programming Supplies line is increased as we will now have in-person programming and can expect more refreshment purchases.
- **Travel and Continuing Education** – No changes were made.
- **Public Relations/Programming** – Adult programming is planning for fall concerts and more in-person programming for the fall. The line is increased to reflect this. The LEH Grant expenditures are done for the year and this line is reduced to match.
- **Non-Book Acquisitions** – Improvement to Physical Plant was increased to address work that we will do at Lee Rd. The Office Equipment, Furniture, and Shelving line is increased to allow for furniture replacement at Lee Rd., Lacombe, adjustments at Covington, and a new book scanner at Covington for the genealogy room. The PC Network line is increased to cover the replacement cost of laptops provided through ARPA and the replacement of Slidell staff PCs. The Integrated Library Automation Systems line is reduced. We do not have as much library circulation system hardware

replacement this year and are directing money instead towards PC Network. The Audio/Visual Equipment line is increased to cover an upgrade of our camera and filming capabilities.

- **Library Resource Acquisitions** – Adult Books is increased as demand has increased over the last few months. The Lease/Purchase books line is decreased as we have paid for the lease for the year. Music Recordings and Audio Recordings lines are reduced and added to Electronic/Downloadable Media, as we have had more demand for the downloadable versions. Adult Reference is increased to cover an updating project for the reference collection at Covington. In the Digital Microfilm line, we previously completed payment on the Times-Picayune Digital Archive through 1988 and have the opportunity to purchase the rest of the archive through 2018. The cost of the archive (at \$675,000) is significantly less expensive if we purchase the remainder in a lump sum. We have adequate savings to cover this purchase, and it will significantly enhance our online resources. Electronic Downloadable Media is increased to reflect increased usage due to the COVID-19 pandemic. A portion of our ARPA money is spent in this line. The database line is increased as we have picked up two grant databases to supplement and replace resources that are no longer being offered in print.

Savings

Any unused money at the end of the year becomes Prior Years' Operating Revenue. The cash on hand after all bills were paid for December and the auditors made their adjustments in March was \$5,176,614. This figure is less than half of one year's worth of operating revenue. The amount for reserves for the last pay period of 2020, invoices that the auditor could move to 2020, and the 4th quarter retirement of 2020 are released with our first payment of ad valorem taxes of 2021 and the completion of the audit. Now that we can cover the cost of strategic planning within the operating budget, it is time to dedicate savings to our upcoming furniture projects at Slidell, Causeway, and Mandeville. These projects are not budgeted to be spent in this calendar year, but we need to dedicate the funds for the future. We will also need to dedicate savings toward the amount for the Times-Picayune Digital Archive not covered by our operational budget for this year. After adjustments and dedications, the savings are dedicated to specific purposes as follows:

- Operational reserves are needed to run the library until we receive our first significant portion of our millage from the Parish. \$2,500,000
- Disaster and emergency funds cover our insurance deductibles and any repairs and clean-up that may be needed in the event of a disaster. \$1,475,000
- Times Picayune Digital Archive \$508,793
- Slidell Furniture \$500,000
- Mandeville furniture \$168,000

- Causeway Furniture – \$24,000

This leaves us with a current Unassigned Savings of \$821.

Budget Analysis

We are forecasting an increase in revenue of \$433,953 due primarily to more ad valorem funds than was predicted. The 2021 Summer Budget Amendment shows an increase in expenditures of \$943,027 over the 2021 Spring Budget Amendment. This will allow us to make needed furniture and computer purchases while also enhancing our collection. We are planning to use \$508,793 in savings to cover the cost of the Times-Picayune Digital Archive. This is a one-time use of savings, and the budget is otherwise balanced.

Conclusion

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

Respectfully Submitted,

A handwritten signature in black ink that reads "Kelly LaRocca". The signature is written in a cursive, flowing style.

Kelly LaRocca
Director

		7/21/2021	2020 Budget	2020 Budget	2021 Budget	2021 Budget	Amendment	2021 Budget
			Fall	Actual	Original	Spring		Summer
REVENUE								
	405	Ad Valorem Taxes (received)	\$ 10,538,530	\$10,538,530.93	\$ 10,551,923	\$ 10,688,531	\$ 377,144	\$ 11,065,675
	410	State Revenue Sharing	\$ 251,523	\$251,523.00	\$ 251,523	\$ 251,600	\$ -	\$ 251,600
	415	Fines/Fees	\$ 43,000	\$42,496.59	\$ 100,000	\$ 36,500	\$ 7,500	\$ 44,000
	416	LA Library Grant - ARPA	\$ -	\$0.00	\$ -	\$ -	\$ 47,065	\$ 47,065
	417	Grants	\$ 6,775	\$6,755.13	\$ -	\$ -	\$ 1,000	\$ 1,000
	418	LEH Grant	\$ -	\$0.00	\$ -	\$ 2,700	\$ -	\$ 2,700
	420	Interest Income	\$ 13,000	\$9,224.39	\$ 15,000	\$ 11,000	\$ (9,000)	\$ 2,000
	425	Donations	\$ 10,000	\$22,930.22	\$ 21,000	\$ 21,000	\$ 10,000	\$ 31,000
	430	Miscellaneous Income	\$ -	\$0.20	\$ -	\$ -	\$ -	\$ -
	440	CARES Act COVID-19	\$ 8,000	\$8,365.35	\$ -	\$ -	\$ -	\$ -
	450	Summer Reading T-shirt Sales	\$ 1,550	\$1,550.70	\$ 1,500	\$ 1,500	\$ 244	\$ 1,744
		TOTAL REVENUE	\$ 10,872,378	\$10,881,376.51	\$ 10,940,946	\$ 11,012,831	\$ 433,953	\$ 11,446,784
EXPENDITURES								
LIBRARY ADMINISTRATION								
PERSONNEL SALARIES								
	503	Library Salaries	\$ 5,047,000	\$4,752,639.13	\$ 5,405,000	\$ 5,405,000	\$ -	\$ 5,405,000
		TOTAL	\$ 5,047,000	\$4,752,639.13	\$ 5,405,000	\$ 5,405,000	\$ -	\$ 5,405,000
EMPLOYEE BENEFITS								
	511	FICA/Medicare Tax	\$ 108,000	\$105,326.94	\$ 105,500	\$ 105,500	\$ -	\$ 105,500
	512	Retirement Contributions	\$ 535,000	\$499,949.53	\$ 585,000	\$ 585,000	\$ -	\$ 585,000
	513	Health Insurance/Insurance	\$ 440,000	\$435,993.28	\$ 450,000	\$ 450,000	\$ -	\$ 450,000
	514	Health Trust	\$ 822,700	\$795,443.40	\$ 830,000	\$ 830,000	\$ 27,000	\$ 857,000
	515	Workers' Compensation/Unemployment Claims	\$ 27,000	\$27,464.71	\$ 50,000	\$ 50,000	\$ (43,000)	\$ 7,000
	516	Employee Miscellaneous	\$ 1,000	\$310.74	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
		TOTAL	\$ 1,933,700	\$1,864,488.60	\$ 2,021,500	\$ 2,021,500	\$ (16,000)	\$ 2,005,500
OPERATING SERVICES								
	601	Publication of Legal Notices	\$ 3,000	\$2,835.13	\$ 3,000	\$ 3,000	\$ 500	\$ 3,500
	603	Membership Dues	\$ 859	\$985.00	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
	604	Advertising	\$ 22,000	\$20,924.60	\$ 10,000	\$ 22,000	\$ -	\$ 22,000
	607	Signage	\$ 11,000	\$10,361.92	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	608	Promotional Production	\$ 6,000	\$5,185.37	\$ 7,000	\$ 7,000	\$ -	\$ 7,000
		TOTAL	\$ 42,859	\$40,292.02	\$ 26,000	\$ 38,000	\$ 500	\$ 38,500
PRINTING, DUPLICATING & BINDING								
	611	Printing	\$ 7,000	\$6,190.49	\$ 9,000	\$ 9,000	\$ -	\$ 9,000
	613	Book Binding	\$ -	\$0.00	\$ 5,000	\$ 5,000	\$ -	\$ 5,000

		7/21/2021	2020 Budget	2020 Budget	2021 Budget	2021 Budget	Amendment	2021 Budget
			Fall	Actual	Original	Spring		Summer
615	Patron Cards		\$ -	\$0.00	\$ 5,000	\$ 5,000	\$ (819)	\$ 4,181
	TOTAL		\$ 7,000	\$6,190.49	\$ 19,000	\$ 19,000	\$ (819)	\$ 18,181
	UTILITIES							
621	Electricity		\$ 212,500	\$194,432.60	\$ 234,500	\$ 234,500	\$ -	\$ 234,500
622	Gas		\$ 2,550	\$1,868.32	\$ 3,450	\$ 3,450	\$ -	\$ 3,450
623	Water		\$ 26,000	\$23,398.60	\$ 33,000	\$ 33,000	\$ -	\$ 33,000
	TOTAL		\$ 241,050	\$219,699.52	\$ 270,950	\$ 270,950	\$ -	\$ 270,950
	COMMUNICATIONS							
625	Postage		\$ 8,500	\$8,442.70	\$ 12,000	\$ 12,000	\$ (2,000)	\$ 10,000
626	Voice Line (Regular Phone Service)		\$ 83,500	\$85,695.51	\$ 65,000	\$ 68,500	\$ 20,000	\$ 88,500
627	Data Line (Internet-Network)		\$ 47,600	\$47,845.69	\$ 51,000	\$ 51,000	\$ (3,000)	\$ 48,000
630	Courier/Shipping		\$ 500	\$273.48	\$ 1,000	\$ 1,000	\$ (500)	\$ 500
	TOTAL		\$ 140,100	\$142,257.38	\$ 129,000	\$ 132,500	\$ 14,500	\$ 147,000
	LEASE EXPENSE							
634	Building		\$ 317,000	\$303,708.00	\$ 331,000	\$ 331,000	\$ (10,000)	\$ 321,000
636	Equipment		\$ 3,000	\$1,596.24	\$ 3,000	\$ 3,000	\$ -	\$ 3,000
638	Vehicle		\$ 2,500	\$453.54	\$ 2,500	\$ 2,500	\$ -	\$ 2,500
	TOTAL		\$ 322,500	\$305,757.78	\$ 336,500	\$ 336,500	\$ (10,000)	\$ 326,500
	MAINTENANCE OF PROPERTY & EQUIP.							
641	Custodial & Janitorial		\$ 190,000	\$191,438.90	\$ 181,000	\$ 192,000	\$ -	\$ 192,000
643	Grounds/Lawn Maintenance		\$ 95,000	\$94,837.11	\$ 90,000	\$ 95,000	\$ -	\$ 95,000
645	Maintenance supplies		\$ 6,500	\$6,284.41	\$ 10,000	\$ 10,000	\$ (2,000)	\$ 8,000
652	Fuel and lube		\$ 14,000	\$13,412.21	\$ 18,000	\$ 18,000	\$ -	\$ 18,000
654	Vehicle repairs		\$ 7,500	\$6,545.93	\$ 6,000	\$ 6,000	\$ -	\$ 6,000
658	Small Tools & Supplies		\$ 2,500	\$2,442.04	\$ 3,000	\$ 3,000	\$ -	\$ 3,000
660	Office machine and equip. repair		\$ 2,000	\$1,614.50	\$ 2,000	\$ 2,000		\$ 2,000
661	Network Utility Software		\$ 51,000	\$48,022.10	\$ 47,000	\$ 47,000	\$ -	\$ 47,000
662	Solinet (OCLC) Cost		\$ 27,000	\$26,765.00	\$ 30,000	\$ 30,000	\$ -	\$ 30,000
663	Polaris Maintenance		\$ 50,000	\$49,603.98	\$ 52,000	\$ 52,000	\$ -	\$ 52,000
664	P C Network maintenance and repair		\$ 8,000	\$6,804.10	\$ 19,000	\$ 19,000	\$ (9,000)	\$ 10,000
	TOTAL		\$ 453,500	\$447,770.28	\$ 458,000	\$ 474,000	\$ (11,000)	\$ 463,000
	MAINTENANCE SERVICES (Buildings)							
671	Physical Plant		\$ 100,000	\$99,512.86	\$ 94,000	\$ 103,000	\$ -	\$ 103,000
672	Plumbing, Heating, & Air Conditioning		\$ 32,000	\$31,946.47	\$ 58,000	\$ 58,000	\$ -	\$ 58,000
673	Electrical		\$ 12,000	\$11,824.37	\$ 12,000	\$ 12,000	\$ (4,000)	\$ 8,000
674	Sanitation		\$ 10,500	\$10,756.85	\$ 11,500	\$ 11,500	\$ (500)	\$ 11,000
675	Pest Control		\$ 6,000	\$6,031.00	\$ 6,600	\$ 6,600	\$ 800	\$ 7,400

		7/21/2021	2020 Budget	2020 Budget	2021 Budget	2021 Budget	Amendment	2021 Budget
			Fall	Actual	Original	Spring		Summer
676	Termite Contracts		\$ 3,000	\$1,313.00	\$ 3,000	\$ 2,000	\$ 1,800	\$ 3,800
678	Carpet Cleaning		\$ 5,000	\$5,045.00	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	TOTAL		\$ 168,500	\$166,429.55	\$ 190,100	\$ 198,100	\$ (1,900)	\$ 196,200
	Professional Services							
680	Payroll Service Fees		\$ 22,500	\$21,485.71	\$ 22,500	\$ 22,500	\$ 10,000	\$ 32,500
682	Legal		\$ 250	\$131.50	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
683	Financial		\$ 48,000	\$39,052.16	\$ 48,000	\$ 43,000	\$ -	\$ 43,000
684	Architectural		\$ 600	\$600.00	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
685	Consultants		\$ 25,500	\$25,352.02	\$ 20,000	\$ 20,000	\$ 75,000	\$ 95,000
686	Security		\$ 25,000	\$25,010.96	\$ 45,000	\$ 10,000	\$ 1,500	\$ 11,500
687	Web Design Consultant		\$ 72,200	\$72,171.09	\$ 72,200	\$ 72,200	\$ -	\$ 72,200
688	Movers		\$ 55,500	\$55,360.97	\$ -	\$ -	\$ -	\$ -
	TOTAL		\$ 249,550	\$239,164.41	\$ 209,700	\$ 169,700	\$ 86,500	\$ 256,200
	INSURANCE & CLAIMS							
692	Library Property		\$ 117,500	\$127,177.12	\$ 115,000	\$ 130,000	\$ 5,500	\$ 135,500
694	Flood insurance		\$ 23,000	\$20,277.00	\$ 23,000	\$ 23,000	\$ -	\$ 23,000
696	Vehicle Insurance		\$ 40,860	\$40,860.00	\$ 35,000	\$ 35,000	\$ 1,450	\$ 36,450
698	LBOC Liability		\$ 4,500	\$4,176.00	\$ 4,500	\$ 4,500	\$ (424)	\$ 4,076
699	Gen Liability		\$ 22,500	\$22,251.60	\$ 21,000	\$ 21,000	\$ -	\$ 21,000
	TOTAL		\$ 208,360	\$214,741.72	\$ 198,500	\$ 213,500	\$ 6,526	\$ 220,026
	MATERIALS AND SUPPLIES							
	OPERATING SUPPLIES							
701	Office Supplies		\$ 31,000	\$29,028.19	\$ 36,000	\$ 32,000	\$ (5,000)	\$ 27,000
702	Bank Service Charges		\$ 15,200	\$15,213.27	\$ 16,000	\$ 16,000	\$ -	\$ 16,000
703	Book Preparation Supplies		\$ 28,000	\$27,704.60	\$ 38,000	\$ 38,000	\$ -	\$ 38,000
704	Computer/Printer Supplies		\$ 65,000	\$58,589.23	\$ 65,000	\$ 65,000	\$ -	\$ 65,000
705	Programming Supplies		\$ 4,500	\$3,197.28	\$ 6,000	\$ 6,000	\$ 2,000	\$ 8,000
	TOTAL		\$ 143,700	\$133,732.57	\$ 161,000	\$ 157,000	\$ (3,000)	\$ 154,000
	TRAVEL & CONTINUING EDUCATION							
710	Mileage/Travel Reimbursement		\$ 17,000	\$10,255.67	\$ 20,000	\$ 20,000		\$ 20,000
712	Library In-service Training		\$ 7,000	\$6,327.36	\$ 7,000	\$ 7,000	\$ -	\$ 7,000
714	Conventions/Seminars		\$ 30,000	\$29,847.03	\$ 30,000	\$ 30,000	\$ -	\$ 30,000
	TOTAL		\$ 54,000	\$46,430.06	\$ 57,000	\$ 57,000	\$ -	\$ 57,000
	PUBLIC RELATIONS/PROGRAMMING							
724	Summer Reading Program		\$ 24,500	\$23,980.96	\$ 27,500	\$ 27,500	\$ -	\$ 27,500
725	Summer Reading T-shirts		\$ 5,418	\$5,418.00	\$ 5,800	\$ 5,800	\$ -	\$ 5,800
726	Adult Programming		\$ 22,000	\$21,533.84	\$ 26,000	\$ 26,000	\$ 4,000	\$ 30,000

		7/21/2021	2020 Budget	2020 Budget	2021 Budget	2021 Budget	Amendment	2021 Budget
			Fall	Actual	Original	Spring		Summer
	727	Young Adult Programming	\$ 10,000	\$9,733.62	\$ 12,000	\$ 12,000	\$ -	\$ 12,000
	728	Juvenile Programming	\$ 7,000	\$5,630.08	\$ 8,000	\$ 8,000	\$ -	\$ 8,000
	729	LEH Grant				\$ 3,000	\$ (280)	\$ 2,720
		TOTAL	\$ 68,918	\$66,296.50	\$ 79,300	\$ 82,300	\$ 3,720	\$ 86,020
CAPITAL OUTLAY								
NON-BOOK ACQUISITIONS								
	805	Landscaping Additions	\$ 18,000	\$17,348.00	\$ 5,000	\$ 18,000	\$ -	\$ 18,000
	810	Improvements to Physical Plant	\$ 27,000	\$27,566.73	\$ -	\$ 50,000	\$ 3,000	\$ 53,000
	815	Vehicles	\$ -	\$0.00	\$ -	\$ 30,000	\$ -	\$ 30,000
	820	Office Equipment/Furniture & Shelving	\$ 50,000	\$49,955.50	\$ 23,000	\$ 44,000	\$ 83,000	\$ 127,000
	831	Leasehold Improvements	\$ 12,000	\$12,000.00	\$ -	\$ -	\$ -	\$ -
	834	PC Network	\$ 112,500	\$111,448.37	\$ 70,000	\$ 70,000	\$ 47,000	\$ 117,000
	840	Integrated Library Automation Sys.	\$ 15,000	\$14,136.77	\$ 15,000	\$ 15,000	\$ (3,000)	\$ 12,000
	842	Audio/Visual Equipment	\$ -	\$0.00	\$ 5,000	\$ 5,000	\$ 1,000	\$ 6,000
	898	Cameras	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -
		TOTAL	\$ 234,500	\$232,455.37	\$ 118,000	\$ 232,000	\$ 131,000	\$ 363,000
LIBRARY RESOURCE ACQUISITIONS								
	851	Adult Books	\$ 160,000	\$159,245.57	\$ 170,000	\$ 170,000	\$ 19,000	\$ 189,000
	852	Lease/Purchase Books	\$ 18,364	\$18,363.24	\$ 20,000	\$ 19,000	\$ (1,000)	\$ 18,000
	853	Juvenile Books	\$ 110,000	\$106,822.69	\$ 105,000	\$ 105,000	\$ -	\$ 105,000
	855	Young Adult	\$ 15,000	\$14,269.82	\$ 15,000	\$ 15,000	\$ -	\$ 15,000
	858	Music Recordings	\$ 9,000	\$7,899.96	\$ 9,000	\$ 9,000	\$ (4,500)	\$ 4,500
	861	Adult Reference	\$ 82,500	\$77,359.72	\$ 89,000	\$ 89,000	\$ 8,000	\$ 97,000
	863	Juvenile Reference	\$ 32,700	\$32,312.83	\$ 38,000	\$ 38,000	\$ -	\$ 38,000
	872	Periodicals	\$ 55,050	\$54,617.38	\$ 65,000	\$ 50,000	\$ -	\$ 50,000
	883	Audio Recordings (Books)	\$ 26,000	\$25,791.42	\$ 30,000	\$ 28,000	\$ (7,000)	\$ 21,000
	885	Video Recordings	\$ 53,000	\$50,960.47	\$ 50,000	\$ 47,500		\$ 47,500
	886	Genealogy	\$ 4,000	\$3,212.16	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	887	Digital Microfilm	\$ 454,498	\$454,498.00	\$ 90,000	\$ -	\$ 675,000	\$ 675,000
	891	Electronic /Downloadable Media	\$ 227,000	\$226,504.71	\$ 240,000	\$ 300,000	\$ 29,000	\$ 329,000
	892	CDROM/Software	\$ 96,000	\$95,639.46	\$ 96,000	\$ 96,000	\$ 14,500	\$ 110,500
	893	Internet Database Subscriptions	\$ 214,000	\$213,644.71	\$ 239,000	\$ 234,000	\$ 10,000	\$ 244,000
		TOTAL	\$ 1,557,112	\$1,541,142.14	\$ 1,261,000	\$ 1,205,500	\$ 743,000	\$ 1,948,500
LONG-TERM CAPITAL EXPENDITURES								
	895	Covington FF & E	\$ 285,000	\$284,963.00	\$ -	\$ -	\$ -	\$ -
		Total	\$ 285,000	\$284,963.00	\$ -	\$ -	\$ -	\$ -

2021 Summer Budget Amendment

	7/21/2021	2020 Budget	2020 Budget	2021 Budget	2021 Budget	Amendment	2021 Budget	
		Fall	Actual	Original	Spring		Summer	
		TOTAL EXPENDITURES	\$ 11,157,349	\$10,704,450.52	\$ 10,940,550	\$ 11,012,550	\$ 943,027	\$ 11,955,577
		SAVINGS / (EXCESS EXPENDITURES)	\$ (284,971)	\$ 176,926	\$ 396	\$ 281	\$ (509,074)	\$ (508,793)

Savings Dedications

	7/21/2021		
	2021 Spring	Amendment	2021 Summer
Savings as of Dec. 31st 2020 - updated by audit	\$ 5,143,434	\$ 33,180	\$ 5,176,614
Dedicated for Operational Reserves	\$ 2,500,000	\$ -	\$ 2,500,000
Dedicated for Disaster / Emergency Funds	\$ 1,475,000	\$ -	\$ 1,475,000
Reserved for salaries for last pay period of the year 2020	\$ 185,121	\$ (185,121)	\$ -
Reserved for invoices to be moved from 2021 to 2020	\$ 8,395	\$ (8,395)	\$ -
Reserved for 4th Quarter 2020 retirement	\$ 203,477	\$ (203,477)	\$ -
Dedicated for Times Picayune Digital Archive		\$ 508,793	\$ 508,793
Dedicated for Slidell Furniture		\$ 500,000	\$ 500,000
Dedicated for Mandeville Furniture		\$ 168,000	\$ 168,000
Dedicated for Causeway Furniture		\$ 24,000	\$ 24,000
Total Dedicated	\$ 4,371,993	\$ 836,980	\$ 5,175,793
Unassigned Savings	\$ 771,441		\$ 821



St. Tammany Parish Library Board of Control
FISCAL YEAR 2021 OPERATIONAL BUDGET SUMMER AMENDMENT ADOPTION RESOLUTION
July 27, 2021

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

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

WHEREAS, notice of that Summer Budget Amendment was announced by publication of the July 27th, 2021 Meeting Agenda; and

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

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

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

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY THE 27th DAY OF JULY 2021 AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

Rebecca Taylor, Board President

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

- ABITA SPRINGS (985) 893-6285 BUSH (985) 886-3588 CAUSEWAY (985) 626-9779 COVINGTON (985) 893-6280
FOLSOM (985) 796-9728 LACOMBE (985) 882-7858 LEE RD (985) 893-6284 MADISONVILLE (985) 845-4819
MANDEVILLE (985) 626-4293 PEARL RIVER (985) 863-5518 SLIDELL (985) 646-6470 SOUTH SLIDELL (985) 781-0099

Director's Report – July 27, 2021

COVID RESPONSE

Fall plans:

- Masks are optional, although they are recommended for unvaccinated individuals. Anyone who feels safer with a facial covering should feel comfortable wearing one.
- The library does not require employees to get vaccinated, but we do recommend it for their safety.
- Any branch with furniture in storage will get their furniture back by the second week of August. Likewise, any computers turned off to encourage social distancing will be put back into use by the second week of August. In the future, we will move chairs or use signage and turn off monitors if social distancing becomes an urgent issue again.
- We plan on having small branches back to pre-pandemic hours the week of August 9th. This means that they will again be open on Wednesday nights.

We plan to have indoor in-person programming and outreach by August. We are actively monitoring the situation, and we will be ready to respond with changes as needed.

FACILITIES

The Madisonville Branch was closed temporarily Tuesday, July 20, 2021 due to high water on Main Street. The branch re-opened at approximately 10 a.m.

MARKETING AND OUTREACH

Tanya DiMaggio and Kelly LaRocca attended a forum for not-for-profit organizations centered on the Parish's use of ARPA funding.

Tanya DiMaggio and Amy Bouton presented to the Military Road Alliance on June 16, 2021.

Amy Bouton did a live interview with WVUE Fox 8 Morning News Friday, June 18, 2021.

Jennifer Mayer, Children's Coordinator and Amy Bouton, Public Relations and Community Coordinator did a live interview with Charles Dowdy on the Lake 94.7 on June 23rd.

Tanya DiMaggio, Jenny Mayer, and Jennifer Rifino attended the James Samaritan's first annual State of Our Children breakfast on July 16.

Adult Programming is continually bringing Book Club boxes to/from St. Anthony's Gardens.

Abby Mayfield and Taylor LeBlanc attended the June 26th Community Day at Lakeshore Villages in Slidell.

Little Academy Preschool - Two visits by Alexis Davis.

Rhonda Spiess provided storytimes and summer reading information to several camps and preschools through the month of June and in early July.

June 4, 2021 – Germaine Butler - St. Anthony's Gardens.

June 18th - Sonnet Ireland, Slidell Rotary Club.

Kelly LaRocca will have a column in the August issue of Sophisticated Woman Magazine regarding Strategic Planning.

The St. Tammany Parish Library will begin monthly interviews with the Lake 94.7 and the Highway 104.7 beginning Friday, August 6, 2021.

PROFESSIONAL INVOLVEMENT

Iriana Lonon, Children's Librarian at the Covington Branch: Two meetings with the Northshore STEM Coalition.

Beginning July 1, 2021, Hilari Melerine, Manager, Slidell Branch, is chair of the Public Section for the Louisiana Library Association. Jenny Mayer, Children's Coordinator, is now 2nd Vice President, Crissie Molina, Manager, Covington Branch will serve on the social media committee, and the conference planning committee.

Sonnet Ireland serves on the LLA Executive Council and is newly appointed as an ALA Councilor-at-Large and has attended meetings.

Sally McKissack attended the virtual Ingram conference, Link&Learn: an Educational Experience for Librarians by Librarians from June 15-18.

Tanya DiMaggio attended the Association for Library Service to Children's Managing Children's Services committee meetings on May 19 and June 16.

Jane Johnson, Jenny Mayer, Brent Geiger, Charlene Barrett, Alexis Davis, Amy Bouton, Noelle Williams, Morgan Sherlock, Jillian Boudreaux, Sonnet Ireland, Sarah Aucoin, Kelly LaRocca and Tanya DiMaggio attended the American Library Association virtual annual conference on June 23-29.

Tanya DiMaggio and Sally McKissack attended the virtual U.S. Book Show on May 25-27.

WEBINAR ATTENDANCE

Kelly LaRocca, Director

Tanya DiMaggio, Assistant Director of Support Services

Sally McKissack, Collection Development Manager

Crissie Molina, Covington Branch Manager

Sonnet Ireland, South Slidell Branch Manager

Nichola Kleyle, South Slidell Circulation Manager

Jane Johnson, Manager, Madisonville Library

Director's Report – July 27, 2021

Amy Bouton, Public Relations and Community Coordinator

Evan Kramer, Mandeville Reference Librarian

Amanda Kohls, Causeway Reference Librarian

PERSONNEL

Germaine Butler, an employee for 34 years, and Colleen Hoover, an employee of 15 years, retired. Amanda Kohls (Reference at Causeway) will be leaving at the end of July as she was accepted into Law School. Robert Barnes is the new Reference Librarian at Madisonville and Megan Jenkins is the new Reference Librarian at Causeway. Lynn Bardell is the new Reference Librarian at the Covington Branch. All recently earned their MLS degrees.

Adele Melancon was hired to work Full-Time at the Slidell Branch.

Several new part-time employees were hired to serve at various branches:

Ethan Drott Mandeville

Daniel Hartley South Slidell

Debbie LaCoste South Slidell

Gwyn Deshommes South Slidell

Kathryn Milton Slidell

Katie Oliver Causeway

Stacie Eirich Madisonville

PROGRAMMING

All departments wrapped up Summer Reading Challenge Programming. All Coordinators opted to offer additional challenges and prize opportunities. Children's added an on-demand virtual programming opportunity. These on-demand videos have received 27 views to-date. As of July 20, 2021, we are up to 2,976 participants and St. Tammany Parish has read 765,277 collective minutes. Reference taught 12 Computer and App Classes and held six Staff Training Sessions.

GRANT

We received a grant from the Louisiana Endowment for the Humanities (LEH) PRIME TIME Family Reading Program for their Spark Box program which includes training on how to distribute the boxes to families in our community.

WEBSITE

April: 32,624 users visited the library's website during 52,524 sessions. An increase of 57.53%

May: 35,781 users visited the library's website during 55,707 sessions. An increase of 59.85%.

June: 38,885 users visited the library's website during 61,349 sessions. An increase of 59.06%.

Strategic Planning RFP Committee Update

The RFP committee met with Carson Block and Susan Kent on July 7th to clarify and refine the scope of work. The contract was then sent to the District Attorney's office for legal review. As soon as we have the contract back from the District Attorney's office, we will send out a copy for review and schedule a special meeting for approval.

LBOC Rules Committee Update

The LBOC Rules and Regulations Committee met on July 1st. They continued work on the Library's financial policies. The current policies under review are Purchasing, Credit Cards, the Budget Process, and Financial Reporting. We have sent questions to the District Attorney's office for clarification. 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 August 5th, 2021, at 11:00 am. The meeting will be located at the Covington Branch.