

St. Tammany Parish Library
Board of Control Meeting
August 24th, 2021
Library Administrative Office
1112 W. 21st Avenue
Covington, LA 70433
Zoom meeting streaming on Facebook Live
6:30 P.M.

Consistent with State of Louisiana Executive Department Proclamation Numbers 137 JBE 2021 and 145 JBE 2021, the St. Tammany Parish Library will hold its August 24th, 2021, 6:30 p.m. meeting via video conference and certifies that it will otherwise be unable to operate due to an inability to meet in-person quorum requirements as a result of the ongoing COVID-19 pandemic. The meeting will be streamed on Facebook Live on the St. Tammany Parish Library's official Facebook page. The public is encouraged to participate through that medium, which will also allow for submission of questions or comments to the Board on agenda items. The public's questions or comments on any agenda item for this meeting may be submitted via e-mail by 5:00 p.m. on August 24th, 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 July 27th 2021.
 - Discussion
 - Public Comment
 - Vote
2. NEW BUSINESS
 - A. Financial Reports – July 2021
 - Discussion
 - Public Comment
 - Vote

B. Presentation of the 2022 Budget

- Discussion
- Public Hearing (Motion required to open and close)
- Vote

C. Summer Reading Wrap Up

- Discussion
- Public Comment

D. RFP Committee Update / Contract Approval for Strategic Planning Consultant

- Discussion
- Public Comment
- Vote

E. Library Board of Control Strategic Planning Committee

- Discussion
- Public Comment
- Vote

F. Director's Report

- Discussion
- Public Comment

3. OLD BUSINESS

A. Rules and Regulation Committee Update

B. St. Tammany Parish Library Foundation Update

C. Friends of the Library Report

4. Public Comment

5. Adjournment

St. Tammany Parish Library
Board of Control Meeting
July 27, 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

K. LaRocca stated that public comments can be made by calling 985-871-1219 extension 2007 or by commenting on the Facebook Live stream.

1. Approval of the minutes of the meeting of the Library Board of Control that was held on May 28, 2021, and the special meetings that were held on June 21, 2021, June 22, 2021, and June 25, 2021.

The Board reviewed the minutes from May 28, 2021. There were no suggested corrections to the minutes. B. Taylor asked for a two-minute public comment period. There was no public comment. M. Reneau moved to approve the minutes. It was seconded by A. Shaw. All were in favor, none were opposed, and none were absent. Motion carried.

The Board reviewed the minutes from the three special meetings that were held on June 21, 2021 and June 22, 2021 for interviewing the strategic planning consultants. There were no suggested corrections to the minutes. B. Taylor asked for a two-minute public comment period. There was no public comment. B. Allin moved to approve the three special meeting minutes. It was seconded by A. Shaw. All were in favor, none were opposed, and none were absent. Motion carried.

The Board reviewed the minutes from the special meeting on June 25, 2021 for the selection of the strategic planning consultant. B. Allin asked for wording corrections in the 1st and 2nd paragraphs to clarify the sequence of discussion by the Board and library staff. The 3rd and 4th sentence in the 1st paragraph was changed to: "Library administration and the strategic planning committee expressed their thoughts and opinions on each of the potential consultants. Library staff highlighted important key attributes that the consultants demonstrated and carefully considered the pros and cons of each consultant team." The 1st sentence in the 2nd paragraph was

changed to: “After public comment, Board members expressed their thoughts and opinions on each of the consultants, then voted by a show of hands.” B. Taylor asked for a two-minute public comment period. There was no public comment. M. Reneau moved to approve the minutes with the stated corrections. It was seconded by C. Butler. Dr. A. Morgan asked for a new motion to approve the minutes indicating that there were revisions. M. Reneau moved to approve the minutes with the amendments and changes suggested by Mr. Allin. It was seconded by C. Butler. All were in favor, none were opposed, and none were absent. Motion carried.

2. NEW BUSINESS

A. Financial Reports - June 2021

K. LaRocca reported that \$234,577.82 in ad valorem taxes was received on June 4, 2021. The total ad valorem received for the year is \$11,065,675.83. The final state revenue sharing payment of \$83,866.66 was received on June 23, 2021. The budget percentage should be at 50% at this point in the year. Revenues are at 49.75% and Expenditures are at 47.91%.

Kelly referenced a new line called LA Library Grant-ARPA, which Tanya will discuss later in the meeting. The Interest Income line is below budget due to very low interest rates at this time. The Donations line is under budget, but will be in balance once donations from the Slidell Friends and West St. Tammany Friends of the Library are received.

The Library Salaries, Retirement Contributions, and Health Contributions lines are under budget due to open positions and a 3-paycheck month later in the year. The Worker’s Compensation line is under budget due to receiving dividends from last year and new pricing this year. Adjustments to this line will be made during the budget amendment. Spending for the Network Utility Software and Polaris Maintenance lines is complete for the year. The Termite Contract line is over budget due to installing a bait system at the Covington Branch. This will be adjusted in the budget amendment. The Financial line is under budget, but will be in balance by the end of the year. The Web Design Consultant line is over budget due to expending the majority of those funds on the website early in the year. The cost of the android version of the library app will use the remainder of those funds by the end of the year.

Library Property Insurance is higher this year, but the Parish will be looking for a new insurance company with lower rates. The Vehicles line is over budget due to not yet auctioning the extra library truck. The Staff Travel line is below budget due to less travel because of COVID-19. The Library In-Service Training line is used for the All Staff Meeting day, which will be happening in October. The Conventions and Seminars line will be expended as staff will attend various conferences and seminars this year. The lines that include Summer Reading expenses are closer to 100% due to spending those funds during the summer. Several lines under Capital Outlay - Non-Book Acquisitions will be expended later in the year.

B. Taylor asked for a two-minute public comment period. K. LaRocca stated the public comment contact information. There was no public comment.

B. Allin moved to approve the June 2021 Financial Reports. It was seconded by C. Butler. All were in favor, none were opposed, and none were absent. Motion carried.

B. American Rescue Plan Act (ARPA)

Tanya DiMaggio reported on the American Rescue Plan Act (ARPA) grant. The library received \$47,064 in grant funding from the State Library of Louisiana in response to the COVID-19 pandemic. The Institute of Museum and Library Services (IMLS) was the governmental agency that provided the funding to the State Library. The State Library distributed the funds evenly amongst Louisiana library systems. The funds are meant to be spent on technology and inclusion of digital resources. The library will use \$27,000 to purchase 35 new laptops to be used for computer classes for the public. The older laptops will be used in case of another emergency that requires staff 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 was budgeted for the year.

C. Times Picayune Digital Archive 1989-2018

Noelle Williams, Reference Coordinator, presented a demonstration highlighting the Times-Picayune Digital Archive. The library has the opportunity to purchase the Times-Picayune Digital Archive covering the years 1989-2018. We previously purchased the years 1837-1988 and also own 2018 through the present. N. Williams shared statistics that show a significant increase in patron usage since acquiring the archive of the years 1837-1988. B. Taylor complimented Noelle on a great presentation and was impressed by the usage statistics.

B. Taylor asked for a two-minute public comment period. K. LaRocca stated the public comment contact information. B. McHugh asked about the \$675,000 figure. K. LaRocca explained that it is the cost of the archives for years 1989-2018. There was no further public comment.

D. Summer Budget Amendment 2021

K. LaRocca presented the details of the proposed Summer Budget Amendment. In 2021, the library will operate on \$11,446,784 in revenue. An additional \$377,144 in ad valorem taxes was received due to more properties on the tax roll. Overall, there is an increase of \$433,953 in revenue. The \$47,065 in funds received from ARPA are shown in a separate budget line. Expenditures are adjusted based on the comparison of how 2020 ended after being reviewed by the auditor, a review of the library's needs, and continued effects of the COVID-19 pandemic.

Kelly highlighted noteworthy increases and decreases in budget lines in her review. There is an increase in the Health Trust line, and a decrease in the Workers' Compensation line. The PC Network Maintenance and Repair line is reduced. The Payroll Service Fees line is increased to cover the cost of additional modules in Paylocity. The Consultants line is increased to cover the cost of strategic planning. The Office Supply line is reduced. The Programming Supplies line is increased due to some in-person programming in the fall. The Improvements to Physical Plant line is increased to address work that will be done at Lee Rd. The Office Equipment, Furniture,

and Shelving line is increased to allow for furniture at Lee Rd., Lacombe, adjustments at Covington, and a new book scanner in the genealogy room at Covington.

The PC Network line is increased to cover the replacement cost of laptops provided through ARPA and replacement of staff PCs at the Slidell Branch. The Audio/Visual Equipment line is increased to cover an upgrade of our camera and filming capabilities. The Adult Books line is increased due to an increase in demand over the last few months. The Music Recordings and Audio Recordings lines are reduced and added to Electronic/Downloadable Media, as there is more demand for downloadable versions. The Digital Microfilm line is increased to purchase the Times-Picayune Digital Archive years 1989-2018. There are adequate savings to cover this purchase, and it will significantly enhance online resources.

Kelly explained that since we are able to cover the cost of strategic planning within the operating budget, it is time to dedicate savings to upcoming furniture projects at Slidell, Causeway, and Mandeville. These projects are not budgeted for this calendar year, but the funds need to be dedicated for the future. We also need to dedicate savings toward the cost of the Times-Picayune Digital Archive that is not covered by our operational budget for this year. Savings are dedicated as follows: \$2,500,000 for operational reserves needed to run the library until we receive the first significant portion of our millage from the Parish, \$1,475,000 for disaster and emergency funds to cover insurance deductibles, repair, and clean-up after a disaster, \$508,793 for the Times-Picayune Digital Archive, \$500,000 for Slidell Branch furniture, \$168,000 for Mandeville Branch furniture, and \$24,000 for Causeway Branch furniture. This leaves an Unassigned Savings of \$821. Kelly stated that the \$508,793 cost of the Times-Picayune Digital Archive is a one-time use of savings, and the budget is otherwise balanced.

B. Taylor asked for a two-minute public comment period. K. LaRocca stated the public comment contact information. There was no public comment.

B. Taylor read the Fiscal Year 2021 Operational Budget Summer Amendment Adoption Resolution aloud. B. Allin moved to adopt the resolution. It was seconded by Dr. A. Morgan. All were in favor, none were opposed, and none were absent. Motion carried.

E. Director's Report

K. LaRocca stated that the COVID-19 response section has changed since the Director's Report was completed last week. Kelly reviewed the latest COVID-19 response information. On Friday, July 23rd, the Governor and the Louisiana Department of Health (LDH) recommended that both vaccinated and unvaccinated people wear face masks while indoors, if 6-feet of distance cannot be maintained. All businesses should review their operations to accommodate employees in a way that reduces unnecessary contact to avoid the spread of COVID in the workplace. All people, vaccinated or unvaccinated, should take a test immediately after a known or suspected exposure to COVID. Kelly also reported that yesterday the Parish President stated that all citizens entering Parish buildings are required to wear a mask. Library buildings are owned by the Parish, therefore staff and patrons are required to wear a mask while in the library.

Kelly stated that furniture and computers will be brought back into the branches from storage, and signage will be used to enforce social distancing. Every other computer will be available for patron use. The computers that are unavailable will be turned off and will have a sign stating that they are not available. We plan to have small branches back open on Wednesday nights until 8:00 p.m. starting the week of August 9th. We had planned to have indoor in-person programming by August, but we are actively monitoring the situation and will be ready to respond with changes as needed.

Librarians and staff have promoted library services by presenting to groups, visiting summer camps and preschools, and delivering book club boxes to St. Anthony's Gardens. Amy Bouton did a live interview with WVUE Fox 8 Morning News and a live radio interview with Jenny Mayer on the Lake 94.7. There will be monthly interviews with the Lake 94.7 and the Highway 104.7 beginning August 6, 2021. Several staff attended various association meetings, virtual conferences, committee meetings, and webinars.

Germaine Butler and Colleen Hoover have retired. Three new reference librarians are Robert Barnes, Megan Jenkins, and Lynn Bardell. All three recently earned their MLIS degrees. New circulation staff were hired to fill positions at several branches.

All departments wrapped up Summer Reading programming. All coordinators opted to offer additional challenge and prize opportunities. As of July 20th, there have been 2,976 participants and patrons have read 765,277 collective minutes. The reference department taught 12 computer and app classes and held six staff training sessions. The library 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 boxes to families in the community. The website usage statistics have increased on an average of 59% over the last few months. Kelly referenced the June 2021 and year-to-date statistics.

B. Allin asked what the Parish President had to say regarding COVID-19 vaccinations. Kelly stated that the Parish President encouraged people to get vaccinated. Mr. Allin commented that the resurgence of COVID-19 is likely to spike even further when kids go back to school. Kelly said that she spoke to Emily Couvillon with the District Attorney's office and confirmed that as long as we are under an emergency declaration we can continue to meet virtually. We are not able to have a hybrid meeting. Meetings of governmental agencies have to be either all in-person or all virtual, not a combination. B. Allin asked why we cannot have a hybrid meeting. Kelly explained that it is a state law.

B. Taylor asked for a two-minute public comment period. B. McHugh asked what Germaine Butler's position was at her time of retirement. Kelly answered that she was most recently the reference librarian at the Covington Branch. K. LaRocca stated the public comment contact information. There was no further public comment.

3. OLD BUSINESS

A. Strategic Planning RFP Committee

The committee met with Carson Block and Susan Kent to clarify and refine the scope of work. The contract was sent to the District Attorney's office for legal review. Once we receive the contract, we will send out a copy for review and schedule a special meeting for approval.

B. Rules and Regulations Committee

The committee is working on the library's financial policies. The policies under review are purchasing, credit cards, the budget process, and financial reporting. Questions have been sent to the District Attorney's office for clarification. The committee will present any changes at upcoming meetings. The next meeting is scheduled for August 5, 2021 at the Covington Branch.

C. St. Tammany Parish Library Foundation

A. Shaw reported that the Foundation is continuing its membership drive. They are working on sponsorships for the Distinguished Speaker event on September 23, 2021. The deadline to be included in the invitations is July 30, 2021. The Foundation is excited to have author John Ed Bradley speak at the event. A. Shaw shared that the Foundation added a Community Partnership tab on their website. The page highlights organizations that have given the Foundation grants to benefit the library. The art auction will also kick off on the night of September 23, 2021.

D. Friends of the Library Report

There was no Friends of the Library report.

4. Public Comment

K. LaRocca stated the public comment contact information. There was no public comment.

5. Adjournment

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

Mary Reneau, Secretary

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

ASSETS

Current Assets

Cash	\$	10,415,576.47
Cash - Health Claims		(10,960.95)
Due from Paylocity		1,746.33
Due from Employee		0.00
Returned Checks		0.00
Ad Valorem Receivable - 2021		6,155,288.44
Ad Valorem Receivable - 2019		0.00
Ad Valorem Receivable - 2020		28,277.62
Due from State of Louisiana		146,721.81
Prepaid Expenses		0.00

Total Current Assets 16,736,649.72

Other Assets

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

Total Assets \$ 16,738,630.72

LIABILITIES AND FUND BALANCE

Current Liabilities

Accrued Salaries	\$	26,446.09
Deferred Inflows - Ad Valorem		40,662.00
Elective Benefits Payable		(2,184.49)
Retirement Payable		66,200.63
Federal Withholdings		55.20
Due to IRS - Covid 19		211.25
Health Claims Payable		<u>57,234.55</u>

Total Current Liabilities 188,625.23

Fund Balance

Fund Balance		<u>16,550,005.49</u>
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Total Fund Balance 16,550,005.49

Total Liabilities & Fund Balance \$ 16,738,630.72

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

ASSETS

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

FUND BALANCE

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

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**St. Tammany Parish Library
Statement of Changes in Fund Balance
For the Seven Months Ending July 31, 2021**

Beginning Fund Balance	\$	16,294,427.97
Net Income		255,577.52
Ending Fund Balance	\$	<u>16,550,005.49</u>

St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Seven Months Ending July 31, 2021

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD Act</u> <u>to YTD</u> <u>Budget</u>
Revenues					
Ad Valorem Taxes	\$ 879,326.92	\$ 6,155,288.44	11,065,675.00	4,910,386.56	55.63
State Revenue Sharing	20,960.25	146,721.75	251,600.00	104,878.25	58.32
Fines/Fees	5,378.10	27,505.19	44,000.00	16,494.81	62.51
LA Library Grant - ARPA	0.00	47,064.84	47,065.00	0.16	100.00
Grants and Other	0.00	0.00	1,000.00	1,000.00	0.00
LEH GRANT	0.00	2,700.00	2,700.00	0.00	100.00
Interest Income	94.96	852.19	2,000.00	1,147.81	42.61
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	5,181.69	7,935.44	31,000.00	23,064.56	25.60
Summer Reading Shirt Sales	11.50	1,267.40	1,744.00	476.60	72.67
Total Revenues	910,953.42	6,389,335.25	11,446,784.00	5,057,448.75	55.82
Expenditures					
Library Administration	385,445.92	2,794,225.16	5,405,000.00	2,610,774.84	51.70
Employee Benefits	186,237.48	1,217,662.79	2,005,500.00	787,837.21	60.72
Advertising,Dues & Subscriptio	17.48	5,063.20	26,500.00	21,436.80	19.11
Signage	0.00	2,272.00	5,000.00	2,728.00	45.44
Printing, Duplicating & Bindin	504.62	8,180.95	18,181.00	10,000.05	45.00
Promotional Production	0.00	2,459.56	7,000.00	4,540.44	35.14
Utilities	21,424.68	149,808.97	270,950.00	121,141.03	55.29
Communications	11,898.11	77,675.58	147,000.00	69,324.42	52.84
Leases	25,054.91	175,769.81	326,500.00	150,730.19	53.83
Maintenance of Property & Equi	83,104.05	318,696.66	463,000.00	144,303.34	68.83
Maintenance Services (Building	14,324.79	98,444.30	196,200.00	97,755.70	50.18
Professional Services	2,269.65	122,549.68	256,200.00	133,650.32	47.83
Insurance and Claims	0.00	211,523.08	220,026.00	8,502.92	96.14
Operating Supplies	14,188.98	83,585.31	154,000.00	70,414.69	54.28
Travel & Continuing Education	4,080.87	12,478.97	57,000.00	44,521.03	21.89
Public Relations/Programming	1,547.47	53,799.66	86,020.00	32,220.34	62.54
Capital Outlay-Non-Book Acq.	10,627.61	65,043.93	363,000.00	297,956.07	17.92
Capital Outlay-library Res. Ac	96,685.33	734,518.12	1,948,500.00	1,213,981.88	37.70
Total Expenditures	857,411.95	6,133,757.73	11,955,577.00	5,821,819.27	51.30
Excess of Revenues/(Expenditur	\$ 53,541.47	\$ 255,577.52	(508,793.00)	(764,370.52)	(50.23)

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Seven Months Ending July 31, 2021

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Library Administration					
Library Salaries	\$ 385,445.92	\$ 2,794,225.16	\$ 5,405,000.00	2,610,774.84	51.70
Total	\$ 385,445.92	\$ 2,794,225.16	\$ 5,405,000.00	2,610,774.84	51.70
Employee Benefits					
FICA/ Supplemental Retirement	\$ 8,261.91	\$ 59,736.38	\$ 105,500.00	45,763.62	56.62
Retirement Contributions	46,164.28	297,562.11	585,000.00	287,437.89	50.87
Health Insurance Expense	38,148.98	230,064.47	450,000.00	219,935.53	51.13
Health Trust	93,662.31	623,981.72	857,000.00	233,018.28	72.81
Worker's Compensation Expense	0.00	6,318.11	7,000.00	681.89	90.26
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
Total	\$ 186,237.48	\$ 1,217,662.79	\$ 2,005,500.00	787,837.21	60.72
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 0.00	\$ 1,838.73	\$ 3,500.00	1,661.27	52.54
Membership Dues	17.48	501.48	1,000.00	498.52	50.15
Advertising	0.00	2,722.99	22,000.00	19,277.01	12.38
Total	\$ 17.48	\$ 5,063.20	\$ 26,500.00	21,436.80	19.11
Signage					
Signage	\$ 0.00	\$ 2,272.00	\$ 5,000.00	2,728.00	45.44
Total	\$ 0.00	\$ 2,272.00	\$ 5,000.00	2,728.00	45.44
Printing, Duplicating & Binding					
Printing	\$ 504.62	\$ 4,000.05	\$ 9,000.00	4,999.95	44.45
Book Binding	0.00	0.00	5,000.00	5,000.00	0.00
Patron Cards	0.00	4,180.90	4,181.00	0.10	100.00
Total	\$ 504.62	\$ 8,180.95	\$ 18,181.00	10,000.05	45.00
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 Seven Months Ending July 31, 2021

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	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Utilities					
Electricity	\$ 18,460.56	\$ 129,460.75	\$ 234,500.00	105,039.25	55.21
Gas	82.56	1,931.61	3,450.00	1,518.39	55.99
Water	2,881.56	18,416.61	33,000.00	14,583.39	55.81
Total	\$ 21,424.68	\$ 149,808.97	\$ 270,950.00	121,141.03	55.29
Communications					
Postage	\$ 442.40	\$ 3,113.85	\$ 10,000.00	6,886.15	31.14
Voice Line	7,680.71	51,804.63	88,500.00	36,695.37	58.54
Data Lines (Internet)	3,775.00	22,650.00	48,000.00	25,350.00	47.19
Courier/Shipping	0.00	107.10	500.00	392.90	21.42
Total	\$ 11,898.11	\$ 77,675.58	\$ 147,000.00	69,324.42	52.84
Leases					
Building Lease Expense	\$ 25,054.91	\$ 175,159.19	\$ 321,000.00	145,840.81	54.57
Equipment Lease Expense	0.00	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	\$ 25,054.91	\$ 175,769.81	\$ 326,500.00	150,730.19	53.83
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 38,640.05	\$ 136,735.93	\$ 192,000.00	55,264.07	71.22
Grounds/Lawn Maintenance	6,436.00	32,805.00	95,000.00	62,195.00	34.53
Maintenance Supplies	1,264.82	3,699.91	8,000.00	4,300.09	46.25
Fuel & Lube	2,371.90	10,956.73	18,000.00	7,043.27	60.87
Vehicle Repairs	155.23	1,841.76	6,000.00	4,158.24	30.70
Small Tools	122.00	1,031.63	3,000.00	1,968.37	34.39
Office Machine & Equip Repair	0.00	757.88	2,000.00	1,242.12	37.89
Network Utility Software	0.00	44,259.11	47,000.00	2,740.89	94.17
Automation System Maintenance	26,249.05	26,804.05	30,000.00	3,195.95	89.35
Polaris Maintenance	0.00	51,939.66	52,000.00	60.34	99.88
PC Network Maintenance & Repai	7,865.00	7,865.00	10,000.00	2,135.00	78.65
Total	\$ 83,104.05	\$ 318,696.66	\$ 463,000.00	144,303.34	68.83
Maintenance of Services (Buildings)					
Physical Plant	\$ 11,609.87	\$ 55,700.45	\$ 103,000.00	47,299.55	54.08
Plumbing, Heating and AC	1,208.57	29,217.07	58,000.00	28,782.93	50.37
Electrical	610.67	1,689.83	8,000.00	6,310.17	21.12
Sanitation	895.68	4,755.95	11,000.00	6,244.05	43.24
Pest Control	0.00	4,118.00	7,400.00	3,282.00	55.65

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Seven Months Ending July 31, 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>
Termite Contract	0.00	2,828.00	3,800.00	972.00	74.42
Carpet Cleaning	0.00	135.00	5,000.00	4,865.00	2.70
Total	\$ 14,324.79	\$ 98,444.30	\$ 196,200.00	97,755.70	50.18
Professional Services					
Payroll Service Fees	\$ 1,835.15	\$ 13,071.17	\$ 32,500.00	19,428.83	40.22
Legal	0.00	0.00	1,000.00	1,000.00	0.00
Financial	0.00	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	409.50	4,505.49	95,000.00	90,494.51	4.74
Security	25.00	6,621.27	11,500.00	4,878.73	57.58
Web Design Consultant	0.00	66,511.44	72,200.00	5,688.56	92.12
Total	\$ 2,269.65	\$ 122,549.68	\$ 256,200.00	133,650.32	47.83
Insurance and Claims					
Library Property Insurance	\$ 0.00	\$ 135,438.08	\$ 135,500.00	61.92	99.95
Flood Insurance	0.00	22,163.00	23,000.00	837.00	96.36
Vehicle Insurance	0.00	36,450.00	36,450.00	0.00	100.00
LBOC Liability	0.00	4,076.00	4,076.00	0.00	100.00
General Liability	0.00	13,396.00	21,000.00	7,604.00	63.79
Total	\$ 0.00	\$ 211,523.08	\$ 220,026.00	8,502.92	96.14
Operating Supplies					
Office Supplies	\$ 1,938.16	\$ 12,669.10	\$ 27,000.00	14,330.90	46.92
Bank Service Charges	1,352.32	8,519.85	16,000.00	7,480.15	53.25
Book Preparation Supplies	2,916.50	21,830.17	38,000.00	16,169.83	57.45
Computer/Printer Supplies	7,384.48	36,420.04	65,000.00	28,579.96	56.03
Programming Supplies	597.52	4,146.15	8,000.00	3,853.85	51.83
Total	\$ 14,188.98	\$ 83,585.31	\$ 154,000.00	70,414.69	54.28
Travel and Continuing Education					
Staff Travel - Local	\$ 1,519.63	\$ 4,825.59	\$ 20,000.00	15,174.41	24.13
Library In-service Training	0.00	0.00	7,000.00	7,000.00	0.00
Conventions & Seminars	2,561.24	7,653.38	30,000.00	22,346.62	25.51
Total	\$ 4,080.87	\$ 12,478.97	\$ 57,000.00	44,521.03	21.89
Public Relations/Programming					

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Seven Months Ending July 31, 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>
Summer Reading Program	\$ 435.30	\$ 23,351.60	\$ 27,500.00	4,148.40	84.91
Summer Reading T-shirts	0.00	5,191.17	5,800.00	608.83	89.50
Adult Programming	1,062.29	14,215.80	30,000.00	15,784.20	47.39
Young Adult Programming	49.88	4,931.71	12,000.00	7,068.29	41.10
Juvenile Programming	0.00	3,389.73	8,000.00	4,610.27	42.37
LEH Grant	0.00	2,719.65	2,720.00	0.35	99.99
Total	\$ 1,547.47	\$ 53,799.66	\$ 86,020.00	32,220.34	62.54
Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 0.00	\$ 1,442.80	\$ 18,000.00	16,557.20	8.02
Imp Phys Plant	0.00	0.00	53,000.00	53,000.00	0.00
Vehicles	0.00	0.00	30,000.00	30,000.00	0.00
Office Equip, Furn & Shelving	255.42	13,624.23	127,000.00	113,375.77	10.73
PC Network	5,352.60	43,969.31	117,000.00	73,030.69	37.58
Integrated Lib Automation Sys	0.00	988.00	12,000.00	11,012.00	8.23
Audio/Visual Equipment	5,019.59	5,019.59	6,000.00	980.41	83.66
Total	\$ 10,627.61	\$ 65,043.93	\$ 363,000.00	297,956.07	17.92
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 10,091.16	\$ 110,509.79	\$ 189,000.00	78,490.21	58.47
Lease/Purchase Books	0.00	18,363.24	18,000.00	(363.24)	102.02
Juvenile Books	8,382.69	50,453.39	105,000.00	54,546.61	48.05
Young Adults	868.22	6,119.31	15,000.00	8,880.69	40.80
Music Recordings	247.72	1,632.32	4,500.00	2,867.68	36.27
Adult Reference	3,741.54	57,657.63	97,000.00	39,342.37	59.44
Juvenile Reference	6,924.75	15,429.75	38,000.00	22,570.25	40.60
Periodicals	156.90	15,457.54	50,000.00	34,542.46	30.92
Audio Recordings	1,886.73	8,040.62	21,000.00	12,959.38	38.29
Video Recordings	3,687.33	27,634.45	47,500.00	19,865.55	58.18
Genealogy	0.00	3,995.59	5,000.00	1,004.41	79.91
Microfilm	0.00	0.00	675,000.00	675,000.00	0.00
Downloadable Media	31,047.47	205,640.49	329,000.00	123,359.51	62.50
CD/Software	15,425.52	87,153.52	110,500.00	23,346.48	78.87
Internet Database Subscription	14,225.30	126,430.48	244,000.00	117,569.52	51.82
Total	\$ 96,685.33	\$ 734,518.12	\$ 1,948,500.00	1,213,981.88	37.70
Capital Expenditures					
Total	\$ 0.00	\$ 0.00	\$ 0.00	0.00	0.00

St. Tammany Parish Library 2022 Budget

Introduction

The library was established in March of 1951 when voters approved a millage to provide the Parish with a library system. The St. Tammany Parish Library provides St. Tammany residents with resources and programs that meet their cultural, informational, economic, educational, and recreational needs. We strive to promote lifelong learning and offer programs and services for all ages.

The library remains an integral part of the fabric of life in St. Tammany Parish, with 312,866 visits to the library and 762,024 items checked out in 2020.

I am pleased to submit the 2022 proposed Annual Operating Budget for the St. Tammany Parish Library for your consideration. The following budget explanation and discussion should be read alongside the 2022 budget spreadsheet.

2022 Budgetary Basis and Assumptions

Expected revenue numbers were provided to the library by the Assessor's Office and the St. Tammany Parish Department of Finance. The figures provided by those offices are estimates, and because of that, we budgeted our revenue conservatively. Expected expenditures were based on the three previous years and budget discussions about the upcoming year were held with each library department. The difference between the 2021 summer amendment and the 2022 proposed budget is noted for each line.

2022 Revenue

In 2022, the St. Tammany Parish Library will operate on a revenue of \$11,690,400. The primary source (i.e., 97 percent) of the library's 2022 income will be a 5.78 mil property tax millage – 4.91 mils for operations and .87 mils for capital improvements to library buildings. The remaining three percent of the library's income comes from state revenue sharing, fines and fees, interest, state aid, and donations.

State Revenue Sharing reflects the amount we received in 2021. The Fines and Fees line has been adjusted upward as we will charge fines in 2022. We are not expecting any grants for 2022. Donations have been adjusted downward to reflect the trend from the past three years, as the bump in 2021 donations will be from projects specific to that year. Summer reading tee-shirt sales have been adjusted upward to reflect the income from 2021. Overall, there is an increase of \$243,616 in revenue due to average growth in ad valorem taxes.

2022 Expenditures

2022 will hopefully see the gradual end of the pandemic, which caused us to reduce hours and provide online programming. Many of the increases and decreases you will see in the individual budget lines will be due to the implications of the pandemic and the possibility of restoring pre-pandemic levels of service. Each section in the budget is highlighted below with an explanation.

- **Library Salaries and Employee Benefits** will increase for 2021. There is enough funding in the salary line to cover merit raises. There is also some flexibility to allow the director to create a new position or add hours if needed. The FICA/Medicare line is increased as we anticipate more of our part-time positions being filled. The Health Trust line has been adjusted upward to

account for the possibility of more usage of health insurance benefits if pandemic conditions improve. There is an increase to the Worker's Compensation line to match the quoted amount.

- **Operating Services** – The membership dues line is being increased – charges for organizational memberships such as ALA, LLA, and memberships for the Chamber of Commerce and Northshore Community Foundation are being moved to our Conventions and Seminars line.
- **Printing, Duplicating, and Binding** – Patron Cards has been increased to match previous years' budget.
- **Utilities** – There is no difference between the 2021 summer amendment and the 2022 proposed budget. We expect utilities usage to be similar from this year to next year.
- **Communications** – More money was added to cover the cost of postage, which brings it more in line with 2019's expenditures. In addition, Courier/Shipping is increased to reflect the shipping cost in 2019 as it is unpredictable what type of shipping is required for interlibrary loan materials.
- **Lease Expense** – We believe the cost of our leases will be stable in 2022. No changes are being made to these lines.
- **Maintenance of Property and Equipment** – Many of the lines in Maintenance of Property and equipment are estimated to be the same cost as this year. The Network Utility Software line is being increased to cover the cost of cloud storage and security software features. We expect the annual maintenance cost of Polaris (our circulation system) to increase as we have more PCs with Polaris installed to allow for remote work if needed. The line has been adjusted upward to reflect this.
- **Maintenance Services** – We are adding extra funding to Plumbing Heating and AC to cover the cost of Covington's HVAC, which will have its own maintenance contract now that the one-year warranty period is expired.
- **Professional Services** – The Consultants line was adjusted downwards compared to the 2021 summer amendment but still includes funding for consultants to assist with furniture, RFID, and Strategic Planning. The security line is adjusted upwards slightly based on current monthly costs for security monitoring.
- **Insurance and Claims** – The Property and Flood Insurance lines were increased to reflect the billed costs in 2021. We haven't had any claims, but the cost of insurance is going up based on the increased value of our contents.
- **Operating Supplies** – Office supplies are increased as we expect more usage based on previous years. Bank service charges will increase as we use a new security feature called "positive pay," a service that matches check amounts and payees to an uploaded spreadsheet.
- **Travel and Continuing education** We are keeping most of these lines at funding levels that are the same for 2021, and we can re-evaluate next year as the pandemic hopefully winds down. The exception is Conventions and Seminars, as 2022 is a PLA year, and we hope we will be able to send staff to that conference in the Spring.
- **Public Relations/Programming** – These lines were reduced in the 2021 budget due to the switch to virtual programming because of the pandemic. We will provide funding to these lines with the anticipation of more in-person programming, and we can re-evaluate at amendment time

based on pandemic conditions. The LEH Grant line is reduced to zero as we do not anticipate receiving an LEH grant in 2022 at this time.

- **Non-Book Acquisitions** – Improvement to Physical Plant is increasing to cover the cost of repairs to Slidell’s roof, repainting the outside of Madisonville, stucco repair at Madisonville, repainting and waterproofing outside of South Slidell, and various concrete repairs. Office equipment Furniture and Shelving will be marginally less than in 2021. We will continue to work on furniture upgrades for small branches. PC Network will decrease as we will have purchased laptops as part of our ARPA funding in 2021 that will not be purchased in 2022. The Audiovisual equipment line is being reduced to what is typically spent in a regular year for replacement.
- **Library Resource Acquisitions** – Adult books is increasing to cover the requests by patrons. Lease purchase books is increased to reflect our quote for next year. Music Recordings has been adjusted upward due to increased demand. Adult Reference does not have a special update project scheduled for 2022, and this line is reduced to reflect this. The Audio Recordings line is increased to reflect the increased demand for audiobook CDs. Video Recordings line is marginally increased to purchase more DVDs for Covington. The Digital Microfilm line has been reduced to match the amount due for the single year (2022) of the Times-Picayune Digital Archive. Electronic/Downloadable media increased to fund the higher usage of downloadable items. The Internet Database Subscriptions line is decreased as the single-year purchase of the Times-Picayune Digital Archive moved out of this line.
- **Long Term Capital expenditures** – We currently have no long-term expenditures that we will spend out of savings scheduled for 2022. We can re-evaluate this at amendment time to coincide with capital projects we coordinate with the Parish.

Prior Years’ Operating Revenue – Savings/Fund Balance

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 2021 was \$5,176,614. We will have spent \$506,793 dedicated to the Times-Picayune Digital Archive, so the estimated fund balance on December 31st, 2021, is \$4,670,573. This figure is less than half of one year’s worth of operating revenue. These savings are dedicated to very specific purposes.

- Operational reserves are needed to run the library until we receive our first significant portion of our millage from the Parish. \$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
- Slidell Furniture \$500,000
- Mandeville furniture \$168,000
- Causeway Furniture – \$24,000

This leaves us with a current Unassigned Savings of \$3,573.

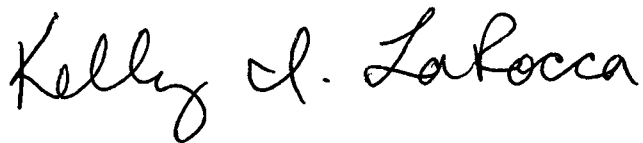
Budget Analysis

We are forecasting an increase in revenue of \$243,616 due to an increase in Ad Valorem Taxes as there are more taxable properties in the Parish. We predict a decrease in expenditures of \$260,401 from 2021. This is due to our not having to pay for a large section of the Times-Picayune Digital Archive. Almost all of the revenues were budgeted for expenditure leaving only \$2,224 as a free balance. We are presenting a balanced operational budget for the 2022 year. Each library department was allocated the funds to enable their plans. I am confident that we have adequate funds to meet our goals for the year.

Conclusion

In 2022, the St. Tammany Parish Library will continue to serve the needs of St. Tammany Parish while striving to improve our collections, programs, services, and facilities. We look forward to a successful year created with the help of our partners, patrons, and friends.

Respectfully Submitted:

A handwritten signature in black ink that reads "Kelly I. LaRocca". The signature is written in a cursive style with a large initial "K".

Kelly I. LaRocca
Director

2022 Proposed Budget

	8/13/2021	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2021 Budget	2022 Budget	Difference
		Actual	Actual	Actual	Original	Summer Amnd.	Proposed	
REVENUE								
	405 Ad Valorem Taxes (received)	\$ 9,879,767	\$ 10,306,850	\$10,538,530.93	\$ 10,551,923	\$ 11,065,675	\$ 11,368,000	\$ 302,325
	406 Ad Valorem capital reimbursement	\$ 72,458						\$ -
	410 State Revenue Sharing	\$ 251,468	\$ 252,016	\$251,523.00	\$ 251,523	\$ 251,600	\$ 251,600	\$ -
	415 Fines/Fees	\$ 107,521	\$ 113,286	\$42,496.59	\$ 100,000	\$ 44,000	\$ 46,000	\$ 2,000
	416 LA Library Grant - ARPA	\$ -	\$ -	\$0.00		\$ 47,065	\$ -	\$ (47,065)
	417 Grants	\$ 786		\$0.00		\$ 1,000	\$ 1,000	\$ -
	418 LEH Grant			\$6,755.13		\$ 2,700	\$ -	\$ (2,700)
	420 Interest Income	\$ 34,179	\$ 56,233	\$9,224.39	\$ 15,000	\$ 2,000	\$ 2,000	\$ -
	425 Donations	\$ 13,924	\$ 59,078	\$22,930.22	\$ 21,000	\$ 31,000	\$ 20,000	\$ (11,000)
	430 Miscellaneous Income	\$ 9,794	\$ -	\$0.20		\$ -	\$ -	\$ -
	440 CARES Act COVID-19			\$8,365.35		\$ -	\$ -	\$ -
	450 Summer Reading T-shirt Sales		\$ -	\$1,550.70	\$ 1,500	\$ 1,744	\$ 1,800	\$ 56
	TOTAL REVENUE	\$ 10,369,897	\$ 10,787,462	\$10,881,376.51	\$ 10,940,946	\$ 11,446,784	\$ 11,690,400	\$ 243,616
EXPENDITURES								
LIBRARY ADMINISTRATION								
PERSONNEL SALARIES								
	503 Library Salaries	\$ 4,561,278	\$ 4,565,653	\$4,752,639.13	\$ 5,405,000	\$ 5,405,000	\$ 5,555,000	\$ 150,000
	TOTAL	\$ 4,561,278	\$ 4,565,653	\$4,752,639.13	\$ 5,405,000	\$ 5,405,000	\$ 5,555,000	\$ 150,000
EMPLOYEE BENEFITS								
	505 Accrued Payroll	\$ 10,563	\$ -					
	511 FICA/Medicare Tax	\$ 93,769	\$ 103,460	\$105,326.94	\$ 105,500	\$ 105,500	\$ 107,500	\$ 2,000
	512 Retirement Contributions	\$ 409,031	\$ 452,248	\$499,949.53	\$ 585,000	\$ 585,000	\$ 585,000	\$ -
	513 Health Insurance/Insurance	\$ 381,712	\$ 417,080	\$435,993.28	\$ 450,000	\$ 450,000	\$ 450,000	\$ -
	514 Health Trust	\$ 654,142	\$ 1,049,058	\$795,443.40	\$ 830,000	\$ 857,000	\$ 910,000	\$ 53,000
	515 Workers' Compensation/Unemployment	\$ 46,401	\$ 26,603	\$27,464.71	\$ 50,000	\$ 7,000	\$ 28,000	\$ 21,000
	516 Employee Miscellaneous	\$ 1,679	\$ 671	\$310.74	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
	TOTAL	\$ 1,597,298	\$ 2,049,121	\$1,864,488.60	\$ 2,021,500	\$ 2,005,500	\$ 2,081,500	\$ 76,000
OPERATING SERVICES								
	601 Publication of Legal Notices	\$ 2,204	\$ 3,564	\$2,835.13	\$ 3,000	\$ 3,500	\$ 3,500	\$ -
	603 Membership Dues	\$ 374	\$ 853	\$985.00	\$ 1,000	\$ 1,000	\$ 8,000	\$ 7,000
	604 Advertising	\$ 7,164	\$ 8,561	\$20,924.60	\$ 10,000	\$ 22,000	\$ 22,000	\$ -
	607 Signage	\$ 3,652	\$ 1,316	\$10,361.92	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
	608 Promotional Production	\$ 8,615	\$ 7,715	\$5,185.37	\$ 7,000	\$ 7,000	\$ 7,000	\$ -
	TOTAL	\$ 22,009	\$ 22,010	\$40,292.02	\$ 26,000	\$ 38,500	\$ 45,500	\$ 7,000
PRINTING, DUPLICATING & BINDING								
	611 Printing	\$ 12,473	\$ 8,364	\$6,190.49	\$ 9,000	\$ 9,000	\$ 9,000	\$ -

2022 Proposed Budget

	8/13/2021	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2021 Budget	2022 Budget	Difference
		Actual	Actual	Actual	Original	Summer Amnd.	Proposed	
613	Book Binding	\$ -	\$ -	\$0.00	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
615	Patron Cards	\$ -	\$ 4,170	\$0.00	\$ 5,000	\$ 4,181	\$ 5,000	\$ 819
	TOTAL	\$ 12,473	\$ 12,534	\$6,190.49	\$ 19,000	\$ 18,181	\$ 19,000	\$ 819
	UTILITIES							
621	Electricity	\$ 228,716	\$ 233,120	\$194,432.60	\$ 234,500	\$ 234,500	\$ 234,500	\$ -
622	Gas	\$ 2,206	\$ 1,872	\$1,868.32	\$ 3,450	\$ 3,450	\$ 3,450	\$ -
623	Water	\$ 29,309	\$ 32,788	\$23,398.60	\$ 33,000	\$ 33,000	\$ 33,000	\$ -
	TOTAL	\$ 260,231	\$ 267,779	\$219,699.52	\$ 270,950	\$ 270,950	\$ 270,950	\$ -
	COMMUNICATIONS							
625	Postage	\$ 11,433	\$ 11,659	\$8,442.70	\$ 12,000	\$ 10,000	\$ 12,000	\$ 2,000
626	Voice Line (Regular Phone Service)	\$ 66,091	\$ 78,692	\$85,695.51	\$ 65,000	\$ 88,500	\$ 88,500	\$ -
627	Data Line (Internet-Network)	\$ 86,515	\$ 38,999	\$47,845.69	\$ 51,000	\$ 48,000	\$ 48,000	\$ -
630	Courier/Shipping	\$ 446	\$ 1,236	\$273.48	\$ 1,000	\$ 500	\$ 1,000	\$ 500
	TOTAL	\$ 164,484	\$ 130,587	\$142,257.38	\$ 129,000	\$ 147,000	\$ 149,500	\$ 2,500
	LEASE EXPENSE							
634	Building	\$ 367,417	\$ 373,784	\$303,708.00	\$ 331,000	\$ 321,000	\$ 321,000	\$ -
636	Equipment	\$ 3,338	\$ 6,067	\$1,596.24	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
638	Vehicle	\$ -	\$ -	\$453.54	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
	TOTAL	\$ 370,755	\$ 379,851	\$305,757.78	\$ 336,500	\$ 326,500	\$ 326,500	\$ -
	MAINTENANCE OF PROPERTY & EQUIP.							
641	Custodial & Janitorial	\$ 191,725	\$ 180,932	\$191,438.90	\$ 181,000	\$ 192,000	\$ 192,000	\$ -
643	Grounds/Lawn Maintenance	\$ 94,377	\$ 88,562	\$94,837.11	\$ 90,000	\$ 95,000	\$ 95,000	\$ -
645	Maintenance supplies	\$ 8,561	\$ 10,364	\$6,284.41	\$ 10,000	\$ 8,000	\$ 8,000	\$ -
652	Fuel and lube	\$ 28,088	\$ 25,454	\$13,412.21	\$ 18,000	\$ 18,000	\$ 18,000	\$ -
654	Vehicle repairs	\$ 11,237	\$ 6,132	\$6,545.93	\$ 6,000	\$ 6,000	\$ 6,000	\$ -
658	Small Tools & Supplies	\$ 2,446	\$ 2,715	\$2,442.04	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
660	Office machine and equip. repair	\$ 1,734	\$ 1,303	\$1,614.50	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
661	Network Utility Software	\$ 40,862	\$ 46,624	\$48,022.10	\$ 47,000	\$ 47,000	\$ 62,000	\$ 15,000
662	Solinet (OCLC) Cost	\$ 32,931	\$ 29,810	\$26,765.00	\$ 30,000	\$ 30,000	\$ 30,000	\$ -
663	Polaris Maintenance	\$ 51,000	\$ 54,888	\$49,603.98	\$ 52,000	\$ 52,000	\$ 54,000	\$ 2,000
664	P C Network maintenance and repair	\$ 13,825	\$ 19,028	\$6,804.10	\$ 19,000	\$ 10,000	\$ 10,000	\$ -
	TOTAL	\$ 476,787	\$ 465,811	\$447,770.28	\$ 458,000	\$ 463,000	\$ 480,000	\$ 17,000
	MAINTENANCE SERVICES (Buildings)							
671	Physical Plant	\$ 90,968	\$ 113,227	\$99,512.86	\$ 94,000	\$ 103,000	\$ 103,000	\$ -
672	Plumbing, Heating, & Air Conditioning	\$ 31,138	\$ 25,569	\$31,946.47	\$ 58,000	\$ 58,000	\$ 78,000	\$ 20,000
673	Electrical	\$ 11,650	\$ 14,169	\$11,824.37	\$ 12,000	\$ 8,000	\$ 12,000	\$ 4,000
674	Sanitation	\$ 10,064	\$ 10,657	\$10,756.85	\$ 11,500	\$ 11,000	\$ 11,000	\$ -
675	Pest Control	\$ 6,733	\$ 7,289	\$6,031.00	\$ 6,600	\$ 7,400	\$ 7,400	\$ -

2022 Proposed Budget

	8/13/2021	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2021 Budget	2022 Budget	Difference
		Actual	Actual	Actual	Original	Summer Amnd.	Proposed	
676	Termite Contracts	\$ 1,192	\$ 2,899	\$1,313.00	\$ 3,000	\$ 3,800	\$ 3,800	\$ -
678	Carpet Cleaning	\$ 4,955	\$ 5,118	\$5,045.00	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
	TOTAL	\$ 156,700	\$ 178,929	\$166,429.55	\$ 190,100	\$ 196,200	\$ 220,200	\$ 24,000
	Professional Services							
680	Payroll Service Fees	\$ -	\$ 21,048	\$21,485.71	\$ 22,500	\$ 32,500	\$ 32,500	\$ -
682	Legal	\$ -	\$ -	\$131.50	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
683	Financial	\$ 28,885	\$ 47,245	\$39,052.16	\$ 48,000	\$ 43,000	\$ 43,000	\$ -
684	Architectural	\$ 600	\$ -	\$600.00	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
685	Consultants	\$ 40,506	\$ 44,647	\$25,352.02	\$ 20,000	\$ 95,000	\$ 90,000	\$ (5,000)
686	Security	\$ 50,089	\$ 49,023	\$25,010.96	\$ 45,000	\$ 11,500	\$ 12,000	\$ 500
687	Web Design Consultant	\$ 63,392	\$ 65,808	\$72,171.09	\$ 72,200	\$ 72,200	\$ 72,200	\$ -
688	Movers	\$ 84,931	\$ -	\$55,360.97	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 268,403	\$ 227,770	\$239,164.41	\$ 209,700	\$ 256,200	\$ 251,700	\$ (4,500)
	INSURANCE & CLAIMS							
692	Library Property	\$ 103,035	\$ 113,199	\$127,177.12	\$ 115,000	\$ 135,500	\$ 140,000	\$ 4,500
694	Flood insurance	\$ 18,476	\$ 22,208	\$20,277.00	\$ 23,000	\$ 23,000	\$ 24,000	\$ 1,000
696	Vehicle Insurance	\$ 33,650	\$ 35,259	\$40,860.00	\$ 35,000	\$ 36,450	\$ 36,450	\$ -
698	LBOC Liability	\$ 3,725	\$ 3,725	\$4,176.00	\$ 4,500	\$ 4,076	\$ 4,076	\$ -
699	Gen Liability	\$ 19,101	\$ 20,914	\$22,251.60	\$ 21,000	\$ 21,000	\$ 21,000	\$ -
	TOTAL	\$ 177,987	\$ 195,305	\$214,741.72	\$ 198,500	\$ 220,026	\$ 225,526	\$ 5,500
	MATERIALS AND SUPPLIES							
	OPERATING SUPPLIES							
701	Office Supplies	\$ 44,177	\$ 49,798	\$29,028.19	\$ 36,000	\$ 27,000	\$ 30,000	\$ 3,000
702	Bank Service Charges	\$ 15,750	\$ 20,100	\$15,213.27	\$ 16,000	\$ 16,000	\$ 18,000	\$ 2,000
703	Book Preparation Supplies	\$ 40,887	\$ 44,930	\$27,704.60	\$ 38,000	\$ 38,000	\$ 38,000	\$ -
704	Computer/Printer Supplies	\$ 76,656	\$ 100,855	\$58,589.23	\$ 65,000	\$ 65,000	\$ 65,000	\$ -
705	Programming Supplies	\$ -	\$ 2,976	\$3,197.28	\$ 6,000	\$ 8,000	\$ 8,000	\$ -
	TOTAL	\$ 177,470	\$ 218,660	\$133,732.57	\$ 161,000	\$ 154,000	\$ 159,000	\$ 5,000
	TRAVEL & CONTINUING EDUCATION							
710	Mileage Reimbursement	\$ 23,525	\$ 30,962	\$10,255.67	\$ 20,000	\$ 20,000	\$ 20,000	\$ -
712	Library In-service Training	\$ 7,091	\$ 7,942	\$6,327.36	\$ 7,000	\$ 7,000	\$ 7,000	\$ -
714	Conventions/Seminars	\$ 36,436	\$ 54,393	\$29,847.03	\$ 30,000	\$ 30,000	\$ 55,000	\$ 25,000
	TOTAL	\$ 67,052	\$ 93,298	\$46,430.06	\$ 57,000	\$ 50,000	\$ 82,000	\$ 32,000
	PUBLIC RELATIONS/PROGRAMMING							
724	Summer Reading Program	\$ 46,961	\$ 44,842	\$23,980.96	\$ 27,500	\$ 27,500	\$ 45,000	\$ 17,500
725	Summer Reading T-shirts	\$ 3,327	\$ 4,241	\$5,418.00	\$ 5,800	\$ 5,800	\$ 5,800	\$ -
726	Adult Programming	\$ 27,802	\$ 37,806	\$21,533.84	\$ 26,000	\$ 30,000	\$ 33,000	\$ 3,000
727	Young Adult Programming	\$ 12,049	\$ 11,922	\$9,733.62	\$ 12,000	\$ 12,000	\$ 15,000	\$ 3,000

2022 Proposed Budget

	8/13/2021	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2021 Budget	2022 Budget	Difference
		Actual	Actual	Actual	Original	Summer Amnd.	Proposed	
728	Juvenile Programming	\$ 11,221	\$ 12,661	\$5,630.08	\$ 8,000	\$ 8,000	\$ 12,000	\$ 4,000
729	LEH Grant	\$ 930	\$ -		\$ -	\$ 2,720	\$ -	\$ (2,720)
	TOTAL	\$ 102,289	\$ 111,471	\$66,296.50	\$ 79,300	\$ 86,020	\$ 110,800	\$ 24,780
CAPITAL OUTLAY								
NON-BOOK ACQUISITIONS								
805	Landscaping Additions	\$ 1,768	\$ 20,052	\$17,348.00	\$ 5,000	\$ 18,000	\$ 18,000	\$ -
810	Improvements to Physical Plant	\$ 30,418	\$ 43,547	\$27,566.73	\$ -	\$ 53,000	\$ 150,000	\$ 97,000
815	Vehicles	\$ 42,711	\$ 65,899	\$0.00	\$ -	\$ 30,000	\$ 30,000	\$ -
820	Office Equipment/Furniture & Shelvin	\$ 59,520	\$ 28,573	\$49,955.50	\$ 23,000	\$ 127,000	\$ 125,000	\$ (2,000)
825	Telephones and Telephone System	\$ 1,000	\$ -		\$ -	\$ -	\$ -	\$ -
831	Leasehold Improvements	\$ 47,336	\$ -	\$12,000.00	\$ -	\$ -	\$ -	\$ -
834	PC Network	\$ 70,904	\$ 112,631	\$111,448.37	\$ 70,000	\$ 117,000	\$ 85,000	\$ (32,000)
840	Integrated Library Automation Sys.	\$ 14,572	\$ 14,001	\$14,136.77	\$ 15,000	\$ 12,000	\$ 12,000	\$ -
842	Audio/Visual Equipment	\$ 5,000	\$ -	\$0.00	\$ 5,000	\$ 6,000	\$ 5,000	\$ (1,000)
898	Cameras	\$ 28,388	\$ 12,015	\$0.00	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 301,618	\$ 296,718	\$232,455.37	\$ 118,000	\$ 363,000	\$ 425,000	\$ 62,000
LIBRARY RESOURCE ACQUISITIONS								
851	Adult Books	\$ 179,746	\$ 193,620	\$159,245.57	\$ 170,000	\$ 189,000	\$ 200,000	\$ 11,000
852	Lease/Purchase Books	\$ 68,120	\$ 20,236	\$18,363.24	\$ 20,000	\$ 18,000	\$ 19,000	\$ 1,000
853	Juvenile Books	\$ 109,202	\$ 117,000	\$106,822.69	\$ 105,000	\$ 105,000	\$ 105,000	\$ -
855	Young Adult	\$ 8,361	\$ 13,548	\$14,269.82	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
856	Collection Replacement & Enhancem	\$ 1,108	\$ 204					\$ -
858	Music Recordings	\$ 8,975	\$ 5,372	\$7,899.96	\$ 9,000	\$ 4,500	\$ 7,500	\$ 3,000
861	Adult Reference	\$ 77,235	\$ 88,233	\$77,359.72	\$ 89,000	\$ 97,000	\$ 91,000	\$ (6,000)
863	Juvenile Reference	\$ 33,546	\$ 36,697	\$32,312.83	\$ 38,000	\$ 38,000	\$ 38,000	\$ -
872	Periodicals	\$ 64,380	\$ 63,245	\$54,617.38	\$ 65,000	\$ 50,000	\$ 50,000	\$ -
883	Audio Recordings (Books)	\$ 27,151	\$ 36,715	\$25,791.42	\$ 30,000	\$ 21,000	\$ 23,000	\$ 2,000
885	Video Recordings	\$ 45,744	\$ 49,825	\$50,960.47	\$ 50,000	\$ 47,500	\$ 48,000	\$ 500
886	Genealogy	\$ 1,364	\$ 3,943	\$3,212.16	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
887	Digital Microfilm	\$ 13,139		\$454,498.00	\$ 90,000	\$ 675,000	\$ 10,000	\$ (665,000)
888	Business Reference	\$ -	\$ -		\$ -			\$ -
891	Electronic /Downloadable Media	\$ 245,635	\$ 256,349	\$226,504.71	\$ 240,000	\$ 329,000	\$ 330,000	\$ 1,000
892	CDROM/Software	\$ 88,781	\$ 95,907	\$95,639.46	\$ 96,000	\$ 110,500	\$ 110,500	\$ -
893	Internet Database Subscriptions	\$ 177,799	\$ 205,101	\$213,644.71	\$ 239,000	\$ 244,000	\$ 234,000	\$ (10,000)
	TOTAL	\$ 1,150,285	\$ 1,185,996	\$1,541,142.14	\$ 1,261,000	\$ 1,948,500	\$ 1,286,000	\$ (662,500)
LONG-TERM CAPITAL EXPENDITURES								
895	Covington FF & E	\$ -	\$ 264,936	\$284,963.00	\$ -		\$ -	\$ -
896	Madisonville ART work	\$ 26,094	\$ -		\$ -	\$ -	\$ -	\$ -
	Total	\$ 26,094	\$ 264,936	\$284,963.00	\$ -	\$ -	\$ -	\$ -

2022 Proposed Budget

	8/13/2021	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2021 Budget	2022 Budget	Difference	
		Actual	Actual	Actual	Original	Summer Amnd.	Proposed		
		TOTAL EXPENDITURES	\$ 9,893,213	\$ 10,666,429	\$10,704,450.52	\$ 10,940,550	\$ 11,948,577	\$ 11,688,176	\$ (260,401)
		SAVINGS / (EXCESS EXPENDITUR	\$ 476,684	\$ 121,033	\$ 176,926	\$ 396	\$ (501,793)	\$ 2,224	\$ 504,017

Savings Dedications

	8/18/2021	
Savings as of Dec. 31st 2020 - 2020 Spring after Audit confirmed	\$	5,176,614
Expenditure for Times Picayune Digital Archive	\$	506,041
Estimated Fund Balance on December 31st 2021	\$	4,670,573
Dedicated for Operational Reserves	\$	2,500,000
Dedicated for Disaster / Emergency Funds	\$	1,475,000
Dedicated for Slidell Furniture	\$	500,000
Dedicated for Causeway Furniture	\$	24,000
Dedicated for Mandeville Furniture	\$	168,000
Total Dedicated	\$	4,667,000
Unassigned Savings	\$	3,573



St. Tammany Parish Library Board of Control
FISCAL YEAR 2022 OPERATIONAL BUDGET ADOPTION RESOLUTION
August 24, 2021

A resolution adopting, finalizing, and implementing the St. Tammany Parish Library Operational Budget for the fiscal year beginning January 1, 2022, and ending December 31, 2022.

WHEREAS, The St. Tammany Parish Library Board of Control has been presented with the proposed Operational Budget for the 2022 fiscal year; and

WHEREAS, a public hearing on the proposed budget was held on August 24, 2021, in accordance with the provisions of La R.S. 39 §1307, §1309; and

WHEREAS, notice of that public hearing was duly published in the St. Tammany Farmer newspaper on August 4th, 11th, and 18th, 2021; and

WHEREAS, a copy of the proposed budget was made available for public inspection at the Library on and after August 4th, 2021; and

WHEREAS, the Board of Control has considered the proposed budget, and has heard and considered the public input on the proposed budget; and

WHEREAS, the Board of Control has determined that the proposed budget accurately represents the amount of money necessary for improving, maintaining, and operating the St. Tammany Parish Library for the ensuing year.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Control of the St. Tammany Parish Library hereby approves and adopts the budget, 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 2022.

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 24th DAY OF AUGUST 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

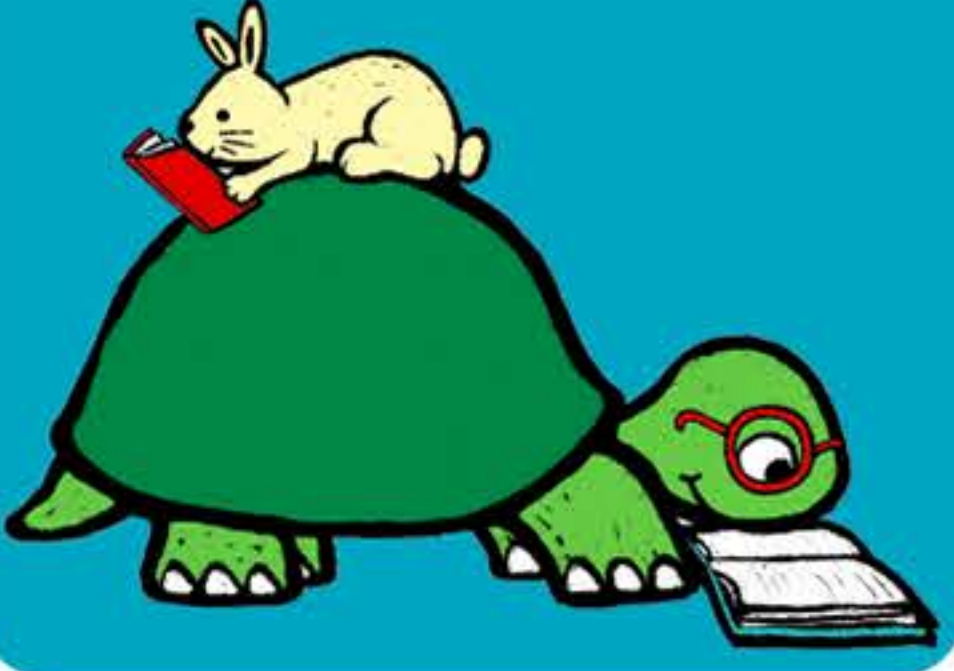
PEARL RIVER (985) 863-5518

SLIDELL (985) 646-6470

SOUTH SLIDELL (985) 781-0099

2021 SUMMER READING CHALLENGE

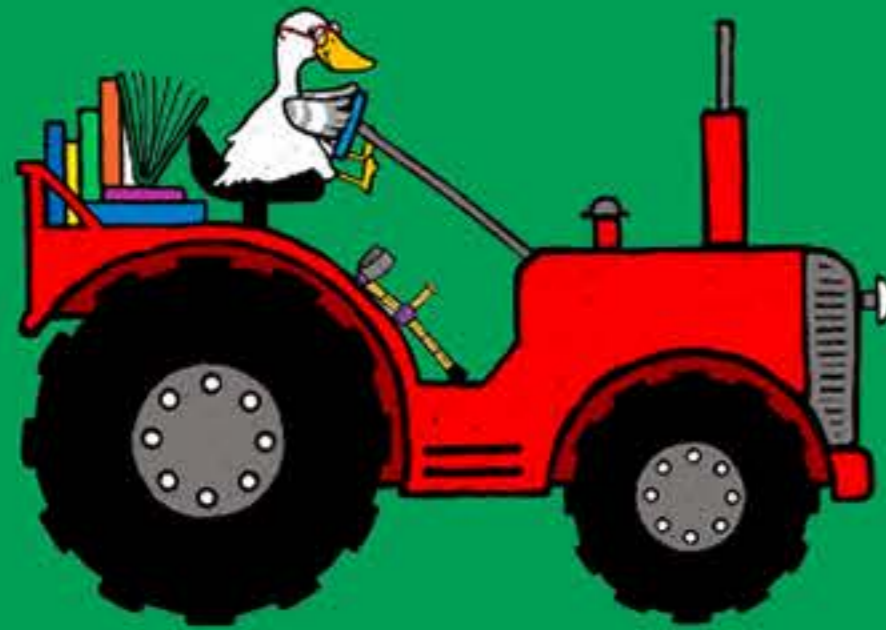
3,859
REGISTERED



242
PROGRAMS



951,986
MINUTES READ



1,307
COMPLETIONS



34,134
BADGES
EARNED



**Tails
and
Tales**



**100%
FUN**

FUN FACTS!

488,557 minutes
logged and read
by children

Adults read for
307,870 minutes!

Teens read 155,559
minutes
this summer!

60 participants
under the
age of 2!

PRIZE WINNERS!

Adult Grand Prize \$50 Gift card
Kathy R. Covington Branch

Teen Grand Prize \$50 Gift card
Lucy T. Madisonville Branch
Majida H. Mandeville Branch
Jareth O. Bush Branch

Kids Grand Prize Kindle Fire
Christian P. Patch Club Madisonville Branch
Claire N. Ages 0-5 Madisonville Branch
Sydney P. Ages 6-11 Mandeville Branch



Strategic Planning RFP Committee Update and Explanation of Contract Approval for our Strategic Planning Consultant

The District Attorney's office reviewed the contract, and suggestions and adjustments were made that revised or added to the contract. The RFP committee met on August 17th to review suggested adjustments made by committee members to clarify and refine the scope of work. Caron Block and Susan Kent agreed to all of the adjustments, clarifications, and revisions. After review, the RFP committee recommended the contract and scope of work for adoption by the Board.

The marked-up and clean copies of the contract and scope of work are provided for your reference. The Board will need to adopt the contract and scope of work so that it can be signed and we can begin the strategic planning process.

BASE CONTRACT FOR LIBRARY CONSULTANT SERVICES TO PERFORM A STRATEGIC PLANNING PROCESS FOR THE ST. TAMMANY PARISH LIBRARY

This Consulting Agreement is made as of ~~August 24~~^{July 8}, 2021 between

St. Tammany Parish Library
1112 W. 21st Ave.
Covington, LA 70433
Hereinafter referred to as "Library"

and

Carson Block
Carson Block Consulting INC
2913 Michener Court
Fort Collins, CO 80526
hereinafter referred to as "Consultant"

(Individually "Party" and jointly "Parties")

This Base Contract, plus all Attachments hereto shall collectively be referred to hereinafter as the "**Contract**". In the event of direct conflict between documents comprising this Contract, the following order of precedence shall apply: 1) Base Contract; 2) Attachment "A" "General Conditions"; 3) Attachment "B" Payment Milestones Schedule, 4) Attachment "C" Scope of Work.

Witnesseth that:

WHEREAS, the Parties are desirous of entering into the Contract for the provision of consulting services by Consultant to Library; and

WHEREAS, the Parties agree to perform the Work, as specifically described herein, and the duties and obligations as otherwise described in this Contract.

NOW THEREFORE, IN CONSIDERATION OF the mutual covenants and agreements contained herein, the Parties agree as follows:

1) Scope of Work

- A. Subject to the terms of this Agreement, including all Attachments hereto, Library engages Consultant for the purpose of providing professional services

Initialed for the Library _____
Initialed for Carson Block Consulting INC _____

and consultation to Library as described herein and as requested by Library in writing as mutually agreed by the parties, including the following; all of which shall individually and collectively be referred to as the "Work."

- B. Subject to the terms and conditions set forth herein, the Library engages Consultant for the purpose of performing a strategic planning process.
- C. Consultant shall perform duties as described in Attachment C: Scope of Work
- D. The Library shall:

1. Provide to Consultant, at no expense to Consultant, research data and written reports as may be required by Consultant for purposes related to the Work. Such research data and written reports, when extant, will be provided in electronic format compatible with Microsoft Word or Microsoft Excel, as appropriate to the content.
2. Arrange and provide for, at no expense to Consultant, temporary use of suitable workspace within Library and for unscheduled use of copiers and/or copy service and the like as may be required to further improve the effectiveness of the project, provided that such usage is understood to be on a noninterference basis.
3. Arrange for Consultant to receive in a timely manner access to all non-privileged plans, records, and other pertinent information from Library files that will be of assistance to the Work. Provide to Consultant copies of pertinent documents. Provide staff assistance to Consultant for the interpretation of data, reports, surveys, information, lists, and other documents, files, and information pertinent to the Work.
4. Arrange for Consultant to meet, at times and locations consistent with the Work and with Consultant availability, with certain individuals and groups of individuals from the Library, and other individuals, groups and organizations associated with the Work. Such arrangements will include the issuance of invitations, provision of meeting room facilities, any needed amenities, easels and pads for the purpose of recording attendee comments, and other items and/or assistance as may be required for logistical purposes.
5. Arrange for timely and suitable completion and approval of all items requiring action by Library so as to enable timely progress of the Work.

- ~~DE~~. It is contemplated that the Consultant will make up to four (4) site visits to complete this scope of work. A mutually acceptable project schedule, including site visits and completion of primary tasks, will be established within thirty (30) days of contract signing. If made necessary by public health conditions, and with agreement by the library, the consultants are prepared to modify scope of work items to perform them remotely if heeded. If any subsequent changes to the Work or the schedule are contemplated, the Parties recognize that such modifications may also

Commented [EGC1]: Consider adding "non-privileged"

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result in the modification of certain tasks set forth herein and the costs contemplated by Consultant. If modifications are not practical within the schedule and/or project costs provided for herein, the Parties shall then consider modifications to these provisions.

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2) Term

The services called for under this Contract shall commence on the date first above entered and terminate on the date of payment by Library to Consultant for services rendered under this Contract. The Parties anticipate completion of Work and all payment by Library to Consultant shall occur no later than May 2022 and the Parties shall act in good faith and expediently to meet this anticipated completion date.

3) Consideration and Compensation

A. Base Project Fees.

As consideration and payment for such services as herein provided, Library shall pay to Consultant for Base Project Fees a lump professional services fee of seventy-five thousand (\$75,000), plus reimbursable expenses, for services rendered as set forth in Section One (1) "Scope of Work" of this Contract and as otherwise provided herein. Payment shall be made to Consultant following Consultant's substantial completion of services rendered as set forth in Section One (1) "Scope of Work" of this Contract and as otherwise provided herein and upon Library review and approval of said rendered services.

The Library shall make fee payments to Consultant in accordance with the provisions in Attachment 'B' "Payment Milestones Schedule."

B. Additional Services Fees

Additional services approved by Library and rendered by Consultant, if any, shall be compensated (per consultant) at the rate of one thousand two-hundred dollars per day (\$1,600) or two hundred dollars per hour (\$200). Additional services, if any, must be in writing and agreed to by Parties before additional work is started.

C. Reimbursable Expenses

Library agrees to reimburse Consultant at cost for reasonable expenses, including travel as approved by Library when Consultant or Consultant Team is required to travel to the Library service area for a site visits related to the Work. Total reimbursable expenses are not expected to exceed twenty-one thousand one-hundred dollars (\$21,100).

D. Invoice

Consultant shall send its application for payment, together with copies of receipts verifying reimbursable expenses, to

**Kelly LaRocca
St. Tammany Parish Library
1112 W. 21st Ave.
Covington, LA 70433**

Payment will be made within thirty (30) days after receipt of the Consultant's application, except the initial payment which shall be paid within fifteen (15) days as specified above in Section 3A.

4) Direction

Consultant shall report to and receive administrative direction regarding this Contract from Library Director Kelly LaRocca for Library, who shall act for Library in all matters pertaining to this Contract.

Initialed for the Library _____
Initialed for Carson Block Consulting INC _____

5) Miscellaneous

This Agreement is the sole expression of the understanding between the parties with respect to Consultant's services to Library, and it may not be modified or waived except in writing signed by the Party against whom enforcement of such modification or waiver is sought.

6) Termination and Extension

Either Party may terminate this agreement upon thirty (30) days' prior written notice to the other Party. If this Contract is so terminated, Library shall compensate Consultant for services rendered by Consultant and/or any subcontractors of Consultant at the rate of two hundred dollars (\$200) per hour per consultant for time expended by Consultant and/or subcontractors of Consultant and shall compensate Consultant for any out-of-pocket expenses incurred by the Consultant and/or subcontractors of Consultant, less any previous sums paid by Library to Consultant under this Contract. By mutual written consent, the Contract may be extended for periods of thirty (30) days each. Upon termination, Consultant shall deliver to Library all original documents, notes, files, or other data pertaining to this Contract.

Commented [EGC4]: I recommend adding a provision that upon termination, Consultant shall deliver to Library all original documents, notes, files, or other data pertaining to this Contract.

Commented [CB5R4]: Added

7) Cancellation

The continuation of this Contract is contingent upon the appropriation of funds to fulfill the requirements of the Contract by the Library. If the Library fails to appropriate sufficient monies to provide for the continuation of this or any other Contract, or if such appropriation is reduced by the vote of the Library Board of Control by any means to prevent the total appropriation of the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the Contract, the Contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

8) Discrimination Clause

Consultant agrees to comply with the Americans with Disabilities Act of 1990 and any current amendments thereto. All individuals shall have equal access to employment opportunities available to a similarly suited individual. Provider agrees not to discriminate in its employment practices, and will render services under this Contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Consultant, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Contract. Consultant agrees to abide by the requirements of all local, state, and/or federal law, including but not limited to the following: Title VI and VII of the Civil Rights Act of

1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and the requirements of the Americans with Disabilities Act of 1990. Provider warrants and guarantees that it is an Equal Employment Opportunity employer. In all hiring or employment made possible by or resulting from this Contract, there shall not be any discrimination against any person because of race, color, religion, sex, national origin, disability, age or veterans status; and where applicable, affirmative action will be taken to ensure that Consultant's employees are treated equally during employment without regard to their race, color, religion, sex, national origin, disability, age, political affiliation, disabilities or veteran status. This requirement shall apply to but not be limited to the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. All solicitations or advertisements for employees shall state that all applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or veteran status.

79) General Conditions

The General Conditions set forth in Attachment "A" entitled "General Provisions," which is attached hereto, are hereby incorporated by reference.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Carson Block

By: _____

Carson Block

Kelly La Rocca, St. Tammany Parish Library

By: _____

Initialed for the Library _____
Initialed for Carson Block Consulting INC _____

ATTACHMENT A. GENERAL CONDITIONS

1. APPLICABLE LAW

This Contract shall be construed and interpreted in accordance with the law of the State of Louisiana.

2. ASSIGNMENT

This Contract is for Consultant to perform Work as specified in this Contract and this Contract shall not be transferred or assigned by Consultant without the prior written consent of Library.

3. NATURE AND EXTENT OF SERVICES

The best efforts of Consultant shall be used to conduct in accordance with the highest and best state of the art all activities referred to in this Contract. The full control of the manner and selection of methods with respect to Consultant's rendering of professional consulting services to Library shall be reserved to Consultant. The establishment and determination of Consultant's working hours, days of work, and location of the premises for the performance of services shall be the exclusive right of Consultant.

4. CONFLICT OF INTEREST

Consultant hereby warrants that there is no conflict of interest in Consultant's other consulting contracts or employment, if any, with the activities to be performed hereunder and shall advise Library if a conflict of interest arises during performance of this Contract. Consultant shall avoid all circumstances and actions that reasonably would place Consultant in a position of divided loyalty with respect to Consultant's obligations under this contract.

5. SUBCONTRACTORS OF CONSULTANT

The Consultant will subcontract with Susan Kent of Susan Kent Consulting to form the consultant team to perform the scope of work.

6. INDEPENDENT CONTRACTOR

In all matters relating to this Contract, Consultant and any subcontractors of Consultant shall be acting as independent contractors. Consultant and any subcontractors of Consultant are not employees of Library under the meaning or application of any Federal or State Unemployment or Insurance Laws or Worker's Compensation Laws, or otherwise. Consultant shall not have any authority to represent itself as an agent, employee, or in any other capacity of Library.

7. LIMITED LIABILITY

With regard to the services to be performed by Consultant pursuant to the terms of this Contract, Consultant shall not be liable to Library, or to anyone who may claim any right due to Consultant's relationship to Library, for any acts or omissions in the performance of said services on the part of Consultant or on the part of the agents or subcontractors of Consultant except when said acts or omissions of Consultant are due to Consultant's willful misconduct. Library shall hold Consultant free and harmless from any obligations, costs, claims, judgment, attorney's fees, and attachments arising from or growing out of the services rendered to Library pursuant to the terms of this Contract or in any way connected with the rendering of said services, except when the same shall arise due to the willful misconduct of Consultant, and Consultant is adjudged to be guilty of willful misconduct by a court of competent jurisdiction.

With regard to the services to be performed by Library pursuant to the terms of this Contract, Library shall not be liable to Consultant, or to anyone who may claim any right due to Library's relationship to Consultant, for any acts or omissions in the performance of said services on the part of Library or on the part of the agents or subcontractors of Library except when said acts or omissions of Library's willful misconduct. Consultant shall hold Library free and harmless from any obligations, costs, claims, judgment, attorney's fees, and attachments arising from or growing out of the services rendered to Consultant pursuant to the terms of this Contract or in any way connected with the rendering of said services, except when the same shall arise due to the willful misconduct of Library, and Library is adjudged to be guilty of willful misconduct by a court of competent jurisdiction.

8. NOTICES

Any notice required to be given hereunder shall be deemed to have been sufficiently given either when served in writing in person or when served by express mail to assure delivery and/or express courier service, addressed to either Party at the applicable address(es) set forth below.

Kelly LaRocca
St. Tammany Parish Library
1112 W. 21st Ave.
Covington, LA 70433

Carson Block
Carson Block INC
2913 Michener Ct
Fort Collins CO 80526

9. TITLE TO WORK

The deliverables (such as written reports) contemplated in the Work shall be the property of Library. Consultant shall retain title and full use of any preliminary processes, including but not limited to concepts, principles, techniques, forms, survey instruments, questionnaires and software programs developed

Initialed for the Library _____
Initialed for Carson Block Consulting INC _____

independently by Consultant, or under contracts with other parties and used in the Work, and in the preparation of interim documents and/or final documents and/or expressed in interim documents and/or final documents. Consultant may, for purposes incidental to its work as a consultant, retain copies of, use and publish information, data, diagrams, charts, excerpts, and/or text related to the Work and the documents resulting from the Work with express written permission of the library.

11. FORCE MAJEURE

If either Party fails to perform its obligations because of strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond the reasonable control of the Party obligated to perform, then both Parties shall be excused from any further performance for whatever period of time after the occurrence is reasonably necessary to remedy the effects of that occurrence.

12. WAIVER

No waiver of any provision herein shall be deemed or shall constitute a waiver of any other provision of this Contract.

13. ARBITRATION.

In the event of a dispute relative to this Contract, either Party may request and require that such dispute be resolved by arbitration under the procedures established by the American Arbitration Association, with the site of such arbitration being in Louisiana, All claims and disputes be heard in the 22nd JDC for the Parish of St. Tammany ~~Fort Collins, Colorado~~ or in a location as the Parties may mutually agree.

14. SEVERABILITY.

This Contract constitutes the complete Contract between Consultant and Library. No representation or promise, either oral or written, has been made except as specifically set forth herein. Should any part of this Contract be declared invalid, such invalidity shall not affect the remainder of this Contract. It is the intention of the Parties that they would have executed the remaining portion of this Contract without herein including any portion that may hereafter be declared invalid.

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Commented [EGC6]: I recommend seeking to remove the arbitration clause and inserting a provision that all claims and disputes be heard in the 22nd JDC for the Parish of St. Tammany. At the very least, I would amend this to provision to require arbitration in Louisiana.

Commented [CB7R6]: Added

ATTACHMENT B. PAYMENTS MILESTONE SCHEDULE

MILESTONE #	TASK	PAYMENT
1	Completion of Phase 1A	\$14,150.00
2	Completion of Phase 1 B	\$32,450.00
3	Completion of Phase 2	\$10,400.00
4	Completion of Phase 3	\$18,000.00
TOTAL		\$75,000.00

Plus related travel expenses to be submitted after each site visit.



Attachment C: Scope of Work
Strategic Planning
RFP Number: 21-001

Prepared by Carson Block Consulting Inc

<http://www.carsonblock.com/>

librarylandtech@gmail.com

(970) 673-7475



**St. Tammany Parish Library
Strategic Planning Proposal
Attachment C: Scope of Work**



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**St. Tammany Parish Library
Strategic Planning Proposal
Attachment C: Scope of Work**



Part One - Executive Summary

Carson Block Consulting Inc is honored to submit this scope of work for strategic planning services for the St. Tammany Parish Library (STPL). I have had the joy of working with St. Tammany staff in the past by presenting at a staff day in late 2019 and assessing the library's needs for automated gate counters and conversion to Radio Frequency Identification (RFID) technology. In the process, I had the opportunity to work closely with library staff, converse with Library Board of Control (LBOC) members and tour each library site, and gained insight into the unique needs and wonderful communities served by the library. It would be an honor to serve the library by assisting in the creation of this strategic plan.

Joining me in this proposal is Susan Kent. Ms. Kent's work in the national and international library communities is legendary. She is an expert in library strategic planning, models of service, organizational communications, and governance issues; she is also a strategic thinker with the ability to see multiple perspectives and incorporate them into actions that benefit all involved.

The consultant team will work collaboratively with library staff and the LBOC throughout to ensure an inclusive input process to inform the creation of the plan, which will be designed to guide STPL's operations and decision-making from January 1, 2022, through December 31, 2026. Further, the plan will define STPL's role in the community, guide the LBOC governance of and advocacy for STPL, and establish a framework for setting operational goals and creating service plans. The consultant team recognizes that the purpose of the strategic plan is to position STPL to proactively provide service that meets changing needs in a cost-effective manner and to educate stakeholders about library services.

With our combined skills, Susan and/or I will take lead (or share responsibility as appropriate) for the primary areas of interest described in the RFP.

RFP Requirement	Lead
<i>Examine our community's growth patterns and demographics</i>	SK

**St. Tammany Parish Library
Strategic Planning Proposal
Attachment C: Scope of Work**



<i>Develop goals and address the implications of the proposed goals for STPL's services, collections, technology, staffing and facilities.</i>	SK & CB
<i>Perform an environmental analysis of the political, economic, and social factors affecting STPL.</i>	SK
<i>Address strategies for increasing public awareness of STPL's offerings and services.</i>	SK & CB
<i>Identify the need for services or changes in services with respect to future trends and technologies</i>	CB
<i>Reflect the needs, voices, and interests of a changing and diverse community.</i>	SK
<i>Identify possible funding needs to respond to service demands.</i>	SK
<i>Include a process for the LBOC and Staff to annually review and evaluate goals and develop new strategies based on the evaluation.</i>	CB

About Carson Block Consulting Inc

Carson Block Consulting Inc. is a full-service library technology consulting firm established as Carson Block LLC in 2010 and incorporated as Carson Block Consulting Inc. in 2012. The company was legally established and remains based in Colorado and performs consulting services across the United States. Primary areas of consulting include library technology planning; facilities and services master planning; IT Department audits, assessments, and improvement plans; and teaching, training, facilitation, and public speaking on library technology and general library advocacy topics.

Carson Block, President
Carson Block Consulting Inc
2913 Michener Court
Fort Collins, CO 80526
Voice: (970) 673-7475

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Email: librarylandtech@gmail.com
Twitter: @CarsonBlock



**St. Tammany Parish Library
Strategic Planning Proposal
Attachment C: Scope of Work**



Project Approach

In addition to deliverables (described below), the consultant team will schedule regular remote meetings for updates and review. Please note that the **scheduling of phases** has some dependency on public health conditions and the library's preferences on tasks and deliverables. The phases described below are designed to fit the library's specified nine-month period for project completion.

Any changes to the schedule, scope of work and/or fees are allowed by mutual agreement of the library and consultant team.

Abbreviations:

CB: Carson Block

SK: Susan Kent

PRE-PLANNING: -September July -August- 2021

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Pre-Planning Meeting #1 – Early September July 2021: -(pre-contract):

- Review and adjust project schedule to reflect public health conditions.

- Review tasks, visits, fees, and schedule with the library

- Determine team(s) structure. Recommend:
 - A Planning Committee (a nimble working committee; composed of library staff, perhaps two board members, and the consultants)
 - A Community Advisory Committee (offer perspectives and feedback throughout the planning process)

- Establish communication channel and collaboration method for teams

- Identify and invite members of the Community Advisory Committee (Library)

- Collect library info – data, etc.

St. Tammany Parish Library
Strategic Planning Proposal
Attachment C: Scope of Work



- Begin regular meetings with Planning Committee

Pre-Planning Meeting #2 : Mid-September 2021

- Conduct an IDEA SESSION of the Planning Committee:
 - Begin process of identifying key stakeholders and stakeholder groups important to the library to include names, topics, areas of interest and key stakeholders in the community (broad spectrum); might include people who buy their own books; homeschoolers; the North Shore community college; literary groups (non-library); and others as emerge from discussion).
 - Brainstorm/create an initial list of desired data sources and modes of outreach to the community (check in on Parish data gathering process; Census Reporter; others).
- Begin stakeholder engagement design (items below will be discussed; work and completion of each item will be scheduled within the overall plan framework):
 - Identify information needs and gaps and determine best modes of engagement

Surveys:

- Community Survey: Begin Discussion on survey questions/methodology
 - Include question(s) for non-library users
- Staff Survey

Focus Groups:

- Discuss potential participants for focus groups
 - To reach some populations, we will want to train some library staff to assist in outreach and engagement (cookbook approach to optimize/minimize staff time needed)
 - Identify “embedded” opportunities to reach non-users and special populations:
 - Farmer’s Markets
 - Fall Festivals
 - Parish Fair (1st weekend in Oct).
 - Others

- ⇌ Identify COVID adjustments and modifications for all stakeholder engagement

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**St. Tammany Parish Library
Strategic Planning Proposal
Attachment C: Scope of Work**



- Create avenues for staff to engage the community to assess the plan annually

Interviews:

- Discuss individual stakeholder interview process and participants

PHASE 1A: ~~September - October~~ August – September 2021

Site Visit 1 (~~Late August – September~~ Early Sept 2021 - 2 site days):

~~Official~~ ~~in-person~~ kickoff meetings for CB (and remote for SK) to include meetings with library administration, library board; some library tours and conversations with the planning team(s).

Due to public health conditions, it is likely that the site visit for one consultant will be deferred for another purpose later in the project. Activities planned for the site visit will be performed as best as possible during pre-planning activities as described above.

The consultant team will work with the library to create two project teams:

- A Planning Committee composed of key library staff, BOC members and the consultant team
- A Community Advisory Committee

and

- Establish communications and collaborative processes
- Confirm key stakeholders and stakeholder groups
- Review all planning activities and proposed dates; identify key metrics for trends and comparables work; gather and review existing data and information relevant to the planning process; and other ~~pre-planning~~ tasks.

Complete design and launch community survey shortly after site visit #1

Commented [KL1]:

Commented [CB2R1]: Ag

Commented [CB3R1]:

Commented [CB4]: Re Comment below: I moved the community survey as requested.

Commented [KL5]: We want the Internal and external assessment to be the cornerstone upon which the surveys and data gathering are based on. Can we move the Complete design and Launch community survey shortly after site visit # 1 until after 1.4?

St. Tammany Parish Library
Strategic Planning Proposal
Attachment C: Scope of Work



<p>1.1 Trends and Comparables Analysis – Identify leading practices in public libraries, library technology, and other related cultural and education fields that need to be explored during the process.</p>	<p>Deliverable: Trends/Comparables Report¹</p>
<p>1.2 Remote training for staff -- stakeholder engagement training for assistance in reaching underserved (focus groups & community meetings); this is a "cookbook" approach designed to maximize staff comfort and minimize staff time needed for engagement.</p>	
<p>1.3 Internal Assessment – examine and analyze STPL data – pre-Covid and during Covid to determine what possible “pivots” need to be made due to changing user expectations.</p>	<p>Deliverable: Internal & External Assessment Status Report²</p>
<p>1.4 Review demographic trends in the STPL service area.</p>	
<p><u>1.5 Complete survey design and launch community survey</u></p>	
<p>Phase 1B: <u>-October 2021 – February 2022</u><u>October – December 2024</u></p> <p>Site Visit 2 (CB & SK; 3 site days in November or December October (To coincide with Oct 184 staff day); includes 1.5, 1.6 and community meetings part of 1.7)</p> <p>1.5 Meet with STPL leadership staff and LBOC³(separately) to gain a deeper understanding of the current position and future opportunities for the Library and review its current mission, vision and values.</p> <p>Site visit for CB and SK combined with 1.6 and community engagement part of 1.7</p>	
<p>1.6 Facilitate 2 staff workshops and focus groups – present trend analysis and comparables analysis, discuss opportunities and challenges and conduct a SOAR analysis.</p>	

¹ This report may be combined with the Internal Assessment report.
² This report may be combined with the Trends report
³ LBOC contacts may be done by phone on an individual basis if that is most convenient.



**St. Tammany Parish Library
Strategic Planning Proposal
Attachment C: Scope of Work**



<p>Anticipate Three staff sessions:</p> <ul style="list-style-type: none"> • Front line staff • Supervisors/no managers • Managers/admin <p>Will use Chatham House Rules (capture thoughts; no attribution)</p> <p>Site visit for CB and SK combined with 1.5 and community engagement part of 1.7</p>	
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<p>1.7 External Assessment - <i>(The team will begin the design process in late Early Aug as part of pre-planning activities: what do want to learn; from who: what questions do we want to ask; best mode - survey, focus group, and/or interview)</i></p> <p>Conduct a robust community engagement strategy that will ascertain current perceptions about the STPL and its future opportunities. Community engagement builds trust and consensus among the broad constituency served by STPL and leads to sustained community support for library initiatives. Identify <u>and incorporate</u> non-user and special populations <u>into the planning process</u>. <u>They who</u> are crucial to the planning process. These are key to articulating the STPL future mission and vision. This will include:</p> <ul style="list-style-type: none"> • 10 personal/confidential interviews <u>and/or focus groups</u> with key stakeholders (via phone or videoconferencing). The stakeholders will be identified by the Library representing parts of the community important to the library. (These interviews will be scheduled in Phase 1A) • A survey of the community to learn more about needs and desires. (Design and launch survey in Phase 1A; August 2021) • Review survey results to refine outreach strategies for special populations and non-users. (move to Phase 1A - August 2021) • Outreach to special populations and non-users; SK and CB will provide remote training to include staff in engagement activities. 	<p>Deliverable: External Assessment Report</p>
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**St. Tammany Parish Library
Strategic Planning Proposal
Attachment C: Scope of Work**



<ul style="list-style-type: none"> • Inclusive community-wide meeting to share ideas on the roles that the STPL library currently plays in the community and how those roles may/should change in the future. Site visit in October for CB and SK combined with 1.5, 1.6 and 1.7 • Community advisory committee meeting during October consultant visit. Consider the benefits of including the library planning team in this meeting. 	
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<p>1.8 Issues and Challenges – the findings of the three previous steps (trends/internal assessment/external assessment) will be analyzed to articulate the critical issues facing STPL, the gaps between current library operations and services and the challenges facing the Library as it moves forward.</p>	<p>Deliverable: Key Findings/issues/Challenges report -to be distributed to STPL leadership in advance of the Strategic Planning Workshop.</p>
---	---

PHASE 2:– ~~March~~January 2022

<p>Site Visit 3 (CB and SK; two site days in MarchJanuary)</p> <p>2.1 Strategic Planning Workshop – a retreat for senior Library managers and LBOC to:</p> <ul style="list-style-type: none"> • Review the draft STP mission/vision/values <u>and draft or revise as needed</u> to ensure the library is in alignment with its new strategic directions and community input. • Deliberate and achieve consensus on manageable and implementable strategic goals based on the previous steps. • Ensure that key service area goals, technology and programs address the community's needs and expectations. • Identify potential partners for program development, service delivery and support. • Identify potential sources of funding to amplify the Library's resources. • Meet with community advisory committee 	<p>Deliverable: Brief summary of decisions made during the workshop.</p>
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**St. Tammany Parish Library
Strategic Planning Proposal
Attachment C: Scope of Work**



PHASE 3:- ~~April~~March - ~~June~~April 2022

<p>3.1 Action Planning – In order to bring the Library’s activities into alignment with the new goals, the consultants will prepare a template for STPL staff to use for developing the plan. The consultants will conduct a workshop (remote) to initiate the action planning process that will focus on how to develop objectives and key action items to fulfill the plan. The consultant will collaborate with staff to incorporate insights gained from the planning process to help develop concrete steps to achieve goals.</p>	<p>Deliverable: Final Strategic Plan.</p>
<p>3.2 Draft and Final Strategic Plan - Once the action plans are complete, a draft strategic plan that includes the input gathered throughout the process. It will include a mission/vision statement and a set of goals and recommendations on the strategic direction of the STPL. This draft will be sent to STPL leadership for review and comments. After review, the final document will be prepared as both a printable document and an online document.</p>	
<p>3.3 Implementation Plan – the consultants will provide information and tools to the staff to help STPL management and Board evaluate goals and achievements as strategic plans are dynamic and need to change as situations change, the tools will allow the Library to adapt to changes, if necessary, in addition to measuring achievements and set-backs.</p>	
<p>3.4 Site Visit 4 (CB and SK) Presentation of Strategic Plan to LBOC (anticipate May or June April 2022)</p>	

**St. Tammany Parish Library
Strategic Planning Proposal
Attachment C: Scope of Work**



Costs and Payment Schedule

The consultant group suggests a lump-sum consulting fee of \$75,000 plus expenses for consultant visits. This fee suggestion is contingent upon discussions with the library that could result in adjustments to the scope of work; for instance, the library may wish an expansion to the scope of work (for instance, if additional work is desired for public engagement) or reduction in scope.

The hourly rate for each consultant is \$200/hour.

Travel costs are estimates; the consultants would bill only for actual travel expenses and will observe the library's policies for reimbursable expenses.

Schedule and Fees for Scope of Work

Contract Signing: Anticipated late August 2021

Pre-Planning: September 2021

~~Planning: pre-contract signing - July 2021~~

Phase 1A ~~August - September - October~~ 2021



librarylandtech@gmail.com (970) 673-7475 <http://www.carsonblock.com/>

**St. Tammany Parish Library
Strategic Planning Proposal
Attachment C: Scope of Work**



1.1 - Trends and Comparables analysis

1.2 ~~Remote training for staff~~(DELETED)

1.3 Internal assessment

1.4 Demographic trends

Design and Launch survey ~~(August)~~

Bi-weekly team meetings and administrative support

Site visit 1– CB in-person/SK remote

Milestone Payment 1 \$14,150

Travel \$ 3,000*

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Phase 1B October ~~2021 – February–December 2021~~

1.5 Meetings with key staff/LBOC

1.6 Staff workshops and focus groups

1.7 External assessment

(add) Community advisory committee meeting

1.8 – Issues and challenges

Bi-weekly team meetings and administrative support

Site visit 2– CB/SK – 3 days

Milestone Payment 2 \$32,450

Travel (est) \$ 6,000*

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Phase 2 - ~~March~~January 2022

2.1 Strategic planning workshop

(add) Community Advisory Committee meeting

Bi-weekly team meetings and administrative support

Site Visit 3 – CB/SK 2days

Milestone Payment 3 \$10,400

Travel (est) \$ 6,000*

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Phase 3 ~~April- June~~February – March 2022

3.1 Action planning

3.2 Draft/Final Strategic Plan

3.3. Implementation Plan

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**St. Tammany Parish Library
Strategic Planning Proposal
Attachment C: Scope of Work**



Bi weekly team meetings and administrative support

3.4 Site Visit 4 – CB/SK to present final plan (2 days)

Milestone Payment 4 \$18,000

Travel \$ 6,000*

Total Consulting Fee \$75,000

Total Travel Estimate \$21,000*

* This estimate of travel expenses is provided to account for any unexpected swings in the cost of travel. Actual travel costs may be significantly lower.

BASE CONTRACT FOR LIBRARY CONSULTANT SERVICES TO PERFORM A STRATEGIC PLANNING PROCESS FOR THE ST. TAMMANY PARISH LIBRARY

This Consulting Agreement is made as of August 24, 2021, between

St. Tammany Parish Library
1112 W. 21st Ave.
Covington, LA 70433
Hereinafter referred to as "Library"

and

Carson Block
Carson Block Consulting INC
2913 Michener Court
Fort Collins, CO 80526
hereinafter referred to as "Consultant"

(Individually "Party" and jointly "Parties")

This Base Contract, plus all Attachments hereto shall collectively be referred to hereinafter as the "**Contract**". In the event of direct conflict between documents comprising this Contract, the following order of precedence shall apply: 1) Base Contract; 2) Attachment "A" "General Conditions"; 3) Attachment "B" Payment Milestones Schedule, 4) Attachment "C" Scope of Work.

Witnesseth that:

WHEREAS, the Parties are desirous of entering into the Contract for the provision of consulting services by Consultant to Library; and

WHEREAS, the Parties agree to perform the Work, as specifically described herein, and the duties and obligations as otherwise described in this Contract.

NOW THEREFORE, IN CONSIDERATION OF the mutual covenants and agreements contained herein, the Parties agree as follows:

1) Scope of Work

- A. Subject to the terms of this Agreement, including all Attachments hereto, Library engages Consultant for the purpose of providing professional services

and consultation to Library as described herein and as requested by Library in writing as mutually agreed by the parties, including the following; all of which shall individually and collectively be referred to as the "Work."

- B. Subject to the terms and conditions set forth herein, the Library engages Consultant for the purpose of performing a strategic planning process.
- C. Consultant shall perform duties as described in Attachment C: Scope of Work
- D. The Library shall:
 - 1. Provide to Consultant, at no expense to Consultant, research data and written reports as may be required by Consultant for purposes related to the Work. Such research data and written reports, when extant, will be provided in electronic format compatible with Microsoft Word or Microsoft Excel, as appropriate to the content.
 - 2. Arrange and provide for, at no expense to Consultant, temporary use of suitable workspace within Library and for unscheduled use of copiers and/or copy service and the like as may be required to further improve the effectiveness of the project, provided that such usage is understood to be on a noninterference basis.
 - 3. Arrange for Consultant to receive in a timely manner access to all non-privileged plans, records, and other pertinent information from Library files that will be of assistance to the Work. Provide to Consultant copies of pertinent documents. Provide staff assistance to Consultant for the interpretation of data, reports, surveys, information, lists, and other documents, files, and information pertinent to the Work.
 - 4. Arrange for Consultant to meet, at times and locations consistent with the Work and with Consultant availability, with certain individuals and groups of individuals from the Library, and other individuals, groups and organizations associated with the Work. Such arrangements will include the issuance of invitations, provision of meeting room facilities, any needed amenities, easels and pads for the purpose of recording attendee comments, and other items and/or assistance as may be required for logistical purposes.
 - 5. Arrange for timely and suitable completion and approval of all items requiring action by Library so as to enable timely progress of the Work.
- E. It is contemplated that the Consultant will make up to four (4) site visits to complete this scope of work. A mutually acceptable project schedule, including site visits and completion of primary tasks, will be established within thirty (30) days of contract signing. If made necessary by public health conditions, and with agreement by the library, the consultants are prepared to modify scope of work items to perform them remotely if needed. If any subsequent changes to the Work or the schedule are contemplated, the Parties recognize that such modifications may also result

in the modification of certain tasks set forth herein and the costs contemplated by Consultant. If modifications are not practical within the schedule and/or project costs provided for herein, the Parties shall then consider modifications to these provisions.

2) Term

The services called for under this Contract shall commence on the date first above entered and terminate on the date of payment by Library to Consultant for services rendered under this Contract. The Parties anticipate completion of Work and all payment by Library to Consultant shall occur no later than May 2022 and the Parties shall act in good faith and expediently to meet this anticipated completion date.

3) Consideration and Compensation

A. Base Project Fees.

As consideration and payment for such services as herein provided, Library shall pay to Consultant for Base Project Fees a lump professional services fee of seventy-five thousand (\$75,000), plus reimbursable expenses, for services rendered as set forth in Section One (1) "Scope of Work" of this Contract and as otherwise provided herein. Payment shall be made to Consultant following Consultant's substantial completion of services rendered as set forth in Section One (1) "Scope of Work" of this Contract and as otherwise provided herein and upon Library review and approval of said rendered services.

The Library shall make fee payments to Consultant in accordance with the provisions in Attachment 'B' "Payment Milestones Schedule."

B. Additional Services Fees

Additional services approved by Library and rendered by Consultant, if any, shall be compensated (per consultant) at the rate of one thousand two-hundred dollars per day (\$1,600) or two hundred dollars per hour (\$200). Additional services, if any, must be in writing and agreed to by Parties before additional work is started.

C. Reimbursable Expenses

Library agrees to reimburse Consultant at cost for reasonable expenses, including travel as approved by Library when Consultant or Consultant Team is required to travel to the Library service area for a site visits related to the Work. Total reimbursable expenses are not expected to exceed twenty-one thousand one-hundred dollars (\$21,100).

D. Invoice

Consultant shall send its application for payment, together with copies of receipts verifying reimbursable expenses, to

**Kelly LaRocca
St. Tammany Parish Library
1112 W. 21st Ave.
Covington, LA 70433**

Payment will be made within thirty (30) days after receipt of the Consultant's application, except the initial payment which shall be paid within fifteen (15) days as specified above in Section 3A.

4) Direction

Consultant shall report to and receive administrative direction regarding this Contract from Library Director Kelly LaRocca for Library, who shall act for Library in all matters pertaining to this Contract.

5) Miscellaneous

This Agreement is the sole expression of the understanding between the parties with respect to Consultant's services to Library, and it may not be modified or waived except in writing signed by the Party against whom enforcement of such modification or waiver is sought.

6) Termination and Extension

Either Party may terminate this agreement upon thirty (30) days' prior written notice to the other Party. If this Contract is so terminated, Library shall compensate Consultant for services rendered by Consultant and/or any subcontractors of Consultant at the rate of two hundred dollars (\$200) per hour per consultant for time expended by Consultant and/or subcontractors of Consultant and shall compensate Consultant for any out-of-pocket expenses incurred by the Consultant and/or subcontractors of Consultant, less any previous sums paid by Library to Consultant under this Contract. By mutual written consent, the Contract may be extended for periods of thirty (30) days each. Upon termination, Consultant shall deliver to Library all original documents, notes, files, or other data pertaining to this Contract.

7) Cancellation

The continuation of this Contract is contingent upon the appropriation of funds to fulfill the requirements of the Contract by the Library. If the Library fails to appropriate sufficient monies to provide for the continuation of this or any other Contract, or if such appropriation is reduced by the vote of the Library Board of Control by any means to prevent the total appropriation of the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the Contract, the Contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

8) Discrimination Clause

Consultant agrees to comply with the Americans with Disabilities Act of 1990 and any current amendments thereto. All individuals shall have equal access to employment opportunities available to a similarly suited individual. Provider agrees not to discriminate in its employment practices, and will render services under this Contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Consultant, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Contract. Consultant agrees to abide by the requirements of all local, state, and/or federal law, including but not limited to the following: Title VI and VII of the Civil Rights Act of

1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and the requirements of the Americans with Disabilities Act of 1990. Provider warrants and guarantees that it is an Equal Employment Opportunity employer. In all hiring or employment made possible by or resulting from this Contract, there shall not be any discrimination against any person because of race, color, religion, sex, national origin, disability, age or veterans status; and where applicable, affirmative action will be taken to ensure that Consultant's employees are treated equally during employment without regard to their race, color, religion, sex, national origin, disability, age, political affiliation, disabilities or veteran status. This requirement shall apply to but not be limited to the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. All solicitations or advertisements for employees shall state that all applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or veteran status.

9) General Conditions

The General Conditions set forth in Attachment "A" entitled "General Provisions," which is attached hereto, are hereby incorporated by reference.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Carson Block

By: _____

Carson Block

Kelly La Rocca, St. Tammany Parish Library

By: _____

ATTACHMENT A. GENERAL CONDITIONS

1. APPLICABLE LAW

This Contract shall be construed and interpreted in accordance with the law of the State of Louisiana.

2. ASSIGNMENT

This Contract is for Consultant to perform Work as specified in this Contract and this Contract shall not be transferred or assigned by Consultant without the prior written consent of Library.

3. NATURE AND EXTENT OF SERVICES

The best efforts of Consultant shall be used to conduct in accordance with the highest and best state of the art all activities referred to in this Contract. The full control of the manner and selection of methods with respect to Consultant's rendering of professional consulting services to Library shall be reserved to Consultant. The establishment and determination of Consultant's working hours, days of work, and location of the premises for the performance of services shall be the exclusive right of Consultant.

4. CONFLICT OF INTEREST

Consultant hereby warrants that there is no conflict of interest in Consultant's other consulting contracts or employment, if any, with the activities to be performed hereunder and shall advise Library if a conflict of interest arises during performance of this Contract. Consultant shall avoid all circumstances and actions that reasonably would place Consultant in a position of divided loyalty with respect to Consultant's obligations under this contract.

5. SUBCONTRACTORS OF CONSULTANT

The Consultant will subcontract with Susan Kent of Susan Kent Consulting to form the consultant team to perform the scope of work.

6. INDEPENDENT CONTRACTOR

In all matters relating to this Contract, Consultant and any subcontractors of Consultant shall be acting as independent contractors. Consultant and any subcontractors of Consultant are not employees of Library under the meaning or application of any Federal or State Unemployment or Insurance Laws or Worker's Compensation Laws, or otherwise. Consultant shall not have any authority to represent itself as an agent, employee, or in any other capacity of Library.

7. LIMITED LIABILITY

With regard to the services to be performed by Consultant pursuant to the terms of this Contract, Consultant shall not be liable to Library, or to anyone who may claim any right due to Consultant's relationship to Library, for any acts or omissions in the performance of said services on the part of Consultant or on the part of the agents or subcontractors of Consultant except when said acts or omissions of Consultant are due to Consultant's willful misconduct. Library shall hold Consultant free and harmless from any obligations, costs, claims, judgment, attorney's fees, and attachments arising from or growing out of the services rendered to Library pursuant to the terms of this Contract or in any way connected with the rendering of said services, except when the same shall arise due to the willful misconduct of Consultant, and Consultant is adjudged to be guilty of willful misconduct by a court of competent jurisdiction.

With regard to the services to be performed by Library pursuant to the terms of this Contract, Library shall not be liable to Consultant, or to anyone who may claim any right due to Library's relationship to Consultant, for any acts or omissions in the performance of said services on the part of Library or on the part of the agents or subcontractors of Library except when said acts or omissions of Library's willful misconduct. Consultant shall hold Library free and harmless from any obligations, costs, claims, judgment, attorney's fees, and attachments arising from or growing out of the services rendered to Consultant pursuant to the terms of this Contract or in any way connected with the rendering of said services, except when the same shall arise due to the willful misconduct of Library, and Library is adjudged to be guilty of willful misconduct by a court of competent jurisdiction.

8. NOTICES

Any notice required to be given hereunder shall be deemed to have been sufficiently given either when served in writing in person or when served by express mail to assure delivery and/or express courier service, addressed to either Party at the applicable address(es) set forth below.

Kelly LaRocca
St. Tammany Parish Library
1112 W. 21st Ave.
Covington, LA 70433

Carson Block
Carson Block INC
2913 Michener Ct
Fort Collins CO 80526

9. TITLE TO WORK

The deliverables (such as written reports) contemplated in the Work shall be the property of Library. Consultant shall retain title and full use of any preliminary processes, including but not limited to concepts, principles, techniques, forms, survey instruments, questionnaires and software programs developed

independently by Consultant, or under contracts with other parties and used in the Work, and in the preparation of interim documents and/or final documents and/or expressed in interim documents and/or final documents. Consultant may, for purposes incidental to its work as a consultant, retain copies of, use and publish information, data, diagrams, charts, excerpts, and/or text related to the Work and the documents resulting from the Work with express written permission of the library.

11. FORCE MAJEURE

If either Party fails to perform its obligations because of strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond the reasonable control of the Party obligated to perform, then both Parties shall be excused from any further performance for whatever period of time after the occurrence is reasonably necessary to remedy the effects of that occurrence.

12. WAIVER

No waiver of any provision herein shall be deemed or shall constitute a waiver of any other provision of this Contract.

13. ARBITRATION.

In the event of a dispute relative to this Contract, either Party may request and require that such dispute be resolved by arbitration under the procedures established by the American Arbitration Association, with the site of such arbitration being in Louisiana. All claims and disputes be heard in the 22nd JDC for the Parish of St. Tammany For in a location as the Parties may mutually agree.

14. SEVERABILITY.

This Contract constitutes the complete Contract between Consultant and Library. No representation or promise, either oral or written, has been made except as specifically set forth herein. Should any part of this Contract be declared invalid, such invalidity shall not affect the remainder of this Contract. It is the intention of the Parties that they would have executed the remaining portion of this Contract without herein including any portion that may hereafter be declared invalid.

ATTACHMENT B. PAYMENTS MILESTONE SCHEDULE

MILESTONE #	TASK	PAYMENT
1	Completion of Phase 1A	\$14,150.00
2	Completion of Phase 1B	\$32,450.00
3	Completion of Phase 2	\$10,400.00
4	Completion of Phase 3	\$18,000.00
TOTAL		\$75,000.00

Plus related travel expenses to be submitted after each site visit.



Attachment C: Scope of Work
Strategic Planning
RFP Number: 21-001

Prepared by Carson Block Consulting Inc

<http://www.carsonblock.com/>

librarylandtech@gmail.com

(970) 673-7475





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Executive Summary

Carson Block Consulting Inc is honored to submit this scope of work for strategic planning services for the St. Tammany Parish Library (STPL). I have had the joy of working with St. Tammany staff in the past by presenting at a staff day in late 2019 and assessing the library’s needs for automated gate counters and conversion to Radio Frequency Identification (RFID) technology. In the process, I had the opportunity to work closely with library staff, converse with Library Board of Control (LBOC) members and tour each library site, and gained insight into the unique needs and wonderful communities served by the library. It would be an honor to serve the library by assisting in the creation of this strategic plan.

Joining me in this proposal is Susan Kent. Ms. Kent’s work in the national and international library communities is legendary. She is an expert in library strategic planning, models of service, organizational communications, and governance issues; she is also a strategic thinker with the ability to see multiple perspectives and incorporate them into actions that benefit all involved.

The consultant team will work collaboratively with library staff and the LBOC throughout to ensure an inclusive input process to inform the creation of the plan, which will be designed to guide STPL’s operations and decision-making from January 1, 2022, through December 31, 2026. Further, the plan will define STPL’s role in the community, guide the LBOC governance of and advocacy for STPL, and establish a framework for setting operational goals and creating service plans. The consultant team recognizes that the purpose of the strategic plan is to position STPL to proactively provide service that meets changing needs in a cost-effective manner and to educate stakeholders about library services.

With our combined skills, Susan and/or I will take lead (or share responsibility as appropriate) for the primary areas of interest described in the RFP.

RFP Requirement	Lead
<i>Examine our community’s growth patterns and demographics</i>	SK
<i>Develop goals and address the implications of the proposed goals for STPL’s services, collections, technology, staffing and facilities.</i>	SK & CB
<i>Perform an environmental analysis of the political, economic, and social factors affecting STPL.</i>	SK
<i>Address strategies for increasing public awareness of STPL’s offerings and services.</i>	SK & CB
<i>Identify the need for services or changes in services with respect to future trends and technologies</i>	CB
<i>Reflect the needs, voices, and interests of a changing and diverse community.</i>	SK
<i>Identify possible funding needs to respond to service demands.</i>	SK

St. Tammany Parish Library
Strategic Planning
Attachment C: Scope of Work



Include a process for the LBOC and Staff to annually review and evaluate goals and develop new strategies based on the evaluation.

CB

About Carson Block Consulting Inc

Carson Block Consulting Inc. is a full-service library technology consulting firm established as Carson Block LLC in 2010 and incorporated as Carson Block Consulting Inc. in 2012. The company was legally established and remains based in Colorado and performs consulting services across the United States. Primary areas of consulting include library technology planning; facilities and services master planning; IT Department audits, assessments, and improvement plans; and teaching, training, facilitation, and public speaking on library technology and general library advocacy topics.

A handwritten signature in black ink that reads "Carson Block".

Carson Block, President
Carson Block Consulting Inc
2913 Michener Court
Fort Collins, CO 80526
Voice: (970) 673-7475

Web: <http://www.carsonblock.com/>
Email: librarylandtech@gmail.com
Twitter: @CarsonBlock

Project Approach

In addition to deliverables (described below), the consultant team will schedule regular remote meetings for updates and review. Please note that the **scheduling of phases** has some dependency on public health conditions and the library's preferences on tasks and deliverables. The phases described below are designed to fit the library's specified nine-month period for project completion.

Any changes to the schedule, scope of work and/or fees are allowed by mutual agreement of the library and consultant team.

Abbreviations:

CB: Carson Block

SK: Susan Kent

PRE-PLANNING: September 2021

Pre-Planning Meeting #1 – Early September 2021:

- Review and adjust project schedule to reflect public health conditions.
- Review tasks, visits, fees, and schedule with the library
- Determine team(s) structure. Recommend:
 - A Planning Committee (a nimble working committee; composed of library staff, perhaps two board members, and the consultants)
 - A Community Advisory Committee (offer perspectives and feedback throughout the planning process)
- Establish communication channel and collaboration method for teams
- Identify and invite members of the Community Advisory Committee (Library)
- Collect library info – data, etc.
- Begin regular meetings with Planning Committee

Pre-Planning Meeting #2: Mid-September 2021

- Conduct an IDEA SESSION of the Planning Committee:
 - Begin process of identifying key stakeholders and stakeholder groups important to the library to include names, topics, areas of interest and key stakeholders in the community (broad spectrum); might include people who buy their own books; homeschoolers; the North Shore community college; literary groups (non-library); and others as emerge from discussion).
 - Brainstorm/create an initial list of desired data sources and modes of outreach to the community (check in on Parish data gathering process; Census Reporter; others).
- Begin stakeholder engagement design (items below will be discussed; work and completion of each item will be scheduled within the overall plan framework):
 - Identify information needs and gaps and determine best modes of engagement
 - Surveys:**
 - Community Survey: Begin Discussion on survey questions/methodology
 - Include question(s) for non-library users
 - Staff Survey
 - Focus Groups:**
 - Discuss potential participants for focus groups
 - To reach some populations, we will want to train some library staff to assist in outreach and engagement (cookbook approach to optimize/minimize staff time needed)
 - Identify “embedded” opportunities to reach non-users and special populations:
 - Farmer’s Markets
 - Fall Festivals
 - Parish Fair (1st weekend in Oct).
 - Others
 - Identify COVID adjustments and modifications for all stakeholder engagement
 - Create avenues for staff to engage the community to assess the plan annually
 - **Interviews:**
 - Discuss individual stakeholder interview process and participants

PHASE 1A: September - October 2021

Site Visit 1 (September 2021 - 2 site days):

Official kickoff meetings for CB (and remote for SK) to include meetings with library administration, library board; some library tours and conversations with the planning team(s).

Due to public health conditions, it is likely that the site visit for one consultant will be deferred for another purpose later in the project. Activities planned for the site visit will be performed as best as possible during pre-planning activities as described above.

The consultant team will work with the library to create two project teams:

- A Planning Committee composed of key library staff, BOC members and the consultant team
- A Community Advisory Committee

and

- Establish communications and collaborative processes
- Confirm key stakeholders and stakeholder groups
- Review all planning activities and proposed dates; identify key metrics for trends and comparables work; gather and review existing data and information relevant to the planning process; and other tasks.

<p>1.1 Trends and Comparables Analysis – Identify leading practices in public libraries, library technology, and other related cultural and education fields that need to be explored during the process.</p>	<p>Deliverable: Trends/Comparables Report¹</p>
<p>1.2 Remote training for staff -- stakeholder engagement training for assistance in reaching underserved (focus groups & community meetings); this is a “cookbook” approach designed to maximize staff comfort and minimize staff time needed for engagement.</p>	
<p>1.3 Internal Assessment – examine and analyze STPL data – pre-Covid and during Covid to determine what possible “pivots” need to be made due to changing user expectations.</p>	<p>Deliverable: Internal & External Assessment Status Report²</p>

¹ This report may be combined with the Internal Assessment report.

² This report may be combined with the Trends report

<p>1.4 Review demographic trends in the STPL service area.</p>	
<p>1.5 Complete survey design and launch community survey</p>	
<p>PHASE 1B: October 2021 – February 2022</p> <p>Site Visit 2 (CB & SK; 3 site days in November or December (To coincide with Oct 18 staff day); includes 1.5, 1.6 and community meetings part of 1.7)</p> <p>1.5 Meet with STPL leadership staff and LBOC³(separately) to gain a deeper understanding of the current position and future opportunities for the Library and review its current mission, vision and values.</p> <p>Site visit for CB and SK combined with 1.6 and community engagement part of 1.7</p>	
<p>1.6 Facilitate 2 staff workshops and focus groups – present trend analysis and comparables analysis, discuss opportunities and challenges and conduct a SOAR analysis.</p> <p>Anticipate Three staff sessions:</p> <ul style="list-style-type: none"> ● Front line staff ● Supervisors/no managers ● Managers/admin <p>Will use Chatham House Rules (capture thoughts; no attribution)</p> <p>Site visit for CB and SK combined with 1.5 and community engagement part of 1.7</p>	
<p>1.7 External Assessment - <i>(The team will begin the design process in late Early Aug as part of pre-planning activities: what do want to learn; from who: what questions do we want to ask; best mode - survey, focus group, and/or interview)</i></p>	<p>Deliverable: External Assessment Report</p>

³ LBOC contacts may be done by phone on an individual basis if that is most convenient.

St. Tammany Parish Library

Strategic Planning

Attachment C: Scope of Work



Conduct a robust community engagement strategy that will ascertain current perceptions about the STPL and its future opportunities. Community engagement builds trust and consensus among the broad constituency served by STPL and leads to sustained community support for library initiatives. Identify and incorporate non-user and special populations into the planning process. They are crucial to the planning process. These are key to articulating the STPL future mission and vision.

This will include:

- 10 personal/confidential interviews and/or focus groups with key stakeholders (via phone or videoconferencing). The stakeholders will be identified by the Library representing parts of the community important to the library. **(These interviews will be scheduled in Phase 1A)**
- A survey of the community to learn more about needs and desires. **(Design and launch survey in Phase 1A; August 2021)**
- Review survey results to refine outreach strategies for special populations and non-users. (move to Phase 1A - August 2021)
- Outreach to special populations and non-users; SK and CB will provide remote training to include staff in engagement activities.
- Inclusive community-wide meeting to share ideas on the roles that the STPL library currently plays in the community and how those roles may/should change in the future. **Site visit in October for CB and SK combined with 1.5, 1.6 and 1.7**
- Community advisory committee meeting during October consultant visit. Consider the benefits of including the library planning team in this meeting.

1.8 Issues and Challenges – the findings of the three previous steps (trends/internal assessment/external assessment) will be analyzed to articulate the critical issues facing STPL, the gaps between current library operations and services and the challenges facing the Library as it moves forward.

Deliverable: Key Findings/issues/Challenges report -to be distributed to STPL leadership in advance of the Strategic Planning Workshop.

PHASE 2: March 2022

<p>Site Visit 3 (CB and SK; two site days in March)</p> <p>2.1 Strategic Planning Workshop – a retreat for senior Library managers and LBOC to:</p> <ul style="list-style-type: none"> ● Review STP mission/vision/values and draft or revise as needed to ensure the library is in alignment with its new strategic directions and community input. ● Deliberate and achieve consensus on manageable and implementable strategic goals based on the previous steps. ● Ensure that key service area goals, technology and programs address the community’s needs and expectations. ● Identify potential partners for program development, service delivery and support. ● Identify potential sources of funding to amplify the Library’s resources. ● Meet with community advisory committee 	<p>Deliverable: Brief summary of decisions made during the workshop.</p>
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PHASE 3: April - June 2022

<p>3.1 Action Planning – In order to bring the Library’s activities into alignment with the new goals, the consultants will prepare a template for STPL staff to use for developing the plan. The consultants will conduct a workshop (remote) to initiate the action planning process that will focus on how to develop objectives and key action items to fulfill the plan. The consultant will collaborate with staff to incorporate insights gained from the planning process to help develop concrete steps to achieve goals.</p>	<p>Deliverable: Final Strategic Plan.</p>
<p>3.2 Draft and Final Strategic Plan - Once the action plans are complete, a draft strategic plan that includes the input gathered throughout the process. It will include a mission/vision statement and a set of goals and recommendations on the strategic direction of the STPL. This draft will be sent to STPL leadership for review and comments. After review, the final document will be prepared as both a printable document and an online document.</p>	

<p>3.3 Implementation Plan – the consultants will provide information and tools to the staff to help STPL management and Board evaluate goals and achievements as strategic plans are dynamic and</p>
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St. Tammany Parish Library
Strategic Planning
Attachment C: Scope of Work



need to change as situations change, the tools will allow the Library to adapt to changes, if necessary, in addition to measuring achievements and set-backs.

3.4 Site Visit 4 (CB and SK) Presentation of Strategic Plan to LBOC (anticipate May or June 2022)

Costs and Payment Schedule

The consultant group suggests a lump-sum consulting fee of \$75,000 plus expenses for consultant visits. This fee suggestion is contingent upon discussions with the library that could result in adjustments to the scope of work; for instance, the library may wish an expansion to the scope of work (e.g. if additional work is desired for public engagement) or reduction in scope.

The hourly rate for each consultant is \$200/hour.

Travel costs are estimates; the consultants would bill only for actual travel expenses and will observe the library's policies for reimbursable expenses.

Schedule and Fees for Scope of Work

Contract Signing: Anticipated late August 2021

Pre-Planning: September 2021

Phase 1A September - October 2021

1.1 Trends and Comparables analysis

1.2 Remote training for staff

1.3 Internal assessment

1.4 Demographic trends

Design and Launch survey

Bi-weekly team meetings and administrative support

Site visit 1– CB in-person/SK remote

Milestone Payment 1 \$14,150

Travel \$ 3,000*

Phase 1B October 2021 – February 2022

1.5 Meetings with key staff/LBOC

1.6 Staff workshops and focus groups

1.7 External assessment

(add) Community advisory committee meeting

1.8 Issues and challenges

St. Tammany Parish Library

Strategic Planning

Attachment C: Scope of Work



Bi-weekly team meetings and administrative support

Site visit 2– CB/SK – 3 days

Milestone Payment 2	\$32,450
Travel (est)	\$ 6,000*

Phase 2 - March 2022

2.1 Strategic planning workshop

(add) Community Advisory Committee meeting

Bi-weekly team meetings and administrative support

Site Visit 3 – CB/SK 2days

Milestone Payment 3	\$10,400
Travel (est)	\$ 6,000*

Phase 3 April- June 2022

3.1 Action planning

3.2 Draft/Final Strategic Plan

3.3. Implementation Plan

Biweekly team meetings and administrative support

3.4 Site Visit 4 – CB/SK to present final plan (2 days)

Milestone Payment 4	\$18,000
Travel	\$ 6,000*

Total Consulting Fee	\$75,000
Total Travel Estimate	\$21,000*

* This estimate of travel expenses is provided to account for any unexpected swings in the cost of travel. Actual travel costs may be significantly lower.

Strategic Planning Committee

STPL is moving forward to create a strategic plan to plan services and set goals for the next few years. We will need to form a committee of Library Board members, Library Administration, and Library Staff to work with our strategic planning consultant and help facilitate the planning process.

Ultimately the goal of this committee is to ensure that we have a thorough and comprehensive process grounded in solid information and a deep understanding of our community.

This committee is meant to be a smaller, nimble committee. Members may be dropped or added depending on the expertise needed for the task at hand and may create subcommittees of different members to ensure the involvement of as many board members, community advisors, and staff as possible.

Our first proposed meetings will be scheduled for September. The exact dates and times have yet to be determined. Due to the pandemic, these first meetings will be held by Zoom. Library Board Committees are formed by resolution. A sample resolution is attached for your consideration.



St. Tammany Parish Library Board of Control
Library Board of Control Strategic Planning Committee
August 24, 2021

BE IT RESOLVED that the St. Tammany Parish Library Board of Control will form a committee consisting of members of the Library Board of Control, the St. Tammany Parish Library administrative team, and St. Tammany Parish Library staff to work collaboratively with the strategic Planning Consultant to facilitate the Library's strategic planning process;

WHEREAS, the Library Board of Control and the library administrative team will determine the makeup of the committee and the duties of each committee member;

WHEREAS, this committee will be a nimble working committee meeting regularly to plan and organize strategic planning process tasks and form subcommittees to include as many board members, staff, and community advisors in the process as possible.

NOW THEREFORE BE IT RESOLVED, The Library Board of Control will form the Strategic Planning Committee.

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 24th DAY OF AUGUST 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

MANDVILLE (985) 626-4293

PEARL RIVER (985) 863-5518

SLIDELL (985) 646-6470

SOUTH SLIDELL (985) 781-0099

Director's Report — August 24, 2021

COVID RESPONSE

Masks are required for everyone ages five and older in all library branches as per the Governor John Bel Edwards' statewide indoor mask mandate issued August 4, 2021.

The library does not require employees to get vaccinated, but we do recommend it for their safety.

Plans to open the six small branches of the St. Tammany Parish Library during extended evening hours on Wednesdays have been postponed. This decision was made to ensure adequate staffing at all library branches.

We plan to have a hybrid of in-person outdoor and virtual programming for the foreseeable future. We are actively monitoring the situation, and we will be ready to respond with changes as needed.

FACILITIES

We have received plans for the Slidell Parking lot addition from Meyer engineering. A drawing is provided at the end of this report.

The South Slidell roof project is in the preliminary stages.

The Covington Branch outdoor renovation plans are in review by the St. Tammany Parish Government Procurement Department. A drawing is provided at the end of this report.

MARKETING AND OUTREACH

September is Library Card Sign-up Month and Food for Fines – Theme is *Welcome In*

Kelly LaRocca, Director – The Northlake Mandeville Rotary Club

Iriana Lonon, Children's Librarian Covington Branch: Appletree Academy on August 4th.

Adult programming is lending Book club boxes to St. Anthony's Gardens

Jennifer Rifino, Teen Services Coordinator, Carly Nguyen, Children's Librarian South Slidell, Morgan Sherlock, Children's Librarian Mandeville, and Evan Kramer, Reference Librarian Mandeville July 27th: Presented at the St. Tammany School Librarian Conference

Amy Bouton and Jennifer Rifino August 1st - Healthier Northshore /Abita Springs Trailhead

Charlene Barrett and Abby Mayfield August 14th - Back-to-School celebration at Peter Atkins Park

Amy Bouton, August 6th- The Lake 94.7 and The Highway 104.7 radio interviews

PROFESSIONAL INVOLVEMENT

Kelly LaRocca has been appointed to the Public Library Association (PLA) Budget and Finance Committee. She will serve a two year term.

Kelly LaRocca attended the Gulf South Director's meeting on July 16th, 2021.

Louanne Bertrand attended OverDrive's Digipalooza virtual conference

Crissie Moilina: LLA Social Media Committee Meeting on August 9, 2021

Patron Point Training: Jillian Boudreaux, Stacey DeMichiel, Tanya DiMaggio, Jenny Mayer, Jennifer Rifino, Noelle Williams, Amy Bouton

Charlene Barrett, Abby Mayfield, Jennifer Rifino - LA State Library Teen meeting August 11, 2021

Charlene Barrett, Abby Mayfield, Jennifer Rifino - SLJ Live! Teen Virtual Conference August 5, 2021

Tanya DiMaggio attended the ALSC's Managing Children's Services meeting on August 18, 2021

Noelle Williams, Reference Coordinator and Iriana Lonon, Children's Librarian Covington Branch, attended the virtual Black Caucus of the American Library Association Conference from July 28 - August 1, 2021

Jenny Mayer, Children's Coordinator attended the State Library Monthly Children's Meeting on August 11, 2021

Morgan Sherlock maintained the LLA social media accounts.

Sonnet Ireland

- Attended LLA Board Meeting/Training Session : Acted as one of the trainers, July 23, 2021
- Attended PrivacyCon 2021 : <https://www.ftc.gov/news-events/events-calendar/privacycon-2021>, July 27, 2021
- Attended NOLA Information Literacy Forum : <https://nolailc.wordpress.com/>, August 2-5, 2021
- Presented during the Librarian Speed Data-ing session: "Using True Crime Nostalgia to Teach Critical Thinking Skills", August 2, 2021
- Attended Southeastern Library Association Virtual Summer Conference: <http://www.selaonline.org/sela/conferences/2021summer.html>, August 5-6, 2021

WEBINAR ATTENDANCE

Kelly LaRocca, Director

Sally McKissack, Collection Development Manager

Crissie Molina, Covington Branch Manager

Sally Gill, Mandeville Branch Manager

PERSONNEL

Susan Badon, Associate at Mandeville, will be the new Children's Librarian at Madisonville.

New Staff: eight people hired (seven part-time, one full-time)

Leidy Cook will be leaving in two weeks to begin a job with CNN.

PROGRAMMING

The 2021 Summer Reading Challenge Wrapped up August 7. The final tally is: 3,859 registered participants, 951,961 collective minutes read and logged, and 34,134 badges earned. The St. Tammany Parish Library hosted 242 programs — either in-person outdoor, or virtual during the challenge.

Reference Assistance

General Assistance: 537

Genealogy Assistance: 249

Proctoring: 9

Computer Training: 677

Database Training: 42

Mobile App Training: 185

WEBSITE

July: 36,706 users visited the library's website during 58,107 sessions

July 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	378	1057	150	38	298			13		1,934				
Abita	777	65	373	22	785	11		157		2,190	186	1,928	53	259
Bush	240	17	372	2	197	8		11		847	89	1,106	34	116
Causeway	2499	334	1176	38	2796	60		272		7,175	613	5,809	455	1,374
Covington	3867	379	1814	51	3722	138	75	381		10,427	1,188	6,038	1,625	1,010
Folsom	420	37	469	11	224	40		14		1,215	327	1,067	42	105
Lacombe	277	37	333	9	352			72		1,080	172	1,795	73	115
Lee Road	392	23	145	4	464	9	8	27		1,072	64	647	24	128
Madisonville	1572	187	621	17	2536	57		183		5,173	529	3,772	801	475
Mandeville	2535	381	1161	50	4643	151	5	269		9,195	1,219	5,944	652	561
Pearl River	477	27	352	13	303	35	26	20		1,253	258	1,789	56	138
Virtual ¹									29772	29,772				
Slidell	4046	451	1788	45	4703	330	396	415		12,174	2,056	10,882	1,150	1,079
South Slidell	639	93	505	14	708	17	14	94		2,084	1,307	4,651	551	1,001
Total	18,119	3,088	9,259	314	21,731	856	524	1,928	29,772	85,591	8,008	45,428	5,516	6,361

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: 857

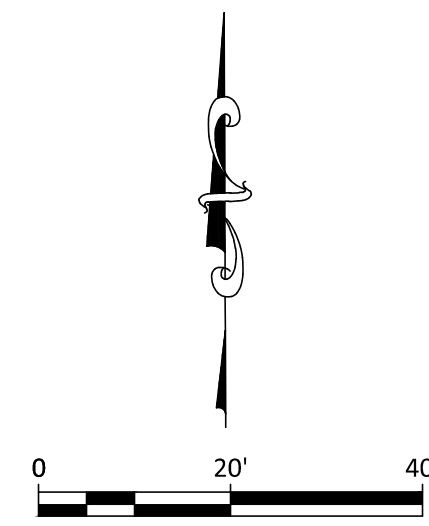
Jan - July YTD 2021
Service Statistics

Branch	Adult Books	CD	DVD	ILL	Juv Bks	Mag	Pbks	YA	Virtual	Total Circulation	Computer Usage	Door Count	Wireless Inside	Wireless Outside
Admin/Annex	2221	1666	927	320	964	1		90		6,189				
Abita	3848	335	1805	90	3318	45		354		9,795	784	8,230	320	1,730
Bush	1066	85	1989	3	834	35		67		4,079	290	3,847	188	678
Causeway	14971	2048	7051	305	14908	216		1575		41,074	3,856	31,637	2,395	8,578
Covington	24629	2496	11362	322	22289	916	802	1724		64,540	8,301	35,753	10,659	6,425
Folsom	2430	182	2654	52	1503	448		145		7,414	1,259	3,122	296	926
Lacombe	1569	375	2093	63	1484	10		196		5,790	958	11,217	514	902
Lee Road	1774	146	700	17	1843	36	22	100		4,638	199	2,678	217	1,258
Madisonville	9422	1508	4046	119	12424	251		1008		28,778	2,890	21,147	4,996	2,985
Mandeville	16813	2474	7591	282	24896	552	23	1608		54,239	6,821	34,994	4,461	3,995
Pearl River	2636	153	1910	155	1556	91	101	88		6,690	1,139	9,898	348	1,028
Virtual ¹									190241	190,241				
Slidell	26938	2914	10374	319	26426	1241	1925	2434		72,571	13,173	60,096	6,600	7,479
South Slidell	4543	661	3867	148	4413	127	109	446		14,314	8,147	29,237	3,672	7,176
Total	112,860	15,043	56,369	2,195	116,858	3,969	2,982	9,835	190,241	510,352	47,817	251,856	34,666	43,160

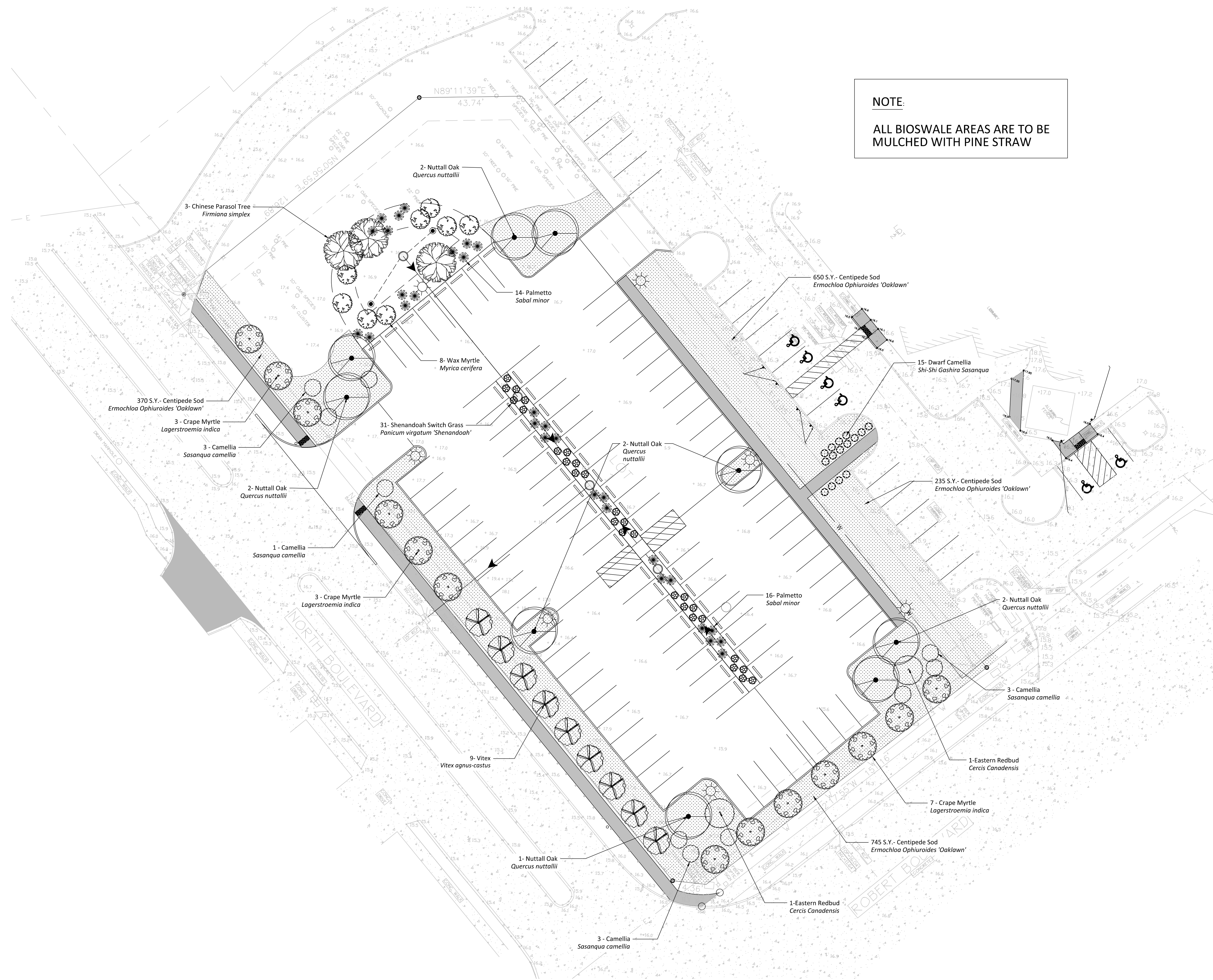
1 - Virtual stats include Overdrive, Tumblebooks, 3M Cloud Library, Rbdigital, Hoopla

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

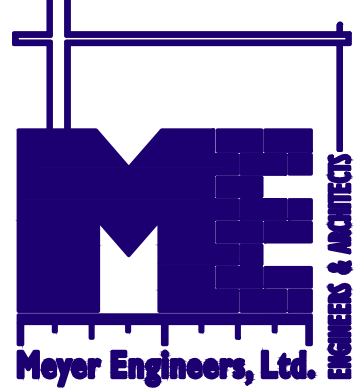
Patrons Registered: 4,422



NOTE:
 ALL BIOSWALE AREAS ARE TO BE
 MULCHED WITH PINE STRAW



Meyer Engineers, Ltd.
 4937 Hearst Street · Suite 1B · Metairie, Louisiana 70001
 phone.504.885.9892 · fax.504-887-5056
 website.www.meyer-e-l.com

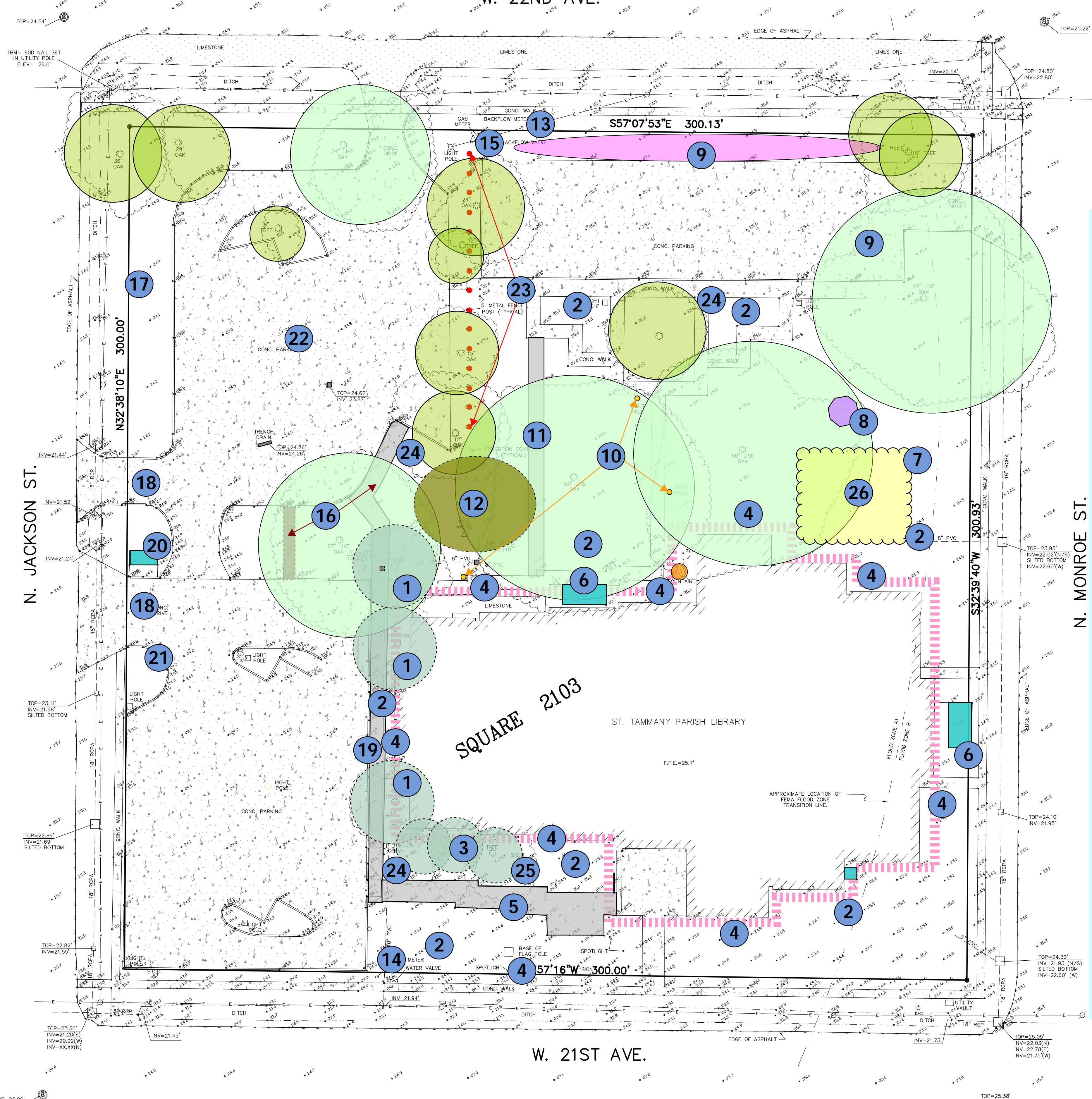


**SLIDELL LIBRARY (ROBERT BLVD)
 NEW PARKING LOT
 ST. TAMMANY PARISH GOVERNMENT, OWNER**



N:\2021\21014 - Slidell Library (Robert Blvd) Parking Lot Landscape Plan\Drawings\Landscape\21014-PL-LANDSCAPE.dwg, 8/12/2021 4:47:45 PM, rzeznique

Topographical Survey of
ST. TAMMANY PARISH LIBRARY
 LOTS 1-10 * SQUARE 2103 * DIVISION OF NEW COVINGTON
 CITY OF COVINGTON
 ST. TAMMANY PARISH, LOUISIANA
 W. 22ND AVE.



- KEYNOTES FOR PROPOSED SCOPE OF WORK**
1. REMOVE CYPRESS TREES, INCLUDING ALL CYPRESS KNEES ON WEST SIDE OF BUILDING WITHIN EXISTING LANDSCAPE BEDS.
 2. RE-DO ALL LANDSCAPING AROUND BUILDING. PROTECT LIVE OAK TREES. REMOVE ALL JASMINE GROUND COVER.
 3. REMOVE TREES IN LANDSCAPE BEDS IN FRONT OF BUILDING.
 4. ABANDON EXISTING FRENCH DRAINAGE SYSTEM AROUND PERIMETER OF BUILDING. REGRADE AND PROVIDE NEW DRAINS WHERE NEEDED.
 5. WATER PONDING ON SIDEWALK LEADING TO BUILDING ENTRY - PROVIDE DRAINAGE SOLUTION AND ALSO CHECK ADA COMPLIANCE - MAKE SIDEWALKS MORE ACCESSIBLE.
 6. PROVIDE SCREEN AT NORTH AND SOUTH SIDE OF AHU AND PLANTING SCREEN ON OTHER SIDE OF SIDEWALK - NEED TO MAKE SURE IT DOESNT IMPEDE AIR FLOW.
 7. WATER PONDING ON NORTH AND NE SIDE OF BUILDING UNDER OAK TREE. PROVIDE DRAINAGE SOLUTION OR REGRADE.
 8. DEMO AND RE-CONSTRUCT PAVILION (ALTERNATE BID ITEM)
 9. PROVIDE DRAINAGE IMPROVEMENTS BY AZALEAS ON W. 22ND ST
 10. REPLACE FREE STANDING (HOME DEPOT) LIGHTS AT REAR OF BUILDING LEADING FROM PARKING LOT TO BUILDING
 11. PROVIDE NEW SIDEWALK FROM BACK PARKING LOT TO BUILDING. MIGHT NEED TO PROVIDE TRENCH DRAINS BELOW TO ALLOW CONTINUED SHEET LOW - PREFERENCE FOR A FLOATING SIDEWALK.
 12. REMOVE EXISTING BAMBOO -
 13. RAISE ABOVE GRADE THE IRRIGATION BFP NEAR W. 22ND ST TO BE COMPLIANT WITH CODE.
 14. RAISE ABOVE GRADE THE IRRIGATION BFP NEAR BOSTON ST TO BE COMPLIANT WITH CODE - NEED TO RELOCATION TO NOTE BE ADJACENT TO CURB SO THAT CARS DO NOT HIT.
 15. REFURBISH AND TEST FIRE WATER BFP AND PROVIDE A PERMANENT BOX AROUND IT.
 16. REMOVE BRIDGE AND PROVIDE SIDEWALK CONNECTING PARKING LOT - PREFERENCE FOR A FLOATING SIDEWALK - WILL NEED TO CONSIDER DRIP LINE OF OAK TREE.
 17. DRAINAGE IMPROVEMENTS NEAR NW CORNER IN GRASS AREA - DRAIN CLOGGED.
 18. REPAIR BROKEN CURBS FOR DRIVEWAY OFF N. JACKSON ST.
 19. REPLACE SIDEWALK ON WEST SIDE.
 20. REPLACE FENCING AT TRASH ENCLOSURE.
 21. POSSIBLE UPGRADE SITE SIGNAGE.
 22. UPGRADE PARKING LOT LIGHTING AT NW LOT.
 23. REMOVE EXISTING CHAINLINK FENCE POSTS.
 24. PROVIDE NEW TRASH RECEPTACLES FOR PATRONS USE SCATTERED THROUGHOUT SITE.
 25. INSTALL CLEANOUTS ON MAIN SEWER LINE AT FRONT OF BUILDING.
 26. MUSICAL PLAYGROUND POSSIBLY SPONSORED BY FOUNDATION.

N. MONROE ST.

SQUARE 2103

W. 21ST AVE.

CALL "LOUISIANA ONE-CALL"
 BEFORE DIGGING
 PH. 1-(800)-272-3020

THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING ANY WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

NOTES:
 -ELEVATIONS SHOWN HEREON ARE REFERENCED TO NAVD88 - GEOID 12A
 -BEARINGS SHOWN HEREON ARE REFERENCED TO LOUISIANA STATE PLANE COORDINATE SYSTEM (SOUTH ZONE 1702).

Note: I have consulted the Federal Insurance Administration Flood Hazard Boundary Maps and found the property described is located in a special flood hazard area, it is located in Flood Zone 1 1 & 5
 FIRM Panel# 2202000005B Rev. 11-19-1980

THE SERVICES AND RESTRICTIONS SHOWN ON THIS SURVEY ARE LIMITED TO THOSE SET FORTH IN THE DESCRIPTION FURNISHED US AND THERE IS NO REPRESENTATION THAT ALL APPLICABLE SERVICES AND RESTRICTIONS ARE SHOWN HEREON. THE SURVEYOR HAS MADE NO TITLE SEARCH OR PUBLIC RECORD SEARCH IN COMPILING THE DATA FOR THIS SURVEY.

SURVEYED IN ACCORDANCE WITH THE LOUISIANA "APPLICABLE STANDARDS FOR PROPERTY BOUNDARY SURVEYS" FOR A CLASS C SURVEY.

ADVANCED
 Randall W. Brown, P.L.S.
 Professional Land Surveyor
 LA Registration No. 04506

RANDALL W. BROWN & ASSOCIATES, INC.
 PROFESSIONAL LAND SURVEYORS * PLANNERS * CONSULTANTS
 228 W. CAUSEWAY APPROACH, MANDEVILLE, LA 70448
 (985) 624-5368 * FAX(985) 624-5309

Topographical Survey of
ST. TAMMANY PARISH LIBRARY
 LOTS 1-10 * SQUARE 2103 * DIVISION OF NEW COVINGTON
 CITY OF COVINGTON
 ST. TAMMANY PARISH, LOUISIANA

REVISED DATE:

DRAWN BY:
 RJB
 CHECKED BY:
 RJB
 DATE:
 4-8-2020
 SCALE:
 1" = 20' ±
 SURVEY No.
 20157

SHEET

LBOC Rules and Regulations Committee Update

The LBOC Rules and Regulations Committee met on August 17th. They continued work on the Library's financial policies. The current policies under review are Disbursements, Credit Cards, the Budget Process, Inventory, and Capital Assets. In addition, we are awaiting clarification from the District Attorney's office on our Contracting and Purchasing policy. The committee will be refining changes and present any options or choices that can be made to the Board at upcoming meetings. The next meeting is scheduled for September 14th, 2021, at 11:00 am. Due to current pandemic conditions, the meeting will be held by Zoom.