

St. Tammany Parish Library
Board of Control Meeting
September 28th, 2021
1112 W. 21st Avenue
Covington, LA 70433
Zoom meeting streaming on Facebook Live
6:30 P.M.

Consistent with State of Louisiana Executive Department Proclamation Numbers 168 JBE 2021, the St. Tammany Parish Library will hold its September 28th, 2021, 6:30 p.m. meeting via video conference and certifies that it will otherwise be unable to operate due to an inability to meet in-person quorum requirements as a result of the ongoing COVID-19 pandemic. The meeting will be streamed on Facebook Live on the St. Tammany Parish Library's official Facebook page. The public is encouraged to participate through that medium, which will also allow for submission of questions or comments to the Board on agenda items. Questions or comments from the public on any agenda item for this meeting may be submitted via e-mail by 5:00 p.m. on September 28th, 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 August 24, 2021
 - Discussion
 - Public Comment
 - Vote
2. NEW BUSINESS
 - A. Financial Reports - August 2021
 - Discussion
 - Public Comment
 - Vote
 - B. Health Insurance Update – Leon Golemi
 - Discussion
 - Public Comment
 - C. Hurricane Ida cleanup update
 - Discussion
 - Public comment

D. Director's Report

- Discussion
- Public Comment

3. OLD BUSINESS

- A. Strategic Planning Committee
- B. Rules and Regulations Committee
- C. St. Tammany Parish Library Foundation
- D. Friends of the Library Report

4. Public Comment

5. Adjournment

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

MINUTES

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

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

Absent: Mary Reneau

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 July 27, 2021.

There were no suggested corrections to the minutes. B. Taylor asked for a two-minute public comment period. There was no public comment. Dr. A. Morgan moved to approve the minutes. It was seconded by A. Shaw. All were in favor, none were opposed, and one was absent. Motion carried.

2. NEW BUSINESS

A. Financial Reports – July 2021

K. LaRocca reported that \$102,670.55 in ad valorem taxes was received on July 28, 2021. The total received this year is \$11,168,346.38. The budget percentage should be 58% at this point in the year. Kelly noted that the expenditures are at 51% due to paying \$675,000 for the Times-Picayune Digital Archive after August 1st.

Kelly went through the financial statements and gave explanations for any lines that were under or over budget. Some lines are over budget due to spending the funds earlier in the year. Some

lines are under budget due to not yet spending the funds. The lines will be in balance by the end of the year. The Library Salaries line is below budget due to a 3-paycheck month coming up and open positions. The line will be in balance as positions are filled. The Health Trust line is at 72% due to higher staff utilization after the COVID-19 pandemic. The Advertising, Printing, and Promotional Production lines will be in balance as we advertise during the strategic planning process. The Custodial and Janitorial line is over budget due to charges that belong in the Grounds/Lawn Maintenance line. Those charges will be moved and both lines will be in balance.

The Programming lines are under budget due to less in-person programming due to the continuing COVID-19 pandemic. The lines under Capital Outlay Non-Book Acquisitions will be in balance as the funds are spent on landscaping and improvement projects later in the year.

B. Taylor asked for a two-minute public comment period. Dr. A. Morgan commented that the Parish is expanding and collecting more taxes from new residents. She suggested that we ask for our millage to be reduced when it comes up for renewal. Dr. A. Morgan explained that the Parish will recognize the fact that the library is receiving more money and will question how we are using those funds to provide services to the additional taxpaying residents of the Parish. She stated that there needs to be a balance between the new residents and the services that the library offers and this should be a part of the upcoming strategic plan. B. Allin and B. Taylor agreed that Dr. A. Morgan made a good point.

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

B. Presentation of the 2022 Budget

K. LaRocca presented the 2022 Budget. An additional \$302,325 in ad valorem taxes is expected. There was no change to the expected amount of state revenue sharing. The ARPA and LEH grants were removed, as we are not expecting those grants in 2022. The Donations line was reduced by \$11,000, as there is not currently an expected large project that will be funded by the Friends or Foundation groups in 2022.

Kelly reviewed the proposed changes in expenditures. She noted that Library Salaries is increased by 2.7% to account for open positions and merit raises. Lines under Employee Benefits were increased to account for filling open positions and an expected increase in utilization of the health plan. The Membership Dues line is increased due to moving some charges from the Conventions & Seminars line so that the funds are in the appropriate line. The Network Utility Software line is increased to make upgrades to our security software. The Plumbing, Heating, and Air Conditioning line is increased for expected air conditioning repairs and maintenance

contracts. The Conventions & Seminars line is increased in anticipation of sending staff to the Public Library Association Conference in 2022. If the ongoing COVID-19 pandemic prevents the in-person conference from happening, the funds will be moved. The Programming lines are increased in anticipation of having more in-person programming next year. The Improvements to Physical Plant line is increased to cover the cost of the Slidell Branch roof repair, painting and stucco repair at the Madisonville Branch, painting and waterproofing the South Slidell Branch, and various concrete repairs throughout the system. Various lines were increased under Library Resource Acquisitions to expand our collection and fulfill patron requests.

There are no long-term capital expenditures budgeted for next year at this time. The next capital project will depend on the timeline of the strategic plan. We will be spending \$260,401 less in the 2022 Proposed Budget compared to the 2021 Summer Budget Amendment. The 2022 Budget proposes a savings of \$504,017. Kelly referenced the savings spreadsheet and reviewed the dedicated savings funds. The total dedicated savings is \$4,667,000. The total unassigned savings is \$3,573.

B. Taylor asked if the Slidell roof will be recoated during the project. Kelly explained that the project includes recoating, replacement of damaged metal in spots, and general maintenance of the roof.

B. Allin moved to open the public hearing on the 2022 Budget. It was seconded by C. Butler. B. Taylor asked for the public to submit questions about the proposed budget. B. McHugh asked for clarification on the Library Salaries percentage increase that includes merit raises. Kelly confirmed that it is 2.7%. B. Taylor asked for clarification that merit raises are given following an annual evaluation and not automatically given across the board. Kelly confirmed that is correct. There was no further public comment. A. Shaw moved to close the public hearing. It was seconded by C. Butler.

B. Taylor read the 2022 Budget Resolution aloud. B. Allin moved to adopt the 2022 Operational Budget. It was seconded by A. Shaw. All were in favor, none were opposed, and one was absent. Motion carried.

C. Summer Reading Wrap Up

K. LaRocca played the 2021 Summer Reading Highlights video created by Benny Bruce. Programming coordinators, Jillian Boudreaux, Jennifer Rifino, and Jenny Mayer, each spoke about the highlights of this year's summer reading experience. This year's theme was "Tails and Tales". It was noted that staff and patrons have gotten comfortable with virtual programming this year compared to last year. Registration statistics were close to the in-person statistics of the 2019 summer reading challenge. Each coordinator highlighted the variety of programs that were offered and all programs were well-attended by children, teens, and adults. There was a mix of

virtual and in-person outdoor programming. Storytime outside was a success and was highly attended by children throughout the Parish. The library partnered with several local museums and other community partners to deliver quality programming for children, teens, and adults. Next year's theme is "Oceans of Possibilities".

B. Taylor asked for a two-minute public comment period. B. Allin commented on the variety of activities offered and stated that from a strategic planning perspective, it is a great way to serve the underserved. He said it is a terrific opportunity for children to grow, learn, and discover new possibilities.

A. Shaw asked if the video was available to play on a repeating loop inside the branches. Kelly said that the video is available on the library's YouTube channel, but we can certainly look into playing it on a loop inside the branches.

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

The District Attorney's Office reviewed the contract and adjustments were made that revised or added to the contract. The committee met to review adjustments to clarify and refine the scope of work. Carson 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 Board was provided with marked-up and clean copies of the contract and scope of work. B. Allin commented that we have a good contract. His main concerns were to include environmental data analysis as a platform from which to build upon and to make every effort to address the needs of the underserved and non-users of the community.

B. Taylor asked for a two-minute public comment period. B. McHugh asked Kelly if she expects the project to start in September and finish in June 2022. Kelly confirmed that is the current timeline. B. McHugh asked for clarification on the time-frame that the strategic plan itself will cover. Kelly explained that once the plan is approved by the Board, it will begin from that point through December 2026.

A. Shaw moved to approve the strategic planning contract. It was seconded by B. Allin. All were in favor, none were opposed, and one was absent. Motion carried.

E. Library Board of Control Strategic Planning Committee

K. LaRocca explained that an official strategic planning committee should be formed to work with our consultant and help facilitate the planning process. The committee will consist of Library Board members, Library Administration, and Library Staff. Members may be dropped or

added depending on the expertise needed for the task at hand. Subcommittees may be formed to ensure the involvement of as many Board members, community advisors, and staff as possible. B. Allin offered to serve on the committee.

B. Taylor asked for a two-minute public comment period. There was no public comment. A resolution of the board is required to form the committee. B. Taylor read the resolution aloud. B. Allin moved to adopt the resolution to form a strategic planning committee. It was seconded by A. Shaw. All were in favor, none were opposed, and one was absent. Motion carried.

F. Director's Report

K. LaRocca reported that masks are still required in all library branches as per the Governor's statewide indoor mask mandate issued August 4, 2021. The library does not require employees to get vaccinated, but it is recommended for their safety. Plans to open small branches on Wednesday evenings have been postponed to ensure adequate staffing at all library branches. Library programming will be a hybrid combination of in-person outdoor and virtual programming for the foreseeable future. Administration is actively monitoring the situation and will make changes as needed.

September is Library Card Sign-up Month and we are doing Food For Fines. Librarians and library staff gave presentations at several community organizations throughout the Parish, as well as local radio station interviews. Several staff members are serving on association committees, attending meetings, virtual conferences, and webinars.

Susan Badon will be the new Children's Librarian at the Madisonville Branch. Leidy Cook will be leaving in two weeks to begin a job as a researcher with CNN. Eight new library associates have been hired. The 2021 Summer Reading Challenge final statistics are: 3,859 registered participants, 951,961 collective minutes read and logged, and 34,134 badges earned. The library hosted 242 programs.

Kelly reviewed the plans for the new parking lot at the Slidell Branch and the outdoor renovation plans at the Covington Branch. The Board was provided with copies of the plans. Kelly answered questions about lighting, walkways, and parking spaces.

B. Taylor asked for a two-minute public comment period. B. McHugh asked how many parking spaces are in the proposed plan for the Slidell parking lot. Kelly said approximately 91, but will get back to him to confirm. B. McHugh asked about the start date for the Slidell project. Kelly hopes to begin construction by this winter.

3. OLD BUSINESS

A. Rules and Regulations Committee Update

The committee met in August and worked on the Library's financial policies. The policies under review are disbursements, credit cards, the budget process, inventory, and capital assets. The committee is awaiting clarification from the District Attorney's office on the contracting and purchasing policy. The committee will be refining changes and will present any options to the Board at upcoming meetings. The next meeting is scheduled for September 14, 2021 at 11:00 a.m. via Zoom.

B. St. Tammany Library Foundation Update

A. Shaw reported that the Distinguished Speaker event is postponed until March 24, 2022 due to the COVID-19 pandemic. The Foundation will be sending information to sponsors. The Art Auction is being revisited and plans will be announced soon.

C. Friends of the Library Report

There was no report from the Friends groups.

4. Public Comment

There was no public comment.

5. Adjournment

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

Mary Reneau, Secretary

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

ASSETS

Current Assets

Cash	\$	8,865,448.56
Cash - Health Claims		(19,662.42)
Due from Paylocity		1,746.33
Due from Employee		2,789.51
Returned Checks		0.00
Ad Valorem Receivable - 2021		7,034,615.36
Ad Valorem Receivable - 2019		0.00
Ad Valorem Receivable - 2020		0.00
Due from State of Louisiana		167,682.06
Prepaid Expenses		166,635.32

Total Current Assets **16,219,254.72**

Other Assets

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

Total Assets **\$ 16,221,235.72**

LIABILITIES AND FUND BALANCE

Current Liabilities

Accrued Salaries	\$	26,446.09
Deferred Inflows - Ad Valorem		40,662.00
Elective Benefits Payable		(2,316.83)
Retirement Payable		131,516.50
Due to IRS - Covid 19		211.25
Health Claims Payable		57,234.55

Total Current Liabilities **253,753.56**

Fund Balance

Fund Balance		15,967,482.16
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Total Fund Balance **15,967,482.16**

Total Liabilities & Fund Balance **\$ 16,221,235.72**

**St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Eight Months Ending August 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	\$ 907,337.45	\$ 7,062,625.89	11,065,675.00	4,003,049.11	63.82
State Revenue Sharing	20,960.25	167,682.00	251,600.00	83,918.00	66.65
Fines/Fees	5,848.43	33,353.62	44,000.00	10,646.38	75.80
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	85.80	937.99	2,000.00	1,062.01	46.90
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	0.00	7,935.44	31,000.00	23,064.56	25.60
Summer Reading Shirt Sales	0.00	1,267.40	1,744.00	476.60	72.67
Total Revenues	934,231.93	7,323,567.18	11,446,784.00	4,123,216.82	63.98
Expenditures					
Library Administration	372,991.77	3,167,216.93	5,405,000.00	2,237,783.07	58.60
Employee Benefits	168,100.96	1,385,763.75	2,005,500.00	619,736.25	69.10
Advertising,Dues & Subscriptio	610.89	5,674.09	26,500.00	20,825.91	21.41
Signage	0.00	2,272.00	5,000.00	2,728.00	45.44
Printing, Duplicating & Bindin	109.00	8,289.95	18,181.00	9,891.05	45.60
Promotional Production	389.50	2,849.06	7,000.00	4,150.94	40.70
Utilities	23,924.92	173,733.89	270,950.00	97,216.11	64.12
Communications	10,661.49	88,337.07	147,000.00	58,662.93	60.09
Leases	25,054.91	200,824.72	326,500.00	125,675.28	61.51
Maintenance of Property & Equi	28,115.41	346,812.07	463,000.00	116,187.93	74.91
Maintenance Services (Building	15,225.42	113,669.72	196,200.00	82,530.28	57.94
Professional Services	5,675.24	128,224.92	256,200.00	127,975.08	50.05
Insurance and Claims	0.00	211,523.08	220,026.00	8,502.92	96.14
Operating Supplies	9,024.63	92,609.94	154,000.00	61,390.06	60.14
Travel & Continuing Education	3,448.69	15,927.66	57,000.00	41,072.34	27.94
Public Relations/Programming	1,353.96	55,153.62	86,020.00	30,866.38	64.12
Capital Outlay-Non-Book Acq.	47,326.05	112,369.98	363,000.00	250,630.02	30.96
Capital Outlay-library Res. Ac	804,742.42	1,539,260.54	1,948,500.00	409,239.46	79.00
Total Expenditures	1,516,755.26	7,650,512.99	11,955,577.00	4,305,064.01	63.99
Excess of Revenues/(Expenditur	\$ (582,523.33)	\$ (326,945.81)	(508,793.00)	(181,847.19)	64.26

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

Beginning Fund Balance	\$	16,294,427.97
Net Income		(326,945.81)
		<hr/>
Ending Fund Balance	\$	<u>15,967,482.16</u>

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

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ASSETS

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

FUND BALANCE

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

SUPPLEMENTAL INFORMATION

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Eight Months Ending August 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>
Library Administration					
Library Salaries	\$ 372,991.77	\$ 3,167,216.93	\$ 5,405,000.00	2,237,783.07	58.60
Total	\$ 372,991.77	\$ 3,167,216.93	\$ 5,405,000.00	2,237,783.07	58.60
Employee Benefits					
FICA/ Supplemental Retirement	\$ 8,013.63	\$ 67,750.01	\$ 105,500.00	37,749.99	64.22
Retirement Contributions	36,787.12	334,349.23	585,000.00	250,650.77	57.15
Health Insurance Expense	37,030.43	267,094.90	450,000.00	182,905.10	59.35
Health Trust	86,269.78	710,251.50	857,000.00	146,748.50	82.88
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	\$ 168,100.96	\$ 1,385,763.75	\$ 2,005,500.00	619,736.25	69.10
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 610.89	\$ 2,449.62	\$ 3,500.00	1,050.38	69.99
Membership Dues	0.00	501.48	1,000.00	498.52	50.15
Advertising	0.00	2,722.99	22,000.00	19,277.01	12.38
Total	\$ 610.89	\$ 5,674.09	\$ 26,500.00	20,825.91	21.41
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	\$ 109.00	\$ 4,109.05	\$ 9,000.00	4,890.95	45.66
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	\$ 109.00	\$ 8,289.95	\$ 18,181.00	9,891.05	45.60
Promotional Production					
Promotional Production	\$ 389.50	\$ 2,849.06	\$ 7,000.00	4,150.94	40.70
Total	\$ 389.50	\$ 2,849.06	\$ 7,000.00	4,150.94	40.70

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

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Utilities					
Electricity	\$ 21,584.40	\$ 151,045.15	\$ 234,500.00	83,454.85	64.41
Gas	82.56	2,014.17	3,450.00	1,435.83	58.38
Water	2,257.96	20,674.57	33,000.00	12,325.43	62.65
Total	\$ 23,924.92	\$ 173,733.89	\$ 270,950.00	97,216.11	64.12
Communications					
Postage	\$ 0.00	\$ 3,113.85	\$ 10,000.00	6,886.15	31.14
Voice Line	6,870.47	58,675.10	88,500.00	29,824.90	66.30
Data Lines (Internet)	3,775.00	26,425.00	48,000.00	21,575.00	55.05
Courier/Shipping	16.02	123.12	500.00	376.88	24.62
Total	\$ 10,661.49	\$ 88,337.07	\$ 147,000.00	58,662.93	60.09
Leases					
Building Lease Expense	\$ 25,054.91	\$ 200,214.10	\$ 321,000.00	120,785.90	62.37
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	\$ 200,824.72	\$ 326,500.00	125,675.28	61.51
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 18,423.21	\$ 148,923.14	\$ 192,000.00	43,076.86	77.56
Grounds/Lawn Maintenance	6,561.00	45,602.00	95,000.00	49,398.00	48.00
Maintenance Supplies	418.27	4,118.18	8,000.00	3,881.82	51.48
Fuel & Lube	2,642.99	13,599.72	18,000.00	4,400.28	75.55
Vehicle Repairs	0.00	1,841.76	6,000.00	4,158.24	30.70
Small Tools	69.94	1,101.57	3,000.00	1,898.43	36.72
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	0.00	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	0.00	7,865.00	10,000.00	2,135.00	78.65
Total	\$ 28,115.41	\$ 346,812.07	\$ 463,000.00	116,187.93	74.91
Maintenance of Services (Buildings)					
Physical Plant	\$ 9,943.18	\$ 65,643.63	\$ 103,000.00	37,356.37	63.73
Plumbing, Heating and AC	3,668.24	32,885.31	58,000.00	25,114.69	56.70
Electrical	578.43	2,268.26	8,000.00	5,731.74	28.35
Sanitation	155.57	4,911.52	11,000.00	6,088.48	44.65
Pest Control	880.00	4,998.00	7,400.00	2,402.00	67.54

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Eight Months Ending August 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>
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	\$ 15,225.42	\$ 113,669.72	\$ 196,200.00	82,530.28	57.94
Professional Services					
Payroll Service Fees	\$ 3,344.74	\$ 16,415.91	\$ 32,500.00	16,084.09	50.51
Legal	0.00	0.00	1,000.00	1,000.00	0.00
Financial	1,562.50	33,402.81	43,000.00	9,597.19	77.68
Architectural	0.00	0.00	1,000.00	1,000.00	0.00
Consultants	768.00	5,273.49	95,000.00	89,726.51	5.55
Security	0.00	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	\$ 5,675.24	\$ 128,224.92	\$ 256,200.00	127,975.08	50.05
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	\$ 2,054.34	\$ 14,723.44	\$ 27,000.00	12,276.56	54.53
Bank Service Charges	1,246.78	9,766.63	16,000.00	6,233.37	61.04
Book Preparation Supplies	1,595.79	23,425.96	38,000.00	14,574.04	61.65
Computer/Printer Supplies	4,042.62	40,462.66	65,000.00	24,537.34	62.25
Programming Supplies	85.10	4,231.25	8,000.00	3,768.75	52.89
Total	\$ 9,024.63	\$ 92,609.94	\$ 154,000.00	61,390.06	60.14
Travel and Continuing Education					
Staff Travel - Local	\$ 980.77	\$ 5,806.36	\$ 20,000.00	14,193.64	29.03
Library In-service Training	0.00	0.00	7,000.00	7,000.00	0.00
Conventions & Seminars	2,467.92	10,121.30	30,000.00	19,878.70	33.74
Total	\$ 3,448.69	\$ 15,927.66	\$ 57,000.00	41,072.34	27.94
Public Relations/Programming					

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

10

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Summer Reading Program	\$ 70.59	\$ 23,422.19	\$ 27,500.00	4,077.81	85.17
Summer Reading T-shirts	0.00	5,191.17	5,800.00	608.83	89.50
Adult Programming	1,115.00	15,330.80	30,000.00	14,669.20	51.10
Young Adult Programming	0.00	4,931.71	12,000.00	7,068.29	41.10
Juvenile Programming	168.37	3,558.10	8,000.00	4,441.90	44.48
LEH Grant	0.00	2,719.65	2,720.00	0.35	99.99
Total	\$ 1,353.96	\$ 55,153.62	\$ 86,020.00	30,866.38	64.12
Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 7,985.00	\$ 9,427.80	\$ 18,000.00	8,572.20	52.38
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	2,177.88	15,802.11	127,000.00	111,197.89	12.44
PC Network	37,163.17	81,132.48	117,000.00	35,867.52	69.34
Integrated Lib Automation Sys	0.00	988.00	12,000.00	11,012.00	8.23
Audio/Visual Equipment	0.00	5,019.59	6,000.00	980.41	83.66
Total	\$ 47,326.05	\$ 112,369.98	\$ 363,000.00	250,630.02	30.96
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 8,617.52	\$ 119,127.31	\$ 189,000.00	69,872.69	63.03
Lease/Purchase Books	0.00	18,363.24	18,000.00	(363.24)	102.02
Juvenile Books	681.77	51,135.16	105,000.00	53,864.84	48.70
Young Adults	690.83	6,810.14	15,000.00	8,189.86	45.40
Music Recordings	59.95	1,692.27	4,500.00	2,807.73	37.61
Adult Reference	6,103.51	63,761.14	97,000.00	33,238.86	65.73
Juvenile Reference	0.00	15,429.75	38,000.00	22,570.25	40.60
Periodicals	27,095.71	42,553.25	50,000.00	7,446.75	85.11
Audio Recordings	342.90	8,383.52	21,000.00	12,616.48	39.92
Video Recordings	2,269.58	29,904.03	47,500.00	17,595.97	62.96
Genealogy	0.00	3,995.59	5,000.00	1,004.41	79.91
Microfilm	675,766.00	675,766.00	675,000.00	(766.00)	100.11
Downloadable Media	42,463.49	248,103.98	329,000.00	80,896.02	75.41
CD/Software	333.36	87,486.88	110,500.00	23,013.12	79.17
Internet Database Subscription	40,317.80	166,748.28	244,000.00	77,251.72	68.34
Total	\$ 804,742.42	\$ 1,539,260.54	\$ 1,948,500.00	409,239.46	79.00
Capital Expenditures					
Total	\$ 0.00	\$ 0.00	\$ 0.00	0.00	0.00

**BENEFIT CONSULTANTS
AND ADMINISTRATORS, INC.**

**St Tammany Parish Library
Board Of Control
Meeting**

September 28, 2021

**STPL Group Health Plan
2021 & 2022**

1. **Health Trust** – Prescription Drug Costs and Utilization
2. **Medical Benefits** – Ochsner Health System
3. **Teladoc** – Telemedicine Enhancements
4. **COVID** – Updates and Mandates

Leon A. Golemi - direct: 985-264-5377 - email: lgolemi@ben-con.com fax: 985-886-0134

BCA
BENEFIT CONSULTANTS
AND ADMINISTRATORS, INC. 



ST TAMMANY PARISH LIBRARY (76410598)
Claim Comparison
Based on Paid Dates (Annualized)

Period 1: 01/01/2021 - 08/31/2021*
 Period 2: 01/01/2020 - 12/31/2020
 Period 3: 01/01/2019 - 12/31/2019
Benefit Type: Prescrip. Drugs

	<u>Avg Enroll</u>	<u>Claims</u>	<u>Billed</u>	<u>Covered</u>	<u>Discount</u>	<u>Disc %</u>	<u>Allowed</u>	<u>Paid</u>	<u>Paid PMPM</u>
Period 3: 01/01/2019 - 12/31/2019	0	2,739	\$528,357.56	\$528,357.56	\$0.00	0.00%	\$528,357.56	\$477,060.97	\$0.00
Period 2: 01/01/2020 - 12/31/2020	0	3,418	\$558,199.21	\$558,199.21	\$0.00	0.00%	\$558,199.21	\$447,849.67	\$0.00
% Change Period 3 to 2	0.00%	24.79%	5.65%	5.65%	0.00%	0.00%	5.65%	-6.12%	0.00%
Period 1: 01/01/2021 - 08/31/2021*	0	3,557	\$480,690.25	\$480,690.25	\$0.00	0.00%	\$480,690.25	\$364,216.42	\$0.00
% Change Period 2 to 1	0.00%	4.06%	-13.89%	-13.89%	0.00%	0.00%	-13.89%	-18.67%	0.00%

CRITERIA: Claim Comparison (Standard) Group: St Tammany Parish Library Benefit Type: Prescrip. Drugs

Date Range: Paid Dates 1: 01/01/2021 - 08/31/2021 Annualized; Paid Dates 2: 01/01/2020 - 12/31/2020; Paid Dates 3: 01/01/2019 - 12/31/2019

Filters: None

Summarize By: None

Display Options: - Claim Expenses Included in Dollar Totals

* Period 1 data has been annualized to represent a full year's worth of claims



A UnitedHealthcare Company

St Tammany Parish Library

2021-2022 Medical Benefit Summary

Summary of Benefits	Ochsner	UHC Network
Calendar Year Deductible	\$500 Individual \$1000 Family	\$500 Individual \$1000 Family
Out of Pocket Annual Maximum <i>(Includes Deductible and Coinsurance)</i>	\$3000 Individual \$6000 Family	\$3000 Individual \$6000 Family
Physician Office Visit	Plan Pays 100% <i>after Deductible</i>	85 % Coinsurance <i>after Deductible</i>
Chiropractic Services	85% Coinsurance <i>after Deductible</i>	85% Coinsurance <i>after Deductible</i>
Preventative Care <ul style="list-style-type: none"> • Office Visit • Lab & X-Ray performed as part of annual physical by a network provider. • Includes: Routine adult physical exam & immunizations, Well woman exam, Mammogram, Well child exam, Certain diagnostic procedures 	Plan Pays 100% <i>(deductible waived)</i>	Plan Pays 100% <i>(deductible waived)</i>
Urgent Care Visit	\$75 Co-pay then 85% Coinsurance <i>(deductible waived)</i>	\$75 Co-pay then 85% Coinsurance <i>(deductible waived)</i>
Emergency Room Facility Charge	\$150 Co-pay then 85% Coinsurance <i>(deductible waived)</i>	\$150 Copay then 85% Coinsurance <i>(deductible waived)</i>
Ambulance Services	85% Coinsurance <i>after Deductible</i>	85% Coinsurance <i>after Deductible</i>
Durable Medical Equipment	85% Coinsurance <i>after Deductible</i>	85% Coinsurance <i>after Deductible</i>
Mental Health Benefits	Plan Pays 100 % <i>after Deductible</i>	85% Coinsurance <i>after Deductible</i>
Home Health Care	Plan Pays 100% <i>after Deductible</i>	Plan Pays 100% <i>after Deductible</i>
Outpatient Hospital Lab & X-Ray	Plan Pays 100% <i>after Deductible</i>	85% Coinsurance <i>after Deductible</i>
Outpatient Hospital Surgery	Plan Pays 100% <i>after Deductible</i>	Plan Pays 100% <i>after Deductible</i>
Inpatient Hospital Charges	Plan Pays 100% <i>after Deductible</i>	85% Coinsurance <i>after Deductible</i>
Independent Labs and Testing Facilities	85% Coinsurance <i>after Deductible</i>	85% Coinsurance <i>after Deductible</i>



A UnitedHealthcare Company

St Tammany Parish Library 2021-2022 Medical Benefit Summary

Summary of Benefits	Ochsner	UHC Network
Teladoc Services (General Medicine & Behavioral Health)	Plan Pays 100% <i>(deductible waived)</i>	Plan Pays 100% <i>(deductible waived)</i>
Physical and other Therapies (Basic Benefit = 25 Visits)	Plan Pays 100% <i>after Deductible</i>	85% Coinsurance <i>after Deductible</i>
Vaccines & Immunizations	Plan Pays 100% <i>(deductible waived)</i>	Plan Pays 100% <i>(deductible waived)</i>
Vision Benefits (1 per Cal Year; Max Benefit: Exam-\$75; Lenses-\$60; Frames-\$50; Contacts-\$120)	Plan Pays 100% <i>(deductible waived)</i>	Plan Pays 100% <i>(deductible waived)</i>

Notes: 1. **Out-of-Network Charges: Deductible-\$1500/\$3000; Coinsurance-50%;
Out-of-Pocket Maximum-\$8000/\$16,000**

2. **Not All Outpatient Surgical Centers or Facilities are covered by your Plan. Please check with UMR before scheduling any surgery.**

2021-22 Pharmacy Benefit Summary

Three Tier Prescription Drug Plan	In-Network Magellan Rx	Out-of-Network
Generic	\$15 Co-pay	50% Coinsurance
Preferred Brand Name	\$35 Co-pay	50% Coinsurance
Non-preferred Brand Name	\$70 Co-pay	50% Coinsurance
Specialty Medications	20% Co-Ins*	Not Covered

*Co-insurance applies until annual Out of Pocket Maximum is reached

Note: Specialty Medications will be dispensed through the **Magellan Rx Value Max facility** or the **Payed Health** programs. Products distributed by Magellan Rx, as well as products covered by a plan member's prescription or medical benefit plan, may change from time to time. Call **800-424-0472** for specific medications available through Magellan Rx.

Teladoc is making it **better**

Teladoc dermatology and BH enhancements offer comprehensive telemedicine solution

Teladoc's dermatology and behavioral health care offerings, available through UMR, tackle the biggest problems in health care: **access, quality** and **cost**.

	ENHANCED ACCESS	QUALITY	SAVINGS
Dermatology	Written physician response within two business days	High-resolution mobile imaging helps speed and improve diagnosis	Average savings of \$121 per consult
Behavioral Health	BH sessions are available between 7 a.m. and 9 p.m. in all time zones. Request an appointment 24/7	High-quality BH care you can trust	Lower overall health care costs



Keep reading to learn more about these Teladoc enhancements



A UnitedHealthcare Company

Teladoc makes it easy to get the **dermatology care you need**

Patients receive convenient, quality care from experienced dermatologists, saving them considerable cost.



- Fully credentialed network of experienced dermatologists
- Dermatology protocols, guidelines and QA tailored to telehealth
- Custom branching intake questions for dermatology – specific patient information
- Prevent misdiagnoses often driven by primary care physician
- Image capture allows tracking of progression, thus enhancing quality of care
- Ability to share information with other providers (permission-based)



- 'Asynchronous' image/text upload ("Store and Forward") is user friendly, discreet and convenient
- Written dermatologist response within two business days through Teladoc's secure online message center (vs. average 28.8 days for office-based care)
- Includes one follow up if the condition is not improved within seven days
- Targeted communications to drive awareness and utilization



- Lower cost than in person for initial visit (plus free follow-up within seven days)
- Many dermatology conditions require ongoing care—follow-up is easier, more accessible and lower cost
- ER / Urgent Care / PCP triage avoidance → Improves ROI and outcomes
- Employee productivity benefit for employers (reduces absenteeism)
- Screenings and timely assessments prevent more costly visits later

Please note: Dermatology is a buy-up option and only available in addition to the Teladoc general medicine program. Dermatology may be added at no additional charge.

Teladoc leads the market with a **comprehensive behavioral health solution**

Patients receive convenient, quality care from licensed therapists saving them considerable cost.



CLINICAL QUALITY

- Fully credentialed network—experienced psychiatrists and non-MD BH providers
- ‘Asynchronous’ image/text upload (“Store and Forward”) is user friendly, discreet and convenient
- Behavioral health protocols, guidelines, emergency procedures, and QA tailored to telehealth
- Patient matching tool to assist in provider selection
- Custom, limited formulary (e.g. antidepressants like Paxil) for use by psychiatrists; no DEA-controlled substances
- Ongoing nurse outreach to evaluate care and provide additional guidance



ENHANCED ACCESS

- Addresses behavioral health provider shortages and increased demand for care
- Patient ability to select behavioral health clinician and see same clinician throughout course of care
- Appointment request accepted within 48 hours
- Broadest range of options for mode of sessions (phone, online video, mobile), with targeted communications to drive awareness and utilization
- Recurring scheduling support

Please note: Behavioral health is a buy-up option and only available in addition to the Teladoc general medicine program. It is also only available to adults.

Please talk to your UMR sales representative for additional information.



A UnitedHealthcare Company

Hurricane Ida cleanup update

Most of our buildings came through the storm with little to no issue. However, all buildings were without power after the storm passed.

The exception was Madisonville. The elevator shaft was damaged, and we had two feet of mud on the garage floor. We did have leaks in the roof where a roof vent and some of the flashing between the metal roof and the flat roof areas allowed in sideways blowing rain. We had some ceiling tiles down as a result. None of the library materials were damaged.

Our e-mail, the Library system's Internet, and circulation system are all controlled out of the server room in the administrative building that was without power until September 9th. Staff communication was restored through a private Facebook group and text messaging, but our services were limited based on our lack of Internet capabilities.

Three branches opened on September 7th, 2021: Mandeville, Causeway, and Slidell. Staff came into work based on their ability to do so, given the impacts of Ida.

We offered:

- Air Conditioning
- Power and outlets throughout the library to charge devices
- Library materials
- Phone service
- Copy machines
- Fax service

On Thursday, September 9th, Covington was reopened. With power returned to the Administration building, we were able to offer:

- Air Conditioning
- Power and outlets throughout the library to charge devices
- Computers with Internet
- Wifi inside and outside of the branch to connect devices such as tablets, phones, and laptops
- Library materials
- Downloadable materials
- Phone service
- Copy machines
- Fax service
- Scanners
- Print service from our computers or a device

On Monday, September 13th, most staff reported to work; however, the library's hours were shortened to allow for continued staff storm recovery. Madisonville was still closed while the elevator awaited repair and recertification.

On Monday, September 20th, all branches reopened to pre-Ida hours.

Until October 9th:

- Fax service is free
- Prints are free
- We are waiving the cost of out of town library cards for those who are displaced

We are currently reviewing operations and considering ways to make the library's electronic systems more disaster resilient. That being said, the library was able to open within a week of the storm and bring back full services (including Internet) within 9 days. The IT and Maintenance staff worked tirelessly to make this happen.

Director's Report — September 28, 2021

COVID

Masks are still required for everyone ages five and older due to a state-wide indoor mask mandate. In-person programming has returned in some branches with limits on attendees. In October, in-person programming will work as follows:

Adult – In-person and virtual. Craft programs in-person.

Teens – Fully in-person at the Slidell and Covington Branches

Children – School aged programming is virtual. Storytime at small branches will be indoors (limits on attendees). Slidell will be the first branch to have Storytime indoors. We will be experimenting with the format and if all goes well, we can try indoor programming at other large branches. For October, Covington and Mandeville will have Storytime at their respective trailheads. Madisonville will have Storytime in the Walker Percy Serenity Circle. There will be a virtual Storytime option as well.

The Reference Department will offer some computer classes in person in October, with limited seating. They will continue to offer virtual classes.

FACILITIES

We had a meeting with Blitch Knevel Architects on September 22nd to review the list of priorities for the Covington Outdoor Renovation. They will working on drawing up plans for the project.

The pre-bid meeting for the Slidell parking lot addition was held September 23rd. All contractors who wished to bid were required to be at this meeting. Bid opening date is 10/12/2021.

The bidding out of the South Slidell roof has been further delayed by Ida and Parish Facilities feels we won't get a fair price for the roof. We are going to try to put it out to bid in the New Year. The leaks at South Slidell are currently patched.

MARKETING AND OUTREACH

Kelly LaRocca gave Hurricane Ida updates to the Lake 94.7 on the Friday, September 3, Friday, September 10, and Friday September 24.

Amy Bouton gave a Hurricane Ida update to the Lake 94.7 on Tuesday, September 7th.

PROFESSIONAL INVOLVEMENT

Sonnet Ireland: Attended Library of Congress's Professional Book Festival Online

Jillian Boudreaux: Attended State Library's Summer Reading Wrap-up meeting where she presented a slideshow about the Adult Summer Reading Challenge

Kelly LaRocca has been appointed to the CORE (Library Leadership and Management division of ALA) continuing education committee. She will serve a term of two years. Kelly also attended the Gulf South Director's meeting on August 13th.

Tanya DiMaggio: Wrote a blog for the Association for Library Service to Children (ALSC) entitled: *Katrina to Ida: Staff Communication and Community*. It's published on their website: <https://www.alsc.ala.org/>.

Alexis Davis: Conference - Virtual National Book Festival

Jenny Mayer: LLA Board Meeting August 27th

Reference Staff Training: Number of Sessions Held: 2 -Total Attendance: 15

WEBINAR ATTENDANCE

Sonnet Ireland

Amy Bouton

Jenny Mayer

Crissie Molina

Lynn Bardell

Alexis Davis

Kelly LaRocca

PERSONNEL

Several branches have new employees:

South Slidell – 2

Madisonville – 2

Causeway – 3

Mandeville – 1

Slidell – 1

PROGRAMMING

Reference Assistance

General Assistance: 556

Genealogy Assistance: 15

Proctoring: 6

Director's Report — September 28, 2021

Computer Training: 696

Computer and App Classes:

Number of Classes -- 4 Total Attendance -- 24

Genealogy Programs:

Number of Programs -- 1 Total Attendance -- 6

WEBSITE

August 1 – September 22: 50,026 users visited the library's website during 79,878 sessions

Jan - Aug 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	2504	2162	1004	338	1309	1		109		7,427				
Abita	4455	380	2157	111	3949	45		406		11,503	919	9,939	392	2,003
Bush	1257	93	2243	5	944	50		70		4,662	363	4,618	230	791
Causeway	16999	2427	8141	336	16949	250		1782		46,884	4,365	36,314	2,790	9,877
Covington	28126	2880	12912	359	25152	1022	902	2002		73,355	9,626	40,654	12,553	7,593
Folsom	2828	230	3109	61	1799	488		158		8,673	1,631	4,077	372	1,085
Lacombe	1773	408	2346	67	1746	13		245		6,598	1,117	12,993	600	1,040
Lee Road	2084	173	799	23	2060	40	41	110		5,330	232	3,216	244	1,463
Madisonville	10739	1691	4534	133	13909	258		1119		32,383	3,260	23,958	5,741	3,430
Mandeville	19317	2794	8500	315	28469	666	27	1774		61,862	7,846	39,561	5,147	4,551
Pearl River	3030	184	2263	182	1737	113	120	103		7,732	1,324	11,118	384	1,186
Virtual ¹									218498	218,498				
Slidell	30510	3386	11879	365	29414	1455	2288	2752		82,049	15,031	68,821	7,631	8,485
South Slidell	5151	761	4388	163	5029	133	127	527		16,279	9,396	33,492	4,198	8,229
Total	128,773	17,569	64,275	2,458	132,466	4,534	3,505	11,157	218,498	583,235	55,110	288,761	40,282	49,733

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: 5,093

August 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	283	496	77	18	345			19		1,238				
Abita	606	45	352	21	630			52		1,706	135	1,709	72	273
Bush	191	8	254	2	110	15		3		583	73	771	42	113
Causeway	1974	374	1064	23	1977	34		180		5,626	509	4,677	395	1,299
Covington	3362	380	1484	33	2780	106	100	257		8,502	1,325	4,901	1,894	1,168
Folsom	398	48	455	9	296	40		13		1,259	372	955	76	159
Lacombe	204	33	253	4	262	3		48		807	159	1,776	86	138
Lee Road	310	26	99	6	217	4	19	10		691	33	538	27	205
Madisonville	1297	180	457	13	1464	7		111		3,529	370	2,811	745	445
Mandeville	2424	313	871	33	3442	114	4	165		7,366	1,025	4,567	686	556
Pearl River	394	31	353	27	181	22	19	15		1,042	185	1,220	36	158
Virtual ¹									28257	28,257				
Slidell	3455	450	1474	40	2932	209	363	299		9,222	1,858	8,725	1,031	1,006
South Slidell	579	90	504	14	608	6	17	81		1,899	1,249	4,255	526	1,053
Total	15,477	2,474	7,697	243	15,244	560	522	1,253	28,257	71,727	7,293	36,905	5,616	6,573

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: 697

Strategic Planning Committee Update

Carson Block signed and initialed the contract and sent two copies to us to sign and initial. We had him delay mailing because we were worried about the then tropical storm Ida. It was mailed instead shortly after the storm had passed. Because of shipping delays, the contract reached us on September 20th. The contract has been signed by us and sent back.

The administrative team had a short meeting with Carson and Susan to speak about the aftereffects of Ida. Specifically, we talked about the state of Internet access in the parish and that, as a community, we were focused on hurricane recovery.

Our next meeting has not been scheduled as of the mailing of this board packet. I hope to have a meeting date scheduled by the date of the Board meeting. Our priority will be to account for Ida recovery in our timeline of events.

LBOC Rules Committee Update

The LBOC Rules and Regulations Committee met on September 21st. They continued work on the Library's financial policies. The current policies under review are Disbursements, Fuel Policy, Inventory, Bank Reconciliation, 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 October 19th, 2021, at 11:00 am. Due to current pandemic conditions, the meeting will be held by Zoom.