

St. Tammany Parish Library
Board of Control Meeting
October 26th, 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 182 JBE 2021, the St. Tammany Parish Library will hold its October 26th, 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 October 26th, 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 September 28th, 2021
 - Discussion
 - Public Comment
 - Vote

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

 - B. Additional Funding for Slidell Parking Lot Project
 - Discussion
 - Public Comment
 - Vote

 - C. Introduction of the Slidell Library Addition Project
 - Discussion
 - Public comment

D. Upcoming Lease Expirations

- Discussion
- Public Comment

E. 2022 Holiday Schedule

- Discussion
- Public Comment
- Vote

F. 2022 Board Meeting Schedule

- Discussion
- Public Comment
- Vote

G. 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
September 28, 2021
1112 W. 21st Avenue
Covington, LA 70433
Zoom meeting streaming on Facebook Live
6:30 P.M.

MINUTES

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

Present: Carmen Butler, Dr. Argiro Morgan, Ann Shaw, Becky Taylor
Absent: Bill Allin, 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 August 24, 2021.

Dr. A. Morgan asked for a correction to two sentences in the third paragraph on page two. She asked for the wording to be changed to reflect that she pointed out that the increase in taxes received from new residents may lead to a questioning of the millage renewal at the present rate. She also asked for the next sentence to reflect that she explained that the Parish might recognize that the library may be receiving more money and may question how we are using those funds to provide services to the additional taxpaying residents of the Parish.

A. Shaw asked for clarification about the Donations line that was referenced in the minutes. Kelly provided clarification and no correction was suggested.

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

2. NEW BUSINESS

A. Financial Reports – August 2021

K. LaRocca reported that we received an additional \$56,288.15 in ad valorem taxes, which is 1.4% more than what was budgeted. This will offset some of the savings funds that were used to pay for the Times-Picayune Digital Archive. All payments of state revenue sharing were received for the year. Kelly explained the Pre-paid Expenses line on the Balance Sheet. It is the September 1st payroll that cleared the bank in August. Payroll was processed early due to Hurricane Ida. The budget percentage at this point in the year is 66%. Revenues are at 63.98% and expenditures are at 64.26%, which is on target for this time of year.

Kelly gave explanations for lines that were over or under budget. Lines that are over budget have been expended earlier in the year and will be balanced by the end of the year. Lines that are under budget will be expended later in the year and will be balanced by the end of the year. Several lines that are under budget will be spent later in the year on strategic planning. The Insurance lines are close to 100% because they have been paid for the year. The Staff Travel line is under budget due to less traveling during the continuing COVID-19 pandemic. The Lease/Purchase Books line is 2% over budget due to a calculation error which will be fixed at the next budget amendment. The Microfilm line includes the Times-Picayune Digital Archive and is over by \$766.00. That will be adjusted at the next budget amendment.

A. Shaw asked for an explanation of Other Assets-Deposits on the Balance Sheet. Kelly explained that it is income from August that was deposited in the bank in September due to Hurricane Ida. A. Shaw asked about the cost of clean-up after the storm and whether or not that will put us over budget. Kelly explained that we have enough money in the budget to cover repair costs by using the Improvement to Physical Plant and Landscape Additions lines until we can amend the budget.

B. Taylor asked for a two-minute public comment period. There was no public comment. Dr. A. Morgan moved to approve the August 2021 Financial Reports. It was seconded by C. Butler. All were in favor, none were opposed, and two were absent.

B. Health Insurance Update – Leon Golemi

Leon Golemi gave a presentation highlighting health insurance and prescription drug cost updates. He reviewed prescription drug claim statistics and reported a 19% reduction in prescription drug costs for 2021. There were no changes to our PBM (Pharmacy Benefit Manager), MagellanRX.

Leon reported that we now have enhanced medical benefits through Ochsner Health System. He referenced the 2021-2022 Medical Benefit Summary that shows that the plan pays 100% for physician office visits at Ochsner facilities after the deductible is met. Other benefit percentages and co-pays are shown on the summary. Leon also reported that the Teledoc Program is expanding. It will now include behavioral health and dermatology in addition to primary care.

Leon explained that health plans were mandated to cover COVID-related medical expenses at 100%. He is recommending continued coverage for an additional 6 months or possibly through the year 2022.

B. Taylor asked if staff uses the Teledoc option. He said there are usually spikes in utilization after outreach is done at the annual All Staff Meeting.

B. Taylor asked for a two-minute public comment period. There was no public comment.

C. Hurricane Ida Clean-up Update

K. LaRocca showed a PowerPoint Presentation and reported on the status of the Hurricane Ida clean-up. Kelly stated that the library closed at 5 p.m. on Friday, August 27th in anticipation of the hurricane. Most buildings came through the storm with little to no issue, but all buildings were without power after the storm passed. The Madisonville Branch had damage to the elevator shaft, two feet of mud on the garage floor, leaks in the roof, and some ceiling tiles down. None of the library materials were damaged. The internet, email, and circulation system operate through the servers at the Administrative Building, which was without power until September 9th.

The Mandeville, Causeway, and Slidell Branches reopened on September 7th. They did not have internet service, but were able to offer air conditioning, power, charging outlets, library materials, phone service, copy machines, and fax service. The Covington Branch reopened on September 9th. With power returned to the Administrative Building, the open branches were now able to offer internet, wi-fi, and downloadable materials.

On Monday, September 13th most staff returned to work and all branches except for Madisonville opened with shortened hours to allow for continued storm recovery for staff. On Monday, September 20th all branches were open and returned to pre-Ida hours. Faxes and prints are free until October 9th. We are waiving the cost of out-of-parish library cards for those who are displaced.

Kelly stated that the library was able to open within a week of the storm and bring back full services within nine days. The I.T. and Maintenance staff worked tirelessly to make this happen. Administration is reviewing ways to make the library's electronic systems more disaster resilient.

D. Director's Report

K. LaRocca reported that masks are still required for everyone ages five and older due to the state-wide indoor mask mandate. In October there will be some in-person and virtual adult programs, fully in-person teen programs, and a mix of virtual and in-person children's programs. The Reference department will offer both in-person and virtual classes.

The bid opening date for the Slidell parking lot addition is October 12th. Bidding for the South Slidell roof is delayed by Hurricane Ida. Parish Facilities feels that we will not get a fair price for the roof. The plan is to put it out to bid in the new year. The leaks at South Slidell are currently patched. The annual library All Staff Meeting will be on October 11th and will be virtual again this year.

Amy Bouton and Kelly LaRocca gave Hurricane Ida updates to The Lake 94.7. Several librarians attended online meetings, book festivals, and webinars. Five library branches have welcomed new staff. Within the last month, the Reference Department has helped 556 patrons with reference questions, 15 patrons with genealogy questions, and have proctored six exams. There were four computer and app classes with 24 people in attendance. The website had 50,026 visitors during 79,878 sessions.

B. Taylor asked for a two-minute public comment period. There was no public comment.

3. OLD BUSINESS

A. Strategic Planning Committee

K. LaRocca reported that the strategic planning contract has been signed by all parties. Administration had a short meeting with Carson Block and Susan Kent to discuss the state of internet access in the Parish following Hurricane Ida. The kick-off meeting will be scheduled soon and Kelly will contact committee members.

B. Rules and Regulations Committee

K. LaRocca reported that the committee met on September 21st and worked on the library's financial policies. Current policies under review are disbursements, fuel policy, inventory, bank reconciliation, and capital assets. The committee is awaiting clarification from the District Attorney's office on the contracting and purchasing policy. The next meeting will be October 19th via Zoom.

C. St. Tammany Library Foundation Update

A. Shaw reported that the Distinguished Speaker event has been moved to March 24, 2022 at the Tchefuncta Country Club. Ann thanked the sponsors who are continuing to support the event, even with the date change. The Art Auction will kick off that same night. Their membership drive will begin in late October.

D. Friends of the Library Report

There was no report from the Friends of the Library.

4. Public Comment

Bill McHugh, reporter for the St. Tammany Farmer, announced his retirement from the Farmer and the AARP. Mr. McHugh thanked everyone for the opportunity to cover the library. He is impressed by the level of professionalism that library administration and staff has shown and how forward-thinking the library is about planning for the future. Library Administration and the Board thanked him, offered their congratulations, and wished him well.

5. Adjournment

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

Mary Reneau, Secretary

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

2

ASSETS

Current Assets

Cash	\$ 8,211,226.90
Cash - Health Claims	(2,153.10)
Due from Paylocity	0.00
Due from Bank	2,789.51
Returned Checks	0.00
Ad Valorem Receivable - 2021	7,913,942.28
Ad Valorem Receivable - 2019	0.00
Ad Valorem Receivable - 2020	0.00
Due from State of Louisiana	188,642.31
Prepaid Expenses	0.00

Total Current Assets **16,314,447.90**

Other Assets

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

Total Assets **\$ 16,316,428.90**

LIABILITIES AND FUND BALANCE

Current Liabilities

Accrued Salaries	\$ 26,446.09
Deferred Inflows - Ad Valorem	40,662.00
Deferred Compensation Payable	1,714.50
Elective Benefits Payable	(1,594.76)
Retirement Payable	229,122.41
Def Comp Loan Payable	181.46
United Way Payable	9.00
Health Claims Payable	57,234.55

Total Current Liabilities **353,775.25**

Fund Balance

Fund Balance	15,962,653.65
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Total Fund Balance **15,962,653.65**

Total Liabilities & Fund Balance **\$ 16,316,428.90**

3

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

Beginning Fund Balance	\$	16,294,427.97
Net Income		(331,774.32)
		<hr/>
Ending Fund Balance	\$	<u><u>15,962,653.65</u></u>

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

4

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>

St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Nine Months Ending September 30, 2021

5

	<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	\$ 7,941,952.81	11,065,675.00	3,123,722.19	71.77
State Revenue Sharing	20,960.25	188,642.25	251,600.00	62,957.75	74.98
Fines/Fees	1,013.15	34,366.77	44,000.00	9,633.23	78.11
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	74.43	1,012.42	2,000.00	987.58	50.62
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	75.16	8,010.60	31,000.00	22,989.40	25.84
Summer Reading Shirt Sales	0.00	1,267.40	1,744.00	476.60	72.67
Total Revenues	901,449.91	8,225,017.09	11,446,784.00	3,221,766.91	71.85
Expenditures					
Library Administration	561,639.32	3,728,856.25	5,405,000.00	1,676,143.75	68.99
Employee Benefits	157,057.74	1,542,821.49	2,005,500.00	462,678.51	76.93
Advertising,Dues & Subscriptio	349.00	6,023.09	26,500.00	20,476.91	22.73
Signage	0.00	2,272.00	5,000.00	2,728.00	45.44
Printing, Duplicating & Bindin	855.00	9,144.95	18,181.00	9,036.05	50.30
Promotional Production	2,281.00	5,130.06	7,000.00	1,869.94	73.29
Utilities	27,255.60	200,989.49	270,950.00	69,960.51	74.18
Communications	10,141.60	98,478.67	147,000.00	48,521.33	66.99
Leases	25,360.22	226,184.94	326,500.00	100,315.06	69.28
Maintenance of Property & Equi	26,680.42	373,492.49	463,000.00	89,507.51	80.67
Maintenance Services (Building	19,304.43	132,974.15	196,200.00	63,225.85	67.77
Professional Services	3,891.61	132,116.53	256,200.00	124,083.47	51.57
Insurance and Claims	0.00	211,523.08	220,026.00	8,502.92	96.14
Operating Supplies	2,882.30	95,492.24	154,000.00	58,507.76	62.01
Travel & Continuing Education	2,243.05	18,170.71	57,000.00	38,829.29	31.88
Public Relations/Programming	756.81	55,910.43	86,020.00	30,109.57	65.00
Capital Outlay-Non-Book Acq.	27,132.26	139,502.24	363,000.00	223,497.76	38.43
Capital Outlay-library Res. Ac	38,448.06	1,577,708.60	1,948,500.00	370,791.40	80.97
Total Expenditures	906,278.42	8,556,791.41	11,955,577.00	3,398,785.59	71.57
Excess of Revenues/(Expenditur	\$ (4,828.51)	\$ (331,774.32)	(508,793.00)	(177,018.68)	65.21

SUPPLEMENTAL INFORMATION

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

7

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Library Administration					
Library Salaries	\$ 561,639.32	\$ 3,728,856.25	\$ 5,405,000.00	1,676,143.75	68.99
Total	\$ 561,639.32	\$ 3,728,856.25	\$ 5,405,000.00	1,676,143.75	68.99
Employee Benefits					
FICA/ Supplemental Retirement	\$ 12,822.09	\$ 80,572.10	\$ 105,500.00	24,927.90	76.37
Retirement Contributions	54,973.49	389,322.72	585,000.00	195,677.28	66.55
Health Insurance Expense	31,298.62	298,393.52	450,000.00	151,606.48	66.31
Health Trust	56,428.46	766,679.96	857,000.00	90,320.04	89.46
Worker's Compensation Expense	0.00	6,318.11	7,000.00	681.89	90.26
Employee Miscellaneous	1,535.08	1,535.08	1,000.00	(535.08)	153.51
Total	\$ 157,057.74	\$ 1,542,821.49	\$ 2,005,500.00	462,678.51	76.93
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 349.00	\$ 2,798.62	\$ 3,500.00	701.38	79.96
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	\$ 349.00	\$ 6,023.09	\$ 26,500.00	20,476.91	22.73
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	\$ 855.00	\$ 4,964.05	\$ 9,000.00	4,035.95	55.16
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	\$ 855.00	\$ 9,144.95	\$ 18,181.00	9,036.05	50.30
Promotional Production					
Promotional Production	\$ 2,281.00	\$ 5,130.06	\$ 7,000.00	1,869.94	73.29
Total	\$ 2,281.00	\$ 5,130.06	\$ 7,000.00	1,869.94	73.29

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

8

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Utilities					
Electricity	\$ 24,498.14	\$ 175,543.29	\$ 234,500.00	58,956.71	74.86
Gas	16.75	2,030.92	3,450.00	1,419.08	58.87
Water	2,740.71	23,415.28	33,000.00	9,584.72	70.96
Total	\$ 27,255.60	\$ 200,989.49	\$ 270,950.00	69,960.51	74.18
Communications					
Postage	\$ 103.35	\$ 3,217.20	\$ 10,000.00	6,782.80	32.17
Voice Line	6,263.25	64,938.35	88,500.00	23,561.65	73.38
Data Lines (Internet)	3,775.00	30,200.00	48,000.00	17,800.00	62.92
Courier/Shipping	0.00	123.12	500.00	376.88	24.62
Total	\$ 10,141.60	\$ 98,478.67	\$ 147,000.00	48,521.33	66.99
Leases					
Building Lease Expense	\$ 25,054.91	\$ 225,269.01	\$ 321,000.00	95,730.99	70.18
Equipment Lease Expense	305.31	915.93	3,000.00	2,084.07	30.53
Vehicle Lease Expense	0.00	0.00	2,500.00	2,500.00	0.00
Total	\$ 25,360.22	\$ 226,184.94	\$ 326,500.00	100,315.06	69.28
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 16,046.35	\$ 164,969.49	\$ 192,000.00	27,030.51	85.92
Grounds/Lawn Maintenance	6,511.00	52,113.00	95,000.00	42,887.00	54.86
Maintenance Supplies	0.00	4,118.18	8,000.00	3,881.82	51.48
Fuel & Lube	1,969.40	15,569.12	18,000.00	2,430.88	86.50
Vehicle Repairs	0.00	1,841.76	6,000.00	4,158.24	30.70
Small Tools	0.00	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	1,468.67	45,727.78	47,000.00	1,272.22	97.29
Automation System Maintenance	685.00	27,489.05	30,000.00	2,510.95	91.63
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	\$ 26,680.42	\$ 373,492.49	\$ 463,000.00	89,507.51	80.67
Maintenance of Services (Buildings)					
Physical Plant	\$ 18,310.00	\$ 83,953.63	\$ 103,000.00	19,046.37	81.51
Plumbing, Heating and AC	0.00	32,885.31	58,000.00	25,114.69	56.70
Electrical	0.00	2,268.26	8,000.00	5,731.74	28.35
Sanitation	844.43	5,755.95	11,000.00	5,244.05	52.33
Pest Control	150.00	5,148.00	7,400.00	2,252.00	69.57

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

9

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Termite Contract	0.00	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	\$ 19,304.43	\$ 132,974.15	\$ 196,200.00	63,225.85	67.77
Professional Services					
Payroll Service Fees	\$ 2,552.61	\$ 18,968.52	\$ 32,500.00	13,531.48	58.36
Legal	0.00	0.00	1,000.00	1,000.00	0.00
Financial	925.00	34,327.81	43,000.00	8,672.19	79.83
Architectural	0.00	0.00	1,000.00	1,000.00	0.00
Consultants	364.00	5,637.49	95,000.00	89,362.51	5.93
Security	50.00	6,671.27	11,500.00	4,828.73	58.01
Web Design Consultant	0.00	66,511.44	72,200.00	5,688.56	92.12
Total	\$ 3,891.61	\$ 132,116.53	\$ 256,200.00	124,083.47	51.57
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	\$ (2,725.01)	\$ 11,998.43	\$ 27,000.00	15,001.57	44.44
Bank Service Charges	1,643.93	11,410.56	16,000.00	4,589.44	71.32
Book Preparation Supplies	478.48	23,904.44	38,000.00	14,095.56	62.91
Computer/Printer Supplies	2,725.78	43,188.44	65,000.00	21,811.56	66.44
Programming Supplies	759.12	4,990.37	8,000.00	3,009.63	62.38
Total	\$ 2,882.30	\$ 95,492.24	\$ 154,000.00	58,507.76	62.01
Travel and Continuing Education					
Staff Travel - Local	\$ 86.80	\$ 5,893.16	\$ 20,000.00	14,106.84	29.47
Library In-service Training	0.00	0.00	7,000.00	7,000.00	0.00
Conventions & Seminars	2,156.25	12,277.55	30,000.00	17,722.45	40.93
Total	\$ 2,243.05	\$ 18,170.71	\$ 57,000.00	38,829.29	31.88
Public Relations/Programming					

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

10

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Summer Reading Program	\$ 70.86	\$ 23,493.05	\$ 27,500.00	4,006.95	85.43
Summer Reading T-shirts	0.00	5,191.17	5,800.00	608.83	89.50
Adult Programming	529.95	15,860.75	30,000.00	14,139.25	52.87
Young Adult Programming	150.00	5,081.71	12,000.00	6,918.29	42.35
Juvenile Programming	6.00	3,564.10	8,000.00	4,435.90	44.55
LEH Grant	0.00	2,719.65	2,720.00	0.35	99.99
Total	\$ 756.81	\$ 55,910.43	\$ 86,020.00	30,109.57	65.00
Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 0.00	\$ 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	24,402.73	40,204.84	127,000.00	86,795.16	31.66
PC Network	2,729.53	83,862.01	117,000.00	33,137.99	71.68
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	\$ 27,132.26	\$ 139,502.24	\$ 363,000.00	223,497.76	38.43
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 13,157.25	\$ 132,284.56	\$ 189,000.00	56,715.44	69.99
Lease/Purchase Books	0.00	18,363.24	18,000.00	(363.24)	102.02
Juvenile Books	1,820.66	52,955.82	105,000.00	52,044.18	50.43
Young Adults	801.01	7,611.15	15,000.00	7,388.85	50.74
Music Recordings	65.94	1,758.21	4,500.00	2,741.79	39.07
Adult Reference	1,298.33	65,059.47	97,000.00	31,940.53	67.07
Juvenile Reference	0.00	15,429.75	38,000.00	22,570.25	40.60
Periodicals	875.00	43,428.25	50,000.00	6,571.75	86.86
Audio Recordings	224.94	8,608.46	21,000.00	12,391.54	40.99
Video Recordings	1,750.35	31,654.38	47,500.00	15,845.62	66.64
Genealogy	233.80	4,229.39	5,000.00	770.61	84.59
Microfilm	0.00	675,766.00	675,000.00	(766.00)	100.11
Downloadable Media	14,472.33	262,576.31	329,000.00	66,423.69	79.81
CD/Software	3,288.45	90,775.33	110,500.00	19,724.67	82.15
Internet Database Subscription	460.00	167,208.28	244,000.00	76,791.72	68.53
Total	\$ 38,448.06	\$ 1,577,708.60	\$ 1,948,500.00	370,791.40	80.97
Capital Expenditures					
Total	\$ 0.00	\$ 0.00	\$ 0.00	0.00	0.00

ST. TAMMANY PARISH GOVERNMENT
ST. TAMMANY PARISH LIBRARY CAPITAL FUND AS OF 09/30/2021

BEGINNING AUDITED FUND BALANCE AS OF 01/01/2021	\$	4,131,924.36		
BUDGETED REVENUES	\$	1,463,736.42		
AD VALOREM	\$	1,450,000.00		
INTEREST	\$	13,736.42		(ACTUAL FOR JANUARY - AUGUST 2021)
CLOSED PROJECTS	\$	(83,560.00)		
MANDEVILLE LIBRARY ROOF	\$	(83,560.00)		
BUDGETED EXPENDITURES	\$	(1,267,617.00)		
CAPITAL PROJECTS	\$	(1,123,300.00)		
COST ALLOCATION PLAN CHARGES	\$	(144,317.00)		(WILL BE ADJUSTED BASED ON ACTUAL ACTIVITY AFTER FY2021 IS COMPLETE)
AVAILABLE FUND BALANCE	\$	4,244,483.78		
REVENUES NOT YET TRANSFERRED	\$	(1,450,000.00)		(WILL OCCUR AT YEAR END AFTER RECEIPT OF 2021 TAXES)

AVAILABLE FUNDS TO BE BUDGETED AS OF 09/30/2021 **\$ 2,794,483.78**

OPEN PROJECTS

<u>PROJECT #</u>	<u>DESCRIPTION</u>	<u>TOTAL BUDGET</u>	<u>PY EXPENDED</u>	<u>CY BUDGET</u>	<u>CY ACTUAL YTD</u>	<u>CY ENCUMB</u>	<u>REMAINING</u>
FM19000176	SOUTH SLIDELL LIBRARY ROOF	\$ 200,000.00	\$ -	\$ 200,000.00	\$ -	\$ -	\$ 200,000.00
FM19000234	COVINGTON LIBRARY EXT RENOVATIONS	\$ 140,800.00	\$ -	\$ 140,800.00	\$ -	\$ 5,000.00	\$ 135,800.00
FM20000155	SLIDELL LIBRARY PARKING LOT*	\$ 782,500.00	\$ -	\$ 782,500.00	\$ 37,989.30	\$ 44,710.70	\$ 699,800.00
		\$ 1,123,300.00	\$ -	\$ 1,123,300.00	\$ 37,989.30	\$ 49,710.70	\$ 1,035,600.00

*AMENDMENT TO INCREASE BUDGET TO BE INTRODUCED AT THE NOVEMBER 2021 COUNCIL MEETING

St Tammany Parish Library Capital Projects Plan
 Projects listed in general order of urgency/priority
 Updated 6/30/2021

				2021	2022	2023	2024	2025	2026	2027
Beginning Fund balance					\$1,064,848.67	\$183,628.67	\$1,133,628.67	\$1,128.67	\$151,128.67	\$101,128.67
Funds transferred for the year + interest					\$1,450,000.00	\$1,450,000.00	\$1,450,000.00	\$1,450,000.00	\$1,450,000.00	\$1,450,000.00
Funds available				\$3,996,073.67	\$2,514,848.67	\$1,633,628.67	\$2,583,628.67	\$1,451,128.67	\$1,601,128.67	\$1,551,128.67
Facility	Size	Needs	Budget							
South Slidell Branch		Roof Replacement	\$200,000.00	\$200,000.00						
Covington Branch		Exterior Renovations	\$140,800.00	\$140,800.00						
Technology Upgrade		RFID, new security gates, self check, people counters	\$1,000,000.00	\$1,000,000.00						
Mandeville Branch	10,000 SF	Recarpet	\$82,500.00		\$82,500.00					
		Furniture Update	\$168,000.00		\$168,000.00					
		Cat6 wiring upgrade	\$40,000.00		\$40,000.00					
		Update Restrooms	\$55,000.00		\$55,000.00					
		Front Entrance concrete	\$1,320.00		\$1,320.00					
		Roof replacement	\$100,000.00	\$100,000.00						
Slidell Branch	22,000 SF	Additional Parking	\$715,000.00	\$715,000.00						
		Revise Meeting Room entrance & make ADA	\$11,000.00	\$11,000.00						
		Replacement Furniture	\$500,000.00		\$500,000.00					
		Expand Library to Northeast	\$1,984,400.00		\$1,984,400.00					
Causeway Branch	4900 SF	Carpet	\$40,425.00	\$40,425.00						
		Furniture Update	\$24,000.00	\$24,000.00						
Small Branch Replacement	6500 SF	Replacement of one small branch (Abita, Lacombe, or Pearl River)	\$2,582,500.00				\$2,582,500.00			
Headquarter/Tech Services/Maintenance	11500 SF	Purchase replacement of rented space - could also keep separate admin	\$3,764,000.00	\$700,000.00					\$1,500,000.00	\$1,564,000.00
Purchase Land for Mandeville/Causeway	4-5 acres	Land for consolidation/replacement of two branches	\$1,300,000.00					\$1,300,000.00		
Total for the Year				\$2,931,225.00	\$2,331,220.00	\$500,000.00	\$2,582,500.00	\$1,300,000.00	\$1,500,000.00	\$1,564,000.00

Notes:

The Library's millage expires in 2024.

The funding and budget from 2021 to the funding we would receive from taxes in December of 2024 and budgeted to be spent in 2025 are shown in green. The portion shown in blue is technically unfunded until if or when the millage is renewed.

Projects that have been placed on the capital budget by Board resolution are in Yellow.

The library will undergo strategic planning in 2020. The results of this process will help refine and update this plan.

Additional Funding for Slidell Parking Lot project

The bids for the Slidell parking lot were opened on October 12th, 2021. The apparent lowest responsive bidder was Kort's Construction Services LLC for \$649,714. The current project budget is \$726,000. Although the lowest bid appears to be under budget, there are costs for design, soil testing, utilizes work, and the need for contingency funding. The original budget spreadsheet for the project is below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
34	Project Costs																				
35	Architectural & Engineering		Provide funding notes, if needed.																		
36	Design																80,000.00			80,000.00	
37	Environmental																				-
38	Geotech																5,000.00				5,000.00
39	Study Analysis																				
40	Survey																				
41	Total Architectural & Engineering														-		85,000.00			85,000.00	
42	Right of Way																				
43	Land Acquisition Services																				
44	Mitigation																				
45	Property																				
46	Total Right of Way														-		-			-	
47	Construction																				
48	Construction																626,000.00				626,000.00
49	Construction Management																				
50	Utilities																5,000.00				5,000.00
51	Testing																10,000.00				10,000.00
52	Total Construction														-		641,000.00			641,000.00	
53	Other																				
54	Advertising																				
55	Miscellaneous																				
56	Project Contingency																				
57	Total Other Costs														-		-			-	
58	TOTAL PROJECT COSTS														-		726,000.00			726,000.00	

Parish facilities is recommending an additional \$24,000 for construction costs and 32,500 (5% of construction costs) for contingency. Our original construction estimate was pre-pandemic and pre-Ida - both of which have increased construction costs considerably. We have capital funding to cover the additional required money, as we did not need to use all of our contingency funding for the Covington Renovation project. The proposed new total project cost \$782,500. Any contingency money that is not used would be released to be used on the next project. After this report, a sample resolution dedicating the additional funding and the bid tabulation list is included for your reference.

Richard C. Meyer, P.E.
President
David H. Dupré, P.E.
Vice President

Mark A. Schutt, P.E.
Ann M. Theriot, P.E.
Eric M. Colwart, P.E.
Kenneth J. Belou, P.E.
Raymond G. Hartley, P.E.
Robert W. Klare, P.E.
Donovan P. Duffy, P.E.
Randall G. Oustalet, P.E.
Christopher D. Rowan, P.E.



Charles E. Meyer, P.E.
Executive Vice President
Jitendra C. Shah, P.E.
Vice President

James J. Papia, AIA, NCARB, CSI
Adrianna G. Eschete, LEED, AP
Don P. Mauras, RA
Raymond J. Brown, III, AIA
Jennifer M. Wickham, AIA, NCARB
Alfonso "Fonz" Romero, NCARB
Elena G. Anderson, NCIDQ, IIDA

October 18, 2021

Mr. Bruce Crouch
Director of Facilities Management
St. Tammany Parish Government
21411 Koop Drive
Mandeville, LA 70471
EMAIL: brucec@stpgov.org

Re: Slidell Library (Robert Rd.) Parking Lot
A/E Project No. 20-2066

Dear Mr. Crouch,

We received the bids on the above referenced project. The apparent low bidder is Kort's Construction Services, Inc., 2182 Manton Drive, Covington, LA 70433, in the amount \$649,714.00.

We recommend awarding the Contract to Kort's Construction Services, Inc. in the amount of \$649,714.00. However, Meyer Engineers, Ltd. is not certified to perform a legal review of these bids and only can provide a recommendation based on the bid documents, therefore it is contingent upon your legal team's opinion and approval.

A copy of the bid tabulation is enclosed.

Sincerely,
Meyer Engineers, Ltd.

A handwritten signature in blue ink, appearing to read 'Donovan P. Duffy', is written over the typed name 'Donovan P. Duffy, P.E.'.

Donovan P. Duffy, P.E.

DPD/bgc

Enclosures

METAIRIE OFFICE

t | 504.885.9892 f | 504.887.5056

4937 Hearst Street, Suite 1B, Metairie, Louisiana 70001

PRAIRIEVILLE OFFICE

t | 225.677.0901

36505 Oak Plaza Ave., Suite A, Prairieville, Louisiana 70769

MAIL: P.O. Box 763 | Metairie, Louisiana 70004

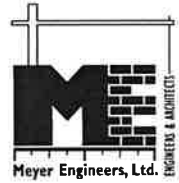
E-MAIL: meyer@meyer-e-l.com

BID TABULATION

SLIDELL LIBRARY PARKING LOT
 BID #21-26-2



MEYER ENGINEERS, LTD.
 BID DATE: OCTOBER 12, 2021
 A/E PROJECT NO. 20-2066



BIDDER	LICENSE NUMBER	BASE BID	ADDENDUM	ADDENDUM	ADDENDUM	SURETY	CORPORATE RESOLUTION	
			1	2	3			
BEVERLY CONSTRUCTION COMPANY, LLC 1215 RIVER ROAD WESTWEGO, LA 70094	35678		NO BID					
JAMES MONTE CONTRACTOR, INC. P.O. BOX 1342 FOLSOM, LA 70437	70912		NO BID					
KORT'S CONSTRUCTION SERVICES, INC. 2182 MANTON DRIVE COVINGTON, LA 70433	49356	\$649,714.00	X	X	X	X	X	
COMMAND CONSTRUCTION, LLC 68445 JAMES STREET MANDEVILLE, LA 70471	40038	\$865,151.00	X	X	X	X	X	
WARNER TRUCKING, INC. 67393 Z MCDANIEL ROAD FRANKLINTON, LA 70438	60826	\$659,568.00	X	X	X	X	X	
NOBLES			NO BID					
MCDONALD CONSTRUCTION, INC. P.O. BOX 5129 SLIDELL, LA 70469	16378	\$726,000.00	X	X	X	X	X	
STUBBS NK CONTRACTORS, LLC 14 E. FRANKLIN STREET NATCHEZ, MS 39120	59202		NO BID					
COBALT CONSTRUCTION & DEVELOPMENT, LLC P.O. BOX 1140 PONTCHATOULA, LA 70454	69479		NO BID					



St. Tammany Parish Library Board of Control
Designation of Additional Capital Funds for Slidell Parking and Entrance ADA Accessibility
October 26th, 2021

BE IT RESOLVED that the St. Tammany Parish Library Board of Control designates an additional \$56,500 of capital funds for the construction of a parking lot and improving ADA accessibility to the south entrance at the Slidell Branch on Robert Blvd for a project total of \$782,500. The additional funding will cover construction costs and contingency.

WHEREAS, the St. Tammany Parish Library has the capital funds to complete this project.

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

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 26th DAY OF OCTOBER 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
310 WEST 21ST AVENUE COVINGTON, LA 70433
PH: (985) 871-1219 FAX: (985) 871-1224

ABITA SPRINGS (985) 893-6285

COVINGTON (985) 893-6280

MADISONVILLE (985) 845-4819

BUSINESS RESOURCE CENTER
(985) 626-5314

FOLSOM (985) 796-9728

MANDEVILLE (985) 626-4293

BUSH (985) 886-3588

LACOMBE (985) 882-7858

PEARL RIVER (985) 863-5518

CAUSEWAY (985) 626-9779

LEE RD (985) 893-6284

SLIDELL (985) 646-6470

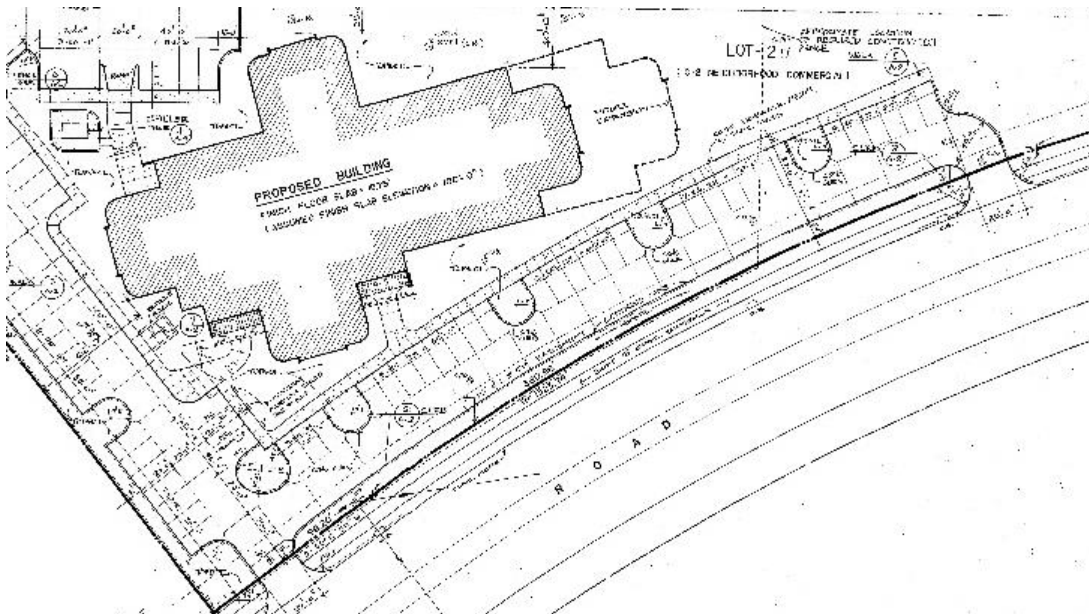
Introduction of the Slidell Branch Addition

The Slidell Branch of the St. Tammany Parish Library System is 18,000 sq. ft. and is our most heavily used branch. Slidell has 1/3 of our cardholders, 22% of our circulation, 1/4 of our total yearly visits, and 1/4 of all of our computer uses. The original building was opened in 1989 and was designed to be added on to in the future. The main stumbling block to building an addition aside from funding was the parking situation. Without more parking, an addition to the building would never have made it through the permitting process.



The Slidell Branch Addition is part of the Capital Projects list that was presented to the Parish Council. In the Capital projects list budget, the estimate of the project is \$1,984,000. Before getting started with the project, we will need to get input on what additional spaces the public, staff, and board would like to see and get updated construction cost estimates. Examples of possible additional space functions could include study rooms, a storytime room, a dedicated computer lab, or even a maker space. Rooms with these functions are found currently at Madisonville and Covington Branches.

Denelle Wrightsen will be visiting us to help get input and assist us with an updated cost estimate. No action is required by the board at this time.



Upcoming Lease Expirations

The Library currently leases three buildings.

- The Annex/Maintenance facility – Lease expires April 30th, 2022 - Rent is \$2,348 per month
- The Administration Building – Lease expires March 31st, 2023, with an option for renewal for two years. Rent is \$6,495.41 per month.
- The Causeway Branch – Lease expires September 30th, 2023 – Rent is \$13,957.50

We are in a stable position with both the administration building and the Causeway location. The Administration building has more than a year left on the lease with an option to renew for two years. The Causeway building has almost two years left on the lease, and we can discuss renewal at a later date.

The Annex houses our technical services and maintenance departments. We have rented the Annex building since 2002. The space is very small and does not have a handicap-accessible restroom. Library administration is looking for alternatives to buy or rent and will present options for the Board to consider at future library meetings. We will be looking for a building that can adequately house the functions that technical services and maintenance currently perform and room for any further services identified during our strategic planning process. No action is required of the Board at this time.

Proposed 2022 Holiday Schedule

The proposed 2022 Holiday schedule is presented for your approval. The day after Christmas is on a Sunday. This Employee Handbook designated holiday is exchanged for Veterans Day. The schedule lists all official holidays and system-wide closed days.

ST. TAMMANY PARISH LIBRARY

Holiday Schedule – 2022

Saturday, January 1, 2022	<i>System-wide closed day</i>
Monday, January 3, 2022	New Year's Day (observed)
Monday, January 17, 2022	Martin Luther King, Jr. Day
Monday, February 21, 2022	Presidents' Day
Tuesday, March 1, 2022	Mardi Gras Day
Friday, April 15, 2022	Good Friday
Saturday, April 16, 2022	<i>System-wide closed day</i>
Monday, May 30, 2022	Memorial Day
Monday, July 4, 2022	Independence Day
Monday, September 5, 2022	Labor Day
Friday, November 11 th , 2022	Veteran's Day
Thursday, November 24, 2022	Thanksgiving Day
Friday, November 25, 2022	Day After Thanksgiving
Saturday, November 26, 2022	<i>System-wide closed day</i>
Friday, December 23, 2022	<i>System-wide closed day</i>
Saturday, December 24, 2022	Christmas Eve
Sunday, December 25, 2022	Exchanged for Veterans Day
Monday, December 26, 2022	Day After Christmas
Floating Holiday - Birthday	

Proposed 2022 LBOC Meeting Dates

The proposed 2022 LBOC Meeting Dates are presented for your approval. We will need to select an early February meeting date, as the year-end financial reports will not be done in time for a late January meeting. We will also need to select an early December meeting date as the end of November coincides with the Thanksgiving Holiday week. Although dates have been suggested for both the February and December meeting dates, please check your calendars so we can select the date that works best. All meetings have a designated location and starting time of 6:30 pm. The continuance of Zoom meetings depends entirely on the Governor's emergency proclamation(s).

**ST. TAMMANY PARISH
LIBRARY BOARD OF CONTROL**

MEETING DATES – 2022

February 8, 2022	Madisonville Branch
March 22, 2022	Covington Branch
April 26, 2022	Causeway Branch
May 24, 2022	Slidell Branch
July 26, 2022	Madisonville Branch
August 23, 2022	South Slidell Branch
September 27, 2022	Causeway Branch
October 25, 2022	Slidell Branch
December 6, 2022	Covington Branch

Director's Report — October, 2021

COVID

Masks are still required for everyone ages five and older due to a state-wide indoor mask mandate which expires October 27th. In-person programming has returned in some branches with limits on attendees.

IDA Progress

We continue to have contractors looking at the Madisonville roof. We will be reviewing solutions and pricing over the next few weeks.

FACILITIES

Concrete work was completed at Pearl River. This will allow visitors of all abilities to enjoy the garden area.

The architect for the Outside Covington Renovation project is preparing estimates for the various priority items on the project's to-do list. This is an important step before the bidding process occurs.

Bids were opened for the Slidell parking lot project on October 12th. A detailed report was included earlier in the meeting packet.

MARKETING AND OUTREACH

- St. Tammany Parish Library now uses the platform, Patron Point to create and manage Library Card accounts online, or E-Access cards. These cards can be used immediately to utilize digital materials. A patron can use their E-access card on the St. Tammany Parish Library app to check out items in the branches, or they can come into a branch and get a physical card that corresponds to their E-Access number. This will streamline the process greatly. We will utilize Patron Point for sending out notifications by email from our ILS and also for sending out our email newsletters going forward.
- The magazine *Social Northshore* covered our grant to purchase laptops:
https://www.nola.com/news/communities/st_tammany/article_af00b942-ef6d-11eb-873f-3be36cf79f98.html
- Amy Bouton did an interview with Great Day Louisiana regarding **Teentober**.
- Charlene Barrett and Abby Mayfield were interviewed on the Lake 94.7 and the Highway 104.7 about **Teentober**.

Check it out Podcast

- Charlene and Abby were guests on the *Check it Out* podcast. Topic: **Teentober**
- Noelle Williams, Reference Coordinator, was a guest on the *Check it Out* podcast. Topic: Reference Resources for students: Elementary, middle, high School, higher education, and self-learners.
- Jillian Boudreaux and Amy Bouton : COAST Drive-Through Resource Festival
- Noelle Williams and Amy Bouton: St. Tammany Chamber Expo

Outreach CONTD:

- Iriana: 50 library card applications dropped off to Kehoe France to prep for our visit next month.
- Outdoor Storytime visit to Covington Montessori on 10/13 for 18 kids and 2 adults.
- Charlene Barrett: SSA Virtual Outreach from 9/22- 9/23 (four virtual sessions)
- Morgan Sherlock: Northlake Nature Center StoryWalk on Oct. 2
- Abby Mayfield and Jennifer Rifino - Bluesberry Festival 10/9
- Kathy Badon, Jennifer Mayer and Susan Badon – Bluesberry Festival
- Sarah Aucoin attended the Slidell Art League Reception at the Slidell Branch Library
- Kelly LaRocca, Noelle Williams, and Amy Bouton attended the opening ceremony for The Tomb of the Unknown Soldier exhibit hosted by the Northshore chapters of the DAR

PROFESSIONAL INVOLVEMENT

- Morgan Sherlock: Professional Involvement: LLA Social Media committee
- Charlene: State Library YS Meeting 10/13/21 1PM
- Tanya DiMaggio: Candid 2021 Network Days conference on October 6
- Amy Bouton: Leadership St. Tammany
- Jennifer Rifino - Virtual 44th Annual Author Illustrator Program 10/8
- Jennifer Rifino, Jennifer Mayer, Noelle Williams - STPS Librarian Meeting - 10/8
- Jennifer Rifino, Abby Mayfield and Charlene Barret - State Librarian Youth Services Meeting - 10/13

WEBINAR ATTENDANCE

ALLSTAFF 2021: Monday, October 11th: Presentations and Professional Development:

- Kelly LaRocca
- Tanya DiMaggio
- Brent Geiger
- Jenny Mayer, Jennifer Rifino, and Jillian Boudreaux
- UMR Health Insurance Update - Leon Golemi
- Healthy Lifting - St. Tammany Hospital Wellness Works
- Cyber Security
- Challenged Materials – Tanya DiMaggio
- Stretching and moving for stress reduction - Monica Gallardo
- Strategic Planning Introduction – Carson Block and Susan Kent
- Ethics and Sexual Harassment Training – Each Employee on their own
- Awards
 - Full Time Employee of The Year: Adrienne Ivy, Causeway
 - Part-time Employee of the Year: Michelle Buuck, Madisonville
 - Librarian of the Year: Alexis Davis, Slidell
 - Rookie of the Year: Evan Kramer, Mandeville

Director's Report — October, 2021

Additional Webinar Attendance

- Crissie Molina
- Lynn Bardell
- Megan Jenkins
- Amy Bouton
- Evan Kramer
- Kelly LaRocca
- All Reference Librarians

PERSONNEL

Mary Silbernagel from the Madisonville Branch retired on 10/8/2021

PROGRAMMING

All small branches are doing Storytime indoors.

Slidell did Storytime indoors in October and plans to expand the number of programs offered.

Madisonville and Covington will begin indoor Storytime in November.

Mandeville continues to offer Storytime at the trailhead, with huge attendance.

South Slidell will continue to provide our weekly virtual Storytime.

Teen programming is now in-person, indoors at the Slidell, Covington, Madisonville, and South Slidell Branches. Virtual programming is still going on as well.

Adult programming has begun to offer a few craft classes in person inside.

Some Book Clubs have begun to meet in-person inside.

Reference held four Computer and App Classes: Total Attendance – 28

Reference offered assistance in 1,327 opportunities.

WEBSITE

September 23 – October 17: 27, 451 users visited the library's website during 41, 442 sessions

September 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	160	1427	54	37	43			11		1,732				
Abita	479	51	273	18	480	13		53		1,367	133	1,337	99	307
Bush	163	5	251	4	136	18		6		583	74	651	29	133
Causeway	1849	236	863	32	1453	30		186		4,649	419	3,550	435	1,402
Covington	2676	319	1703	38	2356	80	59	213		7,444	1,081	4,592	2,738	1,493
Folsom	319	15	400	5	179	38		12		968	139	910	92	149
Lacombe	130	25	143	10	191			28		527	165	1,798	89	120
Lee Road	204	25	70	3	161	12		24		499	45	418	38	268
Madisonville	554	87	174	7	531	5		31		1,389	144	144	535	365
Mandeville	2072	213	1005	18	3103	77	2	182		6,672	799	4,540	828	687
Pearl River	268	14	128	12	113	14	8	15		572	163	1,200	65	174
Virtual ¹									25779	25,779				
Slidell	3160	298	1087	30	2605	115	193	275		7,763	1,348	7,424	1,161	1,133
South Slidell	489	71	366	15	431	8	10	57		1,447	883	2,744	746	1,227
Total	12,523	2,786	6,517	229	11,782	410	272	1,093	25,779	61,391	5,393	29,308	6,855	7,458

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: 506

Jan - Sept 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	2664	3589	1058	375	1352	1		120		9,159				
Abita	4934	431	2430	129	4429	58		459		12,870	1,052	11,276	491	307
Bush	1420	98	2494	9	1080	68		76		5,245	437	5,269	259	133
Causeway	18848	2663	9004	368	18402	280		1968		51,533	4,784	39,864	3,225	1,402
Covington	30802	3199	14615	397	27508	1102	961	2215		80,799	10,707	45,246	15,291	1,493
Folsom	3147	245	3509	66	1978	526		170		9,641	1,770	4,987	464	149
Lacombe	1903	433	2489	77	1937	13		273		7,125	1,282	14,791	689	120
Lee Road	2288	198	869	26	2221	52	41	134		5,829	277	3,634	282	268
Madisonville	11293	1778	4708	140	14440	263		1150		33,772	3,404	24,102	6,276	365
Mandeville	21389	3007	9505	333	31572	743	29	1956		68,534	8,645	44,101	5,975	687
Pearl River	3298	198	2391	194	1850	127	128	118		8,304	1,487	12,318	449	174
Virtual ¹									244277	244,277				
Slidell	33670	3684	12966	395	32019	1570	2481	3027		89,812	16,379	76,245	8,792	1,133
South Slidell	5640	832	4754	178	5460	141	137	584		17,726	10,279	36,236	4,944	1,227
Total	141,296	20,355	70,792	2,687	144,248	4,944	3,777	12,250	244,277	644,626	60,503	318,069	47,137	7,458

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: 5,599

Strategic Planning Committee Update

The strategic planning committee met on October 14th to kick off the planning process. The agenda for the meeting is included for your review. The meeting provided an overview of what we would be doing. We talked about our timeline and tracking our progress. No decisions were made at the meeting, but we did get some homework from the consultants.

By November 8th, we will need to have:

- Recommendations for the community advisory committee – Members of the advisory committee would commit from 2 to 4 hours for the entire process spread out over two meetings. We will need a group of 12.
- Select 4 to 6 categories for focus group topics – although we are only selecting 4 to 6 topics, topics not selected can be covered through individual interviews or by the community advisory committee. Some of the topics used by other library systems include:
 - Educators – K-12 teachers, principals
 - Senior Citizens – could include representatives from senior citizens' service organizations, housing, etc.
 - Teens – high school students from public, private and parochial schools.
 - Cultural Organizations – staff and members (artists, musicians, theatre people, museum staff, etc.
 - Organizations representing various cultural and ethnic groups, immigrants, refugees, etc.
 - Business – Chamber of commerce, business organizations, small businesses, etc.
 - Social Service organizations – representatives of organizations that serve people in economically challenging situations, housing advocates, etc.
 - Colleges and Community Colleges – faculty and students
 - Parents and caregivers (particularly of kids younger than 6)
 - Users of rural branches

The next meeting of the committee is scheduled to be the week of November 8th. A date and time have not been set as of the production of the Board packet.

Agenda

1. Welcome!
2. Orientation
 - a. Logistics and collaboration tools
 - b. Roles of the Planning Team: Consultants, Library Staff Members and Library Board Members
 - c. Role of the Community Advisory Group
3. Review Project Tracking Document
4. Recommendations for the community planning committee members (no more than 12 people)
5. Determine date for idea session for planning committee
 - a. Check availabilities the week of November 8
6. Review criteria for library comparables analysis
7. Focus groups:
 - a. 4-6 Focus Groups -- What type of groups, e.g. educators, cultural leaders, etc.?
8. Review Planning Outcomes
 - a. Listen/reflect/learn from the communities STPL serves – current users/nonusers/
 - b. Build partnerships through the process that will continue
 - c. Contribute to social equity and community resilience
 - d. Forward-focused vision/mission – with clarity and agreement among staff/board/government/users
 - e. Lay out a desired future for STPL – a “GPS” for the road ahead that is dynamic, adaptable and flexible
 - f. Improve STPL’s ability to solve problems, make decisions, prioritize, be accountable
 - g. Anticipate/plan/manage changes – instead of just reacting
 - h. (Re)educate the public/government/staff about STPL and its vision/mission/goals
 - i. “Instead of asking to which problems in society is the library the answer, we could also ask to which opportunities in society is the library the catalyst”
9. Closing Question (Round Robin): What does a successful outcome look like to everyone in the Planning Committee?
10. Adjourn

LBOC Rules Committee Update

The LBOC Rules and Regulations Committee met on October 19th. They continued work on the Library's financial policies including contracting, the fuel policy, and inventory policy. They discussed strategies for taking on the rest of the Rules and Regulations Manual. 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 November 17th, 2021, at 11:00 am. Due to current pandemic conditions, the meeting will be held by Zoom.