

St. Tammany Parish Library
Board of Control Meeting
December 7th, 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 219 JBE 2021 and 220 JBE 2021, the St. Tammany Parish Library will hold its December 7th, 2021, 6:30 p.m. meeting via video conference and certifies that it will otherwise be unable to operate due to an inability to meet in-person quorum requirements as a result of the ongoing COVID-19 pandemic. The meeting will be streamed on Facebook Live on the St. Tammany Parish Library's official Facebook page. The public is encouraged to participate through that medium, which will also allow for submission of questions or comments to the Board on agenda items. The public's questions or comments on any agenda item for this meeting may be submitted via e-mail by 5:00 p.m. on December 7th, 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 regular meeting of the Library Board of Control that was held on October 26th 2021, and the special meeting held on November 4th 2021.
 - Discussion
 - Public Comment
 - Vote

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

 - B. 2021 End of Year Budget Amendment
 - Discussion
 - Public Comment
 - Vote

 - C. Ethics and Sexual Harassment Training and Policy Signatures
 - Discussion
 - Public comment

D. Election of officers

- Discussion
- Public Comment
- Vote

E. Library Foundation alcohol request

- Discussion
- Public comment
- Vote

F. 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
October 26, 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: Bill Allin, Dr. Argiro Morgan, Ann Shaw, Becky Taylor
Absent: Carmen Butler, 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 September 28, 2021.

B. Allin asked who is replacing Bill McHugh as the reporter for the St. Tammany Farmer. Kelly explained that Amy Bouton, Public Relations Coordinator, will be submitting a report to the paper after each board meeting. Mr. Allin asked about the roof and elevator damage at the Madisonville Branch during Hurricane Ida. Kelly explained that the elevator shaft took in water from the rising river and storm surge, but it has since been pumped out and repaired. The roof has damage and will be discussed in the Director's Report portion of the meeting.

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 B. Allin. All were in favor, none were opposed, and two were absent. Motion carried.

2. NEW BUSINESS

A. Financial Reports – September 2021

K. LaRocca reported that the library has received all expected funds for the year. Kelly addressed a question asked by A. Shaw in the previous meeting regarding the Other Assets-Deposits line on page two. Kelly originally thought that the \$1,981.00 was August deposits that were deposited in September due to Hurricane Ida. They are actually funds that are held for building rental deposits and by the Louisiana Workforce Commission for unemployment benefits. Some deposits have been held since the 1990s and we are working to close those out.

Kelly reported that the budget percentage should be 75% at this point in the year. The report shows revenues are at 71.85% because ad valorem and state revenue sharing funds are credited in twelfths and will be in balance at the end of the year. Expenditures are at 71.57%, but will be in balance by the end of the year. There was less spending in September due to the Hurricane Ida closure.

The Library Salaries line is still under budget due to open positions. The Employee Miscellaneous line is at 153% due to the amount owed to Paylocity from the ineligible tax reimbursement credit given for COVID leave in 2020. It was originally on the first page of the balance sheet, but was moved to expenditures.

Kelly explained that lines near 100% have been expended early in the year and will be in balance by the end of the year. Lines that are under budget will be in balance at the end of the year after paying for items and services later in the year. The Travel and Continuing Education lines are under budget due to less travel during the pandemic. The Vehicles line is at zero because we have not received the vehicle we ordered, but it is expected to arrive at the end of November. The lines under Capital Outlay-Library Resource Acquisitions will be in balance at the end of the year as spending in those lines occur in October and November. Kelly noted that there will be a budget amendment at the December 2021 board meeting.

B. Taylor asked for a two-minute public comment period. A. Shaw asked about the difference in price of the Times-Picayune Digital Archive in the Microfilm line. Kelly explained that she originally stated the cost as \$675,000, but the invoice was actually for \$675,766. There was no further public comment.

B. Allin moved to approve the September 2021 Financial Reports. It was seconded by A. Shaw. All were in favor, none were opposed, and two were absent. Motion carried.

Kelly reported on the Capital Funds and Projects Plan. The open capital projects shown on the report are the South Slidell Library Roof, Covington Library Exterior Renovations, and Slidell Library Parking Lot.

Kelly referenced a Capital Project Plan spreadsheet for the Board to view on screen. It lists the projects that the Board has already approved, as well as future projects. A list of these future projects has been provided to the Parish. The timing of some projects will be determined through the strategic planning process. Other projects will not depend on strategic planning and can begin sooner, such as new furniture, new carpet, restroom upgrades, expansion of the Slidell Branch, and purchasing a building to house Technical Services, Maintenance, and the I.T. department. Kelly explained that she wanted to provide the Board with this information, as they would be discussing two of the projects later in the meeting.

B. Taylor commented that it is nice to see the projects displayed on the spreadsheet and would like to have a copy once per year. B. Taylor asked for a two-minute public comment period. There was no public comment.

A. Shaw moved to approve the Capital Fund Report. It was seconded by Dr. A. Morgan. All were in favor, none were opposed, and two were absent. Motion carried.

B. Additional Funding for Slidell Parking Lot Project

K. LaRocca reported that bids for the Slidell parking lot were opened on October 12, 2021. The lowest bidder was Kort's Construction Services, LLC for \$649,714. The original project budget was \$726,000. Parish Facilities is recommending an additional \$24,000 for construction costs and \$32,500 for contingency. Construction costs have increased since the pandemic and following Hurricane Ida. The new proposed project cost is \$782,500. Any contingency money that is not used would be released for use on the next project. Kelly also explained that without the additional funds we would have to choose between having to downsize the planned number of parking spaces, lose ADA accessibility (Americans with Disabilities Act), or lose the planned landscaping that would provide a buffer for the neighbors.

B. Taylor asked for a two-minute public comment period. Becky commented that even though construction costs have increased, we need to move forward with completing the parking lot. She also stated that it is a large project that is overdue and much-needed to support the Slidell Branch Library.

A resolution by the Board is needed to dedicate the additional funds. B. Taylor read the resolution aloud. The resolution was moved for adoption by B. Allin. It was seconded by Dr. A. Morgan. All were in favor, none were opposed, and two were absent. Motion carried.

C. Introduction of the Slidell Library Addition Project

K. LaRocca gave a summary of the plan to build an addition to the Slidell Branch. Kelly explained that it is our largest and most heavily used library branch. It was built in 1989 and was designed to be added on to in the future. Once the additional parking lot is completed, we can move forward with the addition to the building. The current cost estimate of the project is \$1,984,000, but may vary with updated construction costs. Kelly stated that we will get input on what additional spaces the public, staff, and Board would like to see in the addition. Denelle Wrightsen will assist us with input and gathering cost estimates. Kelly referenced photos of the Slidell Branch that include the original plan for the building that depicts the area suitable for an addition. No action is required by the Board at this time.

B. Taylor asked for a two-minute public comment period. Dr. A. Morgan commented that she would like to remember Parish Councilman and past library board member Steve Stefancik in some way when moving forward with the addition. Dr. Morgan explained that Mr. Stefancik was one of the library's greatest supporters and has recently passed away. Dr. Morgan stated that we would not have capital funds for such projects without the hard work and support of Mr. Stefancik. B. Taylor agreed wholeheartedly. Kelly commented that she is hopeful that something will stand out during the planning process as a great way to honor his name.

D. Upcoming Lease Expirations

K. LaRocca discussed the library's leased buildings and when they are set to expire. The Annex/Maintenance facility lease expires April 30, 2022. The Administration Building lease expires March 31, 2023, with an option for renewal for two more years. The Causeway Branch lease expires September 30, 2023. We are in a stable position with the Administration Building and the Causeway Branch at this time and will likely renew the leases when they expire. The Annex/Maintenance facility houses the Technical Services and Maintenance departments. The current Annex facility does not have a handicap-accessible restroom. There have been staff who have needed that accessibility recently and we have had to move them to other locations to accommodate that need. The library has leased the current building since 2002, but it is no longer adequate for our needs. Kelly explained that administration is actively looking for a replacement building that is big enough to house Technical Services, Maintenance, and the I.T. department. Kelly explained that if we own the facility we can install a generator that will be beneficial in keeping our email and Polaris up and running during another major power outage. She hopes to

have a proposal for the Board soon. B. Taylor commented that this has been discussed for a number of years and she agrees that it is the right move.

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

E. 2022 Holiday Schedule

T. DiMaggio presented the 2022 Holiday Schedule. Full-time staff receive 14 paid holidays per year, which includes their birthday. System-wide closed days are chosen to ensure the correct number of days off for both alternating weekend teams when holidays fall on a Friday or Saturday. Christmas Day falls on a Sunday, which is a regular closed day for all staff members. As in previous years, we will have Veteran's Day off in exchange for Christmas Day.

B. Taylor asked for a two-minute public comment period. There was no public comment. Dr. A. Morgan moved to approve the 2022 Holiday Schedule. It was seconded by B. Allin. All were in favor, none were opposed, two were absent. Motion carried.

F. 2022 Library Board of Control Meeting Schedule

T. DiMaggio presented the 2022 Library Board Meeting Schedule. Most of the dates are the 3rd Tuesday of the month except for February and December. The Board meets in early February, as the end of the year financial reports are not ready until the end of January. The Board meets in early December to avoid meeting during Thanksgiving week. Tanya explained that each meeting is scheduled to begin at 6:30 p.m. and she noted that there are branch locations listed for each meeting. She clarified that we will continue to meet via Zoom until the Governor's emergency proclamation changes and allows for in-person meetings. B. Allin asked if we are mandated to have in-person meetings when the Governor lifts the emergency proclamation. Kelly answered that we can meet either in person or via Zoom. Mr. Allin asked if the meetings could take place during the day on the occasion that other board members do not have obligations that restrict them from meeting before 6:30 p.m. Kelly confirmed yes, that is a possibility.

B. Taylor asked for a two-minute public comment period. B. Allin stated that he has a conflict for December 6, 2022, but can meet on December 13, 2022. Board members agreed to change the meeting date to December 13, 2022. Dr. A. Morgan and B. Allin expressed an interest to continue meeting via Zoom.

B. Allin moved to accept the 2022 Library Board of Control Meeting Schedule with the updated December meeting date. It was seconded by Dr. A. Morgan. All were in favor, none were opposed, and two were absent. Motion carried.

G. Director's Report

K. LaRocca reported that masks are still required for patrons aged five and older. The state-wide mask mandate expires tomorrow. Kelly is awaiting a statement from the Parish President on the status of the mandate for St. Tammany Parish. In-person programming has returned to some branches with limits on attendees. Contractors are still evaluating the Madisonville roof and we will review solutions and pricing over the next few weeks. The architect for the Outside Covington Renovation Project is preparing estimates for priority items.

The library now uses Patron Point to create and manage online library cards. It will also be used for sending out notifications and newsletters by email. Librarians participated in the *Check it Out* podcast and also represented the library at the COAST Drive-Through Resource Festival and the St. Tammany Chamber Expo. Librarians and staff offered outreach services by visiting schools, having a StoryWalk at the Northlake Nature Center, and working a booth at the Bluesberry Festival. Staff attended State Library meetings, committee meetings, virtual conferences, and webinars. The annual All Staff meeting took place on October 11th. Full-time Employee of the Year was awarded to Adrienne Ivy of the Causeway Branch. Part-time Employee of the Year was awarded to Michelle Buuck of the Madisonville Branch. Librarian of the Year was awarded to Alexis Davis of the Slidell Branch. Rookie of the Year was awarded to Evan Kramer of the Mandeville Branch. Mary Silbernagel retired from the Madisonville Branch.

All small branches are having Storytime indoors, and some large branches will begin indoor Storytime in November. Teen programming is now in-person at the Slidell, Covington, Madisonville, and South Slidell branches. Virtual programming is offered as well. Adult programming has begun to offer some in-person craft classes. Some book clubs have begun meeting in-person. Kelly referenced the year-to-date and September service statistics.

3. OLD BUSINESS

A. Strategic Planning Committee

T. DiMaggio reported that the committee met on October 14th to kick off the planning process. A copy of the meeting agenda is included in the Board packet for review. By November 8th the committee should have recommendations for a community advisory committee consisting of 12 people. The committee will also select 4-6 categories for focus group topics. The next meeting will be the week of November 8th. K. LaRocca asked the Board to email her their recommendations for community advisory committee members.

B. Rules and Regulations Committee Update

T. DiMaggio reported that the committee met on October 19th. They continued working on the library's financial policies, contracting, fuel policy, and inventory policy. They discussed strategies for taking on the remainder of the Rules and Regulations Manual. The next meeting is scheduled for November 17th and will take place via Zoom.

C. St. Tammany Library Foundation Update

A. Shaw reported that the Foundation kicked off its membership drive. She said the Foundation appreciates all of its members, as the membership dues help with operational expenses and projects that benefit the library.

D. Friends of the Library Report

There was no report from the Friends of the Library.

4. Public Comment

There was no public comment.

5. Adjournment

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

Mary Reneau, Secretary

St. Tammany Parish Library
Board of Control Meeting
Thursday, November 4, 2021
1112 W. 21st Avenue
Covington, LA 70433
Zoom meeting streaming on Facebook Live
2:30 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: Dr. Argiro Morgan, Mary Reneau, Ann Shaw, Becky Taylor
Absent: Bill Allin, Carmen Butler

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. NEW BUSINESS

A. Potential purchase of new Annex building

K. LaRocca explained that the current Annex building has housed our Technical Services and Maintenance departments since 2002. The space is very small and does not have a handicap-accessible restroom. Library administration has been working to locate an ideal replacement that is large enough to include the I.T. department (Information Technology). The I.T. department is currently housed in the Administration building. Since we do not own the building, we do not have a backup generator to run the technology necessary to serve our patrons in the event of a power outage. Owning a building rather than renting will enable us to install a generator, which will ensure business continuity during a disaster or extended period of time without electricity.

Library administration has found a location with office and warehouse space large enough to adequately house Technical Services, Maintenance, and I.T. It is located at 68361 S. Commercial Way Unit 3, Mandeville, LA 70471 in the Alamosa Office & Industrial Park. It is one mile north of Koop Drive, which is a central location in the Parish with easy access to I-12. There is enough office space for additional services that may result from the strategic planning process. All unit owners contribute to the outside maintenance and building insurance. It is exceptionally well-maintained. We will have an opportunity to expand if one of the other units becomes available.

The list price is \$498,500, which is within the estimated amount in the capital plan. We would offer the list price contingent upon appraisal. The Parish Department of Finance tells us we need to budget 5% of the purchase price (\$25,000) for appraisal, inspections, and closing costs. If the Board decides to purchase the building, the total funds needed are \$523,500.

Some renovations to the layout of the offices are needed to accommodate the workflow of Technical Services. Other needs are the addition of an elevator, new paint, and new flooring. There are enough capital funds to cover the renovations based on rough estimates from our Maintenance department. We will work with an architect selected by the Parish to get firm cost estimates. We will have a proposal for Board approval at a future meeting. Kelly referenced floor plans and a map that was included in each board packet. A resolution of the Board is required to designate the capital funds for this purchase.

B. Taylor asked how many people work at the Annex building. Kelly stated that there are around 22 people who would be working at the new building based on the combined departments. Kelly referenced a map of the property and noted that there is ample parking available for staff. B. Taylor commented that she toured the building recently and agreed that it is centrally-located, easily accessible, well-maintained, practical, serviceable, and efficient.

M. Reneau asked for clarification on whether this is a facility just for staff or for the public. Kelly confirmed that it is just for staff. M. Reneau asked about replacing the carpet and tile floor. Kelly explained that the downstairs flooring needs to be replaced with something that is seamless and level in height throughout the workspace for the purposes of pushing book carts and other items around the building. Kelly suggested vinyl planks for their durability. Upstairs flooring would be replaced with carpet tile. The ceramic tile would stay in the kitchen and bathrooms. B. Taylor asked if there would be space for vendors to visit. Kelly confirmed that there would be space for vendors to visit, which is not possible at the current Annex building.

B. Taylor asked for a two-minute public comment period. There was no public comment. B. Taylor read the resolution aloud. M. Reneau moved to adopt the resolution for the purchase of 68361 S. Commercial Way Unit 3, Mandeville, LA 70471. It was seconded by A. Shaw. All were in favor, none were opposed, and two were absent. Motion carried.

Kelly will submit the resolution to the Parish for approval. Pending the appraisal and approval process, Kelly expects the purchase to be complete by January 31, 2022. A. Shaw asked about an approximate move-in date. Kelly stated that the goal is to be able to move in by April 30, 2022 when the current Annex lease expires. Depending on how long the renovation of the new building takes, we may need to ask for a short-term renewal of the current Annex for a couple of months. M. Reneau asked if the owner would allow renting for a short time. Kelly will ask the

owner about this. Kelly noted that the renovation process could be done in stages so that the downstairs renovations are complete by April 30, 2022 for the Technical Services staff to move in. The upstairs renovations are not as time-sensitive because those staff members are currently working in the Administration building and can stay as long as needed. A. Shaw asked if the work will need to go out to bid. Kelly stated that due to the anticipated cost, we will only need to get three quotes. A. Shaw asked if the elevator will be added now or in the future. Kelly stated that it will depend on the total cost of the downstairs renovation. The elevator install is estimated to be \$80,000.

2. Public Comment

There was no public comment.

3. Adjournment

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

Mary Reneau, Secretary

ST. TAMMANY PARISH LIBRARY		AD VALOREM AND REVENUE SHARING 2021			
AD VALOREM					
2/11/2021	8,323,204.83				
3/26/2021	2,165,046.17				
4/23/2021	342,847.01				
6/4/2021	234,577.82				
7/28/2021	102,670.55				
8/30/2021	56,288.15				
10/6/2021	67,913.87				
10/27/2021	7,927.33				
		11,300,475.73			
STATE REVENUE SHARING					
2/11/2021	83,866.67				
4/23/2021	83,866.67				
6/23/2021	83,866.66				
		251,600.00			

2

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

ASSETS

Current Assets

Cash	\$	7,248,900.99
Cash - Health Claims		(31,780.21)
Due from Paylocity		0.00
Due from Bank		2,789.51
Returned Checks		0.00
Ad Valorem Receivable - 2021		8,793,269.20
Ad Valorem Receivable - 2019		0.00
Ad Valorem Receivable - 2020		0.00
Due from State of Louisiana		209,602.56
Prepaid Expenses		0.00

Total Current Assets **16,222,782.05**

Other Assets

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

Total Assets **\$ 16,224,763.05**

LIABILITIES AND FUND BALANCE

Current Liabilities

Accounts Payable	\$	55.96
Accrued Salaries		26,446.09
Deferred Inflows - Ad Valorem		40,662.00
Elective Benefits Payable		(1,788.76)
Retirement Payable		66,003.81
Health Claims Payable		57,234.55

Total Current Liabilities **188,613.65**

Fund Balance

Fund Balance		16,036,149.40
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Total Fund Balance **16,036,149.40**

Total Liabilities & Fund Balance **\$ 16,224,763.05**

**St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Ten Months Ending October 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	\$ 955,168.12	\$ 8,897,120.93	11,065,675.00	2,168,554.07	80.40
State Revenue Sharing	20,960.25	209,602.50	251,600.00	41,997.50	83.31
Fines/Fees	4,302.06	38,668.83	44,000.00	5,331.17	87.88
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	68.13	1,080.55	2,000.00	919.45	54.03
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	425.00	8,435.60	31,000.00	22,564.40	27.21
Summer Reading Shirt Sales	0.00	1,267.40	1,744.00	476.60	72.67
Total Revenues	980,923.56	9,205,940.65	11,446,784.00	2,240,843.35	80.42
Expenditures					
Library Administration	379,739.39	4,108,595.64	5,405,000.00	1,296,404.36	76.01
Employee Benefits	184,524.63	1,727,346.12	2,005,500.00	278,153.88	86.13
Advertising,Dues & Subscriptio	910.00	7,465.29	26,500.00	19,034.71	28.17
Signage	0.00	2,272.00	5,000.00	2,728.00	45.44
Printing, Duplicating & Bindin	268.84	9,413.79	18,181.00	8,767.21	51.78
Promotional Production	84.96	4,682.82	7,000.00	2,317.18	66.90
Utilities	23,667.94	224,657.43	270,950.00	46,292.57	82.91
Communications	12,933.28	115,186.95	147,000.00	31,813.05	78.36
Leases	29,105.67	255,290.61	326,500.00	71,209.39	78.19
Maintenance of Property & Equi	32,229.12	423,921.61	463,000.00	39,078.39	91.56
Maintenance Services (Building	38,833.52	153,607.67	196,200.00	42,592.33	78.29
Professional Services	2,512.53	134,629.06	256,200.00	121,570.94	52.55
Insurance and Claims	0.00	211,523.08	220,026.00	8,502.92	96.14
Operating Supplies	23,062.49	118,428.73	154,000.00	35,571.27	76.90
Travel & Continuing Education	1,406.94	19,703.65	57,000.00	37,296.35	34.57
Public Relations/Programming	4,707.40	60,617.83	86,020.00	25,402.17	70.47
Capital Outlay-Non-Book Acq.	61,151.62	196,878.86	363,000.00	166,121.14	54.24
Capital Outlay-library Res. Ac	112,289.48	1,689,998.08	1,948,500.00	258,501.92	86.73
Total Expenditures	907,427.81	9,464,219.22	11,955,577.00	2,491,357.78	79.16
Excess of Revenues/(Expenditur	\$ 73,495.75	\$ (258,278.57)	(508,793.00)	(250,514.43)	50.76

4

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

Beginning Fund Balance	\$	16,294,427.97
Net Income		(258,278.57)
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Ending Fund Balance	\$	<u>16,036,149.40</u>

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

5

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
Schedule of Expenditures
For the Ten Months Ending October 31, 2021

6

	<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	\$ 379,739.39	\$ 4,108,595.64	\$ 5,405,000.00	1,296,404.36	76.01
Total	\$ 379,739.39	\$ 4,108,595.64	\$ 5,405,000.00	1,296,404.36	76.01
Employee Benefits					
FICA/ Supplemental Retirement	\$ 8,388.58	\$ 88,960.68	\$ 105,500.00	16,539.32	84.32
Retirement Contributions	46,176.20	435,498.92	585,000.00	149,501.08	74.44
Health Insurance Expense	38,373.95	336,767.47	450,000.00	113,232.53	74.84
Health Trust	91,585.90	858,265.86	857,000.00	(1,265.86)	100.15
Worker's Compensation Expense	0.00	6,318.11	7,000.00	681.89	90.26
Employee Miscellaneous	0.00	1,535.08	1,000.00	(535.08)	153.51
Total	\$ 184,524.63	\$ 1,727,346.12	\$ 2,005,500.00	278,153.88	86.13
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 277.00	\$ 3,075.62	\$ 3,500.00	424.38	87.87
Membership Dues	0.00	501.48	1,000.00	498.52	50.15
Advertising	633.00	3,888.19	22,000.00	18,111.81	17.67
Total	\$ 910.00	\$ 7,465.29	\$ 26,500.00	19,034.71	28.17
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	\$ 268.84	\$ 5,232.89	\$ 9,000.00	3,767.11	58.14
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	\$ 268.84	\$ 9,413.79	\$ 18,181.00	8,767.21	51.78
Promotional Production					
Promotional Production	\$ 84.96	\$ 4,682.82	\$ 7,000.00	2,317.18	66.90
Total	\$ 84.96	\$ 4,682.82	\$ 7,000.00	2,317.18	66.90

**St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Ten Months Ending October 31, 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>
Utilities					
Electricity	\$ 20,842.36	\$ 196,385.65	\$ 234,500.00	38,114.35	83.75
Gas	149.67	2,180.59	3,450.00	1,269.41	63.21
Water	2,675.91	26,091.19	33,000.00	6,908.81	79.06
Total	\$ 23,667.94	\$ 224,657.43	\$ 270,950.00	46,292.57	82.91
Communications					
Postage	\$ 2,105.90	\$ 5,323.10	\$ 10,000.00	4,676.90	53.23
Voice Line	7,052.38	71,990.73	88,500.00	16,509.27	81.35
Data Lines (Internet)	3,775.00	37,750.00	48,000.00	10,250.00	78.65
Courier/Shipping	0.00	123.12	500.00	376.88	24.62
Total	\$ 12,933.28	\$ 115,186.95	\$ 147,000.00	31,813.05	78.36
Leases					
Building Lease Expense	\$ 24,130.91	\$ 249,399.92	\$ 321,000.00	71,600.08	77.69
Equipment Lease Expense	4,974.76	5,890.69	3,000.00	(2,890.69)	196.36
Vehicle Lease Expense	0.00	0.00	2,500.00	2,500.00	0.00
Total	\$ 29,105.67	\$ 255,290.61	\$ 326,500.00	71,209.39	78.19
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 17,346.40	\$ 176,079.89	\$ 192,000.00	15,920.11	91.71
Grounds/Lawn Maintenance	6,911.00	65,260.00	95,000.00	29,740.00	68.69
Maintenance Supplies	1,346.21	5,464.39	8,000.00	2,535.61	68.30
Fuel & Lube	2,140.48	17,709.60	18,000.00	290.40	98.39
Vehicle Repairs	2,312.76	4,154.52	6,000.00	1,845.48	69.24
Small Tools	600.37	1,701.94	3,000.00	1,298.06	56.73
Office Machine & Equip Repair	800.00	1,557.88	2,000.00	442.12	77.89
Network Utility Software	0.00	45,727.78	47,000.00	1,272.22	97.29
Automation System Maintenance	760.81	28,249.86	30,000.00	1,750.14	94.17
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
Hurricane Disaster Costs	0.00	18,200.00	0.00	(18,200.00)	0.00
Miscellaneous Repairs	11.09	11.09	0.00	(11.09)	0.00
Total	\$ 32,229.12	\$ 423,921.61	\$ 463,000.00	39,078.39	91.56
Maintenance of Services (Buildings)					
Physical Plant	\$ 32,124.17	\$ 97,877.80	\$ 103,000.00	5,122.20	95.03
Plumbing, Heating and AC	4,459.35	37,344.66	58,000.00	20,655.34	64.39
Electrical	329.15	2,597.41	8,000.00	5,402.59	32.47

**St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Ten Months Ending October 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>
Sanitation	1,015.85	6,771.80	11,000.00	4,228.20	61.56
Pest Control	905.00	6,053.00	7,400.00	1,347.00	81.80
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	\$ 38,833.52	\$ 153,607.67	\$ 196,200.00	42,592.33	78.29
Professional Services					
Payroll Service Fees	\$ 2,487.53	\$ 21,456.05	\$ 32,500.00	11,043.95	66.02
Legal	0.00	0.00	1,000.00	1,000.00	0.00
Financial	0.00	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	0.00	5,637.49	95,000.00	89,362.51	5.93
Security	25.00	6,696.27	11,500.00	4,803.73	58.23
Web Design Consultant	0.00	66,511.44	72,200.00	5,688.56	92.12
Total	\$ 2,512.53	\$ 134,629.06	\$ 256,200.00	121,570.94	52.55
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	\$ 3,028.58	\$ 14,901.01	\$ 27,000.00	12,098.99	55.19
Bank Service Charges	906.65	12,317.21	16,000.00	3,682.79	76.98
Book Preparation Supplies	8,251.56	32,156.00	38,000.00	5,844.00	84.62
Computer/Printer Supplies	10,665.27	53,853.71	65,000.00	11,146.29	82.85
Programming Supplies	210.43	5,200.80	8,000.00	2,799.20	65.01
Total	\$ 23,062.49	\$ 118,428.73	\$ 154,000.00	35,571.27	76.90
Travel and Continuing Education					
Staff Travel - Local	\$ 853.40	\$ 6,872.56	\$ 20,000.00	13,127.44	34.36
Library In-service Training	985.00	985.00	7,000.00	6,015.00	14.07
Conventions & Seminars	(431.46)	11,846.09	30,000.00	18,153.91	39.49
Total	\$ 1,406.94	\$ 19,703.65	\$ 57,000.00	37,296.35	34.57

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Ten Months Ending October 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>
	=====	=====	=====	=====	=====
Public Relations/Programming					
Summer Reading Program	\$ 0.00	\$ 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	4,110.44	19,971.19	30,000.00	10,028.81	66.57
Young Adult Programming	189.89	5,271.60	12,000.00	6,728.40	43.93
Juvenile Programming	407.07	3,971.17	8,000.00	4,028.83	49.64
LEH Grant	0.00	2,719.65	2,720.00	0.35	99.99
Total	\$ 4,707.40	\$ 60,617.83	\$ 86,020.00	25,402.17	70.47
Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 500.00	\$ 9,927.80	\$ 18,000.00	8,072.20	55.15
Imp Phys Plant	43,337.00	43,337.00	53,000.00	9,663.00	81.77
Vehicles	0.00	0.00	30,000.00	30,000.00	0.00
Office Equip, Furn & Shelving	16,306.00	56,510.84	127,000.00	70,489.16	44.50
PC Network	1,008.62	81,095.63	117,000.00	35,904.37	69.31
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	\$ 61,151.62	\$ 196,878.86	\$ 363,000.00	166,121.14	54.24
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 17,165.36	\$ 149,449.92	\$ 189,000.00	39,550.08	79.07
Lease/Purchase Books	0.00	18,363.24	18,000.00	(363.24)	102.02
Juvenile Books	3,830.64	56,786.46	105,000.00	48,213.54	54.08
Young Adults	383.18	7,994.33	15,000.00	7,005.67	53.30
Music Recordings	28.47	1,786.68	4,500.00	2,713.32	39.70
Adult Reference	7,663.44	72,722.91	97,000.00	24,277.09	74.97
Juvenile Reference	0.00	15,429.75	38,000.00	22,570.25	40.60
Periodicals	0.00	43,428.25	50,000.00	6,571.75	86.86
Audio Recordings	3,961.38	12,569.84	21,000.00	8,430.16	59.86
Video Recordings	7,345.72	39,000.10	47,500.00	8,499.90	82.11
Genealogy	0.00	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	47,049.05	309,625.36	329,000.00	19,374.64	94.11
CD/Software	840.24	91,615.57	110,500.00	18,884.43	82.91
Internet Database Subscription	24,022.00	191,230.28	244,000.00	52,769.72	78.37
Total	\$ 112,289.48	\$ 1,689,998.08	\$ 1,948,500.00	258,501.92	86.73

St. Tammany Parish Library 2021 End of Year Budget Amendment

Introduction

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

2021 Revenue

In 2021, the St. Tammany Parish Library will operate on revenue of \$11,684,985. We have received an additional \$234,801 in Ad Valorem taxes over what we budgeted in the summer due to more properties on the tax roll. The Fines and Fees line has been adjusted upwards to match the income we have seen so far in 2021. The Interest Income line is adjusted downwards to reflect continued lower interest rates. Overall, there is an increase of \$238,201 in revenue.

2021 Expenditures

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

- **Library Salaries** – This line is reduced to reflect open positions that have not been filled this year.
- **Employee Benefits** – The Retirement Benefits and Health Insurance Costs lines are reduced to reflect open positions that have not been filled. We have increased the Health Trust line after speaking with our health insurance consultant about his estimates for costs through the end of the year. The Workers' Compensation line is reduced to reflect the exact rebate we received.
- **Operating Services** – The membership dues line is increased to cover American Library Association renewals and membership with the Northshore Community Foundation. Advertising and Signage are reduced because strategic planning started later than expected.
- **Printing, Duplicating, and Binding** – Bookbinding is finished for the year; we can return this funding to the budget. Patrons cards have been purchased for the year. We will give the remainder back to the budget.
- **Utilities** – The cost of gas is down due to our mild fall and winter so far.
- **Communications** – Postage has decreased as we haven't been mailing as many overdue notices due to COVID-19.

- **Lease Expense** – – The Equipment lease line is increased to cover the cost of a lift for Madisonville to reach the roof for inspection and repair after Ida. We will not need to lease a vehicle this year and can reduce that line accordingly.
- **Maintenance of Property and Equipment** – The Custodial & Janitorial line includes janitorial work and janitorial supplies. The line has been increased to cover a full year of gloves, masks, and COVID cleaning supplies. We are directing more of the Grounds Lawn and Maintenance line towards landscape additions to help clarify what work is being done regularly vs. additions. The Maintenance Supplies line is reduced as projects are winding down and no further supplies are needed. Fuel costs have increased over the last few months, so this line is increased to match the trend. The vehicle repair line is increased to cover the cost of new shocks for one of the maintenance trucks. Office Machines and Equipment Repair is reduced to match expenses for the year with no further charges expected. The Network Utility Software line is increased to cover the cost of improved security and disaster continuity around e-mail access. We will purchase Office 365 and a TeamViewer Corporate account. The Solinet cost is reduced to reflect the actual purchase of cataloging records for the year. We have created a line for hurricane clean-up to reflect the costs of Ida repair and clean-up for 2021 and differentiate charges from regular maintenance and grounds clean-up costs.
- **Maintenance Services** – Physical Plant Maintenance is increased to cover Madisonville stucco repair and Slidell roof repair. The Electrical and Sanitation lines are reduced as there are no further projects for the year.
- **Professional Services** – The Payroll Service Fees line is reduced as the cost of additional modules in Paylocity that address HR compliance and training modules for employees are charged by month and not by the year. We began at mid-year and didn't need to include the total cost this year. The Legal and Architectural lines are reduced as we will not need services this year. The Consultant's line is decreased by \$50,000 as strategic planning began later than expected. The Security line is reduced to reflect the new pricing we are receiving from SimpliSafe. The Web Design Consultant line is reduced as the Android version of the Library App is not yet ready.
- **Insurance and Claims** – There are no changes to these lines.
- **Operating Supplies** – The Office Supply line is reduced. This year, the demand for office supplies has been lower as we now have a streamlined way to order and look at inventory. The Bank Service Charges are reduced as the cost of check review is not as expensive as anticipated. The Computer/Printer supplies line is increased to reflect the increased usage of printing at branches. The Programming Supplies line is decreased as we did not have as much in-person programming as anticipated in the early fall due to COVID.

- **Travel and Continuing Education** – The Mileage line was reduced to reflect continued reduced travel due to the pandemic. Library in-service training is reduced as we did not have an in-person all-staff day. The Conventions/Seminars line is increased to take advantage of early-bird registration for PLA for 2022.
- **Public Relations/Programming** – Adult programming had less in-person programming than expected due to COVID, and the line is reduced accordingly. Juvenile programming, which handles programming for kids outside of summer reading, is increased to cover the cost of take-home kits and STEM supplies.
- **Non-Book Acquisitions** – The Landscape Additions line is increased to cover additions to Pearl River’s landscaping. Improvement to Physical Plant was increased to address concrete work at various branches and the deposit for the new Annex building. We have added an ARPA expenses line to track expenses from the ARPA grant more accurately. The PC Network line is the replacement of South Slidell staff and public PCs. The Integrated Library Automation Systems line is reduced. This is because we do not have as much library circulation system hardware replacement this year and are directing money instead towards PC Network. The Audio/Visual Equipment line is decreased slightly as we are done with projects for the year.
- **Library Resource Acquisitions** – Adult Books is increased as demand has increased over the last few months. The Lease/Purchase books line is increased to reflect the final bill for the year. The Music Recording line is reduced and added to Electronic/Downloadable Media, as we have had more demand for the downloadable versions. The Periodicals line is reduced to reflect the final bill for the year. The Video Recordings line is increased to reflect patron demand for new titles. The Genealogy line is reduced as all invoices are paid for the year. In the Digital Microfilm line, the cost is increased by \$677 to fix a previous error in the cost of the Archive. Electronic Downloadable Media is increased to reflect increased usage due to the COVID-19 pandemic. The Database line is increased as we have picked up a grant database to supplement and replace resources that are no longer being offered in print.

Savings

Any unused money at the end of the year becomes Prior Years’ Operating Revenue. The cash on hand after all bills were paid for December and the auditors made their adjustments in March was \$5,176,614. This figure is less than half of one year’s worth of operating revenue. We will continue to dedicate savings toward the amount for the Times-Picayune Digital Archive not covered by our operational budget for this year. After adjustments and dedications, the savings are dedicated to specific purposes as follows:

- Operational reserves are needed to run the library until we receive our first significant portion of our millage from the Parish. \$2,500,000

- Disaster and emergency funds cover our insurance deductibles and any repairs and clean-up that may be needed in the event of a disaster. \$1,475,000
- Times Picayune Digital Archive \$217,626
- Slidell Furniture \$500,000
- Mandeville furniture \$168,000
- Causeway Furniture – \$24,000

This leaves us with a current Unassigned Savings of \$291,988.

Budget Analysis

We are forecasting an increase in revenue of \$238,201 due primarily to more ad valorem funds than was predicted. The 2021 End of Year Budget Amendment shows an increase in expenditures of \$52,966 over the 2021 Summer Budget Amendment. Still, because of revenue increases, we will spend less of our savings to cover the purchase of the Times-Picayune Digital Archive. The purchase of the Archive is a one-time use of savings, and the budget is otherwise balanced.

Conclusion

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

Respectfully Submitted,

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

Kelly LaRocca
Director

		12/1/2021	2020 Budget	2020 Budget	2021 Budget	2021 Budget	2021 Budget	Amendment	2021 Budget
			Fall	Actual	Original	Spring	Summer		End of Year
REVENUE									
	405	Ad Valorem Taxes (received)	\$ 10,538,530	\$10,538,530.93	\$ 10,551,923	\$ 10,688,531	\$ 11,065,675	\$ 234,801	\$ 11,300,476
	410	State Revenue Sharing	\$ 251,523	\$251,523.00	\$ 251,523	\$ 251,600	\$ 251,600	\$ -	\$ 251,600
	415	Fines/Fees	\$ 43,000	\$42,496.59	\$ 100,000	\$ 36,500	\$ 44,000	\$ 4,000	\$ 48,000
	416	LA Library Grant - ARPA	\$ -	\$0.00	\$ -	\$ -	\$ 47,065	\$ -	\$ 47,065
	417	Grants	\$ 6,775	\$6,755.13	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
	418	LEH Grant	\$ -	\$0.00	\$ -	\$ 2,700	\$ 2,700	\$ -	\$ 2,700
	420	Interest Income	\$ 13,000	\$9,224.39	\$ 15,000	\$ 11,000	\$ 2,000	\$ (600)	\$ 1,400
	425	Donations	\$ 10,000	\$22,930.22	\$ 21,000	\$ 21,000	\$ 31,000	\$ -	\$ 31,000
	430	Miscellaneous Income	\$ -	\$0.20	\$ -	\$ -	\$ -	\$ -	\$ -
	440	CARES Act COVID-19	\$ 8,000	\$8,365.35	\$ -	\$ -	\$ -	\$ -	\$ -
	450	Summer Reading T-shirt Sales	\$ 1,550	\$1,550.70	\$ 1,500	\$ 1,500	\$ 1,744	\$ -	\$ 1,744
		TOTAL REVENUE	\$ 10,872,378	\$10,881,376.51	\$ 10,940,946	\$ 11,012,831	\$ 11,446,784	\$ 238,201	\$ 11,684,985
EXPENDITURES									
LIBRARY ADMINISTRATION									
		PERSONNEL SALARIES							
	503	Library Salaries	\$ 5,047,000	\$4,752,639.13	\$ 5,405,000	\$ 5,405,000	\$ 5,405,000	\$ (300,000)	\$ 5,105,000
		TOTAL	\$ 5,047,000	\$4,752,639.13	\$ 5,405,000	\$ 5,405,000	\$ 5,405,000	\$ (300,000)	\$ 5,105,000
EMPLOYEE BENEFITS									
	511	FICA/Medicare Tax	\$ 108,000	\$105,326.94	\$ 105,500	\$ 105,500	\$ 105,500	\$ 4,300	\$ 109,800
	512	Retirement Contributions	\$ 535,000	\$499,949.53	\$ 585,000	\$ 585,000	\$ 585,000	\$ (29,000)	\$ 556,000
	513	Health Insurance/Insurance	\$ 440,000	\$435,993.28	\$ 450,000	\$ 450,000	\$ 450,000	\$ (10,000)	\$ 440,000
	514	Health Trust	\$ 822,700	\$795,443.40	\$ 830,000	\$ 830,000	\$ 857,000	\$ 200,000	\$ 1,057,000
	515	Workers' Compensation/Unemployment Claims	\$ 27,000	\$27,464.71	\$ 50,000	\$ 50,000	\$ 7,000	\$ (681)	\$ 6,319
	516	Employee Miscellaneous	\$ 1,000	\$310.74	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,200	\$ 2,200
		TOTAL	\$ 1,933,700	\$1,864,488.60	\$ 2,021,500	\$ 2,021,500	\$ 2,005,500	\$ 165,819	\$ 2,171,319
OPERATING SERVICES									
	601	Publication of Legal Notices	\$ 3,000	\$2,835.13	\$ 3,000	\$ 3,000	\$ 3,500	\$ -	\$ 3,500
	603	Membership Dues	\$ 859	\$985.00	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000	\$ 6,000
	604	Advertising	\$ 22,000	\$20,924.60	\$ 10,000	\$ 22,000	\$ 22,000	\$ (1,000)	\$ 21,000
	607	Signage	\$ 11,000	\$10,361.92	\$ 5,000	\$ 5,000	\$ 5,000	\$ (1,000)	\$ 4,000
	608	Promotional Production	\$ 6,000	\$5,185.37	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	\$ 7,000
		TOTAL	\$ 42,859	\$40,292.02	\$ 26,000	\$ 38,000	\$ 38,500	\$ 3,000	\$ 41,500
PRINTING, DUPLICATING & BINDING									
	611	Printing	\$ 7,000	\$6,190.49	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	\$ 9,000
	613	Book Binding	\$ -	\$0.00	\$ 5,000	\$ 5,000	\$ 5,000	\$ (5,000)	\$ -
	615	Patron Cards	\$ -	\$0.00	\$ 5,000	\$ 5,000	\$ 4,181	\$ (800)	\$ 3,381
		TOTAL	\$ 7,000	\$6,190.49	\$ 19,000	\$ 19,000	\$ 18,181	\$ (5,800)	\$ 12,381

		12/1/2021	2020 Budget	2020 Budget	2021 Budget	2021 Budget	2021 Budget	Amendment	2021 Budget
			Fall	Actual	Original	Spring	Summer		End of Year
		UTILITIES							
621	Electricity	\$ 212,500	\$194,432.60	\$ 234,500	\$ 234,500	\$ 234,500	\$ -	\$ 234,500	
622	Gas	\$ 2,550	\$1,868.32	\$ 3,450	\$ 3,450	\$ 3,450	\$ (500)	\$ 2,950	
623	Water	\$ 26,000	\$23,398.60	\$ 33,000	\$ 33,000	\$ 33,000	\$ -	\$ 33,000	
	TOTAL	\$ 241,050	\$219,699.52	\$ 270,950	\$ 270,950	\$ 270,950	\$ (500)	\$ 270,450	
		COMMUNICATIONS							
625	Postage	\$ 8,500	\$8,442.70	\$ 12,000	\$ 12,000	\$ 10,000	\$ (2,000)	\$ 8,000	
626	Voice Line (Regular Phone Service)	\$ 83,500	\$85,695.51	\$ 65,000	\$ 68,500	\$ 88,500	\$ -	\$ 88,500	
627	Data Line (Internet-Network)	\$ 47,600	\$47,845.69	\$ 51,000	\$ 51,000	\$ 48,000	\$ -	\$ 48,000	
630	Courier/Shipping	\$ 500	\$273.48	\$ 1,000	\$ 1,000	\$ 500	\$ -	\$ 500	
	TOTAL	\$ 140,100	\$142,257.38	\$ 129,000	\$ 132,500	\$ 147,000	\$ (2,000)	\$ 145,000	
		LEASE EXPENSE							
634	Building	\$ 317,000	\$303,708.00	\$ 331,000	\$ 331,000	\$ 321,000	\$ -	\$ 321,000	
636	Equipment	\$ 3,000	\$1,596.24	\$ 3,000	\$ 3,000	\$ 3,000	\$ 5,000	\$ 8,000	
638	Vehicle	\$ 2,500	\$453.54	\$ 2,500	\$ 2,500	\$ 2,500	\$ (2,500)	\$ -	
	TOTAL	\$ 322,500	\$305,757.78	\$ 336,500	\$ 336,500	\$ 326,500	\$ 2,500	\$ 329,000	
		MAINTENANCE OF PROPERTY & EQUIP.							
641	Custodial & Janitorial	\$ 190,000	\$191,438.90	\$ 181,000	\$ 192,000	\$ 192,000	\$ 16,000	\$ 208,000	
643	Grounds/Lawn Maintenance	\$ 95,000	\$94,837.11	\$ 90,000	\$ 95,000	\$ 95,000	\$ (13,000)	\$ 82,000	
645	Maintenance supplies	\$ 6,500	\$6,284.41	\$ 10,000	\$ 10,000	\$ 8,000	\$ (1,000)	\$ 7,000	
652	Fuel and lube	\$ 14,000	\$13,412.21	\$ 18,000	\$ 18,000	\$ 18,000	\$ 6,300	\$ 24,300	
654	Vehicle repairs	\$ 7,500	\$6,545.93	\$ 6,000	\$ 6,000	\$ 6,000	\$ 300	\$ 6,300	
658	Small Tools & Supplies	\$ 2,500	\$2,442.04	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	
660	Office machine and equip. repair	\$ 2,000	\$1,614.50	\$ 2,000	\$ 2,000	\$ 2,000	\$ (400)	\$ 1,600	
661	Network Utility Software	\$ 51,000	\$48,022.10	\$ 47,000	\$ 47,000	\$ 47,000	\$ 35,600	\$ 82,600	
662	Solinet (OCLC) Cost	\$ 27,000	\$26,765.00	\$ 30,000	\$ 30,000	\$ 30,000	\$ (1,750)	\$ 28,250	
663	Polaris Maintenance	\$ 50,000	\$49,603.98	\$ 52,000	\$ 52,000	\$ 52,000	\$ -	\$ 52,000	
664	P C Network maintenance and repair	\$ 8,000	\$6,804.10	\$ 19,000	\$ 19,000	\$ 10,000	\$ (1,000)	\$ 9,000	
669	Hurricane cleanup						\$ 32,500	\$ 32,500	
	TOTAL	\$ 453,500	\$447,770.28	\$ 458,000	\$ 474,000	\$ 463,000	\$ 73,550	\$ 536,550	
		MAINTENANCE SERVICES (Buildings)							
671	Physical Plant	\$ 100,000	\$99,512.86	\$ 94,000	\$ 103,000	\$ 103,000	\$ 15,000	\$ 118,000	
672	Plumbing, Heating, & Air Conditioning	\$ 32,000	\$31,946.47	\$ 58,000	\$ 58,000	\$ 58,000	\$ -	\$ 58,000	
673	Electrical	\$ 12,000	\$11,824.37	\$ 12,000	\$ 12,000	\$ 8,000	\$ (2,000)	\$ 6,000	
674	Sanitation	\$ 10,500	\$10,756.85	\$ 11,500	\$ 11,500	\$ 11,000	\$ (2,000)	\$ 9,000	
675	Pest Control	\$ 6,000	\$6,031.00	\$ 6,600	\$ 6,600	\$ 7,400	\$ -	\$ 7,400	
676	Termite Contracts	\$ 3,000	\$1,313.00	\$ 3,000	\$ 2,000	\$ 3,800	\$ -	\$ 3,800	
678	Carpet Cleaning	\$ 5,000	\$5,045.00	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	
	TOTAL	\$ 168,500	\$166,429.55	\$ 190,100	\$ 198,100	\$ 196,200	\$ 11,000	\$ 207,200	
		Professional Services							
680	Payroll Service Fees	\$ 22,500	\$21,485.71	\$ 22,500	\$ 22,500	\$ 32,500	\$ (5,000)	\$ 27,500	

		12/1/2021	2020 Budget	2020 Budget	2021 Budget	2021 Budget	2021 Budget	Amendment	2021 Budget
			Fall	Actual	Original	Spring	Summer		End of Year
682	Legal		\$ 250	\$131.50	\$ 1,000	\$ 1,000	\$ 1,000	\$ (1,000)	\$ -
683	Financial		\$ 48,000	\$39,052.16	\$ 48,000	\$ 43,000	\$ 43,000	\$ -	\$ 43,000
684	Architectural		\$ 600	\$600.00	\$ 1,000	\$ 1,000	\$ 1,000	\$ (1,000)	\$ -
685	Consultants		\$ 25,500	\$25,352.02	\$ 20,000	\$ 20,000	\$ 95,000	\$ (50,000)	\$ 45,000
686	Security		\$ 25,000	\$25,010.96	\$ 45,000	\$ 10,000	\$ 11,500	\$ (2,000)	\$ 9,500
687	Web Design Consultant		\$ 72,200	\$72,171.09	\$ 72,200	\$ 72,200	\$ 72,200	\$ (5,000)	\$ 67,200
688	Movers		\$ 55,500	\$55,360.97	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL		\$ 249,550	\$239,164.41	\$ 209,700	\$ 169,700	\$ 256,200	\$ (64,000)	\$ 192,200
	INSURANCE & CLAIMS								
692	Library Property		\$ 117,500	\$127,177.12	\$ 115,000	\$ 130,000	\$ 135,500	\$ -	\$ 135,500
694	Flood insurance		\$ 23,000	\$20,277.00	\$ 23,000	\$ 23,000	\$ 23,000	\$ -	\$ 23,000
696	Vehicle Insurance		\$ 40,860	\$40,860.00	\$ 35,000	\$ 35,000	\$ 36,450	\$ -	\$ 36,450
698	LBOC Liability		\$ 4,500	\$4,176.00	\$ 4,500	\$ 4,500	\$ 4,076	\$ -	\$ 4,076
699	Gen Liability		\$ 22,500	\$22,251.60	\$ 21,000	\$ 21,000	\$ 21,000	\$ -	\$ 21,000
	TOTAL		\$ 208,360	\$214,741.72	\$ 198,500	\$ 213,500	\$ 220,026	\$ -	\$ 220,026
	MATERIALS AND SUPPLIES								
	OPERATING SUPPLIES								
701	Office Supplies		\$ 31,000	\$29,028.19	\$ 36,000	\$ 32,000	\$ 27,000	\$ (5,000)	\$ 22,000
702	Bank Service Charges		\$ 15,200	\$15,213.27	\$ 16,000	\$ 16,000	\$ 16,000	\$ (2,000)	\$ 14,000
703	Book Preparation Supplies		\$ 28,000	\$27,704.60	\$ 38,000	\$ 38,000	\$ 38,000	\$ -	\$ 38,000
704	Computer/Printer Supplies		\$ 65,000	\$58,589.23	\$ 65,000	\$ 65,000	\$ 65,000	\$ 2,000	\$ 67,000
705	Programming Supplies		\$ 4,500	\$3,197.28	\$ 6,000	\$ 6,000	\$ 8,000	\$ (1,300)	\$ 6,700
	TOTAL		\$ 143,700	\$133,732.57	\$ 161,000	\$ 157,000	\$ 154,000	\$ (6,300)	\$ 147,700
	TRAVEL & CONTINUING EDUCATION								
710	Mileage/Travel Reimbursement		\$ 17,000	\$10,255.67	\$ 20,000	\$ 20,000	\$ 20,000	\$ (7,000)	\$ 13,000
712	Library In-service Training		\$ 7,000	\$6,327.36	\$ 7,000	\$ 7,000	\$ 7,000	\$ (6,000)	\$ 1,000
714	Conventions/Seminars		\$ 30,000	\$29,847.03	\$ 30,000	\$ 30,000	\$ 30,000	\$ 3,600	\$ 33,600
	TOTAL		\$ 54,000	\$46,430.06	\$ 57,000	\$ 57,000	\$ 57,000	\$ (9,400)	\$ 47,600
	PUBLIC RELATIONS/PROGRAMMING								
724	Summer Reading Program		\$ 24,500	\$23,980.96	\$ 27,500	\$ 27,500	\$ 27,500	\$ -	\$ 27,500
725	Summer Reading T-shirts		\$ 5,418	\$5,418.00	\$ 5,800	\$ 5,800	\$ 5,800	\$ -	\$ 5,800
726	Adult Programming		\$ 22,000	\$21,533.84	\$ 26,000	\$ 26,000	\$ 30,000	\$ (5,000)	\$ 25,000
727	Young Adult Programming		\$ 10,000	\$9,733.62	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	\$ 12,000
728	Juvenile Programming		\$ 7,000	\$5,630.08	\$ 8,000	\$ 8,000	\$ 8,000	\$ 3,870	\$ 11,870
729	LEH Grant					\$ 3,000	\$ 2,720	\$ -	\$ 2,720
	TOTAL		\$ 68,918	\$66,296.50	\$ 79,300	\$ 82,300	\$ 86,020	\$ (1,130)	\$ 84,890
	CAPITAL OUTLAY								
	NON-BOOK ACQUISITIONS								
805	Landscaping Additions		\$ 18,000	\$17,348.00	\$ 5,000	\$ 18,000	\$ 18,000	\$ 2,000	\$ 20,000
810	Improvements to Physical Plant		\$ 27,000	\$27,566.73	\$ -	\$ 50,000	\$ 53,000	\$ 3,500	\$ 56,500
815	Vehicles		\$ -	\$0.00	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ 30,000

	12/1/2021	2020 Budget	2020 Budget	2021 Budget	2021 Budget	2021 Budget	Amendment	2021 Budget
		Fall	Actual	Original	Spring	Summer		End of Year
820	Office Equipment/Furniture & Shelving	\$ 50,000	\$49,955.50	\$ 23,000	\$ 44,000	\$ 127,000		\$ 127,000
831	Leasehold Improvements	\$ 12,000	\$12,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
833	ARPA expenses	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ 47,065	\$ 47,065
834	PC Network	\$ 112,500	\$111,448.37	\$ 70,000	\$ 70,000	\$ 117,000	\$ 16,500	\$ 133,500
840	Integrated Library Automation Sys.	\$ 15,000	\$14,136.77	\$ 15,000	\$ 15,000	\$ 12,000	\$ (11,000)	\$ 1,000
842	Audio/Visual Equipment	\$ -	\$0.00	\$ 5,000	\$ 5,000	\$ 6,000	\$ (500)	\$ 5,500
898	Cameras	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 234,500	\$232,455.37	\$ 118,000	\$ 232,000	\$ 363,000	\$ 57,565	\$ 420,565
	LIBRARY RESOURCE ACQUISITIONS							
851	Adult Books	\$ 160,000	\$159,245.57	\$ 170,000	\$ 170,000	\$ 189,000	\$ 5,000	\$ 194,000
852	Lease/Purchase Books	\$ 18,364	\$18,363.24	\$ 20,000	\$ 19,000	\$ 18,000	\$ 364	\$ 18,364
853	Juvenile Books	\$ 110,000	\$106,822.69	\$ 105,000	\$ 105,000	\$ 105,000	\$ -	\$ 105,000
855	Young Adult	\$ 15,000	\$14,269.82	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 15,000
858	Music Recordings	\$ 9,000	\$7,899.96	\$ 9,000	\$ 9,000	\$ 4,500	\$ (500)	\$ 4,000
861	Adult Reference	\$ 82,500	\$77,359.72	\$ 89,000	\$ 89,000	\$ 97,000	\$ -	\$ 97,000
863	Juvenile Reference	\$ 32,700	\$32,312.83	\$ 38,000	\$ 38,000	\$ 38,000	\$ -	\$ 38,000
872	Periodicals	\$ 55,050	\$54,617.38	\$ 65,000	\$ 50,000	\$ 50,000	\$ (6,000)	\$ 44,000
883	Audio Recordings (Books)	\$ 26,000	\$25,791.42	\$ 30,000	\$ 28,000	\$ 21,000	\$ -	\$ 21,000
885	Video Recordings	\$ 53,000	\$50,960.47	\$ 50,000	\$ 47,500	\$ 47,500	\$ 6,000	\$ 53,500
886	Genealogy	\$ 4,000	\$3,212.16	\$ 5,000	\$ 5,000	\$ 5,000	\$ (400)	\$ 4,600
887	Digital Microfilm	\$ 454,498	\$454,498.00	\$ 90,000	\$ -	\$ 675,000	\$ 766	\$ 675,766
891	Electronic /Downloadable Media	\$ 227,000	\$226,504.71	\$ 240,000	\$ 300,000	\$ 329,000	\$ 10,000	\$ 339,000
892	CDROM/Software	\$ 96,000	\$95,639.46	\$ 96,000	\$ 96,000	\$ 110,500	\$ (5,000)	\$ 105,500
893	Internet Database Subscriptions	\$ 214,000	\$213,644.71	\$ 239,000	\$ 234,000	\$ 244,000	\$ 12,500	\$ 256,500
	TOTAL	\$ 1,557,112	\$1,541,142.14	\$ 1,261,000	\$ 1,205,500	\$ 1,948,500	\$ 22,730	\$ 1,971,230
	LONG-TERM CAPITAL EXPENDITURES							
895	Covington FF & E	\$ 285,000	\$284,963.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 285,000	\$284,963.00	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL EXPENDITURES	\$ 11,157,349	\$10,704,450.52	\$ 10,940,550	\$ 11,012,550	\$ 11,955,577	\$ (52,966)	\$ 11,902,611
	SAVINGS / (EXCESS EXPENDITURES)	\$ (284,971)	\$ 176,926	\$ 396	\$ 281	\$ (508,793)	\$ 291,167	\$ (217,626)

Savings Dedications

	12/2/2021
Savings as of Dec. 31st 2020	\$ 5,176,614
Expendtiure for Times Picayune Digital Archive	\$ 217,626
Estimated Fund Balance on December 31st 2021	\$ 4,958,988
Dedicated for Operational Reserves	\$ 2,500,000
Dedicated for Disaster / Emergency Funds	\$ 1,475,000
Dedicated for Slidell Furniture	\$ 500,000
Dedicated for Causeway Furniture	\$ 24,000
Dedicated for Mandeville Furniture	\$ 168,000
Total Dedicated	\$ 4,667,000
Unassigned Savings	\$ 291,988



St. Tammany Parish Library Board of Control
FISCAL YEAR 2021 OPERATIONAL BUDGET END OF YEAR AMENDMENT ADOPTION RESOLUTION
December 7th, 2021

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

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

WHEREAS, notice of that End of Year Budget Amendment was announced by publication of the December 7th, 2021 Meeting Agenda; and

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

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

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

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY THE 7th DAY OF DECEMBER 2021 AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

Ann Shaw, Board Vice President

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

ABITA SPRINGS (985) 893-6285

BUSH (985) 886-3588

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LACOMBE (985) 882-7858

LEE RD (985) 893-6284

MADISONVILLE (985) 845-4819

MANDEVILLE (985) 626-4293

PEARL RIVER (985) 863-5518

SLIDELL (985) 646-6470

SOUTH SLIDELL (985) 781-0099

Ethics and Sexual Harassment Training and Policy Signatures

The Legislative Auditor requires all LBOC members to complete annual ethics and sexual harassment training by the end of the year. I am providing the links below to the training. The training is similar to past years. Once you complete the training, please print the certificate. We need to keep a copy of the certificate here at the administration building for our auditor to see if that is requested. I am also attaching the LBOC policy on ethics and the policy on sexual harassment, along with the acknowledgment forms. Please read the policy and sign the acknowledgment form. We will need a copy of the acknowledgment forms on file with your ethics and sexual harassment certificates.

Please call me or email me if you have any questions or problems with the links or printing the certificates. I am here to help you any time.

Brent Geiger Cell 985-276-2461 or Work 985-871-1219 Ext. 2006

Sexual Harassment Link

Complete the Preventing Sexual Harassment 2021 and Preventing Sexual Harassment for Supervisors 2021

<http://extranet.state.lib.la.us/psh/login.html>

Louisiana Ethics Training Link

Complete the Ethics Course

<https://laethics.net/EthicsTraining/login.aspx>

Section 501. Ethics Policy

Effective Date: 10/24/2019

Revision Date: 10/24/2019

Passed with Form 1. Acknowledgment and Receipt of St. Tammany Parish Library Ethics Policy

A. Purpose

Employees and Board Members will maintain the highest ethical standards in the conduct of all Library affairs. Intent of this policy is that each Employee and Board Member will conduct Library business with integrity and comply with all applicable laws in a manner that excludes considerations of personal advantage or gain. At all times, Employees and Board Members will place public interest above individual, group, or special interests. Employees and Board Members shall consider their jobs as an opportunity to serve the Library. Employees and Board Members will not have any material or financial interest in any private business or professional activity that would be in conflict with their job responsibilities. Employees and Board Members will not engage in any business activity or professional activity that would appear to be in conflict with their job responsibilities or that would tend to impair independence of judgement or action in the performance of official duties.

Employees and Board Members (or their family members) will not accept any personal gift, favor, service, money, or anything of value from the public which might reasonably tend to influence or might reasonably be inferred to tend to influence the impartial discharge of duties.

The following is a [summary of the Code of Governmental Ethics](#) with respect to gifts, favors, entertainment, and payments given or received by Employees; potential conflicts of interest; and other related matters. The complete Code of Ethics can be found in [Louisiana Revised Statutes 42:1111-1121](#).

The Code of Governmental Ethics prohibitions:

A. 1111A - Receipt of a thing of economic value from a source other than the governmental entity for the performance of official duties and responsibilities.

B. 1111C (1) (a) - Receipt of a thing of economic value for the performance of a service substantially related to public duties or which draws on non-public information.

C. 1111C (2) (d) - Receipt of a thing of economic value by a public servant for services rendered to or for the following:

(1) persons who have or are seeking to obtain a contractual or other business or financial relationship with the public servant's agency;

(2) persons who are regulated by the public employee's agency; or

(3) persons who have substantial economic interests which may be substantially affected by the performance or nonperformance of the public employee=s official duties.

These same restrictions apply to the public servant's spouse and to any legal entity in which the public servant exercises control or owns an interest in excess of 25%.

D. 1115 – Elected officials and public employees are prohibited from soliciting or accepting a gift from the following persons:

(1) persons who have or are seeking to obtain a contractual or other business or financial relationship with the public servant's agency; or

(2) persons who are seeking, for compensation, to influence the passage or defeat of legislation by the public servant's agency.

Public employees, not elected officials, are also prohibited from soliciting or accepting a gift from the following persons:

(1) persons who conduct operations or activities regulated by the public employee's agency; or

(2) persons who have substantial economic interests which may be substantially affected by the performance or nonperformance of the public employee's official duties.

The prohibition against soliciting or accepting a gift from certain persons extends to officers, directors, agents, or employees of such person.

The gift prohibition does not prohibit food or drink consumed as the personal guest of the person providing the food or drink, including reasonable transportation and entertainment incidental thereto. The person providing the food and drink may not provide a public servant more than \$61 of food and drink per single event. The \$61 limit does not apply to a gathering held in conjunction with a meeting of a national or regional organization or a statewide organization of government officials or employees, or to a public servant of a post-secondary education attending a private fundraiser for the post-secondary institution.

The gift prohibition does not prohibit the receipt of promotional items having no substantial resale value (i.e.: cups, hats, or pens with a company's logo).

Section 1123(26)(b) allows teachers and other school employees to accept gifts valued at \$25 or less and \$75 as a total in one calendar year from or on behalf of students or former students.

E. 1111E - Receipt of a thing of economic value for assisting someone with a transaction with the agency of the public servant.

F. 1112 - Participation by a public servant in a transaction involving the governmental entity in which any of the following persons have a substantial economic interest:

(1) the public servant;

(2) any member of his immediate family;

(3) any person in which he has an ownership interest that is greater than the interest of a general class;

(4) any person of which he is an officer, director, trustee, partner, or employee;

(5) any person with whom he is negotiating or has an arrangement concerning prospective employment;

(6) any person who is indebted to him or is a party to an existing contract with him and by reason thereof is in a position to affect directly his economic interests.

An elected official may participate in the debate and discussion of a matter which could violate this provision, but only if he discloses the nature of the conflict on the record of his agency prior to his participation in the debate and discussion, and prior to any vote taken on the matter. The elected official is not allowed to vote on the matter and he must recuse himself. R.S. 42:1120.

Appointed members of boards and commissions may recuse themselves to avoid a violation of Section 1112. Unlike elected officials, they may not participate in the debate or discussion of the matter. They must recuse themselves from all participation. R.S. 42:1112D.

Other public employees who are not sole decision makers can be disqualified from transactions that would violate this prohibition. A mechanism for disqualification is found in the rules promulgated by the Board. R.S. 42:1112C.

G. 1113A – For public servants, other than legislators or appointed members of boards and commission, bidding on or entering into any contract, subcontract or

other transaction under the supervision or jurisdiction of the public servant's agency. This restriction also applies to the immediate family members of the public servant and to legal entities in which the public servant and/or his family members own an interest in excess of 25%.

- 1113B - Appointed members of boards and commissions are not only prohibited from bidding on or entering into such contracts, subcontracts or transactions under the supervision or jurisdiction of their board, but also being in any way interested in them. Also, the restriction applies to their immediate family members and legal entities in which they or their immediate family members have a substantial economic interest.*
- 1113C – Legislators are prohibited from bidding on, entering into or being in any way interested in contract, subcontracts or other transactions that are under the supervision or jurisdiction of the legislative branch of government. This restriction also applies to the immediate family members of the legislator and to legal entities in which the legislator and/or his family members own an interest in excess of 25%.*
- 1113D - Additional prohibition applicable to legislators, certain executive branch officials, their spouses or legal entities in which either owns an interest in excess of 5% from entering into a contract with any branch, agency, department or institution of state government, with a few exceptions.*

H. 1116 - A public servant's use of the authority of his office to compel or coerce a person to provide himself or someone else with a thing of economic value that they are not entitled to by law or the use of the authority of his office to compel or coerce a person to engage in political activity. Also, a regulatory employee is prohibited from participating in any way in the sale of goods or services to persons regulated by his agency, if a member of his immediate family or if a business enterprise in which the regulatory employee or members of his immediate family own in excess of 25%, receives or will receive a thing of economic value by virtue of the sale.

I. 1117 - It is prohibited for a public servant or other person to make a payment, give, loan, transfer, or deliver or offer to give, loan, transfer or deliver a thing of economic value to a public servant when the public servant is prohibited by the Ethics Code from receiving such a thing of economic value.

J. 1119 - Nepotism

(1) Members of the immediate family of an agency head may not be employed in the agency.

(2) Members of the immediate family of a member of a governing authority or the chief executive of a governmental entity may not be

employed in the governmental entity. The term governing authority includes parish councils, police juries, school boards, town councils, boards of aldermen, etc.

(3) Note that the application of this restriction is not affected by whether the agency head, chief executive or governing authority member has authority over or actually participates in the hiring decision - such family members are simply ineligible for employment.

(4) Exceptions:

(a) persons employed in violation of this rule continuously since April 1, 1980;

(b) a person employed for one year prior to their family member becoming an agency head;

(c) employment of a school teacher who is a member of the immediate family of the superintendent or a school board member as long as the family member is certified to teach or is temporarily authorized to teach while pursuing certification. Annual disclosure is required and forms are available from the Ethics Administration Program office. If the required disclosure is not timely filed, a late fee assessment of \$50 per day, with a maximum penalty of \$1,500, may be imposed;

(d) employment as a healthcare provider, of an immediate family member of a hospital service district board member or of a public trust authority board member, as long as the family member is a licensed physician, allied health professional, or a registered nurse. Annual disclosure is required and forms are available from the Ethics Administration Program office. If the required disclosure is not timely filed, a late fee assessment of \$50 per day may be imposed, with a maximum penalty of \$1,500; or

(e) persons employed as volunteer firefighters.

K. 1121- Post Employment

(1) During the two year period following the termination of public service as an agency head or elected official, these individuals may not assist another for compensation, in a transaction, or in an appearance in connection with any transaction involving their former agency nor may they render any service on a contractual basis to or for their former agency.

(2) During the two year period following the termination of public service as a board or commission member, these individuals may not contract with, be employed in any capacity by, or be appointed to any position by that board or commission. The Board has interpreted Aboard or commission to include a collective body that shares responsibility for its

actions. This would include school boards, police juries, boards of aldermen, a group of selectmen, a council, etc.

(3) During the two year period following the termination of public service as a public employee, these individuals may not assist another for compensation, in a transaction, or in an appearance in connection with a transaction involving the agency in which the former public employee participated while employed by the agency nor may the former public employee provide on a contractual basis to his former public employer, any service he provided while employed there.

B. Policy Violations

Any violations of this policy will subject the Employee to disciplinary action. Employees and Board Members shall be subject to the penalties described in the Louisiana Governmental Code of Ethics.

Any Employee having knowledge of any violation of this policy shall promptly report such violation to their immediate supervisor and /or Library Administration. Board members shall report violations to the Library Director. Each supervisor shall be responsible for compliance in his or her area. When questions arise regarding this policy, please contact the Library Director who will review the Louisiana Governmental Code of Ethics in its entirety.

C. Training

Upon hire or appointment, each Employee or Board Member shall complete an ethics training course during orientation. Every year thereafter, all Employees and Board Members shall attend one (1) ethics training session or complete online training administered through the Louisiana State Board of Ethics. The Library Director shall maintain attendance records for all ethics courses offered to Employees and Board Members. If the course is taken online, the Employee must print the certificate as proof of completion and submit it to their supervisor. If the course is taken in person, the Employee or Board Member must provide proof of completion and submit it to their supervisor. Board Members will submit their proof of training to the administrative office.

D. Adherence to the Louisiana Code of Ethics

Upon hire of Employees or upon appointment of Board Members and every calendar year thereafter, each Employee or Board Member shall complete the Acknowledgment and Receipt of the Ethics Policy. Employees will submit the acknowledgement to their supervisor, and Board Members will submit this acknowledgement to the Library administrative office.

In addition all Board Members shall complete a financial disclosure yearly. This financial disclosure can be found here: <http://ethics.la.gov/PersonalFinancial.aspx>

E. Noncompliance

Failure to submit an annual signed attestation or documentation of training will subject the Employee to disciplinary action. Noncompliant Employees and Board Members shall be subject to the penalties described in the Louisiana Governmental Code of Ethics.

Failure of Board Members to file annual financial disclosure forms may result in penalties described in the Louisiana Governmental Code of Ethics ([R.S.42:1124.4](#)).

Section 502. Harassment

This policy is intended to ensure an environment that respects the dignity and worth of each individual and is free from all forms of unlawful discrimination, including sexual harassment and harassment because of race, color, religion, gender, national origin, sexual orientation, gender identity, age, ancestry, disability, political affiliation or belief or activity, or any other protected characteristic or protected activity prohibited by law. Workplace harassment, including sexual harassment, will not be tolerated. This policy applies to all harassment occurring in the work environment whether on Library property or elsewhere. Harasser(s) and victim(s) may include Employees, Board Members, or anyone they interact with while representing the Library. This policy covers all Employees and Board Members of the St. Tammany Parish Library. This policy will be made available on the Library Website.

A. Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of what may constitute sexual harassment are: threatening or taking adverse employment actions if sexual favors are not granted; demands for sexual favors in exchange for favorable or preferential treatment; unwelcome and reported flirtations, propositions, or advances; unwelcome physical conduct; whistling, leering, improper gestures, or offensive remarks, including unwelcome comments about appearance; sexual jokes or inappropriate use of sexually explicit or offensive language; and the display in the workplace of sexually suggestive objects or pictures. Widespread favoritism in the workplace of a paramour based on the granting of sexual favors may create an illegal "hostile work environment." The above list is not intended to be all-inclusive.

B. Other Prohibited Workplace Harassment

For purposes of this policy, other prohibited workplace harassment is defined as either verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of

his/her race, color, religion, gender, national origin, sexual orientation, gender identity, age, ancestry, disability, or any other characteristic or activity protected by law and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's work performance.

Some examples of such harassment include but are not limited to: using epithets or slurs; threatening, intimidating, or engaging in hostile acts that focus on a protected characteristic, including jokes or pranks; or circulating in the workplace written or graphic material that denigrates or shows hostility or aversion to a person or group because of a protected characteristic.

C. Reporting Harassment

The Library requires the prompt reporting of all incidents of workplace harassment. If an Employee or Board Member believes they are being harassed or have observed harassment, they should promptly notify any supervisor, Assistant Director, or the Library Director.

When a report of harassment is made, the Library will undertake a prompt and thorough investigation as may be appropriate under the circumstances. The steps to be taken during the investigation will vary depending upon the nature of the allegations. Confidentiality will be maintained throughout the investigatory process to the extent practical and consistent with the Library's needs. Upon completion of the investigation, the outcome will be communicated to the aggrieved party and the person(s) accused, and remedial action will be taken, if appropriate. All actions taken on the complaint shall be documented, and documentation will be maintained in the Library Administrative Office.

Individuals who report harassment or are involved in the investigation of a harassment complaint will not be subject to reprisal or retaliation. Retaliation is regarded as a very serious violation of this policy and should be reported immediately.

The managers and supervisors of the Library will be held accountable for adhering to this policy, for reporting promptly any incident of harassment, and for maintaining a positive and productive work environment. If any manager or supervisor receives a report of harassment or believes they have observed harassment, the manager or supervisor is required to promptly notify one of the individuals listed above. Failure to make the required notification may subject the manager or supervisor to discipline, up to and including discharge.

D. Whistle Blower Policy

The Library strives to conduct its business with the utmost integrity and in strict accordance with all applicable federal, state, and local law. Accordingly, Employees and Board Members are encouraged to bring to the attention of the Library any improper actions of its Employees and Board Members. The Library shall not retaliate against any Employee or Board Member who makes such a disclosure in good faith.

Employees and Board Members are encouraged to utilize the administrative "chain of command" in reporting these actions. Should the Employee or Board Member feel intimidated or otherwise uncomfortable with such an approach, they should request a personal meeting with either the Library Director, an Assistant Director, or a Board Member before proceeding with such an issue to any agency or entity outside the Library system.

E. Training

Upon hiring or appointment, each Employee or Board Member shall complete a sexual harassment training course during orientation. Every year thereafter, all Employees and Board Members shall attend one (1) sexual harassment training session or complete online training. Supervisors and Board Members are required to take the additional state-required supervisor training. The Library Director shall maintain attendance records for all sexual harassment courses offered to Employees and Board Members. If the course is taken online, the Employee or Board Member must print the certificate as proof of completion and submit it to their supervisor. If the course is taken in person, the Employee or Board Member must provide proof of completion and submit it to their supervisor. Board Members will submit their proof of training to the Library Administrative Office. All Employees and Board Members will sign an annual attestation that they have read and understand this policy. Failure to provide proof of training or a signed policy acknowledgement will result in disciplinary action for Library Employees.

F. Federal and State Laws

Sexual harassment violates the Equal Employment Opportunity Commission Guidelines, Section 703 of Title VII of the Civil Rights Act of 1964 as amended, the Louisiana Employment Discrimination Law, and LaR.S. 42:341-345.

LBOC Passed 12/3/2019

ACKNOWLEDGMENT AND RECEIPT OF ST. TAMMANY PARISH
LIBRARY ETHICS POLICY

I have received and reviewed a copy of the St. Tammany Parish Library Ethics Policy and the Louisiana Code of Governmental Ethics. I understand that I am responsible for reading, understanding, and adhering to the policy and regulations.

I understand that it is my responsibility to adhere to the policy and regulations and that if I become aware of any violation of the policy or regulations I will promptly notify library administration.

I also further understand that if I violate any provision or fail to report a violation of which I have knowledge I could be subject to disciplinary action.

DATE

PRINT NAME

SIGNATURE

**ACKNOWLEDGMENT AND RECEIPT OF ST. TAMMANY PARISH
LIBRARY SEXUAL HARASSMENT POLICY AND TRAINING**

I have received and reviewed a copy of the St. Tammany Parish Library Sexual Harassment Policy and received and reviewed sexual harassment training for the year _____. I understand that I am responsible for reading, viewing, and understanding the policy and principles taught in the training.

I understand that it is my responsibility to adhere to the policy and principles taught in training and that if I become aware of any sexual harassment I will promptly notify my immediate supervisor and/or library administration.

I also further understand that if I violate any provision or fail to report a violation of which I have knowledge I could be subject to disciplinary action including, but not limited to termination of employment.

DATE

PRINT NAME

SIGNATURE

Election of Officers

As is required in the Library Board of Control Rules and Regulations, the Secretary of the Board polled all members before the final meeting of the year to determine willingness to continue to serve or members wishing to serve in a new capacity.

All current executive officers wished to continue to serve. A motion and a second will be required to continue the service of the current executive officers into the new year.

Library Foundation Alcohol Request

The St. Tammany Library Foundation will hold its annual membership meeting on Tuesday, January 18th, 2021, at Madisonville. It is requested that the Foundation be allowed to serve wine. The wine will be served along with food and available only in the meeting room at Madisonville.

Approval is required by the Board for any alcohol served at the library, as the Rules and Regulations do not allow for alcohol without approval. A motion and second will be required for approval.

Director's Report — DECEMBER, 2021

COVID

The Mask mandate was lifted in late October. Branch locations continue to post signs that say "Thank you for wearing a mask." We are continuing to offer a mix of in-person inside, in-person outdoor, and virtual programming.

IDA Progress

FACILITIES

The new Annex building's appraisal is completed and it appraised high enough to cover the purchase price of the building. The Parish Council will consider the purchase at its meeting on December 2nd.

The Slidell Parking Lot additional funds are on the December 2nd Parish Council agenda.

MARKETING AND OUTREACH

Three Rivers Arts Festival:

Jenny Mayer, Children's Service Coordinator

Susan Badon, Children's Services Librarian, Madisonville

Robert Barnes, Reference Librarian, Madisonville

Carly Nguyen, Children's Services Librarian South Slidell

Iriana Lonon, Children's Service Librarian, Covington

Charlene Barrett, Teen Services Librarian Covington/Madisonville

Megan Jenkins, Reference Librarian, Causeway

Charlene Barrett: Covington High Virtual Outreach-LTRC Booktalks

Lynn Bardell: Presented on library databases to sixth, seventh, and eighth graders at Kehoe France School

Iriana Lonon: Dropped off 50 library card applications to Kehoe France School

Morgan Sherlock, Children's Services Librarian Mandeville:

Woodlake Elementary PreK Outdoor Storytime

Northlake Nature Center StoryWalk

Jenny Mayer, Children's Services Coordinator, and Carly Nguyen, Children's Services Librarian South Slidell – Outreach to schools for Eric Litwin Event

Abby Mayfield and Charlene Barrett, Teen Services Librarians - presented Louisiana Teen Reader's Choice Awards at Covington HS

Iriana Lonon and Amy Bouton – Lake 94.7

Check it Out Podcast

Morgan Sherlock interviewed Children's author Eric Litwin for Episode 121 of the Check it Out podcast.

PROFESSIONAL INVOLVEMENT

Morgan Sherlock, Children's Services Librarian Mandeville -LLA Social Media Committee

LYRC grades 3-5 Committee member

Tanya DiMaggio - Managing Children's Services Committee meeting

Sally Gill - attended the LLA Public Section Officers Meetings

Kelly LaRocca – attended PLA budget committee meetings

WEBINAR ATTENDANCE

Robert Barnes, Reference Librarian Madisonville

Sonnet Ireland, Branch Manager, South Slidell

Crissie Molina, Branch Manager, Covington

Lynn Bardell, Reference Librarian, Covington

Iriana Lonon, Children's Services Librarian Covington

Professional Development:

Sally McKissack - online class through Library Journal called "Evaluating, Auditing, and Diversifying Your Collections"

Carly Nguyen - Newberry at 100 Symposium

Susan Taggert -Association for Rural & Small Libraries Virtual Conference

Tanya DiMaggio - Association of Small and Rural Libraries Virtual Conference
Presented with two colleagues a webinar on mentoring for the
Association of Library Service for Children members

Charlene Barrett and Abby Mayfield - YALSA 2021 Virtual Symposium

State Library YS Meeting

Amy Bouton – Leadership St. Tammany November Class – Madisonville/Covington

Director's Report — DECEMBER, 2021

Friends of the Slidell Library Meeting

Kelly LaRocca and Hilari Melerine attended the Friends of the Slidell Library Meeting. ***Special thanks to the FOSL for agreeing to purchase a new circulation desk for the Lacombe Branch. ***

Library Foundation Meeting

Amy Strain

Kelly LaRocca

PERSONNEL

Audra Kackley was promoted to Cataloging Librarian

WEBSITE

October 18 – November 30: 45,508 users visited the library's website during 70,828 sessions

October 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	173	424	62	24	118			18		819				
Abita	645	43	382	12	756	4		36		1,878	160	1,875	68	298
Bush	185	14	365	11	199	8		10		792	74	893	22	146
Causeway	2116	243	1276	28	1855	27		201		5,746	631	4,783	404	1,448
Covington	3283	343	1672	33	2850	83	147	153		8,564	1,314	5,315	2,014	1,314
Folsom	375	18	443	9	202	67		15		1,129	176	1,028	74	123
Lacombe	240	34	271	5	304	9		38		901	239	1,987	80	124
Lee Road	241	23	121	1	323	7	1	17		734	51	505	29	248
Madisonville	1113	132	397	10	1093	25		60		2,830	368	2,749	747	448
Mandeville	2261	324	1151	23	3733	66	8	205		7,771	1,137	5,509	790	667
Pearl River	391	21	268	15	294	18	18	18		1,043	253	1,644	64	198
Virtual ¹									26912	26,912				
Slidell	3426	325	1162	29	3438	192	238	368		9,178	1,880	9,762	1,159	1,168
South Slidell	617	117	549	5	585	6	11	86		1,976	1,394	4,696	723	1,129
Total	15,066	2,061	8,119	205	15,750	512	423	1,225	26,912	70,273	7,677	40,746	6,174	7,311

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: 562

November 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	68	30	63	11	72			7		251				
Abita	538	50	309	22	444	5		45		1,413	158	1,713	61	305
Bush	152	2	312	6	206	30		12		720	71	916	21	122
Causeway	1825	256	952	42	1352	15		110		4,552	503	4,125	398	1,357
Covington	2899	317	1482	51	2757	69	189	237		8,001	1,128	4,735	1,670	1,212
Folsom	371	29	363	5	241	79		18		1,106	229	1,128	583	143
Lacombe	169	33	222	4	210	2		22		662	230	1,967	76	139
Lee Road	228	19	94	2	431	14		8		796	43	385	96	270
Madisonville	907	151	345	27	1104	2		64		2,600	303	2,462	25	371
Mandeville	2004	323	931	37	3199	69	1	181		6,745	897	4,505	636	564
Pearl River	404	23	250	30	229	45	16	16		1,013	161	996	57	174
Virtual ¹									26408	26,408				
Slidell	3163	420	1371	34	3023	158	278	302		8,749	1,664	8,848	1,131	1,124
South Slidell	497	86	422	21	586	8	7	48		1,675	1,219	4,167	668	1,056
Total	13,225	1,739	7,116	292	13,854	496	491	1,070	26,408	64,691	6,606	35,947	5,422	6,837

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: 456

Jan - Nov 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	2914	4044	1187	411	1542	1		147		10,246				
Abita	6134	529	3146	163	5647	69		541		16,229	1,370	14,864	620	2,913
Bush	1757	114	3171	26	1488	106		98		6,760	582	7,078	302	1,192
Causeway	22880	3170	11266	443	21624	322		2285		61,990	5,918	48,772	4,027	14,084
Covington	37098	3886	17859	483	33247	1257	1302	2608		97,740	13,149	55,296	18,975	11,612
Folsom	3900	292	4341	80	2421	672		204		11,910	2,175	7,143	1,121	1,500
Lacombe	2316	500	2998	86	2453	24		333		8,710	1,751	18,745	845	1,423
Lee Road	2767	243	1097	29	3006	73	42	159		7,416	371	4,524	407	2,249
Madisonville	13377	2062	5451	177	16668	290		1275		39,300	4,075	29,313	7,048	4,614
Mandeville	25756	3664	11629	397	38657	883	38	2344		83,368	10,679	54,115	7,401	6,469
Pearl River	4107	244	2938	242	2386	190	162	152		10,421	1,901	14,958	570	1,732
Virtual ¹									270959	270,959				
Slidell	40354	4440	15526	462	38588	1920	2998	3705		107,993	19,923	94,855	11,082	11,910
South Slidell	6781	1038	5741	206	6650	155	155	720		21,446	12,892	45,099	6,335	11,641
Total	170,141	24,226	86,350	3,205	174,377	5,962	4,697	14,571	270,959	754,488	74,786	394,762	58,733	71,339

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

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

Patrons Registered: 6,611

Strategic Planning Committee Update

The strategic planning committee has been working on data collection, and our consultants have been working on data analysis.

We are planning a working meeting for the first full week of December to decide on:

- 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 and need at least 18 names to start with.
- Recommendations for Key Stakeholders.
- 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

LBOC Rules Committee Update

The LBOC Rules and Regulations Committee met on November 17th. They continued work on the Library's financial policies, particularly contracting and inventory policy. The committee will be refining changes and presenting any options or choices that can be made to the Board at upcoming meetings. The next meeting is scheduled for December 18th, 2021, at 11:00 am. Due to current pandemic conditions, the meeting will be held by Zoom.