

St. Tammany Parish Library
Board of Control Meeting
February 8th, 2022
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 6 JBE 2022 and 7 JBE 2022, the St. Tammany Parish Library will hold its February 8th, 2022, 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 February 8th, 2022, to meeting@stpl.us. Any such questions or comments will be presented at the meeting when the agenda item is brought up. Anyone without Internet access will be able to watch and participate using a computer at one of the following library locations: Causeway, Covington, Madisonville, Mandeville, Slidell, or South Slidell. The Library Board of Control is also making available a meeting call-in number of 985-871-1219 ext. 2007.

AGENDA

Call to order by President and Roll Call by Director

1. Approval of the minutes of the meeting of the Library Board of Control that was held on December 7th, 2021.
 - Discussion
 - Public Comment
 - Vote
2. NEW BUSINESS
 - A. Financial Reports – Year-End 2021
 - Discussion
 - Public Comment
 - Vote
 - B. 2022 Spring Budget Amendment
 - Discussion
 - Public Comment
 - Vote

C. Employee Handbook Update - Holiday Schedule

- Discussion
- Public Comment
- Vote

D. Capital Projects Update

- Discussion
- Public Comment

E. Designation of Capital Funds – Annex Renovation

- Discussion
- Public Comment
- Vote

F. Designation of Capital Funds – Technology Update - People Counters

- Discussion
- Public Comment
- Vote

G. Re-introduction – Technology Update - RFID

- Discussion
- Public Comment
- Vote

H. 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

5. Public Comment

6. Adjournment

St. Tammany Parish Library
Board of Control Meeting
December 7, 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 Ann Shaw, Vice-President. Kelly LaRocca, Director, called the roll and declared that a quorum was present.

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

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 regular meeting of the Library Board of Control that was held on October 26, 2021, and the special meeting held on November 4, 2021.

There were no suggested corrections to the October 26, 2021 minutes. A. Shaw asked for a two-minute public comment period. B. Allin asked for an explanation of Patron Point. K. LaRocca and T. DiMaggio explained that it is a program that works with our circulation system to create online library cards, notifications, and newsletters. 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.

There were no suggested corrections to the November 4, 2021 special meeting minutes. A. Shaw asked for a two-minute public comment period. There was no public comment. B. Allin moved to approve the minutes. It was seconded by C. Butler. All were in favor, none were opposed, and two were absent. Motion carried.

2. NEW BUSINESS

A. Financial Reports – October 2021

K. LaRocca reported that an additional \$7,927.33 in ad valorem taxes was received on October 27, 2021, bringing the total to \$11,300,475.73 for the year. Kelly stated that the budget percentage should be at 80% at this point in the year. Revenues are at 80% and Expenditures are at 79%. Kelly explained any lines that are over or under budget. Health Trust is at 100% due to medical procedures occurring after COVID restrictions eased throughout the year. The Employee Miscellaneous line is over budget due to the COVID leave credit that was paid back to the IRS. The Equipment Lease Expense line is over budget due to the lift rental for the Madisonville Branch roof. The Custodial & Janitorial line is over budget due to purchasing more COVID cleaning supplies this year. The Fuel & Lube line is over budget due to the increased cost of fuel. Kelly explained that other lines are spent for the year and will even out at the end of the year. The Staff Travel line is under budget due to less staff travel this year. The Conventions & Seminars line will be in balance as pre-registration for next year's conferences will occur this year. The Lease/Purchase Books and Microfilm lines will be adjusted in the budget amendment.

B. Allin asked about the cost of the lift for the Madisonville Branch. Kelly explained that it was approximately \$4,000 to lease it for one month.

A. Shaw asked for a two-minute public comment period. Dr. A. Morgan asked if we needed to go out for bid or get quotes for the lift rental. Kelly confirmed that we got quotes. Dr. A. Morgan asked how many companies rent lifts in St. Tammany. Kelly answered that there are two major companies that rent lifts locally. A. Shaw asked if insurance will reimburse the library for that expense. Kelly explained that we would have to meet the deductible which is 5% of the cost of the building. The Madisonville Branch is a \$5,000,000 building, so the expenses would have to be much more than that to be reimbursed.

C. Butler moved to approve the October 2021 financial reports. It was seconded by B. Allin. All were in favor, none were opposed, and two were absent.

B. 2021 End of Year Budget Amendment

K. LaRocca reported that the budget was last amended in June. Since then, factors such as Hurricane Ida and a resurgence of COVID have necessitated adjustments to the budget. Overall, there is an increase in revenue of \$238,201 due to more properties on the tax roll and additional fines and fees collected. Kelly reviewed and explained line adjustments. The Library Salaries line is reduced due to open positions that have not been filled this year. The Retirement Benefits

and Health Insurance Costs lines are reduced to reflect open positions. The Health Trust line is increased based on cost estimates from our health insurance consultant. The Equipment Lease line is increased to cover the cost of the lift for the Madisonville Branch roof. The Custodial & Janitorial line is increased to cover a full year of gloves, masks, and COVID cleaning supplies. The Fuel line is increased to match the cost of increased fuel prices.

The Network Utility Software line is increased to cover the cost of improved security and disaster continuity for email access. A line was created to reflect Hurricane Ida repair and clean-up costs and to differentiate charges from regular maintenance and grounds clean-up. The Consultants line is decreased as strategic planning began later than expected. The Office Supply line is reduced due to lower demand and a streamlined way of ordering and managing inventory. The Mileage line is reduced to reflect reduced travel due to the pandemic. The Library In-Service Training line is reduced, as we did not have an in-person All Staff Meeting this year. The Improvement to Physical Plant line is increased to address concrete work at various branches and the deposit for the new Annex building. The Adult Books line is increased as demand has increased this year. The Digital Microfilm line is increased to correct a previous error in the cost of the Times-Picayune Digital Archive.

K. LaRocca reviewed the Savings figures. After adjustments and dedications, the savings are dedicated to specific purposes as follows: Operational reserves, disaster and emergency funds, Times-Picayune Digital Archive, and furniture at Slidell, Mandeville, and Causeway branches. This leaves a current Unassigned Savings of \$291,988. Each department was allocated funds to enable their plans for the 2021 fiscal year. Kelly is confident that there are adequate funds to meet the library's goals and the budget is balanced.

B. Allin asked about the ARPA (American Rescue Plan Act) expense line. Kelly explained that the grant was for \$47,065 and is reflected under revenues. The expense line was created under Non-Book Acquisitions as a place to reflect the expenses purchased under the grant. This makes it clear that we received the grant and that all of the money for that grant was expended.

A. Shaw asked about the Membership Dues to the Northshore Community Foundation and what the advantages are to joining that organization. Kelly explained that they are a non-profit organization that helps other non-profits with getting grants and advertising their services. By joining, we are able to make connections with their members. We currently offer training for non-profits and have databases and resources that are beneficial to their members. We are going to be an official training center for organizations who are wanting to get grants. The Northshore Community Foundation will get our message out there to its members and will also offer us training and other opportunities. B. Allin asked about the \$5,000 in membership dues. Kelly explained the membership dues for large public partners are \$5,000. Examples of other large public partners are the St. Tammany Parish Government, St. Tammany Parish Tourist and Convention Commission, and the St. Tammany Parish Public School System. B. Allin

commented that this membership could be beneficial in eliciting support for the millage. Kelly agreed.

B. Allin asked what type of training the library will be providing. T. DiMaggio explained that the library purchased two databases: iWave and Candid. iWave is a database containing information on donors who are on public record for giving large amounts of money to non-profits. Our reference librarians are trained to help patrons access the information in iWave. Tanya explained that we have recently become a Financial Information Network access point. This gives us access to Candid, a major grant and foundation database. Non-profits can use these resources to find sources of funding. We will be able to provide free workshops to the public on how to use and access the information. Other Financial Information Network locations are at East Baton Rouge Public Library, New Orleans Public Library, and The University of Southern Mississippi, however we are the only institution providing training to the public. Kelly explained that we have provided many of these resources in print, but they stopped being published.

Dr. A. Morgan commented that this will be a great resource and recalled her experience in researching grants for the Library Foundation. She said that it was difficult to research using the large books in print with no assistance. She agreed that there is a need for training for non-profits in the area. Kelly reiterated that this will help make grant funding for organizations more accessible and will make the library much more visible and helpful to non-profits. Tanya stated that Amy Bouton, Public Relations Coordinator, will launch a large marketing campaign once the reference department is fully-trained and ready to offer workshops.

B. Allin stated that this is relevant to the strategic plan, the millage renewal, and is a huge opportunity for partnering with organizations. He said this will highlight how the library offers services in ways that one would not ordinarily think of in terms of serving the public. Dr. A. Morgan stated that the Library Foundation can use these training resources to help find large donors to help fund big projects similar to the Louisiana Book Festival held by the State Library each year.

A. Shaw read the 2021 end-of-year budget amendment resolution aloud. A. Shaw asked for a two-minute public comment period. There was no public comment. B. Allin moved to approve the 2021 end-of-year budget amendment. It was seconded by C. Butler. All were in favor, none were opposed, and two were absent. Motion carried.

C. Ethics and Sexual Harassment Training and Policy Signatures

B. Geiger reviewed the yearly Ethics and Sexual Harassment Training policies. All board members must complete the online training sessions by the end of the year. He asked for the board members to send their training certificates and acknowledgment forms to Administration to keep on file for the auditor. Brent referenced the written policies that were provided to the

board and the website links to each online training session. Brent also reminded the board to complete their annual Tier 2.1 Personal Financial Disclosure Statements for the Board of Ethics, which was due on May 17, 2021. Brent provided the Board with his contact information if any Board members have questions or need assistance.

A. Shaw asked for a two-minute public comment period. There was no public comment.

D. Election of Officers

A. Shaw reported that the Secretary of the Board, Mary Reneau, 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 wish to continue to serve. A. Shaw asked for a two-minute public comment period. B. Allin stated that the officers are doing a great job.

B. Allin moved to approve the continued service of the current executive officers into the new year. It was seconded by C. Butler. All were in favor, none were opposed, and two were absent. Motion carried.

E. Library Foundation Alcohol Request

K. LaRocca reported that the Library Foundation is holding its annual membership meeting on Tuesday, January 18, 2021 at the Madisonville Branch. It is requested that the Foundation be allowed to serve wine. The wine will be served along with food and only available in the meeting room. Per the rules and regulations, approval by the Board is required to serve alcohol. A. Shaw asked for a two-minute public comment period. There was no public comment.

C. Butler moved to approve the request to serve alcohol. It was seconded by Dr. A. Morgan. All were in favor, none were opposed, and two were absent. Motion carried.

F. Director's Report

K. LaRocca reported that the mask mandate was lifted in October. Library branches continue to post signs that say, "Thank you for wearing a mask." The library is continuing to offer a mix of in-person inside, in-person outside, and virtual programming. We recently had our Holiday Bazaar program and Santa will be visiting several branches soon.

Kelly LaRocca, Brent Geiger, and Tanya DiMaggio appeared before the Parish Council Finance Committee to present the budget and answer any questions. Becky Taylor also attended the meeting. The committee was pleased and thanked them for a well-done budget presentation.

The carpet in the downstairs lobby of the Madisonville Branch was replaced and some roof repairs were completed. The new Annex building's appraisal is complete and it appraised high enough to cover the purchase price of the building. The purchase of the building was introduced for consideration at the Parish Council meeting on December 2nd. It will be up for approval at the next council meeting. The Parish Council approved the additional funds for the Slidell Parking Lot at the December 2nd meeting.

Staff offered outreach services to Covington High, Kehoe France School, Woodlake Elementary, had a StoryWalk at the Northlake Nature Center, a booth at the Three Rivers Art Festival, and interviewed with the Lake 94.7. Morgan Sherlock interviewed children's author Eric Litwin for episode 121 of the Check it Out podcast. Staff attended committee meetings for the Louisiana Library Association, Managing Children's Services, and the Public Library Association. Staff attended several online classes, webinars, virtual symposiums, and conferences. Kelly thanked the Friends of the Slidell Library for agreeing to purchase a new circulation desk for the Lacombe Branch. Audra Kackley was promoted to Cataloging Librarian. Kelly referenced the service statistics. Outside wireless internet continues to be well-utilized. T. DiMaggio gave a brief summary of the Eric Litwin virtual event that was held in November.

A. Shaw asked for a two-minute public comment period. There was no public comment.

3. OLD BUSINESS

A. Strategic Planning Committee

K. LaRocca reported that the committee has been working on data collecting, and the consultants have been working on data analysis. The next working meeting will be on December 9th at 11:00 a.m. The meeting will be recorded for those unable to attend. The committee will work on recommendations for the community advisory committee, key stakeholders, and selecting categories for focus group topics.

B. Rules and Regulations Committee

K. LaRocca reported that the committee met in November and worked on the library's financial policies, particularly contracting and inventory policies. The next meeting is scheduled for December 18, 2021 at 11:00 a.m. Due to the pandemic, the meeting will be held via Zoom.

C. St. Tammany Parish Library Foundation

Dr. A. Morgan reported that the Foundation Board was represented at the tree dedication in honor of Samuel Goodine at the Mandeville Library on December 4th. Samuel Goodine was a beloved frequent patron of the Mandeville Library who recently passed away. In addition to the trees, Samuel's family gifted a donation to the Foundation for the future growth of the Foundation and the library. The Foundation is working on their membership drive and is also looking forward to the Distinguished Speaker event in March.

D. Friends of the Library Report

B. Geiger reported that the West St. Tammany Friends are doing well at their new location near the Covington fairgrounds. Dr. Morgan asked if the Friends will pick up books from homes. Brent said he would speak to them and get back to Dr. Morgan. B. Allin asked if there are limited times for dropping off books. Amy Bouton stated that the latest information is that they are asking for donations to be placed on the front porch by the door, and they are no longer open on Thursdays. Brent will email Mr. Allin the Friends' contact information.

4. Public Comment

A. Shaw asked for a two-minute public comment period. There was no public comment.

5. Adjournment

There being no further business, a motion to adjourn was made by Dr. A. Morgan and seconded by C. Butler. 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					

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

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ASSETS

Current Assets

Cash	\$ 5,399,947.32
Cash - Health Claims	(97,577.10)
Due from Paylocity	0.00
Due from Employee	157.09
Due from Bank	2,789.51
Returned Checks	0.00
Ad Valorem Receivable - 2021	10,551,923.04
Ad Valorem Receivable - 2019	0.00
Ad Valorem Receivable - 2020	0.00
Due from State of Louisiana	251,523.06
Prepaid Expenses	0.00

Total Current Assets	16,108,762.92
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Other Assets

Deposits	1,981.00
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Total Other Assets	1,981.00
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Total Assets	\$ 16,110,743.92
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LIABILITIES AND FUND BALANCE

Current Liabilities

Accrued Salaries	\$ 26,446.09
Deferred Inflows - Ad Valorem	40,662.00
Elective Benefits Payable	(2,006.01)
Retirement Payable	200,273.54
Health Claims Payable	57,234.55

Total Current Liabilities	322,610.17
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Fund Balance

Fund Balance	15,788,133.75
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Total Fund Balance	15,788,133.75
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Total Liabilities & Fund Balance	\$ 16,110,743.92
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St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Twelve Months Ending December 31, 2021

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	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD Act</u> <u>to YTD</u> <u>Budget</u>
Revenues					
Ad Valorem Taxes	\$ 879,326.92	\$ 10,655,774.77	11,300,476.00	644,701.23	94.29
State Revenue Sharing	20,960.25	251,523.00	251,600.00	77.00	99.97
Fines/Fees	5,282.38	49,665.48	48,000.00	(1,665.48)	103.47
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	0.00	1,141.66	1,400.00	258.34	81.55
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	584.99	9,055.59	31,000.00	21,944.41	29.21
Summer Reading Shirt Sales	0.00	1,267.40	1,744.00	476.60	72.67
Total Revenues	906,154.54	11,018,192.74	11,684,985.00	666,792.26	94.29
Expenditures					
Library Administration	369,995.55	4,846,642.94	5,105,000.00	258,357.06	94.94
Employee Benefits	257,499.70	2,217,867.18	2,171,319.00	(46,548.18)	102.14
Advertising,Dues & Subscriptio	10,668.13	28,139.92	30,500.00	2,360.08	92.26
Signage	334.00	3,406.00	4,000.00	594.00	85.15
Printing, Duplicating & Bindin	3,686.04	12,299.83	12,381.00	81.17	99.34
Promotional Production	1,981.33	6,664.15	7,000.00	335.85	95.20
Utilities	25,821.70	271,414.00	270,450.00	(964.00)	100.36
Communications	10,627.52	136,293.44	145,000.00	8,706.56	94.00
Leases	26,944.91	308,259.43	329,000.00	20,740.57	93.70
Maintenance of Property & Equi	32,388.69	518,236.80	536,550.00	18,313.20	96.59
Maintenance Services (Building	22,625.75	201,564.78	207,200.00	5,635.22	97.28
Professional Services	29,765.24	174,195.54	192,200.00	18,004.46	90.63
Insurance and Claims	0.00	218,768.08	220,026.00	1,257.92	99.43
Operating Supplies	11,916.81	138,874.20	147,700.00	8,825.80	94.02
Travel & Continuing Education	22,954.55	43,469.98	47,600.00	4,130.02	91.32
Public Relations/Programming	18,069.99	82,396.42	84,890.00	2,493.58	97.06
Capital Outlay-Non-Book Acq.	127,545.76	364,116.49	420,565.00	56,448.51	86.58
Capital Outlay-library Res. Ac	173,212.66	1,951,877.78	1,971,230.00	19,352.22	99.02
Total Expenditures	1,146,038.33	11,524,486.96	11,902,611.00	378,124.04	96.82
Excess of Revenues/(Expenditur	\$ (239,883.79)	\$ (506,294.22)	(217,626.00)	288,668.22	232.64

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

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Beginning Fund Balance	\$ 16,294,427.97
Net Income	(506,294.22)
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Ending Fund Balance	\$ 15,788,133.75
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St. Tammany Parish Library - General Fixed Asset Account Group
Balance Sheet
December 31, 2021

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ASSETS

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

FUND BALANCE

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

SUPPLEMENTAL INFORMATION

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

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	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Library Administration					
Library Salaries	\$ 369,995.55	\$ 4,846,642.94	\$ 5,105,000.00	258,357.06	94.94
Total	\$ 369,995.55	\$ 4,846,642.94	\$ 5,105,000.00	258,357.06	94.94
Employee Benefits					
FICA/ Supplemental Retirement	\$ 7,955.13	\$ 104,917.88	\$ 109,800.00	4,882.12	95.55
Retirement Contributions	38,486.58	511,260.09	556,000.00	44,739.91	91.95
Health Insurance Expense	38,305.91	412,118.33	440,000.00	27,881.67	93.66
Health Trust	172,150.56	1,181,116.17	1,057,000.00	(124,116.17)	111.74
Worker's Compensation Expense	0.00	6,318.11	6,319.00	0.89	99.99
Employee Miscellaneous	601.52	2,136.60	2,200.00	63.40	97.12
Total	\$ 257,499.70	\$ 2,217,867.18	\$ 2,171,319.00	(46,548.18)	102.14
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 456.13	\$ 3,473.25	\$ 3,500.00	26.75	99.24
Membership Dues	400.00	5,901.48	6,000.00	98.52	98.36
Advertising	9,812.00	18,765.19	21,000.00	2,234.81	89.36
Total	\$ 10,668.13	\$ 28,139.92	\$ 30,500.00	2,360.08	92.26
Signage					
Signage	\$ 334.00	\$ 3,406.00	\$ 4,000.00	594.00	85.15
Total	\$ 334.00	\$ 3,406.00	\$ 4,000.00	594.00	85.15
Printing, Duplicating & Binding					
Printing	\$ 3,686.04	\$ 8,918.93	\$ 9,000.00	81.07	99.10
Patron Cards	0.00	3,380.90	3,381.00	0.10	100.00
Total	\$ 3,686.04	\$ 12,299.83	\$ 12,381.00	81.17	99.34
Promotional Production					
Promotional Production	\$ 1,981.33	\$ 6,664.15	\$ 7,000.00	335.85	95.20
Total	\$ 1,981.33	\$ 6,664.15	\$ 7,000.00	335.85	95.20

Utilities

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

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	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Electricity	\$ 22,766.77	\$ 237,246.80	\$ 234,500.00	(2,746.80)	101.17
Gas	113.60	2,376.75	2,950.00	573.25	80.57
Water	2,941.33	31,790.45	33,000.00	1,209.55	96.33
Total	\$ 25,821.70	\$ 271,414.00	\$ 270,450.00	(964.00)	100.36
Communications					
Postage	\$ 357.51	\$ 5,720.78	\$ 8,000.00	2,279.22	71.51
Voice Line	6,466.57	85,081.73	88,500.00	3,418.27	96.14
Data Lines (Internet)	3,775.00	45,300.00	48,000.00	2,700.00	94.38
Courier/Shipping	28.44	190.93	500.00	309.07	38.19
Total	\$ 10,627.52	\$ 136,293.44	\$ 145,000.00	8,706.56	94.00
Leases					
Building Lease Expense	\$ 25,084.91	\$ 300,508.74	\$ 321,000.00	20,491.26	93.62
Equipment Lease Expense	1,860.00	7,750.69	8,000.00	249.31	96.88
Total	\$ 26,944.91	\$ 308,259.43	\$ 329,000.00	20,740.57	93.70
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 14,948.65	\$ 207,731.07	\$ 208,000.00	268.93	99.87
Grounds/Lawn Maintenance	8,454.00	82,000.00	82,000.00	0.00	100.00
Maintenance Supplies	1,228.36	6,978.24	7,000.00	21.76	99.69
Fuel & Lube	2,690.74	23,295.56	24,300.00	1,004.44	95.87
Vehicle Repairs	184.13	6,138.54	6,300.00	161.46	97.44
Small Tools	1,115.67	2,895.48	3,000.00	104.52	96.52
Office Machine & Equip Repair	0.00	1,557.88	1,600.00	42.12	97.37
Network Utility Software	3,271.23	68,859.01	82,600.00	13,740.99	83.36
Automation System Maintenance	0.00	28,249.86	28,250.00	0.14	100.00
Polaris Maintenance	0.00	51,939.66	52,000.00	60.34	99.88
PC Network Maintenance & Repai	0.00	7,865.00	9,000.00	1,135.00	87.39
Hurricane Disaster Costs	507.00	30,726.50	32,500.00	1,773.50	94.54
Miscellaneous Repairs	(11.09)	0.00	0.00	0.00	0.00
Total	\$ 32,388.69	\$ 518,236.80	\$ 536,550.00	18,313.20	96.59
Maintenance of Services (Buildings)					
Physical Plant	\$ 4,923.41	\$ 114,819.68	\$ 118,000.00	3,180.32	97.30
Plumbing, Heating and AC	11,297.52	57,605.29	58,000.00	394.71	99.32
Electrical	572.43	5,973.18	6,000.00	26.82	99.55
Sanitation	962.39	8,370.63	9,000.00	629.37	93.01
Pest Control	135.00	6,698.00	7,400.00	702.00	90.51

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

9

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Termite Contract	0.00	3,228.00	3,800.00	572.00	84.95
Carpet Cleaning	4,735.00	4,870.00	5,000.00	130.00	97.40
Total	\$ 22,625.75	\$ 201,564.78	\$ 207,200.00	5,635.22	97.28
Professional Services					
Payroll Service Fees	\$ 2,454.99	\$ 26,366.03	\$ 27,500.00	1,133.97	95.88
Financial	825.00	36,384.06	43,000.00	6,615.94	84.61
Consultants	26,435.25	38,090.24	45,000.00	6,909.76	84.64
Security	50.00	6,843.77	9,500.00	2,656.23	72.04
Web Design Consultant	0.00	66,511.44	67,200.00	688.56	98.98
Total	\$ 29,765.24	\$ 174,195.54	\$ 192,200.00	18,004.46	90.63
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	20,641.00	21,000.00	359.00	98.29
Total	\$ 0.00	\$ 218,768.08	\$ 220,026.00	1,257.92	99.43
Operating Supplies					
Office Supplies	\$ 1,904.28	\$ 18,984.26	\$ 22,000.00	3,015.74	86.29
Bank Service Charges	1,170.00	15,113.22	14,000.00	(1,113.22)	107.95
Book Preparation Supplies	2,921.02	36,803.34	38,000.00	1,196.66	96.85
Computer/Printer Supplies	4,919.54	61,301.07	67,000.00	5,698.93	91.49
Programming Supplies	1,001.97	6,672.31	6,700.00	27.69	99.59
Total	\$ 11,916.81	\$ 138,874.20	\$ 147,700.00	8,825.80	94.02
Travel and Continuing Education					
Staff Travel - Local	\$ 4,908.64	\$ 12,592.98	\$ 13,000.00	407.02	96.87
Library In-service Training	0.00	985.00	1,000.00	15.00	98.50
Conventions & Seminars	18,045.91	29,892.00	33,600.00	3,708.00	88.96
Total	\$ 22,954.55	\$ 43,469.98	\$ 47,600.00	4,130.02	91.32
Public Relations/Programming					
Summer Reading Program	\$ 2,202.18	\$ 26,687.81	\$ 27,500.00	812.19	97.05
Summer Reading T-shirts	0.00	5,191.17	5,800.00	608.83	89.50

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

10

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Adult Programming	3,403.76	24,673.99	25,000.00	326.01	98.70
Young Adult Programming	5,282.84	11,434.10	12,000.00	565.90	95.28
Juvenile Programming	7,181.21	11,689.70	11,870.00	180.30	98.48
LEH Grant	0.00	2,719.65	2,720.00	0.35	99.99
Total	\$ 18,069.99	\$ 82,396.42	\$ 84,890.00	2,493.58	97.06
Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 8,045.00	\$ 19,972.80	\$ 20,000.00	27.20	99.86
Imp Phys Plant	0.00	56,136.00	56,500.00	364.00	99.36
Vehicles	0.00	0.00	30,000.00	30,000.00	0.00
Office Equip, Furn & Shelving	47,230.79	104,778.31	127,000.00	22,221.69	82.50
ARPA Expense	703.84	47,064.48	47,065.00	0.52	100.00
PC Network	71,566.13	130,157.31	133,500.00	3,342.69	97.50
Integrated Lib Automation Sys	0.00	988.00	1,000.00	12.00	98.80
Audio/Visual Equipment	0.00	5,019.59	5,500.00	480.41	91.27
Total	\$ 127,545.76	\$ 364,116.49	\$ 420,565.00	56,448.51	86.58
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 23,615.47	\$ 192,514.49	\$ 194,000.00	1,485.51	99.23
Lease/Purchase Books	0.00	18,363.24	18,364.00	0.76	100.00
Juvenile Books	28,721.01	102,219.33	105,000.00	2,780.67	97.35
Young Adults	4,655.21	13,311.08	15,000.00	1,688.92	88.74
Music Recordings	1,141.22	3,483.84	4,000.00	516.16	87.10
Adult Reference	17,417.27	96,698.32	97,000.00	301.68	99.69
Juvenile Reference	22,563.70	37,993.45	38,000.00	6.55	99.98
Periodicals	0.00	43,597.63	44,000.00	402.37	99.09
Audio Recordings	5,242.48	18,729.03	21,000.00	2,270.97	89.19
Video Recordings	8,845.99	51,627.62	53,500.00	1,872.38	96.50
Genealogy	0.00	4,325.61	4,600.00	274.39	94.04
Microfilm	0.00	675,766.00	675,766.00	0.00	100.00
Downloadable Media	17,338.70	338,223.68	339,000.00	776.32	99.77
CD/Software	8,902.88	100,851.45	105,500.00	4,648.55	95.59
Internet Database Subscription	34,768.73	254,173.01	256,500.00	2,326.99	99.09
Total	\$ 173,212.66	\$ 1,951,877.78	\$ 1,971,230.00	19,352.22	99.02
Capital Expenditures					
Total	\$ 0.00	\$ 0.00	\$ 0.00	0.00	0.00

St. Tammany Parish Library 2022 Spring Budget Amendment

Introduction

This is a brief explanation of the differences in revenue and expenditure forecasts between the 2022 Original Budget and the 2022 Spring Amendment. It is best read alongside the budget spreadsheet.

2022 Revenue

In 2022, the St. Tammany Parish Library will operate on revenue of \$12,023,600. We expect an additional \$300,000 in Ad Valorem taxes over what we budgeted last year. Each year we typically experience this amount of growth. The Fines and Fees line has been adjusted upwards to match the money we received in 2021 as we had fewer months where we did not collect fines. The Interest line has been adjusted downwards as the continued effects of the pandemic and the current economy have significantly affected interest rates. The Donations line has been increased as we anticipate more donating opportunities for our library support groups this year. The Summer Reading T-shirt Sales line is reduced to match revenue from last year more closely. Overall, there is an increase of \$333,200 in revenue.

2022 Expenditures

We produced the 2022 Budget in July of 2021. This budget amendment adjusts based on how the library ended the 2021 fiscal year, the continued effects of the COVID-19 pandemic, and upcoming projects such as the Annex building replacement. Most of the increases and decreases you will see in the individual budget lines will be due to these activities. Each section in the budget is highlighted below with an explanation.

- **Library Salaries** - There are no changes made to this line.
- **Employee Benefits** – Retirement contributions are reduced as our required contribution percentage is less for 2022.
- **Operating Services** – The Publication of Legal Notices line is increased as we anticipate having lengthier minutes due to strategic planning. Membership dues is increased to cover the cost of ALA institutional membership.
- **Printing, Duplicating, and Binding** – There are no changes.
- **Utilities** – We have increased the Electricity line to match usage for 2021 and also the cost of electricity with having both the new and old Annex at the same time. The Gas line has been reduced to better match natural gas usage over the last few years.
- **Communications** – The postage line is reduced as we did not have to send out as many overdue notices last year, and more people are opting for online notifications of holds. The Courier/ Shipping line was reduced to closely match the trend in usage from the last two years.

- **Lease Expense** – The Building Lease expense is reduced as we have had a lower common area maintenance cost for our Causeway Branch over the last three years. Equipment Lease is adjusted upward in case we would need the use of a large lift to reach the Madisonville roof.
- **Maintenance of Property and Equipment** – The Custodial & Janitorial line is increased to reflect COVID janitorial supply costs. The Grounds Lawn and Maintenance line is reduced as we are putting some of this funding into landscape additions. The Fuel & Lube line is increased to reflect the current cost of gasoline. The Network Utility Software line is increased to cover the cost of upgrading our e-mail to Office365, moving network-specific software costs from line 892 CDROM/Software line, and upgrading IT network security. The Solinet/OCLC Cost is reduced to closely match the amount of cataloging records we have needed over the last few years. The PC network maintenance and repair line is reduced and redirected towards Network Utility Software. We have been using our warranties for repair and no longer need a large amount of money in this line.
- **Maintenance Services** – Physical Plant Maintenance is increased to more closely match this year's regular maintenance plans, including the cost of parking lot repairs, sidewalk repairs, and minor building repairs. Plumbing, Heating and Air-conditioning line is increased to cover the cost of a new ice maker for Covington. The Electrical line is reduced as our electrical needs for Lacombe and Lee rd. projects are less than expected. Pest control and Termite contract lines have been reduced to reflect last year's costs. Carpet Cleaning is increased to cover the cost of cleaning all carpets in the library system.
- **Professional Services** – We reduced the Financial line to match last year's costs more closely. The fluctuation in the line is related to how expensive the audit is. The estimate of the cost of movers for the Annex and IT into the new building was added to the Movers line.
- **Insurance and Claims** – The Library Property Insurance and Flood Insurance line is adjusted downward to reflect the cost of last year's expenses – we pay the Parish for our property insurance, and we had anticipated more of an increase when we put together the original budget.
- **Operating Supplies** – The line for Office Supplies is decreased to better match our usage from last year. The Bank Service Charges line is reduced as we did not experience as much of an increased cost as expected for Positive Pay – a new service that matches all checks cashed by the bank against our check register. The Computer/Printer Supplies line was reduced to better match last year's usage.
- **Travel and Continuing education** –The Mileage Reimbursement line was reduced to reflect last year's reduced usage due to the pandemic.

- **Public Relations/Programming** – No adjustments were made.
- **Non-Book Acquisitions** – The Landscaping Additions line was increased to reflect the continued practice of adding spring and fall flowers to our grounds, along with the addition of new oak trees at Pearl River. Improvement to Physical Plant was increased to address higher estimated costs due to the pandemic and the aftereffects of Hurricane Ida for repair to the Slidell roof and repainting South Slidell. We will also be repairing stucco at Madisonville and not just repainting. The Vehicles line was increased as the vehicle from last year has not come in yet. We had planned on purchasing a vehicle for 2022. We are also planning to purchase a small forklift to use industrial shelving in the new Annex's warehouse. The Office Equipment, Furniture, and Shelving line is increased to allow for modifying and adding to the Annex's furniture. The Integrated Library Automation Systems line was reduced as we will not be purchasing a server this year. The Cameras line was increased to reflect the cost of cameras at the new Annex building.
- **Library Resource Acquisitions** – Adult books is increased to cover the refresh of travel guides and testing guides. The music recordings line is reduced as more people are downloading music than checking out music CDs. Adult Reference and Juvenile Reference lines are increased as there are more titles we need to update this year. The Audio recordings line is decreased to reflect more people downloading audiobooks. The video recordings line is increased as the demand for movies has increased significantly over the last year. Electronic/Downloadable media is increased to reflect the increased demand for downloadable materials of all kinds. CDROM/Software is reduced as these expenses are now under Network Utility Software. Internet Database Subscriptions is increased due to new databases added last year.

Savings

Any unused money at the end of the year becomes Prior Years' Operating Revenue. The cash on hand or savings as of December 31, 2019, was \$5,399,947. This figure is less than half of one year's worth of operating revenue. These savings are dedicated to very specific purposes.

- Operational reserves are needed to run the library until we receive our first significant portion of our millage from the Parish.
- Disaster and emergency funds cover our insurance deductibles and any repairs and clean-up that may be needed in the event of a disaster.
- The following reserved amounts are paid shortly after the beginning of the year and give us a better picture of what money is available in savings to be assigned for projects.
 - Nine of the ten days of the first pay period of 2022 occurred in 2021; the auditor moves this cost to 2021.

- The auditor moves charges for purchases initiated in 2021 but paid in 2022 to the year in which they were incurred.
- The fourth quarter 2021 payment for retirement is paid at the beginning of January.

Denelle Wrightson reviewed furniture costs and gave us updated estimates for the funds required for updating furniture at the three branches for which we previously dedicated funds. The cost of furniture has gone up due to the price of steel and other construction materials. Each of these projects was updated. This leaves us with a current Unassigned Savings of \$135,139.

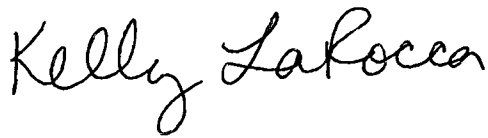
Budget Analysis

We are forecasting an increase in revenue of \$333,200 due primarily to more ad valorem funds as part of our normal growth. The 2022 Spring Budget Amendment shows an increase in expenditures of \$335,350 to cover the costs of continued pandemic effects and our new Annex project. This budget is balanced, leaving \$74 of revenue unbudgeted.

Conclusion

Each library department was allocated the funds to enable their plans at the beginning of the 2022 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 script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Kelly LaRocca
Director

2022 Spring Budget Amendment

		2/1/2022	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2021 Budget	2022 Budget	2022 Budget	2021 Budget
			Actual	Actual	Actual	EOY Amnd	Actual	Original	Spring Amnd	End of Year
REVENUE										
	405	Ad Valorem Taxes (received)	\$ 9,879,767	\$ 10,306,850	\$10,538,530.93	\$11,300,475.73	\$11,300,475.73	\$ 11,368,000	\$ 300,000	\$ 11,668,000
	406	Ad Valorem capital reimbursement	\$ 72,458	\$ -	\$0.00	\$0.00	\$0.00	\$ -	\$ -	\$ -
	410	State Revenue Sharing	\$ 251,468	\$ 252,016	\$251,523.00	\$251,600.00	\$251,600.00	\$ 251,600	\$ -	\$ 251,600
	415	Fines/Fees	\$ 107,521	\$ 113,286	\$42,496.59	\$48,000.00	\$49,665.48	\$ 46,000	\$ 4,000	\$ 50,000
	416	LA Library Grant - ARPA	\$ -	\$ -	\$0.00	\$47,064.84	\$47,065.00	\$ -	\$ -	\$ -
	417	Grants	\$ 786		\$0.00	\$1,000.00	\$0.00	\$ 1,000	\$ -	\$ 1,000
	418	LEH Grant			\$6,755.13	\$2,700.00	\$2,700.00	\$ -	\$ -	\$ -
	420	Interest Income	\$ 34,179	\$ 56,233	\$9,224.39	\$1,400.00	\$1,141.66	\$ 2,000	\$ (500)	\$ 1,500
	425	Donations	\$ 13,924	\$ 59,078	\$22,930.22	\$31,000.00	\$9,055.59	\$ 20,000	\$ 30,000	\$ 50,000
	430	Miscellaneous Income	\$ 9,794	\$ -	\$0.20	\$0.00	\$0.00	\$ -	\$ -	\$ -
	440	CARES Act COVID-19			\$8,365.35	\$0.00	\$0.00	\$ -	\$ -	\$ -
	450	Summer Reading T-shirt Sales		\$ -	\$1,550.70	\$1,744.00	\$1,267.40	\$ 1,800	\$ (300)	\$ 1,500
										\$ -
		TOTAL REVENUE	\$ 10,369,897	\$ 10,787,462	\$10,881,376.51	\$11,684,984.57	\$11,662,970.86	\$ 11,690,400	\$ 333,200	\$ 12,023,600
EXPENDITURES										
LIBRARY ADMINISTRATION										
		PERSONNEL SALARIES								
	503	Library Salaries	\$ 4,561,278	\$ 4,565,653	\$4,752,639.13	\$5,105,000.00	\$4,846,642.94	\$ 5,555,000	\$ -	\$ 5,555,000
		TOTAL	\$ 4,561,278	\$ 4,565,653	\$4,752,639.13	\$5,105,000.00	\$4,846,642.94	\$ 5,555,000	\$ -	\$ 5,555,000
EMPLOYEE BENEFITS										
	505	Accrued Payroll	\$ 10,563	\$ -						
	511	FICA/Medicare Tax	\$ 93,769	\$ 103,460	\$105,326.94	\$109,800.00	\$104,917.88	\$ 107,500	\$ -	\$ 107,500
	512	Retirement Contributions	\$ 409,031	\$ 452,248	\$499,949.53	\$556,000.00	\$511,260.09	\$ 585,000	\$ (56,000)	\$ 529,000
	513	Health Insurance/Insurance	\$ 381,712	\$ 417,080	\$435,993.28	\$440,000.00	\$412,118.33	\$ 450,000	\$ -	\$ 450,000
	514	Health Trust	\$ 654,142	\$ 1,049,058	\$795,443.40	\$1,057,000.00	\$1,181,116.17	\$ 910,000	\$ -	\$ 910,000
	515	Workers' Compensation/Unemployment	\$ 46,401	\$ 26,603	\$27,464.71	\$6,319.00	\$6,318.11	\$ 28,000	\$ -	\$ 28,000
	516	Employee Miscellaneous	\$ 1,679	\$ 671	\$310.74	\$2,200.00	\$2,136.60	\$ 1,000	\$ -	\$ 1,000
		TOTAL	\$ 1,597,298	\$ 2,049,121	\$1,864,488.60	\$2,171,319.00	\$2,217,867.18	\$ 2,081,500	\$ (56,000)	\$ 2,025,500
OPERATING SERVICES										
	601	Publication of Legal Notices	\$ 2,204	\$ 3,564	\$2,835.13	\$3,500.00	\$3,473.25	\$ 3,500	\$ 500	\$ 4,000
	603	Membership Dues	\$ 374	\$ 853	\$985.00	\$6,000.00	\$5,901.48	\$ 8,000	\$ 1,500	\$ 9,500
	604	Advertising	\$ 7,164	\$ 8,561	\$20,924.60	\$21,000.00	\$18,765.19	\$ 22,000	\$ -	\$ 22,000
	607	Signage	\$ 3,652	\$ 1,316	\$10,361.92	\$4,000.00	\$3,406.00	\$ 5,000	\$ -	\$ 5,000
	608	Promotional Production	\$ 8,615	\$ 7,715	\$5,185.37	\$7,000.00	\$6,664.15	\$ 7,000	\$ -	\$ 7,000
		TOTAL	\$ 22,009	\$ 22,010	\$40,292.02	\$41,500.00	\$38,210.07	\$ 45,500	\$ 2,000	\$ 47,500
PRINTING, DUPLICATING & BINDING										
	611	Printing	\$ 12,473	\$ 8,364	\$6,190.49	\$9,000.00	\$8,918.93	\$ 9,000	\$ -	\$ 9,000
	613	Book Binding	\$ -	\$ -	\$0.00	\$0.00	\$0.00	\$ 5,000	\$ -	\$ 5,000
	615	Patron Cards	\$ -	\$ 4,170	\$0.00	\$3,381.00	\$3,380.90	\$ 5,000	\$ -	\$ 5,000
		TOTAL	\$ 12,473	\$ 12,534	\$6,190.49	\$12,381.00	\$12,299.83	\$ 19,000	\$ -	\$ 19,000
UTILITIES										
	621	Electricity	\$ 228,716	\$ 233,120	\$194,432.60	\$234,500.00	\$237,246.80	\$ 234,500	\$ 5,000	\$ 239,500
	622	Gas	\$ 2,206	\$ 1,872	\$1,868.32	\$2,950.00	\$2,376.75	\$ 3,450	\$ (950)	\$ 2,500

2022 Spring Budget Amendment

	2/1/2022	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2021 Budget	2022 Budget	2022 Budget	2021 Budget
		Actual	Actual	Actual	EOY Amnd	Actual	Original	Spring Amnd	End of Year
623	Water	\$ 29,309	\$ 32,788	\$23,398.60	\$33,000.00	\$31,790.45	\$ 33,000	\$ -	\$ 33,000
	TOTAL	\$ 260,231	\$ 267,779	\$219,699.52	\$270,450.00	\$271,414.00	\$ 270,950	\$ 4,050	\$ 275,000
	COMMUNICATIONS								
625	Postage	\$ 11,433	\$ 11,659	\$8,442.70	\$8,000.00	\$5,720.78	\$ 12,000	\$ (5,000)	\$ 7,000
626	Voice Line (Regular Phone Service)	\$ 66,091	\$ 78,692	\$85,695.51	\$88,500.00	\$85,081.73	\$ 88,500	\$ -	\$ 88,500
627	Data Line (Internet-Network)	\$ 86,515	\$ 38,999	\$47,845.69	\$48,000.00	\$45,300.00	\$ 48,000	\$ -	\$ 48,000
630	Courier/Shipping	\$ 446	\$ 1,236	\$273.48	\$500.00	\$190.93	\$ 1,000	\$ (500)	\$ 500
	TOTAL	\$ 164,484	\$ 130,587	\$142,257.38	\$145,000.00	\$136,293.44	\$ 149,500	\$ (5,500)	\$ 144,000
	LEASE EXPENSE								
634	Building	\$ 367,417	\$ 373,784	\$303,708.00	\$321,000.00	\$300,508.74	\$ 321,000	\$ (10,000)	\$ 311,000
636	Equipment	\$ 3,338	\$ 6,067	\$1,596.24	\$8,000.00	\$7,750.69	\$ 3,000	\$ 3,000	\$ 6,000
638	Vehicle	\$ -	\$ -	\$453.54	\$0.00	\$0.00	\$ 2,500	\$ -	\$ 2,500
	TOTAL	\$ 370,755	\$ 379,851	\$305,757.78	\$329,000.00	\$308,259.43	\$ 326,500	\$ (7,000)	\$ 319,500
	MAINTENANCE OF PROPERTY & EQUIP.								
641	Custodial & Janitorial	\$ 191,725	\$ 180,932	\$191,438.90	\$208,000.00	\$207,731.07	\$ 192,000	\$ 18,000	\$ 210,000
643	Grounds/Lawn Maintenance	\$ 94,377	\$ 88,562	\$94,837.11	\$82,000.00	\$82,000.00	\$ 95,000	\$ (10,000)	\$ 85,000
645	Maintenance supplies	\$ 8,561	\$ 10,364	\$6,284.41	\$7,000.00	\$6,978.24	\$ 8,000	\$ -	\$ 8,000
652	Fuel and lube	\$ 28,088	\$ 25,454	\$13,412.21	\$24,300.00	\$23,295.56	\$ 18,000	\$ 5,500	\$ 23,500
654	Vehicle repairs	\$ 11,237	\$ 6,132	\$6,545.93	\$6,300.00	\$6,138.54	\$ 6,000	\$ -	\$ 6,000
658	Small Tools & Supplies	\$ 2,446	\$ 2,715	\$2,442.04	\$3,000.00	\$2,895.48	\$ 3,000	\$ -	\$ 3,000
660	Office machine and equip. repair	\$ 1,734	\$ 1,303	\$1,614.50	\$1,600.00	\$1,557.88	\$ 2,000	\$ -	\$ 2,000
661	Network Utility Software	\$ 40,862	\$ 46,624	\$48,022.10	\$82,600.00	\$68,859.01	\$ 62,000	\$ 48,000	\$ 110,000
662	Solinet (OCLC) Cost	\$ 32,931	\$ 29,810	\$26,765.00	\$28,250.00	\$28,249.86	\$ 30,000	\$ (1,500)	\$ 28,500
663	Polaris Maintenance	\$ 51,000	\$ 54,888	\$49,603.98	\$52,000.00	\$51,939.66	\$ 54,000	\$ -	\$ 54,000
664	P C Network maintenance and repair	\$ 13,825	\$ 19,028	\$6,804.10	\$9,000.00	\$7,865.00	\$ 10,000	\$ (8,000)	\$ 2,000
669	Hurricane Disaster Costs	\$ -	\$ -	\$0.00	\$32,500.00	\$30,726.50	\$ -	\$ -	\$ -
	TOTAL	\$ 476,787	\$ 465,811	\$447,770.28	\$536,550.00	\$518,236.80	\$ 480,000	\$ 52,000	\$ 532,000
	MAINTENANCE SERVICES (Buildings)								
671	Physical Plant	\$ 90,968	\$ 113,227	\$99,512.86	\$118,000.00	\$114,819.68	\$ 103,000	\$ 30,000	\$ 133,000
672	Plumbing, Heating, & Air Conditioning	\$ 31,138	\$ 25,569	\$31,946.47	\$58,000.00	\$57,605.29	\$ 78,000	\$ 3,500	\$ 81,500
673	Electrical	\$ 11,650	\$ 14,169	\$11,824.37	\$6,000.00	\$5,973.18	\$ 12,000	\$ (2,000)	\$ 10,000
674	Sanitation	\$ 10,064	\$ 10,657	\$10,756.85	\$9,000.00	\$8,370.63	\$ 11,000	\$ -	\$ 11,000
675	Pest Control	\$ 6,733	\$ 7,289	\$6,031.00	\$7,400.00	\$6,698.00	\$ 7,400	\$ (400)	\$ 7,000
676	Termite Contracts	\$ 1,192	\$ 2,899	\$1,313.00	\$3,800.00	\$3,228.00	\$ 3,800	\$ (300)	\$ 3,500
678	Carpet Cleaning	\$ 4,955	\$ 5,118	\$5,045.00	\$5,000.00	\$4,870.00	\$ 5,000	\$ 10,000	\$ 15,000
	TOTAL	\$ 156,700	\$ 178,929	\$166,429.55	\$207,200.00	\$201,564.78	\$ 220,200	\$ 40,800	\$ 261,000
	Professional Services								
680	Payroll Service Fees	\$ -	\$ 21,048	\$21,485.71	\$27,500.00	\$26,366.03	\$ 32,500	\$ -	\$ 32,500
682	Legal	\$ -	\$ -	\$131.50	\$0.00	\$0.00	\$ 1,000	\$ -	\$ 1,000
683	Financial	\$ 28,885	\$ 47,245	\$39,052.16	\$43,000.00	\$36,384.06	\$ 43,000	\$ (3,000)	\$ 40,000
684	Architectural	\$ 600	\$ -	\$600.00	\$0.00	\$0.00	\$ 1,000	\$ -	\$ 1,000
685	Consultants	\$ 40,506	\$ 44,647	\$25,352.02	\$45,000.00	\$38,090.24	\$ 90,000	\$ -	\$ 90,000
686	Security	\$ 50,089	\$ 49,023	\$25,010.96	\$9,500.00	\$6,843.77	\$ 12,000	\$ -	\$ 12,000
687	Web Design Consultant	\$ 63,392	\$ 65,808	\$72,171.09	\$67,200.00	\$66,511.44	\$ 72,200	\$ -	\$ 72,200
688	Movers	\$ 84,931	\$ -	\$55,360.97	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000

2022 Spring Budget Amendment

	2/1/2022	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2021 Budget	2022 Budget	2022 Budget	2021 Budget
		Actual	Actual	Actual	EOY Amnd	Actual	Original	Spring Amnd	End of Year
	TOTAL	\$ 268,403	\$ 227,770	\$239,164.41	\$192,200.00	\$174,195.54	\$ 251,700	\$ 57,000	\$ 308,700
	INSURANCE & CLAIMS								
692	Library Property	\$ 103,035	\$ 113,199	\$127,177.12	\$135,500.00	\$135,438.08	\$ 140,000	\$ (4,500)	\$ 135,500
694	Flood insurance	\$ 18,476	\$ 22,208	\$20,277.00	\$23,000.00	\$22,163.00	\$ 24,000	\$ (1,000)	\$ 23,000
696	Vehicle Insurance	\$ 33,650	\$ 35,259	\$40,860.00	\$36,450.00	\$36,450.00	\$ 36,450	\$ -	\$ 36,450
698	LBOC Liability	\$ 3,725	\$ 3,725	\$4,176.00	\$4,076.00	\$4,076.00	\$ 4,076	\$ -	\$ 4,076
699	Gen Liability	\$ 19,101	\$ 20,914	\$22,251.60	\$21,000.00	\$20,641.00	\$ 21,000	\$ -	\$ 21,000
	TOTAL	\$ 177,987	\$ 195,305	\$214,741.72	\$220,026.00	\$218,768.08	\$ 225,526	\$ (5,500)	\$ 220,026
	MATERIALS AND SUPPLIES								
	OPERATING SUPPLIES								
701	Office Supplies	\$ 44,177	\$ 49,798	\$29,028.19	\$22,000.00	\$18,984.26	\$ 30,000	\$ (10,000)	\$ 20,000
702	Bank Service Charges	\$ 15,750	\$ 20,100	\$15,213.27	\$14,000.00	\$15,113.22	\$ 18,000	\$ (2,000)	\$ 16,000
703	Book Preparation Supplies	\$ 40,887	\$ 44,930	\$27,704.60	\$38,000.00	\$36,803.34	\$ 38,000	\$ -	\$ 38,000
704	Computer/Printer Supplies	\$ 76,656	\$ 100,855	\$58,589.23	\$67,000.00	\$61,301.07	\$ 65,000	\$ (4,000)	\$ 61,000
705	Programming Supplies	\$ -	\$ 2,976	\$3,197.28	\$6,700.00	\$6,672.31	\$ 8,000	\$ -	\$ 8,000
	TOTAL	\$ 177,470	\$ 218,660	\$133,732.57	\$147,700.00	\$138,874.20	\$ 159,000	\$ (16,000)	\$ 143,000
	TRAVEL & CONTINUING EDUCATION								
710	Mileage Reimbursement	\$ 23,525	\$ 30,962	\$10,255.67	\$13,000.00	\$12,592.98	\$ 20,000	\$ (5,000)	\$ 15,000
712	Library In-service Training	\$ 7,091	\$ 7,942	\$6,327.36	\$1,000.00	\$985.00	\$ 7,000	\$ -	\$ 7,000
714	Conventions/Seminars	\$ 36,436	\$ 54,393	\$29,847.03	\$33,600.00	\$29,892.00	\$ 55,000	\$ -	\$ 55,000
	TOTAL	\$ 67,052	\$ 93,298	\$46,430.06	\$47,600.00	\$43,469.98	\$ 82,000	\$ (5,000)	\$ 77,000
	PUBLIC RELATIONS/PROGRAMMING								
724	Summer Reading Program	\$ 46,961	\$ 44,842	\$23,980.96	\$27,500.00	\$26,687.81	\$ 45,000	\$ -	\$ 45,000
725	Summer Reading T-shirts	\$ 3,327	\$ 4,241	\$5,418.00	\$5,800.00	\$5,191.17	\$ 5,800	\$ -	\$ 5,800
726	Adult Programming	\$ 27,802	\$ 37,806	\$21,533.84	\$25,000.00	\$24,673.99	\$ 33,000	\$ -	\$ 33,000
727	Young Adult Programming	\$ 12,049	\$ 11,922	\$9,733.62	\$12,000.00	\$11,434.10	\$ 15,000	\$ -	\$ 15,000
728	Juvenile Programming	\$ 11,221	\$ 12,661	\$5,630.08	\$11,870.00	\$11,689.70	\$ 12,000	\$ -	\$ 12,000
729	LEH Grant	\$ 930	\$ -	\$ -	\$2,720.00	\$2,719.65	\$ -	\$ -	\$ -
	TOTAL	\$ 102,289	\$ 111,471	\$66,296.50	\$84,890.00	\$82,396.42	\$ 110,800	\$ -	\$ 110,800
	CAPITAL OUTLAY								
	NON-BOOK ACQUISITIONS								
805	Landscaping Additions	\$ 1,768	\$ 20,052	\$17,348.00	\$20,000.00	\$19,972.80	\$ 18,000	\$ 5,000	\$ 23,000
810	Improvements to Physical Plant	\$ 30,418	\$ 43,547	\$27,566.73	\$56,500.00	\$56,136.00	\$ 150,000	\$ 65,000	\$ 215,000
815	Vehicles	\$ 42,711	\$ 65,899	\$0.00	\$30,000.00	\$0.00	\$ 30,000	\$ 65,000	\$ 95,000
820	Office Equipment/Furniture & Shelving	\$ 59,520	\$ 28,573	\$49,955.50	\$127,000.00	\$104,778.31	\$ 125,000	\$ 25,000	\$ 150,000
825	Telephones and Telephone System	\$ 1,000	\$ -	\$ -	\$0.00	\$0.00	\$ -	\$ -	\$ -
831	Leasehold Improvements	\$ 47,336	\$ -	\$12,000.00	\$ -	\$0.00	\$ -	\$ -	\$ -
833	ARPA Expense				\$47,065.00	\$47,064.48	\$ -	\$ -	\$ -
834	PC Network	\$ 70,904	\$ 112,631	\$111,448.37	\$133,500.00	\$130,157.31	\$ 85,000	\$ -	\$ 85,000
840	Integrated Library Automation Sys.	\$ 14,572	\$ 14,001	\$14,136.77	\$1,000.00	\$988.00	\$ 12,000	\$ (11,000)	\$ 1,000
842	Audio/Visual Equipment	\$ 5,000	\$ -	\$0.00	\$5,500.00	\$5,019.59	\$ 5,000	\$ -	\$ 5,000
898	Cameras	\$ 28,388	\$ 12,015	\$0.00	\$0.00	\$0.00	\$ -	\$ 6,000	\$ 6,000
	TOTAL	\$ 301,618	\$ 296,718	\$232,455.37	\$420,565.00	\$364,116.49	\$ 425,000	\$ 155,000	\$ 580,000
	LIBRARY RESOURCE ACQUISITIONS								

2022 Spring Budget Amendment

	2/1/2022	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2021 Budget	2022 Budget	2022 Budget	2021 Budget
		Actual	Actual	Actual	EOY Amnd	Actual	Original	Spring Amnd	End of Year
851	Adult Books	\$ 179,746	\$ 193,620	\$159,245.57	\$194,000.00	\$192,514.49	\$ 200,000	\$ 5,000	\$ 205,000
852	Lease/Purchase Books	\$ 68,120	\$ 20,236	\$18,363.24	\$18,364.00	\$18,363.24	\$ 19,000	\$ -	\$ 19,000
853	Juvenile Books	\$ 109,202	\$ 117,000	\$106,822.69	\$105,000.00	\$102,219.33	\$ 105,000	\$ -	\$ 105,000
855	Young Adult	\$ 8,361	\$ 13,548	\$14,269.82	\$15,000.00	\$13,311.08	\$ 15,000	\$ -	\$ 15,000
856	Collection Replacement & Enhanceme	\$ 1,108	\$ 204					\$ -	\$ -
858	Music Recordings	\$ 8,975	\$ 5,372	\$7,899.96	\$4,000.00	\$3,483.84	\$ 7,500	\$ (1,500)	\$ 6,000
861	Adult Reference	\$ 77,235	\$ 88,233	\$77,359.72	\$97,000.00	\$96,698.32	\$ 91,000	\$ 20,000	\$ 111,000
863	Juvenile Reference	\$ 33,546	\$ 36,697	\$32,312.83	\$38,000.00	\$37,993.45	\$ 38,000	\$ 7,000	\$ 45,000
872	Periodicals	\$ 64,380	\$ 63,245	\$54,617.38	\$44,000.00	\$43,597.63	\$ 50,000	\$ -	\$ 50,000
883	Audio Recordings (Books)	\$ 27,151	\$ 36,715	\$25,791.42	\$21,000.00	\$18,729.03	\$ 23,000	\$ (3,000)	\$ 20,000
885	Video Recordings	\$ 45,744	\$ 49,825	\$50,960.47	\$53,500.00	\$51,627.62	\$ 48,000	\$ 24,000	\$ 72,000
886	Genealogy	\$ 1,364	\$ 3,943	\$3,212.16	\$4,600.00	\$4,325.61	\$ 5,000	\$ -	\$ 5,000
887	Digital Microfilm	\$ 13,139		\$454,498.00	\$675,766.00	\$675,766.00	\$ 10,000	\$ -	\$ 10,000
891	Electronic /Downloadable Media	\$ 245,635	\$ 256,349	\$226,504.71	\$339,000.00	\$338,223.68	\$ 330,000	\$ 60,000	\$ 390,000
892	CDROM/Software	\$ 88,781	\$ 95,907	\$95,639.46	\$105,500.00	\$100,851.45	\$ 110,500	\$ (18,000)	\$ 92,500
893	Internet Database Subscriptions	\$ 177,799	\$ 205,101	\$213,644.71	\$256,500.00	\$254,173.01	\$ 234,000	\$ 26,000	\$ 260,000
	TOTAL	\$ 1,150,285	\$ 1,185,996	\$1,541,142.14	\$1,971,230.00	\$1,951,877.78	\$ 1,286,000	\$ 119,500	\$ 1,405,500
	LONG-TERM CAPITAL EXPENDITURES								
895	Covington FF & E	\$ -	\$ 264,936	\$284,963.00	\$ -	\$ -	\$ -	\$ -	\$ -
896	Madisonville ART work	\$ 26,094	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 26,094	\$ 264,936	\$284,963.00	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL EXPENDITURES	\$ 9,893,213	\$ 10,666,429	\$10,704,450.52	\$11,902,611.00	\$11,524,486.96	\$ 11,688,176	\$ 335,350	\$ 12,023,526
	SAVINGS / (EXCESS EXPENDITURE)	\$ 476,684	\$ 121,033	\$ 176,926	\$ (217,626)	\$138,483.90	\$ 2,224	\$ (2,150)	\$ 74

Savings Dedications

	2/1/2022			
	December 31st 2020	Difference		December 21st 2021
Savings as of Dec. 31st	\$ 5,176,614	\$ 223,333		\$ 5,399,947
Dedicated for Operational Reserves	\$ 2,500,000	\$ -		\$ 2,500,000
Dedicated for Disaster / Emergency Funds	\$ 1,475,000	\$ -		\$ 1,475,000
Reserved for salaries for last pay period of the year	\$ -	\$ 164,469		\$ 164,469
Reserved for invoices to be moved from 2022 to 2021	\$ -	\$ 4,718		\$ 4,718
Reserved for 4th Quarter 2021 retirement	\$ -	\$ 205,621		\$ 205,621
Dedicated for Slidell Furniture	\$ 500,000	\$ 150,000		\$ 650,000
Dedicated for Causeway Furniture	\$ 24,000	\$ 41,000		\$ 65,000
Dedicated for Mandeville Furniture	\$ 168,000	\$ 32,000		\$ 200,000
Total Dedicated or Reserved	\$ 4,667,000	\$ 597,808		\$ 5,264,808
Unassigned Savings	\$ 509,614	\$ (374,475)		\$ 135,139



St. Tammany Parish Library Board of Control
FISCAL YEAR 2022 OPERATIONAL BUDGET SPRING AMENDMENT ADOPTION RESOLUTION
February 8th, 2022

A resolution amending the St. Tammany Parish Library Operational Budget for the fiscal year 2022 ending December 31, 2022.

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

WHEREAS, notice of that Spring Budget Amendment was announced by publication of the February 8th, 2022 Meeting Agenda; and

WHEREAS, the Board of Control has considered the proposed Spring 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 Spring Budget Amendment accurately represents the amount of money necessary for improving, maintaining, and operating the St. Tammany Parish Library for the 2022 fiscal year.

NOW, THEREFORE, BE IT RESOLVED THAT:

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

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

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY THE 8th DAY OF FEBRUARY 2022 AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

Rebecca Taylor, Board President

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PEARL RIVER (985) 863-5518

SLIDELL (985) 646-6470

SOUTH SLIDELL (985) 781-0099

Employee Handbook Update – Holiday Schedule

Juneteenth

Juneteenth became an official Federal, Louisiana, and St. Tammany Parish holiday in 2021. As a result, government agencies added this holiday to their schedule as an additional holiday. To add this holiday, we will need to adjust the official holiday list in the Employee Handbook and update the 2022 Holiday Schedule that was previously approved.

Juneteenth (short for “June Nineteenth”) marks the day when federal troops arrived in Galveston, Texas in 1865 to take control of the state and ensure that all enslaved people be freed. The troops’ arrival came a full two and a half years after the signing of the Emancipation Proclamation. Juneteenth honors the end to slavery in the United States. (<https://www.history.com/news/what-is-juneteenth>)

St. Tammany Parish Library		Code: 3-302	
		Section: III. Your Benefits at St. Tammany Parish Library	
Approved:		Subject: Paid Holidays	
<p>PAID HOLIDAYS (FULL TIME EMPLOYEES ONLY)</p> <p>The Library will be closed on the following holidays:</p> <p><i>New Year's Day</i> <i>Martin Luther King's Birthday</i> <i>President's Day</i> <i>Mardi Gras Day</i> <i>Good Friday</i> <i>Memorial Day</i> <i>Juneteenth</i> <i>Independence Day</i> <i>Labor Day</i> <i>Thanksgiving Day</i> <i>Day after Thanksgiving</i> <i>Christmas Day</i> <i>Day before and Day after Christmas</i> <i>Floating (Birthday) Holiday*</i></p> <p>The Library Board of Control shall establish the specific holiday schedule for each year at its last meeting of the year. Requests for the Floating (Birthday) Holiday must be submitted in writing four (4) weeks in advance of the requested holiday and shall be considered in light of other scheduling requirements. As with all annual leave requests, the scheduling of the branch/department takes priority.</p> <p>*The Floating (Birthday) Holiday should be taken on or within 30 days following the employee's birthday.</p> <p>If a designated holiday falls on a free day of a full-time employee, the employee shall be entitled to take another day off during the pay period in which the holiday occurs.</p> <p>If a designated holiday falls within an employee's vacation period, the holiday is not considered a vacation day. In order to be paid for holidays, the employee must be in active pay status the day before and after the holiday, or on approved leave (vacation, etc.).</p>			
Previous Revision: 11/21/02		Previous Review:	
ISSUED:	REVISED: 8/20/02	PAGE 1 OF 1 PAGE	

Capital Projects Update

This year will see the start of several planned capital projects. In anticipation of this, Library administration sat down with Denelle Wrightson to get updated cost estimates as the original numbers are several years old. There are also increased construction and labor costs due to the pandemic and the aftereffects of Hurricane Katrina. The following spreadsheet shows the updated cost estimates and the removal of the furniture costs for Slidell, Causeway, and Mandeville, which we will be paying out of savings.

When looking at the spreadsheet, please remember:

- Only the items in green have been officially budgeted and approved by the LBOC
- All other items are cost estimates for projects
- The items highlighted in orange are the items for which we are awaiting new cost estimates
- Items highlighted in blue would require the renewal of the millage

Each project on the capital plan spreadsheet will have its own presentation and detailed explanation before the Board is asked to designate funds. No action is required of the Board at this time.

Library Capital Projects for Renovation and Preservation

LPD 1/25/2022

Facility	Type	Budget	2021	2022	2023	2024	2025	2026	2027
South Slidell Branch	Roof replacement	\$ 200,000.00		\$ 200,000.00					
Covington Branch	Exterior renovations	\$ 140,800.00		\$ 140,800.00					
Technology upgrade	RFID, new security gates, self check, people counters	\$ 1,000,000.00		\$ 1,000,000.00					
Mandeville renovation	Recarpet	\$ 90,000.00		\$ 90,000.00					
Mandeville renovation	Cat6 wiring upgrade	\$ 40,000.00		\$ 40,000.00					
Mandeville renovation	Update Restrooms	\$ 60,000.00		\$ 60,000.00					
Mandeville renovation	Front Entrance concrete/automatic doors	\$ 10,000.00		\$ 10,000.00					
Mandeville renovation	Roof replacement	\$ 83,560.00	\$ 83,560.00						
Slidell Parking and Expansion	Additional Parking & Ada entrance	\$ 782,500.00		\$ 782,500.00					
Slidell Expansion/Renovation - 4,500 SF	Expand Library to Northeast	\$ 2,850,000.00		\$ 2,850,000.00					
Causeway Branch - 9,000 SF	Carpet	\$ 50,000.00		\$ 50,000.00					
Small Branch replacement - 6,000 SF	Abita, Lacombe, or Pearl River	\$ 2,700,000.00			\$ 2,700,000.00				
New Location for Headquarters	Purchase replacement of rented space & renovation	\$ 1,564,000.00							\$ 1,564,000.00
New Location for Technical Services, Maintenance, and IT	Purchase replacement of rented space	\$ 501,190.90		\$ 501,190.90					
New Location for Technical Services, Maintenance, and IT	Renovation	\$ 198,809.00		\$ 198,809.00					
Land for Small Branch Replacement	Land for future small branch replacement Abita, Lacombe, Pearl River	\$ 980,000.00			\$ 980,000.00				
Land for Causeway / Mandeville library	Land for consolidation/replacement of two branches	\$ 1,500,000.00						\$ 1,500,000.00	
TOTAL		\$ 12,750,859.90	\$ 83,560.00	\$ 5,923,299.90	\$ 980,000.00	\$ 2,700,000.00	\$ -	\$ 1,500,000.00	\$ 1,564,000.00
Currently budgeted by STP									
Projects requiring millage renewal	Current funds		\$ 4,131,924.36	\$ 5,364,047.36	\$ 800,747.46	\$ 1,330,747.46	\$ 90,747.46	\$ 747.46	\$ (1,499,252.54)
Awaiting updated numbers	Projected interest		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -
	Projected expenditures		\$ (83,560.00)	\$ (5,923,299.90)	\$ (980,000.00)	\$ (2,700,000.00)	\$ -	\$ (1,500,000.00)	\$ (1,564,000.00)
	Projected cost allocation plan charges		\$ (144,317.00)	\$ (150,000.00)	\$ (50,000.00)	\$ (150,000.00)	\$ (100,000.00)	\$ -	\$ -
	Balance before annual transfer		\$ 3,914,047.36	\$ (699,252.54)	\$ (219,252.54)	\$ (1,509,252.54)	\$ 747.46	\$ (1,499,252.54)	\$ (3,063,252.54)
	Ad valorem transfer		\$ 1,450,000.00	\$ 1,500,000.00	\$ 1,550,000.00	\$ 1,600,000.00	\$ -	\$ -	\$ -
	Funds available		\$ 5,364,047.36	\$ 800,747.46	\$ 1,330,747.46	\$ 90,747.46	\$ 747.46	\$ (1,499,252.54)	\$ (3,063,252.54)

Designation of Capital Funds – Annex Renovation

The Parish closed on our new Annex building at 68361 S. Commercial Way Unit 3 Mandeville La 70471 on Monday, January 31st, 2022. The final closing cost with all fees was \$ 501,191. We will now need to designate the remaining money, \$198,809, in the capital plan for renovations.

The work needed to get the location ready for move-in includes changing how the offices downstairs are laid out to facilitate technical services workflow, adding an elevator to get materials to the second floor, paint, and flooring. We have enough capital funding to cover the costs associated with renovation based on rough estimates from our maintenance department. The Parish will need to get us an architect. They require that we designate funds for renovation before an architect is selected.

A sample resolution for your consideration that designates the funds follows this explanation.



St. Tammany Parish Library Board of Control
Renovation of 68361 S. Commercial Way Unit 3
February 8th, 2022

BE IT RESOLVED that the St. Tammany Parish Library Board of Control designates \$198,809 of capital funds to renovate 68361 S. Commercial Way Unit 3. After renovation, the building will house our Technical Services, Maintenance, and IT departments.

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

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

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

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY, THE 8TH DAY OF FEBRUARY, 2022, AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

Rebecca Taylor, Board President

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MANDEVILLE (985) 626-4293

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LACOMBE (985) 882-7858

PEARL RIVER (985) 863-5518

CAUSEWAY (985) 626-9779

LEE RD (985) 893-6284

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Designation of Capital Funds - Technology Upgrade – People Counters

At the July 28, 2020, Library Board of Control meeting, the Board was presented with a report on two technology upgrade projects. The Technology Upgrade - People Counters project is one of those projects that is part of our capital improvement plan. Unfortunately, due to the COVID-19 pandemic, this project was put on hold. The Library is now ready to implement the People Counter technology upgrade.

Currently, we count people entering the library by simple light beam counters and record all information by hand. All of the library census data we collect and record is also kept by hand. The electromagnetic gates we have installed are all about 30 years old. They are unreliable and expensive to maintain.

The St. Tammany Parish Library is currently performing manual access counts at all library locations. This method requires a great deal of staff time and, by its nature, is not the most accurate way to perform people counts, especially in a multiple-branch system. Modern people-counting systems automate key areas, including public traffic in and out of buildings, a compilation of the data, and scalable reports (including those showing use by the time of day; comparing branch-to-branch numbers; and many other views of the data). A unique factor for the St. Tammany Parish Library is that several branches have two public entry/exit points. Each of these points requires a separate counting system.

The library would benefit from a people counting system that meets the following criteria:

- Touchless and fully-automated counting system
- Tracks both entry and exit numbers
- All counting and compilation functions are fully automated
- Has a data “dashboard” showing numbers that are most useful to the library, which may include:
 - Use by time of day
 - Use by week
 - Use by month
 - Library to Library comparisons of all collected data
 - Real-time occupancy information
 - Others as desired by the library

A revised cost estimate follows. The cost estimate includes an increase of 15% of the original cost estimate of \$36,051.46 to account for inflation. Based on the revised cost estimate of \$41,459.12, \$42,000 should be sufficient to allocate to this project. The licensing fee is the only recurring cost. STPL's Operations Budget can absorb the annual licensing fee going forward, even with an expected small percentage increase each year.

Following the cost estimate is a sample resolution dedicating the funding for your consideration.

2022 ESTIMATE FOR PEOPLE COUNTERS INCLUDING INSTALLATION

Site	People Counters	Per Device Installation Cost	Total Device Installation Cost	Cost Per Device	Total Device Price per branch	Cost Per License	Total Licensing Per Branch	Branch Total
Abita	1	\$460.00	\$460.00	\$1,316.69	\$1,316.69	\$207.00	\$207.00	\$1,983.69
Bush	1	\$460.00	\$460.00	\$1,316.69	\$1,316.69	\$207.00	\$207.00	\$1,983.69
Causeway	2	\$460.00	\$920.00	\$1,316.69	\$2,633.38	\$207.00	\$414.00	\$3,967.38
Covington	1	\$460.00	\$460.00	\$1,316.69	\$1,316.69	\$207.00	\$207.00	\$1,983.69
Folsom	2	\$460.00	\$920.00	\$1,316.69	\$2,633.38	\$207.00	\$414.00	\$3,967.38
Lacombe	2	\$460.00	\$920.00	\$1,316.69	\$2,633.38	\$207.00	\$414.00	\$3,967.38
Lee Road	1	\$460.00	\$460.00	\$1,316.69	\$1,316.69	\$207.00	\$207.00	\$1,983.69
Madisonville - top floor	1	\$460.00	\$460.00	\$1,316.69	\$1,316.69	\$207.00	\$207.00	\$1,983.69
Mandeville	2	\$460.00	\$920.00	\$1,316.69	\$2,633.38	\$207.00	\$414.00	\$3,967.38
Pearl River	2	\$460.00	\$920.00	\$1,316.69	\$2,633.38	\$207.00	\$414.00	\$3,967.38
Slidell	3	\$460.00	\$1,380.00	\$1,316.69	\$3,950.07	\$207.00	\$621.00	\$5,951.07
South Slidell	1	\$460.00	\$460.00	\$1,316.69	\$1,316.69	\$207.00	\$207.00	\$1,983.69
Total Counters	19	System and Installation Estimate						\$37,690.11
		Contingency (10%)						\$3,769.01
		Total Estimate						\$41,459.12



St. Tammany Parish Library Board of Control
Designation of Capital Funds – Technology Upgrade – People Counters
February 8, 2022

BE IT RESOLVED that the St. Tammany Parish Library Board of Control designates \$42,000 of capital funds for the purchase of people counters as part of our technology upgrade. The purchase will allow us to track door counts and library usage more accurately.

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

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

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

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY, THE 8TH DAY OF FEBRUARY, 2022, AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

Rebecca Taylor, Board President

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MANDEVILLE (985) 626-4293

BUSH (985) 886-3588

LACOMBE (985) 882-7858

PEARL RIVER (985) 863-5518

CAUSEWAY (985) 626-9779

LEE RD (985) 893-6284

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Re-Introduction – Technology Upgrade - RFID

At the July 28, 2020, Library Board of Control meeting, the Board was presented with a report on two technology upgrade projects. The RFID Project is one of the projects part of our capital improvement plan. Unfortunately, due to the COVID-19 pandemic, this project was put on hold. Below is a summary of the original report given and an updated cost estimate.

RFID stands for Radio Frequency Identification. RFID systems in libraries are designed to do several jobs simultaneously. The small RFID tags are inserted inside books and other materials. The RFID circulation pads and self-checkout stations “read” the radio frequency so that the tag functions as item identification, status (checked in/out), and security. Using the system can increase staff accuracy and efficiency.

RFID will benefit our library by:

- Improving speed/accuracy of item processing. By removing the step of scanning a barcode to circulate library materials, RFID dramatically improves the flow of materials throughout the library - including checkout, returns, and reshelving.
- RFID helps create a better user experience for library patrons through higher efficiencies than barcodes, easier implementation of self-service, and delight (especially from younger patrons) when checking out materials seems almost like “magic.”
- Streamlining the materials flow process frees up staff time to do more “person to person” work instead of mundane tasks. Prior to COVID-19, most branches experienced a high number of patron visits requiring assistance from staff. In a post-COVID world, the demand is expected to return.
- Helping in the performing of tasks to ensure the integrity of the collection, including electronic means of shelf reading to find misplaced materials and periodic inventories of the collection.
- For branches with the space for security gates, RFID combines inventory control and security within the same system.
- Providing an easy self-service option to lower wait times during peak library hours. RFID will allow flexibility for “checkout” in non-traditional locations, such as the crush of demand for children’s material in children’s areas following storytimes.
- Reducing repetitive motions by staff.
- COVID-19 has brought a new awareness of the possible health risks in the constant handling of materials. RFID removes many of the “touches” required of barcoded materials, which in turn can decrease the exposure of pathogens on library materials.

A revised cost estimate follows. The cost estimate includes an increase of 5-15% of the original cost estimates to account for inflation. Based on the revised cost estimate of \$945,201.80, \$945,000 should be sufficient to allocate to this project. The licensing fee is the only recurring cost. STPL’s Operations Budget can absorb the annual licensing fee going forward, even with an expected small percentage increase each year.

Explanation of cost centers:

- **Staff Workstation Installation**- shows the equipment and installation labor costs associated with staff RFID equipment
- The **Self-Check Installation**- shows the cost of new self-check machines and installation costs.
- The **Other Equipment Costs** shows the costs of RFID security gates and the installation labor costs as well as one handheld RFID scanning wand.
- **Service Contract and Licensing** shows the estimated cost of annual service and licensing contracts.
- The **Retroconversion Project Costs**- The process of converting a library to RFID is often referred to as Retroconversion. This line shows the cost of RFID tags and labor to apply the tags.

Process Step	Total Cost
Staff Workstation Installation	\$274,120.06
Self-Check Installation	\$175,000.00
Other Equipment Costs (RFID Security Gates and a handheld scanning wand)	\$110,000.00
Estimate (Service Contract and Licensing)	\$48,500.00
Retroconversion Project Costs	\$214,294.54
Subtotal	\$821,914.60
Contingency (15%)	\$123,287.19
Total	\$945,201.80

The updated detailed report in its entirety is also attached for your information. Because of the enormity of this project, we are re-introducing it at this Board meeting for your review, but no action is required of the Board at this time. A request for the dedication of capital funds will be at a future meeting.

St Tammany Parish Library

Background for Possible Projects: People Counters and RFID

Summer 2020

Confidential Draft—for Project Team and Library Board Only



Purpose

This document is designed to provide a brief, high-level context for two proposed projects for the St. Tammany Parish Library:

- People Counters
- Radio Frequency Identification (RFID)

St Tammany Parish Library

Background for Possible Projects: People Counters and RFID

Summer 2020

Confidential Draft—for Project Team and Library Board Only



People Counters

- Due to the unique characteristics and purpose of electronic counting of building access, the consultant recommends that a project to install people counters at all library locations be conducted separately from the possible RFID project.
- Due to differences in library sizes and needs, if an RFID project is pursued, not all libraries will require “gates” -- but all will require people counters -- so keeping People Counters and RFID systems separate will help each project meet its goals without compromise.
- The library is currently performing manual counts of access at all library locations. This method requires a great deal of staff time and by its nature is not the most accurate way to perform people counts, especially in a multiple-branch system. Modern people-counting systems automate key areas, including public traffic in and out of buildings, a compilation of the data, and scalable reports (including those showing use by the time of day; comparing branch-to-branch numbers; and many other views of the data).
- A unique factor for the St. Tammany Parish library is that several branches - very small ones - have two points of public entry/exit. Each of these points requires a separate counting system.
- The library would benefit from a people counting system that meets the following criteria:
 - Touchless and fully-automated counting system
 - Tracks both entry and exit numbers
 - All counting and compilation functions are fully automated
 - Has a data “dashboard” showing numbers that are most useful to the library, which may include:
 - Use by time of day
 - Use by week
 - Use by month
 - Library to Library comparisons of all collected data
 - Real-time occupancy information
 - Others as desired by the library
- The consultant recommends that if pursued, the possible People Counter project be implemented first, before any possible RFID project. By doing so, this will allow the library to perform parallel site assessments to help prepare for the much larger and lengthy possible RFID project.

St Tammany Parish Library

Background for Possible Projects:

People Counters and RFID

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- The cost estimate for a sample system meeting the library's criteria is approximately \$36,100.

Site	People Counters	Per Device Installation Cost	Total Device Installation Cost	Cost Per Device	Total Device Price per branch	Cost Per License	Total Licensing Per Branch	Branch Total
Causeway	2	\$400.00	\$800.00	\$1,144.95	\$2,289.90	\$180.00	\$360.00	\$3,449.90
Madisonville - ground	0	\$400.00	\$0.00	\$1,144.95	\$0.00	\$180.00	\$0.00	\$0.00
Madisonville - top floor	1	\$400.00	\$400.00	\$1,144.95	\$1,144.95	\$180.00	\$180.00	\$1,724.95
Admin	0	\$400.00	\$0.00	\$1,144.95	\$0.00	\$180.00	\$0.00	\$0.00
Covington	1	\$400.00	\$400.00	\$1,144.95	\$1,144.95	\$180.00	\$180.00	\$1,724.95
The Annex	0	\$400.00	\$0.00	\$1,144.95	\$0.00	\$180.00	\$0.00	\$0.00
Abita	1	\$400.00	\$400.00	\$1,144.95	\$1,144.95	\$180.00	\$180.00	\$1,724.95
Mandeville	2	\$400.00	\$800.00	\$1,144.95	\$2,289.90	\$180.00	\$360.00	\$3,449.90
Lacombe	2	\$400.00	\$800.00	\$1,144.95	\$2,289.90	\$180.00	\$360.00	\$3,449.90
South Slidell	1	\$400.00	\$400.00	\$1,144.95	\$1,144.95	\$180.00	\$180.00	\$1,724.95
Slidell	3	\$400.00	\$1,200.00	\$1,144.95	\$3,434.85	\$180.00	\$540.00	\$5,174.85
Pearl River	2	\$400.00	\$800.00	\$1,144.95	\$2,289.90	\$180.00	\$360.00	\$3,449.90
Bush	1	\$400.00	\$400.00	\$1,144.95	\$1,144.95	\$180.00	\$180.00	\$1,724.95
Folsom	2	\$400.00	\$800.00	\$1,144.95	\$2,289.90	\$180.00	\$360.00	\$3,449.90
Lee Road	1	\$400.00	\$400.00	\$1,144.95	\$1,144.95	\$180.00	\$180.00	\$1,724.95
Total Counters	19	System and Installation Estimate						\$32,774.05
		Contingency (10%)						\$3,277.41
		Total Estimate						\$36,051.46

Radio Frequency Identification (RFID)

Overview

A project to convert the tagging of a library's collection to use RFID tag seems both simple and complicated. The simple part is the overall excellent user experience for patrons and staff alike in the manner in which RFID facilitates ease and less effort in the flow of physical materials. The complication is the process of converting the library's collection to RFID - new equipment must be installed throughout the library system, and the conversion process requires that each item is physically handled to apply and program the RFID tags.

What is RFID?

RFID stands for Radio Frequency Identification. RFID systems in libraries are designed to do several jobs simultaneously. The RFID tags function as item identification, status (checked in/out), and security, and using the system can increase staff accuracy and efficiency.

What benefits does RFID offer libraries?

RFID can benefit libraries by:

- Improving speed/accuracy of item processing
- Improving accuracy of inventory (during processing and formal inventory processes)
- Being used as theft deterrent using RFID security gates
- Reducing time spent processing items and reduce repetitive motions in workers
- Providing an easy self-service option to lower wait times during peak library hours
- Increasing time spent on non-automated tasks (patron interactions, programming, planning, etc.)
- Other benefits of RFID can be found in this document: **RFID Technology for Libraries by Richard W Boss**
(<https://alair.ala.org/bitstream/handle/11213/258/RFID.pdf?sequence=108&isAllowed=y>)

St Tammany Parish Library

Background for Possible Projects: People Counters and RFID

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Why should the St. Tammany Parish Library consider pursuing a project to convert to RFID?

In the process of evaluating the possibility for RFID implementation at the St. Tammany Library, the consultant and staff identified the following possible impacts for the library:

- By removing the step of scanning a barcode to circulate library materials, RFID offers a dramatic improvement to the flow of materials throughout the library - including checkout, returns, and reshelving.
- RFID helps create better user experience (UX) for library patrons through higher efficiencies than barcodes, easier implementation of self-service, and delight (especially from younger patrons) when checking out materials seems almost like “magic.”
- Streamlining the materials flow process frees up staff time to do more “person to person” work instead of mundane tasks. Prior to COVID-19, most branches experienced a high number of patron visits requiring assistance from staff. In a post-COVID world, the demand is expected to return.
- COVID-19 has brought a new awareness of the possible health risks in the constant handling of materials. RFID removes many of the “touches” required of barcoded materials, which in turn can decrease the exposure of pathogens on library materials.
- For branches with the space for security gates, RFID combines inventory control and security within the same system.
- RFID will allow flexibility for “checkout” in non-traditional locations, such as the crush of demand for children’s material in children’s areas following storytimes.
- RFID could be helpful in performing tasks to ensure the integrity of the collection, including electronic means of shelf reading to find misplaced materials and periodic inventories of the collection.
- And, of course, all of the general benefits of RFID (detailed in the section above)

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Background for Possible Projects: People Counters and RFID

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What is involved in a project to convert to RFID?

Like many major projects, the numbers help tell the story. The consultant has prepared a spreadsheet showing the possible costs for an RFID project at the St. Tammany Parish Library, as well as an estimate of the efforts and time required for the project.

Please note that although the project elements (including a proposed schedule of efforts, items, possible costs, and other items) appear to be complete, this document should be only considered a preliminary estimate of possible project approaches, needs and costs. The actual project approaches, methods and costs would be determined through the appropriate procurement processes for each project. Actual timelines are dependent on final project approach; capabilities of the staff and vendors, and other factors.

The spreadsheet is organized in this manner:

- The **Top Sheet** tab shows the major cost centers and the total estimate of project costs.
- The **Staff Workstation Installation** tab shows the equipment and installation labor costs associated with staff RFID equipment
- The **Self-Check Installation** tab shows the cost of new self-check machines and installation costs.
- The **Other Equipment Costs** tab reflects the costs of RFID gates and smart returns
- The **Retroconversion Project Costs** tab reflects the cost of RFID tags and staff labor to apply the tags

Please see Appendix for a full spreadsheet report.

The RFID Conversion Process

The process of converting a library to RFID is often referred to as **Retroconversion**. The Retroconversion of an entire library system can be a daunting task, but with planning it can be done smoothly. After determining the vendor for your new RFID equipment, the library system must have the required technology installed and tested to be functioning before tagging begins. The library doesn't need to do a hard cutover of technology but the system must be in place for testing and training. Likewise there needs to be time allotted for staff training before the tagging process can begin.

If the library system is not currently active in weeding their collection, it is strongly recommended that they do a thorough weed before beginning tagging. If the library system has been consistent with weeding, they can proceed to tagging.

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The process of tagging can be implemented in different ways, depending on what scenario works best for the library system. The first question is whether to staff the conversion in-house or to outsource employees just for the retroconversion process. Staff can cart items from shelves while maintaining order and bringing them to a stationary computer terminal for tagging. This would be ideal for a two-person team, one to do the tagging and another to move items. Another option is to create a mobile tagging computer terminal, on a cart that can be rolled throughout the library and throughout different buildings as the collections are tagged. The library's approach to this will depend on their vendor and the needs of their library or branches.

For print media, tagging is a simple process: place the RFID tag inside the back cover, close to the spine but away from any places it could bend. To avoid interference from metal shelves, the tags should be at least 1in from the bottom edge of the book. Stagger the tag locations from book to book (top, middle, bottom) to avoid being too close to scan properly when on shelves. This must be done to all print materials in the library system, whether they are staff-use, in-library use, or for checkout to patrons. The security function can alert library staff of any missing items and this can aid in future inventory.

Disc media may need to be handled differently. If the library system had a previous security measure on discs, it can be impossible to remove those other measures without permanent damage to the item, or simply not worth the time and effort vs. re-tagging. If the discs cannot be tagged with their own circular RFID tags, media cases can be tagged with the same RFID tags as print media. This should be done as unobtrusively as possible - either inside any mylar cover to obscure the tag, or for audiobooks inside the back cover (like a print book). Any newly-purchased items should be tagged with new, circular RFID tags as they are processed so they are in compliance with the new system.

If there is no previous security stuck on existing disc media, discs can be tagged during the retro-conversion process. In the case of collections, only one disc should be tagged. It is generally recommended this be the last disc with content (excluding, for instance, Extra Features DVDs or audiobooks with interview discs at the end).

The tagging of special collections depends on the format of the collection. Boxes of microfilm/microfiche, map cases, bases of globes, or carrying cases for borrowing collections of electronics.

It is recommended that the tagging happen in regular stages and statistics be kept about the speed and accuracy of the tagging. This can help administration to better plan the tagging process as the staff doing the tagging get more efficient.

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Post Conversion

Although not addressed in depth here, the library should also consider changes in its workflows, especially materials processing, post-conversion.

- While it's likely that the library will always have the need to apply its own tags, many materials vendors will supply the library with pre-tagged items for a fee.
- The library may find creative uses for RFID; one item that came up in tours was using RFID to tag and circulate the many book kits the library has. The library may consider tagging other items as well to assist in "back of house" use of library materials in outreach program and other uses.
- Emerging technologies may allow the library to increase the use of mobile checkout - using a mobile device as part of any circulation activities.

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Cost Estimate

The **Cost Estimate** spreadsheets outline the different costs associated with the RFID retro conversion and is summarized on the top sheet. The Top Sheet shows a summary of all areas of cost and an overall cost for the entire project.

The **Staff Workstation Installation** presents the amount of RFID-enabled workstations per branch (for staff to use for check-in, check-out, and other RFID duties), and the amount of IT staff time the consultant estimates for the installation (which includes programming, testing, travel, and set-up time). This cost is simply for the RFID components of the workstations (RFID sensor pad, pad reader, and software) and assumes that STPL will use existing configured PC workstations for the non-RFID components (PC, monitor, keyboard, mouse, etc.).

The **Self-Check Installation** sheet outlines the cost of purchasing the self-check machines and how many per branch, and includes possible extra stations if they are approved due to COVID-19 precautions. It is assumed that installation for these items will be done by the selected vendor, and an extra column has been included to account for any extra vendor installation costs that may arise.

The **Retroconversion Project Costs** sheet outlines the price of RFID tags, estimated staff hours, and staffing costs per branch for the retroconversion process. Pulling from personal experience and published reports online from other RFID projects, the consultant estimates a tagging efficiency around 175 items per hour for placing book-style tags, and around 60 items per hour for the overlay disc RFID tags. If overlay disc RFID is not used, the rate of placing book-style tags on media cases is comparable to the speed of tagging print media. Using these estimates and the size of the collections per branch reported by St Tammany Parish staff in June of 2020, the consultants arrived at the calculations on the retroconversion Project Costs Sheet.

The final tab in the Cost Estimate sheet is an example **Gantt chart** for the timeframe of the project. This outlines a potential scheme for the project from beginning to end. The first two steps can be taken in conjunction with each other, and includes reviewing collections by qualified staff for their completeness and readiness for tagging, as well as technology staff piloting and installing the proposed new technology systems and making sure they are fully functional before the tagging process (retroconversion) begins.

Note for the Gantt chart: This is an example project plan. An actual project plan can only be created after a vendor is identified and the library has piloted its process. Care should be taken for the library to compare its progress in terms of number of items tagged per hour vs. projections since that will have a

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major impact on the actual schedule. This may also speed up as the staff doing the work become accustomed and more efficient during the process.



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Additional RFID Resources

This resource (<https://alair.ala.org/bitstream/handle/11213/258/RFID.pdf?sequence=108&isAllowed=y>) has a list of advantages of RFID which can be phrased as efficiencies

- Rapid charging/discharging (check in, check out)
- Simplified patron self-charging/discharging
- High reliability
- High-speed electronic inventorying and item searching
- Interfaces with materials handling systems
- Long tag life

This resource (<https://journals.ala.org/index.php/ltr/article/download/4513/5298>) lists these benefits

- Reduction of staff manual processes, errors, and repetitive motion [which could mean fewer injuries or workman's comp claims because of lower repetitive motion injuries]
- Enhanced customer experience through fast and private self check-outs
- Reduction of staff and patron time spent on finding items
- Integrated security functionality

This resource (<https://kcoyle.net/RFIDCostsBenefits.pdf>) pg 21-27 lists benefits self-reported by libraries as being "major" "minor" or "not realized" of RFID. Items with high reported "Major Benefits"

- Self check
- Reduction in lines at circ desk (attributed to the presence of self-checks and the speed of checkout at circ desks)
- Patron Satisfaction
- Reliability of Equipment (one library that said their "accuracy rate has improved with fewer 'claims returned' complaints from patrons.")

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Appendix

(https://docs.google.com/spreadsheets/d/1KGrvnhsLPSF5K2OHn-AIHJ3f_9CM93xV3dcnmhjsDcw/edit#gid=0) [Doc added as appendix in Word]

RFID TOTAL COST ESTIMATE AND GANTT CHART

Process Step	Total Cost
Staff Workstation Installation	\$274,120.06
Self-Check Installation	\$175,000.00
Other Equipment Costs (RFID Security Gates and a handheld scanning wand)	\$110,000.00
Estimate (Service Contract and Licensing)	\$48,500.00
Retroconversion Project Costs	\$214,294.54
Subtotal	\$821,914.60
Contingency (15%)	\$123,287.19
Total	\$945,201.80

STAFF WORKSTATION INSTALLATION

Branch	Workstations -	RFID Enabled	Workstation	Per	Branch	Hourly Staff	Installation	Branch
Abita	2	\$2,664.06	\$5,328.12	4	8	\$12.50	\$100.00	\$5,428.12
Admin	3	\$2,664.06	\$7,992.18	4	12	\$12.50	\$150.00	\$8,142.18
Bush	2	\$2,664.06	\$5,328.12	4	8	\$12.50	\$100.00	\$5,428.12
Causeway	11	\$2,664.06	\$29,304.66	4	44	\$12.50	\$550.00	\$29,854.66
Covington	13	\$2,664.06	\$34,632.78	4	52	\$12.50	\$650.00	\$35,282.78
Folsom	2	\$2,664.06	\$5,328.12	4	8	\$12.50	\$100.00	\$5,428.12
Lacombe	3	\$2,664.06	\$7,992.18	4	12	\$12.50	\$150.00	\$8,142.18
Lee Road	3	\$2,664.06	\$7,992.18	4	12	\$12.50	\$150.00	\$8,142.18
Madisonville	11	\$2,664.06	\$29,304.66	4	44	\$12.50	\$550.00	\$29,854.66
Mandeville	10	\$2,664.06	\$26,640.60	4	40	\$12.50	\$500.00	\$27,140.60
Pearl River	3	\$2,664.06	\$7,992.18	4	12	\$12.50	\$150.00	\$8,142.18
Slidell	20	\$2,664.06	\$53,281.20	4	80	\$12.50	\$1,000.00	\$54,281.20
South Slidell	8	\$2,664.06	\$21,312.48	4	32	\$12.50	\$400.00	\$21,712.48
Tech Services	10	\$2,664.06	\$26,640.60	4	40	\$12.50	\$500.00	\$27,140.60
Subtotals	101		\$269,070.06		404		\$5,050.00	
System Total								\$274,120.06

* Carson's Assessment: 4 hours per workstation installed (between configuration, travel, installation, testing time)

** This assumes STPL will use existing staff PCs and only includes equipment to read and write RFID tags (RFID pad, pad reader, and software=\$2664.04)

Note: Consultant recommends that IT creates tagging stations for conversion project from RFID equipment that will be later used on a staff machine.

SELF-CHECK INSTALLATION

Branch	Self-Checks Per Branch	Cost Per Unit*	Additional Vendor Installation Costs (\$500 per unit)	Additional Construction Costs**	Total per branch
Abita	1	\$9,000.00	\$500.00	\$3,000.00	\$12,500.00
Bush	1	\$9,000.00	\$500.00	\$3,000.00	\$12,500.00
Causeway	1	\$9,000.00	\$500.00	\$3,000.00	\$12,500.00
Covington	2	\$9,000.00	\$1,000.00	\$6,000.00	\$25,000.00
Folsom	1	\$9,000.00	\$500.00	\$3,000.00	\$12,500.00
Lacombe	1	\$9,000.00	\$500.00	\$3,000.00	\$12,500.00
Lee Road	1	\$9,000.00	\$500.00	\$3,000.00	\$12,500.00
Madisonville	1	\$9,000.00	\$500.00	\$3,000.00	\$12,500.00
Mandeville	1	\$9,000.00	\$500.00	\$3,000.00	\$12,500.00
Pearl River	1	\$9,000.00	\$500.00	\$3,000.00	\$12,500.00
Slidell	2	\$9,000.00	\$1,000.00	\$6,000.00	\$25,000.00
South Slidell	1	\$9,000.00	\$500.00	\$3,000.00	\$12,500.00
Subtotals	14				
System Total					\$175,000.00
* Self-Check Estimate: \$9,000 (Artesia, Olathe)					
** Each self-check will require data and power; rough estimate is \$3,000 per self-check (this is an average because not all self-checks will require new power or data)					

OTHER EQUIPMENT

		Price Per Unit*	Total Gate		Price Per	Total RFID	Other
Branch	RFID Gates	(Includes Installation)	Cost	RFID Wand	Unit***	Wand Cost	Equipment Total (by branch)
Abita	0	\$15,000.00	\$0.00	0	\$5,000.00	\$0.00	\$0.00
Admin	0	\$15,000.00	\$0.00	0	\$5,000.00	\$0.00	\$0.00
Bush	0	\$15,000.00	\$0.00	0	\$5,000.00	\$0.00	\$0.00
Causeway	1	\$15,000.00	\$15,000.00	0	\$5,000.00	\$0.00	\$15,000.00
Covington	1	\$15,000.00	\$15,000.00	0	\$5,000.00	\$0.00	\$15,000.00
Folsom	0	\$15,000.00	\$0.00	0	\$5,000.00	\$0.00	\$0.00
Lacombe	0	\$15,000.00	\$0.00	0	\$5,000.00	\$0.00	\$0.00
Lee Road	0	\$15,000.00	\$0.00	0	\$5,000.00	\$0.00	\$0.00
Madisonville	1	\$15,000.00	\$15,000.00	0	\$5,000.00	\$0.00	\$15,000.00
Mandeville	1	\$15,000.00	\$15,000.00	0	\$5,000.00	\$0.00	\$15,000.00
Pearl River	0	\$15,000.00	\$0.00	0	\$5,000.00	\$0.00	\$0.00
Slidell	2	\$15,000.00	\$30,000.00	0	\$5,000.00	\$0.00	\$30,000.00
South Slidell	1	\$15,000.00	\$15,000.00	0	\$5,000.00	\$0.00	\$15,000.00
Tech Services	0	\$15,000.00	\$0.00	1	\$5,000.00	\$5,000.00	\$5,000.00
Subtotal	7		\$105,000.00				
System Total							\$110,000.00

* RFID gate cost estimated \$15,000 including installation based on Alpha Data Corporation vendor information. Possible construction items include preparing proper flooring for installation, and ensuring data and power needs.

Service Contract and Licensing

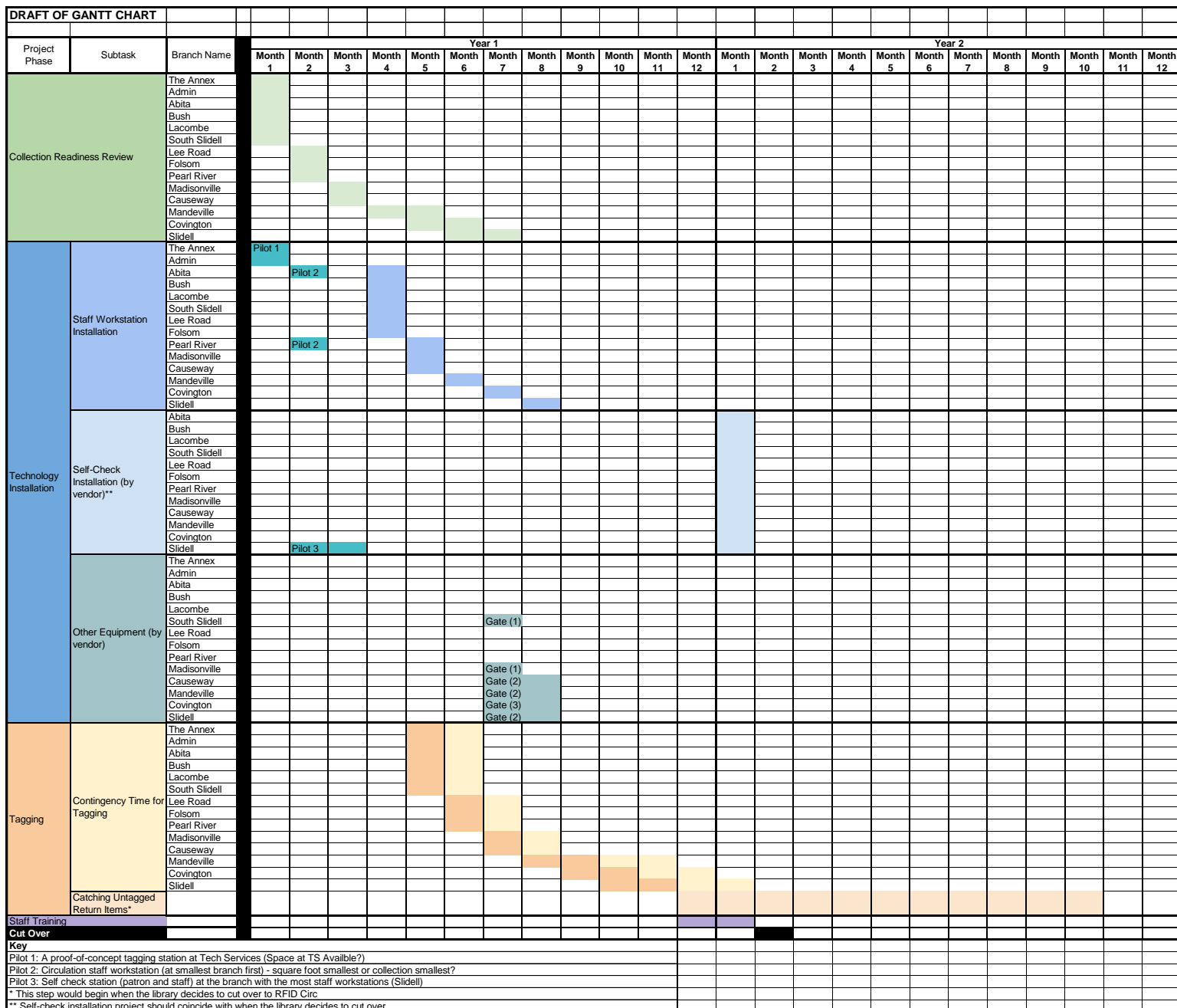
1 year Service hardware contract*	\$45,000.00
Enterprise system license (if applicable)**	\$3,500.00
Total	\$48,500.00

* Total hardware cost x 15% = 1 year of a service contract. This formula applies to RFID pads for workstations; self-checks, and security gates and our estimate is \$45,000.

** Enterprise sytem license (if applicable): estimate \$3,500

RETROCONVERSION PROJECT COSTS

Branch	Total Collection Size*	Collection Composed of Books (85%)**	Price Per Tag (Book Style Tag)	Total Collection Book Tag Cost	Collection Composed of Media (15%)**	Price Per Tag (Media Tag Style)	Total Collection Media Tag Cost	Total Branch Tag Price	Staff Hours (Book Tags)***	Staff Hours (Media Tags)***	Estimated Hourly Staff Rate	Total Staffing Cost per Branch	Total Project Cost Per Branch
The Annex	6,771	5,755	\$0.20	\$1,151.07	1,016	\$0.85	\$863.30	\$2,014.37	32.89	16.93	\$12.50	\$622.69	\$2,637.06
Admin	3,602	3,062	\$0.20	\$612.34	540	\$0.85	\$459.26	\$1,071.60	17.50	9.01	\$12.50	\$331.26	\$1,402.85
Abita	15,739	13,378	\$0.20	\$2,675.63	2,361	\$0.85	\$2,006.72	\$4,682.35	76.45	39.35	\$12.50	\$1,447.43	\$6,129.78
Bush	15,460	13,141	\$0.20	\$2,628.20	2,319	\$0.85	\$1,971.15	\$4,599.35	75.09	38.65	\$12.50	\$1,421.77	\$6,021.12
Lacombe	17,930	15,241	\$0.20	\$3,048.10	2,690	\$0.85	\$2,286.08	\$5,334.18	87.09	44.83	\$12.50	\$1,648.92	\$6,983.09
South Slidell	23,027	19,573	\$0.20	\$3,914.59	3,454	\$0.85	\$2,935.94	\$6,850.53	111.85	57.57	\$12.50	\$2,117.66	\$8,968.19
Lee Road	20,360	17,306	\$0.20	\$3,461.20	3,054	\$0.85	\$2,595.90	\$6,057.10	98.89	50.90	\$12.50	\$1,872.39	\$7,929.49
Folsom	20,305	17,259	\$0.20	\$3,451.85	3,046	\$0.85	\$2,588.89	\$6,040.74	98.62	50.76	\$12.50	\$1,867.33	\$7,908.07
Pearl River	24,236	20,601	\$0.20	\$4,120.12	3,635	\$0.85	\$3,090.09	\$7,210.21	117.72	60.59	\$12.50	\$2,228.85	\$9,439.06
Madisonville	37,899	32,214	\$0.20	\$6,442.83	5,685	\$0.85	\$4,832.12	\$11,274.95	184.08	94.75	\$12.50	\$3,485.35	\$14,760.31
Causeway	47,931	40,741	\$0.20	\$8,148.27	7,190	\$0.85	\$6,111.20	\$14,259.47	232.81	119.83	\$12.50	\$4,407.94	\$18,667.41
Mandeville	85,238	72,452	\$0.20	\$14,490.46	12,786	\$0.85	\$10,867.85	\$25,358.31	414.01	213.10	\$12.50	\$7,838.85	\$33,197.16
Covington	96,752	82,239	\$0.20	\$16,447.84	14,513	\$0.85	\$12,335.88	\$28,783.72	469.94	241.88	\$12.50	\$8,897.73	\$37,681.45
Slidell	134,979	114,732	\$0.20	\$22,946.43	20,247	\$0.85	\$17,209.82	\$40,156.25	655.61	337.45	\$12.50	\$12,413.25	\$52,569.50
Sub Totals	550,229							\$163,693.13	2,672.54			\$50,601.42	
System Total													\$214,294.54
* Based on collection numbers as of December 2021													
** STPL total collection breaks down to ~15% media/disc and ~85% print-based. Actual composition of branch collection may be different than is reflected in this sheet.													
*** Consultant estimates 175 items/hour placing book-style tags and 60 items/hour placing media-style tags													



Director's Report — February, 2022

COVID

Masks are required for staff while at work. All employees will mask at work whether vaccinated or unvaccinated.

We had to close the Slidell branch location for one evening, January 31st, due to lack of staff.

FACILITIES

Lee Road got a new circulation desk and new shelves for behind the desk.

The Parish closed on the new Annex building on January 31st, and we now have keys to the building.

Repairs were made to the Madisonville restrooms.

Garden sidewalk added to Pearl River Branch

South Slidell has all-new touchscreen accessible computers for each workstation.

MARKETING AND OUTREACH

Lynn Bardell – Candid Training

Tanya DiMaggio: Attended meeting with St. Tammany Library Foundation to advise on grant
Tanya DiMaggio, Kelly LaRocca, Amy Bouton:

Met with representatives from St. Tammany Health System about future collaboration on telemedicine resources

Tanya DiMaggio, Kelly LaRocca:

Met with librarians at Northshore Technical College about collaborating on library card drive.

Noelle Williams, Amy Bouton, Jillian Boudreaux- Healthier Northshore- Slidell and Covington

Noelle Williams – MLK Day Job Fair

Noelle Williams – January, The Lake 94.7, The Highway 104.7

Amy Bouton – Nov. and Dec. The Lake 94.7, The Highway 104.7

Jennifer Mayer, Jennifer Rifino, Amy Bouton – Taped first episode of Check it Out at STPG-TV

PROFESSIONAL INVOLVEMENT

Louanne Bertrand - WSJ online training

Charlene Barrett and Susan Badon - CLSP Summer Symposium

Tanya DiMaggio:

- December and January Parish Council Meetings
 - National Managing Children's Services Monthly meeting Nov., Dec., and Jan.
 - Presented a webinar on mentoring for the Association of Library Service for – Children — December
- Amy Bouton – Leadership St. Tammany December - Judicial and Law Enforcement

Kelly LaRocca

- December Parish Council Meeting
- PLA Budget Committee Meeting in December and January
- Chamber of Commerce January Luncheon, awards, and officer induction

Brent Geiger

- January Parish Council Meeting

WEBINAR ATTENDANCE

Kelly LaRocca
Crissie Molina
Amy Bouton
Tanya DiMaggio

Library Resources

We have added several exciting electronic resources since our last meeting.

Weston Woods Plus

Weston Woods Plus® is a new digital platform that makes connecting children to their favorite books easier than ever! You can now access titles through our website and see your favorite stories brought to life. There are no waitlists, just the best picture books in children's literature that you can enjoy on any internet enabled device.

<https://www.sttammanylibrary.org/resource/weston-woods-plus/>

Wall Street Journal access

The St. Tammany Parish Library now offers two Wall Street Journal databases. The Wall Street Journal Digital Archive is geared towards researchers. This resource provides text-only coverage from 1984 to the present day of the Wall Street Journal in a friendly searchable format. Articles can be printed, shared by email, or saved as a PDF. Follow this link to access this database with your library card from locations outside St. Tammany Parish Library branch

locations: www.sttammanylibrary.org/resource/#azindex-letter-W

Director's Report — February, 2022

The second option is digital access to The Wall Street Journal. To get started, create an account using your email address and a password of your choice. Your login will give you access to The Wall Street Journal from anywhere on any device for three days. Once it expires, you can come back to the Library's link to login again. Want to use it from home? Login with your library card number then create an account or sign in to your existing account.

Follow this link: www.sttammanylibrary.org/resource/#azindex-letter-W

Ethnic Diversity Source

Ethnic Diversity Source covers the culture, traditions, social treatment, and lived experiences of people of color in the United States through full text scholarly journals, magazine and newspaper articles, biographies, speeches, primary source documents, and more.

<https://www.sttammanylibrary.org/resource/#azindex-letter-E>

Black life in America

This primary source collection offers more than 19,000 American and global news sources, including over 400 current and historical Black publications, to provide a window into African American history, culture, and daily life—as well as the ways the dominant culture has portrayed and perceived people of African descent. The sources in this collection covers the time period between pre-Revolution America and the early 21st century.

<https://infoweb.newsbank.com/apps/news/easy-search?p=AAHX>

PERSONNEL

Sonnet Ireland has accepted a job as the Director of Washington Parish Library System.

Byron Holdiman the new Genealogy Librarian began February 7th.

Stephanie Delisi, Causeway Branch Manager, left the library to spend more time with family.

We have advertised the branch manager positions.

10 new part-time employees have been hired. Eight started January 31st, two will start February 14th.

PROGRAMMING

WEBSITE

From November 18, 2021 – Feb 1, 2022

54,690 Direct Users to the St. Tammany Parish Library Website

2021 Service Statistics

Circulation by Type	Amount	%
Virtual (all types)	323,997	36.5%
Juv Books	186,823	21.0%
Adult Books	184,698	20.8%
DVD	94,806	10.7%
Non- Circulating - in House	41,528	4.7%
CD	25,955	2.9%
YA	15,688	1.8%
Magazines	6,478	0.7%
Paperbacks	5,323	0.6%
ILL	3,412	0.4%
Total	888,708	100%

Physical Vs. Virtual Items Circulated	Amount	%
Physical Items	564,711	64%
Virtual Items	323,997	36%
Total	888,708	100%

Circulation by Branch	Amount	%
Virtual	323997	36.5%
Slidell	133677	15.0%
Covington	110289	12.4%
Mandeville	97976	11.0%
Causeway	70828	8.0%
Madisonville	44742	5.0%
South Slidell	24634	2.8%
Abita	21468	2.4%
Folsom	13223	1.5%
Pearl River	11754	1.3%
Administration/Annex	10655	1.2%
Lacombe	9562	1.1%
Lee Road	8312	0.9%
Bush	7591	0.9%
Total	888,708	100.0%

Branch Door Count	Amount	%
Slidell	102,978	24%
Covington	59,478	14%
Mandeville	58,495	14%
Causeway	53,024	12%
South Slidell	49,171	11%
Madisonville	31,658	7%
Lacombe	20,532	5%
Pearl River	16,573	4%
Abita	16,566	4%
Folsom	8,352	2%
Bush	7,929	2%
Lee Road	5,010	1%
Total	429,766	100%

Branch Computer Use	Amount	%
Slidell	21,670	27%
Covington	14,115	17%
South Slidell	14,037	17%
Mandeville	11,580	14%
Causeway	6,394	8%
Madisonville	4,367	5%
Folsom	2,391	3%
Pearl River	2,131	3%
Lacombe	1,899	2%
Abita	1,531	2%
Bush	649	1%
Lee Road	417	1%
Total	81,181	100%

Programs by Type	Amount	Attendance
Adult	375	4,125
Children	498	14,036
Teen	191	2,255
Total	1,064	20,416

Jan - Dec YTD 2021
Service Statistics

Branch	Adult Books	CD	DVD	ILL	Juv Bks	Mag	Pbks	YA	In-House	Virtual	Total Circulation	Computer Usage	Door Count	Wireless Inside	Wireless Outside
Admin/Annex	3070	4135	1237	426	1621	1		165			10,655				
Abita	6746	593	3651	179	6112	72		570	3545		21,468	1,531	16,566	685	3,142
Bush	1974	121	3608	29	1621	110		106	22		7,591	649	7,929	333	1,296
Causeway	24697	3374	12478	469	23231	337		2468	3774		70,828	6,394	53,024	4,456	15,372
Covington	40250	4181	19487	515	35505	1344	1390	2772	4845		110,289	14,115	59,478	20,614	12,724
Folsom	4305	334	4856	85	2665	732		238	8		13,223	2,391	8,352	1,241	1,687
Lacombe	2527	509	3212	96	2610	24		349	235		9,562	1,899	20,532	954	1,553
Lee Road	3041	273	1235	29	3247	77	53	168	189		8,312	417	5,010	448	2,457
Madisonville	14402	2228	5961	190	17864	305		1361	2431		44,742	4,367	31,658	7,693	5,000
Mandeville	28015	3940	12724	415	41377	962	43	2538	7962		97,976	11,580	58,495	8,059	6,987
Pearl River	4486	291	3166	255	2606	203	193	179	375		11,754	2,131	16,573	629	1,881
Virtual ¹										323997	323,997				
Slidell	43733	4833	16924	498	41246	2154	3482	4007	16800		133,677	21,670	102,978	11,980	12,824
South Slidell	7452	1143	6267	226	7118	157	162	767	1342		24,634	14,037	49,171	6,934	12,667
Total	184,698	25,955	94,806	3,412	186,823	6,478	5,323	15,688	41,528	323,997	888,708	81,181	429,766	64,026	77,590

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: 6,963

December 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	156	89	50	15	76			18		404				
Abita	579	62	463	15	435	3		29		1,586	161	1,702	65	229
Bush	209	7	418	3	128	4		7		776	67	851	31	104
Causeway	1706	191	1173	22	1543	15		135		4,785	476	4,252	429	1288
Covington	2962	252	1545	31	2144	81	81	164		7,260	966	4,182	1639	1112
Folsom	384	32	480	3	212	55		33		1,199	216	1,209	120	187
Lacombe	185	9	207	10	151			16		578	148	1,787	109	130
Lee Road	246	30	129		230	4	11	9		659	46	486	41	208
Madisonville	977	155	462	12	1135	15		82		2,838	292	2,345	645	386
Mandeville	2154	270	1050	18	2593	56	5	183		6,329	901	4,380	658	518
Pearl River	352	47	219	13	219	4	31	27		912	230	1,615	59	149
Virtual ¹									26400	26,400				
Slidell	3199	368	1348	34	2530	195	469	298		8,441	1,747	8,123	898	914
South Slidell	649	104	485	20	460	2	7	47		1,774	1,145	4,072	599	1026
Total	13,758	1,616	8,029	196	11,856	434	604	1,048	26,400	63,941	6,395	35,004	5,293	6,251

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: **395**

January 2022 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	292	29	183	21	80			22		627				
Abita	545	43	290	18	490			22		1,408	153	1,690	68	233
Bush	186	13	339	7	133	9		15		702	67	717	36	106
Causeway	1847	204	952	35	1334	18		146		4,536	466	4,174	464	1297
Covington	3137	258	1361	26	2381	78	122	149		7,512	1,215	5,039	2026	1010
Folsom	433	33	499	5	213	56		22		1,261	220	990	129	183
Lacombe	236	27	251	4	210	3		22		753	177	1,492	100	120
Lee Road	266	13	201	2	267		7	11		767	57	503	61	251
Madisonville	1165	184	416	17	1120	7		98		3,007	348	2,925	895	456
Mandeville	2168	339	890	36	2839	60		225		6,557	899	4,838	706	575
Pearl River	425	32	188	21	200	4	10	4		884	207	1,508	65	167
Virtual ¹									29415	29,415				
Slidell	3317	357	1416	54	2674	203	312	253		8,586	1,746	8,694	1113	1014
South Slidell	575	98	521	8	452	4	3	59		1,720	1,210	4,395	679	1073
Total	14,592	1,630	7,507	254	12,393	442	454	1,048	29,415	67,735	6,765	36,965	6,342	6,485

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: **507**

Strategic Planning Committee Update

Strategic planning is underway.

The Strategic Planning Committee held two working meetings (December 9th, 2021 and January 11th, 2022) to identify key stakeholders and to begin to get a list of community advisory committee members.

Progress after those two meetings includes:

- The first of our Key Stakeholder Interviews were conducted on January 31st and February 1st; more are scheduled for February 8th and 10th.
- Focus Group Training for staff has been scheduled for February 10th.
- Staff completed surveys in November and December, and our consultants are reviewing the raw data to pull together themes and directions
- Our consultants are working on the community and library statistical analysis

Carson Block and Susan Kent would like to schedule a time to meet with board members to speak about their vision for the library. We will discuss possible meeting dates at the board meeting.

LBOC Rules Committee Update

The LBOC Rules and Regulations Committee held working meetings on December 17th and 31st, 2021. They went through all revised financial policies to ensure they were ready for review and sent them to the District Attorney's office. The committee has scheduled to meet with Emily Couvillon – the Assistant District attorney assigned to the library - to discuss her comments on February 16th, 2022. The committee will be refining changes and presenting any options or choices that can be made to the Board at upcoming meetings. Due to current pandemic conditions, the meeting on February 16th will be held by Zoom.