

St. Tammany Parish Library  
Board of Control Meeting  
March 22nd, 2022  
310 W. 21<sup>st</sup> Avenue  
Covington, LA 70433  
6:30 P.M.

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 February 8th, 2022 and the special meeting on March 7<sup>th</sup>, 2022.
  - Discussion
  - Public Comment
  - Vote
2. NEW BUSINESS
  - A. Financial Reports – January and February 2022
    - Discussion
    - Public Comment
    - Vote
  - B. Rules and Regulations Update - Chapter 3 Section 301 - 309
    - Discussion
    - Public Comment
    - Vote
  - C. COVID Policy and Procedure
    - Discussion
    - Public Comment
    - Vote
  - D. Designation of Capital Funds – Mandeville Renovation
    - Discussion
    - Public Comment
    - Vote
  - E. Designation of Capital Funds – Causeway Carpet
    - Discussion
    - Public Comment
    - Vote
  - F. Designation of Surplus Property
    - Discussion
    - Public Comment
    - Vote

G. Director's Report

- Discussion
- Public Comment

H. Executive Session for the Annual Review of the Director (Vote required to open and close)

- Discussion
- Public Comment
- Vote

3. OLD BUSINESS

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

4. Public Comment

5. Adjournment

St. Tammany Parish Library  
Board of Control Meeting  
February 8, 2022  
1112 W. 21<sup>st</sup> Avenue  
Covington, LA 70433  
Zoom meeting streaming on Facebook Live  
6:30 P.M.

MINUTES

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

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

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

1. Approval of the minutes of the meeting of the Library Board of Control that was held on December 7, 2021.

There were no suggested corrections to the minutes. B. Taylor asked for a two-minute public comment period. There was no public comment. Dr. A. Morgan moved to approve the minutes of the December 7, 2021 meeting. It was seconded by M. Reneau. All were in favor, none were opposed, and two were absent.

2. NEW BUSINESS

A. Financial Reports – Year-End 2021

K. LaRocca explained that the year-end financial reports have not yet been adjusted by the auditor. The audit will be performed the week of March 14, 2022 and adjustments will be made at that time. We did not receive any ad valorem taxes after October 2021 and no state revenue sharing after June 2021. Once the auditor makes adjustments, revenues will be at 99.8%. The expenditures will be closer to 100% once the auditor adjusts the Library Salaries line. The check date of the final pay period of 2021 was January 5, 2022, but 9 out of 10 days fell in 2021. Those 9 days will be charged back to 2021.

Kelly gave an explanation for lines that were over or under budget. The Health Insurance Expense line is under budget due to open full-time positions. The Health Trust line is over budget due to medical procedures taking place this year that were previously delayed due to COVID. The Advertising and Signage lines are under budget because funds were left there in case of strategic planning and COVID-related advertising. Electricity costs have gone up, while natural gas usage has gone down. The Network Utility Software line is under budget due to not purchasing Microsoft Office 365 in 2021 as planned. It will be purchased in 2022 in order to receive the proper discounts.

The Pest Control and Termite Contract lines will be on target after the auditor's adjustments in March. The Consultants line is under budget due to the timing of starting the strategic planning process. The Security line is under budget due to not using security guards in 2021. The Bank Service Charge line is over budget due to ordering checks and paying the safe deposit box fees at the end of the year. The Conventions and Seminars line is under budget due to less in-person events during the pandemic. The Vehicles line is at 0% because the vehicle has not come in yet.

Kelly concluded that overall, 99% of the Capital Outlay-Library Resource Acquisitions funds were spent and she is proud of the librarians for their collection development efforts in 2021.

A. Shaw asked about the condition of the vehicle that is being replaced. Kelly explained that it is holding up well due to engine repairs that were made. The vehicle is not in terrible shape, it is just time to replace it according to the replacement cycle schedule. A. Shaw asked if we purchase vehicles through the Parish or on our own. Kelly explained that we use the state contract for purchasing vehicles. A. Shaw asked if local dealerships are used. Kelly explained that the state contract moves around depending on who has the best price. At this time, dealerships in Marrero and Breaux Bridge hold the state contract.

B. Taylor asked for a two-minute public comment period. A. Shaw asked if the bank can comp us for checks or if bills can be paid online to reduce the cost of checks. Kelly explained that we order checks from a separate vendor because of the security features needed on commercial checks. We require two signatures of administrators on each check as part of our dual approval process. We do pay some utilities electronically, but it would be a painstaking process to get the bank accounts of our vendors and approve each electronic transaction using dual-factor authentication.

M. Reneau moved to approve the Year End 2021 financial reports. It was seconded by A. Shaw. All were in favor, none were opposed, and two were absent.

## B. 2022 Spring Budget Amendment

K. LaRocca reviewed the 2022 Spring Budget Amendment and gave explanations for all of the adjustments. The original budget was produced in July of 2021. The adjustments are 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. The library will operate on revenue of \$12,023,600. An additional \$300,000 in ad valorem revenue is expected. We typically experience this amount of growth each year. The Donations line is increased due to more donating opportunities from our library support groups this year.

Retirement Contributions are reduced as our required contribution percentage is less for 2022. The Electricity line is increased to match usage for 2021 and the cost of electricity with having both the new and old Annex in use at the same time. The Software line is increased to upgrade our email to Office 365 and upgrade IT network security. The Physical Plant Maintenance line is increased to more closely match this year's maintenance plans. The estimated cost of movers for moving the Annex and IT to the new building has been added to the Movers line.

The Financial line is reduced to match last year's costs. The fluctuation in the line is related to how expensive the audit will be. The Library Property and Flood Insurance line is reduced to reflect last year's expenses. Lines under Operating Supplies are reduced due to lower costs and to match last year's usage.

The Improvement to Physical Plant line is increased to address higher costs due to the pandemic and Hurricane Ida. The Office Equipment, Furniture, and Shelving line is increased to allow modifying and adding to the Annex's furniture. The Music Recordings and Audio Recordings lines are reduced as more people are downloading music and audiobooks rather than the physical items. The Electronic/Downloadable Media line is increased to accommodate the demand for downloadable materials.

Kelly reviewed the library's savings. The savings are dedicated to the following: operational reserves needed to run the library prior to receiving the first millage from the Parish, disaster and emergency funds, and furniture at the Slidell, Causeway, Mandeville branches. The savings is also reserved for salaries for the last pay period of the year, invoices to-be-moved from 2022 to 2021, and 4<sup>th</sup> quarter 2021 retirement. Kelly noted that the cost of steel has increased, which will affect the cost of replacing Slidell's shelving. The total dedicated or reserved savings is \$5,264,808. The total unassigned savings is \$135,139. Kelly stated that there is an overall increase in revenue of \$333,200 and an increase in expenditures of \$335,350. The budget is balanced and each department was allocated the funds to enable their plans.

B. Taylor asked if shelving replacement is included in the Slidell Branch renovations. Kelly explained that Slidell will get the same type of refresh as Covington and will depend on input from the public and staff.

B. Taylor asked for a two-minute public comment period. There was no public comment. Becky read the budget amendment resolution aloud. Dr. A. Morgan moved to approve the 2022 Spring Budget Amendment. It was seconded by M. Reneau. All were in favor, none were opposed, and two were absent. Motion carried.

#### C. Employee Handbook Update – Holiday Schedule

B. Geiger reported that Juneteenth became an official Federal, State, and Parish holiday in 2021. The library is asking the Board to approve adjusting the official holiday list in the Employee Handbook and to update the 2022 Holiday Schedule that was previously approved. Juneteenth is on June 19<sup>th</sup>, which falls on a Sunday this year. We would observe it on Monday, June 20<sup>th</sup>.

B. Taylor asked for a two-minute public comment period. There was no public comment. A. Shaw moved to approve adding Juneteenth to the holiday schedule and Employee Handbook holiday list. It was seconded by Dr. A. Morgan. All were in favor, none were opposed, and two were absent.

#### D. Capital Projects Update

K. LaRocca reviewed several planned capital projects that will begin this year. Kelly referenced a spreadsheet that outlined the capital projects. The South Slidell Branch roof project will go out for quotes soon. Covington Branch exterior renovations will go out to bid this spring. The Mandeville Branch roof replacement is complete and will cost less than anticipated. Slidell Branch Parking and Expansion should begin in March. The new location for Technical Services, Maintenance, and I.T. was purchased on January 31, 2022. Kelly noted future projects that will require a millage renewal to complete. B. Taylor thanked Kelly for the useful and concise layout of the spreadsheet.

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

#### E. Designation of Capital Funds – Annex Renovation

K. LaRocca reported that the Parish closed on the new Annex building at 68361 S. Commercial Way, Unit 3, Mandeville, LA 70471 on January 31, 2022. The final closing cost was \$501,191. The remaining \$198,809 will need to be designated for renovations in the capital plan. The renovation work will include: changes to the layout of downstairs offices for proper workflow,

adding an elevator to get materials to the 2<sup>nd</sup> floor, painting, and flooring. Based on rough estimates from our Maintenance Department, we have enough capital funding to cover the renovation costs. The Parish requires us to designate funds before an architect can be selected. Kelly has asked for an extension of the lease of the current Annex building, since it will take through the end of the year to complete the entire renovation and moving process.

B. Taylor asked for a two-minute public comment period. There was no public comment. A resolution is required to dedicate the funds. Becky read the resolution aloud. Dr. A. Morgan moved to approve the Designation of Capital Funds for the Annex Renovation. It was seconded by A. Shaw. All were in favor, none were opposed, and two were absent.

#### F. Designation of Capital Funds – Technology Upgrade – People Counters

T. DiMaggio reported on the technology upgrade for people counters. This project was first presented to the Board on July 28, 2020. The project was on hold due to the pandemic, and the library is now ready to proceed with the upgrade. Tanya explained that our current people counting system is antiquated and uses light beams and electromagnetic gates. The gates are 30 years old and are unreliable and expensive to maintain. The total number of people entering the library is calculated and recorded by hand.

The new system would be automated, touchless, and streamlined. It tracks both entry and exit numbers. It tracks useful data such as use by time of day, week, and month. It has the capability to compare branch-to-branch numbers and real-time occupancy information. The original cost estimate was \$36,051.46. The revised estimate is increased by 15% to account for inflation and is \$41,459.12. A total of \$42,000 should be sufficient to allocate to this project. The licensing fee is the only recurring cost, and the library's operations budget can absorb that fee going forward. M. Reneau asked what is the cost of the licensing fee. Tanya stated that it is estimated to be \$4,000 per year. It is for the software needed to read the data that the device has collected. The data can be remotely accessed from any location. B. Taylor noted that there will be three devices at the Slidell Branch due to the three entrance doors.

B. Taylor asked for a two-minute public comment period. Becky asked if there are multiple vendors available to choose from. Tanya confirmed that we will get three quotes. Dr. A. Morgan asked if the cost will increase again. Tanya explained that 15% was added to the original estimate plus a 10% contingency. M. Reneau asked if installation will interfere with patron usage. Tanya said that it can probably be installed before we open for the day and should not interfere with patrons entering the buildings.

A. Shaw asked if we are locked in at a certain price. Kelly explained the Parish can ask for pricing for a specified amount of time when they write the request for proposal. B. Taylor asked if the counters will be noticeable after they are installed. Tanya stated that they should blend in and will be unobtrusive. A. Shaw asked if other libraries are using this technology. Kelly explained that many libraries have people counters incorporated into their Radio Frequency Identification (RFID) system.

A resolution is required to dedicate the funds. B. Taylor read the resolution aloud. M. Reneau moved to approve the Designation of Capital Funds for the People Counter Technology Upgrade. It was seconded by A. Shaw. All were in favor, none were opposed, and two were absent. Motion carried.

#### G. Re-introduction – Technology Update – Radio Frequency Identification (RFID)

T. DiMaggio reviewed the information about RFID that was previously presented to the Board on July 28, 2020. The RFID project is part of the capital plan and was put on hold due to the pandemic. Tanya summarized the function and purpose of RFID. Tags are inserted inside books and other circulating materials. The RFID circulation pads and checkout stations read the radio frequency from the tag. It functions as item identification, checks items in and out, and provides security. The system increases staff accuracy and efficiency. Tanya highlighted the benefits of RFID. Multiple items can be checked out at once without scanning each individual item. The flow of materials being checked in, out, and re-shelved is dramatically improved.

The task of shelf reading is improved because RFID helps ensure the integrity of the collection and aids in finding misplaced materials. It will free up staff time to help patrons one-on-one. For branches with the space for security gates, RFID combines inventory control and security in one system. It will provide a self-checkout option to help during peak hours, such as after storytime and programs. It provides less handling of materials during checkout, which reduces the exposure of pathogens on library materials. COVID-19 has brought an awareness of the need to reduce health risks.

T. DiMaggio referred to an updated cost estimate noting that it has increased by 15% from the original estimate. The total estimate is \$945,201.80. The original estimate included fewer staff stations. Library administration decided that a station is needed at each staff desk. The smart return was removed from the new estimate, as we do not have the space for one in any of our branches. That helped balance out the cost of adding the staff stations. Tanya explained that we would contract an outside company to perform the Retroconversion Project, which is the process of inserting tags into all library materials. It would be extremely time-consuming for staff to complete. An updated detailed report was also provided to the Board. No action of the Board is

required at this time. A request for the dedication of capital funds will be at a future meeting. B. Taylor noted that due to the cost of the project it will go out to bid.

B. Taylor asked for a two-minute public comment period. M. Reneau asked if research has been done to determine if this method works well in libraries. Tanya explained that many libraries have converted to RFID. Dr. A. Morgan recalled that during the building of the Madisonville Branch, one of the libraries that the Board researched for ideas was using RFID successfully. M. Reneau asked if there is any indication that RFID might cause a reduction in library staff due to the automated nature of the system. Tanya clarified that most of the RFID stations will be staff-operated. Each branch will have only one self-checkout station. The Slidell, Covington, and Mandeville branches will likely have two self-checkout stations due to the volume of patrons at those branches. Tanya stated that the majority of our patrons will want to check out and interact with the staff. The self-checkout will be an extra option for peak times with large crowds. Tanya assured the Board that the self-checkout station will not be replacing checkout at the circulation desk.

Kelly explained that the intention is not to reduce staff, but to reduce the pressure on staff during busy times. M. Reneau commented that she understands the efficiency of the system, but is concerned that in the future some staff will be reduced because the system is so efficient. Kelly explained that she understands the concern and assured the Board that the intent is to continue providing face-to-face interaction between staff and patrons. Kelly also noted that additional positions may develop following the strategic plan, which will provide even more opportunities for staff. B. Geiger explained that the circulation staff performs many other duties at the desk beyond just checking items in and out. We provide so many more services that require face-to-face interaction while helping patrons. There was no further public comment.

#### H. Director's Report

K. LaRocca reported that masks are still required for staff while at work, whether they are vaccinated or unvaccinated. The Slidell Branch closed early on January 31, 2022 due to lack of staff. Lee Road Branch got a new circulation desk and new shelves for behind the desk. The Parish closed on the new Annex building on January 31, 2022. Repairs were made to the Madisonville Branch restrooms. A garden sidewalk was added to Pearl River Branch. The South Slidell Branch has new touchscreen accessible computers for each workstation.

Staff attended training, webinars, Library Foundation meetings, symposiums, job fairs, Parish Council meetings, and various association meetings. Staff met with the St. Tammany Health System and Northshore Technical College to discuss future collaborations. Staff appeared on The Lake 94.7, The Highway 104.7, and STPG-TV. The following databases have been added to

our online database collection: Weston Woods Plus, Wall Street Journal, Ethnic Diversity Source, and Black Life in America.

Sonnet Ireland is the new Director of the Washington Parish Library System. Byron Holdiman is our new Genealogy Librarian. Stephanie DeLisi, Causeway Branch Manager, left the library to spend more time with family. We have advertised the branch manager positions. Ten new part-time staff have been hired.

Kelly referenced the 2021 Statistics. There were 888,708 total circulations, which includes both physical and virtual items. It is an increase of approximately 100,000 from 2020, which included 6 weeks of closure due to COVID-19. 64% of circulating items were physical and 36% were virtual. Kelly reviewed circulation by branch, door count, branch computer usage, programs and attendance. The Board was also provided with the December 2021 and January 2022 service statistics. A. Shaw commented that it is so exciting to see everything that the library is doing. B. Taylor agreed and stated that the staff is what makes up the library.

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

### 3. OLD BUSINESS

#### A. Strategic Planning Committee

K. LaRocca reported that strategic planning is underway. The committee held two working meetings on December 9<sup>th</sup> and January 11<sup>th</sup> to identify key stakeholders and to begin getting a list of community advisory committee members. Key Stakeholder interviews were conducted January 31<sup>st</sup> and February 1<sup>st</sup>. More are scheduled for later in February. Focus Group training has been scheduled for February 10<sup>th</sup>. The consultants are reviewing raw data from the surveys staff completed at the end of 2021. The 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. Kelly and the Board discussed meeting time options. Dr. A. Morgan thanked Kelly and the staff for all of their work on the strategic plan. Kelly thanked the staff along with Brent and Tanya for their support in getting the project off the ground.

#### B. Rules and Regulations Committee

K. LaRocca reported that the committee held working meetings December 17<sup>th</sup> and 31<sup>st</sup>. The committee reviewed revised financial policies to ensure they were ready for review and sent

them to the District Attorney's Office. The committee will be meeting with Emily Couvillon via Zoom to discuss her comments on February 16, 2022.

#### C. St. Tammany Parish Library Foundation

A. Shaw reported that the Foundation meeting is tonight. Membership totals have netted over \$4,400. The Foundation is focused on the Distinguished Speaker event on March 24, 2022. They are very excited to have John Ed Bradley as the speaker this year.

#### D. Friends of the Library Report

B. Taylor reported that the Slidell Friends will have a Second Saturday Special Sale this Saturday, February 12<sup>th</sup> from 10:00 a.m. to 1:00 p.m. at the Slidell Branch. The theme is Newer Adult Fiction. On Saturday, February 19<sup>th</sup> from 9:00 a.m. to 3:00 p.m. they will have their once-per-year multi-media sale with DVDs, Blu-ray, music CDs, etc. There will be bundles of collectible Golden Books and \$1 per bag romance paperbacks.

#### 4. Public Comment

M. Reneau asked if there is any way to tell how many people are watching the meeting via Facebook. Amy Bouton explained that we can see how many views the video gets and there were four people watching the meeting at that time. The video can be watched afterwards as well. Amy offered to include the analytics in future board meetings. M. Reneau asked how Donald Westmoreland is doing. Brent commented that Donald stopped by recently and is doing well. There was no further public comment.

#### 5. Adjournment

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

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Mary Reneau, Secretary

St. Tammany Parish Library  
Board of Control Special Meeting  
March 7, 2022  
1112 W. 21<sup>st</sup> Avenue  
Covington, LA 70433  
Zoom meeting streaming on Facebook Live  
2:00 P.M.

MINUTES

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

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

Absent: Carmen Butler

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

1. NEW BUSINESS

A. Request to Extend the Lease of the Annex Building

K. LaRocca reported that the library will need to extend the lease at the Hwy. 36 Annex location. Extending the lease gives us time to complete the renovations to the new Annex building. The current lease expires on April 30, 2022. The owner has agreed to extend the lease until December 31, 2022. The owner is requesting a \$252 per month increase in rent from May through December. We currently pay \$2,748 and the rent will increase to \$3,000. The Board was provided a copy of the lease extension for their review. A vote is required to give the Director the authority to sign the lease extension. B. Taylor asked for a two-minute public comment period. Dr. A. Morgan asked who will move us into the new building. Kelly stated that we will get three quotes from moving companies.

M. Reneau moved to approve the lease extension at the Hwy. 36 Annex location. It was seconded by B. Allin. All were in favor, none were opposed, and one was absent.

2. Public Comment

There was no public comment.

3. Adjournment

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

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Mary Reneau, Secretary

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2

**St. Tammany Parish Library - General Fund**  
**Balance Sheet**  
**January 31, 2022**

**ASSETS**

**Current Assets**

Cash	\$ 4,313,287.44
Cash - Health Claims	(44,444.71)
Due from Paylocity	0.00
Due from Bank	1,000.00
Returned Checks	0.00
Ad Valorem Receivable - 2021	10,551,923.04
Ad Valorem Receivable - 2022	947,333.33
Ad Valorem Receivable - 2020	0.00
Due from State of Louisiana	272,489.73
Prepaid Expenses	0.00

<b>Total Current Assets</b>	<b>16,041,588.83</b>
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**Other Assets**

Deposits	1,981.00
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<b>Total Other Assets</b>	<b>1,981.00</b>
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<b>Total Assets</b>	<b>\$ 16,043,569.83</b>
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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	(2,161.68)
Retirement Payable	66,930.57
Health Claims Payable	57,234.55

<b>Total Current Liabilities</b>	<b>189,111.53</b>
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**Fund Balance**

Fund Balance	15,854,458.30
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<b>Total Fund Balance</b>	<b>15,854,458.30</b>
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<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 16,043,569.83</b>
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**St. Tammany Parish Library**  
**Statement of Changes in Fund Balance**  
**For the One Month Ending January 31, 2022**

Beginning Fund Balance	\$ 15,788,133.75
Net Income	66,324.55
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Ending Fund Balance	\$ 15,854,458.30
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**St. Tammany Parish Library-General Fund**  
**Statement of Revenues and Expenditures**  
**For the One Month Ending January 31, 2022**

4

	<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>
<b>Revenues</b>					
Ad Valorem Taxes	\$ 947,333.33	\$ 11,367,999.96	11,368,000.00	0.04	100.00
State Revenue Sharing	20,966.67	251,600.04	251,600.00	(0.04)	100.00
Fines/Fees	5,851.17	11,630.05	46,000.00	34,369.95	25.28
Grants and Other	0.00	0.00	1,000.00	1,000.00	0.00
Interest Income	53.72	169.76	2,000.00	1,830.24	8.49
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	100.00	100.00	20,000.00	19,900.00	0.50
Summer Reading Shirt Sales	0.00	964.41	1,800.00	835.59	53.58
<b>Total Revenues</b>	<b>974,304.89</b>	<b>11,632,464.22</b>	<b>11,690,400.00</b>	<b>57,935.78</b>	<b>99.50</b>
<b>Expenditures</b>					
Library Administration	370,739.16	746,253.55	5,555,000.00	4,808,746.45	13.43
Employee Benefits	177,325.59	308,538.23	2,081,500.00	1,772,961.77	14.82
Advertising,Dues & Subscriptio	25.00	558.00	33,500.00	32,942.00	1.67
Signage	0.00	0.00	5,000.00	5,000.00	0.00
Printing, Duplicating & Bindin	0.00	868.78	19,000.00	18,131.22	4.57
Promotional Production	0.00	0.00	7,000.00	7,000.00	0.00
Utilities	25,372.42	55,202.69	270,950.00	215,747.31	20.37
Communications	13,039.99	32,327.42	149,500.00	117,172.58	21.62
Leases	25,084.91	51,955.41	326,500.00	274,544.59	15.91
Maintenance of Property & Equi	90,885.30	136,598.17	480,000.00	343,401.83	28.46
Maintenance Services (Building	13,075.11	52,597.54	220,200.00	167,602.46	23.89
Professional Services	2,454.99	7,032.68	251,700.00	244,667.32	2.79
Insurance and Claims	26,212.50	26,212.50	225,526.00	199,313.50	11.62
Operating Supplies	5,360.38	25,565.17	159,000.00	133,434.83	16.08
Travel & Continuing Education	1,128.32	1,492.35	82,000.00	80,507.65	1.82
Public Relations/Programming	722.81	6,925.32	110,800.00	103,874.68	6.25
Capital Outlay-Non-Book Acq.	11,988.61	53,352.74	425,000.00	371,647.26	12.55
Capital Outlay-library Res. Ac	144,565.25	286,624.49	1,286,000.00	999,375.51	22.29
<b>Total Expenditures</b>	<b>907,980.34</b>	<b>1,792,105.04</b>	<b>11,688,176.00</b>	<b>9,896,070.96</b>	<b>15.33</b>
<b>Excess of Revenues/(Expenditur</b>	<b>\$ 66,324.55</b>	<b>\$ 9,840,359.18</b>	<b>2,224.00</b>	<b>(9,838,135.18)</b>	<b>442,462.19</b>

## **SUPPLEMENTAL INFORMATION**

**St. Tammany Parish Library-General Fund**  
**Schedule of Expenditures**  
**For the One Month Ending January 31, 2022**

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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>
<b>Library Administration</b>					
Library Salaries	\$ 370,739.16	\$ 370,739.16	\$ 5,555,000.00	5,184,260.84	6.67
<b>Total</b>	<b>\$ 370,739.16</b>	<b>\$ 370,739.16</b>	<b>\$ 5,555,000.00</b>	<b>5,184,260.84</b>	<b>6.67</b>
<b>Employee Benefits</b>					
FICA/ Supplemental Retirement	\$ 7,704.53	\$ 7,704.53	\$ 107,500.00	99,795.47	7.17
Retirement Contributions	42,000.13	42,000.13	585,000.00	542,999.87	7.18
Health Insurance Expense	37,080.17	37,080.17	450,000.00	412,919.83	8.24
Health Trust	77,433.76	77,433.76	910,000.00	832,566.24	8.51
Worker's Compensation Expense	13,107.00	13,107.00	28,000.00	14,893.00	46.81
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
<b>Total</b>	<b>\$ 177,325.59</b>	<b>\$ 177,325.59</b>	<b>\$ 2,081,500.00</b>	<b>1,904,174.41</b>	<b>8.52</b>
<b>Advertising, Dues &amp; Subscriptions</b>					
Publication of Legal Notices	\$ 0.00	\$ 0.00	\$ 3,500.00	3,500.00	0.00
Membership Dues	25.00	25.00	8,000.00	7,975.00	0.31
Advertising	0.00	0.00	22,000.00	22,000.00	0.00
<b>Total</b>	<b>\$ 25.00</b>	<b>\$ 25.00</b>	<b>\$ 33,500.00</b>	<b>33,475.00</b>	<b>0.07</b>
<b>Signage</b>					
Signage	\$ 0.00	\$ 0.00	\$ 5,000.00	5,000.00	0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>
<b>Printing, Duplicating &amp; Binding</b>					
Printing	\$ 0.00	\$ 0.00	\$ 9,000.00	9,000.00	0.00
Book Binding	0.00	0.00	5,000.00	5,000.00	0.00
Patron Cards	0.00	0.00	5,000.00	5,000.00	0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 19,000.00</b>	<b>19,000.00</b>	<b>0.00</b>
<b>Promotional Production</b>					
Promotional Production	\$ 0.00	\$ 0.00	\$ 7,000.00	7,000.00	0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 7,000.00</b>	<b>7,000.00</b>	<b>0.00</b>

**St. Tammany Parish Library-General Fund**  
**Schedule of Expenditures**  
**For the One Month Ending January 31, 2022**

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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>
<b>Utilities</b>					
Electricity	\$ 23,170.42	\$ 23,170.42	\$ 234,500.00	211,329.58	9.88
Gas	195.14	195.14	3,450.00	3,254.86	5.66
Water	2,006.86	2,006.86	33,000.00	30,993.14	6.08
<b>Total</b>	<b>\$ 25,372.42</b>	<b>\$ 25,372.42</b>	<b>\$ 270,950.00</b>	<b>245,577.58</b>	<b>9.36</b>
<b>Communications</b>					
Postage	\$ 3,224.95	\$ 3,224.95	\$ 12,000.00	8,775.05	26.87
Voice Line	6,040.04	6,040.04	88,500.00	82,459.96	6.82
Data Lines (Internet)	3,775.00	3,775.00	48,000.00	44,225.00	7.86
Courier/Shipping	0.00	0.00	1,000.00	1,000.00	0.00
<b>Total</b>	<b>\$ 13,039.99</b>	<b>\$ 13,039.99</b>	<b>\$ 149,500.00</b>	<b>136,460.01</b>	<b>8.72</b>
<b>Leases</b>					
Building Lease Expense	\$ 25,084.91	\$ 25,084.91	\$ 321,000.00	295,915.09	7.81
Equipment Lease Expense	0.00	0.00	3,000.00	3,000.00	0.00
Vehicle Lease Expense	0.00	0.00	2,500.00	2,500.00	0.00
<b>Total</b>	<b>\$ 25,084.91</b>	<b>\$ 25,084.91</b>	<b>\$ 326,500.00</b>	<b>301,415.09</b>	<b>7.68</b>
<b>Maintenance of Property &amp; Equipment</b>					
Custodial and Janitorial	\$ 15,562.86	\$ 15,562.86	\$ 192,000.00	176,437.14	8.11
Grounds/Lawn Maintenance	6,236.00	6,236.00	95,000.00	88,764.00	6.56
Maintenance Supplies	1,047.22	1,047.22	8,000.00	6,952.78	13.09
Fuel & Lube	2,220.22	2,220.22	18,000.00	15,779.78	12.33
Vehicle Repairs	812.00	812.00	6,000.00	5,188.00	13.53
Small Tools	0.00	0.00	3,000.00	3,000.00	0.00
Office Machine & Equip Repair	0.00	0.00	2,000.00	2,000.00	0.00
Network Utility Software	13,743.88	13,743.88	62,000.00	48,256.12	22.17
Automation System Maintenance	0.00	0.00	30,000.00	30,000.00	0.00
Polaris Maintenance	51,263.12	51,263.12	54,000.00	2,736.88	94.93
PC Network Maintenance & Repai	0.00	0.00	10,000.00	10,000.00	0.00
<b>Total</b>	<b>\$ 90,885.30</b>	<b>\$ 90,885.30</b>	<b>\$ 480,000.00</b>	<b>389,114.70</b>	<b>18.93</b>
<b>Maintenance of Services (Buildings)</b>					
Physical Plant	\$ 11,947.21	\$ 11,947.21	\$ 103,000.00	91,052.79	11.60
Plumbing, Heating and AC	322.33	322.33	78,000.00	77,677.67	0.41
Electrical	0.00	0.00	12,000.00	12,000.00	0.00
Sanitation	155.57	155.57	11,000.00	10,844.43	1.41
Pest Control	650.00	650.00	7,400.00	6,750.00	8.78

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**St. Tammany Parish Library-General Fund**  
**Schedule of Expenditures**  
**For the One Month Ending January 31, 2022**

	<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	0.00	3,800.00	3,800.00	0.00
Carpet Cleaning	0.00	0.00	5,000.00	5,000.00	0.00
<b>Total</b>	<b>\$ 13,075.11</b>	<b>\$ 13,075.11</b>	<b>\$ 220,200.00</b>	<b>207,124.89</b>	<b>5.94</b>
<b>Professional Services</b>					
Payroll Service Fees	\$ 2,454.99	\$ 2,454.99	\$ 32,500.00	30,045.01	7.55
Legal	0.00	0.00	1,000.00	1,000.00	0.00
Financial	0.00	0.00	43,000.00	43,000.00	0.00
Architectural	0.00	0.00	1,000.00	1,000.00	0.00
Consultants	0.00	0.00	90,000.00	90,000.00	0.00
Security	0.00	0.00	12,000.00	12,000.00	0.00
Web Design Consultant	0.00	0.00	72,200.00	72,200.00	0.00
<b>Total</b>	<b>\$ 2,454.99</b>	<b>\$ 2,454.99</b>	<b>\$ 251,700.00</b>	<b>249,245.01</b>	<b>0.98</b>
<b>Insurance and Claims</b>					
Library Property Insurance	\$ 0.00	\$ 0.00	\$ 140,000.00	140,000.00	0.00
Flood Insurance	0.00	0.00	24,000.00	24,000.00	0.00
Vehicle Insurance	19,472.50	19,472.50	36,450.00	16,977.50	53.42
LBOC Liability	0.00	0.00	4,076.00	4,076.00	0.00
General Liability	6,740.00	6,740.00	21,000.00	14,260.00	32.10
<b>Total</b>	<b>\$ 26,212.50</b>	<b>\$ 26,212.50</b>	<b>\$ 225,526.00</b>	<b>199,313.50</b>	<b>11.62</b>
<b>Operating Supplies</b>					
Office Supplies	\$ 1,258.52	\$ 1,258.52	\$ 30,000.00	28,741.48	4.20
Bank Service Charges	1,271.24	1,271.24	18,000.00	16,728.76	7.06
Book Preparation Supplies	442.59	442.59	38,000.00	37,557.41	1.16
Computer/Printer Supplies	2,357.09	2,357.09	65,000.00	62,642.91	3.63
Programming Supplies	30.94	30.94	8,000.00	7,969.06	0.39
<b>Total</b>	<b>\$ 5,360.38</b>	<b>\$ 5,360.38</b>	<b>\$ 159,000.00</b>	<b>153,639.62</b>	<b>3.37</b>
<b>Travel and Continuing Education</b>					
Staff Travel - Local	\$ 28.32	\$ 28.32	\$ 20,000.00	19,971.68	0.14
Library In-service Training	0.00	0.00	7,000.00	7,000.00	0.00
Conventions & Seminars	1,100.00	1,100.00	55,000.00	53,900.00	2.00
<b>Total</b>	<b>\$ 1,128.32</b>	<b>\$ 1,128.32</b>	<b>\$ 82,000.00</b>	<b>80,871.68</b>	<b>1.38</b>

**Public Relations/Programming**

**St. Tammany Parish Library-General Fund**  
**Schedule of Expenditures**  
**For the One Month Ending January 31, 2022**

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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>
Summer Reading Program	\$ 0.00	\$ 0.00	\$ 45,000.00	45,000.00	0.00
Summer Reading T-shirts	0.00	0.00	5,800.00	5,800.00	0.00
Adult Programming	701.84	701.84	33,000.00	32,298.16	2.13
Young Adult Programming	0.00	0.00	15,000.00	15,000.00	0.00
Juvenile Programming	20.97	20.97	12,000.00	11,979.03	0.17
<b>Total</b>	<b>\$ 722.81</b>	<b>\$ 722.81</b>	<b>\$ 110,800.00</b>	<b>110,077.19</b>	<b>0.65</b>
<b>Capital Outlay-Non-Book Acq</b>					
Landscape Additions	\$ 0.00	\$ 0.00	\$ 18,000.00	18,000.00	0.00
Imp Phys Plant	0.00	0.00	150,000.00	150,000.00	0.00
Vehicles	0.00	0.00	30,000.00	30,000.00	0.00
Office Equip, Furn & Shelving	10,150.68	10,150.68	125,000.00	114,849.32	8.12
PC Network	1,837.93	1,837.93	85,000.00	83,162.07	2.16
Integrated Lib Automation Sys	0.00	0.00	12,000.00	12,000.00	0.00
Audio/Visual Equipment	0.00	0.00	5,000.00	5,000.00	0.00
<b>Total</b>	<b>\$ 11,988.61</b>	<b>\$ 11,988.61</b>	<b>\$ 425,000.00</b>	<b>413,011.39</b>	<b>2.82</b>
<b>Capital Outlay-Library Res. Acq.</b>					
Adult Books	\$ 29.95	\$ 29.95	\$ 200,000.00	199,970.05	0.01
Lease/Purchase Books	0.00	0.00	19,000.00	19,000.00	0.00
Juvenile Books	0.00	0.00	105,000.00	105,000.00	0.00
Young Adults	0.00	0.00	15,000.00	15,000.00	0.00
Music Recordings	0.00	0.00	7,500.00	7,500.00	0.00
Adult Reference	8,911.00	8,911.00	91,000.00	82,089.00	9.79
Juvenile Reference	0.00	0.00	38,000.00	38,000.00	0.00
Periodicals	0.00	0.00	50,000.00	50,000.00	0.00
Audio Recordings	0.00	0.00	23,000.00	23,000.00	0.00
Video Recordings	0.00	0.00	48,000.00	48,000.00	0.00
Genealogy	0.00	0.00	5,000.00	5,000.00	0.00
Microfilm	0.00	0.00	10,000.00	10,000.00	0.00
Downloadable Media	21,159.25	21,159.25	330,000.00	308,840.75	6.41
CD/Software	16,108.11	16,108.11	110,500.00	94,391.89	14.58
Internet Database Subscription	98,356.94	98,356.94	234,000.00	135,643.06	42.03
<b>Total</b>	<b>\$ 144,565.25</b>	<b>\$ 144,565.25</b>	<b>\$ 1,286,000.00</b>	<b>1,141,434.75</b>	<b>11.24</b>
<b>Capital Expenditures</b>					
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00</b>	<b>0.00</b>

**St. Tammany Parish Library - General Fund**  
**Balance Sheet**  
**February 28, 2022**

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**ASSETS**

**Current Assets**

Cash	\$ 12,218,175.44
Cash - Health Claims	(40,296.09)
Due from Paylocity	0.00
Due from Bank	1,000.00
Returned Checks	0.00
Ad Valorem Receivable - 2021	2,038,328.11
Ad Valorem Receivable - 2022	1,894,666.66
Ad Valorem Receivable - 2020	0.00
Due from State of Louisiana	209,247.05
Prepaid Expenses	0.00

<b>Total Current Assets</b>	<b>16,321,121.17</b>
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**Other Assets**

Deposits	1,981.00
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<b>Total Other Assets</b>	<b>1,981.00</b>
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<b>Total Assets</b>	<b>\$ 16,323,102.17</b>
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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	(2,373.70)
Retirement Payable	132,266.00
Health Claims Payable	57,234.55

<b>Total Current Liabilities</b>	<b>254,234.94</b>
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**Fund Balance**

Fund Balance	16,068,867.23
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<b>Total Fund Balance</b>	<b>16,068,867.23</b>
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<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 16,323,102.17</b>
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**St. Tammany Parish Library**  
**Statement of Changes in Fund Balance**  
**For the Two Months Ending February 28, 2022**

Beginning Fund Balance	\$ 15,788,133.75
Net Income	280,733.48
	<hr/>
Ending Fund Balance	\$ 16,068,867.23
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**St. Tammany Parish Library-General Fund  
Statement of Revenues and Expenditures  
For the Two Months Ending February 28, 2022**

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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>
<b>Revenues</b>					
Ad Valorem Taxes	\$ 947,333.33	\$ 1,894,666.66	11,668,000.00	9,773,333.34	16.24
State Revenue Sharing	20,966.67	41,933.34	251,600.00	209,666.66	16.67
Fines/Fees	5,778.88	11,630.05	50,000.00	38,369.95	23.26
Grants and Other	0.00	0.00	1,000.00	1,000.00	0.00
Interest Income	116.04	169.76	1,500.00	1,330.24	11.32
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	0.00	100.00	50,000.00	49,900.00	0.20
Summer Reading Shirt Sales	964.41	964.41	1,500.00	535.59	64.29
<b>Total Revenues</b>	<b>975,159.33</b>	<b>1,949,464.22</b>	<b>12,023,600.00</b>	<b>10,074,135.78</b>	<b>16.21</b>
<b>Expenditures</b>					
Library Administration	375,514.39	746,253.55	5,555,000.00	4,808,746.45	13.43
Employee Benefits	115,090.94	292,416.53	2,025,500.00	1,733,083.47	14.44
Advertising,Dues & Subscriptio	533.00	558.00	35,500.00	34,942.00	1.57
Signage	0.00	0.00	5,000.00	5,000.00	0.00
Printing, Duplicating & Bindin	284.00	284.00	19,000.00	18,716.00	1.49
Promotional Production	0.00	0.00	7,000.00	7,000.00	0.00
Utilities	27,707.37	53,079.79	275,000.00	221,920.21	19.30
Communications	10,319.27	23,359.26	144,000.00	120,640.74	16.22
Leases	26,565.19	51,650.10	319,500.00	267,849.90	16.17
Maintenance of Property & Equi	28,664.50	119,549.80	532,000.00	412,450.20	22.47
Maintenance Services (Building	28,684.23	41,759.34	261,000.00	219,240.66	16.00
Professional Services	3,784.69	6,239.68	308,700.00	302,460.32	2.02
Insurance and Claims	0.00	26,212.50	220,026.00	193,813.50	11.91
Operating Supplies	15,594.81	20,955.19	143,000.00	122,044.81	14.65
Travel & Continuing Education	(119.62)	1,008.70	77,000.00	75,991.30	1.31
Public Relations/Programming	4,495.80	5,218.61	110,800.00	105,581.39	4.71
Capital Outlay-Non-Book Acq.	33,551.82	45,540.43	574,000.00	528,459.57	7.93
Capital Outlay-library Res. Ac	90,080.01	234,645.26	1,405,500.00	1,170,854.74	16.69
Capital Expenditures - Cameras	0.00	0.00	6,000.00	6,000.00	0.00
<b>Total Expenditures</b>	<b>760,750.40</b>	<b>1,668,730.74</b>	<b>12,023,526.00</b>	<b>10,354,795.26</b>	<b>13.88</b>
<b>Excess of Revenues/(Expenditur</b>	<b>\$ 214,408.93</b>	<b>\$ 280,733.48</b>	<b>74.00</b>	<b>(280,659.48)</b>	<b>379,369.57</b>

**SUPPLEMENTAL INFORMATION**

**St. Tammany Parish Library-General Fund**  
**Schedule of Expenditures**  
**For the Two Months Ending February 28, 2022**

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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>
<b>Utilities</b>					
Electricity	\$ 24,631.62	\$ 47,802.04	\$ 239,500.00	191,697.96	19.96
Gas	343.49	538.63	2,500.00	1,961.37	21.55
Water	2,732.26	4,739.12	33,000.00	28,260.88	14.36
<b>Total</b>	<b>\$ 27,707.37</b>	<b>\$ 53,079.79</b>	<b>\$ 275,000.00</b>	<b>221,920.21</b>	<b>19.30</b>
<b>Communications</b>					
Postage	\$ 101.47	\$ 3,326.42	\$ 7,000.00	3,673.58	47.52
Voice Line	6,416.44	12,456.48	88,500.00	76,043.52	14.08
Data Lines (Internet)	3,770.00	7,545.00	48,000.00	40,455.00	15.72
Courier/Shipping	31.36	31.36	500.00	468.64	6.27
<b>Total</b>	<b>\$ 10,319.27</b>	<b>\$ 23,359.26</b>	<b>\$ 144,000.00</b>	<b>120,640.74</b>	<b>16.22</b>
<b>Leases</b>					
Building Lease Expense	\$ 25,084.91	\$ 50,169.82	\$ 311,000.00	260,830.18	16.13
Equipment Lease Expense	1,480.28	1,480.28	6,000.00	4,519.72	24.67
Vehicle Lease Expense	0.00	0.00	2,500.00	2,500.00	0.00
<b>Total</b>	<b>\$ 26,565.19</b>	<b>\$ 51,650.10</b>	<b>\$ 319,500.00</b>	<b>267,849.90</b>	<b>16.17</b>
<b>Maintenance of Property &amp; Equipment</b>					
Custodial and Janitorial	\$ 18,427.80	\$ 33,990.66	\$ 210,000.00	176,009.34	16.19
Grounds/Lawn Maintenance	6,336.00	12,572.00	85,000.00	72,428.00	14.79
Maintenance Supplies	568.33	1,615.55	8,000.00	6,384.45	20.19
Fuel & Lube	2,091.06	4,311.28	23,500.00	19,188.72	18.35
Vehicle Repairs	20.00	832.00	6,000.00	5,168.00	13.87
Small Tools	422.88	422.88	3,000.00	2,577.12	14.10
Office Machine & Equip Repair	26.99	26.99	2,000.00	1,973.01	1.35
Network Utility Software	771.44	14,515.32	110,000.00	95,484.68	13.20
Automation System Maintenance	0.00	0.00	28,500.00	28,500.00	0.00
Polaris Maintenance	0.00	51,263.12	54,000.00	2,736.88	94.93
PC Network Maintenance & Repai	0.00	0.00	2,000.00	2,000.00	0.00
<b>Total</b>	<b>\$ 28,664.50</b>	<b>\$ 119,549.80</b>	<b>\$ 532,000.00</b>	<b>412,450.20</b>	<b>22.47</b>
<b>Maintenance of Services (Buildings)</b>					
Physical Plant	\$ 20,777.16	\$ 32,724.37	\$ 133,000.00	100,275.63	24.60
Plumbing, Heating and AC	5,225.89	5,548.22	81,500.00	75,951.78	6.81
Electrical	1,239.38	1,239.38	10,000.00	8,760.62	12.39
Sanitation	643.80	799.37	11,000.00	10,200.63	7.27
Pest Control	520.00	1,170.00	7,000.00	5,830.00	16.71

**St. Tammany Parish Library-General Fund**  
**Schedule of Expenditures**  
**For the Two Months Ending February 28, 2022**

	<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>
<b>Library Administration</b>					
Library Salaries	\$ 375,514.39	\$ 746,253.55	\$ 5,555,000.00	4,808,746.45	13.43
<b>Total</b>	<b>\$ 375,514.39</b>	<b>\$ 746,253.55</b>	<b>\$ 5,555,000.00</b>	<b>4,808,746.45</b>	<b>13.43</b>
<b>Employee Benefits</b>					
FICA/ Supplemental Retirement	\$ 8,258.04	\$ 15,962.57	\$ 107,500.00	91,537.43	14.85
Retirement Contributions	35,778.95	77,779.08	529,000.00	451,220.92	14.70
Health Insurance Expense	36,148.68	73,228.85	450,000.00	376,771.15	16.27
Health Trust	34,905.27	112,339.03	910,000.00	797,660.97	12.34
Worker's Compensation Expense	0.00	13,107.00	28,000.00	14,893.00	46.81
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
<b>Total</b>	<b>\$ 115,090.94</b>	<b>\$ 292,416.53</b>	<b>\$ 2,025,500.00</b>	<b>1,733,083.47</b>	<b>14.44</b>
<b>Advertising, Dues &amp; Subscriptions</b>					
Publication of Legal Notices	\$ 304.00	\$ 304.00	\$ 4,000.00	3,696.00	7.60
Membership Dues	229.00	254.00	9,500.00	9,246.00	2.67
Advertising	0.00	0.00	22,000.00	22,000.00	0.00
<b>Total</b>	<b>\$ 533.00</b>	<b>\$ 558.00</b>	<b>\$ 35,500.00</b>	<b>34,942.00</b>	<b>1.57</b>
<b>Signage</b>					
Signage	\$ 0.00	\$ 0.00	\$ 5,000.00	5,000.00	0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>
<b>Printing, Duplicating &amp; Binding</b>					
Printing	\$ 284.00	\$ 284.00	\$ 9,000.00	8,716.00	3.16
Book Binding	0.00	0.00	5,000.00	5,000.00	0.00
Patron Cards	0.00	0.00	5,000.00	5,000.00	0.00
<b>Total</b>	<b>\$ 284.00</b>	<b>\$ 284.00</b>	<b>\$ 19,000.00</b>	<b>18,716.00</b>	<b>1.49</b>
<b>Promotional Production</b>					
Promotional Production	\$ 0.00	\$ 0.00	\$ 7,000.00	7,000.00	0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 7,000.00</b>	<b>7,000.00</b>	<b>0.00</b>

**St. Tammany Parish Library-General Fund**  
**Schedule of Expenditures**  
**For the Two Months Ending February 28, 2022**

16

	<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	278.00	278.00	3,500.00	3,222.00	7.94
Carpet Cleaning	0.00	0.00	15,000.00	15,000.00	0.00
<b>Total</b>	<b>\$ 28,684.23</b>	<b>\$ 41,759.34</b>	<b>\$ 261,000.00</b>	<b>219,240.66</b>	<b>16.00</b>
<b>Professional Services</b>					
Payroll Service Fees	\$ 3,759.69	\$ 6,214.68	\$ 32,500.00	26,285.32	19.12
Legal	0.00	0.00	1,000.00	1,000.00	0.00
Financial	0.00	0.00	40,000.00	40,000.00	0.00
Architectural	0.00	0.00	1,000.00	1,000.00	0.00
Consultants	0.00	0.00	90,000.00	90,000.00	0.00
Security	25.00	25.00	12,000.00	11,975.00	0.21
Web Design Consultant	0.00	0.00	72,200.00	72,200.00	0.00
Movers	0.00	0.00	60,000.00	60,000.00	0.00
<b>Total</b>	<b>\$ 3,784.69</b>	<b>\$ 6,239.68</b>	<b>\$ 308,700.00</b>	<b>302,460.32</b>	<b>2.02</b>
<b>Insurance and Claims</b>					
Library Property Insurance	\$ 0.00	\$ 0.00	\$ 135,500.00	135,500.00	0.00
Flood Insurance	0.00	0.00	23,000.00	23,000.00	0.00
Vehicle Insurance	0.00	19,472.50	36,450.00	16,977.50	53.42
LBOC Liability	0.00	0.00	4,076.00	4,076.00	0.00
General Liability	0.00	6,740.00	21,000.00	14,260.00	32.10
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 26,212.50</b>	<b>\$ 220,026.00</b>	<b>193,813.50</b>	<b>11.91</b>
<b>Operating Supplies</b>					
Office Supplies	\$ 2,768.83	\$ 4,027.35	\$ 20,000.00	15,972.65	20.14
Bank Service Charges	1,231.45	2,502.69	16,000.00	13,497.31	15.64
Book Preparation Supplies	5,792.64	6,235.23	38,000.00	31,764.77	16.41
Computer/Printer Supplies	5,141.69	7,498.78	61,000.00	53,501.22	12.29
Programming Supplies	660.20	691.14	8,000.00	7,308.86	8.64
<b>Total</b>	<b>\$ 15,594.81</b>	<b>\$ 20,955.19</b>	<b>\$ 143,000.00</b>	<b>122,044.81</b>	<b>14.65</b>
<b>Travel and Continuing Education</b>					
Staff Travel - Local	\$ 1,022.78	\$ 1,051.10	\$ 15,000.00	13,948.90	7.01
Library In-service Training	0.00	0.00	7,000.00	7,000.00	0.00
Conventions & Seminars	(1,142.40)	(42.40)	55,000.00	55,042.40	(0.08)
<b>Total</b>	<b>\$ (119.62)</b>	<b>\$ 1,008.70</b>	<b>\$ 77,000.00</b>	<b>75,991.30</b>	<b>1.31</b>

**St. Tammany Parish Library-General Fund**  
**Schedule of Expenditures**  
**For the Two Months Ending February 28, 2022**

17

	<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>
<b>Public Relations/Programming</b>					
Summer Reading Program	\$ 195.11	\$ 195.11	\$ 45,000.00	44,804.89	0.43
Summer Reading T-shirts	0.00	0.00	5,800.00	5,800.00	0.00
Adult Programming	2,511.78	3,213.62	33,000.00	29,786.38	9.74
Young Adult Programming	368.20	368.20	15,000.00	14,631.80	2.45
Juvenile Programming	1,420.71	1,441.68	12,000.00	10,558.32	12.01
<b>Total</b>	<b>\$ 4,495.80</b>	<b>\$ 5,218.61</b>	<b>\$ 110,800.00</b>	<b>105,581.39</b>	<b>4.71</b>
<b>Capital Outlay-Non-Book Acq</b>					
Landscape Additions	\$ 0.00	\$ 0.00	\$ 23,000.00	23,000.00	0.00
Imp Phys Plant	0.00	0.00	215,000.00	215,000.00	0.00
Vehicles	27,701.76	27,701.76	95,000.00	67,298.24	29.16
Office Equip, Furn & Shelving	494.20	10,644.88	150,000.00	139,355.12	7.10
PC Network	5,355.86	7,193.79	85,000.00	77,806.21	8.46
Integrated Lib Automation Sys	0.00	0.00	1,000.00	1,000.00	0.00
Audio/Visual Equipment	0.00	0.00	5,000.00	5,000.00	0.00
<b>Total</b>	<b>\$ 33,551.82</b>	<b>\$ 45,540.43</b>	<b>\$ 574,000.00</b>	<b>528,459.57</b>	<b>7.93</b>
<b>Capital Outlay-Library Res. Acq.</b>					
Adult Books	\$ 20,960.96	\$ 20,990.91	\$ 205,000.00	184,009.09	10.24
Lease/Purchase Books	18,363.24	18,363.24	19,000.00	636.76	96.65
Juvenile Books	3,342.50	3,342.50	105,000.00	101,657.50	3.18
Young Adults	2,156.66	2,156.66	15,000.00	12,843.34	14.38
Music Recordings	496.70	496.70	6,000.00	5,503.30	8.28
Adult Reference	3,139.43	12,050.43	111,000.00	98,949.57	10.86
Juvenile Reference	0.00	0.00	45,000.00	45,000.00	0.00
Periodicals	10,000.00	10,000.00	50,000.00	40,000.00	20.00
Audio Recordings	440.90	440.90	20,000.00	19,559.10	2.20
Video Recordings	5,207.76	5,207.76	72,000.00	66,792.24	7.23
Genealogy	0.00	0.00	5,000.00	5,000.00	0.00
Microfilm	0.00	0.00	10,000.00	10,000.00	0.00
Downloadable Media	25,241.86	46,401.11	390,000.00	343,598.89	11.90
CD/Software	270.00	16,378.11	92,500.00	76,121.89	17.71
Internet Database Subscription	460.00	98,816.94	260,000.00	161,183.06	38.01
<b>Total</b>	<b>\$ 90,080.01</b>	<b>\$ 234,645.26</b>	<b>\$ 1,405,500.00</b>	<b>1,170,854.74</b>	<b>16.69</b>
<b>Capital Expenditures</b>					
Capital Expenditures - Camcras	\$ 0.00	\$ 0.00	\$ 6,000.00	6,000.00	0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 6,000.00</b>	<b>6,000.00</b>	<b>0.00</b>

## **LBOC Rules Committee Update**

The LBOC Rules and Regulations Committee held meetings on February 16<sup>th</sup>, 2022, and March 9<sup>th</sup>, 2022. They went through all revised financial policies after comments from the assistant district attorney to ensure that all suggested changes were made. We decided to split the revised policies into three sections for approval. The committee will continue to work on the contracting policy and will present any options or choices that can be made to the Board at the next Board meeting. The committee's next meeting is Wednesday, April 6<sup>th</sup>, at 11:00 am at South Slidell.

### **Rules and Regulations – Chapter 3 Financial Policies Update**

The Rules and Regulations Committee has been hard at work over the last year to revise and update the Financial Policies – Chapter 3 of the Rules and Regulations manual. We reviewed and rewrote sections based on the Parish's Boards and Commissions Guide and best practices as outlined by the Louisiana Legislative Auditor. In addition, the District Attorney's office reviewed the draft, and we have incorporated their suggestions.

The committee decided to split the chapter into three parts for approval so as not to overwhelm the Board. Following this explanation is a clean copy of sections 301 to 309, along with a copy that shows all changes from the original. The Board will discuss and potentially adopt the updates. Emily Couvillon, Assistant District Attorney, will be at the board meeting.

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- Section 303. Audit
- Section 305. Record Retention
- Section 307. Budgeting Process
- Section 309. Financial Reporting
- Section 311. Bank Reconciliation
- Section 313. Inventory
- Section 315. Credit Card Policy
- Section 317. Fuel Policy
- Section 319. Walmart Card Policy
- Section 321. Home Depot and Lowes Card Policy
- Section 323. Capital Assets
- Section 325. Disbursements
- Section 327. Contracts
- Section 329. Purchasing

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## Chapter 3. Financial Administration

### Section 301. Financial Practices

Effective Date: TK

Revision Date: TK

The St. Tammany Parish Library, in accordance with sound financial practices, strives to ensure compliance with applicable Generally Accepted Accounting Principles (GAAP) and or standards set by the Governmental Accounting Standards Board (GASB); ensure adequacy of support for all transactions and financial statements; and ensure internal control activities are properly designed and implemented.

The fiscal year of the Board shall begin the first day of each year and shall end on the last day of December of the same year (as per Section 117 of the Board Bylaws).

### Section 302. Transactions

Effective Date: TK

Revision Date: TK

The following list includes the types or transactions that the Library does and does not participate in. Specific policies regarding each type of transaction can be found later in this chapter.

#### A. Petty Cash

The St. Tammany Parish Library shall not maintain a petty cash account. Material and equipment purchase orders are to specify inside delivery to facilitate this policy.

#### B. Checks and ACH

The Library prefers to pay expenses by check and automated clearing house (ACH). All efforts will be made to place orders in a way that allows the library to be invoiced to pay in this manner.

#### C. Cash

Although the Library does not pay for expenses using cash, the Library collects cash at branch libraries for the payment of fines and fees.

#### D. Credit Cards

Credit cards are used for expenses when no other form of payment is accepted. The Library accepts credit card payment for fines and fees.

### Section 303. Audit

Effective Date: TK

Revision Date: TK

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2. Gasoline credit cards shall be acquired as needed.¶  
B

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The Library shall be audited by an independent Certified Public Accountant at the end of each operating year. The Audit shall be distributed to:

- Legislative Auditor (1 copy provided electronically by the auditor)
- St. Tammany Parish Council Office (1 copy)
- St. Tammany Parish President (1 copy)
- St. Tammany Parish Office of Finance (1 copy provided electronically by the Auditor)
- Members of the Library Board of Control (8 copies)
- Assistant Directors (2 copies)
- Library Director (1 copy)

### Section 305. Record Retention

Effective Date: TK

Revision Date: TK

Library records will be kept in accordance with the most current Records Retention Schedule as laid out by the Louisiana Secretary of State Division of Archives, Records Management and History. See Appendix B for full schedule.

### Section 307. Budgeting Process

Effective Date: July 25, 2017

Revision Date: TK

The Library Director has the overall responsibility for preparing, presenting, and administering the annual budget for the general fund and all special revenue funds in accordance with Louisiana Revised Statutes (R.S.) 39:1301-1315.

Furthermore, the Director shall have the duty and power to prepare and submit an annual operations budget for the Library to the Board in accordance with the provisions of R.S. 25:211 et seq. and any other supplementary laws or ordinances.

The Board is responsible for adopting budgets and amending budgets on a timely basis.

Copies of the adopted budget, budget adoption instrument, budget amendments, supporting schedules, and correspondence related to the budgets are to be retained in the Director's office and the Business Manager's office

#### A. Timing

The Director will present the proposed annual budget with a proposed adoption instrument to the board no later than 15 days prior to the beginning of the fiscal year (see Section 117). Also, the proposed budget must be made available for public inspection no later than 15 days prior to the beginning of the fiscal year in accordance with state law. (See R.S. 39:1306 and R.S. 39:1308 for when and where to post the budget.)

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2. Expenditure projections – Budgeted by fund and/or department and based on actual costs and reasonable estimates.¶  
3. Fund Balance – Maintain a minimum general fund balance of between 40% and 60% of operating revenues or no less than 5 to 8 months of operating expenditures. ¶  
B. The budget must include a clearly presented side-by-side detailed comparison of information for the current year, including the fund balances at the beginning of the year, year-to-date actual receipts and revenues received and estimates of all receipts and revenues to be received the remainder of the year; estimated and actual revenues itemized by source; year-to-date actual expenditures and estimates of all expenditures to be made the remainder of the year itemized; other financing sources and uses by source and use, both year-to-date actual and estimates for the remainder of the year; the year-to-date actual and estimated fu(...

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The Board is responsible for adopting the budget in an open meeting before the end of the prior fiscal year.

Before the adoption of the budget, if the Library has total proposed expenditures of \$500,000 or more from the general fund and any special revenue funds in a fiscal year, the public must be given an opportunity to participate in the budgetary process in accordance with state law. No proposed budget shall be considered for adoption or otherwise finalized until at least one public hearing has been conducted on the proposal. The Library must comply with the notice, publication, and public hearing requirements as required by state law (R.S. 39:1307).

## **B. Budget Preparation**

The Director is to prepare a comprehensive budget presenting a complete financial plan for each fiscal year for the general fund using the following guidelines:

- Revenue Projections: Budgeted by fund and based on historical data and known trends. Trends are analyzed for all sources of revenue to consider whether any increases or decreases are warranted.
- Expenditure Projections: Budgeted by fund and/or department and based on actual costs and reasonable estimates. The Director meets with Library Administrators and Department Heads to receive/discuss budget requests for the year. Using the side by side comparison the current year line-item expenditures are analyzed to identify costs that can be reduced or eliminated and those that may increase. The total of proposed expenditures shall not exceed the total of estimated funds available for the ensuing fiscal year, i.e. the beginning fund balance and any anticipated revenues.
- Fund Balance: Maintain a minimum general fund balance of between 40% and 60% of operating revenues or no less than five to eight months of operating expenditures.

The Director prepares a proposed budget for the general fund and each special revenue fund that includes the following as required by state law (R.S. 39:1305):

- Clearly presented side-by-side detailed comparison of information for the current year;
- Estimated fund balance at beginning of year;
- Year-to-date actual receipts and revenues received;
- Estimated revenues/receipts itemized by source;
- Estimates of all receipts and revenues to be received the remainder of the year;
- Year-to-date actual expenditures;
- Estimates of all expenditures to be made the remainder of the year itemized;
- Recommended expenditures itemized by department, function, and character;

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The director of the library must advise the board (R.S. 39:1311) when:¶  
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- Other financing sources and uses by source and use;
- The year-to-date actual and estimated fund balance at end of fiscal year;
- The percentage change for each item of information as required by state law (R.S. 39:1305(C)(2)(a)).

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The Director prepares the budget adoption instrument to adopt and implement the budget document as required by state law (R.S. 39:1305(D)).

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The Director prepares and signs a budget message that contains a summary description of the proposed budget, policies and objectives, assumptions, budgetary basis, and a discussion of the most important features as required by state law (R.S. 39:1305(C) (1)).

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### C. Budget Availability, Presentation, and Adoption

Before the adoption of the budget, the budget must be made available for public inspection (R.S. 39:1306).

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If total proposed expenditures are \$500,000 or less in a fiscal year, make the proposed budget available at the Main Branch for public inspection no later than 15 days prior to the beginning of the fiscal year. (See R.S. 39:1306 and R.S. 39:1308)¶  
If total proposed expenditures are \$500,000 or more in a fiscal year (from the general fund or any special revenue funds), the public must be afforded an opportunity to participate in the budgetary process prior to adoption of the budget (See R.S. 39:1307).

If total proposed expenditures are \$500,000 or more, it is mandatory that a notice be published in the official journal stating that (a) the proposed budget is available for public inspection (no later than 15 days prior to the beginning of the fiscal year); (b) a public hearing on the proposed budget will be held; and (c) the date, time, and place of the hearing. [Note: The notice must be published at least 10 days prior to the date of the first public hearing.]

The Board conducts at least one public hearing on the proposed budget before it is adopted (R.S. 39:1307). Library Administration certifies completion of public participation in the budget process by publishing a notice in the official journal (R.S. 39:1307).

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3. If applicable, certify

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The Director presents the proposed budget document (i.e., budget message, resolution, and budget statement) to the Board no later than 15 days prior to the beginning of the fiscal year in accordance with state law (R.S. 39:1306).

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The budget is adopted in an open meeting before the end of the prior fiscal year in accordance with state law (R.S. 39:1309(B)). [Note: The adopted budget must be balanced with approved expenditures not exceeding the total of estimated funds available.]

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Upon adoption, copies of the budget and signed adoption instrument are provided to the Director and maintained on file as required by state law (R.S. 39:1309(D)).

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### D. Budget Monitoring

The Director will administer and monitor the budgets and provide the board with monthly financial statements and budget-to-actual comparisons, including any warnings of any corrective action needed.

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The Director prepares monthly budget-to-actual comparison statements and formally presents these to the Board for review/monitoring purposes.

The Director must advise the Board (R.S. 39:1311) when:

- Total revenue and other sources plus projected revenue and other sources for the remainder of the year, within a fund, are failing to meet total budgeted revenues and other sources by 5% or more.
- Total actual expenditures and other uses plus projected expenditures and other uses for the remainder of the year, within a fund, are exceeding the total budgeted expenditures and other uses by 5% or more.
- Actual beginning fund balance, within a fund, fails to meet estimated beginning fund balance by 5% or more and fund balance is being used to fund current year expenditures.

#### E. Budget Amendment

The Board adopts a budget amendment (using the appropriate adoption instrument) in an open meeting upon receiving notification of a 5% variance or a change in operations upon which the original budget was developed.

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## Section 309. Financial Reporting

Effective Date: July 25, 2017

Revision Date: JK

Financial reporting is the primary tool used by Library Administration to monitor income and expenditures and to make decisions. The Library, as a public body, is accountable for the manner in which funds are spent. It is essential to monitor actual progress against the budget (financial plan for the year) to ensure that the desired fiscal result will be achieved.

An accounting system is maintained that provides timely information and an accurate picture of the Library's financial condition. Accounting practices are in accordance with generally accepted accounting principles (GAAP) and generally accepted government auditing standards (GAGAS). Furthermore, library administration ensures there is an adequate separation of functions to ensure assets are safeguarded and the potential for errors in the records are minimized.

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#### A. Monthly Reporting

The Director is responsible for overseeing the preparation of the monthly financial statements, including budget-to-actual comparisons, on all funds (e.g., general fund, utility fund, special revenue fund, etc.) of the Library. If necessary, the Library may contract with an external accounting firm to provide assistance to ensure the preparation of timely and accurate financial statements.

The Director is to formally present the monthly financial statements and budget comparisons to the Board, including any warnings of corrective/remedial action needed (e.g., amend the budget). Discussion of the monthly financial statements and budget

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comparisons should be on the meeting agenda, and the written minutes should reflect such discussion.

**B. Annual Reporting**

Annual financial reporting provides accountability and is required by state law (R.S. 24:513). Annually, the Board is to approve the engagement of an independent certified public accountant to perform the Library's audit, which is also subject to the approval of the Louisiana Legislative Auditor.

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State law requires that the auditor be provided with all the books and records needed to perform the audit, and R.S. 24:518 provides penalties for failure to do so. The audit must be completed and submitted to the Legislative Auditor no later than six months after the close of the fiscal year (see R.S. 24:513(A)(5)(a)(i) and Section 117). However, under the provisions of R.S. 29:724(B)(1), the Library may have an extension at any time after a disaster or emergency is declared that prevents the Library from completing its report within six months of the close of the fiscal year.

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## **Chapter 3. Financial Administration**

### **Section 301. Financial Practices**

*Effective Date: TK*

*Revision Date: TK*

The St. Tammany Parish Library, in accordance with sound financial practices, strives to ensure compliance with applicable Generally Accepted Accounting Principles (GAAP) and or standards set by the Governmental Accounting Standards Board (GASB); ensure adequacy of support for all transactions and financial statements; and ensure internal control activities are properly designed and implemented.

The fiscal year of the Board shall begin the first day of each year and shall end on the last day of December of the same year (as per Section 117 of the Board Bylaws).

### **Section 302. Transactions**

*Effective Date: TK*

*Revision Date: TK*

The following list includes the types or transactions that the Library does and does not participate in. Specific policies regarding each type of transaction can be found later in this chapter.

#### **A. Petty Cash**

The Library shall not maintain a petty cash account. Material and equipment purchase orders are to specify inside delivery to facilitate this policy.

#### **B. Checks and ACH**

The Library prefers to pay expenses by check and automated clearing house (ACH). All efforts will be made to place orders in a way that allows the Library to be invoiced to pay in this manner.

#### **C. Cash**

Although the Library does not pay for expenses using cash, the Library collects cash at branch libraries for the payment of fines and fees.

#### **D. Credit Cards**

Credit cards are used for expenses when no other form of payment is accepted. The Library accepts credit card payment for fines and fees.

### **Section 303. Audit**

*Effective Date: TK*

*Revision Date: TK*

The Library shall be audited by an independent Certified Public Accountant at the end of each operating year. The Audit shall be distributed to:

- Legislative Auditor (1 copy provided electronically by the Auditor)
- St. Tammany Parish Council Office (1 copy)
- St. Tammany Parish President (1 copy)
- St. Tammany Parish Office of Finance (1 copy provided electronically by the Auditor)
- Members of the Board (8 copies)
- Assistant Directors (2 copies)
- Library Director (1 copy)

### **Section 305. Record Retention**

*Effective Date: TK*

*Revision Date: TK*

Library records will be kept in accordance with the most current Records Retention Schedule as laid out by the Louisiana Secretary of State Division of Archives, Records Management and History. See Appendix B for full schedule.

### **Section 307. Budgeting Process**

*Effective Date: July 25, 2017*

*Revision Date: TK*

The Library Director has the overall responsibility for preparing, presenting, and administering the annual budget for the general fund and all special revenue funds in accordance with Louisiana Revised Statutes (R.S.) [39:1301-1315](#).

Furthermore, the Director shall have the duty and power to prepare and submit an annual operations budget for the Library to the Board in accordance with the provisions of [R.S. 25:211 et seq.](#) and any other supplementary laws or ordinances.

The Board is responsible for adopting budgets and amending budgets on a timely basis.

Copies of the adopted budget, budget adoption instrument, budget amendments, supporting schedules, and correspondence related to the budgets are to be retained in the Director's office and the Business Manager's office

#### **A. Timing**

The Director will present the proposed annual budget with a proposed adoption instrument to the Board no later than 15 days prior to the beginning of the fiscal year (see Section 117). Also, the proposed budget must be made available for public inspection no later than 15 days prior to the beginning of the fiscal year in accordance with state law. (See [R.S. 39:1306](#) and [R.S. 39:1308](#) for when and where to post the budget.)

The Board is responsible for adopting the budget in an open meeting before the end of the prior fiscal year.

Before the adoption of the budget, if the Library has total proposed expenditures of \$500,000 or more from the general fund and any special revenue funds in a fiscal year, the public must be given an opportunity to participate in the budgetary process in accordance with state law. No proposed budget shall be considered for adoption or otherwise finalized until at least one public hearing has been conducted on the proposal. The Library must comply with the notice, publication, and public hearing requirements as required by state law ([R.S. 39:1307](#)).

## **B. Budget Preparation**

The Director is to prepare a comprehensive budget presenting a complete financial plan for each fiscal year for the general fund using the following guidelines:

- ***Revenue Projections:*** Budgeted by fund and based on historical data and known trends. Trends are analyzed for all sources of revenue to consider whether any increases or decreases are warranted.
- ***Expenditure Projections:*** Budgeted by fund and/or department and based on actual costs and reasonable estimates. The Director meets with Library Administrators and Department Heads to receive/discuss budget requests for the year. Using the side-by-side comparison, the current year line-item expenditures shall be analyzed to identify costs that can be reduced or eliminated and those that may increase. The total of proposed expenditures shall not exceed the total of estimated funds available for the ensuing fiscal year, i.e. the beginning fund balance and any anticipated revenues.
- ***Fund Balance:*** Maintain a minimum general fund balance of between 40% and 60% of operating revenues or no less than five to eight months of operating expenditures.

The Director prepares a proposed budget for the general fund and each special revenue fund that includes the following as required by state law ([R.S. 39:1305](#)):

- Clearly presented side-by-side detailed comparison of information for the current year;
- Estimated fund balance at beginning of year;
- Year-to-date actual receipts and revenues received;
- Estimated revenues/receipts itemized by source;
- Estimates of all receipts and revenues to be received the remainder of the year;
- Year-to-date actual expenditures;
- Estimates of all expenditures to be made the remainder of the year itemized;
- Recommended expenditures itemized by department, function, and character;

- Other financing sources and uses by source and use;
- The year-to-date actual and estimated fund balance at end of fiscal year;
- The percentage change for each item of information as required by state law ([R.S. 39:1305\(C\)\(2\)\(a\)](#)).

The Director prepares the budget adoption instrument to adopt and implement the budget document as required by state law ([R.S. 39:1305\(D\)](#)).

The Director prepares and signs a budget message that contains a summary description of the proposed budget, policies and objectives, assumptions, budgetary basis, and a discussion of the most important features as required by state law ([R.S. 39:1305\(C\) \(1\)](#)).

### **C. Budget Availability, Presentation, and Adoption**

Before the adoption of the budget, the budget must be made available for public inspection ([R.S. 39:1306](#)).

If total proposed expenditures are \$500,000 or more, it is mandatory that a notice be published in the official journal stating that (a) the proposed budget is available for public inspection (no later than 15 days prior to the beginning of the fiscal year); (b) a public hearing on the proposed budget will be held; and (c) the date, time, and place of the hearing. [Note: The notice must be published at least 10 days prior to the date of the first public hearing.]

The Board conducts at least one public hearing on the proposed budget before it is adopted ([R.S. 39:1307](#)). Library Administration certifies completion of public participation in the budget process by publishing a notice in the official journal ([R.S. 39:1307](#)).

The Director presents the proposed budget document (i.e., budget message, resolution, and budget statement) to the Board no later than 15 days prior to the beginning of the fiscal year in accordance with state law ([R.S. 39:1306](#)).

The budget is adopted in an open meeting before the end of the prior fiscal year in accordance with state law ([R.S. 39:1309\(B\)](#)). [Note: The adopted budget must be balanced with approved expenditures not exceeding the total of estimated funds available.]

Upon adoption, copies of the budget and signed adoption instrument are provided to the Director and maintained on file as required by state law ([R.S. 39:1309\(D\)](#)).

### **D. Budget Monitoring**

The Director will administer and monitor the budgets and provide the Board with monthly financial statements and budget-to-actual comparisons, including any warnings of any corrective action needed.

The Director prepares monthly budget-to-actual comparison statements and formally presents these to the Board for review/monitoring purposes.

The Director must advise the Board ([R.S. 39:1311](#)) when:

- Total revenue and other sources plus projected revenue and other sources for the remainder of the year, within a fund, are failing to meet total budgeted revenues and other sources by 5% or more.
- Total actual expenditures and other uses plus projected expenditures and other uses for the remainder of the year, within a fund, are exceeding the total budgeted expenditures and other uses by 5% or more.
- Actual beginning fund balance, within a fund, fails to meet estimated beginning fund balance by 5% or more and fund balance is being used to fund current year expenditures.

#### **E. Budget Amendment**

The Board adopts a budget amendment (using the appropriate adoption instrument) in an open meeting upon receiving notification of a 5% variance or a change in operations upon which the original budget was developed.

### **Section 309. Financial Reporting**

*Effective Date: July 25, 2017*

*Revision Date: TK*

Financial reporting is the primary tool used by Library Administration to monitor income and expenditures and to make decisions. The Library, as a public body, is accountable for the manner in which funds are spent. It is essential to monitor actual progress against the budget (financial plan for the year) to ensure that the desired fiscal result will be achieved.

An accounting system is maintained that provides timely information and an accurate picture of the Library's financial condition. Accounting practices are in accordance with generally accepted accounting principles (GAAP) and generally accepted government auditing standards (GAGAS). Furthermore, Library Administration ensures there is an adequate separation of functions to ensure assets are safeguarded and the potential for errors in the records are minimized.

#### **A. Monthly Reporting**

The Director is responsible for overseeing the preparation of the monthly financial statements, including budget-to-actual comparisons, on all funds (e.g., general fund, utility fund, special revenue fund, etc.) of the Library. If necessary, the Library may contract with an external accounting firm to provide assistance to ensure the preparation of timely and accurate financial statements.

The Director is to formally present the monthly financial statements and budget comparisons to the Board, including any warnings of corrective/remedial action needed (e.g., amend the budget). Discussion of the monthly financial statements and budget

comparisons should be on the meeting agenda, and the written minutes should reflect such discussion.

### **B. Annual Reporting**

Annual financial reporting provides accountability and is required by state law ([R.S. 24:513](#)). Annually, the Board is to approve the engagement of an independent certified public accountant to perform the Library's audit, which is also subject to the approval of the Louisiana Legislative Auditor.

State law requires that the auditor be provided with all the books and records needed to perform the audit, and [R.S. 24:518](#) provides penalties for failure to do so. The audit must be completed and submitted to the Legislative Auditor no later than six months after the close of the fiscal year (see [R.S. 24:513\(A\)\(5\)\(a\)\(i\)](#) and Section 117). However, under the provisions of [R.S. 29:724\(B\)\(1\)](#), the Library may have an extension at any time after a disaster or emergency is declared that prevents the Library from completing its report within six months of the close of the fiscal year.

## **COVID Policy and Procedure**

The Parish and other Louisiana public libraries have official policies dealing with COVID and paid time off. We want to encourage employees who become COVID positive or who are likely to be positive based on exposure to not come to work and expose co-workers and patrons. Previously we have utilized our telecommuting policy to cover the time that employees were required to stay home. This is not sustainable as not all jobs are suited to telecommuting.

The exposure guidelines are changed frequently by the CDC - this is the first portion of the following policy. However, we want the Board to approve COVID leave (the time and attendance section) in a semi-permanent manner. The Board would review any changes to COVID time off. The benefit would not roll over to the following year, and the Board would review this policy annually.

A vote on the Time and Attendance section of this policy and procedure would be required to approve it.

## **St. Tammany Parish Library**

### **COVID Policy and Procedures**

#### **EFFECTIVE DATE**

**Effective Wednesday, March 22, 2022**, all employees should continue to report to their normal work locations. We will continue to be open to the public.

#### **CAMPUS ENTRANCE DENIAL**

The following employees will not be allowed in library buildings:

- Employees who test positive for COVID-19 or any of its variants
- Employees who have come in **close contact\*** with someone with COVID-19 or a variant (**\*\*See exceptions**)

Employees who test positive must disclose to their direct supervisor a list of fellow employees, vendors, contractors, etc., with whom the employee had contact over the previous 48 hours so those people may be notified.

**\*CLOSE CONTACT** as defined by the CDC is within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.

**\*\*EXCEPTIONS** as per the CDC:

- People who have been fully vaccinated and boosted
- People who were previously diagnosed with COVID-19 within the last three months
- Per the CDC, people with these exceptions will report to work but are required to wear a mask following their close contact for 10 days.

#### **QUARANTINE**

Employees who are not allowed in library buildings must quarantine for

- Five (5) days
- More if so directed by your healthcare provider

Upon return, the employee must wear a mask for an additional five (5) days.

#### **EXPOSURE PROCEDURES**

In the event an employee tests positive, all employees who have come in contact with the **unnamed** (HIPAA) positive employee in the past 48 hours will be notified immediately in writing by e-mail.

### **TIME AND PAYROLL RECONCILIATION**

After speaking with their supervisor, all employees who are denied entrance to the library as described in the section "Campus Entrance Denial" will use the following to complete payroll:

If the employee is eligible and able to work remotely, they will follow all guidelines outlined in the library's telecommuting policy.

If the employee is unable to work remotely due to illness or job suitability, Five (5) days of COVID leave (40 hours for full-time employees and 20 hours for part-time employees) per calendar year is available for employees with documented proof of COVID positive result (a time-stamped COVID test or a Doctor's note) or sworn affirmation of a close contact as defined above. At-home COVID tests will not serve as proof.

Full-time employees who need further leave time due to COVID will use their sick or vacation time. Part-time employees needing additional time off due to COVID will use unpaid leave.

All unused COVID leave will expire after December 31, 2022, and will not roll over.

COVID leave will be reviewed by the Library Board of Control on an annual basis.

### **Designation of Capital Funds - Mandeville Renovation**

A renovation of the Mandeville Branch is one of the capital projects listed on our Capital Improvement Plan. The Mandeville Branch was constructed in 1986 and enlarged in the 1990s.

The improvements planned for this building are:

- Replacing 17-year-old carpet
- Rewiring data lines with Cat6 wiring
- Refreshing/updating the restrooms
- Modification of the front entrance to ensure ADA compatibility and reduce slip hazards

The current estimated cost for this project is \$200,000. The Board will need to designate the capital funding for this project to begin. A sample resolution for your consideration follows this explanation.

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	\$ 958,000.00		\$ 958,000.00					
Technology upgrade	People counters	\$ 42,000.00		\$ 42,000.00					
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)
	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)



St. Tammany Parish Library Board of Control  
Designation of Capital Funds – Mandeville Renovation  
March 22, 2022

**BE IT RESOLVED** that the St. Tammany Parish Library Board of Control designates \$200,000 of capital funds to renovate the Mandeville branch. The improvements to this branch will allow us to replace carpet, improve data wiring, refresh the restrooms and improve ADA accessibility.

**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 22ND DAY OF MARCH, 2022, AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

\_\_\_\_\_  
Rebecca Taylor, Board President

ADMINISTRATIVE OFFICE  
310 WEST 21<sup>ST</sup> AVENUE COVINGTON, LA 70433  
PH: (985) 871-1219 FAX: (985) 871-1224

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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

SLIDELL (985) 646-6470

### **Designation of Capital Funds – Causeway Carpet**

The replacement of Causeway's carpet is one of the projects listed on our Capital Improvement Plan. We have rented the Causeway Branch's facility since 1999. Additions to the space such as a study area, reference area, and study rooms have been re-carpeted over the years, but the original space has flooring that is 23 years old.

The improvements planned for this building are:

- Replacing all of the carpet to update the facility

The current estimated cost for this project is \$50,000. The Board will need to designate the capital funding for this project to begin. A sample resolution for your consideration follows this explanation.

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					
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Technology upgrade	People counters	\$ 42,000.00		\$ 42,000.00					
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)
	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)



St. Tammany Parish Library Board of Control  
Designation of Capital Funds – Causeway Branch Carpet  
March 22, 2022

**BE IT RESOLVED** that the St. Tammany Parish Library Board of Control designates \$50,000 of capital funds to re-carpet the Causeway Branch. Re-carpeting will allow us to replace 23 year old flooring and refresh the look of the facility.

**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 22ND DAY OF MARCH, 2022, AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

\_\_\_\_\_  
Rebecca Taylor, Board President

ADMINISTRATIVE OFFICE  
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LEE RD (985) 893-6284

SLIDELL (985) 646-6470

## **Surplus Property**

The maintenance truck that was ordered in 2021 has finally arrived. We need to dispose of the previous maintenance truck as it is no longer viable to maintain. A resolution is required to send this vehicle to be sold at auction. A sample resolution declaring this truck as surplus property follows this explanation for your consideration.



**St. Tammany Parish Library Board of Control**  
**Resolution to declare certain movable property surplus and authorizing its disposition.**  
**March 22rd, 2022**

**WHEREAS**, the St. Tammany Parish Library is the owner of the following described movable property;  
and

**WHEREAS**, St. Tammany Parish Library declares the following movable property no longer needed for a public purpose due to its age, mileage, and repair costs and, thus, no longer viable to maintain; and

**WHEREAS**, St. Tammany Parish Library desires to declare said movable property as surplus and dispose of the same.

**NOW THEREFORE BE IT RESOLVED**, that St. Tammany Parish Library Board of Control hereby declares the following movable property as surplus and authorizes the disposition of the same, all in accordance with state law:

Id Number/Description:

2011 Ford F150 Truck VIN # 1FTMF1CM98KD35494

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 22rd DAY OF MARCH 2022, AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

\_\_\_\_\_  
Rebecca Taylor, Board President

ADMINISTRATIVE OFFICE  
310 WEST 21<sup>ST</sup> AVENUE COVINGTON, LA 70433  
PH: (985) 871-1219 FAX: (985) 871-1224

ABITA SPRINGS (985) 893-6285

COVINGTON (985) 893-6280

MADISONVILLE (985) 845-4819

BUSINESS RESOURCE CENTER  
(985) 626-5314

FOLSOM (985) 796-9728

MANDEVILLE (985) 626-4293

BUSH (985) 886-3588

LACOMBE (985) 882-7858

PEARL RIVER (985) 863-5518

CAUSEWAY (985) 626-9779

LEE RD (985) 893-6284

SLIDELL (985) 646-6470

# Director's Report — March, 2022

## COVID

Beginning the week of April 4, patrons will see operational changes on the heels of the expiration of Louisiana's statewide Public Health Emergency Order. Patrons can expect to see in-person programming return to capacity; all working public computer stations open for use; seating returned to branches; and all meeting rooms and conference rooms will be available to reserve at capacity. Some virtual programming, curbside pickup, and wi-fi in branch parking lots after hours will remain. Hand sanitizer, sanitizing wipes, and masks will still be provided for anyone wishing to use them.

The six small branches of the St. Tammany Parish Library — Abita Springs, Bush, Folsom, Lacombe, Lee Road, and Pearl River, will open on Wednesdays from 12 p.m. – 8 p.m. starting April 6. The hours on Monday, Tuesday, Thursday, and Friday will remain 10 a.m. – 6p.m.

## FACILITIES

Slidell parking lot starts March 21st

Denelle Wrightson visited to get staff input on the potential Slidell expansion on March 10th. Further public input and LBOC input are upcoming.

## MARKETING AND OUTREACH

Kelly met with Mandeville Mayor Clay Madden to discuss upcoming Mandeville and Causeway renovations on February 7th.

Kelly and Tanya met with Errick Baldwin from NSTCC to discuss ESL, Adult learners, and library partnerships on March 17th.

Amy Strain – Folsom Elementary March 22<sup>nd</sup>, Library Foundation meetings February and March

Amy Bouton – Healthier Northshore at COAST

Kelly LaRocca and Amy Bouton taped Check it our Episode

Amy Bouton – Lake 94.7 and The Highway radio stations

## PROFESSIONAL INVOLVEMENT

Tanya DiMaggio- Professional Women of St. Tammany February meeting and Managing Children's Services meeting

Kelly met with the CORE Science Fiction notables committee and the PLA Budget Committee

Susan Badon, Children's Services Librarian: attended State Library's Summer Reading workshop in Baton Rouge; completed the LDWF (Louisiana Department of Wildlife & Fisheries) Aquatic VIP verification on February 18

Adele Salzer Headstart Outreach-Storytime

Amy Bouton – Leadership St. Tammany

Megan Jenkins completed the Introduction to Microsoft Excel 2019 course on Gale Courses on 2/22.

Several Staff attended State Library Staff Day in Baton Rouge, Feb. 22nd: Lynn Bardell, Lana Gramlich, Kellie Nelson, Ginger Peak, Kathy Soulier, Brandon Blanchard, Annie Kemp, Nora Serrano, Stacie Eirich, Erin Kennedy, Kirsten Ray, Amy Bouton, Mona Elder, Ethan Drott, Barret Reich, Miles Wallace, and Caite Leger.

Amy Bouton and Jennifer Rifino attended Northshore Volunteer Coordinator meeting.

## **WEBINAR ATTENDANCE**

Jane Johnson

Amy Bouton

Susan Badon

Nichola Kleyale

Amy Strain

Adele Salizar

## **PERSONNEL**

## **PROGRAMMING**

### **WEBSITE**

February 8- March 17th

67, 109 Direct Users to the St. Tammany Parish Library Website

February 8<sup>th</sup> LBOC Meeting Views: 196 views

March 7<sup>th</sup> LBOC Meeting: 85 views

Jan - Feb YTD 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	483	77	282	56	171			44		1,113				
Abita	1,005	95	619	42	1,139	4		44		2,948	325	3,262	128	448
Bush	349	29	671	16	254	15		26		1,360	118	1,418	61	211
Causeway	3,824	391	1,959	66	2,759	32		333		9,364	1,001	8,440	958	2,591
Covington	6,478	591	2,947	65	5,343	181	235	306		16,146	2,375	10,647	4,147	2,183
Folsom	880	61	951	11	406	119		56		2,484	440	2,022	218	322
Lacombe	446	39	424	11	323	6		36		1,285	320	2,958	198	255
Lee Road	522	40	345	8	682	5	21	20		1,643	114	1,154	104	457
Madisonville	2,302	332	808	37	2,377	22		202		6,080	740	6,016	1,678	869
Mandeville	4,413	650	1,862	72	6,087	137	5	426		13,652	1,906	10,107	1,452	1,135
Pearl River	783	68	462	55	422	15	99	14		1,918	448	3,005	129	329
Virtual <sup>1</sup>									55,564	55,564				
Slidell	6,747	718	2,921	97	5,778	466	641	525		17,893	3,667	18,308	2,232	2,072
South Slidell	1,224	168	995	24	991	13	12	110		3,537	2,375	8,530	1,519	2,266
<b>Total</b>	<b>29,456</b>	<b>3,259</b>	<b>15,246</b>	<b>560</b>	<b>26,732</b>	<b>1,015</b>	<b>1,013</b>	<b>2,142</b>	<b>55,564</b>	<b>134,987</b>	<b>13,829</b>	<b>75,867</b>	<b>12,824</b>	<b>13,138</b>

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:** **1,027**

## February 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	186	47	96	29	88			22		468				
Abita	442	45	307	23	615	4		22		1,458	172	1,572	60	215
Bush	162	16	331	9	118	6		11		653	51	701	25	105
Causeway	1871	170	976	31	1329	14		178		4,569	535	4,266	494	1294
Covington	3206	327	1519	35	2764	96	112	155		8,214	1,160	5,608	2121	1173
Folsom	431	26	421	6	181	55		34		1,154	220	1,032	89	139
Lacombe	204	12	163	7	113	3		12		514	143	1,466	98	135
Lee Road	241	27	140	5	400	5	14	9		841	57	651	43	206
Madisonville	1107	147	374	20	1229	15		104		2,996	392	3,091	783	413
Mandeville	2157	292	941	35	3213	77	5	199		6,919	1,007	5,269	746	560
Pearl River	344	36	255	34	220	11	89	10		999	241	1,497	64	162
Virtual <sup>1</sup>									26149	26,149				
Slidell	3305	354	1428	42	3016	254	308	268		8,975	1,921	9,614	1119	1058
South Slidell	632	70	465	16	514	7	9	49		1,762	1,165	4,135	840	1193
<b>Total</b>	<b>14,288</b>	<b>1,569</b>	<b>7,416</b>	<b>292</b>	<b>13,800</b>	<b>547</b>	<b>537</b>	<b>1,073</b>	<b>26,149</b>	<b>65,671</b>	<b>7,064</b>	<b>38,902</b>	<b>6,482</b>	<b>6,653</b>

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:**

509

## **Strategic Planning Committee Update**

Strategic planning is underway.

The Strategic Planning Committee did not officially meet between February and March. However, various staff subcommittees met instead, particularly those covering focus groups and surveys.

Progress on Strategic Planning includes:

- The wrap-up of key stakeholder interviews
- Focus group training for staff and the scheduling of focus groups for April.
- The publishing of our community survey
- Work on publicity for the community survey and focus group invitations
- Visioning sessions for all staff
- Visioning sessions scheduled for the Board

Our consultants are working on analyzing the information gathered from key stakeholder interviews and visioning sessions.